

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 9, 2024**

The Board of Park Commissioners met for their monthly meeting on Monday, December 9, 2024, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Vice-President LaDouceur presiding.

ROLL CALL

Present were Vice-President LaDouceur, and Commissioners Bartholomew, Kraft, and McIntyre. President Skarperud arrived at 5:04 p.m.

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 MINUTES FROM NOVEMBER 7, 2024

Commissioner McIntyre made a motion to approve the minutes from November 7, 2024. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

FOR DISCUSSION

Altru Sports Complex Update

Executive Director Hellyer provided an update on the Altru Sports Complex, highlighting the progress of design development workshops. Hellyer provided an estimated bid timeline for the project, noting that there will be separate bid packages for the external structure and internal structure. Hellyer stated that discussions are continuing on the operations agreement while emphasizing the priorities of the Board of Park Commissioners. Hellyer concluded by mentioning correspondence from Play It! regarding forthcoming changes to their indoor recreation offerings.

President Skarperud arrived at 5:04 p.m. and Vice-President LaDouceur turned control of the meeting over to President Skarperud.

Outdoor Pool Report

Director of Facilities & Programs Orr presented a summary of pool attendance numbers and revenue, highlighting that pool attendance was up compared to last year. Orr commended the work of Sports & Recreation Manager Rollefstad and Aquatics Coordinator Nelson, as well as Parks Operations Manager Hell and his team for their combined efforts to ensure a successful outdoor swimming season.

FOR ACTION

2025 Parking Lot Addition and Maintenance Project – Bid Scope

Hellyer provided an overview of the project, emphasizing that the Park District has approximately thirty-eight acres of pavement to be maintained. Hellyer highlighted new parking lots at Crary Park, Bill Palmiscno Park, and

reconstructing the entrance onto the Lincoln Golf Course. Melissa Knutson from CPS was in attendance to provide an explanation of the pavement condition analysis and recommendations. Knutson discussed the recommendations and provided an estimated bid timeline. Hellyer informed the Board of the cost to complete all the recommended maintenance and the new construction is estimated to be \$1,837,275. Hellyer discussed bid alternates of \$730,000, including the west sidewalk and lighting at Crary Park, a parking lot expansion at Crary Park, and King's Walk Golf Course cart path improvements around the clubhouse. Discussion took place on alternate options, funding, and that once bids are received, they will be brought to the Board for approval.

Vice-President LaDouceur made a motion to approve the bid scope as presented including the parking lot additions and maintenance base bid for maintenance items and new construction as well as the alternates. Commissioner McIntyre seconded the motion, motion carried.

Personnel Manual Revision and Updates

Director of Finance & Administration Lancaster summarized the proposed significant policy changes to the Personnel Manual. Lancaster stated that the changes were reviewed and approved by managers and the Personnel Committee.

In addition, Commissioner McIntyre recommended changes to the maternity and paternity leave. Commissioner McIntyre felt this update would benefit newer employees and those starting families, emphasizing that he is seeing this change in other organizations. The policy is similar to the current bereavement leave, employees may take up to 80 hours of maternity or paternity leave following the birth of a child without using sick leave.

Commissioners Kraft made a motion to approve the Personnel Manual revisions and updates as presented and the proposed maternity and paternity leave policy from Commissioner McIntyre. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Bank Interest Rate Quotes for Investment of Interim Carryover Funds

Lancaster presented to the Board the money market interest rate quotes and certificate of deposit interest rate quotes from various banks. Lancaster recommended the banks that offered the highest rates, which were Alerus Financial for the money market and Bell Bank for the certificate of deposits.

Commissioner Bartholomew made a motion to approve the selection of Alerus Financial to be the primary money market account for 2025 and Bell Bank to have certificates of deposit for 2025. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

Executive Director Evaluation Process

Lancaster summarized the Executive Director annual evaluation process and stated that Commissioners Bartholomew and Kraft served on the committee which met on November 20, 2024, to conduct the evaluation. Commissioners Bartholomew and Kraft recommended a 3.5% salary increase for the Executive Director which would be effective for the first payroll in January 2025. Commissioners Bartholomew and Kraft both commended the work of Hellyer and his leadership of the organization. President Skarperud echoed the sentiments of the committee and stated that the Park District is having a great year and that is because of the efforts of staff and influence of the Executive Director.

Commissioner Kraft made a motion to approve the Executive Director annual evaluation and salary increase as presented. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the October 2024 financial reports. Vendor and payroll payments for October 2024 were \$2,711,092.40.

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

Commissioner Kraft departed the meeting at 5:49 p.m.

STAFF REPORTS

Orr presented November membership numbers and facility visits for Choice Health & Fitness, as well as upcoming holiday hours. Orr noted that the Choice Health & Fitness membership rate increase will be effective January 1st, 2025. Orr concluded by reporting that Jessy Christen has returned to the Park District full-time as a tennis teaching professional.

Facilities Manager Colborn reported ice rental hours and tournaments, highlighting that we now have six arena cameras for spectator viewing. Colborn informed the Board that public Wi-Fi access at Purpur Arena will be expanded and that only the punch list is remaining on the Kraft Field grandstand project.

Marketing Manager Trontvet informed the Board of the golf course holiday punch card special at King's Walk Golf Course. Trontvet also highlighted the Healthy through the Holidays initiative and New Year New Membership promotion at Choice Health & Fitness. Trontvet concluded by stating that Stacy Brorson will be joining the marketing team full-time before the new year.

Director of Operations & Community Relations Nelson thanked Marketing Manager Trontvet and the Personnel Committee for their efforts putting together the annual holiday party. Nelson reported that sponsorship agreements have been signed with Altru Health System and Alerus Financial, noting that sponsorship rates will be examined as we transition this task in-house. Nelson stated that registration is open for Knight for a Princess and Lucky Strike Bowling, she also mentioned that First Season Community Center will be closed on weekends during December when Santa Village is open. Nelson informed the Board of the progress of clubhouse renovations at King's Walk Golf Course. The installation of the new windows has been completed and new siding will be installed in the coming weeks. Nelson concluded her report by noting that 18 Ulland Grant applications were received.

Lancaster notified the Board of the delivery of the forestry log loader and that managers will be completing employee evaluations in the next few weeks.

Hellyer reminded the Board that the January meeting will be held on Monday, January 6th. Hellyer also reported that the 2025 ND legislative session will be starting in January, and he will keep the Board updated on bills that would affect the Grand Forks Park District.

BOARD MEMBERS' REPORTS

Vice-President LaDouceur thanked Hellyer and staff for all they do in our community and commended Marketing Manager Trontvet for the fantastic holiday party.

President Skarperud thanked staff for a great holiday party.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:04 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioner Kraft was absent.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk