

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
APRIL 1, 2025**

The Board of Park Commissioners met for their monthly meeting on Tuesday, April 1, 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, and Project Administrator Swenberger.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

Dennis Gustafson, a resident of Grand Forks, was in attendance and addressed the Board on his concern that the Grand Forks Youth Hockey Association only accepts card payment at their arena concession stands. Gustafson would like to see a cash option, citing fees associated with temporary cards or mobile applications.

APPROVAL OF AGENDA

Executive Director Hellyer requested the removal of action items Skidmore Park – Sidewalk Easement and Altru Wellness Village – Sidewalk Easement and Snow Storage Easement from the agenda.

President Skarperud requested the addition of discussion item Grand Forks Youth Hockey Association – Concession Payment Options to the agenda.

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

APPROVAL OF MINUTES FROM MARCH 4, 2025

Vice-President LaDouceur made a motion to approve the minutes from March 4, 2025. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Altru Sports Complex Update

Hellyer provided an update on the Altru Sports Complex, presenting the latest estimated facility project timeline for the Board. Hellyer informed the Board of bid opening dates for the two bid packages and stated that if the operations agreement is ready, he will present it to the Board at the May meeting. Hellyer reported that discussions are still taking place on sponsorships and the purchase of furniture, fixtures, and equipment. Commissioner Kraft inquired on the remaining contract services with BerryDunn, staff stated that a final operations and maintenance budget would be provided following bid openings. Discussion took place on project budget, amenities, and bid alternates.

Grand Forks Youth Hockey Association – Concession Payment Options

Commissioner McIntyre, Grand Forks Youth Hockey Association appointed Board member, explained the reasons for the transition to the card only payment option at the Grand Forks Youth Hockey Association concession stands at the arenas. Commissioner McIntyre noted that following the change, they have experienced higher employee satisfaction and retention. Additionally, the inclusion of a cash option led to accounting errors and the necessity for access to banks on weekends during tournaments. Discussion took place on the options available and what other user groups are accepting for payment options.

FOR ACTION

Blue Line Club – Naming Rights Agreement

Director of Operations & Community Relations Nelson presented the naming rights agreement with the Grand Forks Blue Line Club for the renaming of the Eagles and Blue Line Club Arenas to the Blue Line Club IcePlex. Nelson summarized the Park District Facility Naming Guidelines previously approved and adopted by the Board. Nelson informed the Board that the Grand Forks Blue Line Club has made recent donations to the facility totaling over \$1,000,000. The naming rights term will be for 20 years, at which time the Blue Line Club will be given the right of first refusal.

Vice-President LaDouceur made a motion to approve Blue Line Club – Naming Rights Agreement. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

2024 Audit Report

Director of Finance & Administration Lancaster presented to the Board the 2024 Audit Report and went over the summary of funds worksheet for 2024. The Finance Committee met on March 24, 2025, to review the 2024 Audit Report in detail. Brady Martz had no management comments. Lancaster notified the Board that the Audit Report would be posted on the Park District website. Commissioner Kraft commended Lancaster and his team for the clean audit report without management comments.

Commissioner Bartholomew made a motion to accept the 2024 Audit Report. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Director of Finance & Administration Lancaster reviewed the February 2025 financial reports. Vendor and payroll payments for February 2025 were \$1,561,473.18.

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

STAFF REPORTS

Director of Facilities & Programming Orr presented the February and preliminary March membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr informed the Board of the Junior Grand Am basketball tournament taking place at Choice Health & Fitness over the coming weekend. Orr stated that the new carpet will be installed on the first floor at Choice Health & Fitness after hours in the coming weeks. Orr reported that Choice Health & Fitness will be closed for the Easter holiday and spring programming will begin at the end of April.

Facilities Manager Colborn updated the Board on the success of the Home Builders show at Purpur Arena, noting the organization has already booked the event for next year. Colborn apprised the Board of upcoming events in the arenas, including a Learning Fair and the Prime Steel Car Show. Colborn concluded by stating that his team will begin cleaning ball fields in preparation for the season. Commissioner McIntyre inquired on roller hockey being offered or promoted. President Skarperud stated that they have previously tried to offer roller hockey but there was not enough interest from the public to sustain the activity.

Parks Operations Manager Hell notified the Board that his staff will continue to assist with the renovations at the King's Walk Golf Course clubhouse. Hell reported that warming houses are being cleaned in preparation for use in the summer and that he is hoping to prepare the outdoor tennis and pickleball courts in the next week, depending on the weather.

Marketing Manager Trontvet informed the Board that the summer activity guide is complete and should be in mailboxes by the end of the week. Trontvet and her team continue to work on signage projects, and she noted that she will be submitting the employee uniform order later in the week.

Lancaster provided an equipment purchase update for the Board. Lancaster summarized the current beverage contracts with Coke and Pepsi, highlighting the terms of the agreements. Discussion took place on contractual obligations and the current needs of the organization.

Nelson informed the Board that summer program registration has begun for the season. Nelson reported the success of the Lucky Strike Bowling event, and that First Season Community Center would be closing for the season on April 18th. Nelson provided an overview of summer activities including Movie in the Park and the Roots program. Discussion took place on the renovations at King's Walk Golf Course clubhouse and Eagle's Crest with the Board requesting Nelson get quotes to update the tables and chairs to match the renovations. Commissioner McIntyre inquired about the Children's Museum and destination playground. Nelson provided a brief update including an overview of the location and budget of the Children's Museum and destination playground.

Hellyer provided an overview of the 2025 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. Hellyer stated that staff will continue to monitor the legislative session.

BOARD MEMBERS' REPORTS

Commissioner McIntyre asked about Crary Park opening. Staff stated that they anticipate a summer opening to allow the grass to grow. A parking lot and sidewalks will be installed sometime this summer or fall.


Commissioner Bartholomew stated that Grand Forks Youth Football is looking for a parcel of land to locate several football fields at one location. Discussions took place on various user group needs.

Vice-President LaDouceur reported that the Altru Family YMCA recently installed a golf simulator and asked if Choice Health & Fitness would be interested in doing the same. Discussion took place on avoiding competing with local businesses as a government entity.

President Skarperud requested an internal committee be developed to determine renovation needs at the Eagles/Blue Line Club Arena. Staff will start working on this process.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:21 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk