

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 1, 2015**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, December 1, 2015, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m.

ROLL CALL

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

APPROVAL OF MINUTES FROM NOVEMBER 3, 2015

Commissioner Barta made a motion to approve the minutes from the November 3, 2015 Board meeting. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Panzer absent.

ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

None.

FOR ACTION

Ulland Grant Awards

Executive Director Palmiscno presented the 2016 Ulland grant request list of organizations. The amount of \$5,500 would come from Ulland grant fund in the Grand Forks Parks and Recreation Foundation.

Commissioner Soeby made a motion to approve the 2016 Ulland grand awards as presented. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Panzer absent.

Executive Director Annual Evaluation

Superintendent of Finance Hellyer went over the committee meeting minutes from the Executive Director Evaluation held on November 18, 2015.

Commissioner Soeby made a motion to approve the Executive Director evaluation, merit pay of \$1,100, and a 2016 salary of \$112,000 as recommended by the committee. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried. Panzer absent.

NDPERS Portability Enhancement Provision Agreement

Hellyer updated the Board that this program is to encourage employees to contribute to their own deferred compensation plan for retirement so they do not rely solely on their pension through NDPERS. If employees contribute a certain percentage towards their deferred compensation plan, a percentage of the employer's contribution towards their NDPERS pension will be redistributed from the employer pool of funds to the employee pool of funds. The Park District's contribution percentage will not change due to this agreement and does not affect the old pension plan since it is a NDPERS program.

Commissioner Skarperud made a motion to accept the NDPERS Portability Enhancement Provision Agreement. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Panzer absent.

Bill Approval Process

Hellyer reviewed that the Board currently approves the bills after payment have been made for the immedialy posted month. This does not allow much time for staff to perform the bank reconciliations to ensure all bills are included in the Board approval process. The ND Century Code 40-49-14 states there is no timeframe required to approve bills. In addition, the financial reports, which includes bills, could be combined with the bill approval process. The detailed bill reports will still be provided on a weekly basis to the Vice- President.

Commissioner Barta made a motion to allow the Board to approve the bills and financial report together for the same reporting period. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Panzer absent.

FINANCIAL REPORT

Hellyer reviewed the October 2015 financial reports.

STAFF REPORTS

Choice Health & Fitness General Manager Orr reported memberships for this year are up over last year. Winter programming begins on Saturday, December 5, 2015. Choice Health & Fitness will be open on Christmas Eve 5:00 a.m.- 1:00 p.m., CLOSED Christmas Day, New Year's Eve 5:00 a.m.- 8:00 p.m., and New Year's Day 12:00 p.m.- 8:00 p.m.

Marketing & Public Relations Manager Nelson reported the concession stand remodeling at Purpur is finished.

Palmiscno reported the amount of booked parties at Santa's Village are up this year from last year. People are booking parties for weeknights this year, not just the weekends. A discussion followed on concession stand food options and staffing. Still looking for people to help work in the concession stands.

BOARD MEMEBERS' REPORT

Skarperud inquired about membership at golf and fitness facilities for retired long- term employees. Staff will gather information and put on agenda for January Board meeting.

ADJOURNMENT

Commissioner Skarperud made a motion at 5:35 p.m. to adjourn. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried. Panzer absent.



Bill Palmiscno, Clerk



Jay Panzer, President