

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JUNE 5, 2012**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday June 5, 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 MAY 8 & 22, 2012

A motion was made by Commissioner Panzer to approve the minutes from the May 8 and 22, 2012 Board meetings. Seconded by Commissioner LaDouceur; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

- a. (For action) Potential Lifetime Privilege for Board Members
- b. (For discussion) Red River Valley Gymnastic Contract

A motion was made by Commissioner LaDouceur to approve the additional items for the agenda. Seconded by Commissioner Soeby; motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

JUDY MILAVETZ – LEARNING FAIR DONATION

Judy Milavetz from the North Dakota Association for the Education of Young Children was present to personally thank the Park District for their help with the “Hands-On Learning Fair”. This past April 2,500 – 3,000 people attended. It has been a great success. She wanted to specially thank Superintendent Bill Palmiscno for all his help and Arena Manager Dave Van Vickle for his help with set up, clean up and any trouble shooting that occurred.

Palmiscno accepted the donation of \$100 which has been designated to the children’s activity room at Choice Health & Fitness.

MASONIC PARK DONATION

Roger Schmitz presented the Board with a \$10,000 check from the Masons for the Masonic Park development.

FOR DISCUSSION

PARK DESIGN – KIWANIS AND MASONIC

Superintendent Bill Palmiscno presented the Board with an update on the Kiwanis and Masonic Parks. Both parks are being planned with the Clubs themselves, along with input from neighbors living close to the areas.

The neighbors to the Kiwanis park sight are leaning towards the “Option A” of the handout provided. They like the parking lot located off of 34th Street. The Club liked the 2 entrances shown on “Option B”, but they

want to make sure they don't interfere with the traffic in that area. The 34th Street and 40th Avenue City infrastructure will take place this year. A roundabout is planned for that area. The drawing includes a sidewalk and great lawn open recreation area, picnic shelter, ¼ mile loop trail, youth softball field, restrooms, 14-16 car parking lot and playground areas. Playground equipment will be selected by area kids and will be bid at the end of June, with a possible installation by this fall.

The Masonic Park design may have to be adjusted a bit after a meeting with the engineers takes place. This year is mainly for raising money and next year is when a lot of the development will take place. There will be meetings scheduled with the neighbors on playground equipment.

Director John Staley added that these drawings are just concepts of what is planned for these parks. Everything will be taken to the engineers before proceeding.

C&B FUND UPDATE

Director John Staley updated the Board on the C&B Fund. The excess fund balance over 25% from the 2011 General Fund was discussed to be possibly used towards King's Walk bond prepayment and a few new projects, such as, the match funds for both the Kiwanis and Masonic park development; resurfacing at University; warming houses; maintenance storage building; skateboard park at LaGrave Park; spray park at Optimist Park; picnic shelter and spray park at Lions Park; and excavation of lake at Ryan Park. Superintendents Bill Palmiscno and George Hellyer pointed out that the State Aid monies received were up from last year and are unbudgeted dollars for us to work with.

It was suggested to wait on the spray park at Optimist to see about the Flaatt-Mikkelson Addition land sale. The Lions Club should also be contacted before a picnic shelter or spray park are planned for Lions Park.

RED RIVER VALLEY GYMNASTICS CONTRACT

Director John Staley provided the Board with a draft of the Red River Valley purchase agreement for review. He stated that it can be changed or amended as needed.

Commissioner Soeby would like a dollar amount put in for the value of the "in-kind" from the Park District. Commissioner Panzer suggested we get an appraisal on the land value. Superintendent George Hellyer has contacted the City Assessor and he is to have the information by next week. Staley will contact the Red River Valley Gymnastics Club to have them delay their meeting until after the land has been appraised.

The overall feeling of the Board is that we need to move forward no matter what needs to be done. They want it to be stated in the agreement that if the Red River Valley Gymnastics Club was to disband during the lifetime of the organization, the funds would come to the Grand Forks Parks and Recreation Foundation. As stated in Coalition 92, which was used to raise the money to get them the building, any funds must be given to a nonprofit organization if they disband.

FOR ACTION

RESOLUTION AWARDING CONTRACTS – PARKING LOTS

Melissa Knutson from CPS addressed the Board on awarding the parking lot contracts. The bid tabulation for the maintenance showed Strata Corporation at \$118,365.11 and Opp Construction at \$121,653.90. The improvements bid tabulation showed Strata Corporation at \$517,723.99 and Opp Construction at \$521,329.20.

Superintendent George Hellyer provided the Board with the options of the funds to be used. Bond proceeds, land funds and state aid monies are to be used for the project.

A motion was made by Commissioner Panzer to award both bids to Strata Corporation and pass a resolution awarding contracts. Seconded by Commissioner Soeby; motion carried.

A motion was made by Commissioner Panzer to authorize the use of the Altru Land Fund, the Park Land Fund, and State Aid, up to \$50,000. Seconded by Commissioner Skarperud; motion carried.

A motion was made by Commissioner Panzer to approve the resolution to award contracts for Park Improvement District #2011-01, unit 2-22. Seconded by Commissioner LaDouceur; motion carried.

RESOLUTION FOR FLAAT-MIKKELSON ADDITION – LOT SALE

Superintendent George Hellyer updated the Board on the two lots north of Choice Health & Fitness that are for sale. Our attorney has been consulted on the transfer and sale of Park District owned property. We do have the authority to list it with a real estate agent. He recommends we pass a resolution that has the following terms:

1. Maximum rate of fee, compensation or commission (normal real estate agent fee is 6%).
2. Sale is subject to reject any and all offers determined to be insufficient by the Park District.
3. Property to be listed by way of non-exclusive listing agreement.

Commissioner Skarperud suggested that we offer the sale to interested parties before getting a realtor to sell it for us, which would save the 6% commission to be paid out.

A motion was made by Commissioner Panzer to approve putting the property up for sale with the three terms as presented. Seconded by Commissioner Skarperud; 5 nays; motion denied.

Additional discussion followed. The minimum bid had previously been set at \$245,000. The previous bidders need to be notified that we are open for quotes until June 12th.

A motion was made by Commissioner Panzer to approve the pre-listing sale of the two lots by owner until June 12, 2012. If unable to sell by June 12th, to pass a resolution with the three items listed effective as soon as possible with Crary. Minimum listing price for both lots to be determined by agent and owner. Seconded by Commissioner Skarperud; motion carried.

GOLF PRO COMPENSATION

Galen Cariveau presented the Board with a copy of the job description created for the Golf Pro position. The position has a guaranteed base salary, same as for other employees of the Grand Forks Park District. A market study was done to make sure the position was comparable to like positions. This employee will now be on insurance benefits. This position is figured on a 12 month basis with 9 months working 6-day weeks and no paid holidays off; the position will be able to take time off the remaining 3 months. The Golf Pro will be able to earn merits on sales at both Lincoln and King's Walk Golf Courses.

Director John Staley, Superintendent George Hellyer, and Golf Pro Dan Tannahill have met and all agreed on the job position as written. Galen Cariveau recommends approving the job description retroactive to January 1, 2012.

A motion was made by Commissioner Soeby to approve the Golf Pro compensation package as presented, retroactive to January 1, 2012. Seconded by Commissioner Skarperud; motion carried.

POTENTIAL LIFETIME PRIVILEGE FOR BOARD MEMBERS

Commissioner Soeby addressed the rest of the Board with the possibility for Board members, at the completion of their term, to be granted lifetime golf and fitness privileges for both them and their spouse.

The Board member will need to have served on the Board for at least six years. If a Board member has served less than the six year minimum, he or she will be granted the privileges one year for each year served. This offer should also apply to previous Board members who qualify.

A motion was made by Commissioner Soeby to approve the Board member privilege as discussed. Seconded by Commissioner LaDouceur; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR MAY 2012

A motion was made by Commissioner Panzer to approve the bills for May in the amount of \$518,436.38 for the Park District. Seconded by Commissioner Skarperud; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno reported summer programs have started. Elks Pool is open and Riverside Pool will open tomorrow. A picnic shelter is being built at Kraft Field. Hockey boards have been taken down and the park maintenance crew is on their regular summer schedule.

General Manager Cam Tweten reported 54 memberships sold for Center Court Fitness Club and 61 memberships canceled in May. He announced that four new full-time positions have now been filled and all positions will begin June 18th. The new employees are Danielle Bratvold, Membership Associate; Michele Kjelshus, Membership Associate; Lisa Rollefstad, Aquatics Coordinator; and Justin Johnson, Sports Coordinator. He will have job descriptions for the additional full-time budgeted positions at the next meeting. These positions are for a Maintenance Coordinator, Maintenance Assistant and two Tennis Pros. Choice letters are being sent out this week to members with updates on Choice Health & Fitness and explaining the new charging policy. It was also mentioned that one of the racquetball courts at Choice Health & Fitness will be named in recognition of Cam Tweten. Tweten also updated the Board on the programming schedule for the summer.

Superintendent George Hellyer reported that our IT agreement with Insight Technologies ends August 1, 2012 and if we decide not to renew the contract, we would need to give them a 30-day notice. Hellyer and Accounting Manager Jeff Lancaster are looking into other services available.

Director John Staley asked the Board if anything needs to be done on public awareness of the Measure 2 facts before the election. This measure is of a big concern since 36% of our funding comes from property taxes. The Board's feeling on this is to say nothing at this point. He also updated the Board on the use of Lions Park by the New Americans for their soccer games. They have been using Bringewatt Park for the last two years, but that park was designed for younger players. They will hold their International Day Event on June 16th at Lions Park. Bigger nets, bigger fields, irrigation and a bigger shelter are planned for Lions Park. Superintendent Bill Palmiscno added that Pro Dog Security has been hired to help out with recent vandalism at a few of our parks. Staley also announced that the campaign for the new ice arena is going very well.

King's Walk Golf report showed 4,329 rounds of golf for May 2012. It also showed 328 memberships sold to date. Lincoln Golf report showed 3,410 rounds of golf for May 2012.

Forestry reported 89 request calls answered, along with 361 trees pruned, 43 non DED removals, 21 stumps removed, 420 trees planted, with 16 days spent on watering and 5 days on mulching. Emerald Ash Borer traps have been set up throughout the city with the ND Department of Agriculture. The crew also participated in the State Emerald Ash Borer Awareness Week.

BOARD MEMBERS' REPORTS

Commissioner Soeby gave an update on the Achieve Grant progress. Century School will now have a raised-bed garden along with a rain barrel placed on their property to catch the rain off the roof. This will allow people in wheel chairs to help with the garden. The food produced will be able to be used within the school system. Three more gardens are located out at the Old Dutch Tree Farm for the Just For Fun Program. A survey is also planned to be taken with Summerthing attendees and King's Walk members on providing tobacco-free park areas.

Commissioner Skarperud expressed his thanks to Commissioner Bollman for all he has done for both him personally and the Board over the years.

Commissioner LaDouceur asked that the July Board meeting be changed to Tuesday, July 10th due to the July 4th Holiday; everyone was in agreement. He congratulated Cam Tweten on having one of the racquetball courts at Choice Health & Fitness named in his recognition. He also expressed his thanks to Commission Bollman for his service on the Board and reminisced on some past experiences.

Commissioner Panzer expressed his thanks to Commissioner Bollman, on behalf of the Board, the Park District employees, and the community, for everything he has done. He presented Commissioner Jim Bollman with a plaque for his years of dedication to the Grand Forks Park District and the community. Bollman served on the Board from 1996 to 2012.

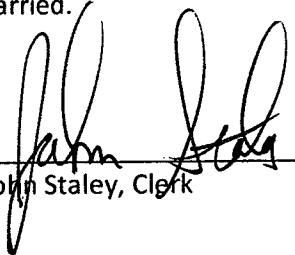
Commissioner Bollman stated that 16 years is quite a while and he would do it all over again, but it is time to move on and let the next generation take over. He said it has been a pleasure to serve on the Board and expressed that he can't thank the Park District staff and fellow Board members enough for everything. He brought up a few of his more memorable moments, such as, having to move out during the 1997 flood and dealing with the loss of his mom at the same time. He returned home to find that his basement had been power washed. He expressed that it has been fun and he has learned so much!

EXECUTIVE SESSION

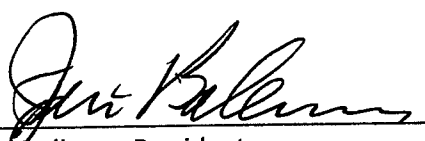
None.

ADJOURNMENT

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



John Staley, Clerk



Jim Bollman, President