

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

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

ROLL CALL

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

Park District staff in attendance were: Executive Director Hellyer, Director of Finance & Administration Lancaster, 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.

BOARD ORGANIZATION

Commissioner LaDouceur nominated Commissioner Skarperud for President of the Board. Commissioner Bartholomew seconded the motion. There were no other nominations. The vote was unanimous, motion carried. Executive Director Hellyer turned control of the meeting over to President Skarperud.

Commissioner Bartholomew nominated Commissioner LaDouceur for Vice-President of the Board. Commissioner McIntyre seconded the motion. There were no other nominations. The vote was unanimous, motion carried.

Vice-President LaDouceur nominated Executive Director Hellyer to remain as Clerk of the Board. Commissioner Kraft seconded the motion. There were no other nominations. The vote was unanimous, motion carried.

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

- Finance Committee: Commissioner Kraft and Commissioner McIntyre.

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 JUNE 4, 2024

Commissioner Bartholomew made a motion to approve the minutes from the June 4, 2024, Board meeting. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Open Meetings and Open Records Review

Park District Attorney, Laura Cobb, was in attendance to discuss open meetings and open records laws. Cobb provided an overview of North Dakota Century Code and the importance of government transparency. Discussion took place on exceptions to and differences between open meetings and open records.

Altru Indoor Sports and Aquatic Complex Update

Executive Director Hellyer provided an update on the Altru Indoor Sports and Aquatic Complex, noting that a draft of the operations agreement would be forthcoming. Hellyer stated that staff continue to meet with Pat O'Toole on the preliminary operations and maintenance budget for the facility. Hellyer concluded by informing the Board that the schematic design is expected to be complete in August.

Mid-Year Projects and Operations Update

Hellyer presented to the Board an overview of current Park District projects and gave an operations update, highlighting progress at Kraft Memorial Field, the Abbott Sports Complex, and Elks Pool. Hellyer noted that staff will monitor pickleball needs after the addition of six courts at the Abbott Sports Complex. Hellyer stated that the golf courses are experiencing record starts to the season. President Skarperud thanked staff after reviewing the list of projects and commended the financial position of the Park District which allows for such a robust list of renovations and additions.

FOR ACTION

Select Representatives to External Committees and Other Boards

Commissioner McIntyre nominated the current Park District Board of Commissioners to the Grand Forks Parks and Recreation Foundation Board. Commissioner Kraft seconded the motion. The vote was unanimous, motion carried.

Vice-President LaDouceur nominated Hellyer for the City of Grand Forks Park Dedication Committee. Commissioner Bartholomew seconded the motion. The vote was unanimous, motion carried.

Commissioner McIntyre nominated Hellyer for the City of Grand Forks Local Government Advisory Committee. Vice-President LaDouceur seconded the motion. The vote was unanimous, motion carried.

Commissioner McIntyre started a discussion on representation on the Grand Forks Youth Hockey Association Board and being a good partner to external organizations. Park District attorney, Laura Cobb, advised against having a representative of the Park District Board serve and instead recommended that any representation be in a personal capacity and not be appointed by the Park District Board. Discussion took place on liability to the Park District and the necessity of Board representation. Commissioner McIntyre nominated himself for the Grand Forks Youth Hockey Association Board as a representative of the Park District until the completion of the lease agreement in October. Commissioner Bartholomew seconded the motion. The vote was unanimous, motion carried.

Park Dedication – Palace Estates First Addition Development

Hellyer presented to the Board the minutes from the Park Dedication Committee in which the committee decided to defer the land dedication and transfer until a larger tract of land becomes available. Currently, 8% of the Palace Estates First Addition Development land totals 0.46 acres, which is not sufficient for a neighborhood park.

Commissioner McIntyre made a motion to defer the 0.46 acres of land from the Palace Estates First Addition Development be added to a future park dedication. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Director of Finance & Administration Lancaster reviewed the May 2024 financial reports. Vendor and payroll payments for May 2024 were \$1,901,014.11.

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

STAFF REPORTS

Facilities Manager Colborn summarized arena events for July and informed the Board that construction on the Eagle's Press Box will begin this week. Colborn concluded by providing ice rental and usage data.

Director of Facilities & Programs Orr presented the June membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness, highlighting that the facility will be closed for the 4th of July holiday but will be open regular hours over the weekend. Orr noted plans to replace carpet along the main walkways in Choice Health & Fitness along with a solution for the northwest entrance. Orr concluded by notifying the Board that crack repairs and resurfacing are complete at the Paukert Tennis Complex and net posts are being installed.

Marketing Manager Trontvet informed the Board that the Marketing Department is working on the fall and winter activity guide, which will be virtual again. Trontvet noted that the Choice Health & Fitness seasonal activity flyers will still be printed.

Lancaster stated that staff is working on the 2025 preliminary budget and that he is meeting with managers and will present to the Finance Committee in late July and then present the preliminary budget at the August Board meeting.

Hellyer notified the Board that the local Daughters of the American Revolution (DAR) group put flags up at the Veterans Memorial Park for the 4th of July. Hellyer stated that the National Recreation and Park Association annual conference will be held from October 8-10, and that any Board members interested in attending should notify him by August 23rd. Hellyer concluded by noting that the facility tour is scheduled for August.

BOARD MEMBERS' REPORTS

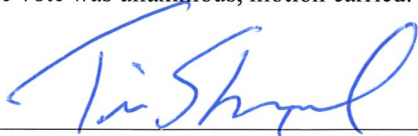
Commissioner McIntyre stated that the Paukert Tennis Courts are looking good.

Vice-President LaDouceur congratulated Commissioners Bartholomew and Kraft on their re-election to the Board of Park Commissioners. Vice-President LaDouceur thanked Colborn and Trontvet for their efforts at the Kraft Field Grand Re-Opening, saying the event was amazing.

President Skarperud was impressed with the turnout at the Kraft Field Grand Re-Opening, commending the efforts of staff for a successful event. President Skarperud also reported that he has been contacted about hunting dogs being trained on Park District Property without leashes. Discussion took place on the potential update of Ordinance #1.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:32 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