

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
APRIL 3, 2012**

AGENDA

ROLL CALL

The Board of Park Commissioners met for their monthly meeting on Tuesday April 3, 2012, in the Park District Board meeting room at 5:00 p.m. Present were Commissioners Bollman, Panzer, LaDouceur, and Soeby. Not present was Commissioner Skarperud.

APPROVAL OF MINUTES FROM MARCH 6 & 22, 2012

A motion was made by Commissioner LaDouceur to approve the minutes from the March 6 and 22, 2012 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

FLAAT – MIKKELSON ADDITION – LOT SALE

Director John Staley updated the Board on the zoning and estimated selling price for Lots A & B of the replat of Lot 2, Block 1, Flaate-Mikkelson-Addition, located at 3000 and 3950 South 11th Street.

Staley had previously contacted Tim Crary. Crary estimated the value of the lots to be from \$2.25 to \$2.50 per square foot (zoned for commercial at the \$2.50 range). They are zoned as B1, which is described as "light commercial", such as, Office buildings. Purchase can be made for multi-family use without rezoning.

A motion was made by Commissioner Panzer to approve the bid with the addition of a minimum of \$245,000 combined or \$125,000 each. No second; motion declined.

Another motion was made by Commissioner Panzer to approve the bid with the addition of a minimum of \$245,000 for both lots together – lots not to be sold separately. Seconded by Commissioner LaDouceur; motion carried.

FOR ACTION

2011 AUDIT REPORT

Joe Martin, Brady Martz, addressed the Board and presented the 2011 audit along with the management report. Only two items remain on the list of their suggested accounting steps to better our system. One is to create a written document of accounting procedures and the other is to clean up the accounts receivables at Center Court Fitness Club over 120 days old. A discussion took place and a deadline of September 1, 2012 was set for both items. The accounts receivable needs to be wrapped up before the move to Choice Health & Fitness.

Joe Martin went over the summary of funds along with a recap of the financial statement. The General Fund has a fund balance of 34.83% of expenses, which is above the targeted goal of 15% - 25%. The enterprise funds also look very good.

A discussion took place and it was decided to reduce the General Fund to the 25% targeted goal and assign the excess funds to King's Walk Golf for future debt payments. A policy statement will be put in place.

A motion was made by Commissioner Panzer to accept the 2011 Audit as presented, with the approval of the additions to the policy statement to take place at the next Board meeting. Seconded by Commissioner Soeby; motion carried.

AWARD DED BID

Mike Fugazzi, Forestry Operations Manager, addressed the Board and stated that only two bids were turned in.

Gary's Tree Removal had the low bid. Their bid meets all specifications and is within budget. This contractor will also be used for special projects due to storms, hazards, emergencies or time constraint situations for an agreed upon negotiated rate.

A motion was made by Commissioner LaDouceur to approve the bid from Gary's Tree Removal as presented. Seconded by Commissioner Soeby; motion carried.

CENTER COURT FITNESS CLUB – CHARGING POLICY

Superintendent George Hellyer addressed the Board regarding the charging policy at Center Court Fitness Club. This would include how people pay their bills and the managing process for outstanding receivables.

General Manager, Cam Tweten and Hellyer presented the following three options to be considered:

1. All new members will be required to have a credit card, debit card, or electronic fund transfer (EFT) on file to auto pay for monthly charges. If not, they would need to pay cash up-front for any purchases or program fees, etc. Current members of Center Court Fitness Club would be grandfathered in and would be encouraged, but not required, to have an auto pay method on file.
2. Same as #1, but no grandfathered in benefits.
3. No change in process from the way billings/payments are done at present – mixed options. Expenses are billed out on a monthly basis.

Cam Tweten added that some clubs do not charge at all, but it would be nice to still be able to offer the charge option with the customer's payment information on file. Café Sprouts is not a part of Choice Health & Fitness and will have their own process and accounting system.

A discussion took place on what to do in the case of nonpayment. A suggestion was made to add a surcharge and after 60 days, or whatever time allowance is decided, to halt memberships. This would need to be added to our policy.

A motion was made by Commissioner Panzer to approve option #2, with all current members to be compliant by a specified date. This date along with the additions of the items discussed will need to be determined. Seconded by Commissioner Soeby; motion carried.

CONSIDERATION OF POSITION DESCRIPTIONS FOR CHOICE HEALTH & FITNESS

General Manager, Cam Tweten asked the Board for their approval of the five new position descriptions for Choice Health & Fitness, as presented at last months meeting: Financial/Hr Associate, Membership Associate, Fitness Coordinator, Sports Coordinator, and Aquatic Coordinator.

All market studies and salary ranges have been completed.

A motion was made by Commissioner LaDouceur to approve all five new position descriptions for Choice Health & Fitness, as presented. Seconded by Commissioner Panzer, motion carried.

FINANCIAL REPORTS

All reports were accepted as presented.

BILLS TO BE APPROVED FOR MARCH 2012

A motion was made by Commissioner Panzer to approve the bills for March in the amount of \$886,611.97 for the Park District. Seconded by Commissioner LaDouceur; motion carried.

SUPERINTENDENTS' REPORTS

All reports were accepted as presented.

Superintendent Bill Palmiscno reported that the Parks crew has been mowing and preparing for spring. All arenas are shut down at this time, with the Eagles scheduled to reopen on May 4th. Grand Am basketball and hockey tournaments have already taken place. Sunflake Soccer is due to start Monday, April 9th and the second weekend of the Knight for A Princess will be April 20th & 21st. Recreation guides have gone out and we are getting geared up for summer.

Cam Tweten reported 45 memberships sold for Center Court Fitness Club and 51 memberships canceled in March. Another Hard Hat Tour for Choice Health & Fitness will be held Friday, April 13th at 5:00 & 6:00. Choice Health & Fitness equipment bid opening is April 10th with the furniture bid opening scheduled for April 30th. He also updated the Board on the programming schedule for the summer.

Forestry reported 49 request calls answered, along with 258 trees pruned, and 97 DED removals. They also installed the greenhouse at Old Dutch and finished the Elm firewood survey. The Lincoln Drive wild flower plot was burned on March 22nd and will be burned again in April.

BOARD MEMBERS' REPORTS

Director John Staley shared information on the 2012 budget revenue breakdown showing percentages of funds and where they are obtained from. Very interesting when compared with other communities.

Commissioner Soeby gave an Achieve Grant overview. They are looking at tobacco, physical activity and nutrition. One of our goals is to purchase EVT machines for the Farmers Market to help people with the purchase of fresh vegetables. The Just For Fun program will participate in garden planting again this year; looking to offer a "gold star" type nutritional portioned sized meals at our restaurants; provide worksite wellness programs with physical activity policies in place; looking to hold smoke-free events with the Park District; and to complete a survey, through the Park District, to see how people feel about smoke-free parks.

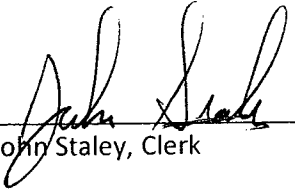
Commissioner Bollman reported that he had received a note from a student of the Grand Forks Public Schools, asking if we would consider providing tours of Choice Health & Fitness for high school students.

EXECUTIVE SESSION

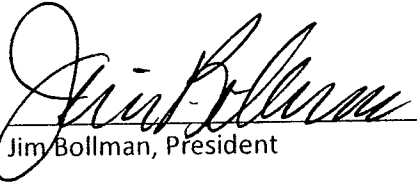
None.

ADJOURNMENT

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



John Staley, Clerk



Jim Bollman, President