

**PARK DISTRICT OF THE CITY OF GRAND FORKS
EXECUTIVE DIRECTOR EVALUATION COMMITTEE MEETING
NOVEMBER 16, 2016**

The Executive Director Evaluation Committee of the Grand Forks Park District met on Wednesday, November 16, 2016 at 10:33 a.m. The meeting took place at ICON Sports Center, 1060 47th Avenue South, Grand Forks, ND in the Blue Line Club Board Room.

ROLL CALL

Present were President Panzer and Commissioner Barta.

Park District staff in attendance were: Executive Director Palmiscno and Superintendent of Finance Hellyer.

FOR DISCUSSION

Executive Director Evaluation

Palmiscno presented the Committee Members a report on the projects and operations that occurred in 2016.

Panzer and Barta reviewed the 2016 performance evaluation form with Palmiscno and shared their comments on each section. All three individuals signed the evaluation form at the end of the meeting.

Hellyer reviewed Palmiscno's 2016 salary and other salary information from similar type positions within other organizations. Hellyer noted that 3.5% market/performance adjustment had been previously approved for 2017 for other staff at the 10/6/16 Board Meeting. (Post meeting correction noted - increase by Board on 10/6/16 for other staff is actually 3.25%.)

Performance merits, which are considered a bonus and do not get added to an employee's base pay, was the next item discussed. Hellyer stated that a 1% merit was previously approved by the Board for other staff which would amount to \$1,100 for this position.

After discussion, the Committee Members decided to recommend at the 12/6/16 Board Meeting a merit pay of \$1,500.00 and a 2017 salary of \$115,906.75, to be adjusted for rounding, for Palmiscno. This would be an increase of 3.50% for market/performance adjustment. The new pay rate would be effective for the first payroll in January of 2017.

ADJOURNMENT

A unanimous motion was made to adjourn by all Commissioners at 11:02 a.m.



Bill Palmiscno, Executive Director and Clerk