

**PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MAY 3, 2011**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, May 3, 2011, 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 APRIL 5, 2011

A motion was made by Commissioner Panzer to approve the minutes from the April 5, 2011 Board meeting. Seconded by Commissioner LaDouceur; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

RFP FOR PARK DISTRICT CONCESSIONS

Superintendent Bill Palmiscno addressed the Board regarding the bid proposal. He reported that a minimum bid of \$30,000 per year, for 3 years, paid over 10 months for concession space and the opportunity to provide service for all five locations is being sought. The locations are: Purpur Arena, Gambucci Arena, Eagles Arena, Blue Line Club Arena and Apollo Park, but does not include Kraft Field. Superintendent Palmiscno stated that this is roughly the District's annual profit for those operations.

Commissioner Panzer inquired about insurance for the concessionaire. Superintendent Palmiscno reported that the supplier will provide \$1,000,000 in liability insurance.

The Board gave the go ahead to move forward with this proposal.

FIRST PHASE BID RESULTS CHOICE WELLNESS CENTER

Director John Staley addressed the Board and presented the Choice Wellness Center first phase bid schedule. He went over a summary of the bids. Director Staley stated that we are currently under budget. The next bid opening on May 12, 2011 could render bids that put us over budget. No bids were awarded. Director Staley suggested we wait to award bids until the next phase is complete. He requested the steel bid be accepted May 12, 2011, if everything looks good. The steel should be ordered as it will take some time before delivery is received.

Director Staley would like to meet with the Board later this month to go over the bids.

EXTENSION OF COKE BID

Superintendent Bill Palmiscno submitted a proposal to amend the 2009 Beverage Agreement to the following: Add Choice Health and Fitness, & YMCA for years 4 & 5, (2012 & 2013) to the present agreement. The Sponsorship fee will be increased from \$22,000 to \$37,000. The YMCA would receive 22% of the increase, (\$3,300) per 2012 & 2013.

YMCA would like to be added to our contract. With the YMCA being added to the contract, we would receive an additional increase in the commission percentages. Bill would like to see how the YMCA does for the next two years before making a final decision.

4X4 TRUCK BID

Rick Ziegelmann, Parks Operations Manager, addressed the Board regarding the purchase of a 4x4 truck for the parks department to replace a truck that is no longer working.

Rick Ziegelmann was instructed to obtain bids for the 4X4 pickup truck.

FOR ACTION

FUNDING NDRPA ECONOMIC CONTRIBUTION STUDY

Superintendent Bill Palmiscno requested that the Board approve the NDRPA Study discussed at the April 5, 2011 meeting. He stated the funding would come from the 2011 & 2012 Recreation Administration Advertising & Park Administration Advertising budgets. Funds from Choice, King's Walk and Lincoln Golf budgets would also contribute in 2012.

A motion was made by Commissioner Panzer to go ahead and fund the NDRPA economic study. Seconded by Commissioner Soeby; motion carried.

POST AUDIT BUDGET

Superintendent George Hellyer presented the 2011 budget summary with the cash balances added. He requested a transfer of funds from King's Walk to Lincoln Golf Course and Center Court Fitness Club.

A motion was made by Commissioner Panzer to approve the 2011 budget summary as presented. Seconded by Commissioner Skarperud; motion carried.

A second motion was made by Commissioner LaDouceur to approve the transfer of funds from King's Walk to Lincoln Park Golf Course and Center Court Fitness Club. Seconded by Commissioner Panzer; motion carried.

ACCOUNTING MANAGER POSITION

Superintendent George Hellyer requested a motion to approve the Accounting Manager position. This position will replace the position currently held by Colette LeClerc, who is tentatively retiring at the end of 2011. This position will report directly to the Superintendent of Finance.

A motion was made by Commissioner Panzer to approve the Accounting Manager position. Seconded by Commissioner LaDouceur; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR APRIL

A motion was made by Commissioner Panzer to approve the bills for April in the amount of \$777,715.21 for the Park District. Seconded by Commissioner Soeby, motion carried.

SUPERINTENDENTS' REPORTS

Superintendent Bill Palmiscno reported that the high school baseball and softball teams will be playing 2 to 3 times a week to get caught up due to the unseasonal weather.

Lincoln Park Golf Course came through the flood with minimal damage this year. Riverside and the Lincoln Drive Park will be closed a little longer. The dog park will open, hopefully, by mid June. The Mullally Golf Course has a few trees that need to be moved. Riverside pool cleaning bids will be opened May 17; the opening of the pool may be delayed. All the rest of the parks are open at this time. No major flood damage this year in the parks.

Cam Tweten, General Manager of Center Court Fitness Club reported that the Club has started its summer activities schedule. He reported that memberships are up from 1486 to 1492 compared to last year. There will be a meeting this week with representatives from Center Court Fitness Club and the YMCA in regards to new rates for September. He noted it has been two years since the last rate increase.

Manager Tweten is working on several items for the new facility and is in the process of working with an employee manual committee, and a new cultural committee. In addition they are putting a new organizational chart together and looking at a new corporate public sales program and general maintenance changes. Cam and Brandy Chaffee, Communication Specialist, are working on pre-selling memberships for the new Choice Wellness Center.

Summer hours for the club begin May 23rd, 2011.

Mike Fugazzi, Forestry Operations manager, reported 370 trees pruned, 8 non DED removals, 36 stumps removed along with 71 request calls answered in April. Fugazzi and the Forestry Staff attended an Emerald Ash Borer First Detector workshop. The Forestry Crew also put up the greenhouse.

Director John Staley reported on the need for a new, more user friendly, website which would cost around \$80,000. He stated that more information will be coming in the upcoming weeks.

Director Staley reported that the Grand Forks Parks & Recreation Foundation Board will now meet quarterly. He reported the members suggested a fund raising gala for the fall.

BOARD MEMBERS' REPORTS

Commissioner Soeby reported that she and Chris Rood had been working on a grant and the Grand Forks Parks and Recreation Foundation recently received a diabetes grant from Novak to highlight three programs for seniors. The presentations will be May 5th at Center Court Fitness Club, May 11th at the YMCA and May 16th at the Grand Forks Senior Center.

Commissioner Soeby also stated they received an Achieve Community grant in the amount of \$40,000. Only ten grants were given nationally and two were given to North Dakota; one to Bismarck Parks and Recreation and one to the Grand Forks Park District. She stated a team of 12 has been put together to handle the grant and 10 of them will travel to Baltimore for training.

Commissioner LaDouceur inquired about the playground at Kiwanis Club Park. Director Staley stated that we are still working on this project and the Kiwanis Club has put money aside and is also anxious to get started.

Commissioner Panzer inquired if everything was set for Spring Fest. Superintendent Palmiscno reported that everything has been ordered and we are ready for the event.

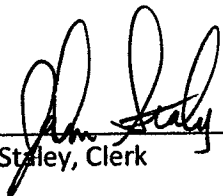
Commissioner Panzer also reported that he met with the architects on the cost of a two sheet ice hockey complex. He is waiting to hear a definitive number on that.

EXECUTIVE SESSION

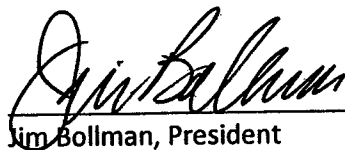
None.

ADJOURNMENT

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



John Staley, Clerk



Jim Bollman, President