

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
AUGUST 5, 2025**

The Board of Park Commissioners met for their monthly meeting on Tuesday, August 5, 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 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

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

APPROVAL OF MINUTES FROM JULY 1, 2025

Commissioner Kraft made a motion to approve the minutes from July 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, including the current construction budget and cost estimates for alternates. Hellyer reviewed the current proposed site plan for the hard-court expansion along with preliminary drawings. Hellyer noted that a sports training space is also being considered for the facility. Hellyer informed the Board that staff continue to develop an operations and maintenance budget based on current facility plans. Discussion took place on the sponsorship and fundraising structure for the facility.

FOR ACTION

2026 Preliminary Budget

Director of Finance & Administration Lancaster presented the preliminary 2026 budget. The preliminary budget includes a mill levy of 36.29 mills, a decrease of 0.50 mills from the 2025 budget. The value of mill is projected to be \$307,036 for 2026. The total preliminary budget for 2026 is planned to be \$21,210,700. A salary package increase is planned at 4.00%. Equipment purchases for all funds totaling \$949,000 were reviewed. A new fund has been created and budgeted for 2026 for the new Altru Sports Complex facility planned to open in late 2027. Lancaster stated that the Finance Committee met on July 28, 2025, and recommended approving the 2026 preliminary budget.

Commissioner Kraft made a motion to approve the 2026 Preliminary Budget. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Fund Balance Policy Revision

Lancaster presented the Fund Balance Policy and recommended that the Minimum Fund Balance section relating to the general fund be updated from 15% to 25%. Lancaster queried the other larger Park Districts in the state, and all are in the process of raising their percentage to 25% or higher or have already increased their minimum fund balance. The change is also requested due to the legislative 3% property tax limitation and future opening of the Altru Sports Complex.

Commissioner Bartholomew made a motion to approve the Fund Balance Policy revision from 15% to 25%. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Public Comment Policy

Hellyer informed the Board that during the 2025 legislative session, SB 2180 was passed that details the requirements of the public comment section of a regular meeting of a public entity. Hellyer reviewed the Public Comment Policy that was developed and the form that an individual would complete prior to commenting at a Board meeting. Discussion took place on the policy and the importance of allowing community feedback.

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

Oxford Sports Complex – Xcel Energy Electric Easement

Hellyer provided an overview of the electric easement agreement requested by Xcel Energy at Oxford Sports Complex along 17th Avenue South. Xcel Energy is responsible for all associated costs.

Commissioner Kraft made a motion to approve the Oxford Sports Complex – Xcel Energy Electric Easement. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Garrison Diversion Conservancy District Grant Application – Ryan Lake Improvement Project

Hellyer requested approval from the Board to submit a grant application to the Garrison Diversion Conservancy District for \$75,000 for the Ryan Lake improvement project. Approval from the Board is required before the application can be submitted for consideration.

Commissioner Bartholomew made a motion to approve the Garrison Diversion Conservancy District grant application for \$75,000 for the Ryan Lake Improvement Project. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the June 2025 financial reports. Vendor and payroll payments for June 2025 were \$1,610,174.40.

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

STAFF REPORTS

Facilities Manager Colborn updated the Board on the installation of rubber flooring in locker rooms at Gambucci Arena and the Blue Line Club IcePlex. Colborn reported that the Blue Line Club has approved the signage for the Blue Line Club IcePlex and it has been ordered. Colborn stated that he had a kickoff meeting with Brady Laurin from

JLG on the renovations for the Blue Line Club IcePlex second floor concession and restroom areas. Colborn concluded by noting that in July, ICON Sports Center had the highest monthly rented ice time since the building opened.

Parks Operations Manager Hell reported his team is busy mowing after all the rain. Hell updated the Board on construction progress at Crary Park, noting lighting is planned to be complete in a couple weeks.

Director of Facilities & Programs Orr presented the July membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness, noting that facility visits remained strong in July. Orr informed the Board that fall programming registration has started at Choice Health & Fitness. Orr provided an overview of the annual facility cleaning and maintenance schedule, highlighting planned maintenance in the pool from August 11-31, tennis court resurfacing from August 18-31, and gymnasium resurfacing from August 20-26. Orr reported that outdoor tennis drills will be held at the Wynne Tennis Complex while the indoor tennis courts are being resurfaced.

Sports & Recreation Manager Rollefstad stated that Elks Pool will close for the season on August 10th and Riverside Pool will close for the season on August 17th.

Marketing Manager Trontvet reported that the fall and winter activity guide is posted online, and activity registration is open. Trontvet highlighted the work of Marketing & Sponsorship Representative Brorson in securing a new founding sponsor, Oxford Realty.

Lancaster stated that 2026 annual budget for the Grand Forks Parks & Recreation Foundation is being worked on and will be presented at the next Foundation Board meeting on October 7th.

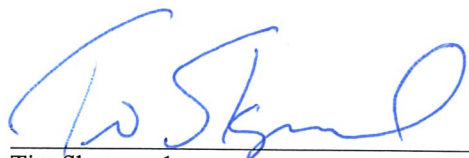
Hellyer informed the Board that the next Board meeting and annual facility tour will be on September 2nd. Hellyer reported that the storm on July 26 resulted in over 150 service calls and approximately 60 trees needing removal, noting it was one of the worst storms in terms of tree cleanup since 2001. Hellyer updated the Board on the King's Walk Golf Course bridge inspection and replacement process, emphasizing that the bridges are currently safe but will need to be replaced over the next few years. Discussion took place on the ideal bridge replacement schedule. Hellyer stated that he is currently discussing a possible land transaction with Grand Forks Public Schools involving the Park District's Williamson Field and the School District's land around South Middle school. Hellyer notified the Board of a potential future park naming rights agreement with North Dakota Association for the Disabled (NDAD) to potentially rename Kiwanis Park South. Discussion followed on additions to the park and the potential of a dog park in the area.

BOARD MEMBERS' REPORTS

President Skarperud inquired on the purchase of new tables and chairs for Eagles Crest. Lancaster stated that Director of Operations & Community Relations Nelson is pursuing purchasing the tables and chairs through cooperative purchasing agreement yet this fall.

ADJOURNMENT

Commissioner Kraft made a motion at 6:06 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