



1002 2<sup>nd</sup> Ave. SE., P.O. Box 2014  
Jamestown, ND 58402-2014  
Phone: 701-252-3982  
Fax: 701-252-3914

**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, November 13, 2017 4:00PM**

- I. MINUTES OF THE PREVIOUS MEETING
  
- II. MONTHLY BILLS
  
- III. OLD BUSINESS
  - A. Employee Handbook
  
- IV. NEW BUSINESS:
  
- V. REPORTS:
  - A. John R
  - B. John M
  - C. Junior
  - D. Amy
  - E. Ted

MINUTES OF THE REGULAR BOARD MEETING DATED November 13, 2017

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

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

GUESTS: Chris Olson – Representing the Jamestown Sun, Mike Soulis

ABSENT: Richard Ryan

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

Mark Ukestad made a motion to approve the October 9, 2017 minutes as written. Ron Olson seconded. All approved.

Ron Olson made a motion to approve the monthly bills. Mark Ukestad seconded. All approved.

**OLD BUSINESS:**

**Employee Handbook:** Doug reported that we have not received the changes back from the attorney. We received correspondence that minor changes were made and they wanted us to review temporary and seasonal employee language. Doug reviewed the definitions of part-time, seasonal and temporary. Seasonal and temporary are very similar and recommending we eliminate seasonal. Doug will let attorney know to eliminate seasonal and we should have the employee handbook before the next meeting. Commissioners will have time to review prior to next meeting and approve at December meeting; reviewing employee handbook annually thereafter.

**NEW BUSINESS:**

None

Mike Landscoot said he is struggling to pay Richard Ryan until June. Doug reiterated our attorney's recommendation to pay him until his seat is filled by a new commissioner. Mark Ukestad stated that if we would have went with recommendations brought forth to fill the Richard's vacated seat we would not have to pay him.

**REPORTS:**

**John R:**

- Building is winterized
- Coed and women's volleyball are in their seventh week
- League basketball in third week
- Girls volleyball will start December 2nd

**John M:**

- Fixing bigger breaks – replaced gate valves
- First of three snow mold applications on the greens has been completed
- Blowout went well
- Drained pond – went well, sucked wet well out, some liner issues (6-8 softball size holes) will patched in the spring when weather is warmer
- Removing dead trees
- Planning to burn the cattails – weather pending

**Junior:** Submitted a written report

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


- Thanked John Miller and Ted for help with snow removal from sidewalks and parking lots
- Currently 90 employees
- Training new lifeguards
- Warm water pool is open
- Memberships are up to 2,494 with a goal of 2,700
- Starting some fee based programs, classes and camps
- December 10<sup>th</sup> hosting a 3 on 3 basketball tournament fundraiser for the scholarship program
- Mike Landscoot inquired about the stain in the pool; Amy stated that she is waiting for the water test results and it will be a warranty issue. Doug stated that there is not a health risk.

**Ted:**

- Snow Removal
- Getting equipment ready for winter
- Working on outdoor ice rink repairs
- Removed soccer equipment from fields

Mark Ukestad moved to adjourn. Ron Olson seconded. Meeting adjourned at 4:26pm. Next scheduled meeting is December 11, 2017.

  
\_\_\_\_\_  
BONNIE UKESTAD, CLERK

  
\_\_\_\_\_  
LARRY KNOBLICH, CHAIRMAN