

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
APRIL 4, 2023**

The Board of Park Commissioners met for their monthly meeting on Tuesday, April 4, 2023, 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, Parks Operations Manager Hell, Sports & Recreation Manager Rollefstad, and Project Administrator Swenberger.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

Commissioner Kraft 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 MARCH 7, 2023

Commissioner Bartholomew made a motion to approve the minutes from the March 7, 2023, Board meeting. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

FOR ACTION

Kraft Grandstand Renovation - General Construction Bids and Grandstand Bleacher Bids

Executive Director Hellyer presented a summary of the project and funding for the Kraft Grandstand Renovation. Hellyer informed the Board that the general construction low bid came from Innes Construction at \$1,814,800 which includes alternates 2 and 3. The only grandstand bleacher bid came from SAAFE at \$294,979 which includes in the base bid the grandstand, press box, Interkal Aura chairs, and armrest cupholders. Adam Davidson from JLG Architects was present and informed the Board that both the general construction bid, and grandstand bleacher bid included labor to install the grandstand bleachers and press box. Davidson stated that he had contacted Innes Construction and that the grandstand installation cost will be a change order deducted from their bid. Discussion took place on alternate options and phasing of the project.

Commissioner Bartholomew made a motion to approve the Kraft Grandstand Renovation General Construction bid including alternates 2 and 3 from Innes Construction for \$1,814,800. Also, to approve the Grandstand Bleacher bid from SAAFE including the grandstand, press box, Interkal Aura chairs, and armrest cupholders for \$294,979. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Riverside Tennis Courts Naming Rights Agreement

Commissioner Bartholomew presented to the Board a request to change the proposal that was previously approved by the Board on July 12, 2022, for the Riverside Tennis Courts naming rights. The proposal includes a donation of \$10,000 payable over three years with an exclusive naming rights term of 20 years. Discussion took place emphasizing that the naming guidelines have not changed, this proposal is for Riverside Tennis Courts exclusively as all future naming requests will be considered on a case-by-case basis. Commissioner Bartholomew stated he will present the proposal to the party interested in naming the Riverside Tennis Courts.

Commissioner Bartholomew made a motion to approve the proposal for the Riverside Tennis Court Naming Rights Agreement for \$10,000 payable over three years with an exclusive naming rights term of 20-years. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

2022 Audit Report

Director of Finance & Administration Lancaster presented to the Board the 2022 Audit Report and went over the summary of funds worksheet for 2022. The Finance Committee met on March 31, 2023, to review the 2022 Audit Report in detail. Brady Martz had no management comments. Lancaster notified the Board that the Audit Report would be posted on the Park District website.

Commissioner Kraft made a motion to approve the 2022 Audit Report. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Greenway Lease Agreement

Hellyer provided an overview of the Greenway Lease Agreement including the history of the partnership and coordination with Kim Greendahl, Greenway Coordinator for the City of Grand Forks, in the lease renewal process. The agreement covers maintenance and upkeep of parks and facilities located on the Greenway. Hellyer notified the Board that the Grand Forks City Council approved the five-year agreement at their regular City Council meeting.

Commissioner Bartholomew made a motion to approve the Greenway Lease Agreement as presented. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the February 2023 financial reports. Vendor and payroll payments for February 2023 were \$1,306,497.42.

Commissioner Bartholomew made a motion to approve the financial report for February 2023. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

STAFF REPORTS

Parks Operations Manager Hell notified the Board that he is anticipating flooding at Riverside Pool but is waiting for official flood level predictions. Hell reported that the last outdoor rink, located at ICON Sports Center, was recently shut down. Hell reiterated his concern over flooding and the potential for a quick melt but stated that staff is ready and waiting to deal with any spring conditions.

Director of Facilities & Programs Orr presented to the Board increased membership and revenue numbers for Choice Health & Fitness and notified the Board that the facility would be closed on Easter Sunday. Orr presented to the Board the events and updates at the arenas including a renovation update at ICON Sport Center and snow blowing at Kraft Field.

Director of Operations & Community Relations Nelson provided an overview of previous and forthcoming events, noting that the Knight for a Princess dance event had over 1,500 attendees. Nelson informed the Board of a possible dedication ceremony at the Northern Valley Law Enforcement Memorial and stated she will be bringing that date to them when it is finalized. Nelson also updated the Board on improvements at the golf courses including new hole signs, and updating tee box landscaping at Lincoln Golf Course and at King's Walk Golf Course a new irrigation software system that will allow staff to control and monitor irrigation operations remotely.

Lancaster updated the Board that he has received two proposals for a full-time employee salary study and plans to select a firm to conduct the salary study shortly. The salary study will begin this summer and be completed prior to yearend evaluations.

Hellyer reminded the Board that Emerald Ash Borer was reported in surrounding areas and stated that Forestry Operations Manager Lee is in the process of developing a plan for how the Park District will deal with the impending arrival in Grand Forks. Hellyer updated the Board on the current North Dakota state legislative session and highlighted items that directly pertain to the Park District. Hellyer also provided an overview of progress with the feasibility study


and development of an operations and maintenance budget for the indoor sports and aquatic facilities through BerryDunn. Hellyer concluded by mentioning a joint meeting with the City Council would take place in May and that there is a Foundation Board meeting to follow the regular Board of Park Commissioners meeting on Tuesday, May 2nd.

BOARD MEMBERS' REPORTS

Vice-President LaDouceur mentioned the need for a dog park on the south end of town. Hellyer informed him that there are a few potential locations to consider.

ADJOURNMENT

Commissioner Kraft made a motion at 6:02 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.



Greg LaDouceur, Vice-President of the Board of Park Commissioners



George Hellyer, Executive Director, and Clerk