

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MAY 7, 2024**

The Board of Park Commissioners met for their monthly meeting on Tuesday, May 7, 2024, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Vice-President LaDouceur, and Commissioners Bartholomew and McIntyre. Commissioner Kraft attended via phone.

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.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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 APRIL 2, 2024

Vice-President LaDouceur made a motion to approve the minutes from the April 2, 2024, Board meeting. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Altru Indoor Sports and Aquatic Complex Update

Executive Director Hellyer provided an overview of the Altru Indoor Sports and Aquatic Complex development process with the City of Grand Forks, emphasizing the stakeholder engagement hierarchy and user group input. Hellyer updated the Board on the selection process for the Construction Manager at Risk for the project, with interviews expected the week of May 20th. Hellyer is working with City staff to develop a framework for an operations agreement for the facility. Discussion took place on the different types of structuring for the agreement and the importance of mitigating financial risk to the Park District. Hellyer also noted the intention to hire a facility manager to allow them to be part of the design process.

Review Single Employer Pension – Policy and Performance

Director of Finance & Administration Lancaster reviewed the Investment Policy Statement and performance results for the single employer pension plan for the year ended December 31, 2023. Gallagher Benefit Services recommends that the Board review the policy and performance annually.

Review 1/1/24 Single Employer Pension Actuarial Valuation

Lancaster presented to the Board the pension actuarial valuation dated 1/1/2024, prepared by Gallagher Benefit Services. Lancaster reviewed the executive summary from the valuation, highlighting 51 participants, assets of \$8,670,232, and a funded ratio of 79%.

FOR ACTION

Scheels Sports Complex – Permanent Storm Sewer Drainage Easement

Hellyer informed the Board that a developer has requested a storm sewer easement on the northeast corner of Scheels Sports Complex, noting that the developer will be paying all costs related to the easement and that the Park District will have access to the drainage if needed in the future.

Commissioner Bartholomew made a motion to approve the Scheels Sports Complex Permanent Storm Sewer Drainage Easement. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

Sponsorship Agreement Transition

Director of Operations & Community Relations Nelson presented to the Board the sponsorship agreement that would terminate the ICON Sports Marketing contract early, effective May 31, 2024. Nelson provided an overview of the contractual financial obligations, noting the subscriptions, services, and debts that will be settled upon contract termination. Nelson apprised the Board of intentions to hire a full-time sales and sponsorship employee to take over this role.

Vice-President LaDouceur made a motion to approve the termination agreement with ICON Sports Marketing and the addition of one full-time staff position. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Grand Forks Parks and Recreation Foundation – Transfer Funds for Financial Support

Lancaster briefed the Board on the financial support provided to the Grand Forks Parks and Recreation Foundation annually. An additional transfer of \$5,000 is requested to support the operations of the Foundation in 2024.

Commissioner Bartholomew made a motion to approve the transfer of \$5,000 from the General Fund in the Grand Forks Park District to the General Fund of the Grand Forks Parks and Recreation Foundation. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Additional 2024 C&B Projects

Hellyer summarized the prior Board approval of up to an additional \$239,750 for C&B projects over budget in 2024. At that time, the Board inquired if there were additional projects that staff would like to address in 2024. Hellyer informed the Board that staff recommends that the new key system and key fob process that has been started in 2024 and planned to be completed in 2025, be pushed up to be completed in 2024. This project requires an additional \$90,000 of funding, bringing the total to \$329,750 over the original C&B 2024 budget.

Commissioner McIntyre made a motion to approve the additional \$90,000 in the C&B fund for the new key system and key fob process to be completed in 2024. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Designate Official Newspaper

Lancaster stated that the Park District is required to designate the official newspaper every year to meet ND Century Code requirements. In prior years, the Grand Forks Herald has been the official newspaper of the Grand Forks Park District.

Commissioner Bartholomew made a motion to approve the Grand Forks Herald as the designated official newspaper. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the March 2024 financial reports. Vendor and payroll payments for March 2024 were \$1,273,627.82.

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

STAFF REPORTS

Facilities Manager Colborn summarized arena events for May and notified the Board of the status of current renovation projects at Eagles Arena and the grandstand at Kraft Field. Colborn mentioned that baseball games are being played at Oxford Sports Complex.

Parks Operations Manager Hell informed the Board that crews will be out cleaning spray parks this week and pools next week to prepare for the season.

Director of Facilities & Programs Orr presented the April membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr noted that revenue is up following membership due increases but leveling off now with the weather. Orr notified the Board that Choice Health & Fitness summer hours would begin on May 25th and the parking lot will be painted this month.

Sports & Recreation Manager Rollefstad thanked Steve Hell and his team for their help with the sand volleyball court preparations, they are hoping to drag the sand courts later this week depending on the weather.

Marketing Manager Trontvet highlighted summer promotions and distributed a draft of the Foundation Annual Report. Trontvet noted that her team is working to promote golf leagues and golf memberships.

Nelson informed the Board that the golf courses are open and off to a good start to the season. Nelson updated the Board on the renovation project to extend the hole #9 tee box at Lincoln Golf Course. Nelson reported that First Season Community Center is closed for the season, but the facility will be used this summer for the Roots program, formerly the S.M.I.L.E. program for children with special needs. Nelson concluded by noting that hiring for summer programming is underway.

Lancaster stated that staff is working on the 2025 budget and that registration for summer programming at the main office is underway and going well.

Hellyer updated the Board on the purchase of playground equipment for Crary Park. Bids for improvements at Crary Park will be brought to the June Board meeting for approval. Hellyer informed the Board that Veteran Memorial Park bids for a war time military working dog and service dog sculptures will be opened on May 9th, emphasizing that this project utilizes fundraised dollars. Hellyer stated that a lawsuit naming the Grand Forks Park District and Grand Forks Youth Hockey Association as defendants prompted the Park District attorney's recommendation to modify future lease agreements moving forward to protect the Park District.

BOARD MEMBERS' REPORTS

Commissioner Bartholomew inquired on the renovations at the Paukert Tennis Complex. Nelson updated the Board on planned projects at the tennis courts, funds raised, and future goals.

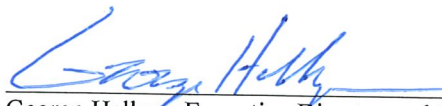
Vice-President LaDouceur requested that youth pickleball programming be discussed for the next season. Orr stated that the coming summer programming is set but will evaluate for future programming. Vice-President LaDouceur inquired on the status of fundraising efforts for the Children's Museum and Destination Playground. Nelson informed the Board on the status of fundraising and emphasized that the team with the Children's Museum is accounting for funds raised for the park and the museum separately. Vice-President LaDouceur concluded by informing the Board of intentions to bring forth at the June Board meeting his recommended changes to the full-time employee vacation schedule that he feels needs to be increased.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:29 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