

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
APRIL 2, 2013**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, April 2, 2013, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Barta, LaDouceur, Panzer, Skarperud, and Soeby.

APPROVAL OF MINUTES FROM MARCH 19, 2013

A motion was made by Commissioner Soeby to approve the minutes from the March 19, 2013 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

TOBACCO FREE PARKS

Commissioner Soeby would like to see the Park District choose a tobacco-free parks system, and not merely a smoke-free parks system. There are several North Dakota towns that are already tobacco free. Soeby provided a letter from Bev Benda supporting the tobacco-free choice and why she feels strongly about it.

The other Board members questioned whether it would apply to our golf courses, ball parks, and facilities. It was also mentioned that we should follow the State Law. When asked if a tobacco-free policy was passed, how would we police it? Soeby stated that her feeling was it would take care of itself as the culture changes. With the Community becoming healthier, Soeby would like to see us take this stand.

The Board felt as representatives of the tax payers, we need to get their input before making a decision. Soeby will get the price of a phone survey or sampling. A user's list is available, but golfers and ball players, people that use our facilities, would need to be added to that list.

STRATEGIC MASTER PLAN

Director Staley reported on the Strategic Master Plan RFP. Proposals have been submitted from two firms, Heller and Heller Consulting, Inc. and SRF Consulting Group, Inc. There was a problem receiving one of the proposals because of a computer issue, so we will have to check with our attorney on the legality of the time it was turned in. Once this issue is resolved, interviews could be set up through telephone conferences. An interviewing committee, consisting of Director Staley and Commissioners Soeby and Barta will proceed with the selection process.

C&B STATUS UPDATE

Director Staley updated the Board on the list of C&B projects for 2013. He stated that the priority list is still a work in progress. The ND Game and Fish is looking at providing a \$25,000 grant for this year on the dredging of Ryan Lake. Superintendent Palmiscno stated that the Lincoln Maintenance Shop expansion is out because it

would need to be elevated, so we will have to look at doing something out at Old Dutch; nothing has been done yet on the exterior painting or fencing of the Office; the Masonic Park parking lot will be sometime this summer; and Choice Health & Fitness spray park bids should be available by June 1st. Superintendent Tweten added that nothing has been done yet on the Choice Health & Fitness outdoor tennis courts yet. He is working with AE2S on this.

LAND DEDICATION STANDARDS

Director Staley addressed the Board on the land dedication standards. The ordinance has not been amended yet. A sheet was provided showing the three different park models to follow. Land owners would be able to special assess themselves if they want to accelerate installation of playground equipment.

FOR ACTION

2012 AUDIT REPORT

Joe Martin, Brady Martz, addressed the Board and presented the 2012 audit along with the management report. He went over the summary of funds along with a recap of the financial statement. The General Fund has a fund balance that is greater than the set goal of 25%. Overall it was a good year.

Housekeeping items included the updating of the accounting procedure manual and employee handbook, to be completed in 2013, and payroll to be randomly crosschecked by Accounting Manager Jeff Lancaster.

A motion was made by Commissioner Barta to approve the 2012 Audit Report as presented. Seconded by Commissioner LaDouceur; motion carried.

ICE ARENA FEASIBILITY CM CONTRACT

Superintendent Hellyer updated the Board on the ice arena feasibility CM contract. He stated that we have received a standard AIA (American Institute of Architects) contract for the preconstruction phase from Construction Engineers. The contract is to help determine the cost feasibility of the proposed ice arena. The maximum cost of the contract is 1% of the construction cost. Construction Engineers is estimating the actual fee will be approximately \$24,850.

Hellyer stated that if we move forward after the preconstruction phase is completed, an addendum will be negotiated for Board approval.

Kurt Eickhof from Construction Engineers was present to walk the Board through the process. Weekly meetings have been setup with ICON and Construction Engineers to learn more about the feasibility of the time table and related costs. A Guaranteed Maximum Price is estimated to be available by mid-May.

Construction Engineers needs this contract approved before they can start their cost feasibility process. An approval is also needed on the \$16,200 for structural design fee on the low bid from Olaf Anderson. This fee is part of his original bid.

A motion was made by Commissioner Skarperud to approve the contract with Construction Engineers for the preconstruction phase as presented. Seconded by Commissioner Barta; motion carried.

Another motion was made by Commissioner Soeby to approve \$16,200 needed to allow Olaf Anderson to start the structural engineering. Seconded by Commissioner Barta; motion carried.

AWARD 2013 DED BID

Forestry Operations Manager Mike Fugazzi addressed the Board on the 2013 DED bids. Only two bids were submitted.

Gary's Tree Removal had the low bid. Their bid meets all specifications and is within budget. This contractor will also be used for special projects due to storms, hazards, emergencies or time constraint situations for an agreed upon negotiated rate.

A motion was made by Commissioner Skarperud to approve the bid from Gary's Tree Removal as presented. Seconded by Commissioner Soeby; motion carried.

LAND EXCHANGE AGREEMENT

Director Staley provided the Board with a copy of the land exchange agreement with the property developer of Section 29. The issue that remains is the unpaid special assessments. The developer has requested that the Park District pay the unpaid specials of \$42,000. Staley does not see how this would benefit the Park District. A counter offer has been made by the developer to split the unpaid specials amount. Staley does not recommend paying the \$21,000. He is waiting to hear from Dick Olson, Park District Attorney, about his review of the agreement.

Item was tabled until more information is available.

PARK DEDICATION - JR

Director Staley provide the Board with the minutes from the March 4, 2013 Park Dedication Committee meeting. The minutes stated that a motion had been made, seconded, and passed to accept the six acres shown to satisfy any and all future dedications for the 8% park and open space dedication as well as storm water retention for the area. The land is located around the new school planned for Southern Estates Eighth Resubdivision.

A motion was made by Commissioner LaDouceur to approve the Park Dedication Committee's recommendation of the six acres shown to satisfy any and all future dedications for the 8% park and open space dedication as well as storm water retention for the area. Seconded by Commissioner Soeby, motion carried.

2013 C&B PROJECTS

Director Staley presented the Board with the C&B project list for approval. Projects are as listed: Bringewatt Park shelter renovation, Cox Park reroof warming house, Lions Park picnic shelter and irrigation, and the Main Office computer hardware – servers.

A motion was made by Commissioner Skarperud to approve the 2013 C&B Projects as presented, not to exceed the individual estimated project costs totaling \$54,000. Seconded by Commissioner Barta; motion carried.

AWARD EQUIPMENT BIDS

Superintendent Palmiscno presented the Board with the results from the 2013 equipment bids.

Park Equipment: Acme (Kubota) was the low bid for the two 72" mowers with trade-ins.

A motion was made by Commissioner Skarperud to approve the bid of \$16,500 from Acme (Kubota) for the two 72" mowers with trade-ins as presented. Seconded by Commissioner Soeby; motion carried.

Park Equipment: Staff recommends the low bid from Hatton Ford of \$17,421.68 for the ½ Ton pickup.

A motion was made by Commissioner LaDouceur to approve the bid from Hatton Ford for the ½ ton pickup as presented. Seconded by Commissioner Skarperud; motion carried.

King's Walk Maintenance Equipment: Staff recommends the bid from MTI Toro of \$18,756.54 for the two mid-duty carts with trade. The bid from John Deere did not meet specs.

A motion was made by Commissioner Barta to approve the bid from MTI Toro for the two mid-duty carts with trade as presented. Seconded by Commissioner LaDouceur; motion carried.

King's Walk Maintenance Equipment: Staff recommends the bid from MTI Toro of \$22,369.66 for the heavy-duty cart. The bid from John Deere did not meet specs to fit our existing top dresser.

A motion was made by Commissioner LaDouceur to approve the bid from MTI Toro for the heavy-duty cart as presented. Seconded by Commissioner Soeby; motion carried.

AWARD EAGLES ARENA BID

Superintendent Palmiscno presented the Board with the results of the Eagles Arena ice slab replacement bid. This includes the base bid and under slab piping. ICS had the low base bid. They also have some ideas on how to reduce the price.

The Blue Line Club has designated \$100,000 toward the project. In addition, there is \$400,000 budgeted for the project. Remaining difference will come from interim fund.

A motion was made by Commissioner Skarperud for approval of the ICS bid, with a maximum price of \$638,100, for the Eagles Arena Flooring as presented. Seconded by Commissioner Soeby; motion carried.

COMMUNITY FOUNDATION FEE

Director Staley updated the Board on the Community Foundation agreement to help raise money through the Capital Campaign to build Choice Health & Fitness. They would like the Park District to pay these fees off early before the pledges are collected. The amount discussed would equal a 4% discount for time value money less 10% discount for risk of nonpayment/benefit of paying off early. The Community Foundation would like a 5% discount for risk of nonpayment used instead. Commissioner Panzer would like to see at least a 7.5% discount figured in, which is a difference of approximately \$3,500. The Altru Family YMCA will need to approve this as well. Commissioner LaDouceur stated that if this ever happens again to set the amount prior to the agreement.

Superintendent Hellyer stated that this does not include the fees for pledges that get paid directly to the Community Foundation.

A motion was made by Commissioner Soeby to accept the early payment with the 7.5% discount as presented. Seconded by Commissioner Skarperud; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR MARCH 2013

A motion was made by Commissioner LaDouceur to approve the bills for March in the amount of \$547,394.74 for the Park District. Seconded by Commissioner Barta; motion carried.

SUPERINTENDENTS' REPORTS

Superintendent Bill Palmiscno provided the Board with an overview of the recreation schedule. Sunflake Soccer's starting date has been postponed until April 15th. Knight for a Princess is almost full. The Blue Line Club Arena will be open until April 25th. He also added that the Park Maintenance department has started flood preparations along with removing Eagles Arena hockey boards, cleaning warming houses, and setting up the Gambucci Arena for baseball practices. The City pays for any Riverside Pool cleanup expenses.

Superintendent Hellyer updated the Board on the staff's intent to purchase a large TV screen for the board room to help with presentations. Hellyer estimates the cost to be between \$4,000 and \$5,000.

Superintendent Cam Tweten provided the Board with an upcoming events schedule, which includes the Junior Grand Am tournament, State Racquetball tournament, and two tennis matches being hosted by UND. A chart of the Accumulative Membership Overview was provided. There are 5,592 joint memberships (Choice Health & Fitness and Altru Family YMCA). This is a total of 13,075 members, which is 22% of the population. Equipment needed to purchase are another washer and dryer to help keep up with demand for towels during prime times, and also more bike racks to meet the needs. Staff has put together a great assortment of new and existing programs for the summer. This will help grow youth memberships for the summer and also help maintain some of the existing memberships.

King's Walk Golf report showed 189 rounds of golf sold through punch cards so far this year. It also showed 156 memberships sold to date. Dave Clark stated that typically King's Walk opens the 3rd week of April.

Lincoln Golf report showed no activity for 2013.

Forestry reported 34 request calls answered, along with 569 trees pruned, and 60 non DED trees removed. Forestry Operations Manager Mike Fugazzi added that the crew is busy pruning in the UND area and he has held his Neighborhood meetings for spring tree plantings.

BOARD MEMBERS' REPORTS

Commissioner LaDouceur would like a copy of the reimbursement list of cell phone users. He also wanted to know if all the issues had been taken care of with the TVs at Choice Health & Fitness. Superintendent Tweten stated that all upgrades with the new transmitters have been completed, but he will follow up to make sure everything is working as should be.

Commissioner Panzer would like the Board members and necessary staff to have ipads to help eliminate some of the paperwork and make the information more accessible. Commissioner Soeby stated that there is Board software available. Superintendent Hellyer added that the cost is estimated at \$1,000 per unit.

EXECUTIVE SESSION

A motion was made by Commissioner LaDouceur to break and go into an executive session. Seconded by Commissioner Skarperud; motion carried.

The Board went into executive session to discuss Employee Salary at 6:45 p.m.

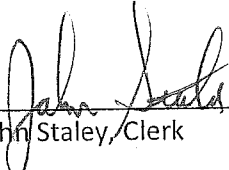
EXECUTIVE SESSION ADJOURNMENT

A motion was made by Commissioner LaDouceur at 8:00 p.m. to adjourn the executive session. Seconded by Commissioner Skarperud; motion carried.

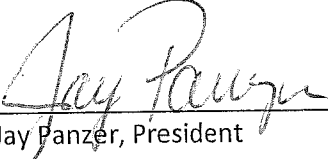
ADJOURNMENT

The Board ended the executive session with no action taken and reconvened the regular meeting at 8:00 p.m.

A motion was made by Commissioner Barta at 8:03 p.m. to adjourn. Seconded by Commissioner Soeby; motion carried.



John Staley, Clerk



Jay Panzer, President