

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
MARH 6, 2012**

**AGENDA**

**ROLL CALL**

The Board of Park Commissioners met for their monthly meeting on Tuesday March 6, 2012, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Bollman, LaDouceur, Skarperud and Soeby. Not present was Commissioner Panzer.

**APPROVAL OF MINUTES FROM FEBRUARY 7, 2012**

A motion was made by Commissioner LaDouceur to approve the minutes from the February 7, 2012 Board meeting. Seconded by Commissioner Skarperud; motion carried.

**APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA**

None.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**FOR DISCUSSION**

**FLAAT – MIKKELSON ADDITION – LOT SALE**

Superintendent George Hellyer addressed the Board with the bid specifications for Lots A & B of the replat of Lot 2, Block 1, Flaas-Mikkelson-Addition, located at 3000 and 3950 South 11<sup>th</sup> Street, Grand Forks, ND. He discussed the City assessor's office's estimate of what the assessed value would be for tax purposes. The estimate was \$240,000 to \$250,000 total for the two lots. During previous board meetings it was indicated to set the minimum purchase price at \$174,000 (total for both lots).

A discussion followed on the value of the lots. It was decided that a local realtor would be contacted to get a fair market analysis of the lots.

**PARK DISTRICT WORKSITE WELLNESS PROGRAM**

Director John Staley explained the worksite wellness program to the Board. He feels the program would be a great benefit to the employees and insurance rates could drop if the Park District participated in the program. He feels we should be a "model" for others. We just found out the grant will not cover the expenses so we may have to include it in the budget for next year.

General Manager, Cam Tweten stated that with the building of Choice Health & Fitness it would be a good idea if the Park District participated in the program and then we could use it as a tool for other organizations. It would also benefit our employees and give them a better quality of life. Superintendent Hellyer added that we could incorporate it with the current safety committee. Further discussion will continue at another board meeting.

## **POSITION DESCRIPTIONS: CHOICE HEALTH & FITNESS**

General Manager Cam Tweten addressed the Board with the new staff positions for Choice Health & Fitness. The new staff is needed to develop new programs and lay the foundation to some key policies and procedures. The staff positions are built into the budget, but the initial months prior to the opening of Choice will be supported by the one mill dedicated by the Board. The positions are Fitness Coordinator, Finance/HR Associate, Membership Associate, Sports Coordinator and Aquatics Coordinator.

Superintendent Bill Palmiscno added that the Aquatics Coordinator position will be a shared position with the Recreation Department. The position will also coordinate the programming at the outdoor pools during the summer season.

### **FOR ACTION**

#### **MASONIC PARK**

A second reading of the request for the proposal to name the park at the corner of 40<sup>th</sup> Avenue South and 20<sup>th</sup> Street south Masonic Park. The Board felt it met all the qualifications for the naming rights. A representative from the Masonic Group was at the meeting to answer any questions.

A motion was made by Commissioner LaDouceur to approve the Masonic Park on the corner of 40<sup>th</sup> Avenue South and South 20<sup>th</sup> Street. Seconded by Commissioner Soeby; motion carried.

#### **CONSIDERATION OF PURCHASING AN OUTDOOR MOVIE SCREEN**

Superintendent Bill Palmiscno addressed the Board on the purchase of an outdoor movie screen for the Park District. He stated that we are just purchasing a screen at this time and are still getting price quotes for the projectors. The screen size is 25' wide by 14' high. The cost of the screen is about \$3,000 to \$3,500.

A motion was made by Commissioner Soeby to approve the purchase of an outdoor screen. Seconded by Commissioner Skarperud; motion carried.

#### **GASB #54 – FUND BALANCE POLICY**

Superintendent Hellyer addressed the Board regarding the Governmental Accounting Standards Board recent statement #54. This is a new classification system on Fund Balances. He provided the Board with the information on the requirements of the GASB #54 policies. The three components of the accounting standards to be updated are: new terminology on various fund balances; minimum balance total of 15% of operating expenditures for the General Fund; and assigning the fund balance can be done by the Board or the Board can designate this power to certain staff. Hellyer recommends having John Staley and himself as having the authorization to assign fund balance.

A motion was made by Commissioner LaDouceur to approve the GASB #54 policies as presented. Seconded by Commissioner Skarperud; motion carried.

#### **NDSIB-ASSET ALLOCATION CLASSIFICATIONS**

Superintendent Hellyer addressed the Board about the new classifications for the North Dakota Investment Board. He provided the Board with the information regarding the NDSIB Classifications. He is asking for approval to follow the new classification system.

A motion was made by Commissioner Soeby to move to the new NDSIB Classifications system. Seconded by Commissioner LaDouceur, motion carried.

## **EQUIPMENT BIDS**

Superintendent Bill Palmiscno presented the Board with the equipment bids for the mowers for the Parks Department and King's Walk for approval

### **CONSIDERATION OF BIDS FOR MOWERS FOR PARKS DEPARTMENT AND KING'S WALK GOLF COURSE**

#### EQUIPMENT BIDS READY TO AWARD

**A. EQUIPMENT BID UNIT #2 ALL FRONT MOUNTED 6' ROTARY MOWER (Park Maintenance)**

A motion was made by Commissioner Skarperud to approve Unit bid #2, Front Mounted 6' Rotary Mower to John Deere for \$7,500.00. Seconded by Commissioner LaDouceur; motion carried.

**B. EQUIPMENT BID UNIT #3 – ALL FRONT MOUNTED 10.5' ROTARY MOWER (King's Walk)**

A motion was made by Commissioner LaDouceur to approve Unit bid #3 , 10.5' Rotary Mower for King's Walk to Toro for \$44,381.31. Seconded by Commissioner Soeby; motion carried.

**C. EQUIPMENT BID UNIT #4 – 2012 – 2WD ½ TON STANDARD CAB PICK-UP (Park Maintenance)**

A motion was made by Commissioner Soeby to approve Unit bid #4, 2012 -2WD Half Ton Standard Cab Pick-Up to Rydell's for \$17,521.00. Seconded by Commissioner LaDouceur; motion carried.

**D. EQUIPMENT BID UNIT #1 – FRONT MOUNTED 16' ROTARY MOWER (Park Maintenance)**

A motion was made by Commissioner Skarperud to approve Unit bid #1, Front Mounted 16' Rotary Mower to Toro for \$64,930.50. Seconded by Commissioner LaDouceur; motion carried.

#### FINANCIAL REPORTS

All reports were accepted as presented.

#### BILLS TO BE APPROVED FOR FEBRUARY 2012

A motion was made by Commissioner Skarperud, per Commissioner Panzer's approval, to approve the bills for February in the amount of \$725,563.83 for the Park District. Seconded by Commissioner LaDouceur; 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 went well at the Alerus Center. Outdoor rinks will close for the season Wednesday, March 7<sup>th</sup> and cross country ski trails were groomed for the last time this week. The Parks crew is busy preparing facilities and equipment for the summer season.

Cam Tweten reported 24 memberships sold for Center Court Fitness Club and 40 memberships canceled in February. Hard Hat Tour for Choice Health & Fitness will be held Friday, March 9th at 5:00 & 6:00. The Grand Am Basketball tournament is the weekend of March 23 -25. There are 134 teams participating in the tournament. He also stated that they have been working with Simmons Flint on their evolution from our existing culture to our new culture.

Forestry reported 32 request calls answered, along with 335 trees pruned, and no DED removals. They also spent two days on snow removal.

Gary Harris Jr., Development Officer, thanked the Board for their help with the "Giving Hearts Day" activities. The support from commissioners and the community was very much appreciated.

#### BOARD MEMBERS' REPORTS

Commissioner LaDouceur inquired when the ice arenas would open for the spring season. He also mentioned public interest on naming a park for Jack Mayfield on 3<sup>rd</sup> Avenue & Cottonwood Street. He gave the Board information to read and they would address it at a later meeting.

#### EXECUTIVE SESSION

A motion was made by Commissioner LaDouceur to move into executive session. Seconded by Commissioner Skarperud, motion carried.

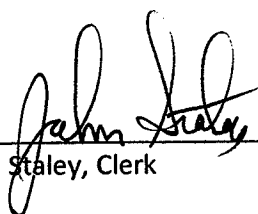
The Board went into executive session to discuss Director John Staley's Compensation.

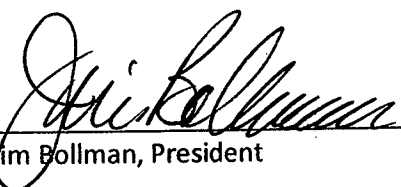
The Board ended executive session and reconvened the regular meeting.

A motion was made by Commissioner Soeby to approve the Directors compensation of 2% cost of living, the same as what the other employees received, along with a 3% salary adjustment. Both are to be paid retroactively to January 1, 2012. A review will be done again in 2013 to work towards getting to 100% market value. Seconded by Commissioner LaDouceur, motion carried.

#### ADJOURNMENT

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

  
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John Staley, Clerk

  
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Jim Bollman, President