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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, July 10, 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. TRAC Supervisor Introductions**
- V. REPORTS:**
 - A. Amy**
 - B. Ted**
 - C. John R**
 - D. John M**
 - E. Junior**

MINUTES OF THE REGULAR BOARD MEETING DATED July 10, 2017

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

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

GUESTS: Chris Olson – Representing the Jamestown Sun, David Lynch, Joy Hanson,
Tiffany Wilkerson, Tammy Mewes and Madeline Ranum – TRAC Supervisors

ABSENT: Richard Ryan

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

Ron Olson made a motion to approve the June 12, 2017 minutes as written. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Employee Handbook & Tobacco Free Ordinance: Doug Hogan informed board we have not heard back from our attorney. If we do pass the Tobacco Ordinance, part of the signs will be paid for with the remaining our responsibility.

NEW BUSINESS:

TRAC Supervisors: Amy had the TRAC Supervisors introduce themselves.
Tiffany Wilkerson – Assistant Facility Supervisor and Aquatics Supervisor
Joy Hanson – Guest Services/Marketing Supervisor
Tammy Mewes – Learning Center Supervisor
Madeline Ranum – Wellness Programs Supervisor
David Lynch – Facility Maintenance Supervisor

REPORTS:

Amy: Submitted a written report but highlighted:

- 3 weeks away from TRAC being done.
- Completed punch list for childcare area.
- Coordinating delivery of FFE items.
- Staffing – holding a job fair July 11 & 12.
- Job descriptions are posted on the website.
- Working on 2018 draft budget.
- TRAC 5K was well attended – between 85-100 participants, the proceeds from the event will go towards the membership assistance program.
- Tours are on hold.

Ted: - Absent

John R: - Upcoming tournaments: Hillcrest open this weekend, Senior Tour July 24,
Davis Invite August 5th.
- Junior golf – 25 kids (Wednesday mornings)

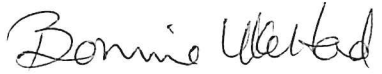
John M: - Extremely dry.
- Trying to keep irrigation going, most attention to the greens and tee boxes.
- Couple issues with the pond; some vegetation growing and there appears to be air in the liner. Working with Krebsbach (installed the liner) to figure out

what happened and how to fix. May need to drain in the fall if repairs are needed.

Junior:

- Fire at Wilson Arena 4 weeks ago in the High School locker room.
- Contractor is in the process of removing damaged material. There is a lot of soot damage. They will start cleaning Wilson Arena next week.
- Cleaning and restoration was quoted at \$198,000 - \$199,000 not to exceed \$225,000.

Mark Ukestad moved to adjourn. Ron Olson seconded. Meeting adjourned at 4:23pm. Next scheduled meeting is August 14, 2017.



BONNIE UKESTAD, CLERK



LARRY KNOBLICH, CHAIRMAN