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TO: JAMESTOWN PARKS AND RECREATION COMMISSION

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, August 8, 2016 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING & SPECIAL MEETING**
- II. MONTHLY BILLS**
- III. OLD BUSINESS**
 - A. Equipment Borrowing Policy**
- IV. NEW BUSINESS:**
 - A. Jack Brown Stadium - Dugouts**
 - B. 2017 Salaries**
 - C. ND State Parks Convention**
- V. REPORTS:**
 - A. David**
 - B. John M**
 - C. Ted**
 - D. John R**

MINUTES OF THE REGULAR BOARD MEETING DATED August 8, 2016

PRESENT: Chairman Larry Knoblich, Richard Ryan, Mark Ukestad,
Mike Landscoot, Ron Olson

OTHERS: Doug Hogan, Director, Bonnie Ukestad, Ted Kapp, John Ruff,
David Seefried, John Miller, Amy Walters

GUESTS: Michael Anderson - Representing the Jamestown Sun, Jeff Gould, Tom Hager &
Ryan Harty - Representing Jack Brown Stadium Dugout Renovation

ABSENT: None

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

Mark Ukestad made a motion to approve the July 13, 2016 minutes as written . Ron Olson seconded. All approved.

Richard Ryan made a motion to approve the Special Meeting July 25, 2016 minutes as written. Mark Ukestad seconded. All approved.

Ron Olson made a motion to approve the monthly bills. Richard Ryan seconded. All approved.

Doug Hogan introduced our new TRAC Facility Manager, Amy Walters.

OLD BUSINESS:

Equipment Borrowing Policy: Mark Ukestad and Richard Ryan researched what other parks & recreation departments & high schools use for an equipment borrowing policy . Most places use basically the same system we currently use – a sign out sheet, some require a small deposit. Recommend we stay with what we have been doing.

NEW BUSINESS:

Jack Brown Stadium Dugout Project: Jeff Gould presented a proposal for renovating the dugouts at Jack Brown Stadium. The current dugouts are 51 years old, have safety issues and do not accommodate the roster size of teams any longer. This project would completely gut and replace the current dugouts. The cost of the project ranges from \$250,000 to \$275,000 and would likely start after fall baseball for University of Jamestown. There will be a competitive formal bid process . Jaybal, Jamestown High School, University of Jamestown, Legion and Amateur teams along with private donations will fund this project. Requesting that the Jamestown Parks and Recreation Department to commit funds towards this project. Some funds would be needed in quarters 3 & 4 this year and the remaining in quarters 1 & 2 of 2017.

Richard Ryan made a motion that Jamestown Parks and Recreation commit to pay for 27% of the project up to project cost of \$300,000 (max of \$81,000). Ron Olson seconded. All approved.

2017 Salaries: The 2017 Budget process has started and will be brought to the board for approval next month. With that in mind, salary increases need to be set. Much discussion was held on straight across the board percentage raises vs. merit increases. Richard Ryan would like to see a merit based raise as some employees go above and beyond the call of duty. Evaluations would take place and raises given based on the results of the evaluation. Supervisors will need to evaluate their full-time staff. Doug reported that merit raises were given at one time but all supervisors would recommend the max to avoid conflicts.

Richard Ryan motioned to move to a merit based system instead of across the board percentage raises. Mike Landscoot seconded. Mark Ukestad requested to abstain due to conflict of interest.

Ron Olson motioned to allow Mark Ukestad to abstain from voting. Richard Ryan seconded. Motion passed. Original motion to move to a merit based system instead of across the board percentage raises: Richard – Yes, Mike – Yes, Mark – Abstain, Ron – Yes, Larry – No. Motion passed. A special meeting will be called before the next regular meeting.

ND State Parks Convention: Richard Ryan asked if anyone was designated to attend the state convention held in mid-September in Williston. Registration deadline is the end of August. Richard would like to attend.

REPORTS:

David:

Pool closing on August 19th –Hours are now 1pm-6pm only.
Zamboni is scheduled to ship August 15th should be here by the 18th.
Concrete driveway has been removed and they should be pouring new one tomorrow.
Cleaning floor in the arena, compressors to start-up on the 11th.
Scheduling meeting is setup for the 11th.

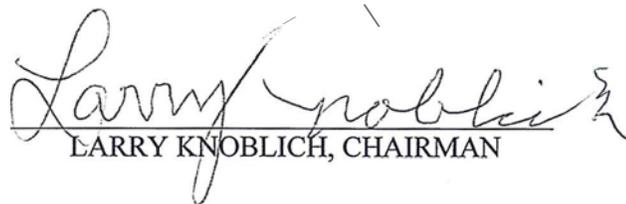
John Miller: - Fence is up - commissioners agreed "no trespassing" signage should be added
Satellite Boxes being worked on.
Greens look good.

Ted: Cutting trees.
Diamonds look good.

John Ruff: Tourney went well this past weekend, 3 more tournaments coming up.
Youth programs (girls basketball and boys football) Start September 10th.

Mark Ukestad moved to adjourn. Richard seconded. Meeting adjourned at 5:29pm. Next scheduled meeting is September 12th.

- ; UCW
" BONNIE UKESTAD, CLERK


LARRY KNOBLICH, CHAIRMAN