

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
MAY 6, 2025**

The Board of Park Commissioners met for their monthly meeting on Tuesday, May 6, 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, Commissioners Bartholomew, Kraft, and McIntyre. Vice-President LaDouceur was absent.

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

None.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM APRIL 1, 2025

Commissioner Kraft made a motion to approve the minutes from April 1, 2025. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

FOR DISCUSSION

Altru Sports Complex Update

Executive Director Hellyer provided an update on the Altru Sports Complex, reporting that bids came in favorably which allowed the opportunity to include alternates. Hellyer stated that Grand Forks City Council awarded the bid package at their meeting, noting that another bid package will be posted at the end of May. Hellyer notified the Board of the current estimated project timeline, including a groundbreaking ceremony in June. Hellyer presented future phasing opportunities for the site. Discussion took place on bid alternates and site plans.

Lions Park and Bringewatt Park – Soccer Update

Facilities Manager Colborn informed the Board of the current field rotation system after two soccer fields were deemed not usable for the season at Bringewatt Park. Colborn stated that two fields have been added at Lions Park to relieve pressure and ensure the long-term viability of the turf. Colborn noted the intent to utilize fields at Lions Park for intramural games and save the turf at Bringewatt Park for youth. Discussion took place on facility availability and program distribution.

Review Single Employer Pension – Policy and Performance

Director of Finance & Administration Lancaster reviewed the Investment Policy Statement and performance results for the single employer pension plan for the year ended December 31, 2024. Gallagher Benefit Services recommends that the Board review the policy and performance annually.

Review Single Employer Pension – 1/1/25 Actuarial Valuation

Lancaster presented to the Board the pension actuarial valuation dated January 1, 2025, prepared by Gallagher Benefit Services. Lancaster reviewed the executive summary from the valuation, highlighting 50 participants, assets of \$9,184,728, and a funded ratio of 82%.

FOR ACTION

Altru Sports Complex – Operations Agreement

Hellyer presented to the Board the Operations Agreement with the City for Altru Sports Complex, which was approved by City Council the previous night. Hellyer noted the effective date of July 1, 2025, for the agreement and anticipates hiring a general manager after that date who would report directly to him. Hellyer provided an overview of the financial obligations of each entity outlined in the agreement, highlighting that the City will cover property insurance and provide water service, at cost, for the facility. An operations manual will be developed by the Park District and available for review by the City Council. Park District Attorney, Laura Cobb, noted that a five-year review meeting between the City and Park District is included in the agreement. Hellyer informed the Board of two open items in the agreement including portions of the insurance section and the dollar amounts to be included in the IT, telephones, access control, and office supplies section.

Commissioner Kraft made a motion to approve Altru Sports Complex – Operations Agreement, subject to final review and approval by staff and Park District attorney on remaining open items and a \$250,000 maximum allowance for section 3.7 of the Operations Agreement. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Resolution for Sale of Used Equipment

Lancaster submitted to the Board a list of used equipment that the Park District would like to sell. Staff recommends advertising the sale and awarding the used equipment to the highest bidder.

Commissioner Kraft made a motion to approve the Resolution for Sale of Used Equipment. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Ryan Lake Improvement Project

Hellyer provided an overview of the proposed improvement project at Ryan Lake. Hellyer noted the project is contingent on grant funding. Improvements to Ryan Lake include trail expansion, increased accessibility, teaching gardens, and conservation education programming.

Commissioner Bartholomew made a motion to approve the Ryan Lake Improvement Project contingent on receiving grant funding. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Designate Official Newspaper

Lancaster stated that the Park District is required to designate the official newspaper every year to meet ND Century Code requirements. In prior years, the Grand Forks Herald has been the official newspaper of the Grand Forks Park District.

Commissioner Bartholomew made a motion to approve the Grand Forks Herald as the designated official newspaper. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the March 2025 financial reports. Vendor and payroll payments for March 2025 were \$1,309,939.24.

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

STAFF REPORTS

Colborn updated the Board on upcoming camps and tournaments in the arenas and noted that Adam Davidson, from JLG, will be quoting a fee to provide cost estimates for renovations to the second-floor concessions and restrooms at the Blue Line Club IcePlex.

Parks Operations Manager Hell notified the Board that mowing for the season has begun and that his team will be pressure-washing and cleaning shelters. Hell stated that playground equipment at Riverside Park has been removed in preparation for the installation of new equipment.

Director of Facilities & Programming Orr presented the April membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr informed the Board that warmer weather results in fewer visits this time every year. Orr stated that spring programming will conclude this month and summer program registration is going well. The Choice Health & Fitness annual parking lot-line painting will take place around Memorial Day. Orr noted that summer hours for the facility will begin on May 23rd. Orr concluded by reporting the results of the 2025 Choice Health & Fitness member survey resulted in satisfactory results.

Sports & Recreation Manager Rollefstad stated that additional lifeguards are needed for the upcoming season.

Marketing Manager Trontvet informed the Board that the summer activity guide has been delivered to residents. Trontvet reported that the marketing department is promoting summer recreation activities and events, completing signage projects, and finalizing the Foundation Annual Report.

Director of Operations & Community Relations Nelson informed the Board that the King's Walk Golf Course golf advisory committee met and had productive discussions on beverage carts and halfway houses resulting in a plan to try placing a concession trailer on the course this season. Nelson reported that bridge inspections at King's Walk Golf Course will take place on May 12, to determine the movement of the bridges since the last inspections. Nelson updated the Board of remaining items to be renovated at Eagle's Crest including an additional television and new tables and chairs. Nelson appraised the Board on the turf winter kill at Lincoln Golf Course, noting that staff is aware and addressing the issue. First Season Community Center has closed for the season and the Roots program will utilize the space for their summer programming. Nelson concluded her report by extending an invitation to the annual Northern Valley Law Enforcement Memorial ceremony on May 15, at 2:00 p.m.

Lancaster reported equipment deliveries for the month and stated an exclusive beverage agreement will be bid shortly for the Board's consideration.

Hellyer provided an overview of the 2025 legislative items that have passed and will have an impact on the organization including property tax caps, cooperative purchasing, and adding an opportunity for public comment at Board meetings. Hellyer stated that the effective date for all legislation, unless otherwise noted, will be August 1.

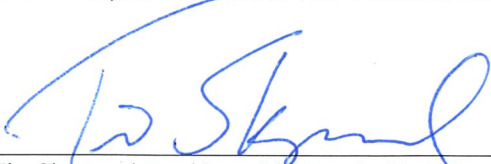
BOARD MEMBERS' REPORTS

Commissioner McIntyre stated the two new shelters at the Paukert Tennis Complex have been completed and look good.

President Skarperud received a request from a citizen about posting pickleball court rules at the outdoor courts. The citizen will bring forward a proposal of their idea on what they feel this could look like.

ADJOURNMENT

Commissioner Kraft made a motion at 6:22 p.m. to adjourn. Commissioner McIntyre 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