

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
AUGUST 2, 2022**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, August 2, 2022, 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 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, Facilities Manager Colborn, Parks Operations Manager Hell, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, and Office Assistant Parker.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

Commissioner McIntyre requested to add the future of Riverside Pool For Discussion.

Commissioner Bartholomew made a motion to approve the agenda with the addition For Discussion of the future of Riverside Pool. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF MINUTES FROM JULY 12, 2022

Commission Kraft made a motion to approve the minutes from the July 12, 2022, Board meeting. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

FOR DISCUSSION

Altru Wellness Village – Outdoor Skating Rink

Executive Director Hellyer started a discussion on adding outdoor skating opportunities at Altru Wellness Village directly north of ICON Sports Center. Hellyer presented multiple items to consider with two proposed outdoor skating rink layouts along with a map indication the current outdoor rink locations and attendance numbers for the outdoor rinks last winter. Commissioner Bartholomew provided background on the outdoor skating rinks at Altru Wellness Village. Discussion followed on the various rink layout options, lighting options, benches and rubber matting, rink maintenance, and the potential cost to complete this project. Due to the lead time to receive ordered items, the Board requested staff to place orders for lighting, rubber matting, and benches for the project.

Future of Riverside Pool

Commissioner McIntyre inquired on the current status and future of Riverside Pool. Hellyer provided background on the ownership and current issues of Riverside Pool. Parks Operations Manager Hell stated that the pool is losing approximately 11,000 gallons of water a day through the floor and walls of the pool. Hellyer stated that the decision to close or rebuild the pool is up to the City of Grand Forks, the owner of the pool.

FOR ACTION

2023 Preliminary Budget

Director of Finance & Administration Lancaster presented the preliminary 2023 budget. The budget includes a mill levy of 37.87 mills, no change in mills from the 2022 budget. Value of a mill was \$243,558 for 2022 and is projected to be \$254,648 for 2023. The salary package increase is planned at 6%. Equipment purchases for all funds were reviewed totaling \$541,000. The process of having staff approve bids that are under the budgeted equipment amount was discussed and will continue. The total preliminary budget for 2023 is planned to be \$18,222,100. Lancaster stated that the Finance Committee met on July 25, 2022, and recommended to approve the 2023 preliminary budget.

Commission Kraft made a motion to approve the 2023 preliminary budget. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Garrison Diversion Conservancy District Grant Application – Kraft Field Grandstand Renovation

Hellyer requested approval from the Board to submit a grant application to the Garrison Diversion Conservancy District for \$75,000 for the Kraft Field grandstand renovation. Approval from the Board is required before the application can be submitted for consideration.

Commission Kraft made a motion to approve the Garrison Diversion Conservancy District Grant Application for \$75,000 for the Kraft Field Grandstand Renovation. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Engelstad Grant Application – Eagles Arena Renovation

Hellyer requested approval from the Board to submit a grant application to the Engelstad Foundation for \$250,000 if the bids are acceptable for the Eagles Arena renovation. The bid opening is on August 11, 2022.

Commission McIntyre made a motion to approve the Engelstad Foundation Grant Application for \$250,000 for Eagles Arena Renovation, if the bids are accepted. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Parameters Bid Resolution – Eagles Arena Renovation

Hellyer reviewed the bid process for the Eagles Arena renovation. The bid package includes permanent seating and sound baffles. Facilities Manager Colborn gave an overview of the planned renovation and estimated costs. Staff is requesting approval of a Parameters Bid Resolution of \$750,000, which is for the base bid and alternates. Other costs and fees are estimated to be \$75,000, for a total project cost of \$825,000.

Commission Kraft made a motion to approve the Parameters Bid Resolution for the Eagles Arena Renovation for \$750,000, which is for the base bid and alternates. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Full-time Staff Addition – Project Administrator

Hellyer stated that there was one full-time staff position unfilled and left open for the past 14 months during the transition of Executive Directors. Hellyer wanted to wait and evaluate how the various transition of duties and restructure of the organizational chart affected the current staff. A staffing need has been identified to help accomplish various tasks. Hellyer is recommending approval of a full-time staff addition of a Project Administrator.

Commission McIntyre made a motion to approve the full-time staff addition for a Project Administrator. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the June 2022 financial reports. Vendor and payroll payments for June 2022 were \$1,278,520.57. Commissioner Kraft made a motion to approve the financial report for June 2022. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

STAFF REPORTS

Marketing Manager Trontvet stated the fall/winter activity guide is completed and will be upload to the Grand Forks Park District website this week. Trontvet stated the Grand Forks Parks and Recreation Foundation Annual Report will be sent out this week. She also updated the Board on various projects, events, advertising, and promotions.

Colborn updated the Board on events, tournaments, and activities coming up at the Grand Forks Park District facilities. Colborn stated that the Grand Forks Youth Hockey Association has agreed to take over the arena concession stands this winter and staff is working on the agreement to bring to the September Board meeting. Colborn also stated that the infield turf project at Montgomery Field at Apollo Sports Complex has started this week.

Hell stated that at Palmiseno Park the playground is being installed and playground maintenance is being conducted at all parks. Hell stated that crews are keeping up with mowing.

Director of Facilities & Programs Orr presented to the Board the Choice Health & Fitness June membership numbers and upcoming events, programs, and promotions. Orr stated that Choice Health & Fitness will be closed August 19th through the 21st for annual cleaning and maintenance. The aquatics area will be closed August 1st through 21st to address the rust issues on the columns. Orr stated staff is working with the Altru Family YMCA to increase membership rates in 2023 and plans to present the rate increases at the October Board meeting. Orr stated that staff is finalizing the Altru Health System facility lease agreement at Choice Health & Fitness. Orr updated the Board on four vacant full-time staff positions.

Director of Operations & Community Relations Nelson updated the Board on upcoming events and programs. Nelson stated the north driving range building at King's Walk Golf Course is completed and being used. Nelson updated the Board on issues with the irrigation system at Lincoln Golf Course. Nelson informed the Board on fundraising efforts for the Northern Valley Law Enforcement Memorial and signage is being working on at Kraft Field and Apollo Sports Complex.

Lancaster stated that at the October 4th Board meeting, the final 2023 budget will be presented along with the public hearing.

Hellyer informed the Board that NDRPA has a training webinar for new commissioners, but a date has not yet been set. Hellyer stated that the NRPA conference will be held in Phoenix, AZ, on September 20th through the 22nd.

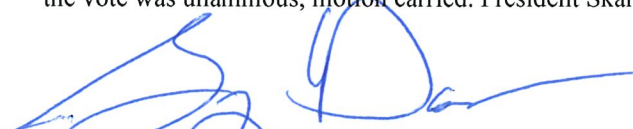
BOARD MEMEBERS' REPORTS

Commissioner McIntyre stated that there was graffiti at the Riverside Park basketball court. Hell stated that crews were at Riverside Park today removing the graffiti.

Commissioner Kraft stated that signage and the course at King's Walk Golf Course look great.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:35 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.



Greg LaDouceur, Vice-President



George Hellyer, Executive Director and Clerk