

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
MAY 2, 2023**

The Board of Park Commissioners met for their monthly meeting on Tuesday, May 2, 2023, at Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with President Skarperud presiding.

**ROLL CALL**

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

Park District staff in attendance were: Executive Director Hellyer, 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 Project Administrator Swenberger.

**DELEGATES TO APPEAR BEFORE THE BOARD**

Grand Cities Pickleball Club, represented by Veronica Whitehead, was present to discuss progress with outdoor and indoor pickleball courts in Grand Forks. Staff updated the group on a timeline for court renovation beginning in June at Optimist Park, which will convert the two existing tennis courts into six pickleball courts. Discussion took place on additional outdoor space options for pickleball and indoor court options at Choice Health & Fitness.

Bob Greene, representing American Legion Baseball, was in attendance to inquire about the various projects impacting the baseball community and asked the Board to consider delaying construction to align with tournament schedules. Executive Director Hellyer and Facilities Manager Colborn shared the remaining items to be completed at Montgomery Field #4 and the upcoming construction schedule for Kraft Field.

**APPROVAL OF AGENDA**

Hellyer requested to add Feasibility Study Update under for Discussion.

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

**APPROVAL OF MINUTES FROM APRIL 4, 2023**

Commissioner Bartholomew made a motion to approve the minutes from the April 4, 2023, Board meeting. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

**FOR DISCUSSION**

**Oxford Sports Complex and Kraft Field - Naming Opportunities**

Director of Operations & Community Relations Nelson provided an overview of naming opportunities at Oxford Sports Complex and Kraft Field. Nelson emphasized a thoughtful signage plan to maintain the integrity of the athletic space while still providing naming opportunities to raise funds. Hellyer and Colborn also updated the Board on the priority level of the project phases with the top priority being turf replacement.

**Feasibility Study Update**

Hellyer presented to the Board an update on the feasibility study process stating that acquiring the operations and maintenance budget from BerryDunn is the next step before the joint meeting with Grand Forks City Council. Hellyer discussed potential funding opportunities and the estimated economic impact of hosting tournaments at the new facilities. Additionally, Hellyer provided an overview of different options to consider including seeking additional funding resources, reducing the project scope, and building one facility at a time.

## **FOR ACTION**

### **Designate Official Newspaper**

Hellyer stated that the Park District is required to designate the official newspaper every year to meet ND Century Code requirements. In prior years, the Grand Forks Herald has been the official newspaper of the Grand Forks Park District. Staff is seeking approval to have the Grand Forks Herald be the official newspaper for the Grand Forks Park District.

Commissioner McIntyre made a motion to approve the Grand Forks Herald as the designated official newspaper. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

### **Resolution for Sale of Used Equipment**

Hellyer presented to the Board a list of used equipment that the Park District would like to sell. Staff recommends advertising the sale and awarding the used equipment to the highest bidder.

Commissioner McIntyre made a motion to approve the Resolution for Sale of Used Equipment. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

## **APPROVAL OF FINANCIAL REPORT**

Hellyer reviewed the March 2023 financial reports. Vendor and payroll payments for March 2023 were \$1,407,873.56.

Commissioner Bartholomew made a motion to approve the financial report for March 2023. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

## **STAFF REPORTS**

Facilities Manager Colborn reported to the Board the events and renovations at the arenas including bleacher installation progress at Eagles Arena. Colborn provided an overview of the fire that took place at ICON Sports Center on Wednesday, April 19<sup>th</sup> at approximately 3:30 p.m. after a vehicle struck the electrical transformer on the south side of the facility. No injuries were reported. Colborn emphasized the coordination between Xcel Energy and Bergstrom Electric in the fast acquisition and installation of the new electrical transformer.

Parks Operations Manager Hell notified the Board that all tennis courts have been cleaned, nets installed, and are ready for the season and that soccer field lines have been painted. Hell reported that the dog park was under water, and he anticipated cleaning efforts would begin in two to three weeks. Hell also informed the Board that the new concrete games for Lincoln Drive Park should be installed by August 1<sup>st</sup>.

Director of Facilities & Programs Orr presented to the Board increased membership and revenue numbers for Choice Health & Fitness. He stated that Seth Tennyson has been hired as the full-time Maintenance & Housekeeping Specialist and that seven Park District staff members would be attending Aquatic Facility Operator Training. Orr discussed a change to program registration in which participants sign up for tennis and swimming programs through Choice Health & Fitness instead of on the Park District website. Orr mentioned efforts to make online registration available to non-members for next year.

Marketing Manager Trontvet informed the Board that the Marketing Department is promoting summer programs and events, such as the summer membership promotions at the golf courses. Trontvet also noted that she is preparing for the Northern Valley Law Enforcement Memorial dedication ceremony and finalizing the Grand Forks Parks and Recreation Foundation Annual Report.

Nelson commended the work of the Marketing Department for their efforts promoting the Grand Forks Park District, highlighting the recent summer activity guide. Nelson informed the Board that the driving range at King's Walk Golf Course opened on April 25th and that King's Walk Golf Course and Lincoln Golf Course have opened for the season. Nelson updated the Board on the bridge inspection process at King's Walk Golf Course stating that interviews would

be conducted to select the firm to complete the inspection. Nelson also mentioned that Ryan Lake is low, and that North Dakota Game & Fish Department has been contacted to explore potential solutions.

Hellyer updated the Board on the current legislative session including the passage of HB 1040 impacting the North Dakota Public Employees Retirement System (NDPERS). Hellyer also presented a comment from Vice-President LaDouceur regarding the indoor sports facility and potential alternatives to maximize space and usage.

#### **BOARD MEMBERS' REPORTS**

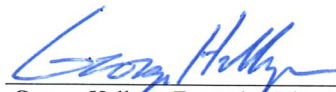
None.

#### **ADJOURNMENT**

Commissioner Kraft made a motion at 6:24 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.



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Tim Skarperud, President of the Board of Park Commissioners



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George Hellyer, Executive Director, and Clerk