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TO: JAMESTOWN PARKS AND RECREATION COMMISSION

FROM: Doug Hogan, Director

SUBJECT: Special Board Meeting – Monday, March 6, 2017 – 4:00PM

Agenda:

- I. Approval TRAC Playground Equipment**
- II. Employee Handbook**

MINUTES OF THE SPECIAL BOARD MEETING DATED
March 6, 2017

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

OTHERS: Doug Hogan, Bonnie Ukestad, Amy Walters, John Miller

ABSENT: None

GUESTS: Chris Olson - Representing the Jamestown Sun

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

Approval of TRAC Playground Equipment: Amy Walters reported the evaluation team consisting of Amy, Doug Hogan and Travis Dillman received 3 bids. After reviewing the bids they recommend My Turn Playsystems. Their bid of \$90,000 includes equipment, surface materials and installation of the outdoor childcare playground equipment. Mike Landscoot motioned to approve awarding the bid to My Turn Playsystems. Mark Ukestad seconded. All approved.

Employee Handbook: Vacation – currently start earning upon hire but cannot use until after 6 months. Mike Landscoot motioned to change to start earning upon hire and available for use after 30 days of employment. Ron Olson seconded. All approved.

Under vacation discussed temporary full-time, currently they start accruing upon hire but cannot use until 1040 hours worked. Richard Ryan motioned to be consistent and available for use after 30 days of employment. Ron Olson seconded. All approved.

Richard Ryan motioned that Section 2.3 Non-Harassment/Non-Discrimination should have a disciplinary procedure to follow like 2.4 Sexual Harassment. Mark Ukestad seconded. All approved.

Section 3.5 Privacy – recommended to check on searching “employee’s personal belongings”.

Change number of holiday from 10 to 11. (typo).

Section 1.1 change "new" to "all" employees.

Mark Ukestad made a motion to remove dollar amounts in Section 7.6 Meal and Travel Reimbursements and replace with the wording Current State Rates. Richard Ryan seconded. All Approved.

Richard Ryan moved to adjourn. Mark Ukestad seconded. Meeting adjourned at 4:50pm.


BONNIE UKESTAD, CLERK


LARRY KNOBLICH, CHAIRMAN