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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: SPECIAL BOARD MEETING Monday, August 30, 2021 4:00pm

Meeting will be held at PARKS & REC OFFICE CONFERENCE ROOM

I. Director Search Process

**Next:
Board Meeting Monday, September 13, 2021 4:00pm**

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

MINUTES OF THE SPECIAL BOARD MEETING DATED
August 30, 2021

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

OTHERS: Doug Hogan, Bonnie Ukestad, Amy Walters

ABSENT: None

GUESTS: Masaki Ova – Jamestown Sun

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

Director Search Process: Mindi Schmitz reported she has gathered information from other park districts and the NDRPA to guide the search process and prepared a timeline document from this research.

- September – Establish search committee: Mindi Schmitz – Jamestown Parks & Recreation Board Chairperson, Sarah Helleckson - City of Jamestown Administrator, Rob Lech – Jamestown Public School Superintendent, Searle Swedlund – Jamestown Tourism Director and Jim Speidel – Jamestown Parks & Recreation Parks Foreman. This committee will review/update the current job description and recommend a salary range.
- October – Board of Commissioners review/approve job description & salary range. Post position NDRPA, National Parks & Rec Association, ND Job Service, Indeed and other. Search committee will create a rubric based on skill and attributes outlined in job description. Committee to create interview questions.
- November – Committee to select candidates to interview and invitations made to selected candidates.
- December – Committee to interview candidates December 1-3 (virtually or in person), conduct 2nd interviews if necessary. Mindi complete reference checks, offer position, discuss salary/benefits and start date.

Discussion on the proposed search process. Mark Ukestad made a motion to approve the Director Search presented with the following amendments: In November, a meet and greet with commissioners, employees and stakeholders for the selected interview candidates. In December, commissioners receive candidate recommendation for approval. Ron Olson seconded. All approved

Next regular board meeting Monday, September 13, 2021.

Mark Ukestad motioned to adjourn. Chairperson Mindi Schmitz adjourned meeting at 4:25 pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON