

JOHNSON COUNTY
Harold Jarrard Park Board Meeting
Jan 19, 2021

Present were Keri Malson, Deb Hepp, Barry Gehrig, Dave Straub, Ethan Hepp

The financial information for Dec/Jan was reviewed and discussed.

Old Business: The sewer project will commence in the spring once the thaw is out of the ground. The backboards/bumpers will be able to be screwed onto the backboard. Painting the arena was discussed again. The grandstand/rails/gates to match. Possibly considering bidding this large of a job to someone. The mats from Also were very pricey for the entry area. The mats at Sam's club are cheaper but Alsco will not clean them. There are no funds for the purchasing of an AED in the county for the HJP workout area. We discussed other places we can look to help in the purchase of an AED.

New Business: It was discussed to purchase new white tables for the HJP. We have not purchased new tables in some time, and some are broken down. There are many projects we would like to see take place to ensure proper maintenance and increase activities at the HJP such as blacktop, the iron around the new heating unit, and a treadmill to replace one. The use of the weight rooms and fitness rooms has increased over this last year. More and more families with young children are also using the facility. It has been nice to see so much activity in the building. Tori is doing a great job and we are very appreciative for all that has been done.

Next meeting will be 7:00pm Feb. 16 2021 at the HJP.

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 Business:

- 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

HAROLD JARRARD PARK BOARD
MEETING MINUTES
November 18, 2021

Attendance: Deb Hepp, Trish Cash, Barry Gehrig, Dave Straub, Bob Perry, Keri Malson, Ethan Hepp, Torie Hill and Tammie Neville

Meeting called to order at 6:38pm 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.

Dave gave an update on a bid for 4 railings.

Maintenance/Operations Report: Torie expressed interest on tree removal. Many trees are dead and need to be removed. When placing orders for the HJP items needed on a regular basis we discussed the possibility of Torie ordering directly. She gave us an update on the pavement and its need to be fixed. Disposing of the old heating system will be completed this month. The floors in the locker room need to be redone in the near future.

Old Business:

- Dave is bringing in gravel for the pavement.
- There will be a presentation tonight for the Arena Dirt project that Tammie Neville has brought to the board.

New Business:

- Memberships: it was the board discussed when memberships are due. Deb Hepp made a motion to make all memberships due by January. Seconded by Dave, motion passed.

There was no other new business, and the presentation to follow.

Public Comment: None.

Meeting adjourned at 7:00pm

HAROLD JARRARD PARK BOARD
MEETING MINUTES
December 22, 2021

Attendance: Deb Hepp, Trish Cash, Barry Gehrig, Dave Straub, Bob Perry, Keri Malson, Barry Crago, Torie Hill and Bill Novotny

Meeting called to order at 7:05 by Mrs. Cash

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

New Business: Discussion of the designation of the Harold Jarrard Park Board. It has been established as a Department of Johnson County although runs with a board. It is the desire of the commissioners to support the board operations of the HJP. Mr. Crago was able to answer any questions along with Mr. Novotny. It was consensus that the board operates under the county with specific policies and procedures established.

Maintenance/Operations Report: Tree removal was brought up again. The importance of trimming and taking down old falling down trees. Locker room floors is a project that will be underway soon. HJP employee will be able to order items within budget. The items will not include bulk items that we will still receive from David Eads. In order to ensure proper facility usage, its was discussed to place signage around the workout room.

Old Busines:

- Review changes to bylaws, this was tabled for the next meeting to investigate each section thoroughly.
- Review changes to policies and procedures tabled until the next meeting.
- The motion was made by Ms. Malson to accept the employee policy as written, seconded by Ms. Hepp. Motion passes.
- Discussed having the trees removed and trimmed back, partnering with the HJP Foundation
- Reminder to apply for 1% funds
- Membership will be due next month, Torie will send out a letter and Ms. Malson will investigate direct door mailing to reduce cost of stamps.

There was no other new business, and the presentation to follow.

Public Comment: None.

Meeting adjourned at 8:07pm
