

The West Fargo Park Board met at 5:30 p.m. on Wednesday, February 8, 2017 at Rustad Recreation Center. Members present were: Sharon Odegaard, Todd Rheault, Ken Zetocha, Kathy Scully, and Jeff McCracken. The meeting was called to order by Chair Sharon Odegaard.

Commissioner Scully made a motion, seconded by Commissioner McCracken to approve the order of the agenda with the following change:

Addition – Veterans Memorial Arena Rental

Commissioner Rheault made a motion, seconded by Commissioner Scully to approve minutes of the January 11, 2017 meeting as presented. All board members present voting aye; motion carried.

Commissioner Scully made a motion, seconded by Commissioner McCracken to approve the following items on the Consent Agenda:

- Approve Bills (\$1,410,412.83)
- Monthly Report
- Accept \$2.5M Standby Letter of Credit with Bell Bank (BND)

Commissioners Rheault, Zetocha, Scully, McCracken, and Odegaard voting aye; motion carried.

Jeff Young, representing West Fargo Baseball, formally requested \$150,000 for the grand stand upgrade at Young Field. The estimated total cost is around \$600,000. WF Baseball is working with various partners for funding such as West Fargo Schools, corporate sponsorships, and member fundraising. Due to Title 9 implications, the West Fargo School funding portion might also have to involve improvements being made to North Elmwood ball fields. WF Baseball is prepared to go forward with the project with or without West Fargo School funds.

Business Manager Germundson recommended \$150,000 from the Capital Improvement Fund to fund this request. There is an anticipated \$100,000 remaining from the upcoming Rendezvous Park building project that could be reallocated from the fund.

Commissioner Zetocha made a motion, seconded by Commissioner Scully to allocate \$150,000 for the Young Field grand stand upgrade project with the funds coming from the Capital Improvement Fund (with \$100,000 of that being reallocated funds from the previously approved Rendezvous Park building project). Commissioners Rheault, Zetocha, Scully, McCracken, and Odegaard voting aye; motion carried.

Director Erbstoesser discussed an issue with our existing Personnel Policy. The issue is payouts for accumulated sick leave. The current policy has an effective date of January 1, 2004. This date means anyone who was hired after this date would not qualify for any accumulated sick leave excess payout (after 960 hours). There are employees who have exceeded 960 hours, but were hired after the effective date.

Business Manager Germundson was forced to delete their excess hours in January instead of paying them out at 50% of their excess hours like the other employees. The City of West Fargo recently updated their policy to reflect this discrepancy and moved the effective date to January 1, 2017. Commissioners Zetocha and Odegaard discussed the sick leave policy at the sub-committee meeting last week.

Commissioner Zetocha made a motion, seconded by Commissioner Rheault to make the following changes to the accumulated sick leave policy (revision 2/8/17): remove the 2004 date, grandfather in any employee who qualifies, and to revisit this policy every 5 years. Commissioners Rheault, McCracken, Zetocha, Scully, and Odegaard voting aye; motion carried.

Director Erbstoesser summarized the “Visioning Sessions” that were held recently. The anticipated completion date of the comprehensive plan is the end of 2017.

Director Erbstoesser gave an update on the Legislature. House Bill 1361 is one to monitor. This bill would put a cap on the amount of property tax increase (3%), which would negatively hurt fast growing communities such as West Fargo. Crossover is coming up.

The annual board retreat will be held on March 8, 2017 at the Rustad Recreation Center. The retreat will begin at 3:00 pm and will continue after the regular monthly board meeting.

Business Manager Germundson reviewed the 2016 budget. A profit (loss) report was discussed for concessions and recreation programs. The Park District property tax on a \$200,000 residence continues to decrease. This amount has decreased every year since 2011. An area of great concern is special assessments. Special assessments continue to rapidly increase each year:

2015 = \$1,093,800
2016 = \$1,172,817
2017 = \$1,320,586
2018 = \$1,480,000*

At some point in the near future, we will have to look at increasing our property tax levy due to special assessments. Since 2011, our property tax levy on a residence has decreased 50% while our special assessments will have increased 66%.

Business Manager Germundson reviewed the 2016 budget amendments. There was a general fund budget surplus of \$215,000. Due to the surplus, Business Manager Germundson transferred \$180,000 into the Special Assessment Fund and \$35,000 into the Rustad Recreation Center Fund.

Commissioner Rheault made a motion, seconded by Commissioner Scully to amend the 2016 budget as presented for the following funds:

- 8030 General Fund \$3,425,828.74
- 8040 Social Security 11,447.67
- 8050 Special Assessments 596,310.32
- 8052 Special Assessments 410,838.00
- 8220 Rustad Rec Center 5,076,419.17
- 8265 Christianson 32,055.04
- 8535 2013 Bond 201,250.86
- 8630 Shad Wd 12 SA 48,595.92
- 8635 Rivers Bend 14 SA 219,557.11
- 8705 Arena Cap Imp 25,319.00
- 8710 Sponsorship 47,121.79

Commissioners Scully, McCracken, Rheault, Zetocha, and Odegaard voting aye; motion carried.

Director Erbstoesser presented the National Multiple Sclerosis Society contract. The Veterans Memorial Arena contract is for April 29, 2017. Director Erbstoesser recommended approving the contract.

Commissioner Zetocha made a motion, seconded by Commissioner Scully to approve the MS Society contract as presented. Commissioners Rheault, Zetocha, Scully, McCracken, and Odegaard voting aye; motion carried.

The meeting was adjourned.

Chair Sharon Odegaard

Clerk Justin Germundson