

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
MAY 5, 2020**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, May 5, 2020, in the Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with President Panzer presiding.

**ROLL CALL**

Present were President Panzer, Vice-President Skarperud, Commissioners Dvorak and LaDouceur. Commissioner Barta 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, Sports & Recreation Manager Rollefstad, Accounting Manager Lancaster, and Office Assistant Parker. Community Relations & Marketing Manager Nelson attended by video conference.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**APPROVAL OF MINUTES FROM APRIL 7, 2020**

Vice-President Skarperud made a motion to approve the minutes from the April 7, 2020, Board meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

**APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)**

Commissioner Barta 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**

Executive Director Palmiscno presented to the Board a proposed plan for reopening facilities. Staff is in the process of disinfecting the closed playgrounds and restrooms to be opened for the weekend. More facilities will open when Phase II of the Governor's ND Smart Restart plan is reached. Riverside and Elks pools are in the process of being cleaned so they are ready to open when it is allowed. Summer activity registration will begin May 18<sup>th</sup>, with programs starting July 6<sup>th</sup>, and ending on August 12<sup>th</sup>. Programs available will be baseball, softball, tennis, golf, and afternoon Just for Fun. Programs will be restricted to Grand Forks residents only.

Facilities Manager Arola updated the Board on user groups and association plans. Most are waiting for guidance from their state or national governing bodies. The Park District will require protocols and guidelines to be submitted from the organizations on how they are going to enforce social distancing and other state guidelines during practices and games. Tentatively, no tournaments will be hosted in Grand Forks in June and July. The arenas are scheduled to open in early July, if state guidelines allow. Discussion followed on insurance liability and being flexible with program start dates.

Choice Health & Fitness General Manager Orr presented to the Board the ND Smart Restart industry and fitness center guidelines for reopening Choice Health & Fitness. The guidelines require moving equipment to provide at least six feet of distance between them and group exercise classes would be limited to one person per 144 square feet. Daycare, locker rooms, basketball courts, racquetball courts, pool areas, bleachers, lobby seating areas, and other group gathering places would need to be closed. Some of the areas that are closed to the public would be used by the personal trainers, so they would be off the main exercise floor. The proposed reopening would be May 18<sup>th</sup>, with reduced hours of operation. The facility would only be open to members, no guest passes. Members would be billed their full amount in June, and receive credit for half of March, and not be billed for April and May. Hiring back staff and finding new employees will be a challenge for Choice Health & Fitness in the front desk and maintenance areas.

Community Relations & Marketing Manager Nelson updated the Board on the mostly positive reactions the marketing department has seen on social media on the Park District's COVID-19 plan for facilities and programming. The marketing department will be starting a social media campaign to update the public on the latest plans for Choice Health & Fitness and the Park District summer programs. A revised summer activity guide will be available online only with a postcard being mailed to alert the community of the online summer activity guide.

### **FOR ACTION**

#### **Parking Lot Bids – Maintenance and New Construction**

Superintendent of Finance Hellyer presented to the Board the two parking lot bids for maintenance improvements and new construction. First was for maintenance improvements to the entire parking lot system. Low bid was received from Asphalt Preservation Company, Inc., for \$147,468.80, which was 65% lower than the engineer's estimate. The other bid was for parking lot expansion for Scheels Sports Complex and mill and overlay of the King's Walk Golf Course parking lot. The low bid for new construction was Opp Construction, for \$347,916.25. Opp Construction agreed to delay the bid until the August Board meeting, with the understanding that the projected completion date may be amended.

Vice-President Skarperud made a motion to accept the maintenance bid from Asphalt Preservation Company, Inc., for \$147,468.80. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

President Panzer made a motion to table the new construction bid from Opp Construction for \$347,916.25. Commissioner LaDouceur seconded the motion; the vote was unanimous, motion carried.

#### **Rydell Skatepark – Request for Proposal for Phase 2**

Palmiscno presented to the Board a request for proposals for phase 2 of the Rydell Skatepark at Kannowski Park. The second phase would be constructed with donated money and CPS would serve as the engineer.

Commissioner LaDouceur made a motion to approve the CPS agreement and seek request for proposals for phase II of the Rydell Skatepark at Kannowski Park. Vice-President Skarperud seconded the motion; the vote was unanimous, motion carried.

#### **Kraft Field – Expedition League, Inc. Usage Agreement**

Palmiscno presented to the Board a potential lease agreement with the Expedition League, Inc., to host baseball games at Kraft Field for the 2020 season. Discussion took place on some of the wording and items included in the agreement. Discussion also occurred to ensure that current COVID-19 guidelines from the state are followed.

Commissioner LaDouceur made a motion to approve the Expedition League, Inc., usage agreement at Kraft Field. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

#### **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.

Vice-President Skarperud made a motion to approve the Grand Forks Herald as the designated official newspaper. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

### **APPROVAL OF FINANCIAL REPORT**

Hellyer reviewed the March 2020 financial reports. Vendor payments for March 2020 were \$904,874.69.

Commissioner Barta made a motion to approve the financial report for March 2020. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

**STAFF REPORTS**

Hellyer advised the Board that the LED lights are being installed at Purpur and Gambucci Arenas. The Park District received a \$30,000 grant from the North Dakota Department of Commerce for the project and can apply for grants for LED lighting at other facilities in the future.

Orr presented April membership numbers and revenue. Orr updated the Board on the status of cancelled programs.

Palmiscno stated that he will be meeting with Jeff Waind at Eagles Crest to discuss the beverage carts and alcohol sales. Commissioner LaDouceur will attend the meeting with Jeff Waind and staff.

Nelson updated the Board on the COVID-19 signage at King's Walk and Lincoln Golf Courses along with signage for parks and playgrounds.

**BOARD MEMEBERS' REPORT**

None.

**ADJOURNMENT**

Vice-President Skarperud made a motion at 6:11 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

  
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Jay Panzer, President

  
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Bill Palmiscno, Executive Director and Clerk