

## FACILITIES COMMITTEE MEETING NOTES

Wednesday, November 30, 2022; 11AM

Depot Board Room

Attended: Commissioner Dawn Morgan, Commissioner Joe Deutsch, Commissioner Aaron Hill, Dave Leker, Carolyn Boutain, Susan Faus, Broc Lietz, Brian Arett, Paul Grindeland, Kevin Boe, Dave Bietz, Ana Rusness-Petersen, Tyler Kirchner, Stacy Kruger, Katie McCormick, Cindy Boettcher, Tony Wolf-Zerr Berg, Rob Remark and Javen Arroyo-JLG, and Rich Slagle-McGough

Dave Leker introduced Susan Faus for her first official meeting as Deputy Director of Administration, and recognized Dave Bietz as Deputy Director of Operations.

### - **Broadway Square Update (Qtr. 3 Review, Qtr. 4 Review)**

Ana Rusness-Petersen presented. Ana reported on the same information that she presented to the Block 9 partners at their Quarterly Meeting.

Quarter 3 (July 1-September 30, 2022):

- Broadway Square won the NDRPA Golden Egg Award.
- 91 days of planned activity with an additional 29 rentals (rentals included small community events to large events).
- 57,728 unique and 6,758 repeat visitors with a YTD of 136,430 unique and 18,035 repeat visitors.
- 7,382 Facebook followers and 2,598 Instagram followers.

Quarter 4 is a preview of the rest of year:

- 49 events plus 8 additional rentals, including the tree lighting and rink opening event, Holiday Express event, Rink Reels series and ice-skating demos.

Ana discussed her current top priorities: (a) preparing for winter 2022-23, (b) working on data analysis comparing attendance, weather, and financials from last year to this year for having more data to compare at next meeting, (c) creating series marketing materials, (d) finding Sponsors for 2023 series, events, and The Square, (e) create a physical and online rentals information packet, and (f) documenting The Square operations in a “How To” binder.

Discussed renegotiating the contract to meet the deadline in August 2023. Commissioner Aaron Hill, Dave Leker, and Kevin will meet in December to discuss. They will meet with members Fargo Mayor Tim Mahoney, Scott Neal and Paul Noah, R.D. Offutt Company, and Mike Allmendinger, Kilbourne Group in January 2023 to discuss.

Commissioner Dawn Morgan asked about changes made to the position. Kevin advised reorganizing of the Events Department to include an Events Manager, Stephanie D’Ambrosio, and added Ana’s position within the Events Department.

### - **Review Valley Senior Services 2023-2024 Federal Transit Funding Application Authorizing Resolution**

Paul Grindeland, presented. Valley Senior Services is required by the North Dakota Department of Transportation to have authorizing resolution approved by the board to apply for transit funding for

operations. Federal funding each year is around \$300,000 and State Aid is around \$300,000-\$400,000, depending on tax collections each year. Brian Arett added actual funds are not known until July each year.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

**Bring to the Full Board: December 13, 2022**

**Review Request to Solicit Bids for Island Park Pool Construction Project**

Dave Leker and Tyler Kirchner, presented. In alignment with the Park District's Procurement Policy, staff requested permission to bid this project. The total amount budgeted is \$16,900,000. Dave Leker stated the design team has a Construction Manager Agent that is familiar with the budget.

Soft Costs:

- Design fees-\$800,000
- Furniture, fixtures, and equipment-\$186,000
- Fees, testing, and inspection-\$190,000
- Owner contingency-\$578,105

Subtotal of Soft Costs: \$ 1,754,105

Subtotal of Construction Costs: \$15,145,895

**IP Pool Total Cost: \$16,900,000**

Discussed timeline:

- Design – October 2022 to December 2022
- Bid out in January 2023
- Board approval in February 2023
- Construction with demo of old pool to start in March 2023.

Amenities of the new pool are 50-meter pool, tube slide, fly slide, lazy river, zero entry pool, and a bathhouse. Discussed the deck lowered to 30' with having the same exit height on the slide.

Tyler Kirchner added that diving can happen at the same time as fly time and lap swim. Kevin Boe added they can program lazy river with water aerobics and still have lap swimmers.

Commissioner Dawn Morgan recalled a lot of discussions for winter activities and a unique plan. Tony Wolf, JLG, shared that as they got into the design, it was determined it should be separate from the current bathhouse project. Only the bathrooms and the equipment room will be heated throughout the season. Kevin and Dave Leker added that after reviewing the design with the community room in the current bathhouse project, it was determined it was not feasible with the way the bathhouse needed to be designed with the bathrooms and locker rooms.

The committee recommends moving this to the full board for consideration and approval.

**Bring to the Full Board: December 13, 2022**

- **Review Request to Solicit Bids for Fargo Parks Sports Complex Phase II Construction Project**  
Dave Leker and Tyler Kirchner, presented. In alignment with the Park District's Procurement Policy, staff requested permission to solicit bids for Phase II. Dave Leker discussed breaking the bids into two packages to get product as soon as possible for structural steel, precast concrete, pre-engineered metal building, and concrete borders. Tyler Kirchner added to control costs, reduce risk, and position the project for an on-schedule procurement of materials bidding early is important. Dave Leker reassured the total project will be at the \$49 million budget.

Soft Costs:

- Design fees-\$2,050,000
- Financing costs-\$2,300,000
- Furniture, fixtures, and equipment-\$1,015,000
- Fees, testing, and inspection-\$210,000
- Owner contingency-\$1,125,000

Subtotal of Soft Costs: \$ 6,700,000

Subtotal of Construction Costs: \$42,300,000

**FPSC Phase II Total Cost: \$49,000,000**

Discussed timeline:

- Design-October 2022 to March 2023
- Bid Package #1
  - Bid packet out in February 2023
  - Board approval in March 2023
- Bid Package #2
  - Bid packet out in April 2023
  - Board approval in May 2023
- Total completion of Phase II in January 2025

Broc Lietz discussed having to work through cash flow with the projects. After March and potentially before May, depending on comfort level with cash flow will need to sell bonds. Luke Evenson added holding out on selling bonds as long as possible for more favorable interest expense and costs. Tyler stated 35% of Phase I has been spent. Discussed alternates. Commissioner Deutsch added alternates are nice but not necessary in the understanding that if something gets cut, it is an alternate. Dave Leker stated the design team and Construction Manager at Risk are aware of the budget.

Commissioner Dawn Morgan inquired about birthday party rooms and community rooms being available for rental and if comparable to the commercial sector? Dave Leker confirmed rooms will be available. Fees will be comparable to the market so not to undercut anyone. Kevin Boe added doing a market analysis to see what rooms could bring. Commissioner Joe Deutsch suggested marketing the rooms by the playground as community rentals for parties with food etc. Tyler advised he discussed with Courts Plus and others to see what has and has not worked to bring forward in this design. Commissioner Aaron Hill inquired as to what Courts Plus charges. Carolyn advised for general parties which includes playing and the room it is \$140 for 2 hours, \$175 or 2.5 hours, \$210 for 3 hours.

The committee recommends moving this to the full board for consideration and approval.

**Bring to the Full Board: December 13, 2022**

- **Review bids for Depot Boiler Replacement**

Dave Bietz and Tyler Kirchner, presented. Dave Bietz advised six (6) bids were received. The project was not budgeted. The thought was using the dollars saved from a project at Osgood and a grant for concrete would fit into that expenditure and utilize those dollars. The estimate from August was just under \$50,000 and staff felt confident we could do the project. At the time bids were opened in November, costs came in almost three times that amount. Staff felt confident the bids were good and found things were missed from the estimate in August. Not prepared to spend that much when it was not budgeted. Staff is recommending rejecting all bids at this point because we do not have those dollars budgeted. Boilers still operational.

The committee recommends moving this to the full board for consideration and approval.

**Bring to the Full Board: December 13, 2022**

- **Update on Rose Creek Restaurant**

Carolyn Boutain, presented. Request for Proposals were sent to six (6) interested groups. No proposals have been received at this time. No further tours have been scheduled. Eric Hansen, Matt Cook and Carolyn continue to monitor the building and take care of whatever needs to be maintained during the winter months. Discussed sending the Bill of Sale to Kelly Visto and his lawyer. Waiting to come back with any changes and plan to execute it when finalized.

- **Review Eide Bailly Audit Engagement Letter for 2022**

Luke Evenson, presented. Each year the Fargo Park District is required to have a financial and federal audit which historically has been conducted by Eide Bailly. The financial audit provides an opinion on whether our financial statements are fairly presented and accurate. The federal audit indicates compliance with federal requirements. Discussed the Engagement Letter for the 2022 audit and Eide Bailly's fee increased to \$36,800 versus \$31,525 last year. Part of the increase is due to Courts Plus now being brought into the general fund, and new governmental accounting standards where operating losses are shown as assets and liabilities. Recommended to have Eide Bailly conduct the 2022 audit.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

**Bring to the Full Board: December 13, 2022**

- **Discuss Board Orientation Session**

Dave Leker, presented. Discussed a January board orientation/work session that would cover two items: (1) NDRPA webinar reviewing topics and material provided in the NDRPA Park Board Manual and, (2) Eide Bailly would come in and do an interactive session to review public finance. Committee shared appreciation for this.

- **Review Changes to Personnel Policies**

Broc Lietz and Stacy Kruger, presented.

- **Transgender Policy No. 105** – Due to current Policy No. 100 which goes above federal guidelines and Policy No. 200 which accomplish much of the intent of the proposed Transgender Policy, staff recommends no need for Transgender Policy No. 105. Our current policies address inclusion and equity. Policy No. 200 addresses any legal changes to names and those types of changes.

Commissioner Dawn Morgan and Commissioner Joe Deutsch feel it is a good path moving ahead. We are here to support employee transition if they want that, but not changing policy to mandate something or single the employee out. Commissioner Aaron Hill inquired about coworkers, not an employee transitioning. Broc advised employee behavior becomes a challenge, but we have other policies that discuss respect in the workplace. Broc feels all these aspects are covered in current policies. Stacy Kruger stated we have a harassment policy already and will confirm it is included.

- **Vacation Policy No. 230** – Following discussion at the November 15<sup>th</sup> board meeting, staff amended language pertaining to the expectation of exempt employees to turn in vacation time. Primary focus from board meeting was how to manage exempt level employees and how much time do you take if you are gone.
  - Recommended Changes – Exempt employees are expected to take a minimum of four (4) hours of vacation and should be commensurate with the hours at the workplace to reflect a full workday.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

**Bring to the Full Board: December 13, 2022**

- OTHER

Carolyn Boutain reminded Commissioners that the State of the Parks is on Dec. 6. Participants can participate in person, or stream.

Carolyn Boutain shared a summary of Yunker Farm Public input meeting. Dawn shared her discussion with individuals regarding the gardens.

Notes submitted by Jodi Buzick, Administrative Specialist