

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
NOVEMBER 5, 2013**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, November 5, 2013, in the Park District Board meeting room, 1210 7th Avenue South, at 5:00 p.m. Present were Commissioners Barta, LaDouceur, Panzer, Skarperud and Soeby.

APPROVAL OF MINUTES FROM OCTOBER 1 AND OCTOBER 14, 2013

A motion was made by Commissioner LaDouceur to approve the minutes from the October 1 and October 14, 2013 Board meetings. Seconded by Commissioner Barta; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

Sherry Coxe on behalf of the Dewey Kvidt Memorial Duathlon committee presented the Grand Forks Park District Board of Commissioners with a \$10,000 check to go towards the Dewey Kvidt yoga room pledge at Choice Health & Fitness. Sherry thanked the Park District for their help in making the event successful.

FOR DISCUSSION

MARKETING / SPONSORSHIP RIGHTS UPDATE

Director Bill Palmiscno and Superintendent George Hellyer have been working on a marketing and advertising agreement with ICON and it is almost finalized. Once the rough contract is received, meetings will be set up with a few Board members at a time to go over the ideas. A visual walk through will be provided at these meetings. There are ideas for electronic marketing boards for various locations throughout Choice Health & Fitness, the arenas and baseball/softball fields. The cost to purchase the equipment would be covered by ICON but would cut into our gross revenue percentage. Preliminary approval may be requested in December and would be finalized in January. The agreement would start in 2015.

FOR ACTION

2014 COMPENSATION

Galen Cariveau presented the 2014 compensation plan to the Board. The compensation plan has a 2% COLA and 1% for Merit Pay. These funds will be allocated at the end of the evaluation process for 2013. 2% of gross payroll was placed in a Market Adjustments Pool. With this pool 36 employees will receive salary adjustments for 2014 that will increase their pay rate from 94% of market average to 97% of the market average. During the nine year period that the Park District has been using a market based compensation system, the minimum salaries have increased from about 65% of the market to now 97% of the market. A new market study will need to be conducted in the summer of 2014, with the results being used for the 2015, 2016 and 2017 compensation plans.

A motion was made by Commissioner LaDouceur to approve the 2014 Compensation. Seconded by Commissioner Soeby; motion carried.

NOMINATE FOUNDATION BOARD MEMBERS

As Rohinee Damle has left the Grand Forks Parks and Recreation Foundation a spot on the Foundation Board will need to be filled. Terry Dvoark has been recommended by the Foundation Board Members.

A motion was made by Commissioner Skarperud to appoint Terry Dvoark to the Foundation Board. Seconded by Commissioner Soeby; motion carried.

Bill Palmiscno has been recommended to replace John Staley as Secretary/Treasurer.

A motion was made by Commissioner Skarperud to appoint Bill Palmiscno to the Foundation Board. Seconded by Commissioner Soeby; motion carried.

CREATE IMPROVEMENT DISTRICT 2013-01 AND ADOPT RESOLUTIONS

Superintendent George Hellyer stated there are a series of resolutions related to the bond sale that need to be approved: Petition for Park Improvement District, Determining Sufficiency of Petition, Creating Park Improvement District and Approving Engineer's Report. Approval is requested for the whole series as one.

A motion was made by Commissioner LaDouceur to approve Action item C - Create Improvement District 2013-01 as presented. Seconded by Commissioner Soeby; motion carried.

RESOLUTION ICE ARENA – LEASE REVENUE BOND

Hellyer stated that this resolution authorizes the Grand Forks Parks and Recreation Foundation to issue Lease Revenue Bonds in the amount of \$6,825,000.

A motion was made by Commissioner Skarperud to approve action item D - Resolution Ice Arena – Lease Revenue Bond as stated. Seconded by Commissioner Barta; motion carried.

RESOLUTION SPECIAL ASSESSMENT IMPROVEMENT BOND

Hellyer stated that this resolution authorizes the Grand Forks Park District to issue Special Assessment Improvement Bonds in the approximate amount of \$2,000,000.

A motion was made by Commissioner Soeby to approve Action item E - Resolution Special Assessment Improvement Bond as stated. Seconded by Commissioner LaDouceur; motion carried.

RESOLUTION SPECIAL ASSESSMENT REFINANCING BOND

Hellyer Stated that this authorizes the Grand Forks Park District to issue Special Assessment Prepayment Bonds in the approximate amount of \$3,025,000. This bond will be for the payoff of City Special Assessments and will save the Park District approximately \$350,000.

A motion was made by Commissioner Skarperud to approve action item F - Resolution Special Assessment Refinancing Bond as stated. Seconded by Commissioner Barta; motion carried.

VERIZON TOWER AGREEMENT

Verizon has requested to build a tower at Apollo Field. The tower will be located at Diamond 1 with the current light pole being removed and a new one being installed with antennas. A small building approximately 11 x 22 feet will be built. The colors used will match the current colors used at Apollo Field. The construction map that will go to the City is ready and Verizon has the contracts ready. \$9,600 a year will be generated from the agreement. The contract will be reviewed after 5 years with 10% increase IN revenue if extended. If we opt out after 5 years Verizon will remove the equipment at their expense.

A motion was made by Commissioner Skarperud to approve the Verizon Tower Agreement. Seconded by Commissioner Barta; motion carried.

APPOINT ICE ARENA COMMITTEE

A committee will meet Fridays at 8:15 a.m. every two weeks to go over progress now that construction is ongoing for the new ice arena. Commissioner Panzer attended the previous meeting and has agreed to be on the committee. Commissioner Skarperud also agreed to be on the committee.

A motion was made by Commissioner LaDouceur to appoint Commissioner Panzer and Commissioner Skarperud to the Ice Arena Committee. Seconded by Commissioner Barta; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR OCTOBER 2013

A motion was made by Commissioner LaDouceur, to approve the bills for October in the amount of \$1,514,345.60 for the Park District. Seconded by Commissioner Barta; motion carried.

SUPERINTENDENTS' REPORTS

Superintendent Cam Tweten provided the Board with a membership overview report for Choice Health & Fitness. Choice memberships is 700 members higher than at the peak last spring. Due to the number of members increasing the additional north parking lot needs to be graveled to provide overflow parking. The silver sneaker programs are going very well and the senior population seems to thoroughly enjoy what is offered at Choice Health & Fitness.

Choice applied for a \$100,000 grant from the North Dakota Park and Recreation Association to help cover the costs of the outdoor tennis courts. The recipients of the Bush grant will be notified next week. If awarded it is a \$500,000 unrestricted grant.

Marketing Manager Brandy Chaffee has taken a position with the University of North Dakota Foundation. Her last day will be November 15th. With Brandy leaving Jill Nelson will be taking over as Manager of Marketing and Communication for the whole district. Nelson will be housed out of Choice along with her Assistant who works approximately 30 hours a week. There will be a need to hire a Marketing Coordinator to fill the open position. With these changes there should be a reduction in total costs to the Park District.

Tweten stated that over the last six months Choice has lost 4 good personal trainers to facilities in the Twin Cities due to full time status and benefits. Looking into the future it is critical for Choice to secure good personal trainers to meet member's needs. We would like to provide the opportunity for personal trainers to become full time employees as financial goals laid out by Choice are met. Management is looking to start this January 1st 2014.

City League Basketball has 54 teams which is the highest amount of teams signed up to date. A dance class instructed by Megan Vollrath was introduced this year and is going well. The participation numbers continue to grow. Choice would like to potentially start offering a CPR & first aid class.

Palmiscno provided the Parks/Recreation report. A new compressor was purchased for Purpur Arena and it opened as scheduled. King's Walk and Lincoln Golf courses are closed for the season. The Parks department has most of the parks ready for winter and has started getting equipment ready for winter. The spray park at Choice is complete and has been winterized. A pedestal will be put up for a donor at the Choice spray park and one will also be put up at Ryan Lake for John Staley. These will be put up in the spring.

King's Walk Golf report showed 25,985 rounds of golf sold through October of this year. It also showed 384 memberships sold to date. Lincoln Golf report showed 16,749 rounds of golf sold through October of this year.

Forestry reported 63 request calls answered, along with 495 trees pruned, 28 non DED trees removed, 28 stumps removed and 1 tree planted. Forestry crew also spent 5 days watering. Re-landscaped front of Eagles Crest and hauled free boulders for future landscape projects.

BOARD MEMBERS' REPORTS

Barta and Soeby will be meeting with Palmiscno about bringing in a consultant for a parks master plan. They will also be meeting with JoAnn Vollrath to discuss an amphitheater. Soeby will have more information in on her request for the ordinance on the food being offered at Park District facilities at the next meeting.

LaDouceur stated that Rohinee and John's parties went well and thanked the staff for their work to honor them.


Cabelas has shown interest in helping with improvements to Ryan Lake.

EXECUTIVE SESSION

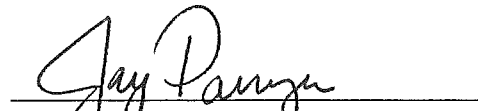
None.

ADJOURNMENT

A motion was made by Commissioner Soeby at 5:55 p.m. to adjourn. Seconded by Commissioner Barta; motion carried.



Bill Palmiscno, Clerk



Jay Panzer, President