

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
DECEMBER 4, 2018**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, December 4, 2018, in the Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with Vice-President Skarperud presiding.

**ROLL CALL**

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

Park District staff in attendance were: Executive Director Palmiscno, Superintendent of Finance Hellyer, Choice Health & Fitness General Manager Orr, Public Relations and Marketing Manager Nelson, Sports and Facilities Manager Arola, and Office Assistant Parker.

**APPROVAL OF MINUTES FROM NOVEMBER 6, 2018**

Commissioner LaDouceur made a motion to approve the minutes from the November 6, 2018, Board meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Panzer was absent.

**ADDITIONAL ITEMS FOR THE AGENDA**

None.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**FOR DISCUSSION**

**Reschedule January Board of Park Commissioners Regular Meeting**

The regular January Board meeting is currently scheduled for January 1, 2019, which is New Year's Day. After a brief discussion, it was decided to move the Board meeting to January 8, 2019.

**Update on Legislative Priorities**

Executive Director Palmiscno presented to the Board a list of legislative items that were discussed at the November 29, 2018, Grand Forks pre-session legislative forum. Items included were expanding limits for the Outdoor Heritage Fund, increasing equipment bid limits, including park districts in Operation Prairie Dog, support funding for the ND Recreation & Park Department, and opposing the exclusion of political subdivision property from protest against formation of special improvement districts.

**FOR ACTION**

**Resolution for Sale of Used Equipment**

Superintendent of Finance Hellyer presented to the Board a list of miscellaneous used equipment that the Park District would like to sell.

Commissioner Barta made a motion to approve the resolution to sell the used equipment. Commissioner LaDouceur seconded the motion; the vote was unanimous, motion carried. President Panzer was absent.

**Ulland Grant Awards**

Palmiscno presented to the Board a list of thirteen Ulland Grant requests at \$500 totaling \$6,500.00. The funds would come from the Ulland Grant Fund in the Grand Forks Parks and Recreation Foundation.

Commissioner LaDouceur made a motion to approve the Ulland Grant Awards. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. President Panzer was absent.

## **Executive Director Evaluation**

The Executive Director Evaluation Committee met on November 15, 2018, to evaluate Executive Director Palmiscno and to propose a salary increase for 2019. Commissioner Barta updated the Board on the annual evaluation and stated the Committee is recommending a salary increase of 4%, which would be effective for the first payroll in January 2019.

Commissioner Barta made a motion to approve the Executive Director annual evaluation and salary increase as presented. Commissioner LaDouceur seconded the motion; the vote was unanimous, motion carried. President Panzer was absent.

## **FINANCIAL REPORT**

Hellyer reviewed the October 2018 financial reports. Vendor payments for October 2018 were \$1,370,922.76.

Commissioner LaDouceur made a motion to approve the financial report for October 2018. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Panzer was absent.

## **STAFF REPORTS**

Hellyer stated that the Grand Forks Parks and Recreation Foundation pledge reminders have been mailed. Hellyer noted that he will be requesting quotes for money market rates from our three partner banks, Alerus, Bremer Bank, and Choice Financial. In addition, quotes will be requested for certificates of deposits from any bank that reaches out to us. Hellyer updated the Board on two upcoming events, the Chamber annual meeting on January 24<sup>th</sup> at 5:30 and the Park District holiday party on December 13<sup>th</sup> at 5:30. The semi-annual payday for the Board members will be December 7<sup>th</sup>.

Choice Health & Fitness General Manager Orr presented November membership numbers and October revenue numbers. Orr updated the Board on various upcoming events at Choice Health & Fitness and that four new treadmills and seventeen spin bikes will be arriving shortly. Orr advised the Board that Choice Health & Fitness will be closed Christmas Day, and have limited hours for Christmas Eve, New Year's Eve, and New Year's Day.

Sports and Facilities Manager Arola updated the Board on upcoming events and hockey tournaments.

Public Relations & Marketing Manager Nelson noted various promotions and upcoming projects that the Marketing Department is working on. Nelson also stated that the King's Walk Pro Shop will be updated this winter.

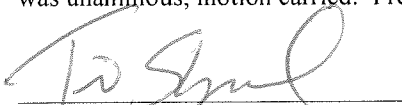
Director Palmiscno reported that the outdoor rinks are tentatively scheduled to open December 15<sup>th</sup>. Palmiscno updated the Board on various upcoming events. The footings at the Veterans Memorial Park have been poured. Palmiscno and Mike Kuntz will meet this month to start putting together a master plan for repair and upgrades to the arenas. Palmiscno also advised the Board that a \$100,000 donation was received from the Engelstad Foundation and an \$80,000 CDBG grant that was awarded for the second phase at the skate park.

## **BOARD MEMEBERS' REPORT**

Commissioner Dvorak inquired if Ray Richard's Golf Course reopening will affect the revenue at King's Walk Golf Course or Lincoln Golf Course. Palmiscno stated that Ray Richard's will not open until the fall of 2019, so we would not see any revenue loss until 2020.

## **ADJOURNMENT**

Commissioner LaDouceur made a motion at 5:27 p.m. to adjourn. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. President Panzer was absent.



Tim Skarperud, Vice-President



Bill Palmiscno, Executive Director and Clerk