**PARK DISTRICT OF THE CITY OF GRAND FORKS**

**PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS**

**DECEMBER 4, 2023**

The Board of Park Commissioners met for their monthly meeting on Monday, December 4, 2023, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

**ROLL CALL & PLEDGE OF ALLEGIANCE**

Present were President Skarperud, Commissioners Bartholomew and Kraft. Vice-President LaDouceur arrived at 5:12 p.m. Commissioner McIntyre was absent.

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 Hell, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, and Project Administrator Swenberger.

**CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**APPROVAL OF AGENDA**

Commissioner Kraft made a motion to approve the agenda. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner McIntyre were absent.

**APPROVAL OF MINUTES FROM NOVEMBER 7, 2023**

Commissioner Bartholomew made a motion to approve the minutes from November 7, 2023, Board meeting. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner McIntyre were absent.

**FOR DISCUSSION**

**Indoor Sports and Aquatic Facility**

Executive Director Hellyer provided an update on the project highlighting the results of the special election held on November 14, 2023, in which 66% of voters voted to approve the extension of the current ¾ percent sales tax to continue supporting the Alerus Center capital maintenance and fund the construction of an indoor sports & aquatic facility in Grand Forks. Hellyer informed the Board that the City attorney is in the process of drafting a letter of intent regarding operations and the partnership with the Grand Forks Park District. Hellyer also presented a tentative timeline for selection of an architecture firm. Discussion took place on operations, fiscal responsibility, and a desire to avoid property tax increases.

**Outdoor Pool Report**

Director of Facilities & Programs Orr presented a summary of the history of Riverside Pool to the Board, as well as attendance numbers over the last 29 years. Orr commended the work of Sports & Recreation Manager Rollefstad and Aquatics Coordinator Nelson for the continued success of outdoor swimming lessons and an increase in pool attendance.

Vice-President LaDouceur arrived at 5:12 p.m.

**King’s Walk Golf Course Bridge Update**

Director of Operations & Community Relations Nelson provided an overview of the bridge inspection process and the recommendations from Collins Engineering. Nelson reported that there are no immediate safety concerns with the bridges, but a plan is being developed to replace the bridges in the next few years. Discussion took place on the preferred process, timeline, financing, and aesthetics.

**FOR ACTION**

**Kraft Field – Infield Turf Bids**

Orr presented to the Board the Kraft Field bid tabulation for Infield Turf. The low bidder was Field Turf USA, Inc. with a bid of $222,875.41. Orr informed the Board that the project is partially funded by a Garrison Diversion Conservancy Grant. Staff is recommending approval of the low bid from Field Turf USA for $222,875.41.

Commissioner Kraft made a motion to approve the bid from Field Turf USA for $222,875.41. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

**Shared Membership Agreement – Choice Health & Fitness and Altru Family YMCA**

Hellyer provided an overview of the history of the partnership between Choice Health & Fitness and the Altru Family YMCA. Hellyer informed the Board that a proposal has been sent to staff at the Altru Family YMCA for their approval. Staff is recommending tabling the shared membership agreement between Choice Health & Fitness and the Altru Family YMCA to the January meeting when the final document will be presented to the Board.

Vice-President LaDouceur made a motion to table the Choice Health & Fitness and Altru Family YMCA shared membership agreement. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

**Salary Study Report and 2024 Compensation Plan**

Director of Finance & Administration Lancaster presented to the Board the process and final report from the job classification and compensation plan conducted by Condrey and Associates. Lancaster explained that all full-time positions have been assigned a grade and each grade has a salary range. The plan will place all full-time employees into the salary range for their position grade with these being classification adjustments. Employees will also receive an equity adjustment for years of service ranging from no increase for under a year, to 6% for over seven years of service. Condrey and Associates’ plan includes 100%, 97.5%, and 95% of market tables that have corresponding ranges for each grade. Hellyer added that with current staff, the 95% of the labor market table will be a 6.29% total salary increase. Hellyer reminded the Board that the 2024 budget includes a 6% salary increase for staff. Hellyer recommended using the 95% of market table and requested an additional 1.71% increase to be used for strategic and targeted salary increases not addressed through the salary study, like performance and other factors. The increase above the budgeted amount will be funded by the savings to be seen in health insurance where an 8% increase was planned, but the actual BCBS increase will be 1.3%.

Vice-President LaDouceur made a motion to approve the Condrey and Associates plan C, the 95% of market table, and an additional 1.71% for salary increases not addressed through the salary study. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

Commissioner Kraft departed the meeting at 5:55pm.

**Personnel Manual Revision and Updates**

Lancaster summarized the minor verbiage and policy changes to the Personnel Manual. Lancaster stated that the changes were reviewed and approved by managers and the Personnel Committee.

Vice-President LaDouceur made a motion to approve the Personnel Manual revisions and updates. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioners Kraft and McIntyre were absent.

**Bank Quotes for Investment of Interim Carryover Funds**

Lancaster presented to the Board the money market interest rate quotes and certificate of deposit interest rate quotes from various banks. Lancaster recommended the banks that offered the highest rates, which were Alerus Financial for the money market and AMKO/Bell Bank for the certificate of deposits. Discussion took place on the use of local versus regional banks.

Commissioner Bartholomew made a motion to approve the selection of Alerus Financial and AMKO/Bell Bank for investment of interim carryover funds and authorize Hellyer and Lancaster as signers at Bell Bank. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioners Kraft and McIntyre were absent.

**APPROVAL OF FINANCIAL REPORTS**

Lancaster reviewed the October 2023 financial reports. Vendor and payroll payments for October 2023 were $1,962,959.36.

Vice-President LaDouceur made a motion to approve the financial report for October 2023. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioners Kraft and McIntyre were absent.

**STAFF REPORTS**

Parks Operations Manager Hell informed the Board that the parks crew will flood outdoor rinks when the weather permits. Hell notified the Board of final steps remaining of the renovation at the Register Tennis Courts viewing area that has the landscaping being completed in early spring.

Orr provided an overview of current renovation projects, noting the shooting room at Eagles Arena is near completion and the installation of the bleacher and press box will start shortly at Kraft Field. Orr also presented October membership numbers and facility visits for Choice Health & Fitness. Orr also updated the Board on the hiring process for the full-time Administrative Services Specialist position.

Nelson informed the Board of upcoming events and programming, highlighting Santa Village at Lincoln Golf Course Clubhouse, First Season Community Center, and open gyms at Schroeder and Valley Middle Schools and Phoenix and Kelly Elementary Schools. Nelson stated that the “Give the Gift of Golf”’promotion is available through December 19. Nelson also provided an update on fundraising efforts for the Paukert Tennis Complex improvements. Nelson concluded by informing the Board that Megan Cory has started in the full-time position of Marketing & Graphic Design Specialist.

Lancaster stated that auditors from Brady Martz will be on site in early December to begin the preliminary audit, and that the Committee meeting for the Executive Director evaluation is scheduled for December 14, 2023.

Hellyer invited the Board to the annual Park District holiday party and stated the next Board meeting is scheduled for Tuesday, January 2, 2024.

**BOARD MEMBERS’ REPORTS**

None.

**ADJOURNMENT**

Commissioner Bartholomew made a motion at 6:19 p.m. to adjourn. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioners Kraft and McIntyre were absent.

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Tim Skarperud, President of the Board of Park Commissioners George Hellyer, Executive Director and Clerk