

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MARCH 4, 2025**

The Board of Park Commissioners met for their monthly meeting on Tuesday, March 4, 2025, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Vice-President LaDouceur, Commissioners Bartholomew, Kraft, and McIntyre.

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, Marketing and Sponsorship Representative Brorson, and Project Administrator Swenberger.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

Vice-President LaDouceur made a motion to approve the agenda. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF MINUTES FROM FEBRUARY 3, 2025

Commissioner Kraft made a motion to approve the minutes from February 3, 2025. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Eagles Crest Update

Jeff Waind was in attendance to provide a report to the Board on the year at Eagles Crest Grill. Waind stated that the season has been steady regarding sales and patronage, and that catering has been strong. Waind stated that the renovations are underway, and he looks forward to seeing the end results. Waind noted that the renovations will include the installation of four new tap lines to increase beer offerings. Issues that are currently affecting Eagles Crest Grill include employee retention and the increasing cost of goods. Discussion took place on posted hours of operation and priorities during renovations.

Altru Sports Complex Update

Executive Director Hellyer provided an update on the Altru Sports Complex, presenting the latest facility project schedule for the Board. Director of Facilities & Programs Orr provided an overview of the facility exterior including parking areas and landscaping. Orr apprised the Board of plans to install removable net posts in the pickleball area of the facility which will allow the space to be multi-use. Sports & Recreation Manager Rollefstad discussed plans for the turf space with a three-lane sprint track and the aquatic area, highlighting available workspaces for user groups. Hellyer concluded the update by providing an interior design and budget overview. Discussion took place on the forthcoming operations agreement and furniture, fixtures, and equipment purchases.

Sponsorship Revenue and Inventory Update

Director of Operations & Community Relations Nelson presented to the Board an overview of changes to our sponsorship and inventory as we transitioned away from ICON Sports Marketing with the expiration of the agreement and took on the sponsorship duties internally. Nelson provided a summary of the ICON Sports Marketing contract phases. Marketing and Sponsorship Representative Brorson reviewed sponsorship revenue in 2024, highlighted thirteen new sponsors, and updated the Board on the remaining available inventory for sponsorships. Nelson informed the Board that she anticipates increased costs during the first year of the sponsorship transition, noting projects planned for 2025 include the Choice Health & Fitness digital screen and outdoor light pole signage. President Skarperud welcomed Brorson to the team and thanked her for her work.

FOR ACTION

None.

APPROVAL OF FINANCIAL REPORTS

Director of Finance & Administration Lancaster reviewed the January 2025 financial reports. Vendor and payroll payments for January 2025 were \$1,243,328.57.

Vice-President LaDouceur made a motion to approve the financial report for January 2025. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Orr presented the February membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness, highlighting that membership numbers have met pre-pandemic rates. Orr informed the Board of the adult Grand Am basketball tournament, noting that enrollment has been limited. Orr stated that a Choice Health & Fitness membership survey would be distributed to gather customer feedback. Orr concluded by reporting that Choice Health & Fitness member, Roy Lillfors, has collected and donated cans of tennis balls over the years which are now on display in the ND Tennis Hall of Fame at the facility.

Facilities Manager Colborn updated the Board of tournaments in the arenas, noting the ice show taking place at Purpur Arena the next weekend. Colborn stated that the Forx Builders Home Show would be at Purpur Arena on March 29th and 30th. Colborn reported that the warming houses have closed for the season after being open for 59 days.

Parks Operations Manager Hell notified the Board that his staff are assisting with renovations at King's Walk Golf Course. Hell informed the Board that park staff are building a wall at First Season Community Center for a party room. Hell concluded by stating that his team is cleaning warming houses and waiting for warm weather so they can put up pickleball and tennis nets at the outdoor courts.

Marketing Manager Trontvet informed the Board that her team is working on the summer activity guide, noting it should hit mailboxes in the first week of April. Trontvet stated that King's Walk Golf Course is still running their ambassador special for membership. Trontvet highlighted an Under Armour employee uniform site from which staff and Board members can select apparel.

Nelson informed the Board that Bloomfest and open gyms have concluded for the year. Nelson reported that approximately 850 community members attended the second weekend of the Knight for a Princess dance. Nelson thanked Hell and his team for their help with the renovations at King's Walk Golf Course and at First Season Community Center. Nelson reported that the naming agreement with the Blue Line Club has been sent to them for review, she anticipates bringing the naming agreement to the Board in April.

Lancaster provided a budgeted equipment purchase update for the Board. Lancaster stated that the audit report is forthcoming and that he will be scheduling a Finance Committee meeting later in the month.

Vice-President LaDouceur left the meeting at 6:14 p.m.

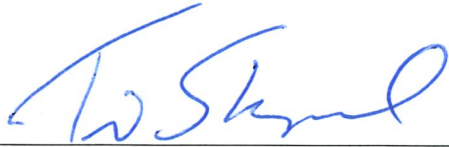
Hellyer provided an overview of the 2025 flood outlook. Hellyer briefed the Board on legislative items that have the potential to impact the organization if passed including property tax caps, general obligation bond caps, and the elimination of daylight savings time.

BOARD MEMBERS' REPORTS

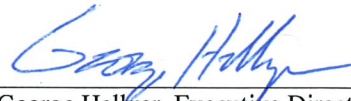
Commissioner Kraft thanked Colborn and his team for addressing a connectivity issue at the Eagles and Purpur arenas.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:22 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk