

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
SEPTEMBER 1, 2020**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, September 1, 2020, in the Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with President Skarperud presiding.

**ROLL CALL**

Present were Vice-President LaDouceur, Commissioners Bartholomew, Dvorak, and Kraft. President Skarperud 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, Community Relations & Marketing Manager Nelson, Sports & Recreation Manager Rollefstad, and Office Assistant Parker.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**APPROVAL OF MINUTES FROM AUGUST 4, 2020**

Commissioner Dvorak made a motion to approve the minutes from the August 4, 2020, Board meeting. Commissioner LaDouceur seconded the motion; the vote was unanimous, motion carried.

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

Executive Director Palmiscno requested that an increase to the approved price for the construction of phase 2 of the Rydell Skatepark at Kannowski Park, be placed on the agenda for action.

Vice-President LaDouceur made a motion to approve the agenda with the addition of increasing the approved price for the construction of phase 2 of the Rydell Skatepark at Kannowski Park. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

**FOR DISCUSSION**

None

**FOR ACTION**

**Reduce Number of Outdoor Rinks**

Palmiscno presented to the Board a map of the current eleven outdoor rink locations along with attendance numbers for the last three years. Staff is recommending closing the outdoor rinks at Elks Park, Ben Franklin Park, and Exchange Club Park at Lake Agassiz School. Palmiscno stated that the main savings would come from utilities, paying rink attendants, and maintenance. The proximity of other outdoor rinks to the proposed outdoor rinks was discussed.

Vice-President LaDouceur made a motion to keep the outdoor rink at Ben Franklin Park open and close the outdoor rinks at Elks Park and Exchange Club Park. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

**Shelter Signage at Masonic Park**

The Masonic Lodge has requested to add their emblem to the shelter at Masonic Park. The Masonic Lodge paid for the shelter and have donated over \$15,000 in undesignated donations to the Park District for maintenance and upgrades at Masonic Park. Staff is recommending the approval of adding the emblem to the shelter at Masonic Park.

Vice-President LaDouceur made a motion to approve adding the Masonic Lodge emblem to the shelter at Masonic Park at their cost. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

#### **Williamson Field Easement Adjustment**

Palmiscno informed the Board that the City of Grand Forks is requesting an easement adjustment to the northeast corner of Williamson Field, by the water tower. The city would construct a small building to house a 911 receiver to better serve the community. Staff is recommending approval of adjusting the stated easement.

Vice-President LaDouceur made a motion to approve the Williamson Field easement adjustment. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

#### **Nationwide 457(b) CARES Act Provision Election**

Superintendent of Finance Hellyer informed the Board on two CARES Act provisions to the Park District's 457(b) retirement plan. The provisions provide the opportunity for employees to make Coronavirus-related distributions and enhanced loans. The Park District's 457(b) retirement plan currently does not allow loans. There is no liability for the Park District since the funds in the plan are completely employee funded. Staff is recommending approval only of the Coronavirus-related distributions and not for the enhanced loan provision, since loans are not currently offered.

Vice-President LaDouceur made a motion to approve the Nationwide 457(b) CARES Act provision for Coronavirus-related distributions. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

#### **Increasing the Approved Price for the Construction of Phase 2 of the Rydell Skatepark at Kannowski Park**

Palmiscno explained that the Board had previously approved a construction amount of \$300,000 with a \$5,000 contingency. Due to an increase in the construction estimate and to correct a minor issue in phase 1 of the Rydell Skatepark at Kannowski Park, the cost of the project has increased to \$335,000. The additional \$30,000 will be covered by an increase of \$15,000 to the CDBG grant already approved and additional cash and in-kind donations that the capital campaign committee hopes to raise. This would complete the project as originally planned.

Commissioner Dvorak made a motion to approve the cost adjustment to \$335,000 for construction of phase 2 at the Rydell Skatepark at Kannowski Park. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

#### **APPROVAL OF FINANCIAL REPORT**

Hellyer reviewed the July 2020 financial reports. Vendor payments for July 2020 were \$862,963.39.

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

#### **STAFF REPORTS**

Hellyer informed the Board that the lack of golf carts for use at Lincoln Golf Course was mainly due to single riders, a foursome was sometimes using four carts. With all the carts being out on the course, there was not enough time between uses to charge the batteries. All the cart batteries were evaluated, and three carts had new batteries installed. Updated procedures have also been implemented. Hellyer stated that staff met with Altru Health System on their in-kind pledge donation and to update the related agreement. Staff and Altru Health System will have future meetings. Hellyer stated that he researched the Economic Resiliency Grant and the Park District does qualify and the Park District did apply for the grant for around \$100,000. The Park District would only spend the funds if the grant is awarded. The grant would be used to provide items such as UV light purifiers in the air handlers and touchless restroom faucets. Hellyer stated that the Park District has also applied for a grant with the Coronavirus Relief Fund and has submitted around \$20,000 for reimbursement and has another \$20,000 of possible items to be submitted in the second round of reimbursements. Hellyer stated that staff is working with Vaaler Insurance for claims resulting from a July windstorm. Hellyer reminded the Board that the final 2021 budget and public hearing will be at the October 6<sup>th</sup> Board meeting and the Grand Forks Parks and Recreation Foundation Board meeting will follow that October Park District meeting.

Community Relations & Marketing Manager Nelson updated the Board on various projects involving the Marketing Department. Nelson stated the postcard for the virtual fall/winter recreation guide was sent out and she also gave an update on the park sign project that is in progress. Nelson noted various King's Walk Golf Course events.

Choice Health & Fitness General Manager Orr presented August membership numbers. Orr stated that Choice Health & Fitness will be extending hours of operation after Labor Day and that childcare, pool fixtures, community room rentals, and game play on the basketball courts will open on September 8<sup>th</sup>. Orr updated the Board on various other operational precautions that are being taken for the facility to remain open and safe related to COVID-19. Orr informed the Board that CJ Cano, Sports and Recreation Coordinator, has resigned and will be moving out of state. A replacement will be hired as soon as possible.

Facilities Manager Arola stated that the arenas are starting to hire part-time winter staff and that Eagles Arena will open on September 24<sup>th</sup>. There are several hockey tournaments coming up in the next few weeks at ICON Sports Center. Arola updated the Board on the pool attendance numbers for this year which were close to last year's, although the pools opened later this year.

Palmiscno informed the Board they are invited to the dedication of the Northern Rose sculpture on 42<sup>nd</sup> Street at the Alerus Center. Palmiscno stated that the wall and obelisks at Veterans Memorial Park have been reinstalled and the visitor center and restroom building is under construction. The dedication for the Veterans Memorial Park is scheduled for June 2021. Palmiscno stated that the owner of the Dickinson Big Sticks, a member of the Expedition League, Inc., would like to form an exhibition baseball team in Grand Forks. Staff is working on a possible contact to be approved by the Board in October.

#### **BOARD MEMEBERS' REPORTS**

Commissioner Bartholomew inquired on any restrictions from COVID-19 on youth hockey tournaments. Arola stated that if the Governor changes the current level, more restrictions would be put in place including limiting spectators and closing locker rooms. This would be very similar to what was in place in April and May.

Vice-President LaDouceur said he has had several Choice Health & Fitness members tell him that they are upset that bath and workout towels are no longer being provided. Orr stated that suspending towel service is a safety and sanitation precaution for both members and staff that handle dirty towels. Orr estimates that the maintenance staff spent roughly 60% of their time picking up, washing, drying, and folding towels. This time is now being spent cleaning the facility instead of doing laundry. Orr stated that if Choice Health & Fitness does transition back to providing towels, more part-time staff would have to be hired to maintain the cleaning levels that currently are being completed. Vice-President LaDouceur expressed he would like to revisit providing bath and workout towels at Choice Health & Fitness once the COVID-19 pandemic diminishes.

#### **ADJOURNMENT**

Vice-President LaDouceur made a motion at 5:51 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

  
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Tim Skarperud, President

  
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Bill Palmiscno, Executive Director and Clerk