

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
SEPTEMBER 3, 2024**

The Board of Park Commissioners met for their monthly meeting on Tuesday, September 3, 2024, at Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:01 p.m. with President Skarperud presiding.

**ROLL CALL**

Present were President Skarperud, Vice-President LaDouceur, and 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, 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**

Commissioner McIntyre made a motion to approve the agenda. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

**APPROVAL OF MINUTES FROM AUGUST 6, 2024 (WORK SESSION) AND AUGUST 6, 2024 (REGULAR BOARD MEETING).**

Commissioner Kraft made a motion to approve the minutes from the August 6, 2024, work session and August 6, 2024, Board meeting. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

**FOR DISCUSSION**

**Altru Indoor Sports and Aquatic Complex Update**

Executive Director Hellyer provided an update on the Altru Indoor Sports and Aquatic Complex, highlighting upcoming decisions to be made by the Grand Forks City Council. Hellyer provided an overview of the project schedule and current site plan. Discussion took place on the operations agreement and the fiscal impact that adding or reducing sport components have on the profitability of the facility.

**FOR ACTION**

**Grand Forks Youth Hockey Association – Board Representative**

Hellyer presented the legal opinion of Park District Attorney, Laura Cobb, on the inclusion of governance appointments in lease agreements. Also present was attorney Howard Swanson from Swanson & Warcup, LTD., who represented the Grand Forks Park District in the Scott Foyt lawsuit. It was suggested that the organization strengthen the verbiage under the indemnification and hold harmless sections in all future facility use agreements. Brad Lucke, representative from the Grand Forks Youth Hockey Association, was present and spoke on the benefits of the strong relationship between the organizations. Discussion took place on the role of liability and maintaining relationships with user groups.

Commissioner McIntyre made a motion to approve the removal of the Board appointment from the lease agreement with Grand Forks Youth Hockey Association and for staff to create a governance agreement for Board appointment with user groups. Commissioner Bartholomew seconded the motion, motion carried on a roll call vote as follows: Aye: President Skarperud, Commissioners Bartholomew, Kraft, and McIntyre. Nay: Vice-President LaDouceur.

#### **Grand Forks Public School District – Shared Parks and Facilities Use Agreement**

Director of Finance & Administration Lancaster presented to the Board the one-year lease agreement that will automatically renew for one year. Lancaster noted the substantive changes to the agreement including fees for tennis and baseball usage and reasoning which includes long term maintenance and improvements to the facilities utilized by the Grand Forks Public Schools.

Vice-President LaDouceur made a motion to approve the Grand Forks Public Schools – Shared Parks and Facilities Use Agreement. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

#### **Parking Lot Addition and Maintenance Project – Engineer Selection**

Hellyer informed the Board of the upcoming parking lot addition and maintenance project. A request for qualifications was advertised and there were two firms that submitted packages. Hellyer presented a summary of results from the Selection Committee following review of the submissions and interviews of engineering firms.

Commissioner Kraft made a motion to approve staff to negotiate and to enter into a contract with CPS for the parking lot addition and maintenance project. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

#### **APPROVAL OF FINANCIAL REPORTS**

Lancaster reviewed the July 2024 financial reports. Vendor and payroll payments for July 2024 were \$1,712,344.96.

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

#### **STAFF REPORTS**

Director of Facilities & Programs Orr summarized events and updates at the arenas as well as provided an overview of issues with crack repair at the Paukert Tennis Complex. Orr presented August membership numbers and facility visits for Choice Health & Fitness, highlighting the start of fall programming. Orr also mentioned the Get Wet & Run Wild kids fun run that coincides with Potato Bowl celebrations.

Parks Operations Manager Hell informed the Board that the concrete playground border and bike path at Crary Park are complete, and he is estimating playground installation will be complete later next week. After the playground is installed, the pour in place surface will be installed. Hell notified the Board of progress at the Paukert Tennis Complex, noting the completed concrete pads for bleachers and shelters, and the forthcoming water fountain.

Director of Operations & Community Relations Nelson updated the Board on the completion dates of golf leagues for the season along with other events and upcoming updates on the golf courses. Nelson notified the Board that the activity guide for fall and winter programming is complete and available to the public online. Nelson informed the Board of the opening of First Season Community Center on October 7<sup>th</sup> and that the second annual “Parktoberfest” event will be held on September 30<sup>th</sup> at University Park.

Lancaster stated that the last pickup that was budgeted this year had been delivered. Lancaster noted that we are still waiting on the Forestry log loader budgeted in 2022 and two King’s Walk Golf Course mowers budgeted in 2023.

Hellyer notified the Board that the October Board meeting will include a public hearing on the 2025 budget and a Foundation Board meeting will follow the Regular Board meeting. Hellyer informed the Board that nine full-time staff will be attending the annual NDRPA conference, this year in Watford City, ND from September 10-12. Hellyer

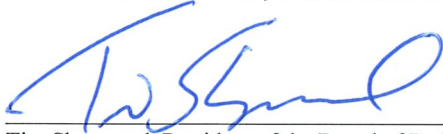
provided an update on Emerald Ash Borer (EAB), stating that Forestry Operations Manager Lee would present information and a plan for moving forward to the Board later in the year. Hellyer apprised the Board of a temporary easement request to tap into the stormwater ponds at the Altru Wellness Village. Hellyer noted that the Grand Forks City Council voted down (4-2) an agenda item to conduct a study to determine redundancies in services and offerings between the City of Grand Forks and the Grand Forks Park District, with a goal to merge the two entities. Hellyer concluded with a discussion of the property tax elimination measure and potential impacts on purchasing and other decision-making processes.

#### **BOARD MEMBERS' REPORTS**

President Skarperud inquired on the lease space available at Choice Health & Fitness. Discussion took place on potential financial gains and future Park District needs. President Skarperud asked for a slight rearrangement of the Board meeting room to ensure all staff and attendees are visible to the commissioners.

#### **ADJOURNMENT**

Vice-President LaDouceur made a motion at 6:36 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