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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Doug Hogan, Director
SUBJECT: SPECIAL BOARD MEETING Monday, December 21, 2020 4:00PM
Meeting will be held at PARKS & REC OFFICE CONFERENCE ROOM

- I. Employee Bonus**
- II. Amendment to Tobacco Free Ordinance**

Next:
Board Meeting Monday, January 11, 2021 4:00pm

Jamestown Parks & Recreation Department Meetings will follow Roberts Rules of Order

MINUTES OF THE SPECIAL BOARD MEETING DATED
December 21, 2020

PRESENT: Chairperson Mindi Schmitz, Ron Olson, Mike Landscoot,
Mark Ukestad, Mike Soulis

OTHERS: Doug Hogan, Bonnie Ukestad

ABSENT: None

GUESTS:

Chairman Mindi Schmitz called the meeting to order at 4:00pm.

Employee Bonus: Doug Hogan discussed that when we prepared the 2021 Budget no raises were recommended due to the uncertainty of Covid and the potential effects on the budget. Employees were asked to manage expenses knowing that in 2021 they would not be getting a raise. Employees have managed and cut expenses. At budget time we were unaware that we would be receiving Cares Act reimbursement. When Cares Act monies came in, both the city and county added raises to their employees in their 2021 budgets. Would like to do something for the employees to show appreciation and give a morale boost. Financials show we are doing better than we anticipated. Identified 28 employees; 24 full time and 4 part time employees that work over 30 hours per week year-round, employed over a year. Mindi Schmitz indicated that previously she had been leery of doing anything because of covid but things seem more under control and she is more confident that something can be done for employees. Discussion on whether to give employees a bonus or a raise. Bonnie Ukestad presented cost analysis. A \$1,000 bonus to 28 employees would be a \$30,142.00 expense to JPRD with net pay for the employee being \$685.10. If you gross up the bonus so employee net pay is \$1,000, the cost to JPRD increases to \$43,996.40. A raise of \$1,000, spread out over a year is a .50 per hour increase and would be the same cost as the \$1,000 bonus not grossed up. Mike Soulis motioned to give the 28 identified employees a \$1,000.00 bonus (not grossed up) to be given Christmas Eve. Ron Olson seconded. All approved.

Amendment to Tobacco Free Ordinance: Mike Landscoot discussed interest in prohibited and permitted areas similar to Fargo Ordinance. Mindi Schmitz stated it is responsible to have a policy. There isn't a fine associated with the ordinance.

Mark Ukestad motioned adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 4:26pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON