

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JUNE 3, 2025**

The Board of Park Commissioners met for their monthly meeting on Tuesday, June 3, 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 Kraft and McIntyre. Commissioner Bartholomew 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, 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 McIntyre made a motion to approve the agenda. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

APPROVAL OF MINUTES FROM MAY 6, 2025

Commissioner Kraft made a motion to approve the minutes from May 6, 2025. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

FOR DISCUSSION

Altru Sports Complex Update

Executive Director Hellyer provided an update on the Altru Sports Complex, including a review of the project timeline. Hellyer noted the effective date of the operations agreement and stated intentions to hire a general manager after that time. Hellyer reported on discussions with consultant Pat O'Toole to prepare the final operations and maintenance budget for the facility. Hellyer invited the Board to participate in the groundbreaking for the Altru Sports Complex on June 27.

Review Potential Capital & Betterment Projects for 2026

Director of Finance & Administration Lancaster reviewed the 10-year forecast that currently projects \$850,000 for C&B projects in 2026. Lancaster reviewed the list of potential projects for 2026 and discussed additional projects and different funding sources. Lancaster stated that the final list with updated costs will be brought back to the Board in December for consideration.

FOR ACTION

Beverage Bids

Lancaster presented the bid tally sheet for the three exclusive beverage provider bids received. Lancaster reported the low bid came from Coca Cola for five years with a lower cost per case for soft drinks, water and sports drinks, a higher amount of annual cash support, higher in-kind marketing support, and offers a 20% commission for vending.

Vice-President LaDouceur made a motion to approve the five-year exclusive beverage contract with Coca Cola. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

Crary Park – Lights Change Order

Hellyer presented to the Board a site map of Crary Park with the planned improvements and the potential change order for lighting the east sidewalk. Hellyer noted the popularity of the lit sidewalk around Optimist Park and stated the positives of completing the Crary Park lighting project while costs are favorable and the contractor's equipment is staged onsite. Discussion took place on project timeline and the impact on other items on the Capital & Betterment Fund list of projects.

Vice-President LaDouceur made a motion to approve the lighting the east sidewalk at Crary Park change order up to \$150,000. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner Bartholomew was absent.

Vice-President LaDouceur left the meeting at 5:27 p.m.

Blue Line Club IcePlex Renovation – Concept Fee

Facilities Manager Colborn apprised the Board of plans to renovate the second-floor concession and restroom area of the Blue Line Club IcePlex. Colborn stated that he met with local stakeholders to discuss options for the needed improvements to the facility including replacing the fire control system, updating and expanding the concessions and restrooms, renovating the main entrance, and potentially expanding locker rooms. Adam Davidson from JLG has provided a concept service proposal for \$21,400.

Commissioner Kraft made a motion to approve the concept fee for the Blue Line Club IcePlex renovation. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner Bartholomew were absent.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the April 2025 financial reports. Vendor and payroll payments for April 2025 were \$2,514,649.15.

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

STAFF REPORTS

Director of Facilities & Programming Orr presented the May membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr commended the work of Facility Supervisor Longmire and Horticulturalist Cavanaugh for their efforts to prepare the Altru Wellness Village to host the state tennis tournament. Orr provided an overview of the 2025 Choice Health & Fitness member survey, emphasizing the highest ratings for customer service were for the front desk and membership departments. Orr noted that Choice Health & Fitness will be closed for the 4th of July holiday.

Colborn reported that Border Blades and Grand Forks Youth Hockey Association have started their summer programming at ICON Sports Center. Colborn stated that the baseball fields have been busy, noting multiple compliments of the staff and their efforts at Kraft Memorial Field.

Parks Operations Manager Hell notified the Board that Jake Doll has been hired full-time following the retirement of Brent Vigness after 21 years with the Park District. Hell reported no significant issues with the pools as they prepare to open the facilities for the season. Hell concluded by stating that the new playground equipment for Riverside Park should be installed in the next few weeks.

Sports & Recreation Manager Rollefstad stated that Elks Pool will open tomorrow, and Riverside Pool will open June 9th. Rollefstad explained planned aquatic programming including Red River Valley Wahoos practice and outdoor swimming lessons. Rollefstad concluded by noting that she acquired lane lines from the UND's Hyslop Pool which will be used at Elks Pool.

Director of Operations & Community Relations Nelson informed the Board that summer programming is starting, highlighting that Just For Fun and The Roots begin tomorrow. Nelson extended an invitation to ArtFest taking place at University Park June 7th and 8th. Nelson reported that the marketing department continues to work on signage projects throughout the Park District, including the signage for the Blue Line Club IcePlex. Discussion took place on a temporary halfway house at King's Walk Golf Course to gauge use and function. Nelson provided a brief update on sponsorships for the year, noting they are on track to meet their goals.

Lancaster reported the used equipment sale brought in just under \$16,000 and that he is working on the 2026 budget.

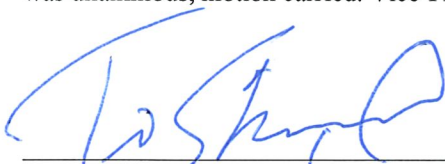
Hellyer informed the Board of his efforts to transfer ownership of the Altru Wellness Village stormwater ponds to the City of Grand Forks. The Park District would continue to mow the grass and maintain the sidewalks and the City would maintain the ponds and manage access to them. Hellyer reported that the Park Dedication Committee reviewed the 1.6-acre donation to our Park District from Oxford Realty for the Birkholz development and opted against accepting the land, citing a necessity for at least three acres for a park. Cash in lieu of land is being discussed for this development.

BOARD MEMBERS' REPORTS

None.

ADJOURNMENT

Commissioner Kraft made a motion at 6:05 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur and Commissioner Bartholomew were absent.



Tim Skarperud, President of the Board of Park Commissioners



George Hellyer, Executive Director and Clerk