

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JANUARY 10, 2012**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, January 10, 2012, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Bollman, Panzer, LaDouceur, Skarperud and Soeby.

APPROVAL OF MINUTES FROM DECEMBER 6, 2011

A motion was made by Commissioner Panzer to approve the minutes from the December 6, 2011 Board meeting. Seconded by Commissioner Skarperud; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

THE HOCKEY ACADEMY AT REA

Bill Palmiscno addressed the Board on the joint venture between the Grand Forks Park District, Choice Health & Fitness, REA Hockey Academy, and Ultimate Hockey. He stated that both Chris Langei and Scott Koberinski have met with Karl Goehring, from the REA, on the program. Everyone is very excited.

Jody Hodgson, from the REA, was present and stated that they are also excited and with the collaboration of what each organization does best, along with the best equipment and skill set, we are able to create a menu of program options for the community. By working together we can provide better programming options for kids.

Cam Tweten stated that the program provides quality staff and quality facilities for the future and it is exciting to be a part of this great partnership.

A letter of intent has been drawn up and was available for review. A final contract should be complete within 30 days.

FOR ACTION

CONSIDERATION OF 2012 FLOWER BID

Melissa Grafenauer provided the Board with the bid results for the 2012 flower order. She stated that she only received one bid. The total amount is lower than last year due to the different flowers ordered along with the number of cannas to be used this year.

A motion was made by Commissioner Panzer to approve the 2012 Flower Bid from All Seasons Garden Center. Seconded by Commissioner Soeby; motion carried.

GOLF CART BIDS

Superintendent George Hellyer presented the 2012 Golf Cart bid results to the Board.

There were three different options related to Lincoln Golf Course included in the bid analysis. Option 1 was for an annual straight operating lease at the cost of \$9,270 per year. Straight operating lease cost over 5 years would be \$48,600. Option 2 was for the purchase of 18 brand new carts; totals provided were cost, less residual value. Option 3 was for the transfer of the best 18 carts from King's Walk to Lincoln and the sale of 37 used carts to Acme Tools for \$55,907. The batteries would be replaced as needed.

The recommendation of the Golf Committee was to buy 65 new carts for King's Walk from Club Car for \$269,443.20, cost less residual value. The residual value was a large factor in their decision. Club Car offers a four year bumper to bumper maintenance agreement. It was stated that EZ GO's offer was for a lower version cart.

A motion was made by Commissioner Skarperud to approve Option 3 of the Golf Cart bid for Lincoln, which includes the transfer of the best 18 carts from King's Walk to Lincoln. The 37 used carts would be sold to Acme for \$1,511 per cart, along with accepting the bid from Club Car (Option 1) to purchase the carts for King's Walk. Seconded by Commissioner Soeby; motion carried.

CURLING CLUB REQUEST

A Drawing was available of what the new building might look like when finished. The new building will stay within the footprint of the current building, but would be 2 stories to incorporate the needs of the club and its users. The project is still in the fundraising and design phase.

The current lease will have to be updated through the Park District's attorney.

A motion was made by Commissioner Panzer to approve the pending fundraising and footprint of the new Curling Club building. Seconded by Commissioner LaDouceur; motion carried.

2012 EMPLOYEE COMPENSATION RECOMMENDATION

Galen Cariveau, from UND, addressed the Board with the 2012 Employee Compensation recommendations. In October a 5% overall increase in total compensation for 2012 was proposed, which included a 2% cost of living increase, along with 2% being used to bring all fulltime employees up to 90% of the average salary, which affected 17 employees. A 1% increase was also approved to go towards the 81 total merits awarded at \$250 each to 38 employees. All three compensation adjustments have now been completed.

Galen Cariveau presented the Board with the restructure of Choice Health & Fitness. This restructure would reassign Brandy Chaffee to Choice Health & Fitness on a permanent fulltime basis as Promotions and Public Relations Manager. She would be in charge of communication to the public and staff, which would include the front desk, the website and any promotional materials at the facility. As part of this restructure, Brandy would now report to Cam Tweten. There would actually be very little change from what she is doing at present.

With Brandy Chaffee working fulltime for Choice Health & Fitness, it was recommended to hire Jill Nelson as the Promotions and Public Relations Manager for the Park District. Jill Nelson has been doing a lot of the job duties related to this position, on a part-time basis, for the past few months. She would now be handling everything other than Choice, which includes both the Park District and Foundation. This position would become full-time as of Monday, January 16th and would report to John Staley.

Commissioners would have liked to have seen job descriptions for both positions ahead of time. Galen Cariveau stated that he would have job descriptions completed and available for both positions within a week, or so. It was also stated that Brandy's position was included in the budget.

Cam Tweten stated that steps are being taken to work together with the Park District to combine duties to save money. One of these steps will involve Lynne Roche moving to Choice Health & Fitness to run the "Kid Zone" along with her duties now. There will also be an aquatics manager hired, which would potentially oversee the outdoor facilities.

A motion was made by Commissioner Soeby to hire Jill Nelson to replace Brandy, with Brandy becoming the Promotions and Public Relations Manager for Choice Health & Fitness along with the other items discussed. Seconded by Commissioner LaDouceur, motion carried with 4 yeas and 1 nay.

ANNUAL DESIGNATION OF BANK DEPOSITORIES

Superintendent George Hellyer addressed the Board with the annual designation of bank depositories. Every year the Park District needs to designate the banks that are to be used to meet ND Century Code requirements. Hellyer is requesting approval of the same four banks as being used at present, to be named as authorized bank depositories for 2012. These banks are Alerus Financial, Bremer Bank, Choice Financial and The Bank of New York Mellon Trust Company.

A motion was made by Commissioner Panzer to approve the bank depositories, as listed. Seconded by Commissioner LaDouceur, motion carried.

UPDATE BANK AUTHORIZED SIGNERS

Superintendent George Hellyer requested approval to remove Colette LeClerc as an authorized signer on all Park District bank accounts because of her retirement in December. The remaining authorized signers would be John Staley, Bill Palmiscno and George Hellyer on all bank accounts (checking and money market) and Jeff Lancaster on checking accounts only.

A motion was made by Commissioner Panzer to approve the signers as listed. Seconded by Commissioner Skarperud; motion carried.

ROUNDABOUT RIGHT OF WAY EASEMENT AT 24TH AVE S AND S 34TH ST

Director John Staley presented the Board with information for review on the proposed "roundabout" the City of Grand Forks would like to construct at the intersection of 24th Avenue South and South 34th Street.

Sixty percent of the project will be funded with Federal Aid moneys and the remaining 40 percent will come from the City's Urban Roads Fund; there will be no cost or special assessment to the adjacent property owners.

No motion was made and it was decided to wait and combine with other project at Kiwanis Park.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR DECEMBER 2011

A motion was made by Commissioner Panzer to approve the bills for December in the amount of \$423,375.81 for the Park District. Seconded by Commissioner LaDouceur; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno reported that Santa Village had its best year yet, even though wagon rides were offered instead of sleigh rides because of the lack of snow. He also reported that some of the Friday and Saturday rounds of the EDC Hockey Tournament will be held at the Purpur Arena.

Superintendent Bill Palmiscno reported that the Parks crew has been working to get all outdoor rinks open. As of now, the only rink that has been open is Riverside, which had to shut down due to warm weather, but will hopefully reopen again this Friday. Ski trails have been groomed.

Cam Tweten reported that there were 79 memberships sold in December and 71 memberships cancelled. He stated that corporate membership promotions started January 9th with corporate packages being delivered to 50+ employers. Each employer received bagels and balloons, along with updated information on the progress of the Choice Health & Fitness facility and the Y Family Center improvements. Contact information was provided, along with a notice that they will be personally contacted within a week to set up membership meetings for corporate memberships for their businesses for the future. There is another "Bagels and Balloons" promotion scheduled for February 1st. The start date for the public campaign is set for March 1st. Choice Health & Fitness website is up and running at www.choicehf.com. It was noted that we may need to have a special meeting for the RFP for equipment and furniture to help keep everything on track. Center Court has stopped using the portable basketball hoops due to damage to the courts.

Forestry reported 11 request calls answered, along with 394 trees pruned, 2 non-DED removals, and 1 stump removed. They also spent one day on snow removal.

BOARD MEMBERS' REPORTS

Commissioner Soeby reported that the key note speaker at the National Park and Recreation Association Conference was Tony Hawk, well known skateboarder. He talked about how the long boards are being used more and more for transportation needs. He also stated how important the design is to a good skateboard park. There is a group in town raising money for the skateboard park. They are in the process of working with Chris Rood on the writing of grants for the project. Both commissioner Soeby and Mike Orr are very interested to be involved with this project.

Director John Staley stated that the final sales agreement with the Lee family to purchase Center Court Fitness Club is going good and will hopefully be completed by next month for approval. He also announced that Congressman Rick Berg will be at the new Choice facility at 2:00 p.m. on Wednesday, January 11th, for a tour and invited Board members to attend.

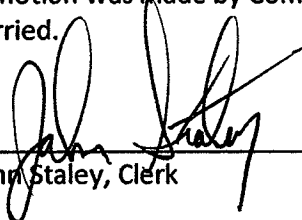
Commissioner Jim Bollman added that the salary information provided for executives is for review and would be brought back next month for discussion.

EXECUTIVE SESSION

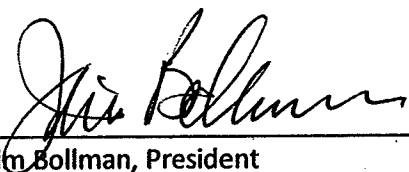
None.

ADJOURNMENT

A motion was made by Commissioner LaDouceur to adjourn. Seconded by Commissioner Soeby; motion carried.



John Staley, Clerk



Jim Bollman, President