

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 3, 2019**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, December 3, 2019, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Panzer presiding.

ROLL CALL

Present were President Panzer and Commissioners Barta, Dvorak, and LaDouceur. Vice-President Skarperud arrived at 5:02 p.m.

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

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF MINUTES FROM NOVEMBER 5, 2019

Commissioner LaDouceur made a motion to approve the minutes from the November 5, 2019 Board Meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. Vice-President Skarperud was absent.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

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

FOR DISCUSSION

None.

FOR ACTION

Northern Valley Law Enforcement Memorial at Optimist Park

Bob Rost from the Northern Valley Law Enforcement Memorial Fundraising Committee presented a proposal to the Board for a Law Enforcement Memorial to be placed at Optimist Park. The committee is seeking approval of the location at Optimist Park and to proceed with fundraising for the project.

Commissioner Barta made a motion to approve the location of the memorial at Optimist Park and to start fundraising for the Northern Valley Law Enforcement Memorial. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

CPS Master Services Agreement

Executive Director Palmiscno presented to the Board the Master Services Agreement (MSA) from CPS. The MSA contains the basic terms and legal conditions of any future work. The MSA does not obligate the Park District to any future work, as any future work would be separately agreed upon.

Commissioner LaDouceur made a motion to approve the CPS MSA. Vice-President Skarperud seconded the motion; the vote was unanimous, motion carried.

Forestry Manager Update

Palmiscno updated the Board on the Forestry Manager position that Sean Lee has held since being promoted in March. Lee is excelling in the position and Palmiscno is requesting an increase in pay of \$3,500, effective 1/1/20, in addition to the budgeted increase.

Vice-President Skarperud made a motion to approve the Forestry Manager pay increase as presented. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

Executive Director Annual Evaluation

The Executive Director Evaluation Committee met on November 14, 2019, to evaluate Executive Director Palmiscno and to propose a salary increase for 2020. Commissioner Dvorak updated the Board on the annual evaluation and stated the Committee is recommending a salary increase of 3.5%, which would be effective for the first payroll in January 2020.

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

Personnel Manual Revisions and Updates

Superintendent of Finance Hellyer presented to the Board a summary of the proposed changes to the personnel manual. The proposed changes have been reviewed by managers as well as the employee Personnel Committee. The last update to the personnel manual was in July 2017. Hellyer also requested an additional change that was not included in the Board packet. Discussion followed on various topics and policies pertaining to the personnel manual.

Commissioner Barta made a motion to approve the personnel manual revisions and updates as presented with the one additional change. Commissioner LaDouceur seconded the motion; the vote was unanimous, motion carried.

FINANCIAL REPORT

Hellyer reviewed the October 2019 financial reports. Vendor payments for October 2019 were \$1,679,720.22.

Vice-President Skarperud made a motion to approve the financial report for October 2019. Commissioner LaDouceur seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Hellyer reported to the Board that the Foundation pledge reminders will be going out in the mail next week. Hellyer noted that he will be requesting quotes for money market rates from our three partner banks, Alerus, Bremer Bank, and Choice Bank. 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 23th at 5:30 and the Park District holiday party on December 13th at 5:30. Hellyer stated that the semi-annual payday for the Board members will be December 6th.

Facility Manager Arola updated the Board on various hockey tournaments and events coming up. Arola stated that the Eagles and Blue Line Club Arenas upgrade is complete, except for the new heating system. The outdoor rinks will be flooded starting next week.

Choice Health & Fitness General Manager Orr presented November membership numbers and various events that will take place in December. Orr stated that Choice Health & Fitness has purchased four new units of cardio equipment. 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.

Community Relations & Marketing Manager Nelson updated the Board on various promotions and projects that the Marketing Department is working on.

Palmiscno updated the Board on Santa Village rentals and activities. Palmiscno also updated the Board that Carr's Tree Service is finishing removing the last of the detected and marked Dutch Elm diseased trees.

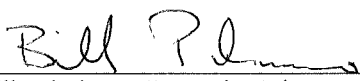
BOARD MEMEBERS' REPORT

None.

ADJOURNMENT

Commissioner LaDouceur made a motion at 5:25 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.


Jay Panzer, President


Bill Palmiscno, Executive Director and Clerk