

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MAY 7, 2013**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, May 7, 2013, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Barta, Panzer, Skarperud, and Soeby. Commissioner LaDouceur was not present. Commissioner Soeby left meeting @ 5:50 p.m.

APPROVAL OF MINUTES FROM APRIL 2 & 25, 2013

A motion was made by Commissioner Soeby to approve the minutes from the April 2 and 25, 2013 Board meetings. Seconded by Commissioner Barta; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

A motion was made by Commissioner Skarperud to add EAPC Tennis Courts Proposal for Choice Health & Fitness to the agenda for discussion. Seconded by Commissioner Soeby; motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

SPECIAL PRESENTATION

Representatives from the three local Lions Club groups presented the Board with donations to go towards the building of a shelter to be located at Lions Park.

FOR DISCUSSION

VERIZON SITE PROPOSALS

Superintendent Palmiscno provided the Board with the proposals from Verizon Wireless for tower locations. They are interested in leasing space for their towers, along with small buildings to house their equipment. One of the proposed sites is for Kraft Field and the other is for either Choice Health & Fitness area or Optimist Park.

Each site would yield an annual rent of approximately \$10,000 for the Park District with an increase of 2% each year. The lease term would be 25 years. Towers need to be 150 feet from nearby homes.

The Optimist Park site is no longer being considered and the Board also said no to the Choice Health & Fitness site. A site at Ulland will be proposed to Verizon instead. A light post could be replaced by the tower at Kraft Field. Palmiscno will follow up with Verizon Wireless and bring back a proposal for approval.

PRO DOG SECURITY PRESENTATION

Keith Rowan, owner of Pro Dog Security, was present to update the Board on what exactly takes place while patrolling park areas. They currently have six vehicles patrolling three days per week, along with their K-9 dogs. They also provide ongoing training to their employees on self defense and conflict/respect.

Superintendent Palmiscno just wanted to make the Board aware of what is being provided at this time for both regular hours and special events. This would be the level of professionalism to follow if quotes are sought.

UPDATE ON STRATEGIC PLANNER SELECTION

Director Staley updated the Board on the two firms who submitted RFP's on the Strategic Master Plan. SRF Consulting Group, Inc. will be here on June 7, 2013 with their team for an interview at their expense. Commissioner Soeby stated that Heller and Heller Consulting, Inc. will also be scheduling an interview here at their expense.

UPDATE ON 2013 CAPITAL PROJECTS

Superintendent Palmiscno updated the Board on the 2013 Spring/Summer C&B Project list. Eagles Arena floor will be completed no later than November 1st. Choice Health & Fitness Spray Park bid opening will take place on May 31st. Choice Health & Fitness playground installation will be starting soon – equipment was bought with a Sertoma Club donation. Masonic Park improvement plans have been submitted to the City for approval. Playground equipment for Masonic Park has been ordered and a shelter is to be built by the Masons. Kiwanis Park sidewalks and playground are scheduled for this summer. Opp Construction is working on Lions Park irrigation and the Lions Club will be building the shelter. Nothing has been done on the Park District Office painting and fencing to date. The Golf Committee is still deciding on the King's Walk patio. Commissioner Skarperud suggested building a deck above the windows at King's Walk instead. The Lincoln Golf cart paths have gotten the approval from the Corp of Engineers – we still need to get quotes.

Director Staley reported that there may be monies through the ND Game and Fish Department for the Ryan Park Lake dredging to be done this fall. The cost is estimated at \$175,000. They would like to use a mat instead of riprap rock. The Board would like to see the mat beforehand.

EAPC TENNIS COURTS PROPOSAL

Superintendent Tweten reported that EAPC is working on specs for the Choice Health & Fitness outdoor tennis courts. EAPC would donate their services as part of a settlement on the remaining Choice Health & Fitness items. Commissioner Panzer noted that he is very disappointed with the handling of some of the issues at the Choice Health & Fitness facility, but this would be a good way to move forward.

EAPC will provide design documents for bidding/pricing the tennis courts in three packages: 1) Concrete Slab for Courts. This will include site prep, gravel base, concrete slab, final grading and seeding. 2) Cyclone fencing. 3) Tennis Court Equipment and Surface. This package will include tennis court poles, nets, control joint prep-sealant, and two two-tone colored surfaces.

EAPC would like recognition at the outdoor tennis court area – details to be worked out.

A motion was made by Commissioner Soeby to accept EAPC's outdoor tennis proposal as presented. In addition, the Park District will pay the remaining \$10,000 for services at Choice Health & Fitness. Seconded by Commissioner Skarperud; motion carried.

FOR ACTION

ADD STAFF POSITION – CHOICE HEALTH & FITNESS

Superintendent Tweten stated that in order for Choice Health & Fitness to meet the needs of their growing customers, they are pursuing the option of adding a full time position of a Customer Service Coordinator. This would not be a straight add of salary since part-time front desk hours will be reduced by about 30 hours per week. An employee who works in the business office is interested in the Customer Service Coordinator position. The business office position would need to be filled. Estimated additional cost of these changes would be about \$10,000 plus benefits.

A motion was made by Commissioner Barta to accept Superintendent Tweten's proposal to add the new full-time staff position of Customer Service Coordinator at Choice Health & Fitness. Seconded by Commissioner Skarperud; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR APRIL 2013

A motion was made by Commissioner Skarperud, as per Commissioner LaDouceur, to approve the bills for April in the amount of \$662,116.71 for the Park District. Seconded by Commissioner Barta; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno provided the Board with an overview of the recreation schedule, along with an update of the Park Maintenance department. Sunflake Soccer will have a short season because of the late start. Knight for a Princess was successful once again. Baseball/Softball will begin on May 30th, and Elks Pool will open May 31st. Lincoln Golf Course is drying out good. The Parks crew has started flood cleanup. Outdoor tennis court nets are up.

Superintendent Cam Tweten provided the Board with an upcoming events schedule, which included a new youth photography class. Summer hours will begin on May 28th and run through Labor Day weekend. Memberships grew from March to April which is fantastic news for that time of year. The parking lot at Choice Health & Fitness is in need of restriping – proper markings are needed in all areas, including curbs, in order to be able to allow enforcement of a parking policy when set. Commissioner Skarperud asked if we could also paint the fire lane lines and get rid of the cones at King's Walk.

King's Walk Golf report showed 579 rounds of golf sold through April of this year. It also showed 218 memberships sold to date. Lincoln Golf report showed no activity for 2013.

Forestry reported 52 request calls answered, along with 823 trees pruned, and 77 non DED trees removed. Forestry crew has completed its firewood survey. The greenhouse has been put up at Old Dutch. Arbor Day is scheduled for May 16th at LaFave Park in East Grand Forks.

BOARD MEMBERS' REPORTS

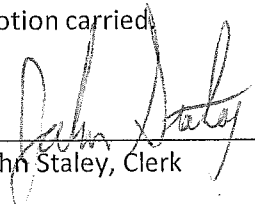
Commissioner Skarperud made the rest of the Board and staff aware of a discussion that took place at the last Grand Forks Parks and Recreation Foundation Board meeting on our ongoing projects. The Foundation Board is very concerned about focusing on the two projects that are in progress at this time, the ice facility and baseball/softball complex, before starting anything else. They ask that we do not take on any additional projects at this time. The rest of the Board present was in agreement. Director Staley agrees, but added that when master planning for the future, you do need to listen to the different ideas in order to plan ahead and allow space for future projects.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Commissioner Skarperud at 6:00 p.m. to adjourn. Seconded by Commissioner Barta; motion carried.



John Staley, Clerk



Jay Panzer, President