

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
JUNE 7, 2022**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, June 7, 2022, 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, Commissioners Bartholomew, and Dvorak. President Skarperud and Commissioner Kraft attended by video conference.

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, Marketing Manager Trontvet, Parks Operations Assistant Manager Hell, and Office Assistant Parker.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)

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

APPROVAL OF MINUTES FROM MAY 3, 2022

Commissioner Dvorak made a motion to approve the minutes from the May 3, 2022, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Eagles Arena Improvement Update

President Skarperud provided an update on potential improvements at Eagles Arena that would add five rows of permanent seating and sound baffles to the ceiling. The Blue Line Club has agreed to donation \$500,000 over three years, \$200,000 in the first year, \$200,000 in the second year, and \$100,000 in the third year. President Skarperud led a discussion on using some Neel funds from the Grand Forks Parks and Recreation Foundation to pay for part of this project. The Board discussed using approximately \$100,000 for Eagles Arena improvements, \$100,000 for Kraft Field improvements, and \$100,000 for a destination playground. The Board directed staff to bid for the project. The submitted bids will be presented to the Board for approval at the August Board Meeting.

Parks and Facility Naming Rights Policy Review

Director of Operations & Community Relations Nelson presented to the Board the current naming rights policy for park land and facilities that was approved on January 3, 1989. Nelson reviewed proposed changes to the naming rights policy and discussion followed on the proposed changes. Nelson will update the naming right policy with the discussed changes and bring the updated naming rights policy back to the Board at a future meeting for further discussion and approval.

Review Single Employer Pension – Policy and Performance

Director of Finance & Administration Lancaster reviewed the Investment Policy Statement and performance results for the single employer pension plan for the year ended December 31, 2021. Gallagher Benefit Services recommended that the Board review the policy and performance annually.

Review 1/1/2022 Single Employer Pension Actuarial Valuation

Lancaster presented to the Board the pension actuarial valuation dated 1/1/2022, prepared by Gallagher Benefit Services. Lancaster reviewed the executive summary from the valuation, highlighting 51 participants, assets of \$9,896,233, and a funded ratio of 92%.

Review Potential C&B Projects for 2023

Lancaster presented to the Board the C&B 10-year forecast that currently projections \$600,000 for C&B projects in 2023. Executive Director Hellyer reviewed the list of potential future projects for 2023 and beyond.

FOR ACTION

Grand Forks Public School District – Shared Parks and Facilities Use Agreement

Hellyer presented to the Board the Shared Parks and Facilities Use Agreement. The agreement covers the Grand Forks Park District and the Grand Forks Public School District use of each other's facilities. The agreement includes the use of ice arenas and golf courses. The agreement is for one year expiring June 30, 2023, with an option for a second year which would expire on June 30, 2024.

President Skarperud made a motion to approve the Grand Forks Public School District – Shared Parks and Facilities Use Agreement. Commissioner Dvorak seconded the motion, the vote was unanimous, motion carried.

Park Dedication – Grand Valley Development

Hellyer presented to the Board the minutes from the May 23, 2022, City of Grand Forks, Park Dedication Committee meeting and a map of the proposed Grand Valley development. The Park District would receive ten acres of park land to own and operate, which is approximately 6.7% of the residential development. Hellyer stated the Park District would work with the City of Grand Forks to have an easement or development agreement to maintain the skating loop around the 11.3-acre storm water retention pond, which would be owned and maintained by the City of Grand Forks. Staff is recommending the Board approve the park dedication as presented.

Commissioner Bartholomew made a motion to approve the Park Dedication for the Grand Valley Development as presented. Commissioner Dvorak seconded the motion, the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the April 2022 financial reports. Vendor and payroll payments for April 2022 were \$2,008,201.23.

Commissioner Bartholomew made a motion to approve the financial report for April 2022. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Hellyer updated the Board on the feasibility study for the indoor sports facility and indoor aquatic facility process with BerryDunn. The feasibility study should be complete by March 2023. Hellyer stated that the Park District is struggling with staffing shortages and has implemented an employee referral program and a fun pass punch card for part-time employees. Hellyer stated that Oxford Realty has signed a letter of intent for \$500,000, to be paid over ten years, for the naming rights to Apollo Sports Complex. The naming right agreement will be completed and brought to a future Board meeting for approval. Hellyer informed the Board that staff is meeting with Altru Health System on a new lease agreement for their space at Choice Health & Fitness, since the current agreement expires in September. Hellyer stated that request for proposals are being worked on for the grandstand renovation at Kraft Field and viewing area renovation at Register Tennis Courts. Hellyer stated that a Board organization meeting will be held on June 28th. The next regular Board meeting will be on July 12th. Hellyer stated that Rick Ziegelmann will retire from the Park District

and Steve Hell will take over as the Parks Operations Manager. Rick's last day will be June 10th and Hellyer thanked him for his many years of service to the Park District.

Marketing Manager Trontvet updated the Board on various projects, events, advertising, and promotions.

Director of Facilities & Programs Orr presented to the Board the Choice Health & Fitness April membership numbers and upcoming events, programs, and promotions. Orr informed the Board that the resurfacing of Register Tennis Complex is complete, and the contractor will begin the Wynne Tennis Complex this week. Orr also updated the Board on continuing staffing shortages which will cause Elks Pool to be closed on Sundays and Riverside Pool to be closed on Saturdays this year.

Parks Operations Assistant Manager Hell stated repairs and painting of Riverside Pool have been completed and the pool should open around June 23rd. The Parks Department will start cleaning the silt from the spring flood at the dog park when the weather allows and the mud has dried.

Facilities Manager Colborn updated the Board on events, tournaments, and activities coming up at the Park District facilities.

Nelson updated the Board on upcoming events and programs. Nelson stated the northside driving range building at King's Walk Golf Course is getting close to be completed. Nelson also updated the Board on various golf events and tournaments coming up in the next few weeks.

Lancaster stated staff is working on the budget for 2023 and updated the Board on the new onboarding payroll process for new employees.

BOARD MEMEBERS' REPORTS

President Skarperud stated that Lee Hensrud, KNOX radio host, contacted Board members concerning the condition of the baseball field at Cox Park. Colborn stated he and staff are working with Mr. Hensrud on his concerns. President Skarperud thanked other Board Commissioners and staff for their service to the Park District.

Commissioner Dvorak stated that Encompass Health and Altru Health System have announced their plans to build a joint venture rehabilitation hospital in Grand Forks.

Commissioner Bartholomew inquired on installing lights along the bike path at Ryan Lake. Hellyer stated that staff will investigate the possibility and cost.


Vice-President LaDouceur inquired on the bridges at King's Walk Golf Course. Hellyer stated that CPS monitors the bridges on an annual basis. Vice-President LaDouceur also inquired about the Coca Cola and Pepsi beverage contract. Lancaster stated that the agreement expires June 30th, but will be extended due to the case sales requirements that have not been met due concession stand closures during the pandemic. LaDouceur also thanked other Board Commissioners and staff for their service to the Park District.

ADJOURNMENT

Commissioner Bartholomew made a motion at 6:42 p.m. to adjourn. Commissioner Dvorak seconded the motion; the vote was unanimous, motion carried.



Greg LaDouceur, Vice-President



George Hellyer, Executive Director and Clerk