

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
OCTOBER 1, 2024**

The Board of Park Commissioners met for their monthly meeting on Tuesday, October 1, 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, Parks Operations Manager Hell, Sports & Recreation Manager Rollefstad, Golf Professional Tannahill, Marketing Manager Trontvet, and Project Administrator Swenberger.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD**

In attendance were Al Walter, James Groven, Lou Lombardi, and Tom Saddler, representing the Andy Nomland Chapter of the Disabled American Veterans, to present to the Board a check for \$4,000 to be put toward the War Time Military Working Dog and Service Dog sculptures at Veterans Memorial Park. The Board graciously accepted the funds and thanked the group for their contributions to the park.

**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 SEPTEMBER 3, 2024**

Commissioner Kraft made a motion to approve the minutes from the September 3, 2024. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

**PUBLIC HEARING**

**2024 Property Tax Levy**

President Skarperud opened the public hearing. No one from the public was present to comment at the public hearing. The public hearing was closed.

**FOR DISCUSSION**

**Altru Indoor Sports and Aquatic Complex Update**

Executive Director Hellyer provided an update on the Altru Indoor Sports and Aquatic Complex, highlighting the official naming decision. The facility will henceforth be known as the Altru Sports Complex. Hellyer provided an overview of the project schedule, anticipating City Council to approve the schematic design at their next meeting. Hellyer informed the Board of the next steps for the operations agreement that include staff and counsel meetings to go over the agreement. Discussion took place on facility amenities and budgetary constraints.

## **FOR ACTION**

### **Board Appointment Agreement - Grand Forks Youth Hockey Association**

Hellyer presented the two-year Board appointment agreement with Grand Forks Youth Hockey Association. Park District attorney, Laura Cobb, was present to answer any questions. Discussion took place on minor changes to the agreement.

Vice-President LaDouceur made a motion to approve the Board Appointment Agreement with Grand Forks Youth Hockey if both parties agree to minor changes. Commissioner McIntyre seconded the motion, motion carried. Commissioner Bartholomew was absent.

### **Facility Use Agreement – Grand Forks Youth Hockey Association**

Director of Finance & Administration Lancaster presented to the Board the two-year lease agreement with the Grand Forks Youth Hockey Association. Lancaster noted the substantive changes including a fee increase of \$5 per hour per year of the agreement and the inclusion of the concession agreement.

Vice-President LaDouceur made a motion to approve the Grand Forks Youth Hockey Association Facility Use Agreement contingent on Grand Forks Youth Hockey Association approving the agreement. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

### **Facility Use Agreement – Border Blades Agreement**

Lancaster presented to the Board a two-year lease agreement with Border Blades Figure Skating Club, which includes a fee increase of \$5 per hour for each year of the agreement. Lancaster noted that the agreement has been approved and signed by Border Blades Figure Skating Club.

Commissioner Kraft made a motion to approve the Facility Use Agreement with Border Blades Figure Skating Club. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

### **King's Walk and Lincoln Golf Course – 2025 Rate Increase**

Golf Professional Tannahill presented to the Board proposed membership rates for 2025 for both King's Walk Golf Course and Lincoln Golf Course. Tannahill explained the history of rate increases and provided an overview of how annual comparative data will be used for making informed rate increase decisions moving forward.

Vice-President LaDouceur made a motion to approve the King's Walk Golf Course and Lincoln Golf Course rate increases for 2025 as presented. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

### **Oxford Sports Complex – Electric Easement**

Lancaster informed the Board of an electric easement that Northern States Power Company has requested to be able to place a switch box on Oxford Sports Complex property at the corner of 17<sup>th</sup> Avenue South and Columbia Road. The switch box will be approximately five feet by five feet and four feet tall and will be installed at no cost to the Park District.

Vice-President LaDouceur made a motion to approve the electric easement agreement with Northern States Power. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

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

Lancaster updated the Board on the current Grand Forks Parks and Recreation Foundation general fund cash balance, noting funds have been exhausted and an additional transfer of \$5,000 is requested to support the operations of the Foundation in 2024.

Vice-President LaDouceur made a motion to transfer \$5,000 from the Grand Forks Park District to the Grand Forks Parks and Recreation Foundation for operational support. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

## **Reschedule November 2024, December 2024, January 2025, and February 2025 Regular Board Meetings**

Hellyer informed the Board of scheduling conflicts for the November 5, 2024, December 3, 2024, January 7, 2025, and February 4, 2025, Board meeting dates. Hellyer stated that these rescheduled regular Board meetings will now be special Board meetings and no changes to the published agenda are allowed at the meetings.

Vice-President LaDouceur made a motion to approve the Board meeting date changes to November 7, 2024, December 9, 2024, January 6, 2025, and February 3, 2025. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

## **Final 2025 Budget and Ordinance #187**

Lancaster presented the final 2025 budget. The budget includes a mill levy of 36.81 mills, a 0.5 mill reduction from the 2024 budget. The value of a mill is projected to be \$294,256 for 2025. Lancaster updated the Board on the current year operations for each fund and projected the ending cash balances for 2024. There were no changes to the 2025 preliminary budget that was approved at the August 6, 2024, Board meeting.

Vice-President LaDouceur made a motion to approve the 2025 final budget and Resolution of Annual Appropriations and Tax Levy for 2024, Ordinance #187. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

## **APPROVAL OF FINANCIAL REPORTS**

Lancaster reviewed the August 2024 financial reports. Vendor and payroll payments for August 2024 were \$1,606,532.46.

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

## **STAFF REPORTS**

Facilities Manager Colborn summarized the progress of various renovation projects and plans for winterization of baseball fields. Colborn reported that ice rentals are up for the month due to an additional hockey camp.

Parks Operations Manager Hell stated that woodchips will be arriving at Jaycee's Park this week so the playground can open for the weekend. Hell informed the Board that the playground at Crary Park has been installed, with landscaping, grading, and seeding remaining to be completed at the site. The Parks department will begin to winterize restrooms in the coming weeks.

Tannahill encouraged all to get their last rounds at the golf courses before the end of the season.

Director of Facilities & Programs Orr presented September membership numbers and facility visits for Choice Health & Fitness, noting that membership revenue continues to be up over last year. Orr provided an overview of events and facility upgrades, including the installed new carpet and proposed expansion of the rubber flooring in the first-floor fitness area. Orr stated that the Altru Family YMCA Board has approved the agreed upon membership rate increases.

Marketing Manager Trontvet informed the Board of fall and winter event promotions and end of year signage projects. Trontvet reminded the Board that headshot photos will be taken prior to the November 7<sup>th</sup> Board meeting.

Director of Operations & Community Relations Nelson updated the Board on oil painting and public planting events. Nelson informed the Board on the need to reschedule Parktoberfest to October 7<sup>th</sup> due to extreme winds. Nelson informed the Board that First Season Community Center will open for the season on Monday, October 7<sup>th</sup>. Nelson concluded by reviewing the planned winter renovations for the King's Walk Golf Course clubhouse.

Lancaster notified the Board of forthcoming agreements including those for Eagle's Crest and sponsorships.

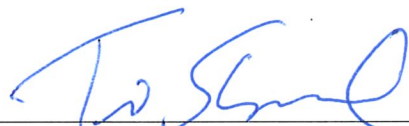
Hellyer notified the Board that a public comment form is being developed and will be presented to the Board for approval after review by Park District attorney, Laura Cobb. Hellyer also presented an update on the property tax elimination measure, noting that staff will continue to closely monitor this legislative item. Hellyer closed his remarks with discussion of a potential donation from a former Grand Forks citizen who was impacted by their experiences at University Park so much so that he intends to leave funds for the park in his estate. Hellyer commented about the significance of what we, as park and recreation professionals, contribute to our community and the impact that it has on individuals.

### **BOARD MEMBERS' REPORTS**

Commissioner Kraft stated that he has heard many compliments on the new carpet at Choice Health & Fitness.

### **ADJOURNMENT**

Commissioner Kraft made a motion at 6:09 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.



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Tim Skarperud, President of the Board of Park Commissioners



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George Hellyer, Executive Director and Clerk