

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

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

ROLL CALL AND PLEDGE OF ALLEGIANCE

Present were President Skarperud, Vice-President LaDouceur, Commissioners Bartholomew, and Kraft. Commissioner McIntyre arrived at 5:02 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

Vice-President LaDouceur made a motion to approve the agenda with re-ordered the Discussion items to: A. Eagle's Crest Update, B. Sponsorship Revenue and Inventory Update, C. Altru Sports Complex Update. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

APPROVAL OF MINUTES FROM FEBRUARY 5, 2024

Commissioner Kraft made a motion to approve the minutes from the February 5, 2024, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Commissioner McIntyre arrived at 5:02 p.m.

FOR DISCUSSION

Eagle's Crest Update

Jeff Waind was in attendance to provide a report on the year at Eagle's Crest Grill to the Board. Waind stated that the season has been steady regarding sales and patronage, and that catering with Hilton Garden Inn has been a positive addition to the organization. Issues that are currently affecting Eagle's Crest Grill include unseasonal weather, employee availability and training, and the increasing cost of goods. Discussion took place on beverage cart services and areas for possible improvements.

Sponsorship Revenue and Inventory Update

Stacey Brorson, with ICON Sports Marketing, presented to the Board an overview of sponsorship revenue generated with the partnership between the Grand Forks Park District and ICON Sports Marketing. Brorson stated that revenue for 2023 was up by \$23,446.32 from the previous year, for a total of \$391,753.66, and updated the Board on the remaining inventory available for sponsorships. Brorson stated that the sponsorship goals for 2024 are to sign fifteen new contracts and reach \$425,000 in contracted sales. Discussion took place on the partnership with ICON Sports Marketing and how the relationship can be improved moving forward.

Altru Sports Complex Update

Executive Director Hellyer summarized the current architect selection process. Hellyer highlighted next steps including finalizing an operations agreement and developing a design committee.

FOR ACTION

Grand Valley Development – Park Naming Rights Agreement

Hellyer summarized the Park District Facility Naming Guidelines previously approved and adopted by the Board. Hellyer informed the Board that the full \$500,000 donation will be paid in 2024 for a naming rights term of 39 years. The agreement with Crary Development Inc. has been signed by Tim Crary with the new park in the Grand Valley Development being named Crary Park.

Commissioner Bartholomew made a motion to approve Grand Valley Development – Park Naming Rights Agreement. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Director of Finance & Administration Lancaster reviewed the January 2024 financial reports. Vendor and payroll payments for January 2024 were \$1,366,425.24.

Vice-President LaDouceur made a motion to approve the financial reports for January 2024. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Director of Facilities & Programs Orr presented the January membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr highlighted the Polar Plunge Event at the facility and the upcoming Grand Am tournament. Orr noted plans for outdoor court resurfacing this year at Abbott Sports Complex and Paukert Tennis Complex. Orr concluded by informing the Board of anticipated next steps for the former Truyu lease space.

Facilities Manager Colborn provided a brief recap of recent hockey tournaments, emphasizing a substantial crowd at the ICON Sports Center for the Stallions championship game. Colborn noted that ice will be removed from arenas in the coming weeks. Colborn also apprised the Board of the status of renovations at Kraft Field, noting the canopy supports have been installed.

Parks Operations Manager Hell informed the Board of the efforts to prepare parks and warming houses for spring and summer use.

Sports & Recreation Manager Rollefstad briefed the Board on the Polar Plunge event hosted annually at Choice Health & Fitness and stated that she is currently seeking officials for the Grand Am basketball tournament.

Marketing Manager Trontvet highlighted the upcoming summer activity guide, as well as the booklet for summer programs at Choice Health & Fitness. Trontvet notified the Board of the implementation of new software on the golf courses starting this season.

Director of Operations & Community Relations Nelson updated the Board on Giving Hearts Day 2024, emphasizing that \$15,580 was raised for youth scholarships. Nelson informed the Board that the Greenway Snow Day event was cancelled due to lack of snow, but that the Knight for a Princess event hosted 1,452 participants over two weekends. A new indoor garden event was developed by Park District Horticulturalist, Katy Cavanaugh, at the Lincoln Golf Course Clubhouse. Bloomfest was open to the public and had fee-based tea parties. Nelson explained the Park District continues to develop partnerships with qualified local organizations to meet the increased needs of the SMILE program. Nelson also provided updates on the golf courses, noting planned upgrades to the exterior of the King's Walk Clubhouse and the extension of tee box #9 at Lincoln Golf Course. The King's Walk Golf Course cart access easement for the adjacent neighborhood to the east was discussed noting it is up to the neighborhood to bring access to the property line before Park District takes action.

Lancaster stated that the annual audit report conducted by Brady Martz & Associates will be presented at the April Board meeting. Lancaster also stated that budgeting for 2025 will start shortly.

Hellyer updated the Board on the progress of Crary Park, anticipating bringing playground equipment vendor request for proposals to the April Board meeting for approval. Hellyer highlighted the current project at Veterans Memorial Park of adding sculptures of a military working dog and a service dog. Hellyer stated that the National Weather Service

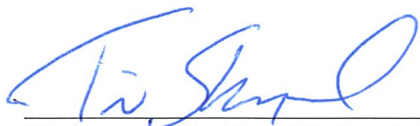
flood forecast for the year is promising, noting the dog park is not currently expected to flood. Hellyer concluded by providing an overview of open records laws.

BOARD MEMBERS' REPORTS

None

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:01 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