

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JULY 6, 2021**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, July 6, 2021, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Vice-President LaDouceur, and Commissioners Bartholomew, Dvorak, and Kraft.

Park District staff in attendance were: Executive Director Hellyer, Director of Operations & Community Relations Nelson, Choice Health & Fitness General Manager Orr, Facilities Manager Arola, Accounting Manager Lancaster, Sports & Recreation Manager Rollefstad, Marketing Manager Trontvet, Parks Operations Manager Ziegelmann, and Office Assistant Parker.

CITIZENS OR DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

Vice-President LaDouceur made a motion to approve the agenda, with the addition of the golf cart access path on the east side of King's Walk Golf Course, in the For Action section of the agenda. Commissioners Bartholomew seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF MINUTES FROM JUNE 1, 2021

Commissioner Dvorak made a motion to approve the minutes from the June 1, 2021, Board meeting. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Crary 62nd Avenue Development Update

Russel Crary informed the Board on a 300-acre development on the south end of town. The new commercial and residential development is located from 62nd Avenue South to Merrifield Road and from South Washington Street to King's View Drive. There will be a large retention pond with a bike path that could be used for winter sports. The developer would like to partner with the Park District to have a park completed at the time the development is started. Executive Director Hellyer added that this could be accomplished by special assessing the properties in the development for the park and amenities. Crary estimated construction could start on the development sometime in 2023.

Mid-Year Projects and Operations Update

Hellyer updated the Board on current projects and gave an operations update. Capital campaigns include Veterans Memorial Park, phase 2 of the Rydell Skate Park, Northern Valley Law Enforcement Memorial, Kraft Memorial Field restoration, and the Eagles/BLC Arena renovation. Hellyer stated a destination playground, indoor turf facility, and Crary 62nd Avenue development are in the concepts phase and being explored. Larger C&B fund projects include the Bill Palmiscno Park, resurfacing tennis courts, scoreboards at ICON Sports Center and Purpur Arena, signage throughout the Park District, converting the chiller system at Gambucci Arena, and LED lighting upgrades at Eagles and BLC Arenas. Administration and general operations include transitioning staff, the Forestry department implemented a tree plotter software, and Park District employees are using a time tracking software for punching in and out. Hellyer also updated to Board on recreation activities that are underway and activities that have finished.

Review Potential C&B Projects for 2022

Hellyer presented to the Board the C&B 10-year forecast along with a list of potential projects for 2022. Current projections show that there would be potentially \$700,000 for C&B projects in 2022. Hellyer reviewed the list of potential future projects for 2022 and beyond.

FOR ACTION

Golf Cart Access Path on the East of King's Walk Golf Course

Hellyer informed the Board on the previous action of former Board's to add a potential golf cart path to the easement on the east side of King's Walk Golf Course. Cam Tweten, with Coldwell Banker, added that the neighborhood is willing to fundraise for a golf cart path on the east side of the course, near the restroom by hole #6. The neighborhood would pay for the path to the Park District property line. The Park District would then install a path to connect to current cart paths.

Vice-President LaDouceur made a motion to approve the construction of a golf cart path on the easement on the east side of King's Walk Golf Course. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Restructure of Organizational Chart

Hellyer reviewed the organizational chart restructure discussion at the June 1, 2021, Board meeting. Hellyer then presented proposed changes to the Park District's organization chart including two promotions. Mike Orr would be promoted to Director of Facilities & Programs overseeing all ball fields, ice arenas, and Choice Health & Fitness. Jeff Lancaster would be promoted to Director of Finance & Administration overseeing the accounting and administration staff. Discussion took place on the current and proposed organizational chart.

Vice-President LaDouceur made a motion to approve the promotions of Mike Orr to Director of Facilities & Programs, Jeff Lancaster to Director of Finance & Administration, and approve the restructure of the organizational chart. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

FINANCIAL REPORT

Director of Finance & Administration Lancaster reviewed the May 2021 financial reports. Vendor payments for May 2021 were \$1,029,064.39.

Vice-President LaDouceur made a motion to approve the financial report for May 2021. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Lancaster updated the Board on the 2022 budget process. The Finance Committee will meet on July 23rd on the 2022 preliminary budget. The 2022 preliminary budget will then be presented at the August 3rd Board meeting.

Director of Operations & Community Relations Nelson updated the Board on events and programs that are coming up throughout the Park District. Nelson stated that CPS will perform the annual bridge inspections at King's Walk Golf Course and staff is looking into options to install a water fountain with a bottle filler at the restroom building at hole #6 at King's Walk Golf Course. Nelson also updated the Board on the kiosk located in the Veterans Memorial Park visitor center that will help visitors locate engraved blocks and other items in the park.

Director of Facilities & Programs Orr presented to the Board the June membership numbers and upcoming events and programs. Orr stated a fence will be installed around the playground located just outside of the childcare at Choice Health & Fitness. Orr updated the Board on the shortage of pool lifeguard staff that is causing some closures of the outdoor pools.

Marketing Manager Trontvet updated the Board on events, promotions, and projects that the Marketing Department is working on.

Facilities Manager Arola updated the Board on programs, tournaments, and events that are happening and coming up in the Park District facilities.

Hellyer invited the Board on a parks and facility tour to see various items throughout the Park District on August 3rd, at approximately 3:30 p.m., prior to the regular August Board meeting. Hellyer stated that Arbor Day was June 11th and hosted by East Grand Forks. Hellyer also stated the NRPA annual conference will be held in Nashville on September 21-23, 2021.

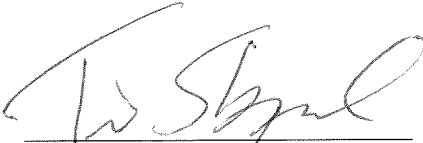
BOARD MEMBERS' REPORT

Commissioner Dvorak stated that he visited the Forestry and Parks shop and noted the tight quarters and that there is a lack of space to store their equipment.

Vice-President LaDouceur inquired about signage on the fence being installed at the Choice Health & Fitness playground. Orr stated that there would be signage detailing the times the playground would be closed and used by the Choice Health & Fitness childcare and times that the playground would be open to the public. Vice-President LaDouceur also inquired on the addition of pickleball courts at Register Tennis Complex. Parks Operation Manager Ziegelmann stated that they have the equipment and are waiting for the resurfacing of the courts.

ADJOURNMENT

Vice-President LaDouceur made a motion at 6:31 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President



George Hellyer, Executive Director and Clerk