



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, September 11, 2017 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**
- II. MONTHLY BILLS**
- III. OLD BUSINESS**
 - A. Tobacco Ordinance -2nd Reading**
 - B. Part-time staff probation period**
 - C. Employee Handbook**
- IV. NEW BUSINESS:**
 - A. Trapper Field batting cages – Kevin Gall**
 - B. TRAC Equipment Lease**
 - C. TRAC Lawn Equipment Bid Approval**
 - D. Fulfilling remainder of Elected Official's Term**
 - E. Preliminary Budget**
- V. REPORTS:**
 - A. Amy**
 - B. Ted**
 - C. John R**
 - D. John M**
 - E. Junior**

MINUTES OF THE REGULAR BOARD MEETING DATED September 11, 2017

PRESENT: Chairman Larry Knoblich, Vice Chairman Ron Olson, Mike Landscoat, Mark Ukestad

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

GUESTS: Chris Olson – Representing the Jamestown Sun, Nancy Neary & Annette Niemeier – Representing Central Valley Health, Kevin Gall, Mike Soulis, Grant Geiszler, Mindi Schmitz, Chastity Schafer and Joyce Heinrich

ABSENT: Richard Ryan

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

Ron Olson made a motion to approve the August 14, 2017 minutes as written. Mark Ukestad seconded. All approved.

Mark Ukestad made a motion to approve the monthly bills. Mike Landscoat seconded. All approved.

OLD BUSINESS:

Tobacco Free Ordinance 2nd Reading: Asked for any public comment on the ordinance. Joyce Heinrich recommends passing the ordinance. Nancy Neary would like to see all facilities and parks tobacco free. Ron Olson made a motion to discuss the ordinance, Mark Ukestad seconded. All approved. Discussion: concern about losing members at Hillcrest Golf Course if we are tobacco free, could we exempt the golf course. Ron Olson stated he has a hard time telling someone they can't smoke outside. Nancy Neary talked about healthy spaces and encouraging all spaces including golf course in the tobacco free ordinance. We should enjoy healthy activity and setting an example for our youth. Originally there was funding for signage but that is no longer available. Doug Hogan mentioned that a business is willing to donate a portion of the sign cost. Ron Olson rescinded his motion and made a motion to approve the second reading of the Tobacco Free Ordinance. Larry Knoblich seconded. Call for vote: Mike – No, Mark – Yes, Ron – No, Larry – No. Motion failed.

Part time staff probation period & Employee Handbook: Amy Walters proposed a three month probationary period where upon successful completion, a part time employee could receive a wage increase – the raise would be prorated. For example, after completion of a successful 3 month probationary period an employee is given a 2% increase. In January, eligible employees were to get a 3% raise, the probationary employee could only receive a 1% raise since they were given a 2% increase earlier. Suggested to have attorney advise on whether this is a board policy or to be in employee handbook.

Mike Landscoat stated that he has some questions regarding the changes to the employee handbook. Doug Hogan responded that Abby Geroux was unable to be at the meeting but would come to another meeting to discuss the changes made to the handbook.

Mike Landscoat motioned to have a special meeting September 18, 6:00PM to discuss Employee Handbook and probation period, Mark Ukestad seconded. All approved.

NEW BUSINESS:

Trapper Field Batting Cages – Kevin Gall: Kevin Gall, representing Youth Fastpitch presented extending the current batting cage on Diamond 11. The current batting cage would be extended 55' to the North and 15' to the South, giving them 140': 2 - 70' batting cages.

Estimated costs: around \$15,000 - \$17,000: \$7500 Lux Concrete (concrete and install poles), \$5700 Newman Signs (poles), \$1100 Batting cage, \$1500 for turf (plan is for used turf). Fastpitch Board will look into securing a loan to pay for the upfront costs and then the Fastpitch board would sell advertising on the fence to pay for the new batting cage. Looking at 15 boards (windscreens) 5' X 5' to sell for \$500 each for 3 years. Fastpitch would be responsible for selling and maintaining the windscreens. Mike Landscoot motioned to give Youth Fastpitch permission to go forth with the batting cage project at no cost to Jamestown Parks and Recreation, including Fastpitch selling advertising windscreens and maintaining them. Mark Ukestad seconded. All approved.

Kevin Gall then discussed Youth Fastpitch feels they need a field and could slowpitch possibly move to other nights or use baseball diamonds. Fastpitch wants to put up a permanent fence on Diamond 11 which would make it non useable for slowpitch. Chastity Schafer, League Representative for Women's Slowpitch raised concerns about losing a great diamond and moving to baseball field. Tuesday night's already uses 1 and some years 2 baseball diamonds. Bathrooms, Concessions and Jayball are concerns about using the baseball diamonds. Also, slowpitch accommodates Fastpitch in May by moving some games to Wednesdays or moving to baseball diamond when there are High School games. More discussion on the reasoning to add fence to diamond, most fastpitch games use a temporary fence. There will not be a permanent fence on Diamond 11. Chairman Larry Knoblich stated to postpone to a future meeting as this was not on the agenda.

Skipped to:

Fulfill remainder of Elected Official Term: Doug reported that he had received an email from Richard Ryan that he will be stopping at the Parks & Rec Office this week with his letter of resignation from the board of commissioners. He is resigning due to personal reasons. Doug spoke with Abby Geroux and there is no specific procedure in the century code. She stated that the board needs to discuss that there is a vacancy and the resignation is not active until a new commissioner takes oath. Mark Ukestad motioned that there is a vacancy on the board. Ron Olson seconded. All approved. Next step is to have a selection committee to bring the best 3 candidates to the Board. Abby suggested Doug and one commissioner on the committee. Mark Ukestad volunteered to be on the selection committee with Doug Hogan. Doug and Mark will bring the top 3 candidates to a special meeting and the person selected at that meeting can be sworn in at the October Board Meeting. Mike Landscoot questioned how many months should we pay Richard? Does he get paid for the months he missed (June, July, August, & September) or up until his resignation? Doug will check with Abby.

TRAC Equipment Lease: Amy Walters wants to lease a portion of the cardio equipment. This was discussed at a previous board meeting. Doug Hogan said the fitness equipment would be a 4 year lease at \$1600 per month and would the board want to use Facilities Monies to pay for this as we do with other leased equipment. Discussion on how that affects other departments. Mark Ukestad motioned to lease the equipment and pay with the facilities monies. Ron Olson seconded. Mike – No, Mark – Yes, Ron – Yes, Larry – Yes. Motion passed 3-1.

TRAC Lawn Equipment Bid Approval: Amy Walters reported that only one bid was received for the multipurpose – mower/snow removal/blade lawn equipment. Bid Committee approved the bid from Valley Plains Equipment for \$43,975. This would be paid for out of the FFE contingent on money being available in the FFE after the final pay request is received. Mark Ukestad motioned to purchase the lawn equipment from the FFE budget contingent on money available after the final pay request is received. Mike Landscoot seconded. All approved.

Preliminary Budget Approval: If approved we will need a Public Hearing and vote for final approval after the public hearing. The budget of \$1,696,056 includes a 3.5% increase for full time employees and a 2% increase for part time. The increase is \$145,700 more than last year. The bulk of the increase is \$65,000 for health insurance, \$15,000 pension and \$49,700 social

security. Ron Olson motioned to approve the preliminary budget. Mark Ukestad seconded. All approved.

REPORTS:

- Junior:**
- Fire cleanup should be done this week.
 - 1st games are now Sept 28th
 - Have sold about \$21,000 in dasher board advertising (this includes both new and old)
 - Ice is in – we are up and running
 - Hiring for nights and weekends.

- Amy:** Submitted a written report but highlighted:
- TRAC construction is 95% complete – still have electricians working
 - Thanked everyone who helped with soft opening.
 - Commended her staff
 - 560 memberships sold (since September 5th sold over 100 memberships)
 - 1770 Visits last week
 - 3 birthday parties this weekend
 - Had over 100 people in the pool for 6 hours on Sunday
 - Lower than where we want to be in childcare, putting together strategies to increase the numbers.
 - Staff is working on revenue generating programs.
 - Wednesday at 4:30 Grand Opening/Ribbon Cutting Ceremony
 - Girls Youth Basketball was held last Saturday and went very well to have everyone in the same space.

- Ted:**
- Mowing
 - Helping Amy
 - Looking to get tree work done this fall
 - Helping Junior
 - Cleaned out some things at the outdoor pool

- John R:**
- Three tournaments remain; Wednesday, Saturday and Monday
 - Girls Basketball 70 participants
 - Boys Football 125 participants

- John M:**
- Fixing irrigation leaks
 - Aerifying greens September 25-26 then tee boxes with adding seed on some.
 - Repairing some grass where an employee forgot gas cap on mower and gas spilled.
 - Would like to burn cattails this fall – October sometime.

Mike Landscoot moved to adjourn. Ron Olson seconded. Meeting adjourned at 6:03pm. Next scheduled meeting is October 9, 2017.


BONNIE UKESTAD, CLERK


LARRY KNOBLICH, CHAIRMAN