

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 3, 2013**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, December 3, 2013, in the Park District Board meeting room, 1210 7th Avenue South, at 5:00 p.m. Present were Commissioners Barta, LaDouceur, Panzer, Skarperud and Soeby.

APPROVAL OF MINUTES FROM NOVEMBER 5 AND NOVEMBER 20, 2013

A motion was made by Commissioner Skarperud to approve the minutes from the November 5 and November 20, 2013 Board meetings. Seconded by Commissioner Barta; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

MARKETING VIDEO PRESENTATION

A representative from ICON, Jenny Arel, presented the marketing/sponsorship video presentation to the Board. The presentation included the marketing/sponsorship concepts for the Park District facilities included in the proposal. Concepts were proposed for Ulland, Apollo, the new Scheels Sports Complex, Choice Health & Fitness, King's Walk Golf Course, Lincoln Golf Course, Purpur Arena, Gambucci Arena, Blue Line Club Arena, Eagles Arena, Elks Pool and Riverside Pool. No action was taken.

END OF YEAR REPORT

Director Bill Palmiscno presented the 2013 end of year report. Another report will be given in February to provide the expectations and projects for 2014.

A reorganization of the staff took place in 2013 and adjusted various duties. Personnel evaluations are done and managers will meet with their employees over the upcoming week. The 2013 summer programs went very well. The youth hockey programs have been very successful and the transition to the Grand Forks Youth Hockey Association has gone well also, most issues encountered have been worked out. The C & B project at Eagles, the Choice spray park and the small playground at Choice are complete. The Masonic Park project encountered several issues, all will be resolved. Kiwanis Park will not have the parking lot done until the city has the road ways around it complete. Irrigation at Lions Park and the picnic shelter are done. The Lions Club was very happy with it and wants to pledge additional funds to improve the area further. The outdoor tennis courts at Choice will go out for bid January 2014. The cart path at Lincoln Golf Course turned out well. Scheels has pledged to be the main donor for the Baseball/Softball complex.

Superintendent of Finance George Hellyer presented the year end projected financial report.

Superintendent Cam Tweten presented the 2013 overview for Choice Health & Fitness. The membership numbers are continuing to grow. Customers are very happy with the facility, programs and customer service. Silver Sneakers has grown from less than 100 to almost 1,000 members. Tennis continues to be the staple program and continues to grow. Racquetball has been popular with the courts booked full almost every night. There have been ongoing issues with the lighting in the racquetball courts, they are being worked on and will

be resolved. The Aquatics department has been a great piece for membership sales. Swimming lessons and senior exercise classes are going well. The Arts and Dance classes offered have been popular. Personal Training is a major area for growth. The addition of Jim Wyatt as maintenance coordinator has been great and he has developed a strong team with good customer relations. The deli has been a challenge and a decision on the future of the deli will be made in 2014. The energy costs for Choice are much higher than originally estimated during the construction of the facility, we are working on ways to get that cost down.

FOR ACTION

AWARD ULLAND GRANTS

Each organization that submitted an Ulland Grant Request will receive \$650 with the exception of one organization that requested \$640. Total amount of \$7,790 awarded.

A motion was made by Commissioner LaDouceur to approve the Ulland Grants as Awarded. Seconded by Commissioner Soeby; motion carried.

EASEMENT FOR NEW SCHOOL

A temporary easement is needed at the construction site for the new school to access the area.

A motion was made by Commissioner Skarperud to approve the temporary access for lots 2 and 3, block 4. Seconded by Commissioner Barta; motion carried.

PERSONNEL MANUAL

Hellyer provided the Board with the details for the updated personnel manual. The manual had not been updated in 11 years. The manual will now be updated yearly to keep it current.

A motion was made by Commissioner LaDouceur to approve the Personnel Manual. Seconded by Commissioner Soeby; motion carried.

FINANCIAL REPORTS

Hellyer discussed transferring funds from the general fund instead of the recreation fund for part of the Eagles Arena project costs. All reports were accepted as presented.

BILLS TO BE APPROVED FOR NOVEMBER 2013

A motion was made by Commissioner LaDouceur, to approve the bills for November 2013 in the amount of \$347,317.33 for the Park District. Seconded by Commissioner Barta; motion carried.

SUPERINTENDENTS' REPORTS

King's Walk Golf report showed 26,197 rounds of golf sold through October of this year. It also showed 384 memberships sold to date. Lincoln Golf report showed 16,749 rounds of golf sold through October of this year.

Forestry reported 33 request calls answered, along with 470 trees pruned, 5 non DED trees removed, 28 stumps removed and 10 trees planted. Forestry crew also spent 1 day watering. The aerial lift was used for 2 days while decorating at Eagles Crest, Choice and Lincoln.

BOARD MEMBERS' REPORTS

Panzer asked that another Board member volunteer to join him to have Palmiscno's annual performance evaluation. Soeby volunteered.


Soeby asked that the Planning and Zoning Committee develop a manual to be used as a guide so the committee members know what is expected of them. Soeby learned during the National Parks and Recreation conference that a City Council member should not be on the Planning and Zoning Committee. Soeby shared the information from the conference with the Planning and Zoning Committee.

EXECUTIVE SESSION

None.

ADJOURNMENT

A motion was made by Commissioner LaDouceur at 6:21 p.m. to adjourn. Seconded by Commissioner Soeby; motion carried.



Bill Palmiscno, Clerk



Jay Panzer, President