

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 6, 2011**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, December 6, 2011, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Bollman, Panzer, LaDouceur, Skarperud and Soeby.

USTA GRANT PRESENTATION

Hayley Horning-Shibley the tennis service rep for USTA Northern presented the Board with a check for \$60,000 for the new Choice Health & Fitness facility. The grant was written by Chris Rood and Mike Orr.

APPROVAL OF MINUTES FROM NOVEMBER 1 & 17, 2011

A motion was made by Commissioner LaDouceur to approve the minutes from the November 1 & 17, 2011 Board meetings. Seconded by Commissioner Panzer; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

1. RFP for Architect for potential rinks (For Discussion)
2. Palmiscno vacation reimbursement moved to the executive session

A motion was made by Commissioner Soeby to approve the additional items for the agenda. Seconded by Commissioner Skarperud, motion carried.

An additional item was added to the agenda:

3. Community Contractors guaranteed, maximum price (For Action)

A motion was made by Commissioner Panzer to approve the additional item for the agenda. Seconded by Commissioner LaDouceur, motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

PRESENTATION BY CURLING CLUB

Perry Marto addressed the Board with a report on building a new curling club at its present site. The building is owned by the curling club, but the land is leased from the Park District. They need the approval of the Board to move forward with the building plans. They currently have 270 members that use the club and hope with the new club, more interest will follow.

Commissioner Bollman stated that we will run this past our attorney to see what various legal things are needed. The Board is hoping to be able to cooperate on the project. The planning committee for the

curling club does have a drawing of what the new building would look like and they are willing to share this with the Board or whoever would like to see it.

RFP FOR ARCHITECTS FOR POTENTIAL RINKS

Commissioner Panzer is looking for permission from the Board to get a request for proposal for a lead architect and put together a committee that would go through the interviewing process for the architects. The committee would address the Board for final approval. The Board gave their permission to go ahead with the RFP.

FOR ACTION

COMMUNITY CONTRACTORS GUARENTEED MAXIMUM PRICE

Craig Tweten from Community Contractors is asking to increase the GMP \$260,000 due to change of the Park District receiving the \$260,000 donation directly from Zavorals and not through a reduction of the construction invoice. The net result is that the Park District will be in the exact same position financially it was in when it approved the GMP in May 2011.

A motion was made by Commissioner LaDouceur to approve the increase of the GMP to Community Contractors. Seconded by Commissioner Soeby; motion carried.

APPOINTMENT BOARD REP TO GFYHA BOARD

Commissioner Panzer volunteered to sit on the Grand Forks Youth Hockey Association Board.

A motion was made by Commissioner LaDouceur to approve Commissioner Panzer to the GFHYA Board. Seconded by Commissioner Skarperud; motion carried.

AWARD ULLAND GRANTS

Superintendent Bill Palmiscno presented the Board with the Ulland Grants to be awarded. The total to be awarded is just under \$8,500. He requested they approve the grants as presented.

A motion was made by Commissioner Panzer to approve the Ulland grants. Seconded by Commissioner LaDouceur; motion carried.

2012 COMPENSATION INCREASES

Galen Cariveau, from UND, addressed the Board with the 2012 Employee Compensation recommendations and market study results. A 5% overall increase in total compensation for 2012 was proposed, which would include a 2% cost of living increase along with 2% being used to bring all fulltime employees up to 90% of the average salary and 1% going towards merits awarded.

A motion was made by Commissioner Panzer to approve 2012 Compensation increases. Seconded by Commissioner Soeby, motion carried.

2012 EMPLOYEE HEALTH INSURANCE CONTRIBUTION

Superintendent George Hellyer addressed the Board with the health insurance premiums. BCBS will go up by 2% starting 1/1/12. He stated that this is a very low increase compared to last year's 13% increase.

In order for the Park District to retain its “grandfathered “ status the employee contribution cannot change by more than 5% from 2010. He recommended that the Board go to a 9.75% contribution. This would be a savings of \$7,000 annually. In addition, it will save employees money due to the lower premium.

A motion was made by Commissioner Skarperud to approve the 9.75% health insurance contribution. Seconded by Commissioner LaDouceur, motion carried.

CHOICE HEALTH & FITNESS CONCESSIONAIRE AGREEMENT

Superintendent Bill Palmiscno requested approval from the Board to authorize the Choice Health & Fitness Concessionaire agreement as presented. The agreement has been changed from 5 years to 3 years.

A motion was made by Commissioner Panzer to approve the agreement, which was seconded by Commissioner LaDouceur, but some questions arose; motion was denied.

A discussion took place which brought forward a few updates to the agreement.

A motion was made by Commissioner Panzer to approve the agreement with the changes discussed and final approval on Exhibits B & C when completed. Seconded by Commissioner Skarperud; motion carried.

POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY FOR BOND ISSUES

Superintendent George Hellyer presented the procedures and processes included for bond issues to the Board. He stated that we are already doing the steps included in the policy, but it would be nice to have a formal policy in place.

When asked if there would be an additional fee attached to this policy, Hellyer stated that this document is for internal use only. He agreed to contact the auditors to see if they are comfortable with the set procedures.

A motion was made by Commissioner Panzer to approve the policy as presented upon approval by Brady Martz. Seconded by Commissioner LaDouceur, motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR NOVEMBER 2011

A motion was made by Commissioner Panzer to approve the bills for November in the amount of \$1,036,908.90 for the Park District. Seconded by Commissioner Soeby; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno reported that numbers are up for winter programming. He also reported that the Stadstad hockey tournament would play some of the games at Purpur Arena.

Parks reported that they have stored all summer equipment for winter and set up all pleasure hockey backstops. They will start flooding outdoor rinks when weather permits. Also, crews spent two days setup and takedown for the Choice Health/Fitness Party and helped at Santa Village setup.

Cam Tweten reported that there were 95 memberships sold in November and 37 memberships cancelled. He stated that Center Court has changed cleaning companies from Kidwell to Wizard cleaning as of December 4. They will be looking to hire a new Tennis Pro and other positions to prepare for the transition to Choice Health & Fitness.

Forestry reported 27 request calls answered, along with 356 trees pruned, 2 non-DED removals, and 8 stumps were removed. They also spent two days at Santa village helping with setup.

Director John Staley updated the Board on the sale of the Red River Valley Gymnastics building for \$1.00 providing they pay for split of the utilities. The cost for the Park District is in moving the gas line from the front of the building to the back of the building as required by Excel Energy.

BOARD MEMBERS' REPORTS

Commissioner Soeby reported on her trip to the National Park and Recreation Association Conference. She would like the Park District to look into a program called Geo-cashing. Senior programming was another big topic at the conference. She will have an update for the Board members with a list of different options to look at.

Commissioner Jay Panzer thanked Bill Palmiscno for listening to the community about adding rubber to the Gambucci Arena.

Director John Staley addressed the Board on the Board Compensation report. He handed out the information to the Board Members. It was discussed that they need to do research on the subject and would address it at a later date.

Director Staley also mentioned we have two people interested in adopting a park at 20th St and 40th Ave. He would have more information at a future meeting.

EXECUTIVE SESSION

At this point in the meeting, the Board went into an executive session.

ADJOURNMENT

A motion was made by Commissioner Panzer to adjourn. Seconded by Commissioner LaDouceur; motion carried.

John Staley, Clerk

Jim Bollman, President