

**PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
APRIL 5, 2011**

AGENDA

ROLL CALL

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

APPROVAL OF MINUTES FROM MARCH 8 & 23, 2011

A motion was made by Commissioner Soeby to approve the minutes from the March 8 & 23, 2011 Board meetings. Seconded by Commissioner LaDouceur; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

1. FOR DISCUSSION: Hiring an Accounting Manager
2. FOR ACTION: Joint Powers Agreement with the City of Grand Forks on the Storm Sewer Maintenance for Choice Wellness Center

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

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

PRESENTATION OF THE 2010 AUDIT

Joe Martin, Brady Martz, addressed the Board and presented the 2010 audit. He went over a summary of the financial statement. Overall, the fund balances are looking pretty healthy.

Vice President Panzer asked when the next Pension Committee meeting is scheduled. Superintendent Hellyer will set the date for the next meeting after the January 2011 valuation.

Joe also went over the management recommendations and invited questions on the audit at anytime. Superintendent Hellyer will meet with Commissioners Panzer and Soeby to decide the best way to address these issues.

A motion was made by Vice President Panzer to except the 2010 Audit as presented. Seconded by Commissioner LaDouceur; motion carried.

ACCOUNTING MANAGER

Superintendent Hellyer itemized various reasons that point out why this position is very much needed. There will be a transition period with Colette LeClerc, Business Manager looking at retiring and the extra workload with Choice Wellness Center.

The funding for this position can be justified by the fact that Marsha Bouvette's position was replaced at a lower pay scale and we will be saving on consultant fees along with improving our overall processes.

Discussion took place on whether the individual to be hired should be a CPA. The feeling was what we need is someone with sufficient experience along with a strong general ledger background to take over the day-to-day policies that need to be improved so George can spend his time on other projects.

Director Staley added the fact that our volume has increased tremendously in the last few years and we do see the need for this position.

This item was tabled and will be brought back, for action, at our next meeting.

NDRPA ECONOMIC CONTRIBUTION STUDY

Superintendent Palmiscno stated that the NDRPA is asking the Grand Forks Park District to participate in an economic contribution study with 13 other park districts throughout the State of North Dakota. Staff members feel this would be a great study to participate in for the following reasons: The cost is only \$10,000, which will be paid over two years; great tool if City participation is needed in current or future projects; public relations tool in telling public our contribution to Grand Forks; local and statewide data, which will allow us to have a research-backed voice when fighting for funding and other legislature related causes; and information critical to support grant writing opportunities.

Budgets to be used for this study will be Recreation for the first year and the second year will come out of the General Fund and the Choice Wellness Center budget.

Commissioner LaDouceur asked if all communities are participating in this study. Brandy Chaffee will bring back more information and Bill Palmiscno will put together a packet for review.

This item was tabled until the next meeting.

RFP CONCESSIONAIRE FOR CHOICE WELLNESS

The Request for Proposal (RFP) Administrator is Bill Palmiscno, Superintendent of Parks and Recreation.

Superintendent Palmiscno will advertise for bids to select a company to provide food and beverage services through a three year contract according to specifications.

Committee members are John Staley, Dick Olson, Cam Tweten, Jay Panzer and Jim Bollman (Molly Soeby will sit in Jim Bollman's spot). Any questions need to be brought to their attention so Dick Olson can update accordingly.

Discussion took place and Commissioner Soeby would like to add recyclable plastic only to be used. Cam Tweten would like to start the process by May for bidding purposes. Vice President Panzer suggested going ahead with the bidding process to see who is interested. Commissioner Skarperud suggested raising the liability coverage from \$500,000 to \$1,000,000.

President Bollman stated there was no motion needed, just start the process with changes noted.

FOR ACTION

JOINT POWERS AGREEMENT WITH THE CITY OF GRAND FORKS FOR CHOICE WELLNESS CENTER

Al Grasser, City of Grand Forks addressed the Board and stated that the City Council approved the agreement at their April 4th Council meeting.

This agreement is to jointly plan and utilize limited resources available to each entity and to utilize and integrate an intergovernmental approach to the development of the storm water pond and associated infrastructure. There is one change to be made to the agreement and that change is to show the storm water pipe is to be maintained by the City.

A motion was made by Commissioner LaDouceur to accept the joint powers maintenance agreement with the City of Grand Forks on the storm sewer for Choice Wellness Center. Seconded by Commissioner Soeby; motion carried.

KING'S WALK PURCHASE OF TWO (2) WORK CARTS

Superintendent Palmiscno and Superintendent Clark went over the quote tabulations for purchasing two utility carts for King's Walk Golf Course. MTI's quote of \$8,895 for one Toro Workman MDX and Cheney Motor Sport's quote of \$6,450 for one E-Z Go 1200 MPT Cart were the ones being considered. The purchase of this equipment is already included in the 2011 Budget.

Bill Palmiscno stated that the motor was shot on the 1996 E-Z Go. Dave Clark stated that a new motor would cost about \$2,800 and a rebuilt motor around \$1,800. The life span is estimate at about 10 years. Superintendent Palmiscno suggested looking at a 3 – 4 year budget to get a better replacement plan in place.

A motion was made by Commissioner Skarperud to go ahead and buy the Cheney Motor Sport's E-Z Go Cart for \$6,450 and look at the long term replacement for the other. Seconded by Commissioner Soeby; motion carried.

AWARD DED BID

Mike Fugazzi, Forestry Operations Manager, addressed the Commissioners and stated that four companies had requested bid packets and three bids were turned in.

Gary's Tree Removal has been the low bid for the last 2 – 3 years. If we do that same amount of inches removals as last year, which was \$30,000, this year it would come to about \$32,000. Their bid meets all

specifications and is within budget. This contractor will also be used for special projects due to storms, hazards, emergencies or time constraint situations for an agreed upon negotiated rate.

A motion was made by Commissioner LaDouceur to approve the bid as specified. Seconded by Commissioner Skarperud; motion carried.

2011 LINCOLN CONCESSIONAIRE AGREEMENT

Superintendent Hellyer stated that last year was only a one-year agreement. George suggested the agreement be made through 2014 with the same terminology as last year.

Vice President Panzer pointed out that under #5, it is stated that all sales shall cease as of November 1 of each year. He suggests that it be changed to the end of golf season. Paul Waind agreed that no date needs to be indicated, just end of golf season, when course closes for the season. Paul also stated that last year went very well and everything is in place and ready for this year.

Superintendent Hellyer is checking with Gregg Schaefer from Vaaler Insurance on our policy.

A motion was made by Vice President Panzer to approve the concessionaire agreement with the change to #5 regarding the end of golf season and also verification that insurance is OK. Seconded by Commissioner LaDouceur; motion carried.

SELECT AUDIT COMMITTEE REPLACEMENT

President Bollman suggested that Commissioner Soeby serve on the Audit Committee.

A motion was made by Commissioner LaDouceur to appoint Commissioner Soeby to serve on the Audit Committee. Seconded by Commissioner Skarperud; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR MARCH

A motion was made by Commissioner Panzer to approve the bills for March in the amounts of \$736,813.64 for the Park District. Seconded by Commissioner Skarperud, motion carried.

SUPERINTENDENTS' REPORTS

Superintendent Palmiscno reported that flood preparations are underway and everything should be fine. He will keep the Board informed as water gets high as to what actions are being taken. He also reported on activities scheduled for April and May along with preparations taking place for the summer season.

Mike Fugazzi reported 356 street trees pruned, one non DED removal along with 39 request calls answered in March. There was only one firewood pile to be picked up this year and they will be finished with pruning the Near North Side Neighborhood tomorrow.

Cam Tweten reported that Center Court Fitness Club memberships to date are at 1518, up slightly over last year at this time. Adult Grand Am Basketball Tournament was very successful, with 139 teams participating. This represents the highest number of teams participating in the Adult Grand Am ever.

BOARD MEMBERS' REPORTS

Commissioner Soeby reported it has been brought to her attention that the natural garden located in Lincoln Drive Park could use better upkeep. Mike Fugazzi said they have been fighting to keep up with maintenance and are going to try a couple of different things this year to see if it will help.

Commissioner Skarperud inquired where we are at on the King's Walk Tree Plan. Mike Fugazzi reported that he has 25 (5 foot) pine trees on order to be planted this spring and that they have added 25 each year in those areas.

Commissioner LaDouceur asked if there was any word yet on the value of Center Court Fitness Club. Director Staley said there are no numbers yet. We need an architect to do an analysis, but it is very difficult when there is nothing to compare it to. We still need to do a title search and get it surveyed so we can get everything into a package for planning and zoning so we can start to advertise. We also need to complete the parking lot agreement details.

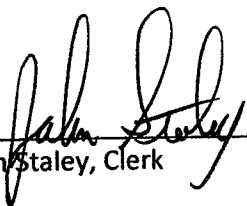
John also added that a Board planning retreat would be great since both Tim and Molly are new to the Board. He will get information out on this soon.

EXECUTIVE SESSION

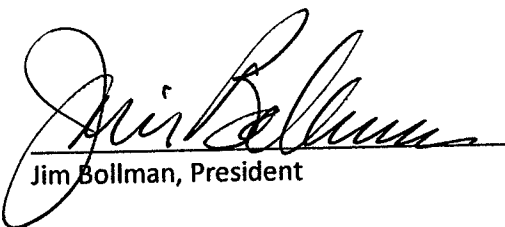
None.

ADJOURNMENT

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



John Staley, Clerk



Jim Bollman, President