

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
AUGUST 1, 2023**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, August 1, 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, Marketing Manager Trontvet, and Project Administrator Swenberger.

PLEDGE OF ALLEGIANCE

Time was allocated to recite the Pledge of Allegiance.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM JULY 11, 2023

Vice-President LaDouceur made a motion to approve the minutes from the July 11, 2023, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Feasibility Study Update - Indoor Sports Facility and Indoor Aquatic Facility

Executive Director Hellyer updated the Board on the feasibility study process for an indoor sports facility and indoor aquatic facility and explained the next steps. Discussion took place on construction, location, ownership, and operations of the facilities with commissioners emphasizing the need to mitigate financial risk to the Park District while being a good partner to the City of Grand Forks. President Skarperud will meet with Park District and City staff then report to the full Board.

FOR ACTION

Grand Forks Youth Hockey - Special Event Request

Facilities Manager Colborn presented to the Board the special event request from Grand Forks Youth Hockey Association for a fundraising event to be held on Wednesday, September 20th from 4:00 p.m. to 10:00 p.m. outside of the ICON Sports Center.

Commissioner Bartholomew made a motion to approve the Special Event Request. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

Garrison Diversion Conservancy District Grant Application - Kraft Field Infield Turf

Hellyer requested approval from the Board to submit a grant application to the Garrison Diversion Conservancy District for \$56,250.00 for the Kraft Field Infield Turf. Approval from the Board is required before the application can be submitted for consideration.

Vice-President LaDouceur made a motion to approve the Garrison Diversion Conservancy District grant application for \$56,250.00 for the Kraft Field Infield Turf. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

2024 Preliminary Budget

Director of Finance & Administration Lancaster presented the preliminary 2024 budget. The budget includes a mill levy of 37.30 mills, a reduction of 0.5 mills from the 2023 budget. Value of a mill was \$255,057 for 2023 and is projected to be \$277,250 for 2024. The salary package increase is planned at 6%. Equipment purchases for all funds were reviewed totaling \$462,500. The total preliminary budget for 2024 is planned to be \$19,070,175. Lancaster stated that the Finance Committee met on July 27, 2023, and recommended approving the 2024 preliminary budget.

Commissioner Bartholomew made a motion to approve the 2024 preliminary budget. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the June 2023 financial reports. Vendor and payroll payments for June 2023 were \$1,991,469.12.

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

STAFF REPORTS

Colborn provided an update on renovations at Eagles Arena and ICON Sports Center. Colborn expressed gratitude for Parks Operations Manager Hell and his whole crew for their work on the cricket tournament. Colborn concluded by presenting participation numbers for baseball and softball programs, noting that participation rates remain consistent.

Hell reported that the installation of the volleyball wash station for Bringewatt Park began last week, and that eighteen holes of footgolf are open and available for users at Riverside Park.

Director of Facilities & Programs Orr presented June membership numbers and programming updates for Choice Health & Fitness. Orr stated that Choice Health & Fitness will be closed August 18th through the 20th for annual cleaning and maintenance, highlighting the addition of pickleball lines in the gymnasium. The aquatics area will be closed July 31st through August 20th to address rust issues on the roof support columns. Orr mentioned that Betty "Boop" Hillestad and Julie Kirkeby will be retiring at the end of August and explained plans for the transition through their departure. In addition to hiring a full-time Member Services Specialist, Scott Nordin will be in the position of Member Services Coordinator and MJ Kjelshus will take on the role of Specialty Services Coordinator.

Marketing Manager Trontvet informed the Board the fall/winter activity guide will be posted online by the end of the week. Trontvet extended an invitation to celebrate the retirements of Julie Kirkeby, Betty "Boop" Hillestad, and David Clark, all longtime employees of the Park District. Trontvet concluded by noting that the North Dakota Recreation and Park Association State Conference will be hosted by the Grand Forks Park District in September of 2023 at the Alerus Center.

Director of Operations & Community Relations Nelson notified the Board that the art studio instructors have begun painting a mural on the outside of the facility at Richard's West Park and that it has been very well received. Nelson summarized end of summer programming within the Park District, highlighting the remaining movies in the park. She reported that the initial King's Walk Golf Course bridge inspection reported no immediate concern, but that finding a

solution is still a priority. Nelson concluded by stating that David Clark will be retiring from the position of King's Walk Golf Course Superintendent and that Erik Broderson, an employee of the Park District for almost 30 years, will be promoted to that role as of September 9, 2023.

President Skarperud left the meeting at 6:25 p.m. and turned control of the meeting over to Vice-President LaDouceur.

Lancaster stated that the final report from the salary study is expected in late September or early October.

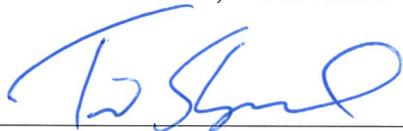
Hellyer extended an invitation to the Board to play pickleball with a local group on August 16th. Hellyer informed the Board that payment options at concessions will be investigated over the winter with the hope for a solution in the spring for the next season. Hellyer stated that the National Recreation and Park Association conference will be held in Dallas, Texas from October 10-12, 2023.

BOARD MEMBERS' REPORTS

Commissioner McIntyre inquired about the signage and location for the Paukert Tennis Complex. Discussion took place on the ideal location for the sign and potential obstacles.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:32 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk