

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF THE FARGO PARK DISTRICT OF JUNE 11, 2019**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, June 11, 2019, at 5:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Jerry Rostad, Rusty Papachek, Stacey Griggs, Vicki Dawson, and Joe Deutsch. Also present were: Joel Vettel, Dave Leker, Tyson Lund, Carolyn Boutain, Kevin Boe, Clay Whittlesey, Paul Grindeland, Craig Bjur, Officer Josh Marvig, Kelly Kisell, Stacey Kruger, Dean Ambuehl and attorney Greg Selbo.

**Approval of May Minutes**

Commissioner Vicki Dawson moved and Commissioner Joe Deutsch seconded a motion to approve the minutes of the May 14, 2019 meeting as amended. Upon call of the roll, the motion passed unanimously.

**Approval of May Bills**

Commissioner Joe Deustch moved and Commissioner Jerry Rostad seconded a motion to approve the bills for May 2019 as presented. Upon call of the roll, the motion passed unanimously.

**Approval of Order of Agenda**

Commissioner Joe Deustch moved and Commissioner Vicki Dawson seconded a motion to approve the agenda as presented. Upon call of the roll, the motion passed unanimously.

**Update on Revised Conceptual Plans for Depot Hardscape Project**

Dave Leker and Rachel Burand of SRF Consulting Group presented to the Board on this matter. It was noted that this project has been in the works since the fall of 2018. It was noted that changes from the original schematic design will help the Park District utilize additional plaza space and remain within budget. It was noted that the Park District will send out bids in late 2019 and construction will start in approximately April of 2020.

No motion was made.

**Approval of Hiring a Consultant to Perform Full-Time Salary Survey for 2019**

Dave Leker and Stacy Kruger presented to the Board on this matter. It was noted that Chuck Horter, who currently works for the North Dakota Association of Counties, is the individual the Park District would like to hire to conduct the full-time salary survey. It was noted that the last salary survey was performed in 2017 and that used 2016 salary figures and that the Park District historically performs a salary survey every third year.

Commissioner Joe Duestch moved and Commissioner Stacey Griggs seconded a motion to approve the hiring of a consultant to perform a full-time salary survey for 2019 with a cost to not exceed \$10,000.00 plus reimbursement for expenses, as presented to the Board. Upon call of the roll, the motion passed unanimously.

### **Approval and Award of 2019 T-Shirt Bid**

Kevin Boe and Jeff Heisler presented to the Board on this matter. It was noted that the Park District received three bids and all bids presented packages for two year and five-year contracts. It was noted that staff recommends approving the five-year bid from CI Apparel because the pricing was very competitive.

Commissioner Jerry Rostad moved and Commissioner Vicki Dawsom seconded a motion to approve and award the 2019 T-shirt bid to CI Apparel for five years. Upon call of the roll, the motion passed unanimously.

### **Approval of 2019/2020 Fargo Wildlife Management Program and Request for Continuation of the 2019/2020 Season**

Craig Bjur and Office Josh Marvig presented to the Board on this matter. It was noted that last year was the thirteenth season and in the history of the program there have been very few issues. It was noted that the program is limited to the first fifty-six applicants and that the program filled within one hour of being open.

Commissioner Joe Deustch moved and Commissioner Stacey Griggs seconded a motion to approve and continue the City of Fargo 2019-2020 Wildlife Management Program as presented to the Board. Upon call of the roll, the motion passed unanimously.

### **Approval of Fees**

#### *2020 Golf Fees*

Carolyn Boutain presented to the Board on this matter. It was noted that the proposed increase in fees represents a 2% increase from 2019 and that it is the goal of the Park District to keep the five for one pass within \$100 of the Edgewood and Rose Creek season pass fees.

Commissioner Joe Deustch moved and Commissioner Jerry Rostad seconded a motion to approve 2020 Golf Fees as presented to the Board. Upon call of the roll, the motion passed unanimously.

#### *2020 Courts Plus Fees*

Kelly Kisell presented to the Board on this matter. It was noted that the proposed increase in fees represents approximately a 2% increase.

Commissioner Joe Deustch moved and Commissioner Vicki Dawson seconded a motion to approve the 2020 Courts Plus fees as presented to the Board. Upon call of the roll, the motion passed unanimously.

*2020 Programming and Facilities Fees*

Kevin Boe presented to the Board on this matter. It was noted that the proposed increase in fees represents approximately a 2% increase but that the fees were rounded up to the nearest quarter.

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve 2020 Programming and Facilities fees as presented to the Board. Upon call of the roll, the motion passed unanimously.

**Approval of Bid for Evaporative Condenser-Tower at Southwest Youth Ice Arena**

Dean Ambuehl presented to the Board on this matter. It was noted that the Park District received two bids. It was noted that the unit would be installed this summer.

Commissioner Joe Deustch moved and Commissioner Vicki Dawsom seconded a motion to approve and award the bid for an Evaporative-Condenser Tower at Southwest Youth Ice Arena to Red River Refrigeration for a base bid of \$79,863.00 and Alternate No. 1 for the bid amount of \$4,112.00 for a total bid package of \$83,975.00 as presented to the Board . Upon call of the roll, the motion passed unanimously.

**Approval of Advertising for Requests for Proposals for Purchase of Park District Owned Property Located at 2500 45<sup>th</sup> Street South, Fargo**

Joel Vettel and Dave Leker presented to the Board on this matter. It was noted that Park District staff spoke with developers regarding the lack of bids the first time the property was listed and they stated the problem was with the lack of time allowed to prepare and present an offer. It was noted that staff did not recommend moving forward with hiring a realtor but did recommend extending the timeline in which potential buyers can present an offer to the Park District.

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve the Request for Proposals for the sale of Park District owned property located at 2500 45<sup>th</sup> Street South, Fargo, North Dakota, as presented to the Board. Upon call of the roll, the motion passed unanimously.

**Executive Director Update**

Executive Director Joel Vettel presented to the Board on a number of procedures and projects that are currently in the works but are not yet to the point that requires Board action. As a result, no action was taken from the Executive Director Update.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 7:30 p.m.

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Jeffrey B. Gunkelman