



1002 2nd Ave. S.E., 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, April 10, 2017 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**
- II. MONTHLY BILLS**
- III. OLD BUSINESS**
 - A. Employee Handbook**
- IV. NEW BUSINESS:**
 - A. Ice Rental Rates**
 - B. TRAC Supervisor Positions**
 - C. Central Valley Health – Tobacco Free Ordinance**
- V. REPORTS:**
 - A. John M**
 - B. Junior**
 - C. Amy**
 - D. Ted**
 - E. John R**

MINUTES OF THE REGULAR BOARD MEETING DATED April 10, 2017

PRESENT: Vice Chairman Ron Olson, Mike Landscoot, Richard Ryan, Mark Ukestad, Chairman Larry Knoblich arrived 4:10pm

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

GUESTS: Katie Fairbanks – Representing the Jamestown Sun, Nancy Neary – Central Valley Health

ABSENT: None

Vice Chairman Ron Olson called the meeting to order at 4:00pm.

Mark Ukestad made a motion to approve the March 13, 2017 minutes as written. Mike Landscoot seconded. All approved.

Richard Ryan made a motion to approve the monthly bills. Mike Landscoot seconded. All approved.

OLD BUSINESS:

Employee Handbook: Doug Hogan informed board the employee handbook is being reviewed by our attorney.

NEW BUSINESS:

Ice Rental Rates: Junior Kautz recommends dropping “prime” and “non-prime” hours and going with one hourly rate. There would be different rates for winter months and non-winter. Junior proposed \$55.00 per hour for November, December, January and February and \$70.00 per hour for September, October, March and April (non-winter months requires equipment to work harder). (Chairman Larry Knoblich Arrived). Richard Ryan motioned dropping prime and non-prime and going with \$55.00 per hour for November thru February and \$70.00 per hour for September, October, March and April. Ron Olson seconded. All approved.

TRAC Supervisor Positions: Amy reported on the status of the supervisor interviews. Amy sent out memo to the board regarding the process being followed. Total number of applicants can be found in Amy’s written report. Aquatics Supervisor position was open one week longer and did receive an additional applicant. Interviewed two days last week and today, by the end of next week all interviews will be complete and names will be brought to the board for approval in May. Amy reported that there will be a need to have the supervisors work on a limited hourly basis before their official July 1st hire date. The budget is being analyzed and will bring to board next month.

Central Valley Health – Tobacco Free Ordinance: Nancy Neary from Central Valley Health presented information on Tobacco Free Ordinance. Requesting to look at grounds, parks, etc to be tobacco free this would include golf course and softball complexes. If approved before June 30th funding is available to pay for signage. Doug Hogan informed if we want to adopt the ordinance we would need a motion and then the process to pass an ordinance requires two readings. Nancy volunteered to help with education and suggests once passing the ordinance allowing a month or two to notify and educate the public. Richard Ryan suggests researching the impacts before the next meeting.

REPORTS:

John M:

- Course opened last Friday – fairly dry with some wet areas.
- Removed some trees to the right of #9 approach.
- Waiting for warmer weather to work on the greens and to start irrigation.
- Tree cleanup with the Men's Association is scheduled for April 21-22, will burn cattails during that time as well.

Junior:

- Tail end of ice season.
- Preparing for summer.
- Working with Bonnie on dasher board advertising.
- There is a roof issue (leaking) by the locker room/concession area that needs to be worked on as the weather gets warmer.

Amy:

Submitted a written report but highlighted:

- Construction is going well.
- Working on occupancy for Learning Center to open when school opens.
- Tours on Fridays.
- Membership sales have started online or can be purchased in the office.
- A committee has been formed for scholarships for those who can't afford a membership and they are also working on a donation process so when we are asked for donations of passes we can contribute fairly and be consistent throughout the district.
- Change orders are all within budget. Kitchen area - added a drain and sink basin so the kitchen can qualify as commercial if we want to make meals for Learning Center in house. Staff space/break room was created out of a storage area, wall added.
- Landscaping is out on bid. It was not awarded in the fall due to changes.
- 2 grants have been secured. 1) walk/run during White Cloud Days – fund to support scholarships. 2) Landscaping – received funds to have a community orchid.


Ted:

- Working at Jack Brown Stadium – working on getting poles up for fencing.
- Landscape – dirt work at JBS.
- Bathrooms are hooked up and ready for when water gets turned back on.
- Cleaning up trash in parks.
- JBS will not be ready for UJ opener on Friday. Fencing behind dugouts needs to be finished.

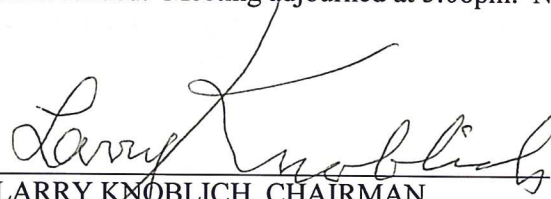
John R:

- Opened Friday. Saturday good turnout.
- Online tee times have started and going well.
- Range is open 8am-8pm.
- Easter Egg Hunt this Saturday.

Mark Ukestad moved to adjourn. Richard Ryan seconded. Meeting adjourned at 5:08pm. Next scheduled meeting is May 8, 2017.



BONNIE UKESTAD, CLERK



LARRY KNOBLICH, CHAIRMAN