

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
NOVEMBER 3, 2020**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, November 3, 2020, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Commissioners Bartholomew, Dvorak, and Kraft, and Vice-President LaDouceur attended by video conference.

Park District staff in attendance were: Superintendent of Finance Hellyer, Choice Health & Fitness General Manager Orr, Community Relations and Marketing Manager Nelson, Sports & Recreation Manager Rollefstad, and Accounting Manager Lancaster. Attending by video conference were: Executive Director Palmiscno, Facilities Manager Arola, Golf Professional Tannahill, and Fitness Manager Langei.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

Brett Gilbraith, owner and operator of Grand Forks Fence & Deck, and a downtown resident, inquired if the Park District would permit him to use a set of Park District outdoor rink boards at Town Square in downtown Grand Forks. Gilbraith stated that he is working with the City of Grand Forks and the Downtown Development Association to gain permission to place the outdoor rink boards at Town Square, complete the required permits, and obtain the required insurance. Executive Director Palmiscno stated the outdoor rink boards are being stored and available if Gilbraith can obtain the required permissions, permits, and insurance. Once these items are completed, staff could then provide the outdoor rink boards.

APPROVAL OF MINUTES FROM OCTOBER 6, 2020

Commissioner Dvorak made a motion to approve the minutes from the October 6, 2020, Board meeting. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF AGENDA

Palmiscno requested to add For Action, the Choice Health & Fitness Usage Guidelines and Face Mask Policy based on the ND Smart Restart.

Commissioner Dvorak made a motion to approve the agenda with the one addition to For Action. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Executive Director Evaluation Process

Superintendent of Finance Hellyer discussed the Executive Director evaluation process completed in the past. President Skarperud and Vice-President LaDouceur were appointed, by President Skarperud, to serve on the committee to perform the annual evaluation of Executive Director Palmiscno. The evaluation will be scheduled later in November.

FOR ACTION

Grand Forks Public School District – Shared Parks and Facilities Use Agreement

Hellyer presented to the Board the Shared Parks and Facilities Use Agreement. The agreement covers the Grand Forks Park District and the Grand Forks Public School District use of each other's facilities. The agreement includes the use of ice arenas and golf courses. The agreement is for two years expiring June 30, 2022.

Vice-President LaDouceur made a motion to approve the Grand Forks Public School District – Shared Parks and Facilities Use Agreement. Commissioner Kraft seconded the motion, the vote was unanimous, motion carried.

Personnel Manual Revisions and Updates

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 December 2019.

Commissioner Kraft made a motion to approve the personnel manual revisions and updates as presented. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

Land and Water Conservation Fund Grant Application – Apollo Sports Complex

Hellyer informed the Board on the progress of the Apollo Sports Complex renovation fundraising and is requesting approval to submit a grant application to the Land and Water Conservation Fund. Approval from the Board is required before the application can be submitted for consideration.

Commissioner Kraft made a motion to approve the Land and Water Conservation Fund grant application for the Apollo Sports Complex. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Choice Health & Fitness Usage Guidelines and Face Mask Policy based on the ND Smart Restart

Choice Health & Fitness General Manager Orr updated the Board on the proposed options for facility usage including face masks at Choice Health & Fitness along with the options of face mask enforcement in the facility. The facility usage options for Choice Health & Fitness have varying levels from red where the facility would be shut down, to blue where the facility would be run as it did prior to March 2020. Between the red and blue proposed options there are three color options of orange, yellow, and green that have different levels of usage guidelines for the facility. These different color ranges are determined by the ND Smart Restart risk levels. Included in the proposal, are face mask exemptions that are included in the Grand Forks City Council resolution signed October 27, 2020. Orr also presented face mask enforcement options for the Board to consider ranging from no enforcement to contacting the police.

The Board discussed the options presented for Choice Health & Fitness usage, face mask policy, and the options of enforcing face mask usage.

Vice-President LaDouceur made a motion to approve the Choice Health & Fitness usage guidelines of an orange and yellow risk level with a face mask policy of option three (Face masks are required in this facility, except when actively engaged in exercise. However, face masks are required as determined by staff when participating in any activity or program conducted by Choice Health & Fitness.), green risk level would have a face mask policy of option four (face masks are required in this facility, except when actively engaged in exercise), and a blue risk level would have a face mask policy of option five (face masks are recommended in this facility, except when actively engaged in exercise). The face mask enforcement level would be to approach the member and ask them to wear a face mask. If the member refuses, they must leave the facility and future access may be suspended. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

FINANCIAL REPORT

Hellyer reviewed the September 2020 financial reports. Vendor payments for September 2020 were \$1,335,508.53.

Vice-President LaDouceur made a motion to approve the financial report for September 2020. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Golf Professional Tannahill gave a summary of the golf seasons at King's Walk and Lincoln Golf Courses.

Hellyer updated the Board that employees are starting to use a new time and attendance software by phasing in departments. Hellyer stated that the Park District has received an Economic Resiliency Grant in the amount of \$84,500 and was also awarded COVID-19 Relief Funds of \$17,690 through the first application of the Cares Act. Hellyer reminded the Board that open records requests can include emails, texts, and other messages.

Community Relations & Marketing Manager Nelson stated the Marketing Department is working on COVID-19 signage at various parks and facilities. Nelson updated the Board on various other projects involving the Marketing Department.

Choice Health & Fitness General Manager Orr presented to the Board the October membership numbers and highlighted additional information now being provided on the Choice Health & Fitness Board Report. Orr stated various events that will take place in November and that tennis is tentatively planned to resume on November 12th.

Palmiscno stated to the Board that Safe Kids has lost funding from Altru. Palmiscno has agreed to supporting Safe Kids at \$10,000 per year for five years, being funded by the Recreation fund.

BOARD MEMBERS' REPORT

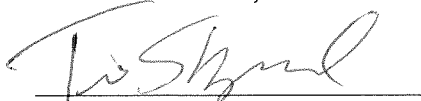
Commissioner Dvorak stated that the Park District and Choice Health & Fitness need to be proactive in COVID-19 items.

Commissioner Kraft stated that when Governor Burgum speaks of COVID-19 spread, it is often from family gatherings and bars.

President Skarperud stated that everyone brings different opinions to the discussion, but all are looking out for the best interest of the Park District and its facilities. President Skarperud thanked staff for all the work they are doing to keep the Park District and facilities safe in this uncertain time.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:38 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President



Bill Palmiscno, Executive Director and Clerk