

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
JUNE 4, 2024**

The Board of Park Commissioners met for their monthly meeting on Tuesday, June 4, 2024, at Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with President Skarperud presiding.

**ROLL CALL**

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

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, 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 McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

**APPROVAL OF MINUTES FROM MAY 7, 2024**

Commissioner McIntyre made a motion to approve the minutes from the May 7, 2024, Board meeting. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

**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. Hellyer presented to the Board an operations agreement framework that is still being developed with City staff, highlighting the proposed duration of the agreement, capital costs versus operational costs, and details yet to be determined. Hellyer noted that the City Council approved McGough Construction and Construction Engineers as the Construction Managers at Risk for the project. Hellyer and staff are currently anticipating the need for six new full-time positions to program and operate the facility, one of which would be hired shortly to be involved in the facility design and development process. Hellyer concluded by noting that the Children's Museum location may be moved next to the Altru Indoor Sports and Aquatic Complex.

**Review Potential C&B Projects for 2025**

Director of Finance & Administration Lancaster reviewed the 10-year forecast that currently projects \$750,000 for C&B projects in 2025. Lancaster reviewed the list of potential projects for 2025 and discussion took place on additional projects and different funding sources. Lancaster noted that the 2025 parking lot additions and maintenance project is planned to be funded by the General Fund reserves.

## **FOR ACTION**

### **Paukert Tennis Complex - Fundraising Improvements**

Director of Operations & Community Relations Nelson introduced the Board to Judy Paukert, Mark Nielsen, and Tom Spicer, who were in attendance and have spearheaded the fundraising efforts for the improvements to the Paukert Tennis Complex. Nelson presented the proposed list of improvements and requested an additional \$10,000 from the 2024 C&B fund for shelters. Discussion took place on the next steps for the project and potential future improvements.

Vice-President LaDouceur made a motion to approve the proposed improvements for Paukert Tennis Complex as presented and an additional \$10,000 from the C&B fund in 2024 for concrete work for two shelters. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

### **Crary Park - Improvement Bids**

Hellyer provided an overview of the Crary Park project and proposed amenities. Hellyer noted that the park construction bid opening took place on Wednesday, May 29<sup>th</sup> at 10:00 a.m. for the 8-foot concrete bike path, excavating, playground concrete border, and grading and seeding. Total project cost is estimated at \$1,100,000, with \$500,000 budgeted for these improvements. Staff are requesting acceptance of the low bid of \$562,265 from United Crane and Excavating. Discussion took place on change order options for sewer work that can be done later and get the project cost to the \$500,000 budgeted. Hellyer noted that playground equipment has been ordered.

Vice-President LaDouceur made a motion to accept the low bid of \$562,265 from United Crane and Excavating for the Crary Park improvements. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

### **Personnel Manual - Vacation Leave Policy**

Vice-President LaDouceur presented to the Board his proposal to amend the employee vacation leave policy that would help in recruiting and retaining employees. Vice-President LaDouceur explained the need to increase the vacation days for each level to allow usage for potential winter storms and allow faster accrual for newer employees to be able to take paid days off. Discussion took place on employee retention, the existing policy, and comparative analysis with other entities.

Vice-President LaDouceur made a motion to approve the vacation leave policy as presented with the removal of the 18+ year bucket, increase the 15+ year bucket to 28 days, maximum carryover to be what the employee earns in a year, and be effective with the first payroll in July. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

## **APPROVAL OF FINANCIAL REPORTS**

Lancaster reviewed the April 2024 financial reports. Vendor and payroll payments for April 2024 were \$2,317,264.18.

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

## **STAFF REPORTS**

Director of Facilities & Programs Orr presented the May membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness, highlighting the state tennis tournament that was hosted the previous weekend. Orr stated that summer programming started this week and that tennis in the parks will begin next week.

Facilities Manager Colborn summarized arena events for June and invited the Board to the grand opening celebration at Kraft Field on June 18<sup>th</sup>. Colborn concluded by informing the Board that Scheels and Grand Forks Area Youth Baseball donated an additional batting cage to the Scheels Sports Complex.

Sports & Recreation Manager Rollefstad reported that Elks Pool opened on Monday and that Riverside Pool is scheduled to open on Friday. Rollefstad stated that a new point of sale system was implemented at both pools for admissions and concessions.

Marketing Manager Trontvet summarized summer promotions and events, highlighting the grand opening celebration at Kraft Field on June 18<sup>th</sup>. Trontvet informed the Board that the vacant Marketing & Digital Media Specialist will be filled by Lauren Matson on June 10<sup>th</sup>.

Nelson informed the Board that summer recreation programs are starting this week, emphasizing the popular Just For Fun program. Nelson stated that golf leagues are up and running and that the King's Walk Golf Course clock should be installed next week. Collins Engineering will be conducting bridge surveys on all six King's Walk Golf Course bridges annually to ensure structural integrity. Nelson noted that Arbor Day is planned for June 11<sup>th</sup>, at Lions Park. Nelson wrapped up her report by presenting fundraising efforts for renovations at Skidmore Park.

Lancaster stated that staff is working on the 2025 preliminary budget. Lancaster informed the Board that credit card terminals have been added to the concessions stands at Oxford Sports Complex, Scheels Sports Complex, and both pools. Lancaster updated the Board that the war time military working dog and service dog sculpture low bids were accepted and ordered for Veterans Memorial Park, noting that the project is funded through dollars fundraised for the park.

Hellyer notified the Board that the July meeting is scheduled for Tuesday, July 2<sup>nd</sup>. Hellyer updated the Board on the plans to modify Ordinance #1 to include safety hazards after complaints about golfing in parks. Hellyer concluded by mentioning his ongoing discussions with North Dakota Association for the Disabled (NDAD) about partnering to increase accessibility in our parks.

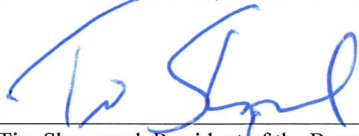
**BOARD MEMBERS' REPORTS**

Commissioner Kraft reminded everyone of the election next Tuesday.

Vice-President LaDouceur thanked Mike Orr and his staff for their efforts toward the state tennis tournament hosted at Choice Health & Fitness. Vice-President LaDouceur inquired on the water fountain at the Register Tennis Courts, Orr informed the Board that the water fountain has not been installed but will be once the landscaping is completed.

**ADJOURNMENT**

Vice-President LaDouceur made a motion at 7:02 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk