

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
JULY 13, 2017**

The Board of Park Commissioners met for their regular monthly meeting on Thursday, July 13, 2017 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 JUNE 6, 2017 BOARD MEETING**

Commissioner Barta made a motion to approve the minutes from the June 6, 2017 Board Meeting. Commissioner Soeby seconded the motion; the vote was unanimous. Commissioner Skarperud was absent.

**ADDITIONAL ITEMS FOR THE AGENDA**

None.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**FOR DISCUSSION**

**Midyear Project and Operations Update**

Executive Director Palmiscno updated the Board on projects and maintenance items that have been completed or are in the process of being completed in 2017.

**Review Potential C&B Projects for 2018**

Superintendent of Finance Hellyer presented to the Board the 10 year C&B forecast. Current projections show there will potentially be \$185,000 for C&B projects for 2018. Palmiscno advised the Board on a preliminary list of projects to be completed in 2018.

**FOR ACTION**

**Personnel Manual Revisions and Updates**

Hellyer presented to the Board a list of proposed changes to the personnel manual. The proposed changes have been reviewed by managers as well as the employee Personnel Committee. The proposed changes include background checks will be performed every three years, the District weather closing policy, benefits for surviving spouse and family, and matching a few policies to current actions. There are also various revisions for grammar, punctuation, and formatting. Discussion followed on various topics and policies pertaining to the personnel manual.

Commissioner Barta made a motion to accept the personnel manual revisions and updates. Vice President LaDouceur seconded the motion, the vote was unanimous. Commissioner Skarperud was absent.

**FINANCIAL REPORT**

Hellyer reviewed the May 2017 financial report. Vendor payments for May 2017 were \$1,065,818.03.

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

**STAFF REPORTS**

Hellyer stated that the 2018 preliminary budget will be presented to the Board at the September meeting, with final approval at the October meeting. The Finance Committee will meet in August to review the 2018 preliminary budget.

Hellyer inquired if the Board is interested in a parks and facilities tour this fall. Hellyer also discussed that the Parks and Recreation Committee will not meet to discuss Lincoln Golf Course rate increases. This will be combined with the budget process.

General Manager of Choice Health & Fitness Orr reported on memberships. The aquatics area will be closed for a week in August for cleaning and repairs. The entire building will also be shut down for three days during that week for repairs and cleaning.

Public Relations and Marketing Manager Nelson advised the Board on various promotions at King's Walk and Lincoln Golf Courses. Nelson also updated the Board on the progress of the new District branding and signage. Nelson also stated that she had a meeting with the City on them getting involved in some of our events to promote city government.


Palmiscno advised the Board on upcoming District events. Palmiscno also presented the Board a letter from Attorney Olson on what must happen for the city to absorb the Park District. Palmiscno also advised the Board on the relocation of the competitive soccer group from Lion's Park to Southern Estates.


#### **BOARD MEMEBERS' REPORT**

None.

#### **ADJOURNMENT**

Vice President LaDouceur made a motion at 5:43 p.m. to adjourn. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Commission Skarperud was absent.

  
\_\_\_\_\_  
Jay Panzer, President

  
\_\_\_\_\_  
Bill Palmiscno, Executive Director and Clerk