

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JUNE 7, 2011**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, June 7, 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 MAY 3, 12, 19 & 20, 2011

A motion was made by Commissioner Panzer to approve the minutes from the May 3, 12, 19 & 20, 2011 Board meetings. Seconded by Commissioner Soeby; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

No additional items, just a change in the order as listed to move Lincoln Concession contract up to follow the Update from Eagles Crest Grill.

SPECIAL PRESENTATION DONATION AE₂S

Shawn Gaddie from Advanced Engineering and Environmental Services Inc. presented a check to Commissioner Bollman in the amount of \$90,000.00 for the Choice Health & Fitness Project.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

UPDATE FORM EAGLES CREST GRILL

Paul Waind addressed the Board with a summary of last year's sales along with his projection of \$900,000 for 2011. He discussed the beverage cart schedule and explained that the weather and Pro Shop schedule are the factors in determining when the beverage cart is sent out.

He also addressed the tent on the patio. Eagles Crest has had a lot of large private rentals and events this spring and it was up a lot longer than originally anticipated. The suggestion was made to provide signage of a schedule of events to help the public with clarification of when the tent is to be used. Paul also stated that there are many weddings scheduled for this summer.

LINCOLN GOLF COURSE CONCESSIONAIRE CONTRACT

George Hellyer addressed the Board regarding the Lincoln Golf Course Concessionaire contract. He went through the contract and stated that he has been in contact with the insurance agent and the City Attorney and just a couple of small adjustments have been made to the contract. He clarified that the

employees are hired under Paul Waind and are not Park District employees. He also stated that the term ending date has been changed to the same day as the closing of the golf course for the season. Board discussion pointed out that \$1,000 will be given to Paul Waind annually, in advance, as an administration fee. They also specified that all employees who handle alcoholic beverages must obtain a City Alcohol Training Certificate. The Board wanted to make sure that all insurance requirements are being met.

A motion was made by Commissioner Panzer to approve the Lincoln Concessionaire contract. Seconded by Commissioner Soeby; motion carried.

MEMBERSHIP RATES FOR CENTER COURT FITNESS CLUB/YMCA FOR FALL 2011

Cam Tweten addressed the Board regarding a 4-5% rate increase for September 2011 for Center Court Fitness Club and the YMCA as a joint effort. He stated that the youth rates would stay the same. These rates were compared to other facilities in the State.

Commissioner Bollman commented that both facilities would have to agree on changes for final approval.

FOR ACTION

AWARD TRUCK BID

Superintendent Bill Palmiscno addressed the Board with the results of the ¾ ton truck bid. The bids are within 5% difference, which would OK the acceptance of the local bid.

A motion was made by Commissioner Panzer to go ahead and accept the Rydell bid in the amount of \$24,024.00. Seconded by Commissioner LaDouceur; motion carried.

CONSIDERATION FOR CONSTRUCTION PHASES BID PACKAGES READY TO AWARD: ELECTRICAL, MECHANICAL AND RE-ORDER ROOFING

Director Staley addressed the Board on getting permission, in action, to go ahead and approve the second phase of bids for Choice Health & Fitness. He also recommended we reject the roof bid at this time and repackage the roof with the sheathing together and rebid.

A motion was made by Commissioner LaDouceur to reject the roof bid as presented. Seconded by Commissioner Skarperud; motion carried.

CHOICE BUILDING PROJECT MECHANICAL BID

Director John Staley addressed the Board and summarized the outcome of the mechanical packages for Choice Health & Fitness. It was decided that further discussion was needed with the valued engineering before making a final motion to approve the bid package. The Board agreed to wait a week before they award the bid.

CHOICE BUILDING PROJECT ELECTRICAL BID PACKAGE

Director John Staley addressed the Board and stated that the two low bidders were within 2½% of each other. He recommended going with Bergstrom Electric because they are local and with all the follow-up work that may be needed for this project. Valued engineering was also taken into consideration along with the 5% local Board rule.

A motion was made by Commissioner Panzer to award bid package #27 to Bergstrom Electric. Seconded by Commissioner Skarperud; motion carried.

RFP FOR PHONE SYSTEM

Superintendent George Hellyer requested permission to seek bids for a new phone system for the main office. He stated the cost for a new phone system is currently built into the budget. He reported that the office would save enough money on our monthly local and long distance phone bills to pay for the new phone system in 12 months.

The commissioners all agreed to move forward with the RFP for the Phone System.

WEBSITE

John Staley wanted the Board to consider investing into a new content management system website. He stated that it would be much more efficient than what we have in place at this time. It would be an \$80,000 investment and Insight Technology is looking into putting a package together for the Park District. Bill Palmiscno stated that we need to get started now so we can have something in place by hockey season.

The Board would like to have time to look over all the information and get some questions answered before making a decision. This item was not on the agenda, for action, so the Board will consider it at their next Board meeting.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR MAY 2011

A motion was made by Commissioner Panzer to approve the bills for May in the amount of \$739,443.15 for the Park District. Seconded by Commissioner LaDoucier, motion carried.

SUPERINTENDENTS' REPORTS

Superintendent Bill Palmiscno reported that summer activities have begun for the season and enrollments are down a little from 2010. The T-ball program received hats this year instead of t-shirts. He reported that Riverside Park is open and the pool will open June 17, 2011. This will push the swimming lessons back a week. The dog park has been reseeded and should open by the end of June. Work is being done on the Kelly Park baseball diamonds and the Grand Forks School District will share the cost with the Park District.

Superintendent George Hellyer updated the Board on the Accounting Manager position applicants; he stated that interviews for the position will begin June 15.

Director John Staley updated the Board on the Development Officer interviews. He stated that the interviews have been done and they are down to three very good candidates. He is hoping to have the candidates meet with the Board members if time allows.

Cam Tweten reported memberships are at 1452. This does not include the 300 – 400 non-contracted cash memberships that we have on a monthly basis. Summer programs have been expanded and enrollment is up from last year.

Forestry reported 104 request calls answered in May, with 455 trees planted along with 130 trees pruned, 103 non-DED removals and 131 stumps removed. They also participated in Emerald Ash Borer Awareness Week and are setting up 18 Emerald Ash Borer traps in cooperation with the ND Department of Agriculture.

King's Walk reported 4,615 rounds for May with a year-to-date total of 6,016. Lincoln had 1,922 rounds in May with a year-to-date total of 2,105 rounds of golf.

BOARD MEMBERS' REPORTS

Commissioner LaDouceur requested the July meeting be moved to July 12th due to the July 4th Holiday. He also inquired about state hockey tournaments for 2012. Superintendent Bill Palmiscno reported that the regional board makes the decision on where the sites are for the tournaments. Grand Forks was out voted 4-3. He explained the process and how the voting is done.

Commissioner Skarperud inquired about where the bidding process is at for the Center Court building. Superintendent Hellyer is working with Dick Olson and it should be in the Grand Forks Herald soon.

Commissioner Soeby reported that she and a group of 10 from the Achieve Community Grant are going to Baltimore for training focusing on poor nutrition and tobacco in our community. She had a group of citizens approach her on the condition of the Lincoln Drive park gardens. She is working with the Community Foundation to have them help with the cost of getting the gardens looking good.

Director John Staley reported on dates possible for the board retreat at Turtle River State Park.

EXECUTIVE SESSION

None.

ADJOURNMENT

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

John Staley, Clerk

Jim Bollman, President