

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
FEBRUARY 3, 2026**

The Board of Park Commissioners met for their monthly meeting on Tuesday, February 3, 2026, 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, and Commissioners Bartholomew and Kraft. Commissioner McIntyre was absent. President Skarperud arrived at 5:09 p.m.

Park District staff in attendance were: Executive Director Hellyer, Director of Finance & Administration Lancaster, Director of Operations & Community Relations Nelson, Facilities Manager Colborn, Parks Operations Manager Hell, Forestry Operations Manager Lee, Altru Sports Complex General Manager Rollefstad, 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. President Skarperud and Commissioner McIntyre were absent.

APPROVAL OF MINUTES FROM JANUARY 5, 2026

Commissioner Bartholomew made a motion to approve the minutes from January 5, 2026. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. President Skarperud and Commissioner McIntyre were absent.

FOR DISCUSSION

Altru Sports Complex Update

Altru Sports Complex General Manager Rollefstad provided an update on the recent actions by Grand Forks City Council regarding the facility. The update included the Council's approval of the shared Tournament Specialist position, the transition of fundraising and new naming rights funds to support facility operations, and the City's assumption of responsibility for water and trash utility expenses. Director of Operations & Community Relations Nelson provided a high-level overview of the naming rights structure for inside the facility, followed by Board discussion regarding strategies to avoid donor fatigue within the community. Executive Director Hellyer summarized the operations and maintenance projections for phase 1 and phase 2, highlighting the financial impact of the City's acceptance of water and trash utility expenses. Commissioner Bartholomew emphasized the importance of incorporating sustainable features within the facility to help offset high energy costs. President Skarperud commended the City Council for its flexibility and willingness to help alleviate the financial burden on the Park District.

President Skarperud arrived at 5:09 p.m. and Vice-President LaDouceur turned control of the meeting over to President Skarperud.

Forestry Year-End Update

Forestry Operations Manager Lee provided the Board with a year-end report for the forestry department. The report included summaries of dutch elm disease, emerald ash borer, equipment purchases, and landscaping updates at various parks. Lee reported on the completion of the Forestry Department Policies and Procedures Manual. Lee then presented and summarized the manual that outlines operations for the department.

FOR ACTION

Personnel Manual Updates

Hellyer updated the Board on what has taken place since the December Board meeting. Hellyer and staff met with Personnel Committee representatives to discuss process improvements that can be made by management as well as process improvements that can be made by the Personnel Committee. In addition, Hellyer outlined what the future process would be to be more effective and efficient if Hellyer and Personnel Committee cannot find common ground on proposed changes. At this time, the Personnel Committee decided to withdraw two previously requested items for the Personnel Manual.

Hellyer then presented to the Board the Personnel Committee and staff 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, and January 5, 2026, Board meetings. The primary change was adding adoption related items to both sections.

Vice-President LaDouceur made a motion to approve the Personnel Manual revision items 5 and 6 as presented. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

Garrison Diversion Conservancy District Grant Application – Ben Franklin Park Playground

Hellyer presented the Garrison Diversion Conservancy District grant application to the Board for the purpose of purchasing playground equipment for Ben Franklin Park. Discussion took place on the aging equipment and the process for updating playgrounds across the Park District.

Commissioner Kraft made a motion to approve the Garrison Diversion Conservancy District Grant Application. Vice-President LaDouceur seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.

APPROVAL OF FINANCIAL REPORTS

Director of Finance & Administration Lancaster reviewed the preliminary December 2025 financial reports. Vendor and payroll payments for December 2025 were \$1,519,755.68.

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

STAFF REPORTS

Facilities Manager Colborn reported on upcoming tournaments in the arenas, the installation of bathroom partitions at Purpur Arena, and the Kraft Field lighting bid opening on February 16th.

Parks Operations Manager Hell stated outdoor rinks are going strong for the season. Parks crews continue snow removal and are assisting with the renovations at the King's Walk Golf Course pro shop.

Rollefstad encouraged all in attendance to drive by the Altru Sports Complex site, noting progress with construction.

Nelson updated the Board on the recent and upcoming events, highlighting new offerings at Bloomfest and over 650 attendees for the first weekend of Knight for a Princess. Nelson reported on the annual PGA show in Florida that was attended by staff and Vice-President LaDouceur. Nelson informed the Board of the timeline for the King's Walk Golf Course pro shop renovation, with completion estimated for the end of March 2026. Nelson also reported work on the Summer Activity Guide has begun as it will be sent to the printers in early March and that Giving Hearts Day will raise funds for youth scholarships. Nelson concluded her report by stating table and chairs are expected to be delivered to Eagles Crest in the beginning of April.

Lancaster reported to the Board that the accounting team is finishing year end entries and reconciliations in preparations for auditors from Brady Martz to arrive onsite next week to complete the 2025 audit. Lancaster stated he is collaborating with managers on budgeted equipment purchases for 2026.

Hellyer informed the Board of continued discussions with NDAD on potential playground amenities. Hellyer reported on the flood outlook, noting a 50% chance of a crest at 32 feet.

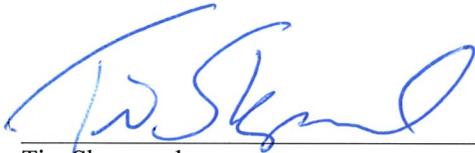
BOARD MEMBERS' REPORTS

Vice-President LaDouceur inquired on the Choice Health & Fitness men's steam room being out of order, staff reported that is currently operational and available to patrons.

President Skarperud inquired on an update for the third-party survey of full-time staff. Nelson reported she is currently researching options.

ADJOURNMENT

Commissioner Kraft made a motion at 6:22 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried. Commissioner McIntyre was absent.



Tim Skarperud
President of the Board of Park Commissioners



George Hellyer
Executive Director and Clerk