

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
FEBRUARY 7, 2012**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, February 7, 2012, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Bollman, Panzer, Skarperud and Soeby. Not present was Commissioner LaDouceur.

APPROVAL OF MINUTES FROM JANUARY 10, 2012

A motion was made by Commissioner Soeby to approve the minutes from the January 10, 2012 Board meeting. Seconded by Commissioner Panzer; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

Jim Bollman requested to add under "For Action", Board of Commissioners Compensation.

A motion was made by Commissioner Panzer to add the additional item to the agenda. Seconded by Commissioner Skarperud; motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

MASON PARK NAMING

Bill Steckler, representative from the Malta Lodge 131 of Grand Forks, was present to ask permission, on behalf of the Masons, to adopt our park at the northeast corner of the intersection of South 20th Street and 40th Avenue South. Their hope is to foster improvements in the park and make it family and neighborhood friendly. They would begin with a \$10,000 donation this year and will make periodic donations for improvements through the years. They ask that the park be named "Masonic Park".

Their request does meet the criteria for naming park land or facilities of the Park District of the City of Grand Forks.

Commissioner Bollman welcomed them and stated that their request would be placed on next month's agenda for action.

Director John Staley stated that it would be great to have one of our parks named after such an internationally known organization. He thanked them for their very generous offer and stated that it has been our policy to always have a second reading before approving such a request.

2012 C&B PROPOSAL

Superintendent Bill Palmiscno supplied the Board with information on the inflatable 25'x14' movie screen for \$3,220.00. This screen would be able to be used inside and out. It was recommended at this time to look into renting the projector needed. The funds would come from the 2012 C&B budget. Commissioner

Panzer asked that the cost be compared with other like companies before purchasing. He would also like to know the purchase price of a projector.

Bill Palmiscno also presented the Board with the resurfacing of the University outdoor tennis courts at the cost of \$16,000, which could come from the Land Fund.

The third project that Superintendent Palmiscno presented was the Parking Lot Project for \$690,000 to come from the Special Assessment Fund. We are 75% ready to put out bid notices on this project. He noted that the Lincoln lot would be for repair only with Optimist and Sertoma lots to be expanded. The crossing lights at the arenas would run an additional \$6,000 per site, but the City will install and maintain them.

Commissioner Soeby asked if Gary Harris, Jr. is working on sponsorships to help with the purchase of the movie screen. Superintendent Palmiscno stated that others have obtained sponsorships by individual event.

FOR ACTION

ICE ARENA ARCHITECT

Superintendent Bill Palmiscno submitted the arena architect recommendations from the selection committee to the Board for approval. The selection committee had interviewed four architectural firms and ranked them in priority order: 1) ICON Architectural Group, 2) JLGice Architects, 3) EAPC Architects, and 4) Widseth Smith Nolting & Assoc., Inc. Once approved a contract will have to be negotiated, if it doesn't work out, then we would move on to the #2 choice, as listed.

A motion was made by Commissioner Panzer to approve ICON Architectural Group for the arena project. Seconded by Commissioner Skarperud; motion carried.

CENTER COURT FITNESS CLUB PURCHASE AGREEMENT

Director John Staley addressed the Board on the purchase agreement for Center Court Fitness Club. He stated that there had been a few details that needed to be clarified within the contract and that everything asked for was fair. He noted that both Dick Olson and George Hellyer had read through the entire document and that a notarized copy had been brought in before the meeting. The purchase price was \$550,000.

Members of the Lee family were present and stated they are very excited for Grand Forks and the surrounding area and are just glad to be a part of it – “Just a little piece in the puzzle”!

A motion was made by Commissioner Panzer to approve the Purchase Agreement for Center Court Fitness Club as written. Seconded by Commissioner Soeby; motion carried.

ROUNDAABOUT RIGHT OF WAY EASEMENT AT 24TH AVE S AND S 34TH ST

John Staley presented the Board with a Mutual Agreement between the Grand Forks Park District and the City of Grand Forks for the construction of a roundabout at the intersection of 24th Avenue South and South 34th Street.

A motion was made by Commissioner Panzer to approve the Mutual Agreement with the City of Grand Forks to build the roundabout as presented. Seconded by Commissioner Skarperud; motion carried.

J P A WITH COUNTY FOR THE GENERAL ELECTION

Superintendent George Hellyer presented the Board with the Joint Powers Agreement with the County for the General Election. The Park District's share will be \$6,000, plus 25% if more than a single page ballot is required.

A motion was made by Commissioner Skarperud to approve the joint agreement with the County. Seconded by Commissioner Soeby, motion carried.

JOB DESCRIPTIONS FOR MARKETING POSITIONS

Galen Cariveau, UND Workforce Development, addressed the Board on the job descriptions for the Marketing Positions. Both positions are set at the same pay scale, the only difference is that Brandy Chaffee will cover Choice Health & Fitness and Jill Nelson will cover the Grand Forks Park District. The employees do understand that some big projects may have to be completed as a team. The job descriptions have been reviewed and approved by employees, Cam Tweten, and John Staley.

Director Staley stated that top management of Choice will have set marks and set goals for performance and memberships. This will also apply to Golf, as well, when applicable.

Commissioner Soeby agreed that it is a good idea to have this included.

Cam Tweten stated that a very important part of Brandy Chaffee's job will be managing the front desk and communication with the public and employees. Communication will be key to our success, along with customer service. This position has already been budgeted and will report directly to Cam Tweten.

John Staley added that Jill Nelson's position will also include the Foundation, events, and recreation guide. This position will still report to John Staley.

A motion was made by Commissioner Soeby to approve the Marketing Position job descriptions as written. Seconded by Commissioner Skarperud, motion carried.

DAKOTA MEDICAL FOUNDATION GRANT CONTRIBUTION ENDORSEMENT

Director John Staley asked the Board to consider the endorsement and support to the Dakota Medical Foundation for its \$20,000 grant contribution to the Choice Health & Fitness project. These funds will be used with the additional \$55,979.96 to complete the Kid's Zone Equipment Area. This is an area that has specialized equipment for youth ages 8 – 14.

In addition to other funds, there will be a minimum of 20, \$1,000 donors to match the grant funds from Dakota Medical Foundation.

The funds will help to make this a one of a kind specialty facility for the Greater Grand Forks and its surrounding communities.

A motion was made by Commissioner Panzer to approve the endorsements. Seconded by Commissioner Skarperud; motion carried.

AWARD CERAMIC TILE CONTRACT

Wayne Dietrich from EAPC presented the Board with the results of the December 22nd Ceramic Tile Bid. This was the bid for the building ceramic tile only.

Wayne Dietrich recommended the base bid of \$298,918.00 from I'll Tile & Stone, Detroit Lakes, MN. There is a \$22,082.00 deduct included, along with, valued engineering. He stated that this is a good product and was the lowest overall bid submitted.

A motion was made by Commissioner Soeby to approve the ceramic tile bid from I'll Tile & Stone. Seconded by Commissioner Panzer; motion carried.

BOARD OF COMMISSIONERS COMPENSATION

President Jim Bollman asked to step down from the Chair at this time and to put Vice-President Panzer in charge.

A motion was made by Commissioner Skarperud to appoint Vice-President Panzer to take over the meeting for the next item. Seconded by Commissioner Soeby; motion carried.

Commissioner Bollman stated that with the comparison of Board compensation to other areas similar to ours, we are under the level and he recommends the amount to be increased to \$250.00 per month, effective July 1, 2012. He will no longer be serving on the Board at that time, but he feels this may encourage others to consider serving on the Board.

Director Staley stated that this amount is in line with other park commissioner's compensation with like cities around the state. The North Dakota Parks and Recreation Association has studied total board compensation on Fargo, Bismarck, Minot, and so forth, to determine market.

A motion was made by Commissioner Bollman to increase the Board compensation to \$250.00 per month, effective July 1, 2012. Seconded by Commissioner Soeby; motion carried.

A motion was made by Commissioner Skarperud to put Commissioner Bollman back in charge at this time. Seconded by Commissioner Soeby; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR JANUARY 2012

A motion was made by Commissioner Panzer to approve the bills for January in the amount of \$550,403.81 for the Park District. Seconded by Commissioner Skarperud; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno updated the Board on the upcoming hockey tournaments. He also stated that the Knight for a Princess event is being held at the Alerus Center this year; one weekend in February and one weekend in April. Outdoor rinks are being maintained and will be open through the 1st of March,

weather permitting, and then just four rinks after that date. Cross country ski trails have been groomed. Palmiscno also provided the Board with a list of equipment to be bid.

Cam Tweten reported 66 memberships sold for Center Court Fitness Club and 61 memberships canceled in January. He also reported that Choice is approximately seven months from opening. He is receiving calls daily for tours, with 3 - 5 corporate presentations being given weekly. Job descriptions and salary ranges are in the works and RFP's will be going out for furniture and equipment. Corporate membership drives/proposals have been receiving very positive responses. The wellness component to reduce medical costs has been one of the popular areas of interest. He feels the "family" and "more active" components are huge factors, as well.

Forestry reported 28 request calls answered, along with 247 trees pruned, and 3 non-DED removals. They also spent one day on snow removal. The crew was recertified in First Aid and CPR. They also attended the Urban Forestry Seminar in Fargo.

BOARD MEMBERS' REPORTS

No reports from commissioners.

Director John Staley stated that he has been doing some research on the projections of development, and markets are looking very good for Grand Forks. The oil impact on building capital has also been affected. Everything looks more positive and secure than one year ago. He also stated that we may need a midmonth meeting for Choice bids.

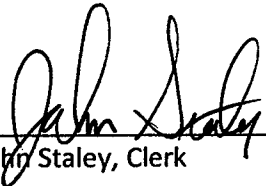
Jim Bollman stated that additional information has been supplied by Galen Cariveau, but without a full Board present, John Staley's compensation will be covered at the March meeting.

EXECUTIVE SESSION

None.

ADJOURNMENT

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



John Staley, Clerk



Jim Bollman, President