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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, January 8, 2018 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**

- II. MONTHLY BILLS**

- III. OLD BUSINESS**
 - A. Employee Handbook**

- IV. NEW BUSINESS:**
 - A. Jack Brown Stadium Batting Cages – Jeff Gould**
 - B. Vacation/Sick Leave for Temporary Employees**

- V. REPORTS:**
 - A. Junior**
 - B. Amy**
 - C. Ted**
 - D. John R**
 - E. John M**

MINUTES OF THE REGULAR BOARD MEETING DATED January 8, 2018

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, Ted Kapp

GUESTS: Jeff Gould, Jim Klemann, Jeff Douty, Tom Hager, Chris Olson – Representing the Jamestown Sun

ABSENT: Richard Ryan

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

Mark Ukestad made a motion to approve the December 11, 2017 minutes as written. Mike Landscoot seconded. All approved.

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

OLD BUSINESS:

Employee Handbook: Employee Handbook was mailed out. Mark Ukestad made a motion to approve Employee Handbook. Ron Olson seconded. All approved.

NEW BUSINESS:

Jack Brown Stadium Batting Cages: Jeff Gould discussed an upcoming project – Jack Brown Stadium Batting Cages. After finishing the Dugout project there is a need for something at Jack Brown Stadium that can benefit all ages of baseball players. Currently, there are 3 batting cages that run south to north. The plan would turn the batting cages to run west to east. By turning them we could have 4 cages. We would cement and turf instead using agri-lime – the turf would allow metal spikes and hitting mats would be provided. The cost will be approximately \$70,000 – which will all be fundraised. Asking for Park & Rec to dismantle the old batting cages, Jamestown Parks & Rec Foundation approved at their meeting last week to accept the donations like the Dugout project. The project will not start until the money has been raised. Ron Olson motioned to approve the batting cage project, Mark Ukestad seconded. All approved.

Vacation/Sick Leave for Temporary Employees: Doug discussed that we have a couple temporary employees who were originally hired for seasonal work but continue to work year round at 40 hours a week. According to the employee handbook they are eligible for vacation and sick leave. This does not happen very often and they are not eligible for other fulltime benefits. Ron Olson motioned to grant vacation and sick leave to the temporary employees working 40 hours a week effective January 1st. Mark Ukestad seconded. Approved, with Mike Landscoot opposed.

REPORTS:

Junior: - Really busy with games and practices – will slow down after January

Amy: Submitted a written report but highlighted:
- Holidays were busy, many day pass users.
- 2,849 memberships.
- January signup incentive – waiving enrollment fee.

Ted: - Tree cutting.
- Outdoor rinks are going

- Snow removal.
- Helping out at arena as needed

- John R:**
- 2 more Saturdays of grades 1-4 volleyball.
 - Grades 1-4 boys basketball starts after volleyball is done.
 - Women's VB, Coed VB and Basketball leagues start up again this week
 - Cabin Fever days are February 2nd-11th.

- John M:**
- Plowing snow.
 - Tree trimming along walking path between #7 fairway and softball field
 - Keeping an eye out on the asphalt on the east/west path at the low area of #12 green as it appears to be sinking.
 - Cold weather caused the diesel tank to gel up, changed filter and that helped.
 - Looking at Variable Frequency Drive (VFD) which would control the RPM's on the pumps. Will ramp up slowly and save on parts/labor. Working on getting pricing – have 3 pumps so would need 3.

Mike Landscoot asked about the softball batting cages. Most of the work has been completed and we just received the invoices. A loan was not taken out as we did not have the total amount needed and we didn't want to start paying interest without knowing when the invoices would be coming in and the amounts. The softball board will pay us back, as they have pledges for this project.

Mark Ukestad moved to adjourn. Ron Olson seconded. Meeting adjourned at 4:36pm. Next scheduled meeting is February 12, 2018.


BONNIE UKESTAD, CLERK


LARRY KNOBLICH, CHAIRMAN