

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
FEBRUARY 6, 2023**

The Board of Park Commissioners met for their monthly meeting on Monday, February 6, 2023, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

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

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, and Project Administrator Swenberger.

DELEGATES TO APPEAR BEFORE THE BOARD

Representatives from the Grand Cities Pickleball Club were present to encourage the Board to increase outdoor pickleball offerings in Grand Forks. Discussion took place on potential site options with an emphasis on explaining why competition tennis courts are less desirable to be converted for pickleball use. Park District staff will consider options for striping and resurfacing courts with input from the user group and bring back to the Board at a future Board meeting.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM JANUARY 9 & JANUARY 11, 2023

Vice-President LaDouceur made a motion to approve the minutes from the January 9, 2023, Board meeting and the January 11, 2023, Special Board meeting. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Register Tennis Viewing Area Budget and Design

Executive Director Hellyer presented to the Board an overview of the Register Tennis Complex viewing area renovation, totaling approximately \$360,000, and the grant that is designated for the project. Brady Laurin from ICON Architects was present to discuss the most recent changes to the design and budget. The Board was in favor of this design layout and would like to proceed to the bidding process. Hellyer provided a timeline for bidding the project.

2023 C&B Update

Director of Finance & Administration Lancaster updated the Board on the ten-year C&B forecast. Lancaster summarized revenue and expenses, emphasizing maintenance costs for Park District facilities as they age. Hellyer highlighted forthcoming projects for 2023, where there is \$600,000 budgeted, and provided an outline of target project timelines through 2025.

Feasibility Study Update

Hellyer reiterated key findings from the feasibility study and discussed the importance of alternative funding sources, partnerships, and naming options for the Indoor Sports Facility and Indoor Aquatic Facility. Hellyer also provided a potential project timeline and updated the Board on the next steps, which begins with an operation and maintenance budget being prepared by BerryDunn. Another Joint Board of Park Commissioners and City Council meeting is tentatively planned for March 22, 2023, dependent on if the final report for the feasibility study is completed by then.

FOR ACTION

Eagles Arena Renovation Bid

Hellyer updated the Board on the Eagles Arena Renovation project and bid process. President Skarperud informed the Board that the Blue Line Club had increased their financial support for the project to a maximum of \$800,000. Innes Construction was the lowest bidder at \$692,400. Tom Wesley from ICON Architects was present to go over the designs and alternative options for the renovation. Discussion took place on seating possibilities.

Vice-President LaDouceur made a motion to accept the bid from Innes Construction for the Eagles Arena Renovation up to \$692,400. Seat alternates will reduce the total cost/final bid amount, staff is authorized to accept bid alternates if they meet criteria standards. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Garrison Diversion Conservancy District Grant Application- Lincoln Drive Park Horseshoe Pit

Hellyer presented the Garrison Diversion Conservancy District grant application to the Board for the purpose of renovating the horseshoe pits at Lincoln Drive Park. Discussion took place on potential alternative activities to accompany the renovated horseshoe pits.

Vice-President LaDouceur made a motion to approve the Garrison Diversion Conservancy District Grant Application. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

Naming Guidelines for Parks, Facilities, and Amenities

Director of Operations & Community Relations Nelson presented new naming guidelines for parks, facilities, and amenities to the Board. Nelson highlighted pertinent changes, including term limits for naming rights and Board approval for major naming decisions. The guidelines will provide consistency while also allowing requests to be reviewed on a case-by-case basis.

Commissioner Kraft made a motion to approve the Grand Forks Park District Naming Guidelines for parks, facilities, and amenities. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the December 2022 preliminary financial reports. Vendor and payroll payments for December 2022 were \$5,881,855.77.

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

STAFF REPORTS

Director of Facilities & Programs Orr presented to the Board membership and revenue numbers for Choice Health & Fitness. Orr also provided an in-depth year in review for 2022 detailing budget, personnel, equipment purchases, maintenance, partnerships, and events hosted in the facility. Orr stated that staff will be negotiating a new shared membership agreement with the Altru Family YMCA and recommended having a Board member involved in the process.

Facilities Manager Colborn updated the Board on the hockey cameras at Purpur Arena and the solutions that have been tried to date. Colborn also mentioned that there are now signs indicating that Grand Forks Youth Hockey Association operates the concession stands and that attendance at the outdoor rinks is up compared to last year.

Parks Operations Manager Hell stated that they are still doing maintenance and upkeep at the outdoor rinks and continue to perform sidewalk and parking lot snow removal.

Nelson provided an overview of recent and forthcoming events and programs, emphasizing the Greenway Snow Day and Knight for a Princess events. She also noted that First Season Community Center has had record high attendance on weekends. Nelson is preparing for the annual Giving Hearts Day event to raise funds for the Kraft Memorial Field

Renovation. Nelson informed the Board that Marketing Manager Trontvet will be returning from maternity leave next week and Golf Course Facility Assistant Supervisor Jason Avramis will be leaving his position.

Lancaster stated that shelter and community room rentals had opened up for the year on February 1, 2023. Lancaster informed the Board that the annual audit by Brady Martz would be taking place next week.

Hellyer updated the Board on the legislative priorities for the current legislative session and mentioned that staff will be attending the Parks Day at the Capital in Bismarck next week.

BOARD MEMBERS' REPORTS

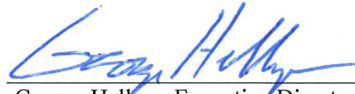
None.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:44 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk