

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
NOVEMBER 1, 2022**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, November 1, 2022, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Vice-President LaDouceur, Commissioners Kraft and Bartholomew. 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, Project Administrator Swenberger, and Office Assistant Parker.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

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

APPROVAL OF MINUTES FROM OCTOBER 4, 2022

Vice-President LaDouceur made a motion to approve the minutes from October 4, 2022, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

FOR DISCUSSION

Executive Director Evaluation Process

Director of Finance & Administration Lancaster discussed the Executive Director evaluation process completed in the past. President Skarperud and Vice-President LaDouceur will serve on the committee to perform the annual evaluation of Executive Director Hellyer. The evaluation will be scheduled later in November.

Single Employer Pension Plan – Rehired Employees Maximum Hours Worked

Executive Director Hellyer gave an update on the process to increase the hours allowed to work and continue to receive their pension benefit. Currently, retired employees are limited to working 40-hours per month. Discussion took place over whether to increase the limit. The Board concluded to leave the policy as is but continue to monitor to see if an increase in the limit would help alleviate any staff shortages in the future.

FOR ACTION

Register Tennis Complex Viewing Area Renovation- Architect Selection

Hellyer updated the Board on the request for proposal received from ICON Architects for the Register Tennis Complex Viewing Area Renovation. The selection committee reviewed the proposal from ICON Architects and interviewed them on their qualifications for this project. The selection committee is recommending approval to negotiate and enter into a contract with ICON Architects.

Vice-President LaDouceur made a motion to approve the architect selection of ICON Architects and for staff to enter into a contract for the Register Tennis Complex Viewing Area Renovation. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

Reschedule December 2022, January 2023, and February 2023 Regular Board Meetings

President Skarperud requested date changes for the Board meetings for 3 months. Hellyer stated that if the regular scheduled meetings are changed, they must be treated like a special meeting with no changes to the agenda at the meeting.

Commissioner Bartholomew made a motion to approve the Board meeting date changes to December 5, 2022, January 9, 2023, and February 6, 2023. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the September 2022 financial reports. Vendor and payroll payments for September 2022 were \$2,165,674.50.

Vice-President LaDouceur made a motion to approve the financial report for September 2022. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

STAFF REPORTS

Lancaster stated that updates to the personnel manual were discussed with managers and will be brought to the personnel committee, changes will then be brought to the Board for approval at the next meeting.

Director of Operations & Community Relations Nelson updated the Board on the closing of King's Walk and Lincoln Golf Courses and the opening of First Season's Community Center and Santa Village, which is at the former Eide Motors building. Nelson also discussed the Ulland Grant application process and provided an update on the Northern Valley Law Enforcement Memorial and the Arbor Park structure will be installed at University Park.

Marketing Manager Trontvet updated the Board on the promotion of the indoor turf facility and indoor aquatic facility feasibility study survey results to get the information out to the public. Trontvet also discussed seasonal promotions for Santa Village, Choice Health & Fitness, and holiday golf specials.

Parks Operations Manager Hell updated the Board on the playground equipment at Palmiscno Park, installation of outdoor hockey rink boards, and assisting the city to install foot golf at Riverside Park.

Director of Facilities & Programs Orr presented to the Board the Choice Health & Fitness October membership numbers and upcoming events, programs, and promotions. Orr updated the Board on various projects including a wash station at Bringewatt Park for sand volleyball, turf installation for Montgomery Field at Oxford Sports Complex, bleacher delivery at Gambucci Arena, and sound baffle installation at Eagle's Arena.

Hellyer updated the Board on the land swap request from Valley Middle School near University Park, the proposal will be brought to the Board for action at a later time. Hellyer explained that the indoor turf facility and indoor aquatic facility feasibility study survey results from BerryDunn has been sent out to local stakeholders and uploaded to the website and discussed possible location options.

BOARD MEMEBERS' REPORTS

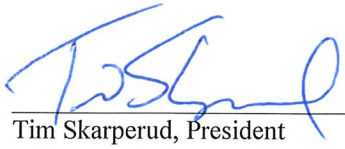
Vice-President LaDouceur asked about expanding open gym options. Nelson stated that the reduced number was due to easing back after closing the program due to COVID, but she will explore options to offer open gym at other area schools.

Commissioner Kraft complimented the new infield turf for Montgomery Field at Oxford Sports Complex.

President Skarperud thanked Office Assistant Parker for his contributions and service to the Board as he will discontinue his role as recorder.

ADJOURNMENT

Vice-President LaDouceur made a motion at 5:51 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.



Tim Skarperud, President



George Hellyer, Executive Director and Clerk