

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JANUARY 10, 2022**

The Board of Park Commissioners met for their regular monthly meeting on Monday, January 10, 2022, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:04 p.m. with President Skarperud presiding.

ROLL CALL

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

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, and Office Assistant Parker.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

Commissioner Dvorak made a motion to approve the agenda. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF MINUTES FROM DECEMBER 13, 2021

Commissioner Dvorak made a motion to approve the minutes from the December 13, 2021, Board meeting. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Youth Baseball Programming

Executive Director Hellyer presented financial and participation information related to youth baseball. Hellyer stated that Grand Forks Area Youth Baseball Association is discussing a business plan for the possibility of taking over the Park District baseball programming in the future. Due to timing, staff is recommending retaining the baseball program for the summer of 2022 and continue to work with Grand Forks Area Youth Baseball Association to make improvements and adjustments to the program for a potential transition in the future. Discussion then took place on the potential transition of youth baseball to the Grand Forks Area Youth Baseball Association.

Outdoor Rink Consolidation

Hellyer started the discussion that was brought up at a previous Board meeting, to discontinue outdoor rinks at Cox Park, Kelly Park, and Optimist Park and add a larger outdoor rink complex on the Altru Wellness Village grounds next to ICON Sports Center. Hellyer presented to the Board two possible design layouts for the outdoor rinks. Discussion took place on multiple items to consider including fencing, lighting, noise, warming house, building access, snow removal, and other items. The Board decided to form a committee to look at the feasibility of the rinks and to come up with plans for outdoor rinks at Altru Wellness Village. Commissioner Bartholomew volunteered to be on the committee and to meet with staff to consider and discuss possibilities. Information will be brought back to the full Board at a future time.

Indoor Turf and Aquatics Request for Proposal

Hellyer updated the Board on the request for proposal for a feasibility study for an indoor sports facility and an indoor aquatic facility. Based on previous discussion with user groups and other public entities, it was decided to expand the request for proposal to include the indoor aquatic facility. Hellyer also presented a timeline for the request for proposal process.

Year-End Projects and Operations Update

Hellyer presented to the Board a list of 2021 projects and operational items. Items included capital campaigns, future concepts, completed and in progress projects, and general operations. Discussion followed on potential projects and the need for added storage for the Parks and Forestry Departments.

FOR ACTION

Park District Facility Renovation Grant Application Priorities

Hellyer stated that the North Dakota Legislature approved a total grant allocation of \$3,500,000 for Park Districts whose city has a population of 15,000 or more. There are at least eight cities that qualify for this competitive grant. The maximum grant award is \$1,000,000 and must be matched 50% by the Park District. Eligible projects are renovation, upgrade, and/or repair to existing facilities with priority given to outdoor facilities. The application deadline is January 31, 2022. Staff is proposing several potential projects including replacing two bridges at King's Walk Golf Course, renovate the grandstand at Kraft Field, and renovate the raised viewing area at Register Tennis Courts. Park District match funding would come from carryover fund balances since these projects are unbudgeted. Mike Korman, CPS Ltd, was at the meeting to provide additional information and to assist with answering questions related to the proposed projects. Discussion then took place on the various proposed projects.

Commissioner Kraft made a motion to approve the Park District Facility Renovation Grant Application with priority going to the grandstand renovation at Kraft Field, then the two bridges at King's Walk Golf Course, and then the viewing area at Register Tennis Courts. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

Designate Bank Depositories

Director of Finance & Administration Lancaster stated that every January the Park District designates the bank depositories that will be used to meet ND Century Code requirements. Lancaster recommended using the bank depositories as presented, which are the same banks used in 2021.

Vice-President LaDouceur made a motion to approve the bank depositories as presented. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Year End Transfers for Various 2021 Projects

Lancaster reviewed the year end transfers for various 2021 items totaling \$278,000. Lancaster is recommending approval of transfers needed for accounting coding from C&B to General Fund of \$55,000 for Purpur Arena and ICON Sports Center scoreboards, \$37,500 for Gambucci Arena chiller system conversion, and \$32,500 for converting Eagles and Blue Line Club Arenas to LED lighting. Lancaster is recommending an accounting coding transfer from General Fund to C&B of \$3,000 for signage and branding expenses. Lancaster is also recommending a transfer from General Fund to Choice Health & Fitness of \$150,000 to cover 2021 budget shortfalls.

Vice-President LaDouceur made a motion to approve the year end transfers for various 2021 items as presented. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the November 2021 financial reports. Vendor and payroll payments for November 2021 were \$2,241,961.61.

Vice-President LaDouceur made a motion to approve the financial report for November 2021. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Director of Facilities & Programs Orr presented to the Board the Choice Health & Fitness December membership numbers and upcoming events, programs, and promotions. Orr stated that Amy Flynn has accepted the full-time

position as the Customer Service Coordinator. Orr updated the Board on the change that Medica Insurance has made switching from Silver Sneakers fitness program to One Pass fitness program. Orr discussed the reasons that staff has decided not to participate in the One Pass fitness program, at this time.

Facilities Manager Colborn updated the Board on events, tournaments, and activities coming up at the Park District arenas. Colborn stated that all equipment is onsite for the Eagles and Blue Line Club Arena's lighting project and is now waiting for the programming to be completed. Colborn stated that staff is looking at options to increase seating at Eagles Arena for higher attended high school games. Colborn updated the Board on staffing at the concession stands and that the outdoor rinks were closed four days over the holidays due to extreme wind chill and cold weather.

Director of Operations & Community Relations Nelson updated the Board on community events and various promotions that are coming up. Nelson stated that the Marketing Department is in the hiring process for the budgeted Social Media & Marketing Strategist position. Nelson announced that CPS, Ltd, will match donations for Giving Hearts Day on February 10th, benefitting the Northern Valley Law Enforcement Memorial.

Lancaster informed the Board that Brady Martz will be onsite for the 2021 audit the week of February 7th.

Hellyer informed the Board that election forms have been sent out to the three commissioners whose terms will expire in June. Hellyer updated the Board on the difference in the way the City of Grand Forks can invest reserves due to having Home Rule Charter. Hellyer stated that the turf for Montgomery Field at Apollo Sports Complex is moving forward. Hellyer informed the Board that Park Districts are not subject to OSHA requirements and since the President's vaccine mandate is an OSHA requirement, the mandate does not apply to Park Districts. Hellyer also stated that the February Board meeting will be on Monday, February 7th, at 5:00 p.m.

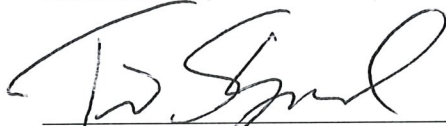
BOARD MEMEBERS' REPORTS

Commissioner Dvorak inquired on who is responsible for the lighting at the Riverside Park sledding hill. Commissioner Dvorak stated that the lights are currently not on at night. Hellyer stated that staff will check into the lighting issue and get back to the Board.

Vice-President LaDouceur congratulated staff on the success of the holiday party.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:40 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, Pffesident



George Hellyer, Executive Director and Clerk