

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

The Board of Park Commissioners met for their monthly meeting on Tuesday, July 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 and Kraft. Commissioner McIntyre attended via phone.

Park District staff in attendance were: Executive Director Hellyer, Director of Facilities & Programs Orr, Facilities Manager Colborn, Parks Operations Manager Hell, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, Senior Accountant Larsen, 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 JUNE 3, 2025

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

FOR DISCUSSION

Altru Sports Complex Update

Executive Director Hellyer provided an update on the Altru Sports Complex, noting the success of the groundbreaking event on June 27. Hellyer reviewed the current project budget and facility expansion options. Hellyer informed the Board that he anticipates schematic design for the expansion options in the fall of 2025 with bids going out in 2026 pending City Council approval. Staff continue to develop an operations and maintenance budget based on current facility plans. Discussion took place on a community use model of the facility.

Mid-Year Projects and Operations Update

Hellyer presented to the Board an overview of current Park District projects and gave an operations update, emphasizing progress at Crary Park, the Blue Line Club IcePlex, and parking lot additions and maintenance. Hellyer highlighted the forthcoming Altru Sports Complex, noting staff continue to work with the City on fundraising and naming opportunities. Hellyer stated the Prairie Grass Chapter Daughters of the American Revolution, led by Peggy Vanyo, will be placing flags at each walk of honor stone at Veterans Memorial Park for the 4th of July again this year. Hellyer commended staff for their efforts in grant applications, noting several grant awards already this year including for a prairie trail and outdoor classroom at Ryan Lake and new playground equipment at Elks Park.

FOR ACTION

Park Dedication Committee – Birkholz's 8th Addition

Hellyer provided an overview of the 8% land ordinance for the Board. Hellyer presented the minutes from the Park Dedication Committee as well as a map of the development area. Hellyer stated that the Park Dedication Committee is recommending cash in lieu of land, noting that funds would be used at existing nearby parks. Discussion took place on special assessment costs and pocket parks.

Commissioner Kraft made a motion to approve the \$28,080 cash in lieu of land for the new development. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Code of Conduct Policy

Director of Facilities & Programs Orr presented to the Board a Code of Conduct Policy for the Grand Forks Park District. The policy includes general policy provisions, prohibited conduct, and items for organizations, staff, volunteers, participants, spectators, and coaches utilizing Park District facilities and programs. The Code of Conduct Policy outlines prohibited conduct and has been reviewed by Park District attorney, Laura Cobb.

Vice-President LaDouceur made a motion to approve the Code of Conduct Policy. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

Skidmore Park – Sidewalk Easement

Hellyer presented the sidewalk easement for a sidewalk addition along North 5th Street at Skidmore Park. Hellyer provided a map of the area for review.

Commissioner Kraft made a motion to approve the Sidewalk Easement for Skidmore Park. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Hellyer reviewed the May 2025 financial reports. Vendor and payroll payments for May 2025 were \$1,721,046.66.

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

STAFF REPORTS

Facilities Manager Colborn updated the Board on exterior facility painting and new board installation progress at the Blue Line Club IcePlex. Colborn commended Steve Hell, Don Lovcik, and their crew for their efforts preparing Bringewatt Park for soccer use. Colborn thanked Aaron Longmire, ICON Sport Center Facility Supervisor, and Dustin Marynik, Purpur/Ulland Facility Supervisor, for their leadership and many contributions to the organization, noting their last day of employment will be Thursday, July 3, 2025. Colborn reported that the positions have been filled by promoting internally. Danny Mattson will be the Purpur/Ulland Facility Supervisor and Jake LaDouceur will be the ICON Sports Center Facility Supervisor.

Parks Operations Manager Hell stated that annual parking lot striping is underway, and crews are cleaning sidewalks, mowing, and completing landscape projects.

Orr presented the June membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr informed the Board of the North Dakota Tennis Hall of Fame induction ceremony that took place over the previous weekend, highlighting that Snookie Register and Joe Rubin were the inductees this year. Orr provided an overview of the planned annual deep cleaning and maintenance at Choice Health & Fitness in August. While closed for the deep cleaning there will be pool maintenance and repair along with indoor tennis court resurfacing. Orr concluded by noting that fall programming registration will begin soon.

Sports & Recreation Manager Rollefstad stated that the pools will be open for limited hours on the 4th of July holiday weekend, citing a lack of staffing. Rollefstad noted that announcements will be posted on the website and social media to inform the public of the limited hours.

Marketing Manager Trontvet reported that her team is working on summer events and programs. Trontvet informed the Board that preparations for fall programming and promotions are underway, hoping to have the fall/winter activity guide available in August. Trontvet presented the 2024 Grand Forks Parks and Recreation Foundation Annual Report to the Board.

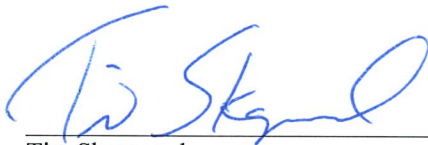
Hellyer informed the Board of his role on the Local Government Advisory Committee, noting the Park District is not a voting member of the body. Hellyer reported that current property tax incentives being considered are for a potential apartment complex and Agristo, a potato processing plant. Hellyer updated the Board on the 2026 budget and will be scheduling a Finance Committee meeting at the end of July to present the 2026 preliminary budget. Hellyer's stated the annual facility tour had historically been done in August, and through discussion the Board deciding to have the event in September instead due to heat. Hellyer concluded by extending an invitation to the Board to attend the National Recreation and Park Association conference in September.

BOARD MEMBERS' REPORTS

Commissioner Kraft stated that he received complaints about the soccer fields at Bringewatt Park and Scheels Sports Complex. Discussion took place on standard preparations for the fields and the need for more community engagement and communication with the local organization.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:09 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