

**PARK DISTRICT OF THE CITY OF GRAND FORKS
COMMITTEE MEETING
NOVEMBER 18, 2015**

The Executive Director Evaluation Committee of the Grand Forks Park District met on Wednesday, November 18, 2015 at 10:05 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 Commissioner Barta and Commissioner Skarperud.

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

FOR DISCUSSION

Executive Director Evaluation

Palmiscno updated the Committee Members on the projects and operations that occurred in 2015.

Hellyer discussed the job description that was updated on November 5, 2015 for the Executive Director. Committee Members did not have any additional changes to the updated job description.

Commissioners Barta and Skarperud reviewed the 2015 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 2015 salary and indicated that 1.0% COLA had been previously approved for staff at the 10/6/15 Board Meeting.

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.

After discussion, the Committee Members decided to recommend at the 12/1/15 Board Meeting a merit pay of \$1,100.00 and a 2016 salary of \$112,000 for Palmiscno. This would be a total increase of 3.71% for cost of living, performance, and market adjustments. The new pay rate would be effective for the first payroll in January of 2016.

ADJOURNMENT

A unanimous motion was made to adjourn by all Commissioners at 10:35 a.m.



Bill Palmiscno, Executive Director and Clerk