

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
OCTOBER 3, 2023**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, October 3, 2023, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Vice-President LaDouceur presiding.

ROLL CALL & PLEDGE OF ALLEGIANCE

Present were Vice-President LaDouceur, Commissioners Bartholomew, and McIntyre. Commissioner Kraft attended via phone. President Skarperud arrived at 5:08 p.m.

Park District staff in attendance were Director of Finance & Administration Lancaster, Director of Operations & Community Relations Nelson, Director of Facilities & Programs Orr, Facilities Manager Colborn, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, and Project Administrator Swenberger.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

Commissioner Bartholomew 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 SEPTEMBER 5, 2023

Commissioner Bartholomew made a motion to approve the minutes from September 5, 2023, Board meeting. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

PUBLIC HEARING

2023 Property Tax Levy

Vice-President LaDouceur opened the public hearing. No one from the public was present to comment at the public hearing. The public hearing was closed.

President Skarperud arrived at 5:08 p.m. and Vice-President LaDouceur turned control of the meeting over to President Skarperud.

FOR DISCUSSION

Indoor Sports and Aquatic Facility- Project Plan

Director of Operations & Community Relations Nelson provided an update to the Board on the Grand Forks City Council progress related to the proposed indoor facility. Nelson updated the Board on the November 14, 2023, special election, a community vote that will determine whether to allow an extension of the current ¾ cent sales tax to continue supporting the Alerus Center capital maintenance and fund the construction of an indoor sports & aquatic facility in Grand Forks. Nelson stated she and Marketing Manager Trontvet are working with City staff to create information documents with the purpose of educating the public on the proposed indoor sports & aquatic facility. Discussion took place on the role of the Park District and the desire to avoid property tax increases.

FOR ACTION

Final 2024 Budget and Ordinance #186

Director of Finance & Administration Lancaster presented the 2024 budget. The budget includes a mill levy of 37.30 mills, a 0.5 mill reduction from the 2023 budget. The value of a mill is projected to be \$277,250 for 2024. Lancaster updated the Board on the current year operations for each fund and projected the ending cash balances for 2023. There were no changes to the 2024 preliminary budget that was approved at the August 1, 2023, Board meeting.

Commissioner Bartholomew made a motion to approve the 2024 final budget and Resolution of Annual Appropriations and Tax Levy for 2023, Ordinance 186. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Lincoln Golf Course – 2024 Rate Increase

Nelson updated the Board on the proposed Lincoln Golf Course rate increases for 2024. The last rate increase was in 2022.

Vice-President LaDouceur made a motion to approve the presented rate increases for Lincoln Golf Course for the 2024 season. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Altru Wellness Village – Update Naming Rights Agreement

Director of Facilities & Programs Orr provided an overview of the Altru Wellness Village naming rights agreement amendment. The only change made by the amendment is adjusting the list of health care services that Altru Health System will have right of first refusal. Altru Health System has approved the amendment.

Vice-President LaDouceur made a motion to approve the amendment to the Naming Rights Agreement with Altru Health System for the Altru Wellness Village. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Altru Health System – Sanny and Jerry Ryan Center for Prevention and Genetics – Facility Lease Agreement

Orr updated the Board on the facility lease agreement with Altru Health System to continue to lease the space on the first floor of Choice Health & Fitness. The five-year agreement is for 7,381 square feet at \$27 per square foot for the first three years then increases to \$28 per square foot for years four and five. There is also an annual facility use charge of \$6,000 for Altru Health System to use Choice Health & Fitness for their customers/patients. Altru Health System has approved the lease agreement.

Vice-President LaDouceur made a motion to approve the facility lease agreement with Altru Health System for the Sanny and Jerry Ryan Center for Prevention and Genetics space. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the August 2023 financial reports. Vendor and payroll payments for August 2023 were \$1,614,719.46.

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

STAFF REPORTS

Facilities Manager Colborn updated the Board on the status of renovations at Eagles Arena, Kraft Field, and ICON Sports Center. Colborn informed the Board that the Grand Forks Park District was awarded the Garrison Diversion matching grant in the amount of \$56,250 to replace the Kraft Field infield turf.

Orr presented August membership numbers and programming updates for Choice Health & Fitness. Orr informed the Board that Austin Jackson has been hired for the full-time position of Fitness Specialist at Choice Health & Fitness. He also reported that the wash station installation at Bringewatt Park is complete. Orr mentioned that the National Recreation and Park Association annual conference in Dallas, Texas is from October 10-13 and that several staff will be attending. Orr notified the Board that he will be meeting with staff from the Altru Family YMCA to finalize the shared membership agreement.

Sports & Recreation Manager Rollefstad informed the Board that indoor volleyball leagues have started and that outdoor sand volleyball nets would come down based on the weather.

Marketing Manager Trontvet updated the Board on marketing materials in development including the winter Choice Health & Fitness mailer and Park District signage project. Trontvet also highlighted fall membership retention incentives/efforts.

Nelson provided an overview of the NDRPA Conference that was hosted by the Grand Forks Park District from September 12-14. Nelson also reported that the new "Parktoberfest" event at University Park had a turnout larger than expected and had positive community feedback. Recreation & Special Events Manager Roche intends to host the event again next fall replacing the Black Cat Bash. Nelson informed the Board that open gyms are planned for four local schools from December to February, First Season Community Center opens October 21st, and that Santa Village will be at the Lincoln Golf Course Clubhouse this year. Nelson concluded by noting improvements and repairs at the golf courses.

Lancaster stated that the final report from the salary study for all full-time employees is expected in October.

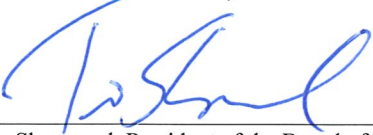
BOARD MEMBERS' REPORTS

Commissioner McIntyre inquired about outdoor lighting at the ICON Sports Center. Colborn informed him that the outdoor rink would be larger and facing a different direction this season to improve lighting the rink and reduce shadows.

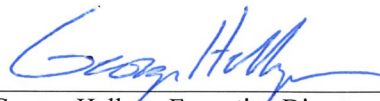
Vice-President LaDouceur inquired on ATMs within the Park District. Lancaster informed the Board of ATM locations and the reason for the removal of the ATM at Choice Health & Fitness.

ADJOURNMENT

Vice-President LaDouceur made a motion at 5:45 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