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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, October 9, 2017 4:00PM**

- I. MINUTES OF THE PREVIOUS MEETING**
- II. MONTHLY BILLS**
- III. OLD BUSINESS**
  - A. Employee Handbook**
  - B. Trapper Field batting cages – loan information– Kevin Gall**
- IV. NEW BUSINESS:**
- V. REPORTS:**
  - A. Ted**
  - B. John R**
  - C. John M**
  - D. Junior**
  - E. Amy**

MINUTES OF THE REGULAR BOARD MEETING DATED October 9, 2017

PRESENT: Chairman Larry Knoblich, Vice Chairman Ron Olson, Mike Landscoat, Mark Ukestad

OTHERS: Doug Hogan, Director, Bonnie Ukestad, Amy Walters, John Miller, Junior Kautz, Ted Kapp, John Ruff

GUESTS: Chris Olson – Representing the Jamestown Sun, Kevin Gall, Jeff Hoff & Mike Soulis

ABSENT: Richard Ryan

Chairman Larry Knoblich called the meeting to order at 4:00pm.

Mark Ukestad made a motion to approve the September 11, 2017 minutes as written. Ron Olson seconded. All approved.

Ron Olson made a motion to approve the September 25, 2017 Public Hearing minutes as written. Mark Ukestad seconded. All approved.

Ron Olson made a motion to approve the October 2, 2017 Special Meeting minutes as written. Mark Ukestad seconded. All approved.

Mike Landscoat made a motion to approve the monthly bills. Mark Ukestad seconded. All approved.

**OLD BUSINESS:**

**Employee Handbook:** Doug explained that he, Mike Landscoat and Bonnie Ukestad met with Abby Geroux regarding the employee handbook to discuss some of the changes. Abby explained why some of the changes were made. We requested some language clarification on some items such as the definitions of Seasonal, Temporary, Part-time employees. We are waiting to get those changes.

**Trapper Field Batting Cages – Kevin Gall:** Kevin Gall, representing Youth Fastpitch handed out cost estimates on the project along with sponsor information; currently they have 6 sponsors committed for the \$15,000 (approx.) batting cage project. Kevin stated he mistakenly got the loan approved at Bank Forward for Parks and Recreation to take out the loan. He said at the last meeting, he talked about the fastpitch softball board taking out the loan and got that mixed up. Kevin said the fastpitch softball board wants Parks and Recreation to take out the loan as the fastpitch board is not keen on taking out the loan themselves. Jeff Hoff (fastpitch board member) stated that talking with Steve Cichos at Bank Forward it was recommended that Parks and Rec take out the loan; there would be a better rate. Jamestown Fastpitch softball board would pay Parks and Rec for the loan through fundraising. Currently fundraising there are 6 commitments for about \$9,000. Ten advertisers will pay for the project (\$500 for 3 years/\$1500 commitments). Want to get the loan now so batting cages can be ready in the spring. Doug Hogan questioned the timing of the project and why it couldn't be done after the high school and college seasons in the spring. Kevin Gall responded that it is down time right now and would like to have it ready to go for spring. Mike Landscoat asked about the commitments they have and if they are committed to 3 years. Jeff Hoff stated that they will invoice \$500 per year and will start in January. Doug Hogan asked who is at risk if they are not able to make the commitment - who is on the line for loan. Jeff Hoff stated the Park board is. Kevin Gall stated they are trying to raise additional \$7,760 and also have some cushion built in with the bids (Newman Signs & Lux both quoted installation of the poles – only one will install poles and there is a potential donor to print the signs) so the risk is minimal. Doug asked if risk is minimal why youth fastpitch is not taking it

on. Jeff Hoff said Park board is going to own it. Larry Knoblich can't see Park & Rec getting into the loan business - hate to get into the banking business but would like to see new batting cages. Mike Landscoot asked if this will be paid off in 3 years and if the fastpitch board will be in charge of the signs. Jeff Hoff stated that the advertising funds will come to the fastpitch board and the fastpitch board will pay parks & rec. Taking out loan for 3 years but hope to have it paid off in 2. Mark Ukestad asked what the interest rate difference in loans is if they take out versus us. Jeff Hoff stated they do not have that information. Doug Hogan concerned about others wanting to take out loans for projects. Bonnie Ukestad asked what happens if the fastpitch board does not have the funds to make the monthly payment; who is responsible for the late fee and interest charges. Jeff Hoff said those charges would fall on the youth fastpitch board. Mike Landscoot motioned to sign a loan for the youth fastpitch batting cage project at no risk to Jamestown Parks and Recreation. Ron Olson seconded. 3-1 with Mark Ukestad opposing.

#### REPORTS:

**Ted:**

- Wrapping up for fall
- Still mowing
- Pool winterized

**John R:**

- Youth football and basketball are in their last week
- Coed and women's volleyball are in their second week
- League basketball starts Nov 2nd
- Course is still open

**John M:**

- Fixing irrigation – fixed three big leaks
- Watering full at night
- Blowout is penciled in for early November
- Aerified greens in late September
- Snow mold chemicals are ready to go

**Junior:**

- One hockey game played
- High School practice starts first week of November
- Hiring for nights and weekends – attending UJ job fair tomorrow
- Fire cleanup is behind us

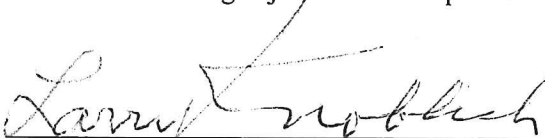
**Amy:** Submitted a written report but highlighted:

- Been open one month; went well, some challenges. Hearing positive comments.
- Still adding staff
- Waiting for final numbers with FFE to determine what will be done with mower
- Hosting Business After Hours (Chamber of Commerce) tomorrow 4:30pm-6:00pm

Mark Ukestad asked about not filling Richard Ryan's position and if that means he will be paid until his seat is filled at the next election, June 2018. Doug Hogan stated that it is in our attorney's opinion that his resignation is not effective until a new commissioner is selected.

Mark Ukestad moved to adjourn. Ron Olson seconded. Meeting adjourned at 4:47pm. Next scheduled meeting is November 13, 2017.

  
BONNIE UKESTAD, CLERK

  
LARRY KNOBLICH, CHAIRMAN