

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
April 10, 2018**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, April 10, 2018 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 LaDouceur, Commissioners Barta, Skarperud, and Soeby.

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

**APPROVAL OF MINUTES FROM MARCH 6, 2018**

Commissioner Soeby made a motion to approve the minutes from the March 6, 2018 Board meeting. Commissioner Barta seconded the motion; the vote was unanimous, motion carried.

**ADDITIONAL ITEMS FOR THE AGENDA**

None.

**DELEGATES TO APPEAR BEFORE THE BOARD**

Grand Forks citizen Jan Lee asked the Board to consider adding play equipment to Optimist Park for 2-4-year old's. Executive Director Palmiscno stated that this item will be considered for possible updates this year, adding that pea rock at Optimist Park will be replaced with wood chips this summer.

Grand Forks citizen Stacey Kemp feels that the trail fee cost to bring a private cart on Lincoln Golf Course is too high. He provided to the Board the trail fee costs on surrounding area golf courses. After some discussion this issue will be taken under advisement.

**FOR DISCUSSION**

**Eagles Crest Update**

Paul Waind reported on Eagles Crest Grill to the Board. Waind discussed the results of 2017 and gave an outlook for 2018. Staffing issues, road construction, and equipment repairs were also discussed.

**FOR ACTION**

**King's Walk Private Golf Cart Proposal**

Palmiscno presented the private golf cart proposal at King's Walk that was discussed at the Parks and Recreation Committee meeting on March 26, 2018. Golf members that live in the neighborhoods adjacent to the course would be able to bring their private carts to the golf course. Cam Tweten, a local realtor, who has had discussions with the developer, Zavoral, indicated the developer of the neighborhood on the east side of the course is not willing to fund a path on an easement to the golf course. After some discussion it was decided to table this item until the developer changes their position on funding the path or the local residents request the City put in the path through special assessments.

Commissioner Barta made a motion to table the King's Walk private golf cart proposal. Vice President LaDouceur seconded the motion, the vote was unanimous, motion carried.

## **Order Zamboni for 2019**

Palmiscno presented to the Board a request to purchase a new Zamboni for the 2019 season. This request is happening now due to a long lead time from order date to delivery date. Earliest delivery date would be December 2018. It was discussed that the Recreation fund would cover the cost of the new Zamboni.

Commissioner Barta made a motion to order the Zamboni in the amount of \$98,472.70. Commissioner Soeby seconded the motion, the vote was unanimous, motion carried.

## **2017 Audit Report**

Superintendent of Finance Hellyer presented to the Board the 2017 Audit Report and went over the summary of funds worksheet for 2017. Brady Martz had no management comments.

Commissioner Skarperud made a motion to accept the 2017 Audit Report. Vice President LaDouceur seconded the motion, the vote was unanimous, motion carried.

## **Choice Health & Fitness Full-Time Maintenance Staff Addition**

Choice Health & Fitness General Manager Orr requested to hire a full-time Maintenance Assistant at Choice Health & Fitness. Orr made many points as to the need for this position.

Commissioner Skarperud made a motion to hire a full-time Maintenance Assistant at Choice Health & Fitness. Commissioner Barta seconded the motion, the vote was unanimous, motion carried.

## **Asset Liability Study for Single Employer Pension Plan**

Hellyer presented to the Board the two quotes for an asset liability study for the Park District's closed single employer pension plan. The last study was completed in 2009. It is recommended a study be performed approximately every 5 years.

Commissioner Barta made a motion to accept the Gallagher quote in the amount of \$12,500 for an Asset Liability Study for the single employer pension plan. Commissioner Skarperud seconded the motion, the vote was unanimous, motion carried.

## **FINANCIAL REPORT**

Hellyer reviewed the February 2018 financial reports. Vendor payments for February 2018 were \$810,549.56.

Vice President LaDouceur made a motion to approve the financial report for February 2018. Commissioner Skarperud seconded the motion; the vote was unanimous, motion carried.

## **STAFF REPORTS**

Hellyer updated the Board that Greg LaDouceur, Tim Skarperud, and Terry Dvorak have submitted applications to be on the ballot for the three park commissioners positions for the June election. Hellyer reported that KB Enterprises from Oslo, MN was the low bidder for the Forestry Dutch Elm disease removal bid. He also stated that the Park District office has implemented a phone tree for incoming calls.

Orr went over the membership and revenue numbers for March. Orr also updated the Board on various events that will take place in the coming weeks. Choice Health & Fitness will be installing a CO2 system to help raise the alkalinity of the pool water. The indoor tennis area has had core samples taken that showed areas of clay in the asphalt, which is causing the court surface issues. Staff is reviewing options for the next steps to take.

Public Relations and Marketing Manager Nelson reported the Marketing Department is working on various promotions and will again be partnering with the city on the 2019 city calendar.

Head Golf Professional Tannahill advised the Board that rates will remain the same at King's Walk and have a small increase at Lincoln Golf Course.

Palmiscno stated the outdoor warming houses have been cleaned and waxed in preparation for the summer rentals and programming. Palmiscno also updated the Board on upcoming programming and events.

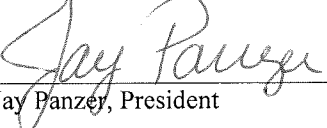
**BOARD MEMEBERS' REPORT**

President Panzer inquired on the water pressure in the showers at Choice Health & Fitness. Orr stated that repairs are currently being performed that will increase the water pressure in the showers.

Minutes from the March 26, 2018 Parks and Recreation Committee meeting and March 28, 2018 Finance Committee meeting were noted.

**ADJOURNMENT**

Vice President LaDouceur made a motion at 6:05 p.m. to adjourn. Commissioner Barta 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