

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MARCH 2, 2021**

The Board of Park Commissioners met for their regular monthly meeting on Monday, March 2, 2021, 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, Vice-President LaDouceur, and Commissioners Bartholomew, Dvorak, and Kraft.

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, Forestry Operations Manager Lee, Parks Operations Manager Ziegelmann, Golf Professional Tannahill, Accounting Manager Lancaster, and Office Assistant Parker.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF MINUTES FROM FEBRUARY 1, FEBRUARY 8, AND FEBRUARY 12, 2021

Vice-President LaDouceur made a motion to approve the minutes from the February 1, February 8, and February 12, 2021, Board meetings. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF AGENDA

Commissioners Dvorak made a motion to add extension to flexible spending accounts as item F, in the For Action section of the agenda. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

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

FOR DISCUSSION

Eagles Crest Update

Jeff Waind gave a report on the year at Eagles Crest Grill to the Board. Due to the COVID-19 pandemic there was little to no catering events, Sunday brunches, and Christmas gatherings after March 2020. Other traditionally large Eagles Crest holidays such as Mother's Day, Easter, and Thanksgiving were limited due to COVID-19 protocols. Waind stated that the new beverage cart worked well, and that Eagles Crest has added handheld credit card machines for out on the course, along with online ordering to their website. Waind also gave an outlook for 2021.

Request for Qualification Update – Eagles/BLC Arena Renovation

Executive Director Palmiscno updated the Board that the request for qualifications have been advertised and a couple firms have indicated that they will submit proposals. The request for qualifications is due on Tuesday, March 9th, at 11:00 a.m. The firms that submitted will then present on Thursday, March 11th, to the selection committee. The selection committee will then make a recommendation to the Board, at a Special Board meeting on March 12th, at 1:30 p.m. The Board will then approve the architect for the project.

Emerald Ash Borer Update

Forestry Operations Manager Sean Lee gave an update of the advancement of the Emerald Ash Borer insect. It has been confirmed as close as Winnipeg, Sioux Falls, and Sauk Center. Lee discussed how the Emerald Ash Borer insect spreads, gave a timeline of possible infestation, how it effects trees, and the devastation it causes. Lee also discussed

preparations the Forestry department is currently taking, and the procedures that will happen once Emerald Ash Borer insect is confirmed in Grand Forks.

FOR ACTION

Appoint New Executive Director

President Skarperud stated that the Board had interviewed two internal candidates and recommended George Hellyer to replace Bill Palmiscno when he retires on May 28, 2021.

Vice-President LaDouceur made a motion to appoint George Hellyer, the new Executive Director with an effective date of May 31, 2021. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

New Executive Director Compensation and Staffing Compensation

President Skarperud stated he met with Hellyer and both agreed with a salary of \$125,000 and adjusting his vacation accrual to four weeks per year. President Skarperud also discussed that Hellyer has requested to have the ability to meet with managers and possibly shift duties and responsibilities for the benefit of the Park District. Those organizational chart changes would be brought back to the Board for their approval at a future meeting. Hellyer also requested that the amount remaining from the difference in Executive Director pay and not immediately filling the Superintendent of Finance position, approximately \$114,000, could be used to compensate current staff for additional duties, responsibilities, and merit. An amount also would be held for the possibility of adding a position, if needed. President Skarperud stated that Hellyer and he discussed this and was acceptable to have President Skarperud also review the list of raises to provide general oversight.

Vice-President LaDouceur made a motion to approve Hellyer's compensation as Executive Director to \$125,000 and adjust his vacation accrual to four weeks, effective May 31, 2021. In addition, Hellyer will have the ability, not to exceed \$114,000, to add responsibilities, duties, and compensation to current staff as needed, while holding an amount from the budgeted salaries for the possibility of adding a position, if needed. Hellyer will review raises list with President Skarperud before raises are finalized. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

Web Cameras Streaming Content in Ice Arenas

Palmiscno updated the Board that there is a request to stream Wednesday adult hockey games. The games would be broadcast on the website from the current cameras. The Board discussed benefits and the problems this option would present. Currently only youth and high school games are broadcast to the website.

Commissioner Bartholomew made a motion to continue to only stream youth and high school hockey games on the website. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

Parameters Resolution for Public Sale of Refunding Bonds Series 2021A and Series 2021B

Hellyer presented the parameters resolution for the public sale of refunding bonds series 2021A and series 2021B. The resolution would give staff the ability to accept the bids on the bonds if the net interest cost is below 2%. By refunding these bonds it is estimated that the Park District will save approximately \$1,000,000 in interest and reduce the debt service payments by six years

Vice-President LaDouceur made a motion to approve the parameters resolution for the public sale of refunding bonds series 2021A and series 2021B. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

Redemption and Early Payoff of the King's Walk Course Bonds Series 2014B

Hellyer presented to the Board the redemption and early payoff of the King's Walk course bond, series 2014B. The early payoff of the course bonds will save the Park District over \$29,000 in interest expense.

Commissioner Dvorak made a motion to pay off the King's Walk course bond, series 2014B, at the May 1, 2021, call date. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Flexible Spending Account Extension

Hellyer presented to the Board an option to extend the deadline for employees to incur and submit flexible spending expenses. Staff is recommending extending the grace period to April 30, 2021, and the run out period to June 30, 2021. This would allow a few employees to utilize their flexible spending account funds that due to COVID-19, medical issues, or daycare issues, the employees will otherwise lose. There would be no cost to the Park District, it only extends the deadline for employees to use their funds placed in flexible spending accounts for this one period only.

Vice-President LaDouceur made a motion to approve to extend the flexible spending account grace period to April 30, 2021, and the run out period to June 30, 2021. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

FINANCIAL REPORT

Hellyer reviewed the January 2021 financial reports. Vendor payments for January 2021 were \$662,830.44.

Vice-President LaDouceur made a motion to approve the financial report for January 2021. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Hellyer stated the Park District is working with auditors from Brady Martz and Associates to complete the 2020 audit. A Finance Committee meeting will be scheduled for the end of March to go over the results of the audit. Hellyer stated the Park District has received a \$215,000 grant through the Land & Water Conservation Fund to install turf on diamond #4 at Apollo Sports Complex. This project is scheduled for 2022. Hellyer stated he is tracking several legislative items during the 2021 North Dakota legislative session. Hellyer advised the Board that budgeted equipment has been bid, accepted, and ordered. The Park District has ordered a 16' parks mower, three 6' parks mowers, a heavy-duty utility cart, and an infield conditioner.

Community Relations & Marketing Manager Nelson stated the 2021 summer recreation guide should be mailed the last week of March. The Lucky Strike bowling event will happen in March and Knight for a Princess is scheduled for April. Nelson stated that golf course promotions are underway, and the beverage cart will be wrapped with the sponsors products and advertising. The Giving Hearts Day event raised over \$24,000 for the Northern Valley Law Enforcement Memorial project.

King's Walk Golf Professional Tannahill informed the Board that an event software has been purchased for live scoring and registering for tournaments. Tannahill is planning to charge a \$5 and \$10 convenience fee for customers who choose to ride in separate carts while golfing in a group. Tannahill is looking to open the range and pro shop soon.

Choice Health & Fitness General Manager Orr presented to the Board the February membership numbers and upcoming events. Orr stated that the Polar Plunge was last weekend and that spring programming and the UND Tennis season will start this week. Orr stated that Choice Health & Fitness will be closed on Easter, April 4th, and that some fitness equipment that has been in storage will be brought back to the fitness floor. Orr also stated that he will be meeting with Chris Johnson from Choice Financial on utilizing additional marketing related to their naming rights.

Facilities Manager Arola stated that state youth hockey tournaments are scheduled in the arenas for the next couple of weekends and then ice will come out of the arenas and batting cages will go up. Arola stated that outdoor skating rinks are closed for the season and the baseball and softball fields are getting prepared for spring and summer activities. The Whiskey Jacks, of the Expedition Baseball League, is preparing to play at Kraft Field this summer.

Palmiscno updated the Board on the development of a new park at Cherry Street and 58th Avenue South. The park will initially include a playground, sidewalks, and hill to be used for sledding.

BOARD MEMBERS' REPORT

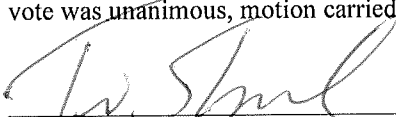
Commissioner Bartholomew inquired on possibly improving the parking lot lighting by the players entrances at ICON Sports Center. Staff will look at improving the lighting.

Vice-President LaDouceur congratulated President Skarperud and Tannahill on coaching the Red River High School boy's hockey teams. Vice-President LaDouceur also congratulated Arola's wife for officiating at the girls ND State High School hockey tournament.

President Skarperud stated he heard positive comments on the additional signage at ICON Sports Center and inquired on the signs stating players and coaches only beyond this point by the locker rooms. Nelson stated that the signs have been ordered and will be installed for future games once they arrive.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:07 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President



Bill Palmiscno, Executive Director and Clerk