

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
OCTOBER 3, 2017**

The Board of Park Commissioners met for their regular monthly meeting on October 3, 2017 in the Choice Health & Fitness community room, 4401 S. 11<sup>th</sup> Street, at 6:00 p.m. with President Panzer presiding.

**ROLL CALL**

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

**APPROVAL OF MINUTES FROM SEPTEMBER 5 AND 20, 2017 BOARD MEETINGS**

Commissioner Barta made a motion to approve the minutes from the September 5, 2017 Board Meeting and the September 20, 2017 Special Board Meeting. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

**ADDITIONAL ITEMS FOR THE AGENDA**

None.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**PUBLIC HEARING**

**2017 Property Tax Levy**

President Panzer opened the public hearing. No one from the public was present to comment at the public hearing.

Commissioner Soeby made a motion to close the public hearing. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

**FOR DISCUSSION**

**Salary Study Report**

Chuck Horter with the North Dakota Association of Counties addressed the Board. Horter performed the salary study for the District this summer through the fall and presented the findings. The salary study was conducted utilizing information obtained from 12 public entities and ND Job Service for comparison of District positions. Horter's recommendations included implementing a 40% salary range and adjustments to almost all position pay ranges. Horter also compared benefits and found the District has a competitive benefit package, but did recommend increasing the minimum number of vacation days from five to ten days for newly hired employees. Management will use these new salary ranges, but will adjust accordingly as the market dictates.

**2018 Ulland Grant Process**

Executive Director Palmiscno addressed the Board on the 2018 Ulland grants. Applications will be accepted until November 27, 2017. Palmiscno stated he would follow last year's process where he along with Commissioner Barta would review the applications and recommend awarding the funds to the Board at the December Board meeting. A total amount of \$6,000 will be awarded in 2018.

**FOR ACTION**

**Final 2018 Budget**

Superintendent of Finance Hellyer presented the Board with the final 2018 budget. The final budget includes a mill levy of 39.17 which is a decrease of 1.12 mills from 2017. The 2018 budget does not include a tax increase due to revaluation of property values. The tax increase taken is from new growth. There would be no increase of property taxes to current homeowner's due to revaluation of property values.

Commissioner Skarperud made a motion to approve the final 2018 budget. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Commissioner Barta made a motion to approve the Resolution of Annual Appropriations and Tax Levy for 2017, Ordinance 180. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

### **FINANCIAL REPORT**

Hellyer reviewed the August 2017 financial reports. Vendor payments for August 2017 were \$860,138.85.

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

### **STAFF REPORTS**

Hellyer will have the employee personnel committee look at the vacation day schedule recommendation from the completed salary study.

Choice Health & Fitness General Manager Orr stated that the Wild Hog Marathon weekend events went very well. Orr reported that core drilling will be done to the indoor tennis courts to see what the issue is with the playing surface. The contactor suspects that something under the playing surface is causing the bubbling issue. Orr also advised the Board on upcoming programming and events at Choice Health & Fitness.

Palmiscno reported that the Eagles Arena chilling plant will be turned on this week. The Blue Line Club, Gambucci, and Purpur arenas will follow at the end of the month. The new skate park construction located at Kannowski Park has been pushed back to the spring of 2018 due to federal requirements relating to the CDBG funding. Tennis court refinishing at Optimist Park and Symington Park is almost completed.

### **BOARD MEMEBERS' REPORT**

Commissioner Soeby stated the CDC has funds available for arthritis programs. Soeby also advised the Board on various programs and activities that may be of interest to the Park District that she observed at the NRPA conference in New Orleans.

### **ADJOURNMENT**

Commissioner Barta made a motion at 6:41 p.m. to adjourn. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

  
Jay Panzer, President

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Bill Palmiscno, Executive Director and Clerk