

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
JUNE 1, 2021**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, June 1, 2021, in the Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with Vice-President LaDouceur presiding.

**ROLL CALL**

Present were Vice-President LaDouceur and Commissioners Bartholomew, Dvorak, and Kraft. President Skarperud was absent.

Park District staff in attendance were: Executive Director Hellyer, Choice Health & Fitness General Manager Orr, Community Relations & Marketing Manager Nelson, Facilities Manager Arola, Sports & Recreation Manager Rollefstad, Accounting Manager Lancaster, Golf Professional Tannahill, Website & Graphic Designer Trontvet, and Office Assistant Parker.

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

None.

**APPROVAL OF MINUTES FROM MAY 4, 2021**

Commissioner Dvorak made a motion to approve the minutes from the May 4, 2021, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

**APPROVAL OF MINUTES FROM MAY 25, 2021**

Commissioner Kraft made a motion to approve the minutes from the May 25, 2021, Special Board meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

**APPROVAL OF AGENDA**

Commissioners Dvorak made a motion to approve the agenda with one change of moving the Restructure of the Organizational Chart, listed under For Discussion, to For Action. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

**FOR DISCUSSION**

**Choice Health & Fitness - Towel Service**

Choice Health & Fitness General Manger Orr presented to the Board a history of the towel service at Choice Health & Fitness, the reasons the towel service was discontinued, the cost of the towel service, and the amount of labor involved to provide towel service. Orr also presented options for outsourcing the towel service and how other facilities in the region are handling towel service. Executive Director Hellyer added that if the Board were to bring back the towel service, the General fund would need to transfer funds to cover the costs. Discussion took place on various towel service options. The Board decided to continue with no towel service and requested Orr to purchase towels and have them for sale in the pro shop.

**FOR ACTION**

**Destination Playground Location**

Hellyer stated that representatives of the destination playground/children's museum are requesting the Board allocate land north of Choice Health & Fitness for a destination playground. Dana Sande, Sally Miskavige, and Natalie Muth

were in attendance and are representatives from the destination playground/children's museum committee. Dana Sande presented the process that has been completed to locate a destination playground, possibly on the Park District land, and a children's museum possibly on the Altru land directly to the west, across South 11<sup>th</sup> Street. Sande stated that fundraising is underway for the project and would completely fund the destination playground and a children's museum. The land would continue to be owned by the Park District and once the destination playground is completed, the Park District would own and maintain the destination playground. Discussion took place on the location and fundraising of the destination playground.

Commissioner Dvorak made a motion to allocate the land north of Choice Health & Fitness for a destination playground, as long as the Park District retains ownership of the land and would also own and operate the destination playground. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **2<sup>nd</sup> Reading for Park Naming – 58<sup>th</sup> Avenue South and Cherry Street**

Hellyer presented to the Board that the new park located at 58<sup>th</sup> Avenue South and Cherry Street be named Bill Palmiscno Park, to honor his 47 years of service to the Grand Forks Park District. The naming of a park requires consideration at a minimum of two Board meetings over a minimum time span of two months. The first reading and approval of the park naming was at the May 4, 2021, Board meeting

Commissioner Kraft made a motion to approve the 2<sup>nd</sup> reading for naming of the new park located at 58<sup>th</sup> Avenue South and Cherry Street to Bill Palmiscno Park. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **King's Walk Golf Course – New Home Membership Discount**

Hellyer and Golf Professional Tannahill updated the Board on the history of the King's Walk membership discount for homes built in the new developments directly adjacent to the King's Walk Golf Course. The original purpose of the discount program was to encourage people to buy lots and build homes around King's Walk Golf Course. Discussion took place on the advantages and disadvantages of continuing the program and different options for retiring the program.

Commissioner Bartholomew made a motion to end the King's Walk Golf Course – New Home Membership Discount program effective December 31, 2023. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **Appoint Board Clerk**

Hellyer stated in the past the Board Clerk has been the Executive Director.

Commissioner Dvorak made a motion to appoint Executive Director Hellyer as the Board Clerk. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **Appoint Park Dedication Committee Representative**

Hellyer stated in the past the Park Dedication Committee Representative has been the Executive Director.

Commissioner Kraft made a motion to appoint Executive Director Hellyer as the Park Dedication Committee Representative. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **Bank Authorizations**

Hellyer stated current authorized signers on the bank accounts for the Park District are Palmiscno and Hellyer. Palmiscno retired on May 28, 2021. Staff is recommending the Board remove Palmiscno and add Accounting Manager Lancaster on all Park District bank accounts and safe deposit box.

Commissioner Bartholomew made a motion to remove Bill Palmiscno and add Jeff Lancaster as authorized signers for all Park District bank accounts and safe deposit box. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **Restructure of Organizational Chart**

Hellyer presented proposed changes to the Park District's organization chart including four promotions. Jill Nelson would be promoted to Director of Operations & Community Relations overseeing the Marketing Department, the Recreation & Special Events Manager, and both golf courses. Catie Trontvet would be promoted to Marketing Manager and oversee the Marketing Department. Mike Orr would be promoted to Director of Facilities & Programs overseeing all ball fields, ice arenas, and Choice Health & Fitness. Jeff Lancaster would be promoted to Director of Finance & Administration overseeing the accounting and administration staff. Discussion took place on the current and proposed organizational chart.

Commissioner Bartholomew made a motion to approve the promotions of Nelson to Director of Operations & Community Relations and Trontvet to Marketing Manager. The remaining items of the restructure of the organization chart was tabled to the July Board meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **FINANCIAL REPORT**

Hellyer reviewed the April 2021 financial reports. Vendor payments for April 2021 were \$3,748,733.74.

Commissioner Dvorak made a motion to approve the financial report for April 2021. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

### **STAFF REPORTS**

Nelson updated the Board on events and promotions that the Marketing Department is working on and other events and programs that are coming up for the Park District. The groundbreaking for the Northern Valley Law Enforcement Memorial is being planned for July or August.

Orr presented to the Board the May membership numbers and upcoming events and programs. Orr stated the Grand Forks Public Schools has not renewed the contract for strength and conditioning for the coming school year due to their budget cuts and constraints. Choice Health & Fitness has agreed with Altru Health System to use their training space in the former Scheels store on Columbia Road.

Facilities Manager Arola updated the Board on programs, tournaments, and events that are happening and coming up at the Park District. Arola stated that the Whiskey Jacks baseball season has started at Kraft Field, and their staff seem happy with the attendance.

Accounting Manager Lancaster stated that approximately 200 part-time summer staff have been hired for the summer. The 2022 budget process is underway and will be presented to the Finance Committee the end of July and then the preliminary budget will be presented at the August Board meeting. The semi-annual payday for the Board members will be Friday, June 4<sup>th</sup>.

Hellyer stated that Kappa Sigma fraternity have requested to hold their annual fundraiser on August 27<sup>th</sup> that benefits the Military Hero's campaign. The Expedition League contracts have been signed and the season is underway. A second range ball machine has been ordered for the north end of the King's Walk Golf Course driving range. Construction on phase 2 of the Rydell Skate Park at Kannowski Park will begin soon. There will need to be a short Grand Forks Parks and Recreation Foundation Board meeting following the July Park District Board meeting to elect officers.

## **BOARD MEMBERS' REPORT**

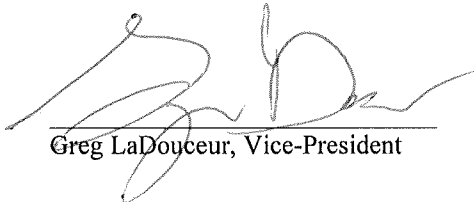
Commissioner Bartholomew congratulated Hellyer on this first Board meeting as Executive Director. He also congratulated Nelson and Trontvet on their promotions.

Commissioner Kraft inquired on the location of the Sertoma Club, July 4<sup>th</sup> event. Hellyer confirmed that the event will be in the area of Ulland Sports Complex. Commissioner Kraft also asked about fish in Ryan Lake. Hellyer stated that North Dakota Game and Fish Department did not stock the lake with fish this year due to zebra mussels found in the lake. The lake has been drained, the inlet modified, and will be again stocked next spring. Nelson will post signage stating that currently there are no fish in the lake.

Vice-President LaDouceur inquired on court resurfacing at Register Tennis Courts. Orr stated that the outdoor tennis courts at Choice Health & Fitness and the tennis courts at the entrance of Lincoln Golf Course were scheduled to be resurfaced this fall. Since Register Tennis Courts are in worse shape, the Register Tennis Courts will be done instead of the courts at Choice Health & Fitness this year. Vice-President LaDouceur then inquired if there was a plan to fix or replace the viewing area at Register Tennis Courts. Hellyer stated that the area may be beyond repair and need to be demolished and a smaller viewing area constructed. Vice-President LaDouceur also inquired if the destination playground/children's museum will be requesting funding. Nelson stated the committee will be making a request at a future Board meeting. Vice-President LaDouceur also asked how the beverage contract with Coke and Pepsi is going. Hellyer stated the contract is scheduled to expire June of 2022 and is going well.

## **ADJOURNMENT**

Commissioner Kraft made a motion at 6:44 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.



Greg LaDouceur, Vice-President



George Hellyer, Executive Director and Clerk