

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 1, 2020**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, December 1, 2020, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Vice-President LaDouceur presiding.

ROLL CALL

Present were Vice-President LaDouceur, Commissioners Bartholomew, Dvorak, and Kraft. President Skarperud arrived at 5:18 pm.

Park District staff in attendance were: Executive Director Palmiscno, Superintendent of Finance Hellyer, Choice Health & Fitness General Manager Orr, Community Relations & Marketing Manager Nelson, Facilities Manager Arola, Sports & Recreation Manager Rollefstad, Accounting Manager Lancaster, and Office Assistant Parker. Attorney Laura Cobb, with the law firm Olson, Juntunen, Sandberg, & Boettner, attended by video conference.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF MINUTES FROM NOVEMBER 3, 2020

Commissioner Dvorak made a motion to approve the minutes from the November 3, 2020, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF AGENDA

Commissioner Dvorak made a motion to approve the agenda. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

FOR DISCUSSION

None.

FOR ACTION

Affordable Care Act – 2020 Health Insurance Exception

Superintendent of Finance Hellyer informed the Board that the Affordable Care Act (ACA) requires the Park District to provide health insurance to any part-time employee that averages over 30 hours per week for the year. There were two employees that qualified for the ACA health insurance in 2020 due to their hours worked in 2019. Due to COVID-19 and facilities being closed for portions of 2020, these two employees and others do not qualify for ACA health insurance for 2021 under the current requirements. Staff recommends approving a one-year exception to reduce the annual average hours needed to qualify for ACA health insurance in 2020 from 30 hours to 25 hours.

Commissioner Dvorak made a motion to approve a one-year exception for the annual average hours required to qualify for the ACA from 30 hours to 25 hours worked in 2020. Commissioner Kraft seconded the motion, the vote was unanimous, motion carried. President Skarperud was absent.

Riverside Pool Report and Agreement Extension

Executive Director Palmiscno presented to the Board the 2020 Riverside Pool report and the Joint Powers Agreement between the Park District and the City of Grand Forks. The current Riverside Pool Joint Powers Agreement expires on December 31, 2020. Staff recommends approving the Riverside Pool agreement.

Commissioner Kraft made a motion to approve the Riverside Pool Report and the Riverside Pool Joint Powers Agreement. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Executive Director Annual Evaluation

The Executive Director Evaluation Committee met on November 18, 2020, to evaluate Executive Director Palmiscno and to propose a salary increase for 2021. Vice-President LaDouceur updated the Board that at the Committee meeting, no formal evaluation was conducted due to Executive Director Palmiscno announcing his plan to retire around the end of May 2021. The Committee commended Palmiscno for his years of service and is recommending a salary increase of 2.5%, which would take effect the first payroll in January 2021.

A general discussion took place on the formation of a Hiring Committee. Attorney Laura Cobb had submitted an opinion detailing the option of forming an Executive Director Hiring Committee and information about the hiring process and was available by video conference to answer any questions of the Board. The Board decided to discuss the next steps at a future Board meeting.

Commissioner Bartholomew made a motion to approve the 2.5% salary increase for Palmiscno. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

President Skarperud arrived at 5:18 pm.

FINANCIAL REPORT

Hellyer reviewed the October 2020 financial reports. Vendor payments for October 2020 were \$1,530,480.05.

President Skarperud made a motion to approve the financial report for October 2020. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Facilities Manager Arola stated that all the arenas have ice made and practices have begun again after the COVID-19 restrictions were revised. Staff is optimistic tournaments and competitions can resume after December 15th. New cameras for the ICON Sports Center have arrived and will be installed soon. Skating lessons have been postponed until January. The Kraft Field renovation committee will be meeting to revise their priorities for the remodel.

Choice Health & Fitness General Manager Orr presented to the Board the November membership numbers which show visits are down 49% from last year at this time. Orr stated that this is the trend among other fitness facilities in the state and region. Orr stated that there has been no major complaints or issues since the Choice Health & Fitness mask mandate went into effect. Orr also updated the Board on activities and promotions that will take place in December.

Community Relations & Marketing Manager Nelson is working on different workout options for Choice Health & Fitness Members. These include virtual workouts and selling home workout kits. Nelson stated that the Marketing department is also working on membership promotions for Choice Health & Fitness and King's Walk Golf Course. Nelson informed the Board that this year Santa Village will be at the vacant Lane Bryant store location by the Target store on 32nd Avenue South. Giving Hearts Day donations for 2021 will be directed to the Northern Valley Law Enforcement Memorial.

Hellyer stated that managers are working on annual evaluations for employees and that the semi-annual payday for the Board members will be December 4th.

Palmiscno stated that the lights have been installed at Veterans Memorial Park and look great. The grand opening for Veterans Memorial Park will be in June 2021. Palmiscno also informed the Board that staff were going to meet with representatives from BMX and the Children's Museum to get a better understanding of their fundraising projects.

BOARD MEMBERS' REPORT

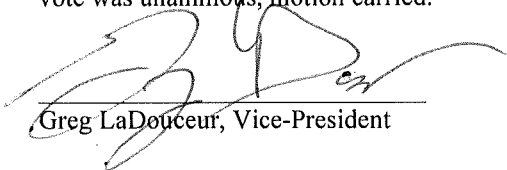
Commissioner Dvorak inquired if the Board would be putting together the Hiring Committee at the January Board meeting. President Skarperud stated that the Board would discuss the Hiring Committee at a future Board meeting. Vice-President LaDouceur stated he would like to have a new Executive Director hired by March or April.

Vice-President LaDouceur stated he received a follow-up call from Brett Gilbraith on the hockey boards for Town Square in downtown Grand Forks. Gilbraith is still in the process of getting approval from various agencies.

President Skarperud stated that the Park District is in a good position as an organization under Palmiscno's leadership and the work of the staff. President Skarperud inquired if rubber matting could be set down from the ice sheet to the public bathrooms at the Blue Line Club Arena. Palmiscno stated he would investigate the additional rubber flooring. President Skarperud also stated that the Grand Forks Youth Hockey Association will be looking at the no locker room policy. This policy of no locker rooms has made the social distancing worse due to the players congregating in small areas to get ready, instead of being spread out in multiple locker rooms.

ADJOURNMENT

Commissioner Kraft made a motion at 5:43 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.



Greg LaDouceur, Vice-President



Bill Palmiscno, Executive Director and Clerk

