

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MARCH 19, 2013**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday, March 19, 2013, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Barta, LaDouceur, Skarperud, and Soeby. Commissioner Panzer was not present.

APPROVAL OF MINUTES FROM FEBRUARY 7 & 27, 2013

A motion was made by Commissioner Barta to approve the minutes from both the February 7 and 27, 2013 Board meetings. Seconded by Commissioner Soeby; motion carried.

APPROVAL OF ADDITIONAL ITEMS FOR THE AGENDA

None.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

FOR DISCUSSION

ALL SEASONS PRESENTATION

Dieter Heitmann from All Seasons Garden Center appeared before the Board. He was concerned about the community garden expansion. Commissioner Soeby stated that we offer an on-hands learning session through our Just For Fun program. This gives the children of our community an opportunity to learn about the benefits of healthy eating. Some local schools also participate in a similar program. Heitmann wanted to know more about the orchard and greenhouse plans by Choice Health & Fitness. Director Staley stated that we are working with the Natural Resource Conservation Service and its purpose would be for educational demonstrations. It would be located near the storm water pond to help provide shade and cool the water to keep the algae out. Heitmann expressed interest in the landscaping at Choice Health & Fitness, but stated that they would need one to two years to produce shrubs, etc. Superintendent Palmiscno stated that the work that has been done was subcontracted at the time of the original bidding process and we do not know yet what additional work will be needed. Director Staley stated that when the request for bids goes out we will be sure to notify All Seasons. Heitmann also wanted to know if there is anything that can be done to help keep the flower bid local. He thanked the Board for their time.

A Board discussion took place on how accepting an in town bid over an out of town bid has been handled in the past. Previous Board decisions have given local companies a 5% allowance in an effort to keep purchases with local companies. Quotes could be accepted for projects under \$10,000. They will consider requesting quotes, or matches, on smaller projects.

HOME ENERGY PLAN PRESENTATION

Jason Schaefer was present from Red River Valley Community Action to walk the Board through their 401(e) Home Energy Plan. They are interested in presenting the plan to the Park District employees. There would be no cost to the Park District. The initial energy assessment cost is \$300 (or as low as \$49 for Xcel Energy customers). Improvements to the home can include: attic insulation, air sealing, foundation insulation, new windows or doors, furnace replacement, and more. The program can provide up to \$1,400

in rebates and incentive. Employees are not obligated to do the updates suggested, but do have the option of taking out a loan through River Fork Credit Union to be paid back through convenient payroll deductions.

The Board gave their OK to offer the plan to the employees.

EAGLES CREST UPDATE

Paul Waind provided the Board with an update on Eagles Crest. The update included a sales review from 2010 to present, with a projection for 2013. He had nothing but good things to say about the new beverage cart that was added last year – it is very much appreciated. He introduced his Manager/Head Chef, Jeff Waind to the Board and stated that they are in the process of updating the menu. Their Sunday Brunch Buffet is still very well attended and recognized locally as “The Best”. Future update suggestions are new carpet, bar foot rail/counter, patio umbrellas/furniture, and a second banquet room.

Commissioner Soeby wanted to make Paul and Jeff Waind aware of the “Healthy Entree” recognition offer through Take Action. She will send a copy of the criteria needed to qualify.

Director Staley suggested adding the pad expansion to the 2013 C&B list. Other Board suggestions included adding a snack shed to the restroom on the course, and building a yurt next to the pro shop.

2013 C&B PROJECTS

Director Staley and the Board went through the list of C&B projects for 2013. The items chosen to be put on the April agenda for approval are: Bringewatt Park Shelter Renovation, Cox Park Reroof Warming House, Lions Park Picnic Shelter and Irrigation, Main Office Computer Hardware (Servers). The Lions Park Picnic Shelter is being funded partially through the three Lions Clubs and the Lions Park Irrigation is being helped out by the monies received from the Sunflake Soccer Club.

Items listed for approval at a later date: Specs for bidding should be prepared for the Choice Health & Fitness Outdoor Tennis Courts so it is ready to go when needed. The Spray Park to be located by Choice Health & Fitness will be ready for approval in either May or June. Maintenance Shop Expansion is being looked at for either Lincoln or Old Dutch. Exterior Painting of the Office will be brought for approval once a firm price is obtained. The Masonic Park Parking Lot could be funded through C&B or special assessments. Superintendent Hellyer stated that he did check with our Bond Counsel and it can also be funded through a reimbursement resolution, which will give us more time to decide how we want to pay for it. Funding may be available through the ND Game and Fish Department for the Ryan Park Lake dredging to be done during the 2013/14 winter season. The Golf Committee will meet on the addition of a slab expansion for Eagles Crest.

Commissioner LaDouceur was wondering about TV screens at the arenas for scheduling purposes. Superintendent Palmiscno will check with Teamsters, in Fargo, to see what they use, and Superintendent Tweten added that there is software available through HB Sound.

Commissioner Skarperud was wondering if we are at a point where we need to hire an IT person. Superintendent Hellyer stated that he feels we would struggle to keep that position busy.

COMMUNITY FOUNDATION PAYOFF

Director Staley updated the Board on the original agreement made with the Community Foundation to help raise money through the Capital Campaign to build Choice Health & Fitness. There has been discussion about paying these fees off early before the pledges are collected. The amount discussed would equal a 4% discount for time value money less 10% discount for risk of nonpayment/benefit of paying off early. Superintendent Hellyer stated that he has been in contact with the Altru Family YMCA and they are fine with the payoff amount, but would need to bring it to their Board for approval.

Commissioner Skarperud recommends the request be placed on the next agenda for Board approval.

LAND TRADE

Director Staley presented the Board with an area map of Southern Estates and a draft of the land exchange agreement to be made with the Developer. The Park District would trade the land described as [Lots 1 and 2, Block 4 and Lot 1, Block 5, Columbia Park 27th Addition to the City of Grand Forks, ND (consisting of 16.04 acres, more or less)] for the land described as [Northeast Quarter (NE ¼) of Section 29, Township 151 N, Range 50 W, Grand Forks County, ND consisting of approximately 16 acres, more or less]. The land trade would help with the 23 acre planned park/school development.

The Board asked for the agreement to be placed on the April Board meeting agenda under "For Action".

PARK DEDICATION - JR

Director Staley provide the Board with the minutes from the March 4, 2013 Park Dedication Committee meeting. The minutes stated that a motion had been made, seconded, and passed to accept the six acres shown to satisfy any and all future dedications for the 8% park and open space dedication as well as storm water retention for the area.

No motion was made at this time. The Board asked to place this on the April agenda.

PARK DEDICATION - DESOTO

Director Staley provided the Board with the minutes from the March 4, 2013 Park Dedication Committee meeting. The minutes stated that a motion had been made, seconded, and passed to accept .73 acres as an allocation for the current plat and to be included with allocation of the phase 2 plat, when submitted, as well as incorporated with the storm water requirement.

A motion was made by Commissioner Skarperud to approve the Park Dedication Committee's recommendation of .73 acres in either land or cash in lieu, to be decided later. Seconded by Commissioner Soeby, motion carried.

FOR ACTION

FOX FARM LAND SALE

Superintendent George Hellyer presented the Board with the bid tabulation from the two bids received for the Fox Farm Land for sale. Minimum bid had been set at \$30,000.

A motion was made by Commissioner Skarperud to accept the bid of \$37,350 for the Fox Farm Land. Seconded by Commissioner Soeby, motion carried.

ICE ARENA CONSTRUCTION MANAGER AT RISK

Superintendent Palmiscno stated that Construction Management Ice Arena interviews were held on Thursday, March 7, 2013. The two companies interviewed were Construction Engineers and Community Contractors. The interviewing committee recommends Construction Engineers, whose bid came in 1% lower to be the Construction Manager at Risk for the Ice Arena project, pending working out a contract. A motion was made by Commissioner Barta to approve Construction Engineers as the Construction Manager at Risk for the Ice Arena project, pending approval of a contract. Seconded by Commissioner Soeby, motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR FEBRUARY 2013

A motion was made by Commissioner Skarperud, as per Commissioner LaDouceur, to approve the bills for February in the amount of \$818,187.90 for the Park District. Seconded by Commissioner Barta; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno provided the Board with the upcoming hockey tournament schedule. He also stated that the Purpur, Gambucci, and Eagles arenas will close on March 25th. Bids for the Eagles Renovation are due in on April 2, 2013. Outdoor rinks are now closed for the season. Ski trails by Lincoln Drive Park are still being groomed as needed. A concession report was provided, which included profits made from the Stadstad Tournament held at Purpur Arena. Palmiscno also added that our Summer Activity Guide will go out to the public later this week.

Superintendent Cam Tweten provided the Board with an upcoming events schedule, along with, a chart of the Accumulative Membership Overview. There are 5,480 joint memberships (Choice Health & Fitness and Altru Family YMCA), with 61% of these being Family Memberships. There are also 485 Silver Sneaker memberships, which are not included on the chart. Pro Dog Security services have been eliminated at this time. Tweten is working with Forestry Operations Manager Mike Fugazzi and Horticulturist Melissa Grafenauer on an irrigation system and landscaping project for the front of the building. Staff has put together an extensive plan in all areas to offer some great programs for the youth this summer - a comprehensive mailer will go out to over 4,000 area youth next week.

Forestry reported 12 request calls answered, along with 428 trees pruned, 4 non DED trees removed, and 5 days on snow removal. Forestry Operations Manager Mike Fugazzi wanted the Board to know, because of their earlier discussion with Dieter Heitmann, that we did do \$52,774 of business with All Seasons Garden Center from 2010 through 2012.

BOARD MEMBERS' REPORTS

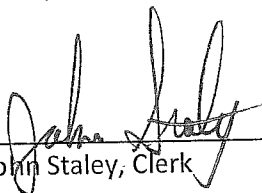
Commissioner Soeby just wanted the rest of the Board to know that she will be traveling to Chicago for an educational conference through the Planning & Zoning Committee.

EXECUTIVE SESSION

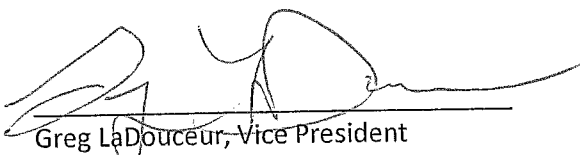
None.

ADJOURNMENT

A motion was made by Commissioner Skarperud at 6:23 p.m. to adjourn. Seconded by Commissioner Barta; motion carried.



John Staley, Clerk



Greg LaDouceur, Vice President