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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, December 11, 2017 4:00PM

I. MINUTES OF THE PREVIOUS MEETING

II. MONTHLY BILLS

III. OLD BUSINESS

- A. Employee Handbook

IV. NEW BUSINESS:

- A. Fireworks
- B. Mill Levy Calculation
- C. TRAC Advisory Committee Member appointment
- D. Golf Course Rates

V. REPORTS:

- A. John M
- B. Junior
- C. Amy
- D. Ted
- E. John R

MINUTES OF THE REGULAR BOARD MEETING DATED December 11, 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, John Ruff

GUESTS: Chris Olson – Representing the Jamestown Sun

ABSENT: Richard Ryan

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

Mike Landscoot made a motion to approve the November 13, 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 hard copy of the changes from the attorney. Last meeting we eliminated seasonal employee – this was relayed to the attorney, now waiting for copy so handbook can be approved at January meeting.

NEW BUSINESS:

Fireworks: Doug had a request from a local community member to shoot off fireworks on Christmas Eve in the Soccer Complex Parking lot. Permission was given to use parking lot after checking with city ordinances.

Mill Levy Calculation: We received notification from the county auditor that after further review of our certificate of levy we will receive amount requested.

TRAC Advisory Committee Member Appointment: The Advisory Committee has 2 names; Tom Hausmann and Carrie Orn to recommend to the board for approval. They will replace 2 Advisory Committee members whose terms are expiring. Term limit has been identified as 3 year terms with 2 term limit, taking a year off and then eligible to run again. Original group drew names to determine who will go off first: Frank Conlon and Mike Gee. The Advisory Committee appointed Frank Conlon to fulfill Tiffany Wilkerson's term on the Advisory Committee since she became a full-time staff member at TRAC. Ron Olson made a motion to approve Tom Hausmann and Carrie Orn to the TRAC Advisory Committee. Mark Ukestad seconded. All approved.

Golf Course Rates: John Ruff presented golf course rates since 2004 and rates for other courses in ND and one in SD. Recommending increase in season tickets and green fees as presented. We are lower than most courses. Ron Olson motioned to increase golf course rates as presented. Mark Ukestad seconded. All approved.

REPORTS:

John M:

- Sent off reels for sharpening
- Warm weather the last week of November allowed for an application of fungicide
- Almost done servicing equipment
- Pushing snow
- Stump grinding – hole 9

- Junior:**
- NHL Alumni game has been moved from December 9th to April 28th 6-8pm
 - High School and UJ games have started
 - UJ wants to have an outdoor rink on campus for HS, youth and college games. They would want Parks & Rec to provide bleachers. More information will be coming.

- Amy:**
- Submitted a written report but highlighted:
- Source of stain in the pool area has been identified as a defective pump. Pool has been drained; pump replaced, pool acid washed and refilling the pool today.
 - Recruiting and training more lifeguards, held first WSI class for teaching lessons.
 - Membership numbers and Learning Center enrollment have increased.
 - Holiday hours listed on submitted report. Closing early on Sunday, December 17th for TRAC staff Christmas party.
 - Held parents night out event – 15 attended.
 - Holiday Healthy Challenge
 - Hosted 3 on 3 basketball tourney with money raised going for membership assistance. 35 teams/175 players.

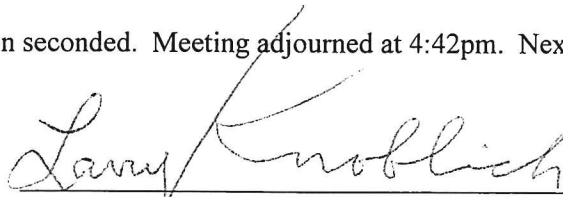
- Ted:**
- Not at the meeting but reported
- Working on rinks,
 - Snow removal
 - Taking care of equipment
 - Removing trees from river at Klaus and McElroy parks

- John R:**
- Grades 1-4 volleyball has started. 84 participants – most we have had.
 - Women's VB, Coed VB and Basketball leagues play this week and then will break until January for the holidays

Doug mentioned that the pop contract with Pepsi expires in February. RFP has been put together and is ready to go out in January. We will open bids at February board meeting.

Mark Ukestad moved to adjourn. Ron Olson seconded. Meeting adjourned at 4:42pm. Next scheduled meeting is January 8, 2018.


BONNIE UKESTAD, CLERK


LARRY KNOBLICH, CHAIRMAN