

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
NOVEMBER 2, 2021**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, November 2, 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, Commissioners Bartholomew, Dvorak, and Kraft. President Skarperud 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, Sports & Recreation Manager Rollefstad, Facilities Manager Colborn, Marketing Manager Trontvet, Golf Professional Tannahill, and Office Assistant Parker.

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)**

Commissioner Bartholomew made a motion to approve the agenda. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

**APPROVAL OF MINUTES FROM OCTOBER 5, 2021**

Commissioner Bartholomew made a motion to approve the minutes from the October 5, 2021, Board meeting. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

**FOR DISCUSSION**

**Executive Director Evaluation Process**

Director of Finance & Administration Lancaster discussed the Executive Director evaluation process completed in the past. President Skarperud will appoint two Board members to serve on the committee to perform the annual evaluation of Executive Director Hellyer. The evaluation will be scheduled later in November.

**FOR ACTION**

**Joint Powers Agreement for Elections**

Executive Director Hellyer presented the Joint Powers Agreement for Elections. This agreement is like prior year's agreements between the County, City, School District, and Park District. The one change to the agreement is the County no longer will charge the Park District \$8,000 for a portion of the cost of the election.

Commissioner Kraft made a motion to approve the Joint Powers Agreement for Elections. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

**APPROVAL OF FINANCIAL REPORT**

Lancaster reviewed the September 2021 financial reports. Vendor payments for September 2021 were \$1,370,736.09.

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

## **STAFF REPORTS**

Golf Pro Tannahill gave a summary of the golf seasons at King's Walk Golf Course and Lincoln Golf Course. Tannahill also updated the Board on the new building on the north end of the driving range that will house a second ball dispenser, and that 65 new golf carts have been ordered and will be delivered prior to the 2022 golf season. Tannahill stated that 30 of the current King's Walk Golf Course carts will be moved to Lincoln Golf Course and five will be kept for the golf course maintenance staff.

Director of Operations & Community Relations Nelson thanked the staff of King's Walk Golf Course and Lincoln Golf Course for a great summer. Nelson added additional details on the new golf carts that were ordered for King's Walk Golf Course. Nelson updated the Board on Black Cat Bash, Santa Village, First Season Community Center, and that the two bids for the bronze statue and granite have been accepted for the Northern Valley Law Enforcement Memorial. Nelson added that the Children's Museum has received a \$100,000 grant from the state of North Dakota for the planning phase of the project.

Marketing Manager Trontvet updated the Board on promotions and events that are coming up at the Park District.

Facilities Manager Colborn updated the Board on events, tournaments, and activities coming up at the Park District arenas. Purpur Arena will be ready for ice rentals by the weekend. The two Grand Forks Youth Hockey Association events, try hockey for free and hockey swap, were both successes. Josh Janzen has been named the Facility Supervisor for ICON Sports Center and Dustin Marynik has been named the Purpur Arena Facility Supervisor.

Director of Facilities & Programs Orr presented to the Board the Choice Health & Fitness October membership numbers and upcoming events, programs, and promotions. Orr stated that Choice Health & Fitness will be closed on Thanksgiving Day and that the pool has reduced hours due to a shortage of lifeguards. Orr updated the Board on the delay of resurfacing of Register Tennis courts and the availability of school district gyms for city league basketball is still unknown. Orr stated that staff is evaluating the per visit insurance reimbursement agreements to determine if it is worth keeping the programs or let them expire.

Lancaster stated that the personnel manual is being updated and will be brought to the Board for approval at the December meeting and that the annual full time employee evaluations process is underway. Lancaster also stated that some of the 2022 budgeted equipment was bid, accepted, and ordered in October. The equipment will be delivered and paid for in 2022.

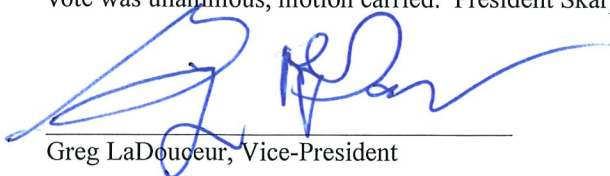
Hellyer stated that Dick Olson, Park District Attorney, is retiring as of December 15, 2021, and that he will let the Board know if there is a retirement gathering. Hellyer has been working with Laura Cobb, who is with the same firm, and she will be taking over as Park District Attorney when Dick Olson retires. Hellyer stated that the proposed state legislation for the American Rescue Plan Act has been reduced from \$20 million to be distributed on population, to \$5 million with limitations for Park Districts in North Dakota. Hellyer updated the Board on the needed repairs at Riverside Pool. The repairs are the responsibility of the city and up to them on the extent what they would like to repair or replace the pool. Hellyer stated that no new updates are available on the indoor aquatic's facility or indoor turf facility. Hellyer updated the Board on COVID-19 procedures and that the Park District will follow the North Dakota Department of Health recommendations. Hellyer also stated that staff will be looking at increasing part-time salaries to attract applicants and retain current employees.

## **BOARD MEMEBERS' REPORTS**

None.

## **ADJOURNMENT**

Commissioner Bartholomew made a motion at 5:43 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.



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Greg LaDouceur, Vice-President



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George Hellyer, Executive Director and Clerk