

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

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Thursday, February 7, 2013, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Barta, Panzer, Skarperud and Soeby. However, Commissioner Skarperud left the meeting at 6:12 p.m. Commissioner LaDouceur was not present.

APPROVAL OF MINUTES FROM JANUARY 8, 2013

A motion was made by Commissioner Skarperud to approve the minutes from the January 8, 2013 Board meeting. Seconded by Commissioner Barta; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

PAVEMENT TURNAROUND EASEMENT FOR CITY OF GRAND FORKS

A motion was made by Commissioner Skarperud to add "Pavement Turnaround Easement for City of Grand Forks" under "for action". Seconded by Commissioner Soeby; motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

PRESENTATION BY GLOBAL FRIENDS COALITION

Cynthia Shabb and Loseni Bility were present from Global Friends Coalition and Team United to make the Board aware of the improvements they would like to see made to the adult size soccer field and surrounding area at Lions Park. They had met with Director John Staley, Superintendent Bill Palmiscno, and Parks Operations Manager Rick Ziegelmann to discuss these improvements.

Among the improvements listed were: Irrigating Lions Park soccer field to reach the standard of the fields at Bringewatt Park; larger trees planted to provide shade; larger shelter, with grill, near North end of soccer field; and two soccer fields to allow four teams to play simultaneously.

The Park District staff will try to seek funding to work on improvements at Lions Park. Superintendent Palmiscno stated that it would be hard to have a second field at that location because it would take away from the space provided for baseball. There is a double field complex at Soccer Bowl to be used for tournaments.

Director Staley thanked them for being so flexible and working with the Park District on this.

REVIEW C&B PROJECTS FOR 2013

The Board reviewed the prioritized C&B projects list provided by the staff. Projects listed included: Bringewatt shelter renovation; Choice Health & Fitness outdoor tennis courts; Cox warming house improvements; Lincoln Maintenance shop expansion; Lions shelter and irrigation; Office computer hardware/servers, painting, and fence; and parking lots at Kiwanis and Masonic Parks.

The General Fund carryover from 2012 along with the State Aid dollars could be used to cover project costs. Parking lots at Kiwanis and Masonic Parks could be covered through Special Assessments. The remaining dollars should go towards the King's Walk debt.

Commissioner Skarperud would like to see Ryan Lake completed. Director Staley will check with Scott from the North Dakota Game & Fish. The Board would also like to see the lake dredged as soon as possible. Payment options for the various projects will be provided at the next Board meeting.

PERMISSION TO BID CHOICE HEALTH & FITNESS SPRAY PARK

Funds for the Choice Health & Fitness spray park would come from the nearby land sale. The location of the spray park would have access to water from the pool maintenance room. There will also be a playground located outside the door of the daycare. This playground will be geared towards 2 – 5 year olds and will be fenced in. Commissioners Soeby and Barta would like this playground to have some unique design or theme to it.

The staff is in the process of get pricing for bids. There has been some interest shown for sponsorship of the playground, but nothing definite yet. The Board gave the project their go ahead.

PERMISSION TO BID PARK/GOLF EQUIPMENT

Superintendent Palmiscno asked the Board for their permission to bid Park and Golf equipment needed. This does include a mower with a grass catcher for Choice Health & Fitness. All equipment has been budgeted in the operation budgets for 2013.

The Board gave their go ahead to seek bids for equipment listed.

REPORT ON RFQ FOR ICE ARENA CM

RFQ is to select a firm as construction manager for the ice arena project. While we have not raised enough funds to begin the project, Director Staley and the Hockey Committee recommend selecting a CM at risk, to help with estimating the cost of the project and using value engineering techniques to reduce the cost of the project as much as possible. The thought is that there would be a preliminary contract that would pay them only for their work on the preliminary design and cost estimating of the project. Should the project go forward, a second contract would then be created.

ICON has been hired as the project architect and they are getting pricing on the steel building, with a 90 day guarantee. With the CM there would be two sets of eyes trying to hold the cost down. RFQs are due on February 25th.

Commissioner Soeby would like concession stands to have enough space for healthy foods and maybe some type of office area.

REPORT ON RFQ FOR PD STRATEGIC PLANNER

Director Staley presented the Board with a proposed RFQ for the Park District Strategic Planner for their consideration. This would also be a master plan to use for all building projects. Superintendent Hellyer added a cost-per-task so we would be able to pick and choose which items are most important to the Park District. Superintendent Palmiscno added health/wellness to various areas of the RFQ. A correction on page 2 "it is estimated that 80 new families settle in the city each year", should be changed to, "it is estimated that 90 – 100 individuals settle in the city each year". It was stated that we might want a more detailed community survey rather than using the results from the NV360 survey.

The Board gave their OK to send the draft out for bids, with a due date set for mid to late March.

CHOICE HEALTH & FITNESS ORGANIZATIONAL CHART AMENDMENT

Galen Cariveau with UND Workforce Development was present to explain and answer any questions on his proposal of changes made to the Choice Health & Fitness organizational chart. He is asking for the CHF General Manager to be changed to Superintendent of Choice Health & Fitness. This would help to get this position in line with similar positions in the District. This position would still report to Director Staley. Senior staff management is in agreement with the change.

A motion was made by Commissioner Soeby to approve the changes made to the Choice Health & Fitness organization chart as presented, with an effective date set as February 7, 2013. Seconded by Commissioner Barta; motion carried.

KIWANIS PARK UPDATE

Director Staley provided the Board with a Concept Policy for the School/Park complex at Kiwanis Park. This concept policy included the 8% park dedication (5 acres) to the new school/park complex. The Park District would work towards a state of the art neighborhood park focused towards a fitness directed playground and a complex suitable for neighborhood gatherings and youth recreation programs. The facilities are to be coordinated between the School District and the Park District. The Park District is looking at trading the property east of South Middle School for the School District's land in Southern Estates. Kiwanis Park will drop to 9.18 acres of sole park use. The Park District does not take ownership of the 3 acres wedged between 40th Avenue South and the drain way which may become a City leaf collection/storm water hub. The Planning and Zoning Committee has approved the concept policy, but they formed a Sub-Committee to set exact ownerships of the different parcels and other issues.

A hockey rink and baseball/softball complex are also being considered for Kiwanis Park. There was talk about moving the pond further away from the school. The School District would also like 15 acres instead of 13. Commissioner Panzer stated that the Park District does not want to take ownership of the three acre triangle formed if the road is set to run through the park, next to the drain way, it will be of no use to us. He also feels the land swap with the School District would form a uniform section to be used for the future baseball/softball complex.

FOR ACTION

UPDATE BANK DEPOSITORIES FOR 2013

Superintendent George Hellyer addressed the Board with the addition of Morgan Stanley as an authorized bank depository. The reserve fund related to the Choice Health & Fitness debt service payment will still be maintained at the Bank of New York Mellon Trust Company. However, the investments will be originally purchased by Morgan Stanley and then transferred to the Bank of New York Mellon Trust Company under the "Delivery versus Payment" method. This means that the investments will be transferred for cash simultaneously.

A motion was made by Commissioner Soeby to approve the addition of Morgan Stanley as an authorized bank depository. Seconded by Commissioner Skarperud, motion carried.

PAVEMENT TURNAROUND EASEMENT

The City has asked that we allow enough room to turn around a truck at their lift station by King's Walk. They are asking for a 25' x 35' spot. There is a pipeline that runs underground in that area and therefore we can never build anything on that piece of land.

A motion was made by Commissioner Skarperud to approve the pavement turnaround easement, requested by the City, as presented. Seconded by Commissioner Barta, motion carried.

FINANCIAL REPORTS

Financials provided include pre-audit figures. All reports were accepted as presented.

BILLS TO BE APPROVED FOR JANUARY 2013

A motion was made by Commissioner Skarperud, as per Commissioner LaDouceur, to approve the bills for January in the amount of \$1,761,875.63 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 upcoming recreational events, which include, the EDC Hockey Tournament, Termite Jamboree, and Mite City Tournaments. The UND hockey players will be at the February 11th Skills Night. The attendance at the Greenway Ski Days held on February 2nd picked up between 2:00 p.m. and 4:00 p.m., but it was too cold for the horses to be onsite. Bill will meet with Terry from the Ski and Bike Shop on future Ski Days. The outdoor rinks are being maintained, along with, parking lots. Blue lines have been painted on the rinks. Santa Village has been taken down for the season. Lincoln Drive ski trails have been groomed, along with, some around the schools.

Superintendent Cam Tweten reported on reducing the hours of security supplied by Pro Dog to 3 days a week. If this does not work out, they will go back to the original schedule. A discussion took place on whether to bid out the security even though there is no need to bid services. Employees are now parking on the south side of the building and as far east as possible, with the exception of those employees who open or close in order to have access to the security system. Parking still needs to be addressed, but this should help. The membership continues to grow, along with the Silver Sneaker program. We now have 417 Silver Sneaker members utilizing the facility. Group exercise rooms are at capacity, but more instructors and classes have been added to meet these needs. New tuners will be added to all TVs on machines to solve the problems that have been occurring. Staff is working on membership flow charts to better show the different types of memberships, along with, areas of use.

Forestry reported 19 request calls answered, along with 387 trees pruned, 4 trees removed, and 3 days on snow removal.

BOARD MEMBERS' REPORTS

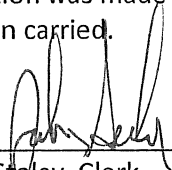
Commissioner Soeby just wanted to compliment Superintendent Palmiscno and the concession staff on the phenomenal changes made to the stands. A lot of healthier changes have been made with the only major complaint being that there are no longer Snicker bars available, but they just did not make the cut!

EXECUTIVE SESSION

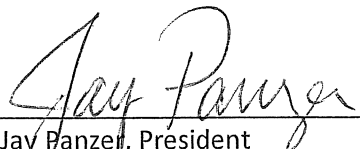
None.

ADJOURNMENT

A motion was made by Commissioner Soeby at 6:25 p.m. to adjourn. Seconded by Commissioner Barta; motion carried.



John Staley, Clerk



Jay Panzer, President