

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MAY 7, 2019**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, May 7, 2019, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Panzer presiding.

ROLL CALL

Present were President Panzer, Vice-President Skarperud, and Commissioner Barta. Commissioners Dvorak and LaDouceur were absent.

Park District staff in attendance were: Executive Director Palmiscno, Superintendent of Finance Hellyer, Choice Health & Fitness General Manager Orr, Community Relations & Marketing Manager Nelson, Facilities Manager Arola, Accounting Manager Lancaster, and Office Assistant Parker.

APPROVAL OF MINUTES FROM APRIL 2, 2019

Commissioner Barta made a motion to approve the minutes from the April 2, 2019, Board meeting. Vice-President Skarperud seconded the motion; the vote was unanimous, motion carried. Commissioners Dvorak and LaDouceur were absent.

ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

Review Single Employer Pension – Policy and Performance

Superintendent of Finance Hellyer reviewed the Investment Policy Statement and performance results for the single employer pension plan for the year ended December 31, 2018. Gallagher Benefit Services recommended that the Board review the policy and performance annually.

Review 1/1/19 Single Employer Pension Actuarial Valuation

Hellyer presented to the Board the old pension actuarial valuation dated 1/1/19, prepared by Gallagher Benefit Services. Hellyer reviewed the executive summary from the valuation, highlighting there were 52 participants, assets of \$6,559,235, and a funded ratio of 67%.

FOR ACTION

Eagles Arena Renovation – Bid Parameters Resolution

Executive Director Palmiscno presented to the Board a preliminary estimate for renovation work for Eagles Arena and Blue Line Club Arena. The renovation work includes the ice refrigeration system, HVAC upgrades, and other improvement items. The work is estimated to cost \$675,000, based on a January 28, 2019, architect estimate. This does not include design and engineering fees, which is 8% of the project total, construction contingency, and permits. The bid opening is scheduled for May 21, 2019. Staff is requesting approval to award the bid if it is \$750,000 or less.

Vice-President Skarperud made a motion to give staff the authority to approve the Eagles Arena renovation, contingent on the winning bid being \$750,000 or less. Commissioner Barta seconded the motion, the vote was unanimous, motion carried. Commissioners Dvorak and LaDouceur were absent.

Designate Official Newspaper

Hellyer stated that the Park District needs to designate the official newspaper each May. In prior years, the Grand Forks Herald has been the official newspaper of the Grand Forks Park District. Staff is seeking approval to have the Grand Forks Herald be the official newspaper for the Grand Forks Park District.

Commissioner Barta made a motion to designate the Grand Forks Herald as the official newspaper. Vice-President Skarperud seconded the motion, the vote was unanimous, motion carried. Commissioners Dvorak and LaDouceur were absent.

FINANCIAL REPORT

Hellyer reviewed the March 2019 financial reports. Vendor payments for March 2019 were \$679,068.60.

Commissioner Barta made a motion to approve the March 2019 financial reports. Vice-President Skarperud seconded the motion, the vote was unanimous, motion carried. Commissioners Dvorak and LaDouceur were absent.

STAFF REPORTS

Hellyer updated the Board on related legislative items including bidding requirement for public improvements has increased from \$150,000 to \$200,000, the bidding requirement for equipment has increased from \$25,000 to \$50,000, and new general obligation bonds now require a 60-day protest period. Hellyer stated that he is working on the King's Walk concessionaire agreement that expires at the end of the year and is planning to have a draft ready for the June Board Meeting.

Choice Health & Fitness General Manager Orr presented March membership numbers and April revenues along with various events and promotions that will take place in the coming months. Choice Health & Fitness summer hours are scheduled to start on May 25, 2019. Orr also updated the Board on the upgraded security cameras, installing a water softener, glass tinting for the windows on the front of the building, parking lot striping, and gave an update on the tennis court surface issue repair.

Facilities Manager Arola informed the Board that soccer started late due to the weather and that the ice is out of the arenas, except ICON Sports Center where the Rydell rink will come out the week of the 13th. The Judd rink at the ICON Sports Center will have ice through the summer.

Community Relations & Marketing Manager Nelson informed the Board that the summer activity guides have been mailed, signage at various locations are being updated, and that the golf leagues are ready to start.

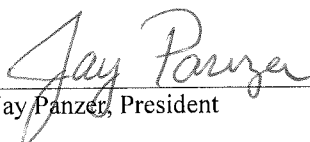
Palmiscno updated the Board on the spring flood cleanup. A grant of \$8,000 from Garrison Diversion has been received for the construction of a special needs playground at Kiwanis Park. Palmiscno also gave an update on the possible land swap at Scheels Sports Complex.


BOARD MEMEBERS' REPORT

Vice-President Skarperud was approached by a citizen inquiring about moving the BMX track to one of our parks. Palmiscno stated that staff will look at possible locations, but currently does not have open land for a BMX track.

ADJOURNMENT

Vice-President Skarperud made a motion at 5:20 p.m. to adjourn. Commissioner Barta seconded the motion; the vote was unanimous, motion carried. Commissioners Dvorak and LaDouceur were absent.


Jay Panzer, President


Bill Palmiscno, Executive Director and Clerk