

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JANUARY 9, 2023**

The Board of Park Commissioners met for their monthly meeting on Monday, January 9, 2023, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Commissioner Kraft presiding.

ROLL CALL

Present were Commissioners Bartholomew, Kraft, and McIntyre. Vice-President LaDouceur attended by phone. 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, Forestry Operations Manager Lee, Sports & Recreation Manager Rollefstad, and Office Assistant Parker.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

Vice-President LaDouceur made a motion to approve the agenda. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF MINUTES FROM DECEMBER 5, 2022

Commissioner McIntyre made a motion to approve the minutes from the December 5, 2022, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

FOR DISCUSSION

Kraft Field Grandstand Budget and Design

Executive Director Hellyer presented an update on the various grants and donations that are designated for the Kraft Field grandstand renovation, totaling approximately \$2,000,000. Adam Davidson from JLG Architects went over the design changes, feasibility of renovation, and phasing of project that would accommodate the budget. Bids are planned to be advertised in February and brought to the March Board meeting for approval. Discussion took place on the design. Construction is projected to start in the spring of 2023 with completion by fall of 2023.

Register Tennis Viewing Area Budget and Design

Hellyer provided an overview on the various grants that are designated for the Register Tennis Complex viewing area renovation, totaling approximately \$360,000. Director of Facilities & Programs Orr reviewed the design plans that included lowering the viewing area by approximately two feet to save on cost of construction. Discussion took place on the design and the Board suggested Vice-President LaDouceur meet with Grand Forks Park District staff and ICON Architects to discuss the designs of the viewing area and bring back any recommended changes to the Board. Vice-President LaDouceur agreed with the suggestion and staff will schedule the meeting.

Eagles Arena Budget and Design

Facilities Manager Colborn reviewed the concept drawing and projected cost for the Eagles Arena renovation that includes additional seating. Discussion took place on the project. ICON Architects will advertise for bids in January and brought to the February Board meeting for approval.

Forestry Update

Forestry Operations Manager Lee presented to the Board a year-end report for the Forestry Department. The update included summaries of Dutch Elm Disease, Carpenter worm, Emerald Ash Borer, staffing, equipment purchases, and landscaping at various parks.

Year-End Projects and Operations Update

Hellyer presented to the Board a list of 2022 projects and operational items. Items included capital campaigns, future concepts, completed and in progress projects, and general operations. Discussion followed on the Indoor Sports Facility and Indoor Aquatic Facility.

FOR ACTION

Year End Transfers for Various 2022 Projects and Funds

Director of Finance & Administration Lancaster reviewed the year end transfers for various 2022 items totaling \$265,000. Lancaster is recommending approval of transfers needed for accounting coding from C&B to King's Walk Golf Course of \$65,000 for the North driving range building and a transfer from General Fund to Choice Health & Fitness of \$200,000 to cover 2022 budget shortfalls.

Commissioner Bartholomew made a motion to approve the year end transfers for various 2022 items as presented. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the November 2022 financial reports. Vendor and payroll payments for November 2022 were \$2,318,374.37.

Vice-President LaDouceur made a motion to approve the financial report for November 2022. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

STAFF REPORTS

Lancaster informed the Board that staff is working on year end items. Brady Martz will be onsite to conduct the 2022 audit the week of February 13th.

Director of Operations & Community Relations Nelson updated the Board that one of the furnaces at the King's Walk Golf Course Clubhouse was replaced. A facility audit is being scheduled for the King's Walk Golf Course Clubhouse to evaluate future repairs needs and develop a timeline. Nelson reported that a water line coming into the King's Walk Golf Course Clubhouse was discovered to be leaking and had to be replaced. Due to having no water Eagles Crest was closed for two days. Nelson updated the Board on community events and various promotions that are coming up and reported that there were ten applications submitted for the Ulland Grant, with \$9,000 total being awarded.

Lee informed the Board that the Forestry Department is working on snow removal, tree removals, and tree pruning.

Parks Operations Manager Hell updated the Board on the status of the outdoor rinks and snow removal.

Colborn updated the Board on events, tournaments, and activities coming up at the Park District arenas. The ICON hockey camera contract is coming to an end and staff is looking at other more reliable options for the hockey cameras. Colborn also updated the Board on the outdoor rink usage and staffing.

Orr presented to the Board the Choice Health & Fitness December membership numbers and upcoming events, programs, and promotions. The Altru Family YMCA shared membership agreement expires at the end of the 2023 so staff will start discussions on renewing the agreement. Dallas Chambers has been hired full-time as the Tennis Teaching Professional and Axel Schaefer has been hired full-time as the Maintenance Specialist.

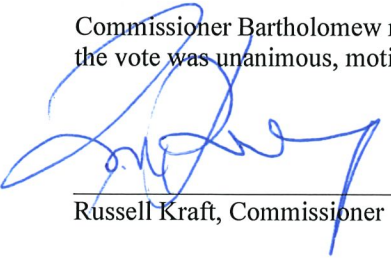
Hellyer reminded the Board that there will be a Joint Board of Park Commissioners and City Council meeting on Wednesday, January 11, 2023, at 5 p.m. at City Hall to discuss the feasibility study for an Indoor Sports Facility and Indoor Aquatic Facility.

BOARD MEMBERS' REPORTS

Vice-President LaDouceur thanked staff on the additional open gyms that will be open on Sundays. Vice-President LaDouceur inquired on a pickleball court at the Snookie Register Tennis Complex. Staff will assess whether there is enough space for a pickleball court.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:42 p.m. to adjourn. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. President Skarperud and Commissioner McIntyre were absent.



Russell Kraft, Commissioner



George Hellyer, Executive Director and Clerk