

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 13, 2021**

The Board of Park Commissioners met for their regular monthly meeting on Monday, December 13, 2021, at ICON Sports Center, in the Blue Line Club Board Room, 1060 47th Avenue South, at 5:30 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Vice-President LaDouceur, Commissioners Bartholomew, Dvorak, and Kraft.

Park District staff in attendance were: Executive Director Hellyer, Director of Finance & Administration Lancaster, Director of Operations & Community Relations Nelson, Director of Facilities & Programs Orr, Parks Operations Manager Ziegelmann, Facilities Manager Colborn, and Office Assistant Parker.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

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

APPROVAL OF MINUTES FROM NOVEMBER 2, 2021

Commissioner Kraft made a motion to approve the minutes from the November 2, 2021, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Part-time Labor Shortage

Executive Director Hellyer stated that the Park District is experiencing the same part-time labor shortage as the rest of the city and region. The shortage is having effects on some services. Hellyer presented to the Board information related to part-time historical and budgeted salaries expense, by department. For discussion purposes on the report, a 10% increase to part-time salaries would increase the 2022 budgeted salaries by \$174,000. Hellyer stated that staff is also looking at additional benefits that can be offered by the Park District to attract part-time employees and to keep and retain current employees. These benefits could include golf course passes and Choice Health & Fitness passes. Discussion took place about the part-time shortages and the effects on various locations and services provided by the Park District. Discussion also took place on full-time salaries and the possible need for increases as well.

Outdoor Rinks Consolidation

Hellyer started the discussion that was brought up at a previous Board meeting, to discontinue outdoor rinks at Cox Park, Kelly Park, and Optimist Park and add a larger outdoor rink complex on the Altru Wellness Village grounds next to ICON Sports Center. Discussion followed on operational and logistical items to consider. Commissioner Bartholomew, Parks Operation Manager Ziegelmann, and Facilities Manager Colborn agreed to research the feasibility of the plan.

Riverside Pool Report

Hellyer presented a brief history of Riverside Pool, including a timeline of the pool ownership and agreement, attendance numbers, and financial information. Hellyer stated that the City of Grand Forks owns Riverside Park, and the Grand Forks Park District leases the park from the City. The pool is owned by the City and operated by the Park District. Any major repairs or replacing the pool are the responsibility of the City.

FOR ACTION

Personnel Manual Revisions and Updates

Director of Finance & Administration Lancaster presented to the Board a summary of the proposed changes to the personnel manual. The proposed changes have been reviewed by managers and the employee Personnel Committee. The last update to the personnel manual was in November 2020.

Commissioner Bartholomew made a motion to approve the Personnel Manual revisions and updates as presented. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

Executive Director Annual Evaluation

Lancaster stated that the Executive Director Evaluation Committee met on November 17, 2021, to evaluate Executive Director Hellyer and to propose a salary increase for 2022. Commissioners Bartholomew and Kraft discussed the annual evaluation and stated the Committee is recommending a salary \$127,483.20, an increase of 2%, which would be effective for the first payroll in January 2022.

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

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the October 2021 financial reports. Vendor payments for October 2021 were \$1,367,572.63.

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

STAFF REPORTS

Director of Operations & Community Relations Nelson updated the Board on the Grand Forks Herald article dated December 11, 2021, on a potential indoor turf and aquatics facility. The Park District and City are still in the early planning stages. Nelson stated that twelve Ulland grants were awarded to local organizations in the amount of \$500 each for 2021. Nelson also stated that the Ulland grant application process will be updated for 2022. Nelson informed the Board that the Northern Valley Law Enforcement Memorial has received a \$10,000 grant from the Myra Foundation. Nelson updated the Board on other community events and various promotions that are under way. Nelson also announced that Jason Avramis was hired for the Golf Course Assistant Supervisor/Facility Assistant Supervisor, at Lincoln Golf Course for the golf season and ICON Sports Center for the winter.

Director of Facilities & Programs Orr presented to the Board the Choice Health & Fitness November membership numbers and upcoming events, programs, and promotions. Orr updated the Board on Choice Health & Fitness holiday hours. Orr stated that there are three open full-time positions at Choice Health & Fitness that are being advertised. Orr also informed the Board that staff will be discussing with the Altru Family YMCA the possibility of increasing membership rates for 2023.

Parks Operations Manager Ziegelmann stated the dog parks at Lincoln Park are closed due to the City of Grand Forks installing solar lighting at the park. Ziegelmann stated that outdoor rinks should be open the week of December 20th.

Facilities Manager Colborn updated the Board on events, tournaments, and activities coming up at the Park District arenas. Colborn announced that Danny Mattson was hired for the Facility Assistant Supervisor/AWV Grounds position. Colborn updated the Board on staffing for the arenas, warming houses, and concession stands. Colborn also stated that the Park District is in the planning stages with JLG Architects, to turf Montgomery Field, at Apollo Sports Complex.

Lancaster informed the Board that four budgeted pickups have been quoted and ordered to be delivered and paid for in 2022. Lancaster updated the Board that he will be including a listing of the month's paid items along with a payroll summary in future Board packets. This will provide all Board members access to this financial information.

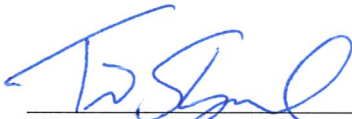
Hellyer informed the Board that the Park District Holiday Party will be Friday, December 17th. Hellyer stated that the Park District is negotiating with the Grand Forks Area Youth Baseball Association to take over the youth baseball programs, like was done with the Grand Forks Youth Hockey Association with youth hockey. Hellyer updated the Board on the Expedition League for the summer of 2022. All the teams not owned by the owner of the Expedition League, have pulled out of the league. The Expedition League is planning to continue with the remaining four teams and add three or four more teams to have a season in the summer of 2022. Hellyer stated that he is still considering the addition of the staff transition position that was approved in the 2022 budget. He will bring this position back to the Board for approval at a future Board meeting. Hellyer started a discussion on possibly changing the monthly Board meetings in January and February. The Board agreed to change the monthly Board meetings to January 10th, and February 7th, at 5:00 p.m. at Choice Health & Fitness.

BOARD MEMEBERS' REPORTS

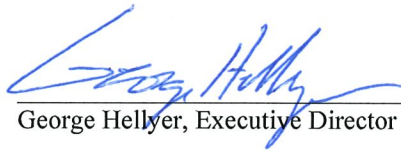
Commissioner Dvorak inquired on a possible expansion of the maintenance shop. Hellyer stated the maintenance shop expansion is on the C&B list, but no action has been taken at this time.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:54 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President



George Hellyer, Executive Director and Clerk