

**PARK DISTRICT OF THE CITY OF GRAND FORKS  
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS  
SEPTEMBER 6, 2022**

The Board of Park Commissioners met for their regular monthly meeting on Tuesday, September 6, 2022, at Choice Health & Fitness community room, 4401 South 11<sup>th</sup> Street, at 5:00 p.m. with President Skarperud presiding.

**ROLL CALL**

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

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

**DELEGATES TO APPEAR BEFORE THE BOARD**

None.

**APPROVAL OF AGENDA (INCLUDING ANY ADDITIONAL ITEMS IF NECESSARY)**

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

**APPROVAL OF MINUTES FROM AUGUST 2, 2022 (WORK SESSION), AUGUST 2, 2022 (REGULAR BOARD MEETING), AND AUGUST 18, 2022 (WORK SESSION).**

Commissioner LaDouceur made a motion to approve the Board work session and Board meeting minutes from August 2, 2022, and Board work session from August 18, 2022. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

**FOR DISCUSSION**

None.

**FOR ACTION**

**Naming Rights Agreement for Apollo Sports Complex**

Executive Director Hellyer reviewed the naming rights agreement to rename Apollo Sports Complex to Oxford Sports Complex. Staff and Park District Attorney, Laura Cobb, have reviewed the agreement and Oxford Realty has approved and signed the agreement. The agreement will pay the Park District \$500,000, payable over 10 years with the first payment due January 2023. The naming rights will be for 39 years.

Vice-President LaDouceur made a motion to approve the Naming Rights Agreement to rename Apollo Sports Complex to Oxford Sports Complex. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

**Eagles Arena Renovation Bids**

Hellyer reviewed the bid tabulation form from the August 11, 2022, Eagles Arena Renovation bid opening. The Board had approved at the August 2, 2022, Board meeting, a Parameters Bid Resolution for the base bid and alternates for the Eagles Arena Renovation up to \$750,000. Only one bid was received in the amount of \$820,642.00 for the base bid and alternate #1. The bidder did not include a bid for the sound baffles in alternate #2. The Park District received a quote from the same bidder, after the bid date, for the sound baffles in the amount of \$172,439.00. ICON

Architectural Group estimated the sound baffles in alternate #2 at \$120,000. Staff requested a quote from HB Sound & Light to get an additional quote for sound baffles. HB Sound & Light has submitted two quotes for sound baffle options for \$68,526.48 and \$104,469.26. Discussion followed on the received Eagles Arena Renovation bid and the differences between the quotes for the sound baffles.

Vice-President LaDouceur made a motion to reject the bid from Structures, Inc. and to accept the quote for \$104,469.26 from HB Sound & Light for sound baffles. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

### **Outdoor Skating Rinks for 2022-2023 Season**

Hellyer presented to the Board a list of information to be considered with the proposal to add outdoor skating rinks at the Altru Wellness Village. A concept layout drawing showed outdoor skating rinks including a small size hockey rink and a large pleasure rink. Discussion took place on cost, staffing, lighting placement, closing the pleasure rink at Optimist Park and other issues/complaints that may arise. Expected setup costs for this trial year are expected to be approximately \$20,000.

Commissioner Bartholomew made a motion to approve the addition of a smaller hockey rink along with a pleasure rink at Altru Wellness Village and close the pleasure rink at Optimist Park for the 2022-2023 outdoor rink season. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

### **APPROVAL OF FINANCIAL REPORT**

Director of Finance & Administration Lancaster reviewed the July 2022 financial reports. Vendor and payroll payments for July 2022 were \$1,708,387.06.

Vice-President LaDouceur made a motion to approve the financial report for July 2022. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

### **STAFF REPORTS**

Director of Facilities & Programs Orr presented to the Board the Choice Health & Fitness August membership numbers and upcoming events, programs, and promotions. Choice Health & Fitness has started regular hours. Orr updated the Board on pool and building maintenance, equipment purchases, and staffing issues. Orr also updated the Board on Tivity Health and Silver & Fit senior programs. Orr stated that staff is finalizing the Altru Health System facility lease agreement at Choice Health & Fitness. Orr informed the Board that Choice Health & Fitness will be celebrating the 10-year anniversary September 26<sup>th</sup> through the 28<sup>th</sup>.

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

Parks Operations Manager Hell informed the Board that the slide at Riverside Pool has been refinished, the playground at Palmiscno Park is being constructed, and a cricket pitch is almost completed at Williamson Park.

Director of Operations & Community Relations Nelson updated the Board on upcoming events, programs, and golf numbers. Nelson informed the Board that First Season Community Center is being painted and that a location for Santa Village is close to being secured. Nelson stated that the concrete portion of the construction of the Northern Valley Law Enforcement Memorial is complete and are now waiting for the granite and sculpture to arrive. Nelson informed the Board that the DOD Grant applied for the Children's Museum and destination playground was not approved, although other grants are being sought, written, and submitted.

Facilities Manager Colborn updated the Board on events, tournaments, and activities coming up at the Grand Forks Park District facilities. Eagles Arena will open for the season on September 24<sup>th</sup>. Colborn also provided an update on the infield turf project at Montgomery Field.

Lancaster stated the Park District 2023 budget and will be presented for final approval at the October 6<sup>th</sup> Board meeting. Lancaster also stated that the Grand Forks Parks and Recreation Foundation will have their Board meeting immediately following the regular October 6<sup>th</sup> Park District Board meeting.

Hellyer updated the Board that a notice of default has been sent to the Expedition League and the contract will be terminated in 30-days if no response is given. Hellyer informed the Board that due to the high Eagles Arena renovation bid, the Park District did not apply for the Engelstad grant this quarter. Hellyer stated approximately 8,500 postcards for the feasibility study survey will be mailed this week for the Indoor Sports and Aquatic facilities. Hellyer informed the Board that the deadline for the Request for Proposal for the Kraft Field grandstand renovation is September 26<sup>th</sup>. Then the selection committee will interview the firms and recommend one at the October 4<sup>th</sup> Board meeting. Hellyer stated that the Request for Proposal for the renovation of the Register Tennis Court viewing area will advertised and have a deadline in late October. Hellyer stated he looked into the single employer pension plan limitation that a retired individual coming back to work at the Park District is limited to 40-hours per month. This limitation is being reviewed due to an employee shortage in certain departments. Staff will inquire with the potential employee to determine if they are willing to work more and research the process to modify the single employer pension plan documents to increase the hours that can be worked per month.

### **BOARD MEMEBERS' REPORTS**

Commissioner McIntyre inquired if lines could be painted on the basketball courts at Riverside Park. Hell stated that lines are planned to be painted on the court next spring.

President Skarperud inquired if the Board meetings could be moved to Mondays for the winter months. Discussion took place with no decision made on the meeting days at this time.

### **ADJOURNMENT**

Vice-President LaDouceur made a motion at 6:15 p.m. to adjourn. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

  
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Tim Skarperud, President

  
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George Hellyer, Executive Director and Clerk