

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JANUARY 5, 2016**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, January 5, 2016, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m.

ROLL CALL

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

APPROVAL OF MINUTES FROM DECEMBER 1, 2015

Vice-President LaDouceur made a motion to approve the minutes from the December 1, 2015 Board Meeting. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Soeby absent.

ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

None.

FOR ACTION

Improvement District No. 2016-01

Mike Korman with CPS presented a slide show of the preliminary engineering report for potential parking lot projects throughout the city. These include new parking lots, repairing and modifying existing parking lots, and maintenance projects. Base project estimated cost is \$1,984,300. Total project, including all alternates is estimated at \$3,169,800. Korman will come back to February meeting with the proposed bid packages. Estimated bid opening would be at the end of March with a bond sale to follow if approved.

Resolution Creating and Defining the Boundaries

Commissioner Skarperud made a motion to approve the resolution creating and defining the boundaries. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Resolution Approving Engineer's Plans, Specifications, and Estimates

Commissioner Barta made a motion to approve the resolution approving engineer's plans, specifications, and estimates. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Resolution of Necessity

Vice-President LaDouceur made a motion to approve the resolution of necessity. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Resolution Directing Advertising for Bids

Commissioner Skarperud made a motion to approve the resolution directing advertising for bids. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Personnel Manual Revisions and Updates

The personnel committee and management have made proposed revisions and updates to the personnel manual. Superintendent of Finance Hellyer reviewed the notable items including adding a work place lactation policy, maternity and paternity policy, membership benefits for retired employees, and adding tiers to the vacation leave schedule.

Commissioner Barta 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. Soeby absent.

Transfer from General Fund to C&B Fund

Hellyer is seeking approval to transfer \$23,000, as of 12/31/15, from the General fund to the C&B fund. This transfer will cover miscellaneous 2015 projects founded by the C&B fund.

Vice-President LaDouceur made a motion to approve the transfer of \$23,000 from the General fund to the C&B fund as of 12/31/15. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Close and Transfer Social Security/ Pension Fund to General Fund

Hellyer is seeking approval to close the Social Security/ Pension fund and transfer the balance as of 12/31/15 to the General fund. As previously discussed during the 2016 budget approval process, the ND Legislature has combined the mill levy for the Social Security/ Pension fund with the General fund for 2016.

Commissioner Barta made a motion to approve the close and transfer the balance of the Social Security/ Pension fund to the General fund as of 12/31/15. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Joint Powers Agreement for Elections

This agreement is similar to prior year's agreement where general election costs are shared between the County, City, School, and Park District. The Park District's portion of the election costs is \$8,000.

Vice-President LaDouceur made a motion to approve the joint powers agreement for elections. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Designate Bank Depositories

Every January the Park District designates the banks that are to be used to meet ND Century Code requirements. The Park District currently utilizes the following bank depositories: Alerus Financial, Bremer Bank, Choice Financial, and The Bank of New York Mellon Trust Company.

Commissioner Skarperud made a motion to approve the bank depositories: Alerus Financial, Bremer Bank, Choice Financial, and The Bank of New York Mellon Trust Company. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Soeby absent.

Designate Official Newspaper

Every January the Park District designates the official newspaper. In prior years, the Grand Forks Herald was designated as official newspaper.

Commissioner Barta made a motion to approve the designate official newspaper to the Grand Forks Herald. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Soeby absent.

FINANCIAL REPORT

Hellyer reviewed the November 2015 financial reports.

Vice-President LaDouceur made a motion to approve the financial report for November 2015. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried. Soeby absent.

STAFF REPORTS

Choice Health & Fitness General Manager Orr reported the membership total for the month of December was 4,884. Orr reported on the upcoming events in January. Choice Health & Fitness is taking applications for a full-time Maintenance Assistant/ Night Coordinator.


Executive Director Palmiscno reported most of the outdoor rinks were ready to go by the holiday break. ICON Sports Center also extended their public skating hours for the holiday season. The outdoor rinks and ICON Sports Center both had good turnouts.

BOARD MEMEBERS' REPORT

None.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:03 p.m. to adjourn. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Soeby absent.



Bill Palmiscno, Clerk



Jay Panzer, President