

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
NOVEMBER 7, 2023**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, November 7, 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, 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, Facilities Manager Colborn, Parks Operations Manager Hell, 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 OCTOBER 3, 2023

Commissioner Bartholomew made a motion to approve the minutes from October 3, 2023, Board meeting. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

FOR DISCUSSION

Indoor Sports and Aquatic Facility

Executive Director Hellyer provided an update on the project noting the special election on November 14, 2023, a community vote that will determine whether to allow an extension of the current $\frac{3}{4}$ percent sales tax to continue supporting the Alerus Center capital maintenance and fund the construction of an indoor sports & aquatic facility in Grand Forks. Hellyer also highlighted a generous donation from Altru Health System of \$10,000,000 for naming rights to the facility, which would be called the Altru Sports Complex. The donation will go toward construction costs for the facility. The Board has had previous discussions about contributing up to \$500,000 for operational costs. This funding would come from a property tax mill increase if other funding sources are not able to be identified. City Administrator, Todd Feland, was in attendance to answer questions and thank Hellyer, staff, and the Board of Park Commissioners for their partnership on the project.

Paukert Tennis Complex - Fundraising Naming Right Opportunities

Director of Operations & Community Relations Nelson presented to the Board the naming right opportunities available for the fundraising efforts to make improvements to the Paukert Tennis Complex. Nelson explained the desired improvements and stated the fundraising goal of \$100,000. Mark Nielson, a representative of the fundraising group, was present to answer questions on the naming right opportunities and thank the Board for their support of the fundraising efforts. Commissioner Bartholomew thanked Mr. Nielson and Mr. Spicer for their fundraising efforts on behalf of the Paukert Tennis Complex. The Board was in agreement for the fundraising group to proceed with their efforts.

Executive Director Evaluation Process

Director of Finance & Administration Lancaster discussed the Executive Director evaluation process completed in the past. Commissioners Kraft and McIntyre will serve on the committee to perform the annual evaluation of Executive Director Hellyer. The evaluation will be scheduled after the completion of the salary study.

FOR ACTION

Altru Health System – Truyu – Facility Lease Agreement

Director of Facilities & Programs Orr updated the Board on the facility lease agreement with Altru Health System to continue to lease the space on the second floor of Choice Health & Fitness. The three-month agreement is for 3,756 square feet at \$27 per square foot. Altru Health System has approved the lease agreement.

Commissioner Bartholomew made a motion to approve the facility lease agreement with Altru Health System for the Truyu space. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Skidmore Park – Temporary Construction Easement

Parks Operations Manager Hell informed the Board that the North Dakota Department of Transportation will be removing the traffic lights and concrete foundation at the intersection of North 5th Street and Gateway Drive in 2025 to renovate the intersection. The temporary construction easement and corresponding documents must be approved by the Board and the Board must grant approval for the Executive Director to certify the documents.

Commissioner Bartholomew made a motion to approve the temporary construction easement, corresponding documents, and the Executive Director certification of documents. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

University of North Dakota and City of Grand Forks - Certification Regarding Negotiations for Community Based Use Agreement

Hellyer presented to the Board an agreement between the University of North Dakota and City of Grand Forks that outlines the intention of all parties to work together to develop community-based usage agreements for the Memorial Village II softball field, Pollard Athletic Complex, and Memorial Village I track facility with the Grand Forks School District and Grand Forks Park District. City Administrator, Todd Feland, stated that this document is intended to memorialize the positive working relationship and good faith negotiations between all parties and that a final document will be brought to the Board for approval.

Commissioner Bartholomew made a motion to approve the Certification regarding negotiations for Community Based Use Agreement. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

Reschedule December 2023 and February 2024 Regular Board Meetings

Hellyer informed the Board of scheduling conflicts for the December 2023 and February 2024 Board meeting dates. Hellyer stated that because the regular scheduled Board meetings are changed, they must be treated like a special Board meeting with no changes to the agenda at the meeting.

Commissioner Bartholomew made a motion approve the Board meeting date changes to December 4, 2023, and February 5, 2024. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the September 2023 financial reports. Vendor and payroll payments for September 2023 were \$2,129,060.41.

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

STAFF REPORTS

Facilities Manager Colborn updated the Board on the completion of renovations at Eagles Arena, with only the shooting room project remaining. Colborn stated that Oxford Sports Complex and Ulland Sports Complex are both closed for the season. Colborn also reported facility usage numbers. Commissioner McIntyre inquired on the construction of the Kraft Grandstand, Colborn provided a timeline of winter work on the project. Commissioner McIntyre inquired about cameras at all the hockey arenas in town. Colborn explained the existing issues with the hockey cameras and emphasized a desire to research alternatives or fix existing issues before expanding to additional arenas.

Hell informed the Board that warming houses are being prepared for the season and provided an update on the Register Tennis Court viewing area renovation.

Orr presented September membership numbers and programming updates for Choice Health & Fitness, highlighting increased revenue due to membership rate increase and growth in memberships to the facility. Orr updated the Board on indoor pickleball availability and usage, noting that while there are lines for six courts, they are currently operating three courts for three days a week to gauge usage. Orr concluded by informing the Board that Christine Sivertson, an employee of the Grand Forks Park District for 25 years, has been promoted to the position of Administrative Services Manager at Choice Health & Fitness.

Marketing Manager Trontvet updated the Board on special events in the Park District including Santa Village at the Lincoln Golf Course Clubhouse, the Knight for a Princess dance, and Lucky Strike Bowling. Trontvet also highlighted the Thankful Thursdays member appreciation promotion with weekly prizes in November and the Veterans Day promotion for free access to Choice Health & Fitness for veterans and their families on November 10-12, 2023.

Lancaster stated that the final report from the salary study for all full-time employees is expected by the end of November.

Hellyer informed the Board that the Outdoor Heritage Fund Grant application for the Japanese Garden at Sertoma Park was denied, Forestry Manager Lee will be repackaging the application to resubmit in the spring. Hellyer also stated that he, President Skarperud, and Orr would continue to meet with the Altru Family YMCA to reach a shared membership agreement.

BOARD MEMBERS' REPORTS

Vice-President LaDouceur stated he received a complaint from a member of the community about adolescents throwing rocks in stormwater ponds near Choice Health & Fitness. Orr stated there are no signs to deter such behavior, but it is addressed when staff is notified or it is observed. Vice-President LaDouceur also asked about extending warming house hours for the season, Colborn informed him that the hours are 3:30-8:30 p.m. Monday to Friday to allow staff to arrive after school.

ADJOURNMENT

Commissioner Bartholomew made a motion at 5:56 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk

