

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
JANUARY 5, 2026**

The Board of Park Commissioners met for their monthly meeting on Monday, January 5, 2026, at Choice Health & Fitness community room, 4401 South 11<sup>th</sup> 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 5:21 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, Marketing Manager Trontvet, Senior Accountant Larsen, 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 DECEMBER 1, 2025**

Commissioner Bartholomew made a motion to approve the minutes from December 1, 2025. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried. President Skarperud was absent.

**FOR DISCUSSION**

**Altru Sports Complex Update**

Altru Sports Complex General Manager Rollefstad provided an update on the current facility plans, including exterior facility renderings for phase one and phase two. Rollefstad presented a draft of the preliminary Altru Sports Complex organizational chart, noting the intent to hire an Assistant General Manager for the facility in 2026. Executive Director Hellyer presented operations and maintenance projections for phase one and phase two, with an estimated annual loss of \$633,634. Hellyer also reported ongoing conversations with City staff regarding cost reduction, including shared utility costs. Discussion examined public perception and the organization's long-term financial sustainability, emphasizing the challenges posed by existing aging facilities and necessary maintenance.

**Year-End Projects and Operations Update**

Hellyer presented to the Board a list of 2025 projects and operational items. Hellyer drew attention to significant projects and gave due recognition to smaller accomplishments. Items included capital campaigns, future concepts, completed and in progress projects, and general operations.

President Skarperud arrived at 5:21 p.m. and Vice-President LaDouceur turned control of the meeting over to President Skarperud.

## **FOR ACTION**

### **Personnel Manual Updates**

Hellyer informed the Board that the Personnel Committee has requested more time to provide the requested proposal on item 5 (sick leave donation program) and item 6 (maternity and paternity leave) from the proposed Personnel Manual revisions that were tabled at the December 1, 2025, Board meeting.

Vice-President LaDouceur made a motion to table the Personnel Manual revision and update items 5 and 6 from the proposed Personnel Manual revisions that were tabled at the December 1, 2025, Board meeting. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

### **NDAD Park – Playground Equipment – Request for Proposal**

Parks Operations Manager Hell informed the Board that three requests for proposals were received and reviewed by staff, with staff recommending approval of Burke - My Turn Playsystems and Grondahl Recreation. Hell apprised the Board of progress and tentative timelines for the playground equipment and site development at NDAD Park. The Board commended the project, highlighting its inclusive design and positive impact on the broader community, including individuals of all abilities.

Commissioner Kraft made a motion to approve the Burke - My Turn Playsystems and Grondahl Recreation request for proposal up to \$800,000 for the total project cost. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried.

### **Year-End Transfers for Various 2025 Projects and Funds**

Director of Finance & Administration Lancaster reviewed the year-end transfers for various 2025 projects totaling \$2,736,000. Staff is recommending transfers from the C&B fund to King's Walk Golf Course for \$150,000 for the restroom remodel and cart path repairs, to Choice Health & Fitness for \$340,000 for the first-floor carpet replacement, tennis court resurfacing, and replastering the activity and lap pools. Staff also recommended approval of transfers from the General Fund to fund previously Board approved additional C&B projects including lighting the east sidewalk at Crary Park and parking lot additions and maintenance.

Commissioner Bartholomew made a motion to approve the year-end transfers for various 2025 projects as presented. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

### **Altru Sports Complex – Tournament Development Specialist**

Director of Facilities & Programs Orr presented to the Board a preliminary organizational chart for the facility and a draft of the Tournament Development Specialist job description. Orr provided a high-level overview of the proposed partnership and cost share breakdown with Visit Greater Grand Forks and the City of Grand Forks to fund the position equally between the three organizations.

Vice-President LaDouceur made a motion to approve the partnership relationship and fund one-third of the Tournament Development Specialist position for Altru Sports Complex. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

### **2026 Capital & Betterment Project List**

Lancaster updated the Board on the ten-year Capital & Betterment forecast. Lancaster summarized revenue and expenses, emphasizing maintenance costs for Park District facilities as they age. Lancaster highlighted forthcoming projects for 2026, where there is \$850,000 budgeted, and provided an outline of target project timelines through 2029. Lancaster informed the Board that the current list of projects identified for 2026 is projected to be over budget by an estimated \$90,000. Lancaster requested approval of the project list funding the estimated \$90,000 overage from the C&B fund reserves.

Vice-President LaDouceur made a motion to approve the 2026 Capital & Betterment project list and funding the estimated \$90,000 overage from C&B reserves. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

#### **Kraft Field – Light Bids**

Facilities Manager Colborn presented to the Board the Kraft Field lights bid tabulation sheet. The lowest bidder was Musco Sports Lighting with a bid of \$185,000. Colborn noted that lighting over the bullpens was omitted from the bid specifications so a change order of \$9,000 will be necessary. Additionally, staff are requesting \$10,000 for bid alternate two (2), wireless controllers. Staff are recommending approval of the low bid from Musco Sports Lighting up to \$204,000.

Vice-President LaDouceur made a motion to approve the bid from Musco Sports Lighting up to \$204,000. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

#### **Single Employer Defined Benefit Pension Plan – Investment Policy Statement**

Lancaster summarized the previously approved 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. Lancaster presented the Investment Policy Statement composed by NDRIO that includes the approved glide path asset allocation. Once approved by the Park District Board the Investment Policy Statement will be presented at the next NDRIO Board meeting for their approval.

Commissioner Kraft made a motion to approve the Investment Policy Statement as presented. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

#### **Choice Health & Fitness – Video Board Purchase**

Marketing Manager Trontvet presented to the Board a quote received from Daktronics for \$74,212.60 for a new video board for Choice Health & Fitness acquired through cooperative purchasing. Trontvet stated a need for the optional software subscription through Daktronics for \$600.00. Discussion took place on the aesthetics and return on investment for the purchase.

Vice-President LaDouceur made a motion to approve the video board purchase not to exceed \$74,812.60 from Daktronics through cooperative purchasing. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

#### **Designate Bank Depositories**

Lancaster stated that every other January the Park District designates the banks depositories that will be used to meet ND Century Code requirements. He recommended using the bank depositories as presented, which are the same banks used in 2025.

Commissioner Bartholomew made a motion to approve the bank depositories as presented. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

#### **APPROVAL OF FINANCIAL REPORTS**

Lancaster reviewed the November 2025 financial reports. Vendor and payroll payments for November 2025 were \$2,629,489.05.

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

## **STAFF REPORTS**

Orr presented the December membership numbers, upcoming events, programs, and promotions for Choice Health & Fitness. Orr noted that programs and classes have started back up following a holiday break. Orr informed the Board that Stefan Curic has been hired as a Tennis Teaching Professional and that Isaac Olson will begin as the full-time Sports & Recreation Coordinator in May. Orr concluded by noting the upcoming retirement of Bob McWilliams, CEO of the Altru Family YMCA.

Colborn reported that warming houses opened for the season on December 23<sup>rd</sup> and provided an overview of arena ice rentals for the month of December.

Hell stated work on outdoor rinks continues, with hopes for colder weather to improve outdoor rink conditions. Parks crews continue snow removal and are assisting with the demolition at the King's Walk Golf Course pro shop.

Trontvet reported on upcoming events and promotions including the Blizzard Bash, Knight for a Princess dance, Lucky Strike bowling, and Bloomfest. Trontvet noted preparations are underway for the summer activity guide and the annual Giving Hearts Day fundraiser.

Director of Operations & Community Relations Nelson updated the Board on the completion of Santa Village for the year, highlighting 1,100 pounds of canned goods were donated to St. Joseph, toys donated to the Community Violence Intervention Center, and cash donations to the Grand Forks Parks & Recreation Foundation. Nelson reported on forthcoming events and programs including open gym and oil painting classes. Nelson provided an overview of the annual King's Walk Golf Course bridge inspection report, noting no changes to the planned replacement schedule. Nelson highlighted the renovation of the King's Walk pro shop and the new tables and chairs for Eagle's Crest, noting both should be completed in March or April. Nelson concluded by reporting the approval of 14 Ulland Grant recipients, totaling \$14,000.

Lancaster reported to the Board that the accounting team is working with Brady Martz on the 2025 audit. Lancaster also noted continued discussions with FEMA regarding storm debris cleanup reimbursement related to the August 7–8 storm in Grand Forks.

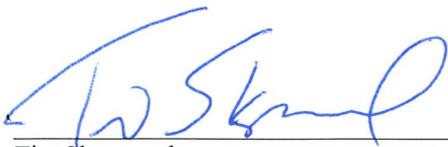
Hellyer informed the Board of the upcoming Park Dedication Committee meeting for property west of Crary Park, noting the committee may delay action or accept cash in lieu of land. Hellyer reported the February Board of Park Commissioners meeting will be held on the regular schedule of Tuesday, February 3<sup>rd</sup>. Hellyer provided an overview of election requirements, highlighting annual requirements for elected officials and changes from the most recent legislative session. He concluded with a review of the weather closing policy, followed by Board discussion on best practices.

## **BOARD MEMBERS' REPORTS**

Vice-President LaDouceur thanked the Marketing Department and the Personnel Committee for their efforts in putting on the annual holiday party.

## **ADJOURNMENT**

Commissioner Kraft made a motion at 6:49 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud  
President of the Board of Park Commissioners



George Hellyer  
Executive Director and Clerk