



1002 2nd Ave. SE. 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: SPECIAL BOARD MEETING Tuesday, May 25, 2021 4:00PM

Meeting will be held at PARKS & REC OFFICE CONFERENCE ROOM

I. Salary Planning

**Next:
Board Meeting Monday, June 14, 2021 4:00pm**

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

MINUTES OF THE SPECIAL BOARD MEETING DATED
May 25, 2021

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

OTHERS: Doug Hogan, Bonnie Ukestad, Junior Kautz, John Miller, Jim Speidel, Amy Walters

ABSENT: John Ruff

GUESTS: None

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

Salary Planning: Doug discussed the management team met and came up with ideas to present to the board. That document is in the packet "staff salary recommendations". Some part-time positions have only a starting salary and others list a range. Would like consistency and have a Starting Salary Range for all part-time positions to allow managers to hire within that range depending on experience. Proposed changes to positions:

- **Hillcrest Proshop** change from \$10.00 to **Starting Salary Range \$10.00-\$13.00**
- **Hillcrest Rangers** change from \$10.00 to **Starting Salary Range \$10.00-\$13.00**
- **Hillcrest Maintenance** change from \$10.00 to **Starting Salary Range \$10.00-\$13.00**
- **Parks Maintenance** change from \$10.00 to **Starting Salary Range \$10.00-\$13.00**
- **WSB Maintenance** change from \$10.00 to **Starting Salary Range \$10.00-\$13.00**
- **Warming House Attendants** from \$9.00 to **Starting Salary Range \$10.00-\$13.00**
- **Parks Program Coordinator** from \$11.00-\$15.00 to **Starting Salary Range \$12.00-\$15.00**
- **Learning Center Aid** change from \$8.50-\$10.50 to **Starting Salary Range \$9.00-\$15.00**
- **Learning Center Attendant** from \$8.00-\$10.00 to **Starting Salary Range \$9.00-\$15.00**
- **General Maintenance Full-Time WSB and Full-Time Parks Maintenance** change from \$25,000-\$45,000 to **Starting Salary Range \$31,200-\$45,000**.

Discussion for consideration of TRAC Facility Maintenance & Environmental Technicians \$22,000-\$28,000 & \$20,800-\$24,500 to **Starting Salary Range \$31,200-\$45,000 possibly** over time to get to the proposed change.

Discussion for consideration of TRAC Learning Center Lead Teachers from \$22,000-\$28,000 to **Starting Salary Range \$31,200-\$45,000 possibly** over time to get to the proposed change.

Other Staffing Ideas: Hillcrest Maintenance: Hire a **Seasonal Assistant** with a **Starting Salary Range \$15.00-\$20.00**, this position could potentially grow into a full-time benefitted position sharing seasonally between departments. Office: Hire a **part-time Administrative Assistant** answering phones, shelter & bunker rentals, PSA's, assist business office, customer service, manage website content, etc. 20-30 hours a week **Starting Salary Range \$12.00-\$18.00** per hour
Discussion on a "bucket" for salary changes, special line in the budget ie. \$60,000.

Those that would get a salary adjustment would not get a % annual raise. Bonnie will provide cost implications of adjusting salaries along with adding a "bucket".

Next regular board meeting Monday, June 14, 2021 at Parks & Recreation Office.

Chairperson Mindi Schmitz adjourned meeting at 4:58pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON