

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
APRIL 2, 2024**

The Board of Park Commissioners met for their monthly meeting on Tuesday, April 2, 2024, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL AND PLEDGE OF ALLEGIANCE

Present were President Skarperud, Vice-President LaDouceur, Commissioners Bartholomew, Kraft, and McIntyre.

Park District staff in attendance were: Executive Director Hellyer, Director of Finance & Administration Lancaster, Director of Operations & Community Relations Nelson, Director of Facilities & Programs Orr, Facilities Manager Colborn, Parks Operations Manager Hell, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, and Project Administrator Swenberger.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM MARCH 5, 2024

Commissioner Kraft made a motion to approve the minutes from the March 5, 2024, Board meeting. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Altru Sports Complex Update

Executive Director Hellyer provided an overview of the Altru Sports Complex development process with the City of Grand Forks, noting the architect agreement is being finalized to present to City Council for approval. Selection of the construction manager at risk is expected by the end of May. Hellyer highlighted the forthcoming operations agreement and the intent to hire a facility manager so they can be involved in the design process. The design committee is currently working on schematic design for the facility.

FOR ACTION

2023 Audit Report

Director of Finance & Administration Lancaster presented to the Board the 2023 Audit Report and went over the summary of funds worksheet for 2023. The Finance Committee met on March 27, 2024, to review the 2023 Audit Report in detail. Brady Martz had no management comments. Lancaster notified the Board that the Audit Report would be posted on the Park District website. Discussion took place on the ideal percentage of funds held in reserves.

Commissioner Bartholomew made a motion to accept the 2023 Audit Report. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Crary Park – Playground Equipment – Request for Proposal

Hellyer apprised the Board of progress and tentative timelines for the playground equipment and site development at Crary Park. Hellyer emphasized grant funding requirements for drawing and spending grant dollars before the deadline in June 2025. Hellyer informed the Board that two request for proposals were received and reviewed by staff, with staff recommending approval of the Burke – Grondahl request for proposal up to \$500,000. Discussion took place on potential amenities at the site.

Vice-President LaDouceur made a motion to approve the Burke – Grondahl request for proposal up to \$500,000. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the February 2024 financial reports. Vendor and payroll payments for February 2024 were \$1,562,355.66.

Vice-President LaDouceur made a motion to approve the financial reports for February 2024. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Facilities Manager Colborn summarized the upcoming arena events for April. Colborn also informed the Board of the annual Prime Steel Car Show to be held at the Purpur and Gambucci Arenas. Colborn concluded with an update on the progress of the Kraft Grandstand renovation at Oxford Sports Complex, noting that the high school should have access to the field for practice next week.

Parks Operations Manager Hell updated the Board on preparations for spring and summer that were off to a swift start with the mild weather, noting crews are cleaning outdoor courts and preparing to add nets for tennis and pickleball courts. Hell apprised the Board of a tentative timeline for the re-roofing of the Elks Pool building. Hell hopes to have soccer lines painted in the next week.

Director of Facilities & Programs Orr presented the March membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr stated that March is typically the peak for memberships. He briefed the Board on progress with the former Truyu lease space, with staff from JLG Architects proposing concepts for transitioning the space to office space. Orr informed the Board of plans for allowing non-members to register online for Park District activities.

Sports & Recreation Manager Rollefstad gave a brief overview of the adult Grand Am basketball tournament held at Red River High School, stating the event was a success.

Marketing Manager Trontvet highlighted the upcoming summer activity guide, as well as the booklet for summer programs at Choice Health & Fitness. Trontvet notified the Board of Choice Health & Fitness and YMCA membership promotions for April and stated the golf courses would be opening this week.

Director of Operations & Community Relations Nelson provided a recap of the Knight for a Princess events and reported participation numbers for the upcoming Lucky Strike Bowling event. Nelson stated that the First Season Community Center would be open through the month of April, at which point it will be used for the Roots program, which is replacing the former S.M.I.L.E. program. Nelson reported that the driving range at King's Walk Golf Course was open and that the course will open Thursday, and Lincoln Golf Course will open Friday for the season. Nelson concluded by summarizing the golf course survey results, which were overwhelmingly positive, but did contain a few recommendations for improvements.

Lancaster informed the Board that he will be meeting with managers to go over the C&B list for 2025 and is working on the annual 2025 preliminary budget.

Hellyer reminded the Board that next month would be a double meeting with the Foundation Board meeting to follow the regular Board meeting. Hellyer stated that the candidate application deadline is April 8th to run for the Park Board of Commissioners. Hellyer reported that all the bids for the sculptures at Veterans Memorial Park were rejected and an updated bid packet will be sent out. Hellyer stated that the drainage ponds in front of Choice Health & Fitness and ICON Sports Center were initially intended for recreational use, but the water is not sanitary, so recreational use is not recommended. Hellyer reported that he is in talks with the City of Grand Forks about the possibility of transitioning ownership of the ponds to the city, which has the knowledge and ability to effectively manage the area draining into the ponds. Hellyer concluded by updating the Board on the Scott Foyt lawsuit that has the Grand Forks Park District and Grand Forks Youth Hockey Association named as defendants.

BOARD MEMBERS' REPORTS

Commissioner McIntyre thanked Orr and Rollefstad for their efforts in finding a solution for the online registration of non-members.

ADJOURNMENT

Vice-President LaDouceur made a motion at 5:52 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk