

PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JULY 10, 2012

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday July 10, 2012, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Panzer, LaDouceur, Skarperud, Soeby and Barta.

APPROVAL OF MINUTES FROM JUNE 5 & 25, 2012

A motion was made by Commissioner Skarperud to approve the minutes from the June 5 and 25, 2012 Board meetings. Seconded by Commissioner Soeby; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

- a. (For action) Flaot Mikkelson Lots Purchase Agreement
- b. (For discussion) WelCore Lease

A motion was made by Commissioner LaDouceur to approve the additional items for the agenda. Seconded by Commissioner Barta; motion carried.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

C&B for 2012 and 2013

Director John Staley presented the Board with a list of suggested projects to be budgeted in 2012 and 2013 with the potential priority projects indicated by the staff.

Superintendent Bill Palmiscno updated the Board on Eagles Arena, which has been losing 100-200 gal of brime per week. The floor and Board repairs are estimated at \$463,290. Superintendent George Hellyer added that this could be financed over a 2-3 year period borrowing the monies from ourselves instead of bonding the project.

Other things discussed: Commissioner Skarperud inquired about the dredging of the pond located on the King's Walk Golf Course. Director Staley stated that he will contact the North Dakota Game and Fish to see if they would match funds to get both that pond and Ryan Lake cleaned up. Staley stated that Cabela's is interested in helping out with youth programming. They are also donating 6 park benches for Ryan Park. He added that we need to work with the Kiwanis and Masonic Clubs on match funds for their park developments.

Commissioner Panzer would like to have another tour to see how projects are progressing. Commissioner Barta stated that a tour would be great for him as a new Board member. An afternoon tour will be scheduled for sometime after August 10th.

WELCORE LEASE

General Manager Cam Tweten updated the Board on the Choice Health & Fitness WelCore Health office space. The lease rate is set the same as the other Choice Health & Fitness tenants. He explained that WelCore Health works with companies to help with wellness in the workplace, along with environmental change to improve lifestyle and health in the Grand Forks community. Community rooms at Choice H&F would be used by WelCore clients and staff for training and education. Director Staley added that WelCore's most important roll is education, not medical.

Altru Health System and Welcore Health both agreed with wording of #3 "Use of Premises", as listed, on handout provided. Wording will be added to the lease and sent to Altru for approval. Item will be added to the agenda for next month's Board meeting.

FOR ACTION

UPDATE AUTHORIZED BANK SIGNERS

Superintendent George Hellyer stated that the Park District currently has Jim Bollman, John Staley, Bill Palmiscno, Jeff Lancaster and himself as authorized check signers for the checking accounts. Jim Bollman, as the previous Board President, is listed as a signer because his signature was electronically put on all checks. John Staley's electronic signature is also printed on all checks and there is no benefit for having both the President and Director's electronic signature on the checks. Two electronic signatures do not increase internal controls. Joe Martin of Brady Martz is fine with the process of only having one signature. Hellyer stated that along with removing Jim Bollman as an authorized signer, he also recommends to only have one electronic signature on all checks.

A motion was made by Commissioner Skarperud to remove Jim Bollman as an authorized check signer and approve the process of only having one electronic signature on all processed checks. Seconded by Commissioner LaDouceur; motion carried.

RED RIVER VALLEY GYMNASTICS OPTIONS

Commissioner Panzer stated that there are still some questions. A brief discussion followed with Commissioner LaDouceur suggesting that it should be tabled until questions are answered.

General Manager Cam Tweten updated the Board on the progress of the electrical and gas separation. The electrical and gas have been separated outside and the inside should be done by the end of July. He also met with the Fire Marshall and the fire alarms can be separated as well.

Item was tabled at this time.

CHOICE HEALTH & FITNESS POSITIONS

General Manager Cam Tweten provided the Board with three more position descriptions along with a draft of the Choice Health & Fitness Organizational Chart. The positions are Maintenance Coordinator, Maintenance Assistant, and two Tennis Professionals. All positions are full-time benefited positions. The maintenance staff will be available all day, from opening to close. The tennis professionals will also be commissioned positions. All positions have been listed in the paper and are due in by Wednesday, July 18, 2012. He added that the hiring process will be that same as the previous positions and that in order for the program to be successful, everyone needs to work well together.

A motion was made by Commissioner Skarperud to approve the positions as presented. Seconded by Commissioner Soeby; motion carried.

CENTER COURT FITNESS CLUB USED EQUIPMENT BID

General Manager Cam Tweten stated that no bids were received for the used equipment. Altru is purchasing around \$6,000 of the equipment and he is also working with Northland Community College on their purchasing a portion of the equipment.

Superintendent George Hellyer did visit with Dick Olson and he will get back with how to go about continuing with the process.

A brief discussion followed and it was decided to wait until we hear back from Dick Olson to continue.

CHOICE HEALTH & FITNESS MISCELLANEOUS ACCESSORIES AND DONOR WALL

General Manager Cam Tweten updated the Board on Choice Health & Fitness accessories and donor wall. The donor wall will be located to the left of the reception area where it will be very visible by everyone who enters the building. An additional \$5,000 will be spent for an artist to add an art project to the wall. A discussion took place on the possibility of selling the spot for the artwork and rotating it out periodically, but we are looking for a more permanent look to match the rest of the building.

The project is part of the Choice H&F budget at \$19,172.30 + \$5,000 for the art project.

Miscellaneous accessories were listed as deli equipment, demo kitchen, TV for marketing, multiple TV for areas in the club, sound systems for group exercise rooms, scissor lift (75% covered through a WSI grant, through our safety committee), computers, phone system, miscellaneous equipment for all programs, cleaning supplies dispensers and equipment, scrubbers for different applications, vacuums, and tennis court sweeper/scrubber.

A motion was made by Commissioner LaDouceur to approve the donor wall and art work with the additional \$5,000 as discussed. Seconded by Commissioner Skarperud; motion carried.

A motion was made by Commissioner Soeby to approve \$123,000 for the accessories as presented. Seconded by Commissioner Barta; motion carried.

KIWANIS PARK PLAYGROUND EQUIPMENT

Superintendent Bill Palmiscno presented the Board with the bid tabulations on the Kiwanis playground equipment bid. The lowest bid came from Cunningham Recreation (Game Time), the same company that did Ali's playground. The spiral slides were taken out because of trouble with breakage. Palmiscno recommends Option 1 of Cunningham's bid of \$24,040.75. Kiwanis Club has the money for the equipment.

A motion was made by Commissioner LaDouceur to accept the Cunningham Recreation bid of \$24,040.75, as presented. Seconded by Commissioner Barta; motion carried.

FLAAT MIKKELSON LOT PURCHASE AGREEMENT

Director John Staley informed the Board that an offer of \$225,000 has been made for the 2 lots for sale on the Flaate Mikkelson Addition with a payment of \$4,000 in earnest money. The bidder has asked for a 45-day closing date so he can make sure zoning is as he wants.

It had been decided to put some of the profits from the sale towards a spray park on the south end of town and the Board would like to see it located near Choice H&F.

A motion was made by Commissioner Soeby to accept the Flaate Mikkelson lot bid of \$225,000 from Jon Miskavige, as presented. Seconded by Commissioner Barta; motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR JUNE 2012

A motion was made by Commissioner LaDouceur to approve the bills for June in the amount of \$958,327.67 for the Park District. Seconded by Commissioner Soeby; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno updated the Board on the summer programs. He stated that there will be pizza slices instead of hot dogs at this year's Family Fun Night along with fruit. There will also be another Movie Night held that same night at Lincoln Drive Park. Along with the summer maintenance schedule, the Parks crew built a picnic shelter at Kraft Field and has been repairing playground equipment and hockey boards. They also help set up for special events. The pools have been doing well this summer.

General Manager Cam Tweten reported 54 memberships sold for Center Court Fitness Club and 41 memberships canceled in June. The Wynning Edge Tennis Camp is taking place this week; Fall Sand Volleyball Leagues begin August 6th; Choice Health & Fitness Job Fairs are set for July 24th and 25th; and Loyal Member Events to convert your Center Court Fitness Club membership to a new Choice Health & Fitness membership are set from July 9th – 31st.

Director John Staley stated that Paul Waind from Eagles Crest has added Howard Johnsons catering to his business and that a percentage will still come to the Park District.

King's Walk Golf report showed 4,839 rounds of golf for June 2012. It also showed 342 memberships sold to date. Lincoln Golf report showed 3,724 rounds of golf for June 2012.

Forestry reported 123 request calls answered, along with 1025 trees pruned, 58 non DED removals, 30 DED removals, and 56 stumps removed, with 13 days spent on scouting for DED.

BOARD MEMBERS' REPORTS

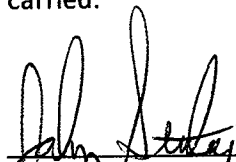
Commissioner Soeby mentioned that Jody Thompson from Grand Forks Public Schools would like a tour of Choice Health & Fitness. A tour has already been set up through Cam Tweten.

EXECUTIVE SESSION


None.

ADJOURNMENT

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



John Staley, Clerk



Jay Panzer, President