HAROLD JARRARD PARK BOARD

MEETING MINUTES

OCTOBER 19, 2021

Attendance: Deb Hepp, Trish Cash, Barry Gehrig, Dave Straub, Bob Perry, and Tammie Neville

Meeting called to order at 7:05pm by Ms. Hepp.

Meeting minutes from the previous meeting were reviewed. A motion to approve the minutes was made by Ms. Hepp and seconded by Mr. Gehrig, motion passed.

Mr. Perry gave a review of the monies that are available for outstanding projects as follows; $1,200.00 for a water canon project, $4,521.75 for capital improvements, $16,730.00 for the construction on the shop, and $16,000.00 for repairs of the black top in the parking lot. Bills were reviewed to be sent to Buffalo for payment.

Maintenance/Operations Report:

* Ms. Hill reported that the Town of Kaycee came and took the maintenance truck on October 4th, 2021, Mr. Perry will be looking into getting that back from the town. In the past month Ms. Hill has changed the air filters in the building, set up an account with R5, Inc for fuel, shut the water off and winterized all the pipes excluding the back shop, and other regular maintenance duties. Mr. Eads wants copies of the most used keys for the facility. Mr. Eads will be bringing a laptop and phone for the facility, when the laptop gets here, she will be able to get in contact with Ms. LeDoux with the Town of Kaycee to get the membership list and other information. She will be taking the weed-eaters to Buffalo with her to get them serviced at Ace Hardware. The pump and the welder have been stored back in the shop for winter. Ms. Hill also had the hoods in the kitchen cleaned.

Old Busines:

* Mr. Perry reported that the Harold Jarrard Park is a department of the county, much like Road & Bridge, and will remain that way for the foreseeable future.
* The HJP board needs to put together an employee job description to be approved and used for all current and future employees. The job description was not ready to be reviewed at this meeting, so it was tabled for further review at the next board meeting.
* The Road & Bridge department had been contacted and a plan is in place to haul in material and fix the road leading to the old softball field. The project has started with a few loads of material dumped on the road, but due to weather has stopped for now. We will have a progress report at the next meeting. It was also discussed to possibly have some material spread behind the crow’s nest to fill in some low spots.
* Ms. Neville presented a proposal for an arena renovation project. She has a grant application in the works to completely fund this project, as well as a plan to implement it. Once the project is complete maintenance of the arena will be the responsibility of the Harold Jarrard Park. A motion to approve the arena renovation plan, dependent on grant approval, was made by Mr. Straub, and seconded by Ms. Hepp, motion passed.
* Mr. Straub informed the board that Dennis Elm had finished with the sewer project and will be submitting an invoice. The shop is finished and looks good.

New Business:

* Ms. Cash made the board aware of the need to review that Harold Jarrard Park by-laws and update the Policies and Procedures for the park. She provided the board with a rough draft of both and will be discussed and reviewed at the next board meeting.
* Ms. Neville asked the board about the wireless internet availability at the park. Ms. Hill will talk to Mr. Eads about possible improvements.
* Mr. Straub had looked into the possibility of putting a restroom near the south picnic area, but found it was too low to drain properly. He advised that the board would need to look into replacing the block restrooms at some point in the future.
* Mr. Straub inquired on the extinguisher system in the kitchen being serviced. Ms. Hill will be talking to Mr. Eads about the issue.

There was no other new business.

Public Comment: None.

A motion to adjourn was made by Ms. Hepp, motion seconded by Mr. Gehrig.

Meeting adjourned at 8:05pm