

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

AGENDA

ROLL CALL

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

APPROVAL OF MINUTES FROM OCTOBER 2, 2012

A motion was made by Commissioner LaDouceur to approve the minutes from the October 2, 2012 Board meeting. Seconded by Commissioner Skarperud; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

SPECIAL PRESENTATION OF KIWANIS DONATION

Representatives from the Grand Forks Kiwanis Club presented the Board with a check for \$32,500 for the Kiwanis Playground. Kiwanis is a global organization dedicated to changing the world one child and one community at a time. They consider it a privilege to be able to support this project.

FOR DISCUSSION

**VETERANS' MEMORIAL PARK**

The Veterans Organizations from Grand Forks, comprised of the Veterans of Foreign Wars, American Legion, and the Disabled American Veterans, and supported by the North Dakota Military Vehicle Collectors Association, the Patriot Guard Riders, and the Grand Forks County Historical Society are interested in securing an area for a Veterans Memorial Park in Grand Forks. John Hanson from the VFW and representatives from all groups mentioned above were present to show their support for the project.

This Veterans' Memorial Park will be dedicated to all Veterans, past, present, and future. There are over 4,573 Veterans living in Grand Forks. All five branches of the military, Army, Navy, Air Force, Marine Corps, and Coast Guard will be represented at this park.

The Richards West Park is the site that has been chosen as the preferred site for this project. The group would like to have the park renamed as the "Grand Forks County Veterans' Memorial Park".

Bob Greene, Commander of the Grand Forks American Legion introduced Kyle Slivnik, a Landscape Architecture and Environmental Design graduate from NDSU. Kyle presented the Board with several designs that would work for this project. None of the designs affect any playgrounds already on site. His last design does incorporate water.

Commissioner Panzer, along with the rest of the Board, agreed that the design should be chosen by the Veteran's Committee themselves. They are the ones that are raising the money and putting their name on this project. The group will be fundraising and putting the money into the Parks and Recreation Foundation for this project.

A motion was made by Commissioner LaDouceur to approve the Richards West Park site for the Veteran's Park project. Seconded by Commissioner Barta; motion carried.

A preliminary motion was made by Commissioner LaDouceur to rename Richards West Park as Grand Forks County Veterans' Memorial Park; item will be brought to the December Board meeting for final approval. Seconded by Commissioner Barta; motion carried.

### **STORM WATER – NEIGHBORHOOD PARK DESIGN MODEL**

Shawn Gaddie from AE<sub>2</sub>S presented the Board with a power point on the storm water – neighborhood park design model overview. Al Grasser, City Engineer was also present to help answer any questions or concerns.

This project is the consolidating and management of parks, open space, and storm water. Ponds are estimated to need 6% of land with a total of 35-40% of land used for roads and everything else. There is a City ordinance for 8% land to be set aside for parks and recreation.

The project offers opportunities and challenges in both owning and maintaining. We will need to work together in order to get it integrated into the system. Signage would be needed to explain the water-holding to the general public.

Director John Staley stated that they are just introducing ideas at this point and would need formal approval to continue.

### **SALE OF VARIOUS PROPERTIES**

Superintendent George Hellyer stated that there are two park District properties that we have the option to bid out for potential sale:

Fox Farm Subdivision – Block 6, which consists of 5 acres of land, was appraised at \$27,500 in 2008. Per Amber Gudajtes with GF County, this valuation is reasonable.

The other is a strip of land west of Red River Valley Gymnastic that connects to 17<sup>th</sup> Street South. This land is currently not included in RRVG lease agreement, but could either be added to the lease or sold. CPS is gathering information on lot lines and quantity of land. Access, snow removal, and maintenance issues would need to be clarified if land is sold. This land is not in our name, but was dedicated to us for Park and Recreation. Not sure what this land is worth.

The Board gave their OK to bid the Fox Farm land, with a minimum of \$30,000. More information is needed in order to OK the sale of the strip of land west of RRVG.

### **RFP FOR OUTSOURCING MARKETING & VENDING RIGHTS**

Superintendent Bill Palmiscno provided the Board with a Request for Proposal to outsource the naming and marketing rights to its district wide facilities and activities, excluding existing and proposed hockey/skating rinks, and Choice Health & Fitness. Proposals shall include selling and marketing services to support the highest level of guaranteed payment to the district.

The proposal will be for a 5 year period with a 5 year renewable option. Included, but not limited to the following areas: King's Walk Hole Sponsors, Apollo/Kraft Field Scoreboard and Fence Ads, Concession Beverage Agreement, Recreational Guides, and Special Events.

The RFP would be put out to see if there is interest. Choice Health & Fitness could be included as an add-on. Case management with Development Officer, Gary Harris, Jr. would also be included in the contract.

The Board gave the OK to pursue an RFP for the outsourcing of naming and marketing rights for Park District facilities and activities as presented.

#### **GIFT OPTIONS FOR CHARITABLE GROUPS**

General Manager Cam Tweten presented the Board with "Gift Package" options for the Park District and its facilities. We are always being contacted by nonprofit organizations and for silent auctions donations.

Packages included are a Choice Health & Fitness Package valued at \$160, a Recreation Package valued at \$145 and a Lincoln Golf Course Package valued at \$100. There was mention of adding a King's Walk Package to the selection.

Several items were discussed: There should be one person on staff to be the contact person for all donations; a line item should be added to the budget so we will be able to track the donations, and an authorization form would need to be completed, just as what is currently being done for scholarships.

A \$10,000 budget could be set for donations. After those funds are gone, requests would have to wait to the following year.

The other item to consider is free usage to certain groups such as the Anne Carlsen Center, Community High School, Douglas Place, Lutheran Social Services, Prairie Harvest, Rem, Ruth Meiers, etc. These could be separated out to meet our needs. A membership or flat dollar number could be set. Cam will meet with groups to see what will work. The Board just asks that we be consistent.

#### **2013 SALARY PRELIMINARY INFORMATION**

Superintendent George Hellyer stated that Galen Cariveau with UND Workforce Development will be at the December 4<sup>th</sup> Board meeting to present his recommendation for 2013 salary adjustments.

5% increase for salaries has been budgeted for 2013, same as last year. Last year's breakdown was 2% for COLA, 1% for merits, and 2% for market adjustments. Galen has calculated the 2013 COLA to be 2% again this year.

Last year we adjusted the salaries for all full-time employees to be at least 90% of Galen's market study. Galen will put together some options for this year for the Board to review.

#### **FOR ACTION**

None.

#### **FINANCIAL REPORTS**

All reports were accepted as presented.

## BILLS TO BE APPROVED FOR OCTOBER 2012

A motion was made by Commissioner LaDouceur to approve the bills for October in the amount of \$1,937,813.42 for the Park District. Seconded by Commissioner Skarperud; motion carried.

## SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno reported on starting dates for the winter programs. Kiwanis playground has been completed. Hockey boards have been set up and parks and golf courses are being winterized. He also provided the Board with the 2012 Riverside Pool Cost Report, which was about the same as last year. He will request \$12,500 from the City of Grand Forks. Santa Village is starting to be set up. Bob Rost, Grand Forks County Sheriff would like to attend next month's Board meeting with a proposal for a memorial at Optimist Park for Law Enforcement. Also Eagles Arena needs the go ahead for the architect to continue.

General Manager Cam Tweten reported on the activities schedule at Choice Health & Fitness. Memberships are at 2,847, which includes 6,572 total people using our facility. This is 17.7% of general population and includes a high percentage of families. Memberships include people from Crookston and even Pembina. POS key items for October are \$6,632 guest fees, \$6,813 birthday parties, \$17,495 personal training, \$26,628 tennis lessons, and \$37,000 City League BB registration. Age appropriate levels for youth have been set, which will give direction to our parents and kids on the correct facilities available to use. Pro Dog has been hired for security.

King's Walk Golf report showed 776 rounds of golf for October 2012. Lincoln Golf report showed 323 rounds of golf for October 2012.

Forestry reported 58 request calls answered, along with 502 trees pruned, 27 non DED removals, and 41 stumps removed, 1 day spent cleaning and composting community gardens, 2 days pulling flowers, and 8 days responding to storm calls and clean-up from the October 4<sup>th</sup> storm. Forestry also participated in the 1<sup>st</sup> Annual Northern Valley Career Expo held at the Alerus Center on October 24<sup>th</sup>.

## BOARD MEMBERS' REPORTS

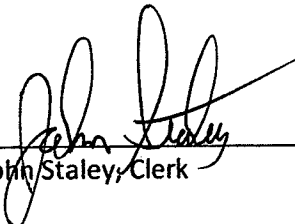
Commissioner Panzer stated that we need to look into signage for WelCore Health at Choice Health & Fitness. All Board members were in agreement. The Board wants to be informed on money being spent for the Beaujolais. Panzer also mentioned that someone has shown interest in purchasing some land north of Choice H&F.

## EXECUTIVE SESSION

None.

## ADJOURNMENT

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

  
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John Staley, Clerk

  
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Jay Panzer, President