

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MARCH 24, 2020**

The Board of Park Commissioners met for a special meeting on Tuesday, March 24, 2020, 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 Commissioners Barta and Dvorak. Commissioner LaDouceur attended by phone.

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

FOR DISCUSSION

COVID-19 Update Relating to Programs, Facilities, and Staffing

Superintendent of Finance Hellyer updated the Board on the following items: The Park District is limiting expenses and controlling costs. Any projects or purchases over \$1,000 are being evaluated and possibly put on hold. Vacation and sick leave for payroll will be handled as normal through March 17th. Any time off used after March 18th will be considered sick leave except scheduled vacation. The Park District is encouraging employees to work from home if possible and currently have a few employees doing so. President Trump passed an Act called the Families First Coronavirus Response Act and the details and guidelines are still coming out, since it is so new. The act will give 80 hours of sick leave to full time employees and part-time employees would also have some benefits. If the Governor issues a shelter in place, the Park District would run with a skeleton crew. Any employee of the Park District that has done any traveling outside the state would have to self-quarantine and not come to work for 14 days. No emergency declaration would be needed by the Board for FEMA purposes, but would be needed to waive any bidding requirements. The golf courses currently are planning to open as normal in the coming weeks, with additional safety precautions in place. The Finance Committee meeting is scheduled for March 30th. The Park District budget is made up roughly of 50% tax revenue and 50% user fees.

Community Relations & Marketing Manager Nelson updated the Board on items that the marketing department is working on. One item is social media virtual workout classes for Choice Health & Fitness to keep members engaged. They are also working with Canad Inn on a stay and play package for King's Walk Golf Course and are assisting in promoting Eagles Crest since they are still serving food on a pickup basis. Nelson also stated that signage for the parks is being drafted to remind people about social distancing.

Choice Health & Fitness General Manager Orr stated his full-time staff is working on setting up online registration for summer programs. Staff is also currently performing cleaning and maintenance to the facility that would normally be done during the annual deep cleaning in August. Part-time employees will be working until April 3rd. The aquatics department has shut down the pool heaters and will possibly drain and clean the pool. Orr stated that the gym floor is scheduled to be refinished this August and is looking into if it could be done in the coming weeks. The scoreboard for the tennis courts will going up next week. Staff is working with the contractors to ensure no damage is done to the playing surfaces. Orr brought up the possibility, and requested input on, no longer providing bath or workout towels when Choice Health & Fitness reopens. This would be a safety and sanitation precaution for both members and staff that handle dirty towels. Orr estimated that the maintenance staff spends roughly 60% of their time picking up, washing, drying, and folding towels. This time could be used as additional time spent cleaning the facility instead of doing laundry. There was general discussion and the Board requested Orr to inquire if other facilities in the state and area provided towels.

Facilities Manager Arola stated his staff is doing maintenance on the facilities. Eagles Arena ice has come out. New LED lights are being installed at Gambucci and Purpur Arenas. Arola informed the Board, and requested input on, the two sheets of ice at the ICON Sports Center. By taking one sheet out now, the Park District would save about \$8,000 per month. If the COVID-19 restrictions continue for an extended period, both ice rinks could be taken out now and one put back in later. It takes about four days to put a sheet of ice back in. After discussion, the Board decided to pull one sheet now and reevaluate later for the second sheet.


Executive Director Palmiscno stated that the parks department is looking into purchasing disinfecting equipment for the playgrounds. Parks is also taking equipment out of Riverside Park since the floodwall will be installed by the city next week. The dog park at Lincoln Drive Park and the Lincoln Golf Course clubhouse have been prepped for the spring flood. If the Park District is required to go to a complete shutdown, parks and forestry would have emergency contacts available.

Hellyer stated the Park District is still accepting applications for summer employment. The Spring/Summer Recreation Guide is on hold and marketing is looking at the possibility of having only a digital format this year and not mailing out a printed version. This could save the Park District approximately \$25,000 on printing and mailing costs. Hellyer also noted that there are a handful of full-time employees are working from home, but the rest are coming into work.


General discussion took place on various scenarios involving summer activities and options for the Spring/Summer Recreation Guide.

ADJOURNMENT

Vice-President Skarperud made a motion at 5:44 p.m. to adjourn. Commissioner Barta seconded the motion; the vote was unanimous, motion carried.



Jay Panzer, President



Bill Palmiscno, Executive Director and Clerk