

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JANUARY 2, 2024**

The Board of Park Commissioners met for their monthly meeting on Tuesday, January 2, 2024, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Commissioner Kraft presiding.

ROLL CALL AND PLEDGE OF ALLEGIANCE

Present were Commissioners Bartholomew, Kraft, and McIntyre. Vice-President LaDouceur attended by phone. President Skarperud arrived at 5:06 p.m.

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, Forestry Operations Manager Lee, 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 DECEMBER 4, 2023

Commissioner McIntyre made a motion to approve the minutes from the December 4, 2023, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

FOR DISCUSSION

Forestry Update

Forestry Operations Manager Lee provided the Board with a year-end report for the Forestry Department. The report included summaries of dutch elm disease, emerald ash borer, staffing changes, equipment purchases, and landscaping updates at various parks. Lee also notified the Board that crews are still working in conjunction with City of Grand Forks crews to clean up trees and branches following the end of December ice storm.

President Skarperud arrived at 5:06 p.m. and Commissioner Kraft turned control of the meeting over to President Skarperud.

Year-End Projects and Operations Update

Executive Director Hellyer presented to the Board a list of 2023 projects and operational items. Hellyer highlighted a few big and exciting projects while also noting smaller accomplishments. Items included capital campaigns, future concepts, completed and in progress projects, and general operations. President Skarperud commended the work of Park District staff for the creative community offerings and various accomplishments of 2023.

FOR ACTION

Designate Bank Depositories

Director of Finance & Administration Lancaster stated that every other January the Park District designates the banks depositories that will be used to meet ND Century Code requirements. He recommended using the bank depositories as presented, which are the same banks used in 2023.

Commissioner Bartholomew made a motion to approve the bank depositories as presented. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Indoor Sports and Aquatic Facility – Letter of Intent

Hellyer provided an overview of the Letter of Intent from the City of Grand Forks to the Board. Hellyer noted that the document was approved by the City Council and reviewed by Park District attorney, Laura Cobb. Hellyer emphasized that this letter signifies intent to enter into good faith negotiations for operations of the facility. Vice-President LaDouceur stated that he desires that the Park District has representation in the planning stages of the facility.

Vice-President LaDouceur made a motion to approve the Letter of Intent for the Indoor Sports and Aquatic Facility. Commissioner Kraft seconded the motion, the vote was unanimous, motion carried.

Shared Membership Agreement – Choice Health & Fitness and Altru Family YMCA

Director of Facilities & Programs Orr updated the Board that the Altru Family YMCA Board has approved and signed the shared membership agreement. Orr also went over the highlights of the agreement, including the term of four years and the revenue split.

Vice-President LaDouceur made a motion to approve the shared membership agreement between Choice Health & Fitness and the Altru Family YMCA. Commissioner Kraft seconded the motion, the vote was unanimous, motion carried.

Year End Transfers for Various 2023 Projects and Funds

Lancaster reviewed the year end transfers for various 2023 items totaling \$1,817,000. Lancaster is recommending approval of transfers from C&B to Lincoln Golf Course of \$13,000 for tee box landscape improvements, and to King's Walk Golf Course of \$40,000 for the bridge inspections and irrigation system upgrades. Lancaster also recommended approval of transfers from the General Fund to C&B for the Eagles Arena Renovation of \$500,000, Kraft Grandstand renovation of \$1,082,000, and the Register Tennis Complex viewing area at Lions Park of \$182,000.

Vice-President LaDouceur made a motion to approve the year end transfers for various 2023 items as presented. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Executive Director Evaluation

Lancaster summarized the Executive Director Annual Evaluation process and stated that Commissioners Kraft and McIntyre served on the committee which met on December 20, 2023, to conduct the evaluation. Commissioners Kraft and McIntyre recommended a 6% salary increase for the Executive Director which would be effective for the first payroll in January 2024, and to remove critical element #6 from the Executive Director job description.

Commissioner Kraft made a motion to approve the Executive Director Annual Evaluation and salary increase as presented and to remove critical element #6 from the Executive Director job description. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the November 2023 financial reports. Vendor and payroll payments for November 2023 were \$2,584,868.49.

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

STAFF REPORTS

Facilities Manager Colborn updated the Board on the status of renovations, highlighting the completion of the upgrades at Eagles Arena and installation of LED lights at ICON Sports Center.

Parks Operations Manager Hell informed the Board that rinks will be flooded as the weather allows and that the renovations at the Register Tennis Complex viewing area should be complete by spring of 2024.

Orr presented to the Board the Choice Health & Fitness December membership numbers and upcoming events, programs, and promotions. Orr stated that winter programming resumed after the holiday break. Orr concluded by noting the closure of the Truyu location on the second floor at Choice Health & Fitness effective January 31, 2024, and goal of finding a new occupant for the space.

Marketing Manager Trontvet informed the Board on current promotions and ongoing signage projects. Trontvet highlighted Giving Hearts Day 2024 which will raise money to be used for youth scholarships.

Lee notified the Board that the Forestry Department was working on snow removal, tree removals, and tree pruning prior to the December ice storm. Lee expressed confidence that storm cleanup efforts would be efficient and allow a prompt return to regular services.

Director of Operations & Community Relations Nelson updated the Board on fundraising efforts for the Children's Museum and Destination Playground as well as the Paukert Tennis Complex renovations. There were fourteen applications submitted for Ulland Grants, with \$13,000 being awarded to community organizations. Nelson reported that over 14,000 community members visited Santa Village in 2023 with donations of canned goods given to St. Joseph, cash donations were given to the Grand Forks Parks and Recreation Foundation for youth scholarships, and all toys were donated to the Community Violence Intervention Center (CVIC). Nelson briefed the Board on upcoming events including the Blizzard Bash, Greenway Snow Day, Knight for a Princess dance, and Lucky Strike bowling event.

Lancaster notified the Board that staff are working on year-end items. Brady Martz will be onsite to conduct the 2023 audit in February.

Hellyer informed the Board of the 2024 election cycle and that the Park District would be adding election information to the website for those interested in running to be on the Board of Park Commissioners. Hellyer reminded the Board that the February Board meeting will be on Monday, February 5th.

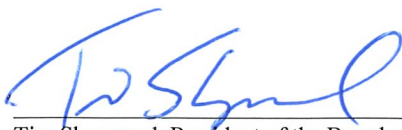
BOARD MEMBERS' REPORTS

Vice-President LaDouceur stated that pickleball at Choice Health & Fitness has been well received, but he did mention wait times to play during peak hours. Vice-President LaDouceur inquired on possible concession improvements at the arenas to improve the long lines and wait times. Staff stated that the Grand Forks Youth Hockey Association took over the operations of all arena concessions. Vice-President LaDouceur expressed concern about the safety of Park District employees commuting to work in adverse road conditions. Staff discussed current weather policies, emphasizing all full-time employees are encouraged to make decisions based on their own abilities, and that all are welcome to utilize vacation or unpaid leave if they do not feel safe traveling to work.

Commissioner McIntyre thanked staff for the installation of additional rubber flooring at the Blue Line Club Arena. Commissioner McIntyre stated that he spoke with Grand Forks Youth Hockey employee, Brad Lucke, who mentioned the possibility of concessions with and without hot food to cut down on wait times. Commissioner McIntyre concluded by expressing a desire to develop a new strategic plan for the Grand Forks Park District. Discussion took place on preferred timing of a new strategic plan.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:16 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk