

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 4, 2012**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, December 4, 2012, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Barta, LaDouceur, Panzer, Skarperud and Soeby. Barta dismissed himself at 6:00 p.m.

APPROVAL OF MINUTES FROM NOVEMBER 6, 2012

A motion was made by Commissioner Barta to approve the minutes from the November 6, 2012 Board meeting. Seconded by Commissioner Skarperud; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

For Discussion (F) – Funding Donor Awards

A motion was made by Commissioner Skarperud to add “Funding Donor Awards” under “for discussion”. Seconded by Commissioner Soeby; motion carried.

For Action (E) – New Smoking Band Impacts

A motion was made by Commissioner Soeby to add “New Smoking Band Impacts” under “for action”. Seconded by Commissioner Barta; motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

The Kvidt Family presented the Board with a \$10,000 check from the Dewey Kvidt Memorial Duathlon.

FOR DISCUSSION

MEMORIAL AT OPTIMIST PARK FOR LAW ENFORCEMENT

Sheriff Bob Rost requested authorization to seek a design for a permanent structure, to be located at Optimist Park to honor fallen officers. The structure will display the US, Canadian, North Dakota, and Minnesota flags along with the names of the fallen officers from North Dakota and Northwestern Minnesota.

The site will be built as close to the parking lot as possible. The site is large enough to hold people for the law enforcement memorial service held on May 15th each year.

Sheriff Rost has met with the Optimist Club Board and they have approved his request to put the memorial in Optimist Park pending the Grand Forks Park Board approval. Director John Staley would like to look at the location of the proposed memorial.

The plan, if approved, would be to have the art department at UND design the memorial to blend in with the park. Electricity would also be needed to provide lighting for the flags to be displayed.

The Board gave their approval to seek a design, but would like to see the design before the work is done.

BOAT HOUSE – GROUND UP ADVENTURES

Andy Magness, spokesperson for Ground UP adventures (GUP), sought the Park Districts support for maintaining the building, providing staffing and assisting with start-up costs of a boathouse on the Red River. This nonprofit group encourages non-motorized uses of the river, such as, canoeing, kayaking and stand-up paddle boarding. The only place to rent this equipment, at present, is at UND. The organization plans on working with community groups and Choice Health & Fitness to provide training to the public, along with, students from local schools.

This facility would be seasonal and would only be open from mid-May through September. The boathouse would be a moveable structure and would be moved during flood season. The Army Corps has already approved the building of a moveable structure. The preferred site for the boathouse to be located is in the Central High School overflow parking lot near the Demers Bridge.

Requirements: Possible need for porta-johns, path to river needs slight improvement, floating dock for canoe access, possible extension of parking lot slab depending on final location, and some way to transport equipment for training. Start-up costs are estimated at \$26,000 - \$77,000. Projected annual operating costs including utilities, porta john, boathouse relocation and storage, dock relocation and storage, building maintenance, staffing and eventually a programs director are estimated at around \$14,000 plus relocation/storage costs.

The boathouse would also offer bike rentals for biking on the Greenway. The Ski & Bike Shop will provide the bikes along with maintenance of the bikes. The revenue from these rentals is to be used to pay the attendant first and then for programming to be offered by GUP.

GUP has already met the City of Grand Forks and the City gave their preliminary approval. The City would like the Park District's involvement in the project for long-term stability. The City of Grand Forks owns the land and would lease the land to the Park District for a sum of \$1.00 per year. The City would also be willing to provide some of the start-up funding for the project.

The proposal states that the Park District would own and maintain the building, move and store the building, provide staffing (one attendant) during open hours, possibly assist with start-up costs, and collaborate with GUP.

GUP would raise any private funds needed for the project; provide training for attendants; purchase and provide all equipment for the boathouse; create, provide, manage, and staff programming for the boathouse; cover the annual compensation (or some agreed upon portion of it) for the attendant that services the boat house during normal operating hours; and to collaborate with the Park District on marketing/advertising.

The Board expressed their concern about the safety and liability for the Park District. A Board member of GUP, who is also a lawyer, stated that the Park District would not be liable for the river itself, but could be liable for defective equipment, etc. A waiver would be signed by all participants before usage.

The Board needs more time to look over the proposal and discuss involvement in the project. Director John Staley stated that management of a project like this would be big. The club could possibly manage the building along with the programming. The building would be located on the Greenway, so the City should be involved with the project.

KIWANIS PARK DESIGN

Director John Staley provided information on the proposal to reconfigure the boundaries of Kiwanis Park. A request has been submitted to the Planning and Zoning Commission. To adapt to some recent recommendations on storm water holding ponds and co-location with a potential future school, the parks

boundaries could be adjusted to better coordinate with the other functions. The plan uses the same acreage, except the 3 acres that will go to the School District. The roundabout was also taken out. The school will provide a restroom with outside access. The playground will be located close to school for usage during recess. The School Board has not seen the plan yet.

STRATEGIC PLANNING

A copy of the Waukegan Park District's Strategic Plan was made available for review. Commissioner Soeby had been made aware of the plan at the National Parks & Recreation Conference. Representatives from Williston stated that they have also developed a strategic plan that they use daily.

Director John Staley stated that Williston developed their strategic plan along with a feasibility study and that it has been very effective when working with the public. Community and Focus groups come together to form this plan, which makes a very positive impact.

Commissioner Panzer stated that an RFP would be needed to get a price to see if this is possible at this time. Commissioner Soeby also stated that we need to look at the whole community, not just the Park District.

The Board gave their approval to check on firms for the study.

GENERAL FUND TRANSFER

Superintendent George Hellyer stated that the auditors recommend between 15 – 25% General Fund carryover. The Board has previously discussed the option of transferring the General Fund cash balance in excess of 25% of a year's expenditures toward other capital projects or paying ahead on bonds. Based on estimated 12/31/12 balances, \$350,000 would be the available transfer.

Hellyer provided three options, with explanations, for the transfer. Funds could be transferred to King's Walk or to C & B, or a combination of both. They could also be left in the General Fund. A C&B 10 year forecast was also made available. If funds are moved into King's Walk to help with bond payments, they would be earmarked for that purpose.

The Board decided to leave the overage in the General Fund at this time.

FUNDING DONOR AWARDS

A discussion took place on funding donor awards that the Park District provides to those who donate to Park and Recreation Foundation projects. This event is held to compliment donors and give recognition of their generosity.

The Board wants final numbers to decide on coverage of event costs.

FOR ACTION

GRAND FORKS COUNTY VETERANS' MEMORIAL PARK

Second reading took place of preliminary approval of the renaming of Richards West Park to the Grand Forks County Veterans' Memorial Park.

A motion was made by Commissioner Soeby to approve the renaming of Richards West Park to the Grand Forks County Veterans' Memorial Park. Seconded by Commissioner LaDouceur; motion carried.

AWARD 2013 ULLAND GRANTS

Superintendent Bill Palmiscno presented the Board with the 2013 Ulland Grant Requests, along with amount to be awarded. Total grants to be awarded are \$9,990.

A motion was made by Commissioner Soeby to award the 2013 Ulland Grants as listed. Seconded by Commissioner Skarperud; motion carried.

2013 COMPENSATION

Galen Cariveau with UND Workforce Development presented the Board with his recommendation for 2013 salary adjustments for the 52 fulltime positions at the Park District.

5% increase for salaries has been budgeted for 2013, same as last year. Of the 5% increase, 2% would go for COLA, 2% for market adjustments (90% at present to 94% for 2013), and 1% for merits. Galen would like to see 0.2% moved to merit point bonuses from the market adjustments, if needed. It was stated that 0.2% is equal to about \$5,000.

A motion was made by Commissioner LaDouceur to approve the 2013 Compensation Plan as presented, along with, 0.2% to be added to merit bonuses, if needed. Seconded by Commissioner Soeby; motion carried.

AWARD CHIPPER BID

Forestry Operations Manager Mike Fugazzi presented the Board with the brush chipper bid results. He recommends the Board to consider Bandit Industries bid of \$30,178.05 with trade. This bid meets all specifications and is within the amount budgeted in the 2013 budget.

A motion was made by Commissioner LaDouceur to award the bid to Bandit Industries as presented, with trade. Seconded by Commissioner Skarperud; motion carried.

NEW SMOKING BAN IMPACTS

Commissioner Soeby has been in contact with Haley Thorson from the Health Department on the new North Dakota smoking ban which is to be adopted by the City as an ordinance, sooner than expected.

Soeby recommends us to be proactive and to write policy to be tobacco free and not just smoke free.

A Board discussion took place on how this would affect our sports complexes, ball parks, etc. and how it would be enforced. If this is made a City Ordinance, the enforcement would be the responsibility of the Police Department. Commissioner Panzer felt the best thing to do at this point is to just follow the no smoking ban passed for the state of North Dakota.

No motion was made at this time.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR NOVEMBER 2012

A motion was made by Commissioner LaDouceur to approve the bills for November in the amount of \$453,622.64 for the Park District. Seconded by Commissioner Soeby; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno provided the Board with the recreation schedule for December and he also reported that Santa Village rentals began November 26th. Outdoor rink flooding was started, but due to the weather, will start again next week. Parks department also helped set up Santa Village. The Hockey Association is going well.

Superintendent George Hellyer stated that the first Tuesday in January is the 1st and suggested we move the January Board meeting to Tuesday, January 8, 2013. The Board agreed.

General Manager Cam Tweten reported on the membership overview at Choice Health & Fitness. Joint memberships with the Altru Family YMCA are at 4,646, or 19% of the community. This totals 11,367 participants, which includes a high percentage of families. The Silver Sneaker program has 237 people which are not included in the totals because they are funded by a Medicare supplement program. Tweten will check with contractors on utility usage to better control electrical costs.

Forestry reported 26 request calls answered, along with 787 trees pruned, 9 non DED removals, and 15 stumps removed, 2 days were also spent decorating Santa Village and King's Walk.

BOARD MEMBERS' REPORTS

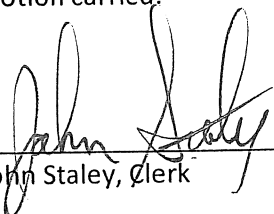
Commissioner LaDouceur wanted to verify that two people are now at the Choice Health & Fitness front desk for check-ins. Cam confirmed that this has been done and soon there will be two computers for point-of-sales. Choice Health & Fitness has activated their door alarms also. LaDouceur also had someone inquire about making it mandatory for kids to wear helmets at the outdoor rinks. It was suggested to have signs placed at the outdoor rinks stating that helmets are recommended and that the Park District is not liable for injuries. Superintendent Bill Palmiscno will check with the Fargo Park District to see what they do.

EXECUTIVE SESSION

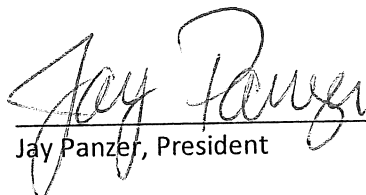
None.

ADJOURNMENT

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



John Staley, Clerk



Jay Panzer, President