

PARKS, RECREATION & FORESTRY BOARD MEETING  
Monday, May 21, 2012  
6:00 p.m.

- 1) Call to order by Curt Stepanek.

Roll Call: Members Present: Curt Stepanek, Audrey Stowell, Dale Berg, Carmen Muenich, Heidi Hoekstra, and Jane Lardahl. Absent: Beth Arneberg. Staff present: Dick Hebert and Megan Robarge.

- 2) PERSONAL APPEARANCES BY CITIZENS. None.

- 3) Communications. None.

- 4) Discuss/Consider

- a. Options for filling the Full-Time Secretary/Receptionist position. MaryBeth Hawke will be retiring as of July 2, 2012. The Board reviewed MaryBeth's job description and time allocation as well as the City's Job Description. Discussed telephone and walk-in situations and need for facility reservations to be easier to accomplish online through ActiveNet. Jane Lardahl reported that the Treasurer's office is going to meeting with MaryBeth to review payroll and other accounting duties to see if these can be re-assigned to their department. Discussed incorporating social media/marketing and fundraising duties into the position. Jane states this is an opportunity to review and revise this position and suggests hiring an interim on a temporary basis in order to allow time to revise the job description. Discussion regarding the job responsibilities and possibly using technology to perform duties more efficiently.

Curt Stepanek leaves at this time.

Discussed salary of the position and whom the position would report to. Discussed making job description revisions after more information is known, such as what duties the Treasurer's office will be able to take on. **Motion by Carmen Muenich, seconded by Audrey Stowell, all present voting aye, to approve hiring a six-month seasonal temporary employee to start as of June 25, 2012, in secretarial/receptionist position at a wage of \$13.00/hour. The Treasurer's office will narrow field down to five applicants, and Dick and Megan will interview and select employee. The Park Board will have revised job description criteria to the Personnel Committee within 90 days.**

- 5) Directors Report. None.

- 6) Park Board Members Concerns or Comments.

7) Adjournment. **Motion by Jane Lardahl, seconded by Heidi Hoekstra, all present voting aye, to adjourn.**

Submitted by:

Audrey Stowell, Secretary