

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
NOVEMBER 4, 2025**

The Board of Park Commissioners met for their monthly meeting on Tuesday, November 4, 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, Forestry Operations Manager Lee, Senior Accountant Larsen, and Project Administrator Swenberger.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENTS

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 OCTOBER 7, 2025

Commissioner McIntyre made a motion to approve the minutes from October 7, 2025. Commissioner Bartholomew 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, announcing that Lisa Rollefstad has been hired as the General Manager for the facility. Hellyer reported on a Park District, City of Grand Forks, and Visit Greater Grand Forks staff trip to the Fargo Parks Sports Center for discussions on facility usage and daily operations. Hellyer stated that weekly operations and maintenance meetings are ongoing and notified the Board of intentions to solicit user group feedback on phase two. Director of Facilities & Programs Orr informed the Board of continued discussions on the creation of tournament manager position in coordination with the City of Grand Forks and Visit Greater Grand Forks. Orr stated that staff from all agencies will participate in the creation of the job description and all governing bodies would need to approve the position.

Riverside Pool Update

Hellyer summarized the history of Riverside Pool and presented a one-page history and timeline overview to the Board. Hellyer highlighted the land acquisition and transfer, flood history, and facility usage data. Hellyer informed the Board that a leak was found in the basin of Riverside Pool in 2022, which is resulting in a loss of 11,000 gallons per day. Hellyer noted that renovation is not an option due to the failing walls and basin of the pool, he continues to engage in discussions with City staff on long-term solutions. Hellyer presented preliminary facility remodel options provided by Water Technology Incorporated (WTI). Grand Forks City Council will decide what the next steps will be for Riverside Pool.

Blue Line Club IcePlex- Renovation Update

Facilities Manager Colborn provided an overview of the proposed renovations at the Blue Line Club IcePlex, including remodel of the second-floor restrooms and concession area, front entrance, and a new locker room. Adam Davidson, from JLG Architects, was present to explain concepts and answer questions from the Board. Discussion took place on financing and project phasing options.

New Maintenance Shop Options

Forestry Operations Manager Lee provided a high-level overview of the three options for a new forestry shop space. Options include renovating the existing shop, purchasing and renovating an existing building, or building new. Discussion took place on the options presented with general support for purchasing and renovating an existing building. Staff will continue to work on identifying a building and acquisition procedures.

Executive Director Evaluation Process

Director of Finance & Administration Lancaster discussed the Executive Director evaluation process completed in the past. President Skarperud and Vice-President LaDouceur were appointed by President Skarperud to serve on the committee to perform the annual evaluation of Executive Director Hellyer. The evaluation date will be scheduled for later in November.

FOR ACTION

Choice Health & Fitness – Flooring Improvements

Orr presented to the Board a quote for rubber flooring to replace carpeting in the Matrix equipment area on the first floor of Choice Health & Fitness. Orr noted the existing rubber flooring in the free weight area is not currently available due to tariffs, so a similar alternative has been presented by Sterling Carpet One. Funding for the rubber flooring project will come from Choice Health & Fitness reserves.

Commissioner Kraft made a motion to approve the Choice Health & Fitness rubber flooring improvements up to \$50,000 funded from the Choice Health & Fitness reserves. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Investment Policy Statement

Lancaster summarized the glide path asset allocation recommendation by the North Dakota Retirement and Investment Office (NDRIO) and their investment consulting firm, NEPC, for the Grand Forks Park District single employer defined benefit pension plan. Once the glide path asset allocation is approved by the Board, NDRIO will compose the Investment Policy Statement, including the glide path asset allocation. The Investment Policy Statement will then be brought back to the Board for approval.

Commissioner McIntyre made a motion to approve the glide path asset allocation. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

Reschedule December 2025 and January 2026 Regular Board Meetings

Hellyer informed the Board of scheduling conflicts for the December 2025, and January 2026, Board meeting dates. Hellyer stated that these rescheduled regular Board meetings will now be special Board meetings and no changes to the published agenda are allowed at the special Board meetings.

Commissioner Kraft made a motion to approve the Board meeting date changes to December 1, 2025, and January 5, 2026. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Vice-President LaDouceur was absent.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the September 2025 financial reports. Vendor and payroll payments for September 2025 were \$1,949,017.25.

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

STAFF REPORTS

Colborn reported that new exterior signage has been installed at the Blue Line Club IcePlex. Colborn noted that the Border Blades Holiday Classic will take place at the ICON Sports Center November 21-23 and the first hockey tournament of the season will be held in all arenas November 28-30. Colborn provided a summary of facility usage to the Board.

Parks Operations Manager Hell reported outdoor tennis and pickleball nets would be taken down for the season by the end of the week and his department staff are working to winterize facilities and irrigation systems.

Orr presented the October membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness, highlighting youth tennis tournaments and activities. Orr noted Choice Health & Fitness would be closed for the Thanksgiving holiday. Orr concluded with staffing updates including openings for the Sports & Recreation Manager and Tennis Teaching Professionals.

Lee provided an overview of Dutch Elm Disease and associated tree removals. Lee reported that North Dakota was approved for the Presidential Disaster Declaration for the severe storms and tornados that impacted the state August 7th and 8th. Lee informed the Board of progress with the conservation project at Ryan Park.

Director of Operations & Community Relations Nelson updated the Board on events including the opening of First Season Community Center, Knight for a Princess dance, and Lucky Strike Bowling. Nelson extended an invitation to the Board for the annual Park District holiday party. Nelson reported on the closure of King's Walk and Lincoln golf courses for the season, the completion of the bi-annual bridge inspections at King's Walk Golf Course, and stated bids for new golf carts will be brought back to the Board for approval. Additionally, the North Dakota Association for the Disabled (NDAD) donated funds to provide a mobility golf cart at King's Walk Golf Course. Nelson informed the Board that the Lincoln Clubhouse is hosting Santa Village this year. Nelson concluded by reporting that Ulland Grant applications will be accepted until the end of November.

Lancaster informed the Board that Annette Shane will be retiring after 30 years of dedicated service to the Park District, noting that Hannah Diers has been hired as Accounting Clerk and will be starting November 17.

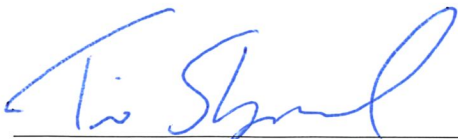
Hellyer informed the Board of preliminary discussions with the City regarding the ownership and operations of the public plaza at Beacon Development, noting no formal decisions have been made.

BOARD MEMBERS' REPORTS

None

ADJOURNMENT

Commissioner Kraft made a motion at 6:41 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