

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
JANUARY 9, 2018**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, January 9, 2018 in the Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with President Panzer presiding.

**ROLL CALL**

Present were President Panzer, Vice-President LaDouceur, Commissioners Barta and Soeby. Commissioner Skarperud was absent.

**APPROVAL OF MINUTES FROM DECEMBER 5, 2017**

Vice President LaDouceur made a motion to approve the minutes from the December 5, 2017 Board meeting. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Commissioner Skarperud was absent.

**ADDITIONAL ITEMS FOR THE AGENDA**

None.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**FOR DISCUSSION**

**Estate Donation from Joe K. Neel, Jr.**

Superintendent of Finance Hellyer presented to the Board a list of ideas and options, that was prepared by Executive Director Palmiscno, for the \$500,000 unrestricted donation to the Grand Forks Parks and Recreation Foundation from Joe K. Neel, Jr. After a discussion, the Board requested the staff to continue to look at options and ideas for the donation that will best serve the community. At a later date, an updated list of uses for the generous donation will be brought back to the Board.

**FOR ACTION**

**Bank Quotes for Investment of Interim Carryover Funds**

Hellyer presented the investment interest rate quotes that were requested from our three main banking partners along with any other bank that reached out to the Park District. Four banks submitted quotes from 1.25% to 1.71% for 10-month CD's and 1.20% to 1.25% for money market accounts.

Vice President LaDouceur made a motion to approve the First International Bank & Trust quote of 1.71% for two CD's totaling \$2,500,000 and the Choice Financial quote of 1.25% for the money market account. Commissioner Soeby seconded the motion, the vote was unanimous, motion carried. Commissioner Skarperud was absent.

**Joint Powers Agreement for Elections**

Hellyer presented the Joint Powers Agreement for Elections. This agreement is similar to prior year's agreement where general election costs are shared between the County, City, School District, and Park District. The Park District's portion of the election costs is \$8,000.

Commissioner Barta made a motion to accept the Joint Powers Agreement for Elections. Commissioner Soeby seconded the motion, the vote was unanimous, motion carried. Commissioner Skarperud was absent.

**Year-End Transfers for Various 2017 Projects**

Hellyer discussed the year end transfers for various 2017 projects. He is recommending approval of transfers from the General Fund, to Lincoln Golf Course for interior painting of the clubhouse for \$12,695.00, to C&B for skatepark engineering fees for \$22,635.95, and to C&B for the Kiwanis South playground for \$12,732.77. Also, a C&B transfer of \$41,257.85 to Kings Walk for the water and sewer hookup for the restroom between holes #6 and #7. Staff will

use 2017 budgeted dollars in the transferring fund for projects that were coded to the other fund for accounting purposes. The total of the transfers will be \$89,321.57 with an effective date of December 31, 2017.

Vice President LaDouceur made a motion to approve the year-end transfers for various projects as presented. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Commissioner Skarperud was absent.

### **Designate Bank Depositories**

Hellyer stated that every January the Park District designates the banks depositories that will be used to meet ND Century Code requirements. He recommended using the same bank depositories as 2017, and adding First International Bank & Trust. Hellyer needs Board approval to open an account with Palmiscno and Hellyer being signers at First International Bank & Trust.

Commissioner Soeby made a motion to approve the bank depositories used in 2017 for 2018, add First International Bank & Trust, and for Hellyer to open an account at First International Bank & Trust with Palmiscno and Hellyer as signers on the account. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Commissioner Skarperud was absent.

### **Designate Official Newspaper**

Hellyer stated that every January the Park District designates the official newspaper to be used. He recommended the Grand Forks Herald be the official newspaper of the Grand Forks Park District.

Commissioner Barta made a motion to approve the Grand Forks Herald as the designated official newspaper. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Commissioner Skarperud was absent.

### **FINANCIAL REPORT**

Hellyer reviewed the November 2017 financial reports. Vendor payments for November 2017 were \$1,728,418.03.

Vice President LaDouceur made a motion to approve the financial report for November 2017. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Commissioner Skarperud was absent.

### **STAFF REPORTS**

Hellyer reported that the budgeted ¾ ton pickup and two ½ ton pickups have been bid and ordered. Hellyer reminded the Board that election forms are due April 9<sup>th</sup> for those that are up for re-election.

Choice Health & Fitness General Manager Orr went over the membership numbers for December and various events and promotions that will take place in the coming months. As requested, Orr also presented to the Board a further breakdown and analysis of memberships revenue, membership numbers, and member numbers. Orr further shared a 2017 year in review at Choice Health & Fitness and a listing of 2017 events hosted at Choice Health & Fitness.

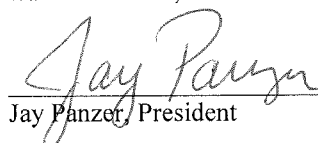
Public Relations and Marketing Manager Nelson reported the Marketing Department is preparing the Spring/Summer Recreation Guide. Nelson reported that the Park District has partnered with the City, County, and School District, this year on the annual City calendar. Nelson also stated that she has hired a part time intern to help put together an updated history of the Park District. Commissioner Soeby shared that it is a worthwhile project and she has seen some of the 1905 handwritten Board minutes.

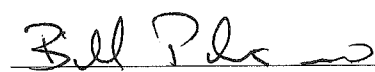
### **BOARD MEMEBERS' REPORT**

None.

### **ADJOURNMENT**

Commissioner Barta made a motion at 5:32 p.m. to adjourn. Vice President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioner Skarperud was absent.

  
Jay Panzer, President

  
Bill Palmiscno, Executive Director and Clerk