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TO: JAMESTOWN PARKS AND RECREATION COMMISSION

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, March 13, 2017 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING
- II. MONTHLY BILLS
- III. OLD BUSINESS
 - A. Employee Handbook
- IV. NEW BUSINESS:
 - A. Bond Call Notice
 - B. Golf Course Equipment – Mower
 - C. Hillcrest – Alcohol
 - D. Learning Center Supervisor - Revision
- V. REPORTS:
 - A. John R
 - B. John M
 - C. Junior
 - D. Amy
 - E. Ted

MINUTES OF THE REGULAR BOARD MEETING DATED March 13, 2017

PRESENT: Chairman Larry Knoblich, Ron Olson, Mike Landscoot

OTHERS: Doug Hogan, Director, Ann Haut, Ted Kapp, Amy Walters,
Bob Schuchard, Junior Kautz, John Ruff

GUESTS: Katie Fairbanks - Representing the Jamestown Sun,

ABSENT: Mark Ukestad, Richard Ryan

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

Mike Landscoot made a motion to approve the February 13, 2017 minutes as written. Ron Olson seconded. All approved.

Mike Landscoot made a motion to approve the Special Meeting March 6, 2017 minutes as written. Ron Olson seconded. All approved.

Mike Landscoot asked about the General Irrigation bill, Bob Schuchard informed that 3 pumps were redone. Mike Landscoot made a motion to approve the monthly bills. Ron Olson seconded. All approved.

OLD BUSINESS:

Employee Handbook: Bob Schuchard asked about job descriptions as some positions do not have job descriptions. Doug Hogan responded that job descriptions need to be updated. Discussion on Temporary Full-time employees to receive sick and vacation benefits, this should be evaluated yearly and check with attorney. Ron Olson made a motion to have attorney read through handbook. Mike Landscoot seconded. All approved

NEW BUSINESS:

Bond Call Notice: Doug Hogan provided the board with information that we were able to call the 2016 B Bonds early because of the February taxable sales deposit and we will be saving money by paying less interest. \$5,220 per year in savings from last month's callable bonds sold early and \$7,250 per year in savings for this month. Bonnie & Doug will put together a spreadsheet for future meetings.

Golf Course Equipment (Mower): Bob Schuchard said a new mower would save them time and money. Mike Landscoot asked about the WSB/Hillcrest bond account, Doug reported that WSB has glass issue that needs to be addressed. Bucket truck needs to be replaced – that could possibly come from the capital outlay monies. Shingles are needed at Jack Brown Stadium grandstand. Tee boxes use smaller mowers and do a better job. One of Hillcrest mowers are at Jack Brown Stadium. Mike Landscoot motioned to purchase mower on 3 year lease out of bond money \$17,260 Plus \$6,000 for the General Irrigation bill. Ron Olson seconded. All approved.

Hillcrest (Alcohol): John Ruff reported that there would not be alcohol sales this year. Mike Landscoot suggested that Park & Rec send a thank you note to Andrea.

TRAC Learning Center Supervisor (revision): Amy Walters would like to revise the Job Description for the TRAC Learning Center Supervisor salary range from \$28,000 - \$35,000 to \$35,000 - \$45,000. Would like to increase as they have a role on TRAC leadership team and would put this supervisor in line with the other supervisor salaries. Currently, have 14 applications for Guest Services/Marketing Supervisor, 10 Wellness Programs Supervisor, 2

Learning Center Supervisor, 1 Aquatics Supervisor and 5 Facility Maintenance Supervisor. Ron Olson motioned to revise Learning Center Supervisor job description to salary range of \$35,000 - \$45,000. Mike Landscoot seconded. All approved.

REPORTS:

- John Ruff:**
- Women's Volleyball has 3 weeks left, Coed VB 6 weeks.
 - Men's Basketball was done March 2nd.
- Bob:**
- Reporting for John Miller who submitted a written report.
 - Request to place ad in paper for help.
- Junior:**
- 40th Annual Ice Show coming up this weekend. (4 shows)
 - Hockey is done; Pure Hockey will start after ice show.
 - Hockey Association informed that a memorial for Aaron Nordstrom paid for the new shooting area.
- Amy:**
- Submitted a written report but highlighted:
- Wind issues at TRAC – blew out temporary windows.
 - Tours at 3 pm on Fridays.
 - Applications open thru April.
 - Plan to interview Aquatics Supervisor earlier.
 - Putting together interview teams.
 - Intern from UJ Nathan Kapaun.
 - Working on Emergency Response.
 - John from Vermont Systems was here to get online registrations setup.
 - Jamestown Sun Progress Edition will include TRAC.
- Ted:**
- Picked up garbage/debris around TRAC.
 - Getting organized for Jack Brown Stadium project. Ordering pipe for fence.
 - Cleaned up trees along riverbank.
 - Discussed lifts for Parks & TRAC for tree cutting, windows, etc.
 - Orr Auction sale is March 31st.

Ron Olson moved to adjourn. Larry Knoblich seconded. Meeting adjourned at 5:20pm. Next scheduled meeting is April 10, 2017.


BONNIE UKESTAD, CLERK


LARRY KNOBLICH, CHAIRMAN