



## **City Council Agenda Report**

### **City of Long Lake**

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

**MEETING DATE / January 7, 2025**

**SUBJECT:** Hiring of Holbrook Park Rink Attendants for 2025 Skating Season

**Prepared By:** Scott Weske, City Administrator

**Report Date:** 12/30/2024

### **Recommended City Council Action**

Staff recommends the following:

Motion to authorize the City Administrator to hire part-time, seasonal employees to staff the rink and warming house at Holbrook Park for the 2025 winter skating season.

### **Overview / Background**

Rink attendants are hired annually to staff the rink and warming house at Holbrook Park for the winter months, beginning mid-to-late December through February, or as weather otherwise permits.

Responsibilities of the rink attendant position include:

- Working scheduled days and times; Monday through Friday from 3:30 pm to 8:00 pm, and Saturdays and Sundays from 12:00 noon to 6:00 pm.
- Opening and closing warming house, adhering to scheduled hours of operation.
- Maintaining the cleanliness of warming house, ice, and around the rink areas.
- Maintaining a safe and disciplined skating environment.
- Completing reports, timecards, forms and work schedules in a timely manner.
- Reporting any incidents to City staff, and providing aid to skaters if needed.
- Reporting closure of the warming house in the event of severe weather.
- Additional duties as directed by City staff.

Staff proposes that rink attendants be paid at a rate of \$12.00 to \$20.00 per hour, dependent upon qualifications.

Staff will begin advertising through a variety of communications methods for the position of rink attendant promptly, pending City Council approval to hire, with intent to assure adequate staffing will be in place to open the Holbrook Park warming house before the season is over.