

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

The Board of Park Commissioners met for their monthly meeting on Monday, December 1, 2025, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Vice-President LaDouceur presiding.

ROLL CALL

Present were Vice-President LaDouceur, Commissioners Bartholomew, Kraft, and McIntyre. President Skarperud arrived at 5:05 p.m.

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, Altru Sports Complex General Manager Rollefstad, Golf Professional Tannahill, Senior Accountant Larsen, Lincoln Golf Course Superintendent Motl, and Project Administrator Swenberger.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENTS

None.

APPROVAL OF AGENDA

Commissioner McIntyre made a motion to approve the agenda. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

APPROVAL OF MINUTES FROM NOVEMBER 4, 2025

Commissioner Bartholomew made a motion to approve the minutes from November 4, 2025. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

President Skarperud arrived at 5:05 p.m. and Vice-President LaDouceur turned control of the meeting over to President Skarperud.

FOR DISCUSSION

Altru Sports Complex Update

Altru Sports Complex General Manager Rollefstad provided an update on the Altru Sports Complex, including a draft of the Tournament Development Specialist job description. Director of Facilities & Programs Orr informed the Board of the vote by the Visit Greater Grand Forks Board to approve the shared position. Rollefstad provided an organizational chart and associated position descriptions for potential positions at the facility. Rollefstad gave a summary of discussions with Oak View Group on potential concession operations and concluded by noting continued work on the operation and maintenance budget for phase two of the Altru Sports Complex that would include hard courts and sports training space.

Outdoor Pool Report

Orr presented a summary of pool attendance numbers and revenue, noting that pool attendance was down compared to last year, but that swimming lesson registration continues to grow. Orr concluded the outdoor pool report with a summary of financials for Riverside Pool.

FOR ACTION

Grand Forks Area Youth Baseball Association – Facility Use Agreement

Facilities Manager Colborn presented to the Board the facility use agreement with Grand Forks Area Youth Baseball Association. Colborn noted the inclusion of daytime programming and concession operations in the agreement. This agreement will be two-year agreement expiring on December 31, 2027. Discussion followed on the association taking on the youth baseball programming and concession operations at Oxford Sports Complex and Scheels Sports Complex.

Vice-President LaDouceur made a motion to approve the Facility Use Agreement with Grand Forks Area Youth Baseball Association. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Bank Interest Rate Quotes for Investment of Interim Carryover Funds

Director of Finance & Administration Lancaster presented to the Board the money market interest rate quotes and certificate of deposit interest rate quotes received from various banks. Lancaster recommended the banks that offered the highest rates, which were Old National Bank for the money market and Bell Bank for the certificate of deposits.

Commissioner Kraft made a motion to approve the selection of Old National Bank to be the primary money market account for 2026 and Bell Bank to have certificates of deposit for 2026. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Golf Cart Bids.

Director of Operations & Community Relations Nelson presented golf cart bids to the Board, reporting that Club Car was the lowest bidder at the golf cart bid opening on November 12th. Nelson provided an overview of cart amenities and the trade-in and purchase schedule for carts, emphasizing the intent to purchase future carts every four years.

Vice-President LaDouceur made a motion to purchase a fleet of 65 Club Car golf carts from NB Golf Cars, with the ball/club cleaner and premium seat option add-ons, not to exceed \$375,633.55. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

Personnel Manual Revision and Updates.

Lancaster summarized the proposed significant policy changes to the Personnel Manual. Lancaster stated that the changes were reviewed by managers and the Personnel Committee. Personnel Committee Chair, Aaron Motl, was present to discuss the proposed updates and highlight procedural changes discussed and approved by administration and the committee. After discussion, the Board would like additional information and Personnel Committee proposal for items 5 (sick leave donation program) and 6 (maternity and paternity leave).

Commissioner McIntyre made a motion to approve Personnel Manual revisions and updates listed as 1-4 and 7 & 8, with items 5 & 6 to be tabled. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Executive Director Evaluation Process

Lancaster summarized the Executive Director annual evaluation process and stated that President Skarperud and Vice-President LaDouceur served on the committee which met on November 20, 2025, to conduct the evaluation. President Skarperud and Vice-President LaDouceur recommended a 4% salary increase for the Executive Director which would be effective for the first payroll in January 2026. President Skarperud noted intentions to have a third party conduct an organizational analysis and survey staff, in addition to assessing full-time staffing needs as the organization continues to grow. President Skarperud, echoed by the rest of the Board, commended the leadership of Hellyer, stating the organization is in a great spot operationally and financially.

Vice-President LaDouceur made a motion to approve the Executive Director annual evaluation and salary increase as presented. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the October 2025 financial reports. Vendor and payroll payments for October 2025 were \$1,849,998.31.

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

STAFF REPORTS

Orr presented the preliminary November membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr noted that new exercise and weight equipment purchases are being delivered and put on the floor for use. Orr reported that the Choice Health & Fitness pool deck discoloration was corrected over the Thanksgiving holiday without disrupting pool access for patrons. Orr concluded by noting that Tony Peterson has been hired as the Sports & Recreation Manager for Choice Health & Fitness. The Sports & Recreation Coordinator is posted for applications, along with the Tennis Teaching Professional position.

Colborn reported on upcoming arena usage and informed the Board that the bid opening for Kraft outfield lighting will take place on December 17th.

Parks Operations Manager Hell stated his crew has started flooding outdoor rinks.

Nelson updated the Board on events including the start of open gym and Santa Village. Nelson stated registration is open for Knight for a Princess and Lucky Strike Bowling. Nelson reported on current promotions and signage projects and informed the Board that 15 Ulland Grant applications were received. Nelson concluded by inviting the Board to the retirement party of Annette Shane and the annual Park District holiday party.

Lancaster reported to the Board that managers are working on annual evaluations and that Brady Martz will be onsite December 17th and 18th for pre-audit work.

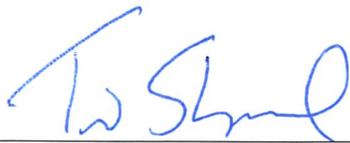
Hellyer informed the Board of an ongoing plaque project to provide historical context for facilities named after individuals or groups. Hellyer reported to the Board that the Riverside Pool agreement with the City will automatically renew at year end and that preliminary discussions continue to take place on the ownership and operations of the Beacon Public Plaza. A tax incentive was discussed at the November 10th, Local Government Advisory Committee for the Brookstone Apartments. Hellyer concluded his report by reminding the Board that the January Board meeting was moved to January 5th and will be a special Board meeting.

BOARD MEMBERS' REPORTS

Vice-President LaDouceur thanked Hellyer and staff for another amazing year.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:14 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud
President of the Board of Park Commissioners



George Hellyer
Executive Director and Clerk