

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
AUGUST 4, 2026**

The Board of Park Commissioners met for their monthly meeting on Tuesday, August 4, 2026, at Choice Health & Fitness community room, 4401 South 11th Street, at 5:01 p.m. with President LaDouceur presiding.

ROLL CALL

Present were President LaDouceur, Vice-President Kraft, Commissioners Bartholomew, Dvorak, 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, 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

Executive Director Hellyer requested to add for Action the Altru Wellness Village - Drainage Easement and Temporary Construction Easement Agreement for the property where O'Reilly Auto Enterprises will be constructed.

Vice-President Kraft made a motion to approve to add for Action the Altru Wellness Village - Drainage Easement and Temporary Construction Easement Agreement to the agenda. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Vice-President Kraft made a motion to approve the agenda. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF MINUTES FROM JULY 7, 2026

Commissioner Bartholomew made a motion to approve the minutes from July 7, 2026. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

None.

FOR ACTION

2027 Preliminary Budget

Director of Finance & Administration Lancaster presented the preliminary 2027 budget. The preliminary budget includes a mill levy of 36.95 mills, an increase of 0.68 mills from the 2026 budget. The value of one mill is projected to be \$319,175 for 2027. The total preliminary budget for 2027 is planned to be \$22,705,300. A salary package increase is planned at 4.75%. Equipment purchases for all funds totaling \$1,150,500 were reviewed. Lancaster stated that the Finance Committee met on July 27, 2026, and recommended approving the 2027 preliminary budget. Vice-President Kraft commended Hellyer and staff for their efforts to increase information technology and human resources offerings

for staff. Commissioner McIntyre thanked staff for their work expanding services to the community while continuing to prioritize the maintenance of existing facilities.

Commissioner Bartholomew made a motion to approve the 2027 Preliminary Budget. 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 provided an overview of the request for qualifications (RFQ) process for the King's Walk Golf Course bridge project. Staff received two proposals, AE2S and Houston Engineering. Nelson discussed project details including the proposed scope of work and project timeline. Nelson stated the selection committee met and interviewed and evaluated both firms for the King's Walk Golf Course bridge project and recommended approving AE2S for the project. Park District Attorney Laura Cobb was in attendance to answer any questions on the potential conflict of interest provisions applicable to park district commissioners.

Commissioner Bartholomew disclosed to the Board a potential conflict of interest due to his employment with AE2S and vested Employee Stock Ownership Plan (ESOP).

Vice-President Kraft made a motion to allow Commissioner Bartholomew to abstain from all discussion and voting regarding the proposed RFQ from AE2S due to his disclosed ESOP interest. Commissioner Dvorak seconded the motion; motion carried with Commissioner Bartholomew abstaining.

Nelson stated that both engineering firms were contacted to get proposed cost information. AE2S provided some cost estimates. Houston Engineering declined to provide cost estimates. Therefore, an analysis was not able to be performed.

Vice-President Kraft made a motion to determine that the services proposed by AE2S are not readily available elsewhere at an equal cost. Commissioner McIntyre seconded the motion; motion carried with Commissioner Bartholomew abstaining.

Vice-President Kraft made a motion to approve the selection committee's recommendation and authorize the Park District to enter into a contract with AE2S for the King's Walk Golf Course Bridge project, subject to final negotiation and legal review. Commissioner McIntyre seconded the motion; motion carried with Commissioner Bartholomew abstaining.

Altru Wellness Village - Drainage Easement and Temporary Construction Easement Agreement

Hellyer presented the proposed drainage easement and temporary construction easement at Altru Wellness Village related to the property where O'Reilly Auto Enterprises will be constructed. Hellyer noted similar agreements were executed with Magnolia Equity for the Starbucks development and that there would be no construction expenses incurred by the Park District. Discussion followed regarding ownership of the retention ponds, with staff confirming that efforts to transfer ownership to the City are ongoing.

Commissioner McIntyre made a motion to approve the Altru Wellness Village drainage easement and temporary construction easement agreement with O'Reilly Auto Enterprises. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORTS

Lancaster reviewed the June 2026 financial reports. Vendor and payroll payments for June 2026 were \$1,898,941.63.

Commissioner McIntyre made a motion to approve the financial report for June 2026. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Facilities Manager Colborn provided an overview of facility usage, upcoming events, and current facility projects. Colborn highlighted the Purpur Arena concession area renovation and Kraft Field lighting project. Colborn updated the Board on continued discussions with the Greater Grand Forks Football Association on their desire for a large dedicated practice space. Colborn noted that the Park District will paint lines on the field north of Elks Pool and continue to support the organization moving forward.

Parks Operations Manager Hell reported the Lions Park ground equipment for ages two to five is in the process of being replaced. Hell stated the Exchange Club Park playground equipment has been replaced, and NDAD Park playground addition is complete and open to the public, with a grand opening scheduled for August 19th. Hell concluded by noting the Elks Pool liner will be replaced following the facility closing for the season.

Altru Sports Complex General Manager Rollefstad updated the Board on construction progress at the facility and noted that prior to the facility tour on September 1st, each Board member must sign a waiver.

Marketing Manager Trontvet informed the Board that the Fall/Winter Activity Guide has been posted online, with postcards mailed to residents directing them to the website. Trontvet provided an overview of upcoming events, including the final Movie in the Park for the season, Parktoberfest, and the grand opening of NDAD Park. Trontvet announced that Board photos are scheduled before the start of the October Board meeting.

Director of Programs & Facilities Orr presented the July membership numbers and provided an update on upcoming events, programs, and promotions at Choice Health & Fitness. Orr informed the Board of the remaining summer programs, and that Choice Health & Fitness will be closed August 20th and 21st for the annual facility cleaning. Orr reported that Kyle Anderson has been hired as a full-time Tennis Teaching Professional and that internal interviews for the Fitness Manager position were scheduled to take place later that week. Orr concluded by reviewing the equipment bid results, noting that delivery of the Matrix fitness equipment is expected this fall.

Nelson highlighted several golf programs, events, and specials, including the closure of King's Walk Golf Course for aeration on August 31. Nelson updated the Board on equipment replacements required due to the shed fire at King's Walk Golf Course and the scheduled roof replacement of the clubhouse later this month. Nelson reported on the completion of the Just for Fun summer program and the remaining Roots program. Nelson announced the restructuring of recreation events and programming following the retirement of Lynne Roche after 28 years of service. Nelson explained that the Marketing Department will assume responsibility for community events, while Chris Langei will serve as Partnerships & Recreation Manager, overseeing recreation programs and activities, First Season Community Center, fundraising and partnership efforts, and the development of new programming.

Lancaster reviewed budgeted fixed assets, highlighting the purchase of a pickup and pressure washer for the Parks Department, as well as the delivery of the Forestry Department's log loader.

Hellyer announced the release of the 2026 North Dakota Recreation and Park Association Board Manual and notified the Board of plans to schedule a September viewing of the Essentials of Park Board Service webinar. Hellyer informed the Board that the National Recreation and Park Association Annual Conference will be held in Philadelphia this year and that early registration is currently open. Hellyer provided an overview of the proposed renovation and financing plan for the Blue Line Club IcePlex. Hellyer also reported on the public hearing regarding tax incentives for the Ray Richards Development. Hellyer reported that Garrison Diversion Conservancy District grants are currently on hold and the Park District's grant application to replace playground equipment at Ben Franklin Park is pending. Hellyer concluded by providing an update on the proposed training space at ICON Sports Center with the Grand Forks Youth Hockey Association (GFYHA), stating that a draft agreement is expected to be sent to GFYHA for review in early August. President LaDouceur thanked all parties for their patience while the agreement is being drafted.

BOARD MEMBERS' REPORTS

Commissioner Dvorak inquired about the processes for a community request for a United States flag at Riverside Park. Discussion took place on flag code and coordinating such requests with Park District staff.

President LaDouceur inquired on usage of the Vertacat golf cart at King's Walk Golf Course. Nelson stated that the golf cart is being used and that usage numbers could be provided to the Board in the future.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:04 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.



Greg LaDouceur
President of the Board of Park Commissioners

George Hellyer
Executive Director and Clerk