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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, August 14, 2017 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**
- II. MONTHLY BILLS**
- III. OLD BUSINESS**
 - A. Employee Handbook**
 - B. Tobacco Ordinance**
- IV. NEW BUSINESS:**
 - A. Staff discounts at ON TRAC Learning Center**
 - B. Part-time staff probation period**
- V. REPORTS:**
 - A. Junior**
 - B. Amy**
 - C. Ted**
 - D. John R**
 - E. John M**

MINUTES OF THE REGULAR BOARD MEETING DATED August 14, 2017

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

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

GUESTS: Chris Olson – Representing the Jamestown Sun, Nancy Neary – Representing Central Valley Health

ABSENT: Richard Ryan, Ron Olson

Chairman Larry Knoblich called the meeting to order at 4:01pm.

Mike Landscoot made a motion to approve the July 10, 2017 minutes as written. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Employee Handbook: Doug Hogan informed board Handbook is back from our attorney and copies were handed out. Abby Geroux was present to discuss the changes made to the handbook:

Section 2.3 Harassment, Discrimination, Threats and Workplace Violence Policy - streamlined to make it easier to understand and these were separate sections previously.

Section 3.5 Privacy – language and best practices were incorporated and also added into the employee acknowledgement at the end of the handbook.

Section 2.4 Drug Free/Alcohol Free – included language to cover prescribed medications to allow discretion the board, director and supervisors.

Mark Ukestad motioned to table until the September meeting, Mike Landscoot seconded. All approved.

Tobacco Free Ordinance: The Tobacco Free Ordinance was handed out. Mark Ukestad motioned for the First Reading of the Tobacco Free Ordinance, Larry Knoblich seconded. Discussion on excluding Hillcrest Golf Course as there is concerns about losing memberships. The ordinance can be changed to reflect this at the next reading if so desired. Chairman Knoblich called for vote on approving the First Reading of the Tobacco Free Ordinance. Mike – no, Mark –yes, Larry – yes. Second reading of the Tobacco Free Ordinance will be at the September 11, 2017 meeting.

NEW BUSINESS:

Staff Discounts at On Trac Learning Center: Amy Walters proposed that all full time benefited Parks and Recreation Staff receive a 10% discount on tuition at On TRAC Learning Center for any dependent children. Also, proposed is part time TRAC employees working limited hours, such as Group Fitness Instructors and Drop In Care Attendants receive reduced/no cost care in the Adventure Space Drop In Care Center. This could help recruit and retain employees. Other facilities similar to ours only have Drop In Care and they offer a discount for their employees. Mark Ukestad motioned to approve Staff Discounts ant the On TRAC Learning Center. Mike Landscoot seconded. All approved.

Part time staff probation period: Amy Walters proposed a three month probationary period where upon successful completion, a part time employee could receive up to a 5% wage increase. Currently, full time employees have a six month probationary period and there is nothing in place for part time employees. Amy Walters is looking at hiring at base wage, observing work and then being able to provide an incentive – versus hiring employees at a higher wage and not being able to offer an incentive until the annual wage increase. A question was raised if an employee receives a probationary wage increase would they be eligible for an annual raise or would it be the following year. Amy discussed after the successful completion of the 3 month probationary period, an employee who is given a raise would not be eligible for an annual raise until the following year, i.e. an employee hired now, would be eligible in December for a probationary increase and would not be eligible in January 2018 for annual raise. The new wording in the employee handbook (that has not been approved) would cover this proposal. This would be district wide not just for TRAC. Doug said this would reward good employees. Mark Ukestad motioned to table until the next meeting. Mike Landscoot seconded. All approved.

REPORTS:

Junior:

- Fire cleanup continues. Will be complete September 14th
- Starting to make ice tomorrow.
- 1st games are UJ vs NDSU September 15-16
- 47 games are already scheduled between HS and college games.
- Question regarding the heat in locker rooms 6 & 7 – make up air is being replaced and that should take care of the problem.

Amy: Submitted a written report but highlighted:

- Final touches are being done so we can take ownership September 1st.
- Final coat on pool today/tomorrow, filling with water on Thursday.
- Installing turf on Thursday.
- On TRAC Learning Center opened today.
- Equipment installed, landscaping/sodding is mostly complete.
- Staff Breakfast August 28th 9:30am & VIP invite event.
- August 29-31st invite event to use facility.
- September 5th opening with September 13th Ribbon Cutting/Grand Opening.
- Will participate at UJ Block Party to recruit employees.
- On the air structure the storm and wind sensors were removed from bid at some point and in our weather they are a necessity. We can pay for them from the contingency.

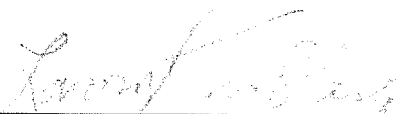
John M:

- Fairways are fertilized.
- Getting bugs worked out of the irrigation - able to run cycles at night.
- There are some breaks due to pipes being old.
- Fairway mower is on its last leg, having MTI look at it to see if they can fix or replace the reels.
- Pond liner bubbles are gas bubbles. Will drain in the fall to clean vegetation and check for tears. Krebsbach will repair any tears found.
- Upcoming tournaments: Niemeyer cup this weekend, PORK open, Senior Outing. In September: Men's Association and Brian Kunz Scramble.
- Looking to burn cattails again this fall.

Doug mentioned to review TRAC sales tax deposits and the bond redemption savings included in packet.

Mark Ukestad moved to adjourn. Mike Landscoot seconded. Meeting adjourned at 5:20pm. Next scheduled meeting is September 11, 2017.


BONNIE UKESTAD, CLERK


LARRY KNOBLICH, CHAIRMAN