

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
FEBRUARY 5, 2024**

The Board of Park Commissioners met for their monthly meeting on Monday, February 5, 2024, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Vice-President LaDouceur presiding.

ROLL CALL AND PLEDGE OF ALLEGIANCE

Present were Vice-President LaDouceur, Commissioners Bartholomew, Kraft, and McIntyre. President Skarperud arrived at 5:03 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, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, and Project Administrator Swenberger.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

Commissioner Kraft 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 JANUARY 2, 2024

Commissioner McIntyre made a motion to approve the minutes from the January 2, 2024, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

President Skarperud arrived at 5:03 p.m. and Vice-President LaDouceur turned control of the meeting over to President Skarperud.

FOR DISCUSSION

Altru Sports Complex Update

Executive Director Hellyer provided an overview of the estimated project timeline for the Altru Sports Complex. Hellyer notified the Board that he and President Skarperud will represent the Grand Forks Park District on the local architect selection committee. Hellyer concluded by stating that the development of an operating agreement between the City of Grand Forks and the Grand Forks Park District will follow the local architect selection process.

FOR ACTION

2024 Capital & Betterment Project List

Director of Finance & Administration Lancaster updated the Board on the ten-year Capital & Betterment forecast. Lancaster summarized revenue and expenses, emphasizing maintenance costs for Park District facilities as they age. Lancaster highlighted forthcoming projects for 2024, where there is \$700,000 budgeted, and provided an outline of target project timelines through 2027. Lancaster informed the Board that the current list of projects for 2024 is projected to exceed the budget by an estimated \$239,750. The amount over budget will be funded by a year-end transfer approved by the Board. Staff will bring to the Board any additional projects and costs that exceed the overage of \$239,750. Lancaster requested approval of the project list up to that amount.

Vice-President LaDouceur made a motion to approve the 2024 Capital & Betterment project list being up to \$239,750 over budget and this deficit being funded with a year-end Board approved transfer from the General Fund. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Garrison Diversion Conservancy District Grant Application – Grand Valley Development Playground Equipment

Hellyer presented the Garrison Diversion Conservancy District grant application to the Board for the purpose of purchasing playground equipment for the park development in the Grand Valley Development. Discussion took place on naming guidelines for the new park, settling on 39 years for a naming term.

Vice-President LaDouceur made a motion to approve the Garrison Diversion Conservancy District Grant Application. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Joint Powers Agreement for Elections

Lancaster reviewed the Joint Powers Agreement for Elections. This agreement is similar to prior year's agreements for the County to run the elections for the County, City, School District, and Park District. There is no fee charged for the election.

Commissioner Bartholomew made a motion to accept the Joint Powers Agreement for Elections. Vice-President LaDouceur seconded the motion, the vote was unanimous, motion carried.

Eagles Arena - Press Box Naming Rights Agreement

Director of Operations & Community Relations Nelson provided an overview of naming guidelines and explained the role of advertising with this specific feature of the arena. The naming agreement includes naming rights for 15 years for the PS Garage Doors Press Box with a donation of \$30,000, payable over five years.

Vice-President LaDouceur made a motion to approve the Eagles Arena Press Box Naming Rights Agreement. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the December 2023 preliminary financial reports. Vendor and payroll payments for December 2023 were \$1,207,106.34. Lancaster provided a brief summary of yearend actuals to the 2023 budget.

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

STAFF REPORTS

Director of Facilities & Programs Orr presented the December membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr noted an increase in silver sneakers memberships for senior members. Orr provided a year in review for Choice Health & Fitness highlighting membership, facility use, personnel, annual cleaning and maintenance, equipment upgrades, facility use agreements and partnerships, and community events throughout 2023. Commissioner Kraft inquired on waterslide use in the pools, Sports & Recreation Manager Rollefstad stated that they are frequently used, especially by large groups for field trips.

Facilities Manager Colborn informed the Board on the quote process for an additional scoreboard on the south end of Eagles Arena. Colborn updated the Board on the renovations at Kraft Field, noting that the canopy and seating are scheduled to be installed this month. Colborn concluded by lamenting the closure of the outdoor warming houses.

Parks Operations Manager Hell updated the Board on the status of the outdoor rinks, stating that it is unlikely that they will reopen this year due to unfavorable weather conditions. Hell also commented on the process to re-key facilities and switch to a key fob system, emphasizing the transition would occur over approximately three years.

Marketing Manager Trontvet highlighted Giving Hearts Day 2024 which will raise money to be used for youth scholarships. Trontvet concluded by noting various signage projects being completed by the marketing department.

Nelson updated the Board on fundraising efforts for the Terry Paukert Tennis Complex, reporting that \$105,000 has been raised through donations and pledges. Nelson informed the Board that the Greenway Snow Day event was

canceled due to lack of snow. Nelson stated that registration is open for the annual Knight for a Princess and Lucky Strike Bowling family events, noting that all are welcome. Nelson explained the Park District is exploring partnership options with local adaptive needs organizations to take over the SMILE program. Nelson concluded by stating she is in the process of compiling and analyzing survey results from golf course users.

Lancaster informed the Board that he is wrapping up 2023 year-end items and that the annual audit by Brady Martz would be taking place next week. Lancaster stated the Park District started to take shelter and community room rentals for the year on February 1.

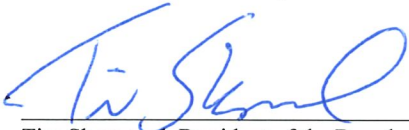
Hellyer stated that the next Board meeting is scheduled for Tuesday, March 5th.

BOARD MEMBERS' REPORTS

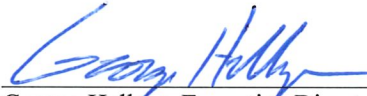
Vice-President LaDouceur inquired on the proposed access path on the east side of King's Walk Golf Course. Discussion took place on the process and role of the developer, and staff will inquire with the developer. Vice-President LaDouceur also requested clarification on the purpose and use of the storm ponds in front of Choice Health & Fitness. Staff stated that the water in the storm ponds is not conducive to recreational use due to contamination and that the purpose of the ponds is to capture and store stormwater runoff.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:23 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