

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JULY 7, 2026**

The Board of Park Commissioners met for their monthly meeting on Tuesday, July 7, 2026, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with Executive Director Hellyer presiding.

ROLL CALL

Present were Commissioners Bartholomew, Dvorak, Kraft, LaDouceur, and McIntyre.

Park District staff in attendance were: Executive Director Hellyer, Director of Finance & Administration Lancaster, Director of Operations & Community Relations Nelson, Director of Programs & Facilities Orr, Facilities Manager Colborn, Parks Operations Manager Hell, Fitness Manager Langei, Altru Sports Complex General Manager Rollefstad, Marketing Manager Trontvet, Senior Accountant Larsen, Lincoln Golf Course Superintendent Motl, and Project Administrator Swenberger.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

BOARD ORGANIZATION

Commissioner Bartholomew nominated Commissioner LaDouceur for President of the Board. Commissioner Kraft seconded the motion. There were no other nominations. The vote was unanimous, motion carried. Executive Director Hellyer turned control of the meeting over to President LaDouceur.

Commissioner Bartholomew nominated Commissioner Kraft for Vice-President of the Board. Commissioner McIntyre seconded the motion. There were no other nominations. The vote was unanimous, motion carried.

Commissioner Bartholomew nominated Executive Director Hellyer to remain as Clerk of the Board. Commissioner Dvorak seconded the motion. There were no other nominations. The vote was unanimous, motion carried.

The internal Board committees were appointed by President LaDouceur as follows:

- Finance Committee: Commissioner Kraft and Commissioner McIntyre.

PUBLIC COMMENTS

None.

APPROVAL OF AGENDA

Commissioner Bartholomew made a motion to approve the agenda. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF MINUTES FROM JUNE 2, 2026

Vice-President Kraft made a motion to approve the minutes from June 2, 2026. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Greater Grand Forks Youth Football Association – Dedicated Outdoor Facility Space and All-City Youth Sport Code of Conduct

Representatives from the Greater Grand Forks Youth Football Association (GGFYFA), Paul Strande and Matt Fischer, provided an overview of the continued growth of the organization, noting participation has increased during the past

eight years from approximately 400 participants to over 1,200 participants. Representatives discussed the increasing need for dedicated, centralized outdoor athletic facilities to support youth football programming while accommodating future growth. Discussion took place on opportunities to repurpose existing athletic fields due to changing participation trends among youth and adult sports, potential locations for future field development, and the long-term use of existing facilities. Discussion also took place on the existing Park District code of conduct with staff highlighting promotion and enforcement. Commissioners expressed appreciation for the significant growth of the youth football program and encouraged continued collaboration as facility planning progresses.

Open Meetings and Open Records Review

Park District Attorney, Laura Cobb, was in attendance to discuss open meetings and open records laws. Cobb provided an overview of North Dakota Century Code and the importance of government transparency. Discussion took place on executive session requirements, confidential and exempt information, quorum requirements, and distinguishing between public business and social interactions.

Mid-Year Projects and Operations Update

Executive Director Hellyer presented to the Board an overview of current Park District projects and gave an operations update, including progress on the Children's Museum, maintenance shop planning, King's Walk Golf Course improvements, Choice Health & Fitness waterslide renovation, Ryan Lake improvements, playground replacement projects, NDAD Park construction, and other ongoing capital projects. Hellyer also highlighted completion of the 50th Annual Arbor Day celebration and provided operational updates from several departments.

Altru Sports Complex Update

Altru Sports Complex General Manager Rollefstad provided an update on construction activities, noting phase 2 of construction (GMP 3) continues to progress, with earthwork and foundation work underway. Rollefstad reported on the City Council approval of the Altru Naming Rights Agreement and reviewed the anticipated schedule for the facility interior design (GMP 4) considerations.

Grand Forks Youth Hockey Association – Training Facility Update

Brad Lucke, Executive Director of the Grand Forks Youth Hockey Association (GFYHA), and Hellyer provided an update regarding ongoing discussions on the proposed training facility. Lucke explained that GFYHA would prefer to have a lease agreement in place before proceeding with architectural services, noting that the organization's Board is not prepared to authorize expenditures for design work until a lease agreement has been executed. Staff explained that preliminary architectural information would assist the Park District in evaluating the proposed facility and its long-term commitments before entering into a lease agreement. Commissioners discussed the sequencing of the lease agreement and architectural planning, recognizing the differing approaches to advancing the project. Following discussion, the Board directed staff to proceed with negotiating a lease agreement with GFYHA, with the understanding that project planning and development would continue as discussions progress.

Proposed Bonding for Future Projects and Refunding of Current Bonds

Director of Finance & Administration Lancaster reviewed information on current debt obligations and future bonding options. Discussion focused on refinancing current debt as well as financing strategies for future capital improvements, including acquisition of a new maintenance facility, public recreation improvements, and combining future projects within a single bond issue where appropriate.

FOR ACTION

Grand Forks Youth Hockey Association – Board Appointment Agreement

Hellyer provided an overview of the Board Appointment Agreement with Grand Forks Youth Hockey Association (GFYHA). Hellyer noted that the effective date of the agreement is July 1, 2026, with a term ending date of June 30, 2028.

Commissioner McIntyre made a motion to approve the renewal of the Board appointment agreement with GFYHA. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Select Representatives to External Committees and Other Boards

Hellyer provided an overview of external committees and Boards. The current Park District Board of Commissioners serves on the Grand Forks Parks and Recreation Foundation Board. Hellyer is currently the representative for the City of Grand Forks Park Dedication Committee. Commissioners McIntyre is the Grand Forks Youth Hockey Association Board Appointee.

Commissioner Bartholomew made a motion to approve the same representatives for committee and other Board assignments. Vice-President Kraft seconded the motion; the vote was unanimous, motion carried.

King's Walk Golf Course Bridge – Request for Qualifications

Director of Operations & Community Relations Nelson stated after consultation with Park District Attorney, Laura Cobb, staff believes more information is needed due to a potential conflict of interest and therefore are requesting to table this item until next month.

Commissioner McIntyre made a motion to table the King's Walk Golf Course Bridge project RFQ. Vice-President Kraft seconded the motion; the vote was unanimous, motion carried.

Altru Sports Complex – Deep Dive Well Feature Management and Operations Agreement

Rollefstad presented the Deep Dive Well Feature Management and Operations Agreement with the City of Grand Forks and the University of North Dakota (UND) for the Altru Sports Complex. Rollefstad noted the effective date of the agreement is June 15, 2026, with a term ending date of December 31, 2035. Rollefstad highlighted key provisions of the agreement, including UND's financial contribution toward construction, future decommissioning responsibilities should the feature no longer be utilized, and separating operational responsibilities between UND and the Park District.

Commissioner Bartholomew made a motion to approve the Altru Sports Complex – Deep Dive Well Feature Management and Operations Agreement. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the May 2026 financial reports. Vendor and payroll payments for May 2026 were \$3,146,413.02.

Commissioner Bartholomew made a motion to approve the financial report for May 2026. Vice-President Kraft seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Director of Programs & Facilities Orr presented June membership numbers and provided information on upcoming events, programs, and promotions at Choice Health & Fitness, noting that membership has met pre-COVID-19 numbers. Orr reported on continued progress on several facility improvement projects, including the Choice Health & Fitness waterslide renovation, fitness equipment bid process, and the hiring of Calvin Fendrick for the Maintenance and Housekeeping Specialist position.

Parks Operations Manager Hell informed the Board that the Elks Park playground opened earlier that day, and installation of the Exchange Club Park playground is complete, with the park expected to open during the middle of the following week. Hell provided an update on NDAD Park, stating concrete work has been completed, and playground installation is expected to be finished the following week, with the park anticipated to open during the first part of August. Park staff also continue aerating, overseeding, mowing, and weed management activities throughout the park system.

Facilities Manager Colborn provided an overview of facility usage, upcoming events, and current facility projects. Colborn reviewed a follow-up from the North Dakota Public Health Department regarding the noise from ICON Sports Center. Public Health determined no additional action was required at this time. Colborn thanked Park Department staff for their work preparing athletic fields for a recent soccer tournament. Commissioner McIntyre inquired about fee structures for user groups and program subsidizing. Discussion took place on rental processes and fee structures.

Rollefstad informed the Board of Park District participation in Unplug Day in North Dakota on July 11, during which pool admission for Riverside and Elks Pools will be free. Commissioners expressed support for the initiative, and staff indicated it is intended to become an annual effort.

Marketing Manager Trontvet reported that the Park District website redesign project continues to progress and that work has begun on the Fall/Winter Activity Guide. Trontvet asked the Board to watch their email for a forthcoming apparel order. Additional updates included preparations for upcoming events, continued promotion of summer programming, and personnel changes within the Marketing Department including Emily Zent starting as the Marketing & Graphic Design Specialist.

Nelson highlighted several successful summer programs and community events, including Movies in the Park, Family Fun Night, Just for Fun programming, the ROOTS adaptive summer program, and ongoing oil painting classes. Nelson reported that Lincoln and King's Walk Golf Courses continue to experience strong utilization and membership activity during the golf season. Nelson provided an update on the winterkill damage affecting the greens at King's Walk Golf Course and highlighted the efforts of golf course staff to restore the affected areas. Nelson expressed her appreciation for the staff's hard work and expertise to maintaining the quality and reputation of King's Walk Golf Course under challenging conditions. Nelson provided an overview of continuing efforts to promote adaptive golf opportunities and reviewed recent facility improvements. Nelson also reported on the upcoming retirement of Recreation & Special Events Manager, Lynne Roche, after 28 years of service to the Park District.

Lancaster reviewed budget planning activities for 2027 and noted that Finance Committee meetings would be scheduled later in July. Lancaster also provided an equipment purchase update for the Board.

Hellyer expressed appreciation to the local Disabled American Veterans (DAV) organization for placing flags at each Walk of Honor Stone in Veterans Memorial Park in recognition of Independence Day. Hellyer informed the Board of ongoing discussions with Red River Valley Athletics regarding a proposed facility expansion, noting a feasibility study as the next step. Hellyer provided an overview of the employee survey results, identifying opportunities for improvement in communication, staffing support, and department-specific leadership development. Hellyer also noted that staff are exploring options related to Human Resources and Information Technology services. Hellyer inquired about scheduling the annual Board facility tour. Following discussion, Commissioners expressed a preference for holding the tour in September rather than August due to anticipated heat. Hellyer concluded by noting intentions to schedule a lunch meeting during which Commissioners can watch the North Dakota Recreation and Park Association webinar, Essentials of Park Board Service.

BOARD MEMBERS' REPORTS

Commissioner McIntyre thanked staff for their efforts preparing fields and nets for a recent soccer tournament and inquired on the quantity of requests for using an enclosed Park District trailer. Staff reported that the trailer is not regularly requested by user groups.

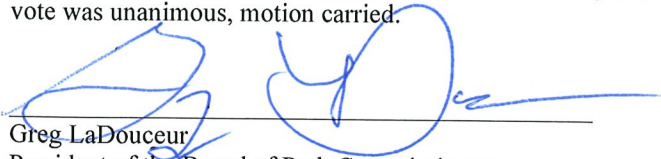
Vice-President Kraft inquired about the anticipated frequency of future employee surveys now that baseline data has been established. Hellyer noted that the initial survey process provided valuable information and organizational learning. Vice-President Kraft also commented that, given the current size of the organization, he believes the Park District would benefit from having dedicated Human Resources staff. Vice-President Kraft also asked about the Park District's practice for disposing of tables and other equipment that remain unsold following surplus equipment sales. Staff reviewed the current process for handling unsold items.

Commissioner Dvorak commented that it is great to be back with the Grand Forks Board of Park Commissioners.

President LaDouceur congratulated Commissioners McIntyre and Dvorak on winning their elections to the Board of Park Commissioners.

ADJOURNMENT

Vice-President Kraft made a motion at 7:08 p.m. to adjourn. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.



Greg LaDouceur
President of the Board of Park Commissioners



George Hellyer
Executive Director and Clerk