

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JANUARY 8, 2013**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, January 8, 2013, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners LaDouceur, Panzer, Skarperud and Soeby. Commissioner Barta was not present.

APPROVAL OF MINUTES FROM DECEMBER 4, 2012

A motion was made by Commissioner Skarperud to approve the minutes from the December 4, 2012 Board meeting. Seconded by Commissioner LaDouceur; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

MASONIC PARK

A motion was made by Commissioner LaDouceur to add "Masonic Park" under "for discussion (h)". Seconded by Commissioner Soeby; motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

BOAT HOUSE

Andy Magness was present with a revised proposal to present to the Board.

A motion was made by Commissioner Soeby to add "Boat House" under "for discussion (a-a)". Seconded by Commissioner LaDouceur; motion carried.

FOR DISCUSSION

BOAT HOUSE – GROUND UP ADVENTURES

Andy Magness, spokesperson for Ground UP adventures (GUP), brought forth a revised proposal for the Board to consider.

GUP would like the Board to appoint a representative to attend a meeting involving the City, the Park District, and GUP. He will be making the same request from the Safety Service Committee next week.

GUP has also looked into the liability piece of the agreement and has decided that is cost feasible for them to purchase, maintain and carry their own liability insurance policy for the activities at the Boat House.

Magness stated that, at this time, the City is unsure whether they can lease the land to a private organization or if it will have to be leased through the Park District.

GUP is also looking for support from the Park District with activity/programming scheduling and public awareness of those programs. This would help the organization with building the programs.

Commissioner Soeby volunteered to sit on the Committee, as requested.

UPDATE FROM SPROUTS CAFÉ

Not present.

UPDATE ON NEW SMOKING LAW

Theresa Knox was present from the Health Department to help explain the new smoking ordinance that went into effect on December 7th. This is an update to the one that was already in place in order to be in compliance with the ordinance passed by the State of North Dakota. Theresa just gave a quick overview highlighting points that the Park District should be aware of concerning outdoor sporting events. Among the other changes was the distance that you must be from a building to smoke changed from 15' to 20', with signage required at all entrances. E-cigarettes are also not allowed. Smoking is not allowed in vehicles used for employment and signage must be visible from the outside. Samples of signage can be found on breathend.com. Employees must also be informed on changes to the ordinance.

The Board would like the Park District to take a look at our buildings to see where signs are needed, along with the vehicles, and update where needed.

At present, compliance with the law is complaint driven. The law is very gray as far as it relates to outdoor parks and sports areas. Changes take time, but people will self-police themselves. The social norm will change along with awareness. Information is available to help with the transition.

The Board just asked that the staff work on getting signage up to help with public awareness.

RFP FOR PARK MASTER PLANNING

Director John Staley provided the Board with samples of RFP's from both Bismarck and Williston, for park planning services. Each represented two different types of approaches. He asked the Board to review the samples and report back to him with their thoughts as they pertain to the two different approaches. Staley will model our RFP after the elements of priority furnished by the Board members and staff.

Brad Gengler, City Planner was present to explain the Future Land Use Plan that the City follows. The City's plan follows basically the same format, only on a broader basis and is updated every five years. He is very interested in working with the Park District on the development of a plan as it pertains to the City's plans for the future. He feels it is very important for whoever the Park District hires to develop our plan to actively work with the City to help parallel the plan to theirs, as far as land development. Gengler would also like to see the School District develop a similar plan. The Board expressed that it is important to coordinate the planning with the City.

Commissioner Soeby pointed out that the Williston RFP does not cover health. Director Staley did contact GreenPlay and they do offer that service. Williston Park District just did not contract for that component.

Staley will get an RFP for Park Master Planning out as soon as available.

KIWANIS PARK UPDATE

Director Staley provided updated plans for Kiwanis Park. The storm water pond has been redesigned to help provide screening for the neighborhood. Planning and Zoning is still working on the development. The School District will be purchasing some of the land with Useldinger donating some land.

Staley will get an updated draft out as soon as it is available.

REVIEW OF PROPOSED 2013 C&B PROJECTS

Director John Staley provided the Board with a list of potential C&B projects. The carryover dollars from our operation funds could be utilized for projects. Some of the projects could also be covered through special assessments.

A discussion followed on the priority order of projects and dollars to go towards the King's Walk bond debt.

The Board would like the staff to go through the list and put in priority order to better decide on projects to be completed. Superintendent Bill Palmiscno will meet with staff and provide updated list when available.

CONSIDERATION OF CONTRACT FOR ESTIMATING THE VETERANS' MEMORIAL PARK CONSTRUCTION

Director John Staley addressed the Board on the contract for estimating the Veterans' Memorial Park construction. John Hanson was present with an update on the Veterans' Memorial Park fund raising. He also asked for Board approval on their design fee proposal from EAPC for \$600.

The Board thought everything looked good. Contract was left with Director Staley.

457 DEFERRED COMPENSATION OPTIONS

Superintendent George Hellyer and Commissioner Panzer provided information on switching from Nationwide Retirement Solutions to Great-West Retirement Services because of the relationship termination between Nationwide Retirement Solutions and the United States Conference of Mayors (USCM) effective 9/30/12. USCM has negotiated a new relationship with Great-West Retirement Services and is recommending that we transfer our deferred compensation retirement program from Nationwide Retirement Solutions to Great-West Retirement Services. The negotiations with Great-West offer no administrative fees for plans with more than \$500,000 in total assets so more of the employees' dollars will go toward their retirement savings, along with, an expanded lineup of quality investment options. There are 26 employees currently participating in the plan. A Board discussion followed. Commissioner Panzer stated that Great-West Retirement Services is very well qualified. Great-West is the number one provider of 457 plans in the United States and offers "Best in Class" Plan Sponsor Services.

A motion was made by Commissioner Skarperud to switch from Nationwide Retirement Solutions to Great-West Retirement Services. Seconded by Commissioner Soeby; motion carried.

MASONIC PARK

Commissioner Panzer and Director Staley reported on their meeting with the Masons on their park development. The Masons want to begin the development of Masonic Park this summer. A site plan and letter of intent were available for review. They would like the endorsement from the Board on the plan, as outlined, including the fund raising campaign. They would also like the neighborhood kids to help design the playground. Superintendent Bill Palmiscno will help them with this. The site plan includes an area for a shelter. A parking lot needs to be located close to the shelter and, it was decided that, this would be the Park District's responsibility. They would like to be given a timetable on the installation of this parking lot. Palmiscno will check with CPS on pricing.

The Board gave their go ahead for the project to continue as planned.

FOR ACTION

AWARD FLOWER BID

Forestry Operations Manager Mike Fugazzi presented the Board with the 2013 annual flower bid results. The flower bids were mailed to eight different area greenhouses and a legal ad was placed in the Grand Forks Herald.

There were two bids received, with Bergen's Greenhouse from Detroit Lakes coming in 10% lower than All Season's Garden Center of Grand Forks. Horticulturist Melissa Grafenauer is familiar with both companies and would be satisfied with whichever bid the Board decides to accept.

A motion was made by Commissioner LaDouceur to accept the bid from Bergen's Greenhouse at \$5,940.00. Seconded by Commissioner Soeby; motion carried.

DESIGNATE BANK DEPOSITORIES FOR 2013

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 2013. These banks are Alerus Financial, Bremer Bank, Choice Financial and The Bank of New York Mellon Trust Company.

A motion was made by Commissioner Soeby to approve the same bank depositories as used in 2012 as the designated bank depositories, which include, Alerus Financial, Bremer Bank, Choice Financial, and The Bank of New York Mellon Trust Company. Seconded by Commissioner Skarperud, motion carried.

DESIGNATE OFFICIAL NEWSPAPER FOR 2013

Superintendent George Hellyer addressed the Board with the annual designation of official newspaper. Every January the Park District needs to designate the official newspaper. In previous years, this has been the Grand Forks Herald.

A motion was made by Commissioner Soeby to approve the Grand Forks Herald as the official designated newspaper for 2013. Seconded by Commissioner Skarperud; motion carried.

NEW ARENA ARCHITECT CONTRACT

The new arena architect contract with ICON Architect Group, LLC needs to be finalized. Dick Olson has looked over the contract and it is a standard contract with percentages figured on project size. This contract has been set at 7%.

A motion was made by Commissioner Soeby to approve the new arena architect contract with ICON as presented. Seconded by Commissioner Skarperud; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

A discussion took place about the possibility of paying off the Community Foundation fee, related to Choice Health & Fitness, early. Commissioner Skarperud will visit with the Community Foundation Board.

BILLS TO BE APPROVED FOR DECEMBER 2012

A motion was made by Commissioner LaDouceur to approve the bills for December in the amount of \$920,252.58 for the Park District. Seconded by Commissioner Skarperud; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno provided the Board with upcoming recreational events, which include, Pack the Park, Late Nite Skate at University Park, and the Winter Classic for Termites and Mites. Santa Village went well again this year. The outdoor rinks are being maintained, along with, parking lots. Ski Trails have not been groomed. We need at least 4 – 6 inches of snow before they can be groomed.

General Manager Cam Tweten reported on the accumulative membership overview of Choice Health & Fitness. Joint membership with the YMCA is at 11,818 members, which is 20% of the population of Grand Forks and East Grand Forks. He brought up an issue with unfilled job positions from a few months ago. The Maintenance Assistant position was not filled. With the traffic being as heavy as it is, he would like to fill a new position of Night Supervisor and Weekend Supervisor. This position would relieve some of the hours now put in by present full-time staff. Tweten does have a person on staff that he would like to recommend for this pilot position to be shared with Tennis to help save money. It would be a one year pilot position. He will forward a copy of the position description to Board members to review.

Forestry reported 10 request calls answered, along with 337 trees pruned, 2 non DED removals, and 1 day on snow removal.

BOARD MEMBERS' REPORTS

Commissioner Skarperud had a request on the scholarship program to include some hotel and travel expense along with program fees. The Board felt this would be hard to coordinate.

Commissioner LaDouceur had been contacted on the set up of the concession upstairs at the Purpur Arena. Superintendent Palmiscno will look into moving the tills and equipment to help with traffic flow.

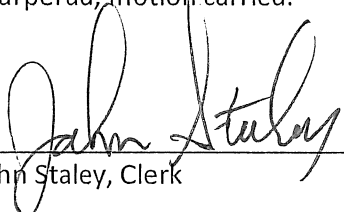
Commissioner Panzer added that he and Director John Staley did meet with Tim Crary on the fact that we have been approached on the sale of the land north of Choice Health & Fitness. This is land that was gifted to us and we just wanted to make sure that he was fine with the Park District possibly selling part of it. We also wanted him to know how appreciative we are of his generosity. Panzer also questioned the due date of February 15th on bids to be received for marketing rights. Superintendent Bill Palmiscno will look at moving it up a week, if possible.

EXECUTIVE SESSION

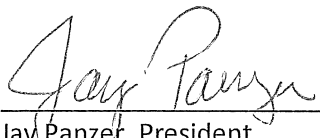
None.

ADJOURNMENT

A motion was made by Commissioner LaDouceur at 6:40 p.m. to adjourn. Seconded by Commissioner Skarperud; motion carried.



John Staley, Clerk



Jay Panzer, President