

MINUTES OF THE SPECIAL BOARD MEETING

MANSON PARKS & RECREATION DISTRICT

October 28TH, 2009

Attending: Mr. Tom Tobey, Mr. Steve Vaughn, Mr. Hal Killian, Mr. Ken Rau, Diana Ellsworth and members of the public as indicated in the sign in sheet available in the District office.

Agenda Additions and Deletions: None

Meeting called to order at: 6:30 p.m. by Mr. Tobey. He then explained to those present that the purpose of the meeting was to discuss the offer to the potential Manson Parks & Recreation District Director Wai Tim Petersen.

Introduction of Wai Tim Petersen: Mr. Tobey clarified to all present that the Board had not hired Mr. Petersen, and is being introduced as a public speaker not as the new Manson Parks Director. Mr. Petersen had requested to address the Board on the matter of his salary prior to accepting or declining any offer. Mr. Tobey then went on to list Mr. Petersen's many qualifications for the position. Mr. Tobey read the Job Description for the Manson Parks Director position .

Mr. Tobey further explained that the employment contract could be updated and used if Mr. Petersen was hired. He then read the proposed one year Employment Contract. Mr. Tobey informed the public present that he and Mr. Vaughn had met with Mr. Petersen and that in this meeting Mr. Petersen had explained that he felt given his qualifications and a Masters Degree, the offer was a little low for the position. Mr. Tobey stated that both he and Mr. Vaughn also felt that his qualifications could make the proposed salary, seem low.

Public Comment:

Mr. Pat Hautenne asked how much Mr. Petersen was asking . Mr. Tobey stated that he would let Mr. Petersen explain.

Mr. Lyle Bland asked whether the position included sick-leave and vacation pay in the package he was being offered. Mr. Tobey explained that the current proposed package does not include either.

Shannon Byquist-Freels then asked if the Parks had come to an agreement with Mr. Petersen, as the Agenda includes "introduction of Wai Tim Petersen ". Mr. Tobey explained that it was an introduction for Mr. Petersen to speak regarding the salary increase he desires not an introduction of Mr. Petersen as a new hire. That introduction will hopefully come at a later date.

Mr. Ken Wardstrom , stated he felt sick-leave and vacation pay would be a reasonable expectation for the position. Mr. Tobey explained that no formal provisions for these benefits had been made as Mr. Petersen had not requested them at the time of his meeting with Mr. Tobey and Mr. Vaughn.

Mr. Rich Uhlhorn asked if the position was to be salary not hourly. Mr. Tobey responded that yes it was a salary position.

Mr. Bob Christopher asked if the salary was posted in the paper with the advertisement for the Directors position and why the applicant is desiring more than the advertised offer. Mr. Tobey explained that while the Job Description did state a proposed salary for the position, the advertisement for the position in the paper did not list a salary. Mr. Vaughn also agreed a salary was not posted in the advertisement in the newspaper. He then showed a copy of the ad from the paper. Mr. Tobey explained that Mr. Petersen was in line with everything, in the proposed agreement with the except salary. Mr. Tobey then turned the floor over to Mr. Petersen.

Mr. Wai Petersen went on to explain that from a skill stand point as well as his educational background he felt it was reasonable for him to request \$42,000 per year, taking into consideration there are no provisions as yet for sick-leave or vacation.

The Manson Parks Directors position had previously paid \$34,500 a year in 2008 and there were no provisions for an increase in salary for the position since that time. Mr. Tobey felt that the roughly 15% increase was acceptable given Mr. Petersen's numerous qualifications.

Ms. Jeanette Collins felt it was more like a 21% increase and that it was a healthy increase for a new hire in comparison to the other employees yearly wage increases. Mr. Tobey did explain that the Board members are reluctant to raise the salary the full amount.

Mr. Lyle Bland agreed that the position should be worth more. He made suggestions to the Board that they consider other means of compensation rather than just salary such as adding to the benefits package, or maybe consider adding an additional raise following an employee evaluation of Mr. Petersen down the road. Mr. Tobey agreed that he would feel more comfortable with a portion of the raise coming at the end of a probation period of which Mr. Petersen would need a favorable review.

Mr. Tobey explained that he had arrived at the 15% figure by going from the potential salary of \$36,000. He also felt that there is no way of knowing what other candidates would have asked for, but the Board was aware some did not apply for the position because of salary.

Mr. Hautenne asked the Board if they had looked at the possible change in salary from a legal standpoint, to avoid future problems. Mr. Tobey stated that a proposed salary does not mean that a candidate cannot negotiate for more.

Mr. Christopher asked if maybe some would have applied if they knew they potentially could have received more. Mr. Tobey explained that the list had in fact been narrowed down by a few candidates that had removed themselves from the list due to the low salary without attempting to negotiate for more.

Shannon Byquist-Freels asked what the one year term on the employment contract meant. Ms Collins asked the Board to clarify. Mr. Tobey once again read the relevant portions of the proposed Employment Contract to.

Mr. Uhlhorn questioned whether Manson Parks could terminate Mr. Petersen with cause according to the agreement. He was told by Mr. Tobey that yes, termination with cause is possible, at any time.

Ms. Collins asked if the Parks would have to pay the balance of his salary if termination occurred. Mr. Tobey stated that he felt not, but that was good point to consider. Mr. Tobey stated the Board will have to clarify that issue in the final contract.

Mr. Bland questioned if the Parks will provide Mr. Petersen with a vehicle. Mr. Rau stated the parks does own two trucks that are used by employees but in the past the Director has been reimbursed for mileage. Mr. Bland suggested the Board consider providing a monthly vehicle allowance.

Mr. Vaughn stated that he is in favor of meeting Mr. Petersen half way in regards to his salary. He stated he felt that they (the Board) went looking for a Chevy and found a Cadillac.

Mr. Killian felt that the addition of Mr. Petersen's Masters Degree makes salary negotiations more relevant. He feels that maybe the Board should consider offering more in the way of sick-leave and vacation pay.

Mr. Rau feels that Mr. Petersen brings more to the table than some of the other candidates and that he feels the candidate does warrant an increase. He also felt that the new outlook that Mr. Petersen will bring to the Manson Parks & Recreation District will be of value. He hopes that fresh outlook and more efficiency will help make up the difference financially.

Mr. Tobey proposed that the Manson Parks & Recreation District set the salary at \$40,000 per year with the addition of one week's sick-leave, including employee review to discuss the potential for an additional raise and addition of vacation time.

Ms. Collins questioned how the Board can perform the 90 day review during the dormant season of the Parks. Mr. Killian asked that the Board to consider a 180-day review as well. Mr. Tobey agreed.

Mr. Christopher asked if \$40,000 will fit the budget. Mr. Tobey felt that it definitely would fit in the budget.

Mr. Rau also felt that having some things done more efficiently will save the Parks money in the future. Mr. Hautenne asked what exactly can be done? Mr. Rau replied that saving money by bidding jobs, instead of always using the same contractor will save money by keeping things competitive.

Shannon Byquist-Freels stated that saving on attorney fees would be another. Mr. Tobey agreed that definitely lower attorney fees would help.

Mr. Wardstrom suggested the Board consider hiring him at \$36,000 and then using a step increase for Mr. Petersen's position. Mr. Rau stated that he felt given Mr. Petersen's background he needs some assurances from the Manson Parks & Recreation District. Mr. Rau supports offering \$40,000 with a potential increase following an evaluation.

Mr. Vaughn considers the hiring of Mr. Petersen an investment with potential for a good return. Mr. Vaughn would like to see the addition of sick-leave and vacation time to the package.

Ms. Elia questioned whether the decision to hire could be put off until December. She felt the Board is rushing. Mr. Tobey felt that Manson Parks need Mr. Petersen now, and that the Parks has been without a Director since summer. The decision should not be put off any longer.

Ms. Elia stated that the old Director was fired during the busy season so why hire now in the slow season. Mr. Rau explained that there are many changes the Board hopes Mr. Petersen will make during the slow period at the Parks to get prepared for next year's busier season. One of which includes the addition of a new reservation system.

Ms Elia asked why rush. Mr. Rau replied that it was important to update some of the procedures that had not been updated in the past and that the Parks has been without a Director for a long time now.

Mr. Bill Sharkey asked when the new cycle for salary increases normally begins. Mr. Tobey stated October when the Board begins the next year's Budget preparations.

Mr. Tobey asked Mr. Petersen if \$40,000 per year with 1 week sick-leave with a mid-year review for a possible salary increase was agreeable to him. Mr. Petersen would like to know what target they were working towards as he would like to be pretty clear. Mr. Tobey agreed that the joint agreement would be explicit.

Ms. Collins stated that based on the County payroll records, the Parks District is in a possible liability situation by not enrolling positions/employees in the PERS system who are mandated to enroll (based on the hours scheduled/worked in the positions) – the Business Manager, the Secretary/AAU Coordinator, and the Campground Host(s). There may be penalties assessed for not enrolling these employees. She also stated that the Park Board was correctly enrolling the new Park Director, Wai Tim Petersen, in the mandatory state PERS system. She questioned whether some of the Business Managers duties and the Job Description of duties for the new Director would overlap and this fact should be taken into consideration by the Board.

Mr. Tobey made a motion to hire Mr. Wai Tim Petersen for the position of Manson Parks & Recreation District with an annual salary of \$40,000 per year, with the addition of 5-days of sick-leave added to the position. There would also be a performance review on or about July 1, 2010, with further consideration for a salary increase at that time. Mr. Killian seconded and the motion passed unanimously.

The meeting adjourned at 7:36 p.m.

Respectfully Submitted,

Diana Ellsworth
Activities Coordinator