

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
APRIL 7, 2020**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, April 7, 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 and Commissioner Dvorak. Vice-President Skarperud, Commissioner Barta, and Commissioner LaDouceur attended by video conference.

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

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF MINUTES FROM MARCH 3, MARCH 17, AND MARCH 24, 2020

Commissioner LaDouceur made a motion to approve the minutes from the March 3, March 17, and March 24, 2020, Board Meetings. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

Vice-President Skarperud made a motion to approve the agenda. Commissioner Ladouceur seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

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

Superintendent of Finance Hellyer updated the Board on the following items: Staff is currently on alternating schedules or working from home. Full-time staff will be allowed to go negative in sick and vacation leave. Staff is cutting back on expenses and delaying items if possible. The King's Walk Golf Course beverage cart has not been ordered and will be evaluated to see if the course can get by with the current beverage carts this season. Hellyer presented to the Board a preliminary list of golf course policies and safe practices to be used when the courses open for the season. Spring tree planting has been cancelled for this year and will be added to next year's order and planting.

Executive Director Palmiscno updated the Board on spring flood preparations and that playgrounds will be closed until further notice on the recommendation of the City's Department of Public Health.

Choice Health & Fitness General Manager Orr updated the Board on staffing at Choice Health & Fitness. Staff continues to deep clean and make repairs to the facility. Part-time employees have been restricted and will be brought back closer to when the facility will re-open. New fitness equipment purchased before being closed has been installed. The UND Tennis scoreboard has been installed. Staff is planning for various summer programming options for when the facility is permitted to re-open. The transition to stop providing bath and workout towels at the facility was discussed. 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. The Board agreed it is the right time to discontinue the use of bath and workout towels for members at the facility. Orr will research options to potentially provide a one-time free Choice Health & Fitness logoed towel to current members and to new members going forward.

Community Relations & Marketing Manager Nelson updated the Board that the marketing staff is working from home. Nelson stated they are working on various signs for parks that are closed and signs for social distancing. Nelson also noted various promotions and social media assistance they are giving to the golf courses and Choice Health & Fitness.

Facilities Manager Arola updated the Board on projects and maintenance taking place at the ice arenas. The LED lighting upgrade at Purpur/Gambucci is almost complete and the ice has been removed from the Judd rink at the ICON Sports Center. Arola is planning options for summer programming and the outdoor pools.

FOR ACTION

Parking Lot Bids – Maintenance and New Construction

Hellyer presented to the Board the bids for the parking lot maintenance improvements including all parking lots in the system and the parking lot new construction which includes an expansion of the Scheels Sports Complex parking lot and a mill and overlay for the King's Walk Golf Course parking lot. The Board can accept the bids today and then has 45 days to award the bids. Melissa Knutson with CPS attended by conference call to answer any questions. Discussion took place on company references, the process for ensuring specifications are being met during the construction and maintenance process, and by what method discrepancies would be handled to meet specifications. Knutson stated that the submitted bids were exceptionally favorable.

Vice-President Skarperud made a motion to accept the parking lot bids for maintenance and bids for new construction and table the awarding of the bids until the May Board Meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

2019 Audit Report

Hellyer presented to the Board the 2019 Audit Report and went over the summary of funds worksheet for 2019. Brady Martz had no management comments.

Commissioner Barta made a motion to approve the 2019 Audit Report. Commissioner LaDouceur seconded the motion, the vote was unanimous, motion carried.

FINANCIAL REPORT

Hellyer reviewed the February 2020 financial reports. Vendor payments for February 2020 were \$860,832.13.

Vice-President Skarperud made a motion to approve the financial report for February 2020. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Hellyer advised the Board that the Grand Forks Parks and Recreation Foundation Board Meeting is scheduled for May 5th, immediately following the Grand Forks Park District Board Meeting. Governor Burgum passed an Executive Order that allows for virtual meetings including Board Meetings. Russell Kraft was the only candidate for the two open Board Commissioners positions. The highest write in candidate will fill the remaining open position on the ballot. Hellyer updated the Board on gifting restrictions for government agencies including gifting to organizations that have a similar mission and be in the Grand Forks city limits.

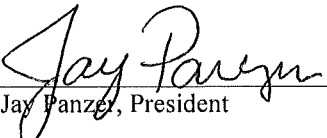
Orr presented March membership numbers and revenue. Choice Health & Fitness will be crediting back half a month of membership dues for the time the facility was closed in March and has suspended the membership dues for April.

BOARD MEMEBERS' REPORT

None.

ADJOURNMENT

Commissioner LaDouceur made a motion at 5:52 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.


Jay Panzer, President


Bill Palmiscno, Executive Director and Clerk