

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
FEBRUARY 3, 2025**

The Board of Park Commissioners met for their monthly meeting on Monday, February 3, 2025, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Commissioners Bartholomew and Kraft. Vice-President LaDouceur and Commissioner McIntyre were 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, 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 JANUARY 6, 2025

Commissioner Bartholomew made a motion to approve the minutes from January 6, 2025. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner McIntyre were absent.

FOR DISCUSSION

Altru Sports Complex Update

Executive Director Hellyer provided an update on the Altru Sports Complex. Hellyer provided the latest facility drawings and project schedule for the Board, noting that the committee will continue design development workshops to align with the current facility budget. Hellyer reported that the University of North Dakota has committed financially to the deep dive well in the aquatic facility, so it has been included in the base bid. The walking track is currently listed as an alternate. Hellyer noted that staff are in the process of determining which internal furniture, fixtures, and equipment will be purchased by which entity. Hellyer reported that discussions are still ongoing regarding facility insurance, utilities, and the operations agreement.

Blue Line Club Naming Rights

Director of Operations & Community Relations Nelson presented to the Board the Grand Forks Blue Line Club requested name change for the Eagles/Blue Line Club Arena. Nelson highlighted the generous history of donations from the Grand Forks Blue Line Club to the Grand Forks Park District. Nelson stated the proposed naming of the facility would be the Blue Line Club Ice Complex with rink #1 and rink #2 available for future naming. The term of the proposed naming agreement would be 20 years, and the Blue Line Club would be responsible for paying for new exterior signs for the facility. Nelson concluded by highlighting future improvements to the facility. Discussion took place on facility naming guidelines and the past partnerships between entities. Staff will create the formal naming rights agreement with the Grand Forks Blue Line Club and bring to the Board for approval at a future meeting.

FOR ACTION

Parking Lot Addition and Maintenance Bid

Hellyer provided an overview of the parking lot addition and maintenance project, noting that bids were opened on January 30th, 2025. Hellyer highlighted new parking lots at Crary Park, Bill Palmiscno Park, and reconstructing and expanding the cart path surrounding King's Walk Golf Course clubhouse. Melissa Knutson and Aaron Kemnitz from CPS were in attendance to provide answers to any questions about the bids or project timelines. The low bid for the maintenance improvements to the entire parking lot system was from Asphalt Preservation Company, Inc. for \$348,951.89. The low bid for construction which includes a new parking lot at Bill Palmiscno Park, new parking lot at Crary Park, and Lincoln Golf Course cart path reconstruction around hole #1 was from Opp Construction for \$476,957.30. Bid alternates include sidewalk and lighting to the west side of Crary Park for \$299,468.50, parking lot expansion at Crary Park for \$158,289.95, and cart path reconstruction near the clubhouse at King's Walk Golf Course for \$175,937.80. Discussion took place on construction dates, bid alternates, and contingencies.

Commissioner Kraft made a motion to approve the parking lot maintenance bid, parking lot construction base bid, all three parking lot construction alternates, and allow staff to approve contingencies up to \$100,000. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner McIntyre were absent.

Garrison Diversion Conservancy District Grant Application – Elks Park Playground Renovation

Hellyer presented the Garrison Diversion Conservancy District grant application to the Board for the purpose of purchasing playground equipment for Elks Park in 2026. Discussion took place on the aging equipment and the process for updating playgrounds across the Park District.

Commissioner Bartholomew made a motion to approve the Garrison Diversion Conservancy District Grant Application. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner McIntyre were absent.

APPROVAL OF FINANCIAL REPORTS

Director of Finance & Administration Lancaster reviewed the December 2024 preliminary financial reports. Vendor and payroll payments for December 2024 were \$1,474,821.57. Lancaster provided a brief summary of year end actuals compared to the 2024 budget.

Commissioner Kraft made a motion to approve the preliminary financial report for December 2024. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner McIntyre were absent.

STAFF REPORTS

Facilities Manager Colborn informed the Board of tournaments in the arenas, noting there are tournaments every weekend in the month of February. Colborn reported that ice rentals are down slightly from last year due to timing of away games for high schools.

Parks Operations Manager Hell updated the Board on the re-opening of the outdoor rinks after temporarily closing them due to warm weather. Hell stated that the re-keying process is continuing at the arenas.

Director of Facilities & Programs Orr presented the December membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness, noting that spring programming would begin in March. Orr highlighted that there are currently over 5,000 Choice Health & Fitness memberships, a goal not met since before COVID. Orr reported a potential need to repair or replace a boiler and air handler at Choice Health & Fitness. Orr concluded by commending his staff for keeping expenses below budget for 2024.

Marketing Manager Trontvet notified the Board that her team is working on the Summer Activity Guide, as well as various signage projects. Trontvet stated that King's Walk Golf Course is currently running their ambassador special for membership. Trontvet highlighted Giving Hearts Day 2025 which will raise funds to be used for youth scholarships, and she encouraged all to spread the word about early donations.

Nelson informed the Board that the Greenway Snow Day event was canceled due to lack of snow. Nelson stated that registration is open for the annual Knight for a Princess and Lucky Strike Bowling family events, noting that all are welcome. Nelson notified the Board that a wheelchair accessible golf cart will be leased from Albatross Indoor Golf Club for the 2025 season to gauge need and usage. Nelson reported that we are looking to hire a full-time Assistant Superintendent for Lincoln Golf Course. Nelson provided an update on the King's Walk Golf Course clubhouse renovation project, noting the facility would close for two weeks in March and thanked Hell and his crew for their assistance with the work at King's Walk Golf Course clubhouse.

Lancaster briefed the Board on equipment purchases for 2025 and noted the finance team are preparing for the annual audit.

Hellyer provided an overview of legislative items that may impact the Park District if passed during the current legislative session, including property tax caps and general obligation bond caps. Hellyer informed the Board that he is working with the City of Grand Forks on plans for renovations to Riverside Pool. Hellyer noted that the next Board meeting is scheduled for Tuesday, March 4th.

BOARD MEMBERS' REPORTS

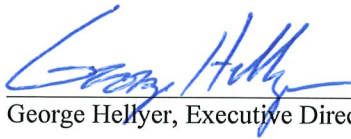
President Skarperud praised the arena staff, especially at Eagles, for their efforts to keep facilities clean, noting his experience in the surrounding region illustrates the exemplary work by our staff.

ADJOURNMENT

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



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk