

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JANUARY 6, 2025**

The Board of Park Commissioners met for their monthly meeting on Monday, January 6, 2025, 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, Commissioners Bartholomew, Kraft, and McIntyre. President Skarperud arrived at 5:11 p.m.

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, Forestry Operations Manager Lee, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, and Office Assistant Parker.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF MINUTES FROM DECEMBER 9, 2024

Commissioner McIntyre made a motion to approve the minutes from December 9, 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. Hellyer provided information on the different building scope scenarios for the facility. Hellyer updated the Board on various user group requests and reported that discussions on the operations agreement are continuing. Hellyer updated the Board on the potential budget for the project, noting the projected opening date is the fall of 2027.

Forestry Update

Forestry Operations Manager Lee provided the Board with a year-end report for the forestry department. The report included summaries of dutch elm disease, emerald ash borer, equipment purchases, and landscaping updates at various parks. Lee reported the Sertoma Park Arboretum became the first accredited arboretum in North Dakota under the Morton Arboretum system and that a Miyawaki Forest was planted on the island at Sertoma Park.

President Skarperud arrived at 5:11 p.m. and Vice-President LaDouceur turned control of the meeting over to President Skarperud.

Year-End Projects and Operations Update

Hellyer presented to the Board a list of 2024 projects and operational items. Hellyer highlighted a few big and exciting projects while also noting smaller accomplishments. Items included capital campaigns, future concepts, completed and in progress projects, and general operations.

FOR ACTION

2025 Capital & Betterment Project List

Director of Finance & Administration Lancaster updated the Board on the ten-year Capital & Betterment forecast. Lancaster summarized revenue and expenses, emphasizing maintenance costs for Park District facilities as they age. Lancaster highlighted forthcoming projects for 2025, where there is \$750,000 budgeted, and provided an outline of target project timelines through 2028. Lancaster informed the Board that the current list of projects for 2025 is projected to be under budget by an estimated \$2,500. Lancaster requested approval of the project list.

Vice-President LaDouceur made a motion to approve the 2025 Capital & Betterment project list. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Year-End Transfers for Various 2024 Projects and Funds

Lancaster reviewed the year-end transfers for various 2024 items totaling \$657,250. Lancaster is recommending transfers from C&B to Lincoln Golf Course for \$20,000 for the hole #9 tee box reconstruction, to King's Walk Golf Course for \$220,000 for window replacement, siding replacement, and cart path repairs, to Choice Health & Fitness for \$40,000 for the 1st floor carpet replacement, and to General Fund for \$17,500 for the ICON Sports Center LED light conversion and \$20,000 for the Blue Line Club rubber flooring. Lancaster also recommended approval of transfers from the General Fund to fund previously Board approved additional C&B projects.

Commissioner Kraft made a motion to approve the year-end transfers for various 2024 items as presented. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the November 2024 financial reports. Vendor and payroll payments for November 2024 were \$2,820,843.49.

Vice-President LaDouceur made a motion to approve the financial report for November 2024. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Director of Facilities & Programming Orr presented to the Board the Choice Health & Fitness December membership numbers and upcoming events, programs, and promotions. Orr stated that winter programming has resumed after the holiday break.

Facilities Manager Colborn updated the Board on various hockey tournaments, ice rentals, and the status of the warming houses.

Parks Operations Manager Hell informed the Board that outdoor rinks opened December 18th.

Marketing Manager Trontvet informed the Board on current promotions and ongoing signage projects. Trontvet highlighted Giving Hearts Day 2025, which will raise money to be used for youth scholarships. Trontvet stated that Stacey Brorson was hired in the marketing department as the Marketing & Sponsorship Representative.

Lee notified the Board that the forestry department was working on snow removal, tree removals, and tree pruning. The forestry department will be assisting in taking down Santa Village and preparing for Bloomfest.

Lancaster updated the Board that equipment ordered in prior years has all been received. Bids for 2025 equipment came in under budget and was ordered. Staff are working on year-end items and preparing for the upcoming audit.

Hellyer informed the Board there were eighteen applications submitted for Ulland Grants, with \$18,000 being awarded to community organizations and that over 14,000 community members visited Santa Village in 2024 with donations

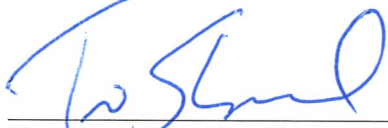
of canned goods given to St. Joseph, cash donations given to the Grand Forks Parks and Recreation Foundation for youth scholarships, and all toys were donated to the Community Violence Intervention Center (CVIC). Hellyer informed the Board that the Blue Line Club has inquired on naming rights for the entire Eagles/Blue Line Club arena complex and reminded the Board that the February Board meeting will be on Monday, February 3rd.

BOARD MEMBERS' REPORTS

Vice-President LaDouceur had a Grand Forks citizen inquire on the possibility to install a snow making machine by the sledding hill at Lincoln Drive. Staff will investigate the cost of equipment and installation.

ADJOURNMENT

Vice-President LaDouceur made a motion at 5:53 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