



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 Monday, June 28, 2021 4:00PM

Meeting will be held at PARKS & REC OFFICE CONFERENCE ROOM

- I. Guest Service/Marketing Supervisor Position Recommendations**
- II. Budget Planning**

**Next:
Board Meeting Monday, July 12, 2021 4:00pm**

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

MINUTES OF THE SPECIAL BOARD MEETING DATED
June 28, 2021

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

OTHERS: Doug Hogan, Bonnie Ukestad, Jim Speidel, Amy Walters

GUESTS: None

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

Guest Service/Marketing Supervisor Position Recommendations: Discussed different options. Ron Olson made a motion to accept option 3. Remove Marketing from the current position, no longer need Guest Service Coordinator and will contract marketing services for the entire Park District. Mark Ukestad seconded. All approved.

Budget Planning: From the May 25th special meeting discussed salary ranges on several part time 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**

Mike Landscoot motioned to approve the salary ranges for part time employees. Ron Olson seconded. All approved.

From the May 25th special meeting discussed step increases over different lengths of time for TRAC Facility Maintenance, Environmental Technicians and Learning Center Lead Teachers to salary range of \$31,000-\$45,000. Mike Soulis motioned to transition position over a 3 year time period in addition to annual raise. Mark Ukestad seconded. All approved.

Discussed percentage raise for 2022. Mike Landscoot motioned for an up to 4% increase for PT & FT employees based on performance. Mindi Schmitz seconded. Mark Ukestad declared conflict of interest – abstain. Approved.

Doug Hogan presented handout with 6 employees for additional increase due to their longevity and new employees being hired at higher salaries. Ron Olson motioned for a 6% annual raise (2% above the up to 4% increase approved) in 2022 for the General Maintenance FT WSB (14 year employee) & FT Park (12 year employee), WSB Manager, Proshop/Rec Manager, Business Manager and Office Assistant. Mike Soulis seconded. Mark Ukestad declared conflict of interest – abstain. Approved.

Next regular board meeting Monday, July 12, 2021 at Parks & Recreation Office.

Chairperson Mindi Schmitz adjourned meeting at 5:00pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON