

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JULY 7, 2020**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, July 7, 2020, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Executive Director Palmiscno presiding.

ROLL CALL

Present were Commissioners Bartholomew, Dvorak, Kraft, LaDouceur, and Skarperud.

Park District staff in attendance were: Executive Director Palmiscno, Superintendent of Finance Hellyer, Choice Health & Fitness General Manager Orr, Facilities Manager Arola, Sports & Recreation Manager Rollefstad, Community Relations & Marketing Manager Nelson, Accounting Manager Lancaster, and Office Assistant Parker.

BOARD ORGANIZATION

Commissioner LaDouceur nominated Commissioner Skarperud as President of the Board. Seconded by Commissioner Dvorak. There were no other nominations. The vote was unanimous, motion carried. Executive Director Palmiscno turned control of the meeting over to President Skarperud.

President Skarperud nominated Commissioner LaDouceur for Vice-President of the Board. Seconded by Commissioner Dvorak. There were no other nominations. The vote was unanimous, motion carried.

Vice-President LaDouceur nominated Palmiscno to remain as Clerk of the Board. Seconded by Commissioner Kraft. There were no other nominations. The vote was unanimous, motion carried.

The internal Board committees were appointed by President Skarperud as follows:

- Finance Committee: President Skarperud and Commissioner Kraft.
- Parks and Recreation Committee: Vice-President LaDouceur and Commissioner Dvorak.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF MINUTES FROM JUNE 2, 2020

Vice-President LaDouceur made a motion to approve the minutes from the June 2, 2020, Board meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

Vice-President LaDouceur made a motion to approve the agenda. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

COVID-19 – Programs, Facilities, and Staffing

Palmiscno updated the Board on the status of various projects, programs, and facilities relating to the COVID-19 pandemic since the last Board meeting. The Veterans Memorial Park monuments have been removed and sent back to the manufacturer for structural repairs after a windstorm knocked portions of multiple obelisks off their foundations. Summer recreation program numbers are down roughly 40%, which is similar to other park districts in the area. Movie in the Park has been modified to a drive-in style movie at the Alerus Center parking lot. The Judd rink at the ICON Sports Center is open and the Rydell rink will open at the end of the month. Rounds and revenue at King's Walk and Lincoln Golf Courses are very good. Palmiscno updated the Board on the process to clean and get Riverside Pool open after flood water has entered the pool. Palmiscno reminded the Board that the City of Grand Forks owns the pool and the Park District manages the pool, and that all flood repairs are covered by the City of Grand Forks.

Review of Single Employer Pension – Policy and Performance

Superintendent of Finance Hellyer reviewed the Investment Policy Statement and performance results for the single employer pension plan for the year ended December 31, 2019. Gallagher Benefit Services recommended that the Board review the policy and performance annually.

Review 1/1/20 Single Employer Pension Actuarial Valuation

Hellyer presented to the Board the old pension actuarial valuation dated 1/1/20, prepared by Gallagher Benefit Services. Hellyer reviewed the executive summary from the valuation, highlighting 52 participants, assets of \$7,629,948, and a funded ratio of 74%.

FOR ACTION

Representative to External Committees and Other Boards

Hellyer reviewed the list of external committees and other boards along with the previous commissioners that held the positions.

Commission Dvorak nominated the current Park District Board of Commissioners to the Grand Forks Parks and Recreation Foundation Board. Seconded by Vice-President LaDouceur, the vote was unanimous, motion carried.

Vice-President LaDouceur nominated President Skarperud to be the representative on the Grand Forks Youth Hockey Association Board. Seconded by Commissioner Kraft, the vote was unanimous, motion carried.

Commissioner Dvorak nominated Palmiscno for the City of Grand Forks Park Dedication Committee. Seconded by Vice-President LaDouceur, the vote was unanimous, motion carried.

Grand Forks Curling Club – Modification of Leasehold Mortgage and Security Agreement

Hellyer informed the Board that the Grand Forks Curling Club is seeking to extend their mortgage with First State Bank. The Grand Forks Park District owns the land that the curling club building sits on and therefore needs to approve the new mortgage agreement. This does not affect the ground lease agreement between the Grand Forks Park District and the Grand Forks Curling Club.

Vice-President LaDouceur made a motion to accept the Grand Forks Curling Club – Modification of Leasehold Mortgage and Security Agreement. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

Parking Lot Bids - Construction

Hellyer presented to the Board the bids for parking lot construction that was tabled at the last Board meeting. The parking lot construction includes a Scheels Sports Complex parking lot expansion and a King's Walk Golf Course parking lot mill and overlay. Opp Construction has agreed to extend the current bid to August 5, 2020. The Board discussed the current finances for the Park District and the desire to have this project completed in 2020, and by approving the bid now versus waiting until the August meeting would improve those chances.

Vice-President LaDouceur made a motion to accept the Parking Lot Construction bid from Opp Construction. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Hellyer reviewed the May 2020 financial reports. Vendor payments for May 2020 were \$783,137.32.

Commissioner Dvorak made a motion to approve the financial report for May 2020. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Hellyer proposed the Board view a North Dakota Parks and Recreation Association webinar, receive a general overview of the Grand Forks Park District provided by staff, and tour of the parks and facilities before the Board meeting on August 4, 2020. Hellyer updated the Board on the 2021 budget process. The finance committee will meet on the preliminary budget in July, then the preliminary budget will be presented at the August Board meeting, and then the final budget approval at the October Board meeting.

Choice Health & Fitness General Manager Orr presented June membership numbers. Orr stated that Choice Health & Fitness began billing in June and provided a credit for half of March due to being closed for COVID-19. Summer programs have started, guests are now allowed if accompanied by a member, and operating hours have been extended. Choice Health & Fitness continues to have restrictions for COVID-19.

Community Relations & Marketing Manager Nelson updated the Board on various projects involving the marketing department. The marketing department is installing new park signs at various parks and have started working on the fall/winter recreation guide. Nelson stated that the Northern Valley Law Enforcement Memorial committee will restart their fundraising efforts.

Facilities Manager Arola reviewed the program numbers for baseball and softball. The Rydell rink at the ICON Sports Center will be installed by the end of July. Arola initiated a discussion with the Board on the Park District's stance on hosting tournaments from out of town organizations due to COVID-19 concerns. The Board agreed that tournaments for out of town teams should be allowed at this time. Arola stated that soccer fields at Bringewatt Park will be totally reconfigured and striped in the next few weeks.

Palmiscno stated that Orr, Hellyer, and himself will be meeting with Altru Health System to discuss Altru Health System's request to defer for two years the payment of \$175,500 per year for their naming donation for the Altru Wellness Village. Palmiscno stated that the Veterans Memorial Park committee has asked if the Civil War statue by St. Mary's Church could be moved to the Veterans Memorial Park. The Park District owns the land and the City of Grand Forks owns the statue. Palmiscno will inquire with the City of Grand Forks concerning relocating the statue.

BOARD MEMEBERS' REPORT

Vice-President LaDouceur welcomed Commissioners Kraft and Bartholomew to the Board. Vice-President LaDouceur inquired on the beverage cart at King's Walk Golf Course. Hellyer stated that a new beverage cart has been ordered and that Lithia Ford is not interested in sponsoring the beverage cart.

Commissioner Dvorak welcomed Commissioners Kraft and Bartholomew to the Board. Commissioner Dvorak stated that the current bike racks at King's Walk Golf Course are too small for 26-inch bike tire. Palmiscno stated that staff will look at new bike racks for King's Walk Golf Course.


Commissioner Kraft stated it is a pleasure to be on the Board and is looking forward to working with staff and other Board members.

Commissioner Bartholomew stated he was grateful to be elected to the Board and looking forward to the opportunity to serve.

President Skarperud welcomed Commissioners Kraft and Bartholomew to the Board.

ADJOURNMENT

Commissioner Kraft made a motion at 6:15 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President



Bill Palmiscno, Executive Director and Clerk

