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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, May 8, 2017 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING
- II. MONTHLY BILLS
- III. OLD BUSINESS
 - A. Employee Handbook
 - B. Central Valley Health – Tobacco Free Ordinance
- IV. NEW BUSINESS:
 - A. TRAC Supervisor Positions
- V. REPORTS:
 - A. John R
 - B. John M
 - C. Junior
 - D. Amy
 - E. Ted

MINUTES OF THE REGULAR BOARD MEETING DATED May 8, 2017

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

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

GUESTS: Chris Olson – Representing the Jamestown Sun, Annette Niemeier – Central Valley Health, Paulette Ritter and Joan Morris – Sensory Garden

ABSENT: None

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

Ron Olson made a motion to approve the April 10, 2017 minutes as written. Mark Ukestad seconded. All approved.

Mark Ukestad made a motion to approve the monthly bills. Richard Ryan seconded. All approved.

OLD BUSINESS:

Employee Handbook: Doug Hogan informed board our attorney has not finished reviewing employee handbook.

Central Valley Health – Tobacco Free Ordinance: Annette Niemeier from Central Valley Health reviewed information on Tobacco Free Ordinance. Mike Landscoot was concerned about enforcing the ordinance and possibly losing revenue at Hillcrest Golf Course. Doug Hogan informed this is a growing trend across the country. We want to promote healthy living. For free signs we need to adopt the ordinance before June 30th. Mark Ukestad motioned to approve Tobacco Free Ordinance for parks and outdoor facilities. Richard Ryan – yes, Mike Landscoot – no, Mark Ukestad – yes, Ron Olson – no, Larry Knoblich – yes. Motion passed. Doug will check with our attorney for the process.

Sensory Garden: Ron Olson made a motion to add Sensory Garden to the Agenda, Mark Ukestad seconded. All approved. Paulette Ritter presented to the group a Mission Statement with Goals & Objectives. This is needed for the ND Heritage Grant the Sensory Garden committee has submitted. The grant is for \$33,000 which includes a double vault toilet for the Sensory Garden. The deadline for this grant was May 1st. The grant was submitted and Paulette received an email from them requesting a comprehensive conservation plan for the parks, which the Mission Statement with Goals & Objectives handout may cover and is a start to developing a plan. Ron Olson motioned to accept the Mission Statement with Goals & Objectives handout presented Richard Ryan seconded. All approved.

NEW BUSINESS:

TRAC Supervisor Positions: Amy reported supervisor interviews were all completed and a list of recommended supervisors was sent out. July 5th will be their start date with the exception of the aquatics supervisor who will start May 15th due to the outdoor pool opening soon. Supervisors will be putting in some time prior to official start date and will be paid hourly. Richard Ryan motioned to accept the recommendations for the positions, Ron Olson seconded. All approved.

REPORTS:

John R: - Absent due to middle school golf tourney at Hillcrest.

- John M:**
- Will be spraying for dandelions.
 - Irrigation started up – only 3 minor breaks this year.
 - Having the pumps refurbished is a big help.
 - Liner on the pond is UV protected.
 - Summer staff has been hired.
 - Thanked the men's association for helping clean out some trees.
- Junior:**
- Ice is out.
 - Sealed some areas on the roof that were leaking and after the rain today, they appear to be fixed.
 - Safety net for the north bleachers arrived and will be installed.
- Amy:** Submitted a written report but highlighted:
- Construction is going well.
 - They will be pouring concrete in the bubble area and then working on sidewalks.
 - Air handlers are ready to be fired up.
 - Dirt needs to be hauled out.
 - Membership sales have started. We have 48 memberships to date.
- Ted:**
- Helping out where needed.
 - Irrigation is on and water turned on at parks.
 - Helped out with sod at Jack Brown Stadium.
 - Started mowing.
 - Net was put up over playground equipment at Hillcrest Softball Complex.

Mark Ukestad moved to adjourn. Ron Olson seconded. Meeting adjourned at 5:05pm. Next scheduled meeting is June 12, 2017.



BONNIE UKESTAD, CLERK



LARRY KNOBLICH, CHAIRMAN