

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 5, 2017**

The Board of Park Commissioners met for their regular monthly meeting on December 5, 2017 in the Choice Health & Fitness community room, 4401 S. 11th Street, at 5:00 p.m. with President Panzer presiding.

ROLL CALL

Present were President Panzer, Vice-President LaDouceur, Commissioners Barta, Skarperud, and Soeby.

APPROVAL OF MINUTES FROM NOVEMBER 7, 2017 BOARD MEETINGS

Commissioner Barta made a motion to approve the minutes from the November 7, 2017 Board Meeting. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried.

ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

Grand Forks citizen C.T. Marhula voiced his opinion against putting any of the Arbor Park structures or Park District resources in the upcoming remodel of the George E. Lee park located next to the Grand Forks Chamber of Commerce.

FOR DISCUSSION

None.

FOR ACTION

Ulland Grant Awards

Executive Director Bill Palmiscno stated that eleven organizations applied for the 2018 Ulland grants. Stable Days Youth Ranch was received after the deadline at the main office, but was delivered to Commissioner Soeby before the deadline. If Stable Days Youth Ranch is allowed it would bring the total requests to twelve at \$500 for a total of \$6,000.00.

Commissioner Skarperud made a motion to add Stable Days Youth Ranch to the 2018 Ulland grant requests. Vice President LaDouceur seconded the motion; the vote was unanimous, motion carried.

Commissioner Barta made a motion to accept the twelve Ulland grant requests at \$500 each. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried.

Executive Director Annual Evaluation

The Executive Director Evaluation Committee met on November 28, 2017 to evaluate Executive Director Palmiscno and to propose a salary increase for 2018. Commissioner Barta updated the Board on the annual evaluation and stated the Committee is recommending a salary increase of 4%, which would be effective for the first payroll in January 2018.

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

FINANCIAL REPORT

Superintendent of Finance Hellyer reviewed the October 2017 financial reports. Vendor payments for October 2017 were \$1,417,737.97.

Commissioner Skarperud made a motion to approve the financial report for October 2017. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Hellyer stated that the Grand Forks Parks and Recreation Foundation pledge reminders have been mailed. Hellyer noted that he will be requesting quotes for certificate of deposits and money market rates from our three partner banks, Alerus, Bremer Bank, and Choice Financial, along with any bank that reaches out to us. Hellyer updated the Board on two upcoming events, the Chamber annual meeting on January 18th at 5:30 and the Park District holiday party on December 14th at 5:30. The semi-annual payday for the Board members will be December 8th. Hellyer also advised the Board that the next scheduled Board Meeting would be January 2, 2018. It was agreed to move the meeting to January 9, 2018.

Choice Health & Fitness General Manager Orr went over the membership numbers for November and various events and promotions that will take place in December. Orr advised the Board on holiday hours for Choice Health & Fitness. Commissioner Skarperud requested more detail on the membership numbers and Orr stated he will bring more detail to the next Board meeting.

Public Relations and Marketing Manager Nelson informed the Board that the Rydell Car Show raised \$110,538.00 for the new skate park. Nelson also advised the Board on holiday specials for King's Walk and Choice Health & Fitness.

Palmiscno reported the Parks department will be working on getting the outdoor rinks ready for the winter season. Forestry is working on trimming and removing around 80 dead or diseased trees at Lincoln Golf Course. Palmiscno advised the Board that the Manny Bertsch trophy case at Purpur Arena will be dedicated on December 15, 2017. Palmiscno also advised the Board on Eagles Arena compressor issues.

BOARD MEMEBERS' REPORT


Commissioner Barta advised the Board on the glowing reviews that the staff provided for Executive Director Palmiscno's evaluation. He also wanted to thank the staff that provided feedback for the evaluation.

Commissioner Skarperud commented on complaints raised about the sound system at Eagles Arena. Palmiscno stated that HB Sound & Light has been scheduled to look at the issue.

President Panzer stated he received a fraud questionnaire from Brady Martz related to the 2017 audit. Hellyer stated it is a new audit requirement to send the President of the Board this questionnaire. Staff has policies and procedures in place to try and prevent fraud within the Park District. Discussion followed about current processes that are in place.

ADJOURNMENT

Vice President LaDouceur made a motion at 5:32 p.m. to adjourn. Commissioner Soeby seconded the motion; the vote was unanimous, motion carried.


Jay Panzer, President


Bill Palmiscno, Executive Director and Clerk