

**FACILITIES COMMITTEE MEETING**  
**Wednesday, June 28, 2023; 11:00 a.m.**  
Fargo Park District Board Room  
701 Main Avenue, Fargo

**Board Committee Members:**  
***Dawn Morgan & Joe Deutsch***

**AGENDA**

1. Review City of Fargo ROW Acquisition for 44<sup>th</sup> Street; Dave Bietz, presenter.
2. Review counteroffer for Robert D. Johnson Building; Broc Lietz, presenter.
3. Review design and study estimates for north concourse extension at Fargo Parks Sports Complex; Tyler Kirchner, presenter.
4. Review Strategic Plan timeline and funding; Susan Faus, presenter.
5. Discuss special Limited Alcoholic Beverage Sale Permit for the Foundations VIP event on August 16, 2023; Susan Faus, presenter.
6. Review bids for 2023 Cargo Van 250/2500 8600 GVWR; Tony Schmitt, presenter.
7. Review bids for Two 2023 Small SUV 4x4 Vehicles; Tony Schmitt, presenter.
8. Review Supplement No.3 to Ground Lease for Southside Library with City of Fargo and Fargo Park District; Broc Lietz, presenter.
9. Other

***Next Fargo Park Board Meeting: July 11, 2023; 5:30 p.m.***  
***Next Budget/Facilities Committee Meeting: July 26, 2023; 8:00 a.m.***



## MEMORANDUM

DATE: June 22, 2023

TO: Fargo Park Board Facilities Committee

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 1 – Review City of Fargo ROW Acquisition for 44<sup>th</sup> Street

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We have been working with the City of Fargo and EPIC Companies over the course of the last two years on a potential road right of way (ROW) at our Anderson/Tharaldson Complex. The initial request was to put a public road that would cut through the complex, that plan was not supported for various reasons. More recently we have been working on a potential public road on the East side of EPIC's development and the far west side of our property.

The attached site plan shows the area of the proposed ROW. If we agree to this public roadway the city would purchase the portion of the ROW that falls on Park District property. The total area for the ROW is 30,120 sq ft @ \$8.24.00 per sq ft = \$248,188.80.

The cost to construct the new road would be approximately \$3.2 million. One third of that cost, approximately \$1.06 million would be assessed to the park district over 20 years.

Our current maintenance building is in what would be the ROW purchase area so if we were to agree to this road, we would relocate our current maintenance and irrigation building. The projected cost to move our maintenance building and make modifications to our irrigation are as follows:

Relocate and update maintenance building	\$450,000
Relocate and upgrade site irrigation	\$100,000

These costs reflect not only moving these items but also upgrading them. Our current maintenance building is original to the site and needs renovations and is no longer sized appropriately for our maintenance needs in this area. We would recommend building a new building that better serves our needs. Our plan would be to construct the building on the Southwest corner of Cornerstone Arena. This location joins our current maintenance needs of the ice rink with our maintenance needs of the athletic complex. Additionally, the irrigation is original and is need of updating.

**Dave Leker, Executive Director**  
**PARK COMMISSIONERS – Vicki Dawson \* Joe Deutsch \* Aaron Hill \* Dawn Morgan \* Jerry Rostad**  
**CLERK – Dave Leker**

We have continued to work with EPIC Companies and the City of Fargo to see how some of these costs could be incorporated into the road project. We are exploring options of the irrigation cost along with the demolition of the existing building being incorporated into the project and these would be costs that EPIC would accept. We would also look to use the proceeds from the ROW purchase along with some additional Park District funding to offset the financial commitment to the Park District.

Staff feels this public roadway would be beneficial for the site as there will be increased access to our site and additional parking stalls available for users of our complex. The updating of our maintenance building and irrigation system are also benefits to the Park District.

If you should have any questions, please feel free to contact me prior to the meeting.

Thank you.

# EOLA SECOND ADDITION

A REPLAT OF LOTS 1 THROUGH 5, BLOCK 2 OF EOLA ADDITION AND PART OF LOT 1, BLOCK 1 OF ANDERSON PARK SECOND ADDITION TO THE CITY OF FARGO, CASS COUNTY, NORTH DAKOTA (A MAJOR SUBDIVISION)

### OWNER'S CERTIFICATE

KNOW ALL PERSONS BY THESE PRESENTS, That the Fargo Park District and MAKT LLC, do hereby certify that we are the owners of the land located in that part of the Northwest Quarter of Section 22, Township 139 North, Range 49 West, Cass County, North Dakota described as follows:

All of Lots 1 through 5, Block 2 of EOLA ADDITION to the City of Fargo, situated in the County of Cass and the State of North Dakota.

AND

That part of Lot 1, Block 1 of ANDERSON PARK SECOND ADDITION to the City of Fargo situated in the County of Cass and the State of North Dakota described as follows:

Beginning at the southwest corner of said Lot 1: thence North 88 degrees 04 minutes 18 seconds East on the south line of said lot, a distance of 46.00 feet; thence North 02 degrees 28 minutes 18 seconds West on a line parallel to the west line of said lot, a distance of 753.73 feet; thence South 87 degrees 31 minutes 42 seconds West, a distance of 46.00 feet to the west line of said lot; thence South 02 degrees 28 minutes 18 seconds East on the west line of said lot a distance of 753.73 feet to the south line of said lot and the point of beginning.

Containing 13.01 acres, more or less, and is subject to Easements, Reservations, Restrictions and Rights-of-Way of record.

Said owners of the above described property, have caused the same to be surveyed and platted as "EOLA SECOND ADDITION" to the City of Fargo, Cass County, North Dakota, and does hereby dedicate to the public for public use the streets and utility easements shown on this plat for purposes specified.

### OWNER:

MAKT LLC  
Lots 1 through 5, Block 2 and Lots 1 and 2, Block 1 of EOLA ADDITION

Todd Berning, President  
State of North Dakota )  
County of Cass ) SS

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, appeared before me, Todd Berning, President, MAKT LLC, a North Dakota Limited Liability Company, known to me to be the person whose name is subscribed to the above certificate and did acknowledge to me that they executed the same on behalf of EOLA Landholdings, LLC.

Notary Public: \_\_\_\_\_

### MORTGAGE HOLDER:

Western State Bank  
Lots 1 through 5, Block 2 and Lots 1 and 2, Block 1 of EOLA ADDITION

Matt Oachs, Loan Officer  
State of North Dakota )  
County of Cass ) SS

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, appeared before me, Matt Oachs, Loan Officer, Western State Bank, known to me to be the person whose name is subscribed to the above certificate and did acknowledge to me that they executed the same on behalf of Western State Bank.

Notary Public: \_\_\_\_\_

### OWNER:

Fargo Park District  
Lot 1, Block 1 of ANDERSON PARK SECOND ADDITION

Dawn Morgan, President  
State of North Dakota )  
County of Cass ) SS

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, appeared before me, Dawn Morgan, President, Fargo Park District, known to me to be the person whose name is subscribed to the above certificate and did acknowledge to me that they executed the same on behalf of the Fargo Park District.

Notary Public: \_\_\_\_\_

### FARGO CITY COMMISSION APPROVAL

Approved by the Board of Commissioners and ordered filed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Timothy J. Mahoney  
Mayor  
Attest: Steven Sprague, City Auditor

State of North Dakota )  
County of Cass ) SS

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, a notary public in and for said county, personally appeared Timothy J. Mahoney, Mayor, and Steven Sprague, City Auditor, known to me to be the persons described in and who executed the same as a free act and deed.

Notary Public: \_\_\_\_\_

### CITY OF FARGO PLANNING COMMISSION APPROVAL

Approved by the City of Fargo Planning Commission this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Rocky Schneider  
Planning Commission Chair

State of North Dakota )  
County of Cass ) SS

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, a notary public in and for said county, personally appeared Rocky Schneider, Planning Commission Chair, known to me to be the person described in and who executed the same as a free act and deed.

Notary Public: \_\_\_\_\_

### CITY OF FARGO ENGINEERING DEPARTMENT APPROVAL

Approved by the City Engineer this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Brenda E. Derrig, P.E.  
City Engineer

State of North Dakota )  
County of Cass ) SS

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, a notary public in and for said county, personally appeared Brenda E. Derrig, P.E., City Engineer, known to me to be the person described in and who executed the same as a free act and deed.

Notary Public: \_\_\_\_\_

### SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT

I, Joshua J. Nelson, Professional Land Surveyor under the laws of the State of North Dakota, do hereby certify that this plat is a true and correct representation of the survey of said subdivision; that the monuments for the guidance of future surveys have been located or placed in the ground as shown.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Joshua J. Nelson, PLS  
Professional Land Surveyor  
Registration No. LS-27292

State of North Dakota )  
County of Cass ) SS

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, appeared before me, Joshua J. Nelson, known to me to be the person whose name is subscribed to the above certificate and did acknowledge to me that he executed the same as his own free act and deed.

Notary Public: \_\_\_\_\_

### OWNER:

EOLA Landholdings, LLC  
Lots 1 through 5, Block 2 and Lots 1 and 2, Block 1 of EOLA ADDITION

Todd Berning, President  
State of North Dakota )  
County of Cass ) SS

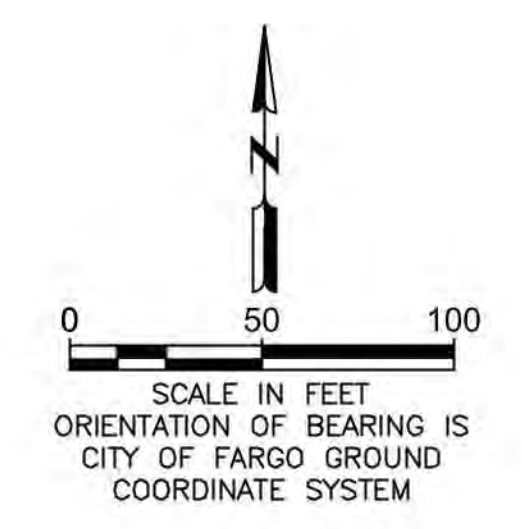
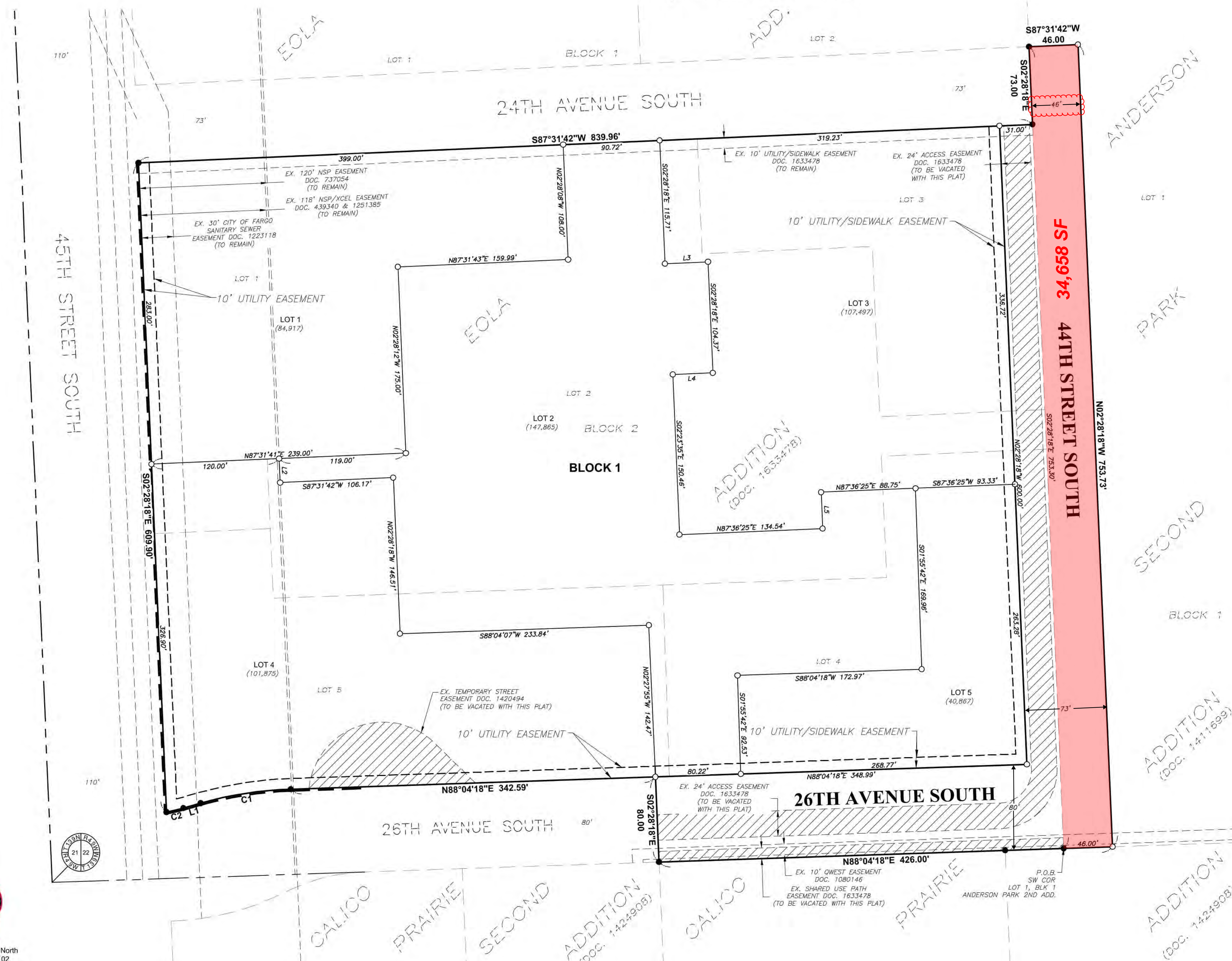
On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, appeared before me, Todd Berning, President, EOLA Holdings, LLC, a North Dakota Limited Liability Company, known to me to be the person whose name is subscribed to the above certificate and did acknowledge to me that they executed the same on behalf of EOLA Landholdings, LLC.

Notary Public: \_\_\_\_\_



# EOLA SECOND ADDITION

A REPLAT OF LOTS 1 THROUGH 5, BLOCK 2 OF EOLA ADDITION AND PART OF LOT 1, BLOCK 1 OF ANDERSON PARK SECOND ADDITION TO THE CITY OF FARGO, CASS COUNTY, NORTH DAKOTA (A MAJOR SUBDIVISION)



**LEGEND**

- SET 5/8" REBAR W/CAP LS-27292
- FOUND MONUMENT
- PLAT OVERALL BOUNDARY
- PLAT BLOCK LINES
- PLAT INTERIOR LOT LINES
- PLAT NEW EASEMENT
- EXISTING NEGATIVE ACCESS EASEMENT
- EXISTING PROPERTY LINE
- EXISTING EASEMENT LINE
- EXISTING EASEMENT TO BE VACATED
- SECTION LINE
- QUARTER LINE

- NOTES**
- GROUND DISTANCES ARE SHOWN AND ARE IN TERMS OF U.S. SURVEY FEET.
  - UTILITY EASEMENTS ARE 10' WIDE ALONG AND ADJACENT TO ALL STREET RIGHT-OF-WAYS AND REAR PROPERTY LINES AS SHOWN UNLESS OTHERWISE NOTED.
  - BENCHMARK SEFB HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF 45TH STREET SOUTH AND 26TH AVENUE SOUTH, BM-111011 PUBLISHED ON SHEET #111 OF THE CITY OF FARGO BENCHMARK BOOK (2021 EDITION) ELEVATION = 906.63 (NAVD88).
  - BASE FLOOD ELEVATION (BFE) IS 905.7 (NAVD88) PER CITY OF FARGO GIS.
  - ELEVATION CONTOURS DERIVED FROM CITY OF FARGO LIDAR DATA

**CURVE TABLE**

#	LENGTH	RADIUS	DELTA	CRD. LENGTH	CRD. BRG.
C1	85.81	355.00	13°50'57"	85.60	N81°08'50"E
C2	16.32	195.00	4°47'44"	16.32	N76°37'48"E

**LINE TABLE**

#	DISTANCE	BEARING
L1	16.76	N74°13'21"E
L2	22.50	N02°28'21"W
L3	40.42	N87°31'42"E
L4	37.63	S87°36'25"W
L5	34.19	N02°23'35"W

Plot Date & Time: 25 May 2023 1:45 PM  
 C:\Users\jrn\Documents\Surveys\01 - Projects\2023\21-048 MBN EPLC EOLA Second Addition - Fargo\Drawings\21-048 EOLA Second Addition-Fargo.dwg  
 1218 55th Street North  
 Fargo, ND 58102  
 Email: josh@rjnsurvey.com





## MEMORANDUM

DATE: June 21, 2023

TO: Fargo Park Board Facilities Committee

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 2 – Review counteroffer for Robert D. Johnson Building

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The Fargo Park District has been contemplating the sale of the Robert D. Johnson Building located at 1104 2<sup>nd</sup> Ave S in Fargo. This facility was originally purchased to provide space for the FM Activity Center and some Park District offices. It was originally purchased from the Fargo School District.

We originally met on this item at our August 26, 2022, Facilities Committee Meeting. At that time, we had received a verbal offer for the RDJ property of \$750,000. The original appraisal at that time valued the property at \$950,000. We received direction from the Facilities Committee to seek an updated appraisal for this property.

After receiving an updated appraisal for the RDJ property located at 1104 2<sup>nd</sup> Avenue S, Fargo, ND, we reached out to the County and let them know of the new appraisal and see if there was still interest from them regarding purchase of this property. The update appraisal listed the property at \$1,270,000. We have since had two meetings with the County, the latest one being held on April 10<sup>th</sup>.

Also, included with this memo is the most current 2022 appraisal cover page that valued the property at \$1,270,000. and a list of facility improvements. Included in the list of improvements is the original purchase price of the building. The City of Fargo's assessed value for the 4 parcels associated with the RDJ facility is \$1,120,100.

The Cass County Commission took formal action at their April 17<sup>th</sup> Commission meeting and has instructed staff to make a formal offer to the Fargo Park District. Attached is a copy of the offer letter from Cass County to purchase the Robert D. Johnson Building for \$750,000.

At the May 16<sup>th</sup> Park Board Meeting, the Park Commissioners discussed Cass County's offer for \$750,000.00 and made a formal motion, to make a counteroffer back to Cass County for the assessed value of \$1,120,100.

**Dave Leker, Executive Director**  
**PARK COMMISSIONERS – Vicki Dawson \* Joe Deutsch \* Aaron Hill \* Dawn Morgan \* Jerry Rostad**  
**CLERK – Dave Leker**

The County reviewed this counteroffer at their June 5<sup>th</sup> Cass County Commission meeting. The Board rejected the counteroffer for \$1,120,100 but reaffirmed the original facility purchase offer amount of \$750,000.

We would like to discuss our next step regarding the sale of the RDJ property. Two potential options would be:

1. Accept the offer from Cass County for \$750,000.
2. Instruct the park district staff to advertise for RFP (Request for Proposal). This proposal would include the offer price along with a description for the future utilization of the facility and property.

If you should have any questions, please feel free to contact me prior to the meeting.

Thank you.

# Appraisal Services Inc.

Neal A. Eriksmoen, MAI  
Marit M. Eriksmoen  
Petter N. Eriksmoen  
Alan P. Leimess, MAI, CCIM  
Jeffrey M. Manger  
Alex L. Oestreich

1220 Main Avenue, Suite 125  
Fargo, ND 58103-8201  
Phone (701) 235-1189  
Fax (701) 235-9465

October 17, 2022

Mr. Broc Lietz  
Fargo Park District  
701 Main Avenue  
Fargo, North Dakota 58103

Dear Mr. Lietz:

In accordance with your request, I have completed an appraisal of the following described property:

Robert Johnson Recreation Center  
1104 2nd Avenue South  
Fargo, North Dakota

This appraisal report was prepared at the request of Fargo Park District to be used as a basis for a potential sale of the property. The intended users are limited to Fargo Park District. It is not to be relied on by any other parties for any other purpose.

The reader of this report is reminded that inherent in the market value definition is the assumption that the price for a property is not affected by undue stimulus. The economic climate, over the last two years, has been impacted by uncertainty related to the COVID-19 pandemic, which initially caused uncertainty in the financial markets. This prompted governmental responses to stabilize the financial markets. Inflation is a more recent concern, resulting in rising interest rates. Real estate is a long-term investment that experiences growth and contraction at a relatively slow rate, and lesser magnitude than financial markets. The analysis in this report is based on available historic and current market information. Market participants have been interviewed and there continues to be some uncertainty about the future; however, the region has historically performed better than the national market. The distribution of vaccines has helped to bring the pandemic under control, allowing market conditions to return to normal.

The appraised property is a multi-story school building that was constructed in 1930. It contains a variety of office space, classroom space, a gym with a stage and an art studio. The building has an elevator, providing handicap accessible access to all levels. Off-street parking is provided by a parking lot on the southern portion of the site. Portions of the property are leased. A large portion of the property is vacant. The appraisal reflects the fee simple estate in the appraised property without any consideration of leases.

I have conducted an appraisal analysis of the factors that bear upon the value of the real estate. Based on the appraisal analysis summarized herein, it is my opinion that the market value of the fee simple estate in the appraised property, as of August 26, 2022, was:

ONE MILLION TWO HUNDRED SEVENTY THOUSAND DOLLARS  
(\$1,270,000)

*Real Estate Appraisers and Consultants*



Fargo Park District  
 RDJ Building Cost & Improvements

Prepared by: Jim Larson, 10/2/18

Description	Date	Amount	Comments
Purchase building	6/1/1996	\$ 165,000.00	Purchased from the School District
Elevator & Improvements	6/1/1996	\$ 314,510.26	See ledger for cost detail
Land - Parking Lot	12/15/2003	\$ 64,616.00	Purchased lot with house, removed house.
Roof System	9/10/2008	\$ 35,830.00	
Windows	4/30/2011	\$ 15,423.35	Window replacement, energy efficiency
Windows	6/30/2013	\$ 18,894.49	Window replacement, energy efficiency
Windows	5/31/2014	\$ 23,573.30	Window replacement, energy efficiency
Windows	5/1/2015	\$ 29,524.08	Window replacement, energy efficiency
Windows	5/16/2016	\$ 36,839.73	Window replacement, energy efficiency
Windows	5/8/2017	\$ 40,857.70	Window replacement, energy efficiency
Total		\$ 745,068.91	



## Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

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April 21, 2023

Mr. Dave Leker  
Executive Director  
Fargo Parks District  
701 Main Avenue South  
Fargo, ND 58103

Re: Offer to Purchase Robert D. Johnson Building

Dear Mr. Leker:

On Monday, April 17, 2023, the Cass County Commission approved the submission of an offer to the Fargo Parks District to purchase the Robert D. Johnson Building located at 1104 2<sup>nd</sup> Avenue South for \$750,000. The offer is contingent upon a satisfactory building inspection report completed at Cass County's expense.

I understand this offer must be forwarded to the Fargo Parks District Board for review and consideration. As the Board evaluates this purchase offer, please do not hesitate to reach out if there are any questions. I will follow up next week to coordinate arrangements for the referenced building inspection.

Thank you,

A handwritten signature in blue ink, appearing to read "R. W. Wilson".

Robert W. Wilson  
Cass County Administrator



## Administration

Telephone: 701-241-5770  
Fax: 701-241-5776  
wilsonro@casscountynd.gov

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June 6, 2023

Mr. Dave Leker  
Executive Director  
Fargo Parks District  
701 Main Avenue South  
Fargo, ND 58103

Re: Robert D. Johnson Building

Dear Mr. Leker:

On Monday, June 5, 2023, the Cass County Commission considered the Fargo Parks District's counteroffer to sell the Robert D. Johnson Building for \$1,120,100. The Board rejected this proposal but reaffirmed the original facility purchase offer amount of \$750,000.

Clearly there is a difference in perspective regarding the value of the property. Please let me know if I can answer any questions or provide additional information.

Thank you,

A handwritten signature in blue ink that reads "Robert W. Wilson".

Robert W. Wilson  
Cass County Administrator



## MEMORANDUM

DATE: June 22, 2023

TO: Fargo Park Board Facilities Committee

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 3 – Review design and study estimates for north concourse extension at Fargo Parks Sports Complex

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### History:

It was discussed at the May 3, 2023, Facilities Committee Meeting and May 16, 2023 Park Board Meeting to secure a proposal to study the concourse extension at the Fargo Parks Sports Complex.

The study would be concluded in two phases:

Design Phase:	\$47,775.00
<u>CDs, Pricing, &amp; CA:</u>	<u>\$88,725.00</u>
Total:	\$136,500.00

Staff have been working with JLG to bring a design estimate to the June 28<sup>th</sup> Facilities Committee meeting for review and discussion on whether to move forward with CDs (Construction Documents), Pricing, & CA (Construction Administration) phase. If the decision is to move the project forward, then a proposal would be brought for consideration at the July 26<sup>th</sup> Budget/Facilities Committee Meeting and for final consideration for approval at the August 8<sup>th</sup> Board meeting.

### Current:

Please see attached schematic design drawing and renderings related to the Fargo Parks Sports Complex north concourse extension. Our design team is still working on the schematic design estimate and will get that to us on Tuesday, June 27<sup>th</sup>. Dave Leker will forward the Commissioners that information when we receive it next week.

This will be our first chance to review the project at the schematic design phase and discuss if we would like to continue to move the project forward into the design/construction document

Dave Leker, Executive Director  
PARK COMMISSIONERS – Vicki Dawson \* Joe Deutsch \* Aaron Hill \* Dawn Morgan \* Jerry Rostad  
CLERK – Dave Leker

phase. The schematic estimate will play a major factor in whether or not to proceed. The two options we will have at this time are:

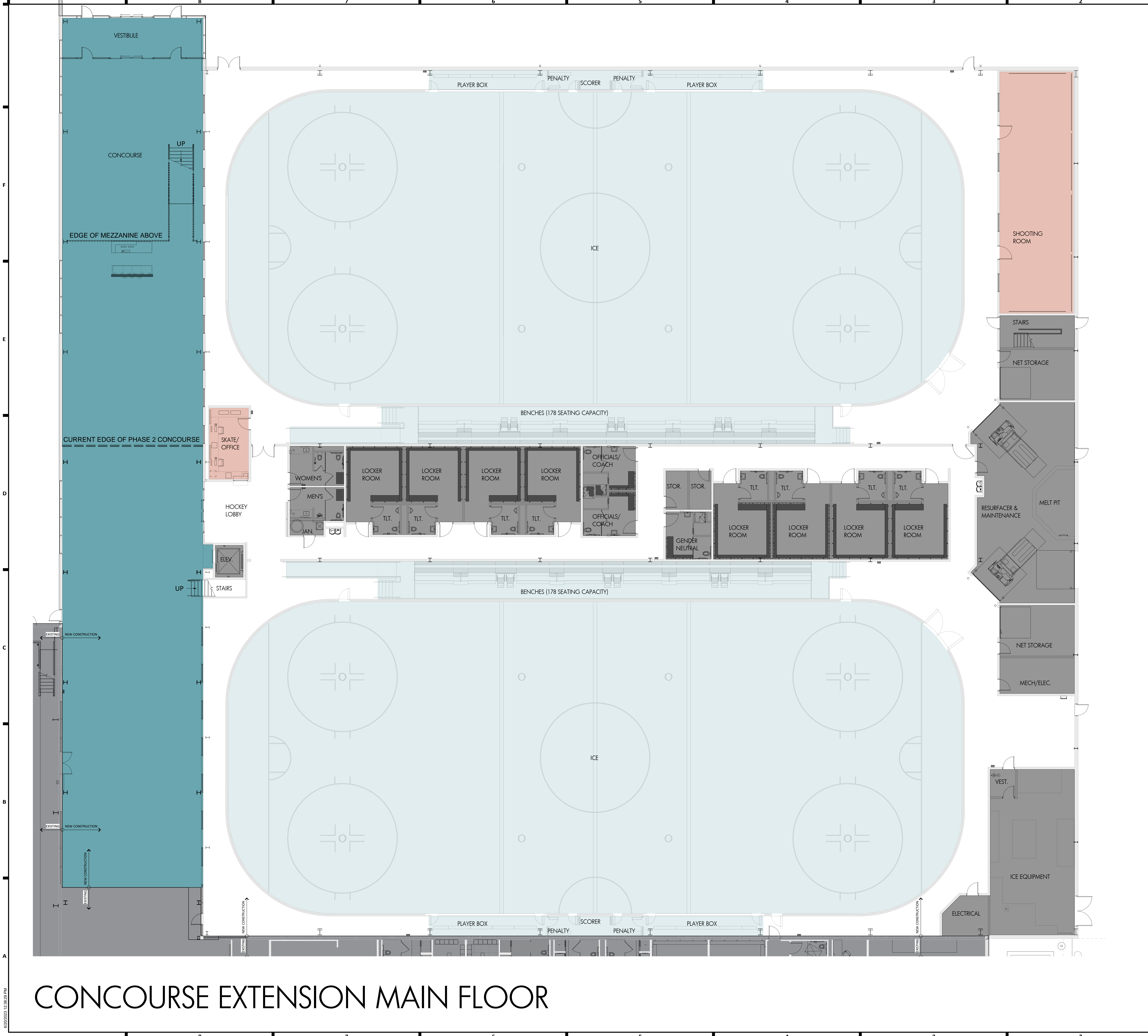
1. Continue to move forward into the design/construction document phase
2. End the study at this time.

If the decision is made to continue with the next design phase, we will have the opportunity at the July Facility Committee and August Board Meeting to review the design and estimate at that time. This final estimate would give us the needed information to approve the concourse extension for construction or decide to end the study with no further action.

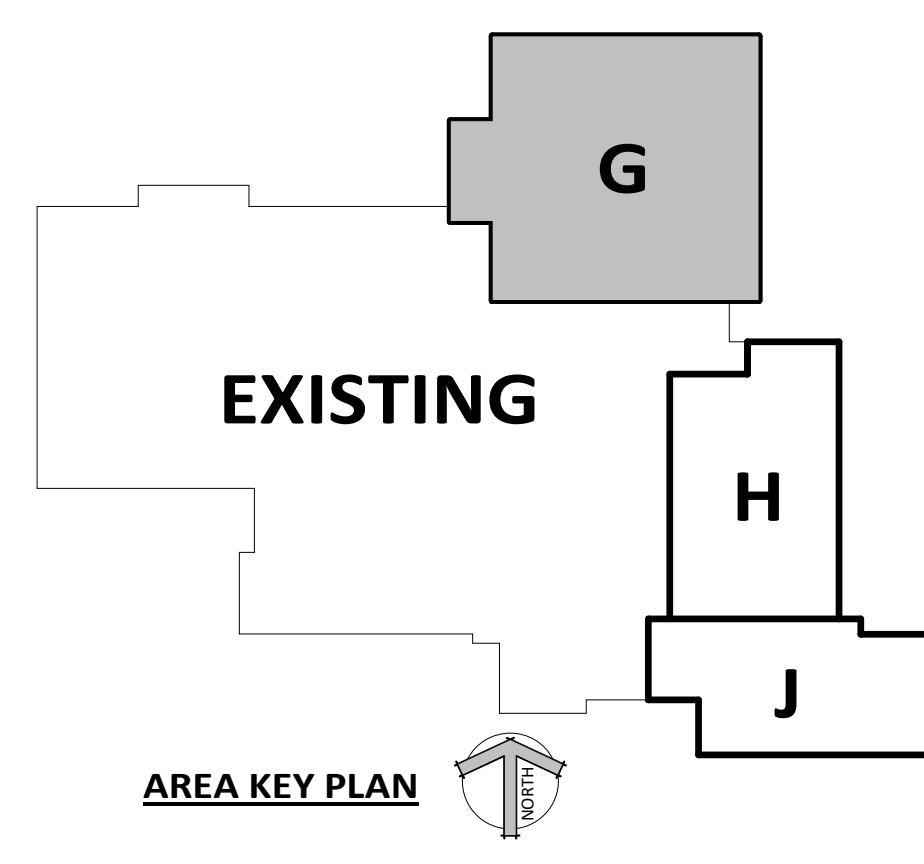
If you should have any questions, please feel free to contact me prior to the meeting.

Thank you.

NO.	DESCRIPTION	DATE
1	ADDITIONAL #1	03.16.23

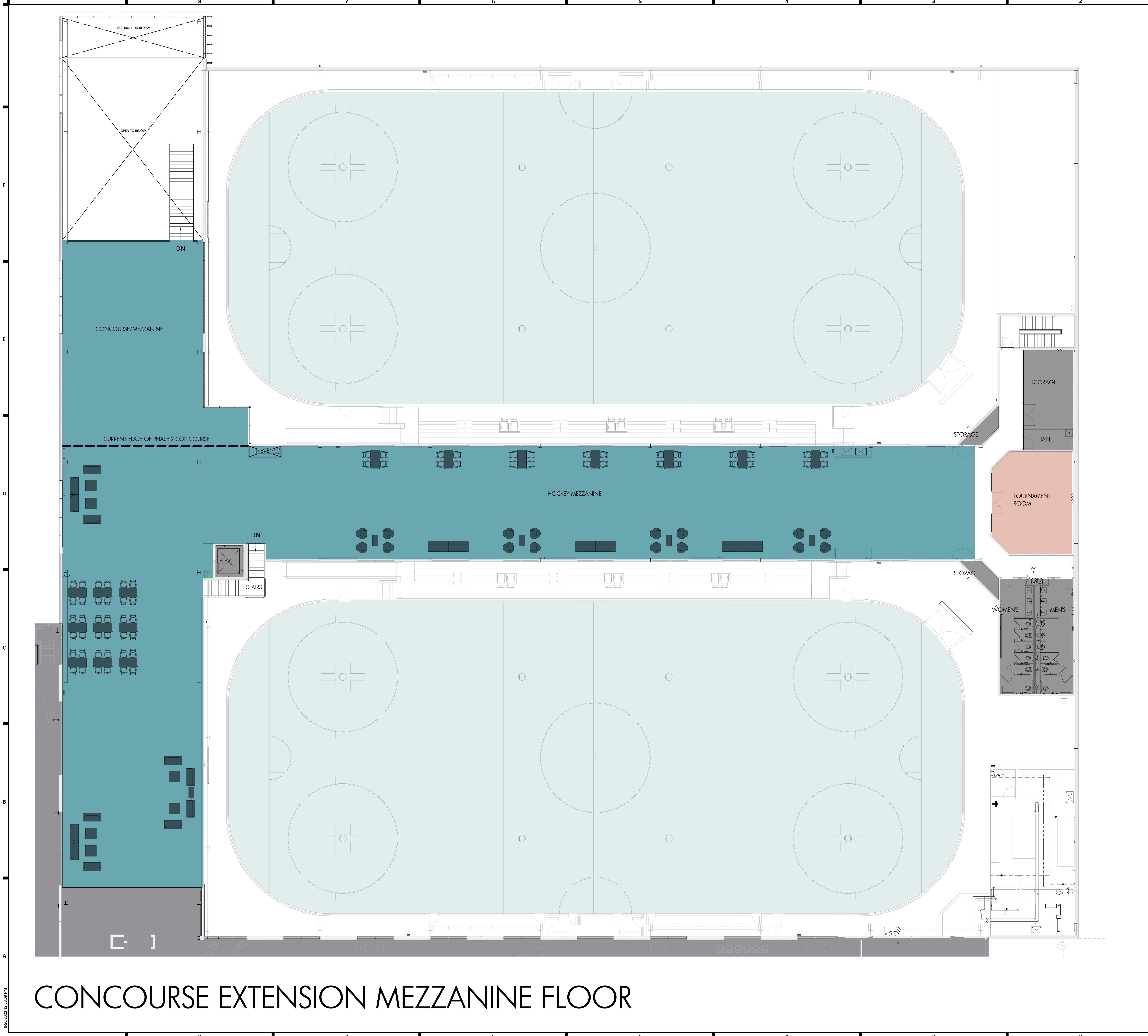


# CONCOURSE EXTENSION MAIN FLOOR

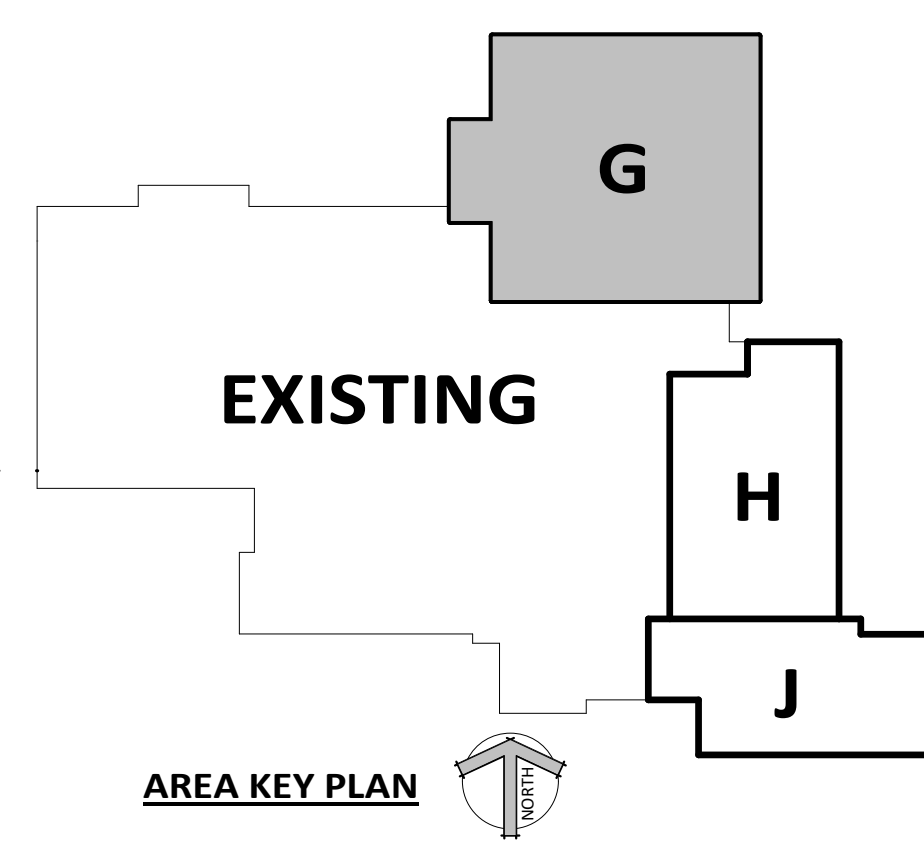


FARGO PARK DISTRICT  
**FARGO PARKS SPORTS COMPLEX - PHASE II**  
FARGO, ND

DATE	06/19/23
PHASE	CONCOURSE EXTENSION DESIGN
PROJECT	16182.03
SHEET	A1000
	MAIN CONCOURSE EXTENSION



# CONCOURSE EXTENSION MEZZANINE FLOOR



FARGO PARK DISTRICT  
**FARGO PARKS SPORTS COMPLEX - PHASE II**  
FARGO, ND

DATE  
06/19/23  
PROJECT  
CONCOURSE  
EXTENSION  
DESIGN  
PROJECT  
16182.03  
SHEET  
**A2000**  
MEZZANINE CONCOURSE  
EXTENSION







BUILDING SIGNAGE



## MEMORANDUM

DATE: June 21, 2023

TO: Fargo Park Board Facilities Committee

FROM: Susan Faus, Deputy Director of Administration

RE: Agenda Item No. 4 – Review Strategic Plan Timeline and Funding

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Staff would like to discuss moving forward in the strategic planning process, timeline, and funding plan. Staff believe advancing the process will build a solid foundation for the Fargo Park District and will help guide our future by establishing the vision to move the district forward by creating measurable goals and objectives to reach the desired outcomes.

This process would include a collaboration of commissioners, directors, employees, and stakeholders, to help with different components of the process.

**Timeline:**

July	RFP
August	Select Consultant
September	Begin (6-8 months)

Staff are requesting approval to reallocate budgeted funds from the 2023 budget to pay for the Strategic Plan. Funds would be reallocated from the Lindenwood Master Plan to the Strategic Plan.

We would also request approval to solicit RFP (Request for Proposals) for strategic planning services.

If you should have any questions prior to the Facilities Committee Meeting, please feel free to contact me.

Thank you.



# **REQUEST FOR PROPOSALS**

## **TO DEVELOP COMPREHENSIVE STRATEGIC PLAN**

### **FARGO PARK DISTRICT**

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**Due by: August 4, 2023 at 4:30 pm**

**Attention: Dave Leker, Executive Director**

**701 Main Avenue, Fargo, ND 58103**

**Telephone: (701) 499-6073**

**Email: [dleker@fargoparks.com](mailto:dleker@fargoparks.com)**

## **Introduction:**

Fargo is a city of approximately 125,000 residents located along the eastern border of North Dakota. Fargo is one of several communities that make up the Fargo-Moorhead metro area. Other communities include Moorhead, MN, Dilworth, MN, West Fargo, ND and Horace, ND. The population base of this metro area exceeds 200,000 residents.

The Park District of the City of Fargo (Park District), located at 701 Main Ave, Fargo, ND 58103, is seeking consulting services to facilitate a comprehensive strategic plan for the Park District. This strategic plan will provide guidance for short and long-range planning for the Park District by integrating board members, employees, local user groups and community input. The Park District anticipates the final draft will take approximately 6-8 months from initiation.

The Fargo Park District seeks to produce a Strategic Plan that:

- Is concise and easy-to-understand.
- Relies heavily upon graphics, photos, tables and charts to convey information.
- Includes a template for a succinct, easy-to-update, easy-to-track Annual Action Plan
- Includes tangible performance measures.
- Includes a method for tracking progress.

The Fargo Park District is a district with its own taxing authority and publicly elected five-member Board of Commissioners. The Park District is not part of the City of Fargo or Cass County. The Fargo Park District started in 1910 with one park (Island Park). The Park District provides recreation programs, facilities, and park resources for District residents.

The Park District employs 138 full-time and 1,100 regular part time and season staff throughout the course of a year. The Park District maintains over 2,400-acre system consisting of local and regional parks, playgrounds, biking and walking paths, nature parks, campground, river parks, sports complexes, owns and operates 5 golf courses of which there are two 18 – hole courses, an urban park (Broadway Square - public/private partnership) and 5 outdoor pools, 100,000 square-foot fitness center, senior centers and 3 indoor ice facilities. The Park District produces and manages a diverse array of more than 500 recreational programs/events.

The Fargo Park District will be opening the Fargo Parks Sports Complex in the spring of 2024. The entire complex will open December of 2024 – January 2025. The scope for the entire complex will consist of 8 hardwood courts, 1 indoor soccer field, elevated 400-meter walking/running track, 2 sheets of ice, 6 pickleball courts, 3 large multipurpose community rooms, 6 small multipurpose community rooms, indoor playground with 4 birthday party rooms, Fargo Park District offices and Sanford Sports Center.

The Fargo Park District plans to develop its new Comprehensive Strategic Plan beginning Sept 2023 – May 2023. The Comprehensive Strategic Plan calls for maintaining a high level of service for residents and should acknowledge the goals the Park District has set forward.

Upon completion, the Comprehensive Strategic Plan will be adopted by the Fargo Park District Board. To facilitate the eventual adoption, staff, with assistance from the consultants, will provide the Board regular updates throughout the duration of the project.

**Scope of Services:**

Elements to be included in the Final Strategic Plan Document

- Mission, Vision, Values
- Strategic Goals and Objectives
- Measurable Outcomes, Including a Timeline over a 5-year span.
- Annual Operational Plan Template for staff utilization in planning for use of resources and focus staff’s work to achieve the annual targets.
- Executive Summary outlining the final proposed plan, and documenting the process used to complete the Comprehensive Strategic Plan

Elements to be to be included in the process of developing the comprehensive strategic plan.

- Environmental Scan
- SWOT analysis (strengths, weaknesses which are internal to the organization; and opportunities, threats, which are forces external to the organization.
- Surveys, focus groups, other forms of acquiring input and feedback from/with: Staff, Commissioners, Community Stakeholders. These might overlap somewhat with environmental scan and SWOT elements in the process.
- Development/clarification of mission, vision, goals, measures and implementation strategy.
- Other steps/processes that the consultant(s) might utilize, for which they should provide a description in their proposal.

**Process Timeline:**

**Event**

**Due Date**

RFP Release	July 12, 2023
Written Questions Due By	July 21, 2023
Answers to Questions Issued By	July 26, 2023
RFP Closing 4:30pm	August 4, 2023
Review of RFPs	August 7-9, 2023
Interviews	August 14-16, 2023
Review at Facilities Committee	August 23, 2023
Consider for Board Approval	September 5, 2023
Notice to Proceed	September 6, 2023

**Proposal and Submission Requirements**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below.

One page shall be interpreted as one side of single-spaced, typed, 8½” x 11” sheet of paper with 1-inch margins. The typeface of all pages in this proposal shall be 12 font or greater.

Proposals may be submitted electronically (emailed) to Dave Leker, Executive Director – [dleker@fargoparks.com](mailto:dleker@fargoparks.com) by 4:30 pm on August 4, 2023, responses received after 4:30 pm on August 4, 2023 will be considered non-responsive.

## **Proposal Narrative**

All respondents to the Request for Proposals should include the following criteria and be structured accordingly. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s).

1. Cover Letter
2. Firm Information
  - A. Name of Firm/Discipline
  - B. Contact Information
  - C. Staff Size
3. A description of your firm's experience in completing work of this type including three (3) specific examples and project references (include reference name, phone number and email).
4. A description of your firm's experience in completing work of this type in parks/recreation.
5. Provide an overview and description of the firm's total qualifications including any special or unique services it may provide.
6. Specific name and qualifications of the lead member of the project team who will be the primary contact and have full responsibility for the project. Also, complete qualifications must be submitted for other members of the project team.
7. List whether your agency is the sole consultant for the entire project. Include any sub-contractors who will be working with your firm on this project, what their responsibilities will be, and a summary of applicable experience and qualifications.
8. A summary of your firm's understanding of the project including your firm's scope of services necessary to perform and fulfill the objectives and methods of how your firm plans to fulfill those objectives.
9. Cost of your services, in detail, including hours dedicated to each area defined within the scope of services. Technical proposals will be evaluated first. Cost will be a factor after the technical evaluation process is completed.
10. Detail meetings and community outreach with Fargo Park District Staff, Fargo Park District Commissioner, stakeholder interviews and public forums.
11. Proposed schedule for the project.

**Evaluation Criteria:**

Selection of the successful proposal will be based on proposal reviews and responses provided by the references. The evaluation committee will score the proposal in the following areas with maximum points available.

	<u>Points Available</u>
a. Completeness of the proposal;	5
b. Project Understand and Approach;	30
c. Prior experience on similar projects;	20
d. Project Personnel;	20
e. Cost of services;	<u>25</u>
	100

The evaluation committee will be the Executive Leadership Team which consist of: Executive Director, Deputy Director of Administration, Deputy Director of Operations and one/two Park District Commissioners.

The Park District reserves the right to reject all proposals.



## MEMORANDUM

DATE: June 21, 2023

TO: Fargo Park Board Facilities Committee

FROM: Susan Faus, Deputy Director of Administration

RE: Agenda Item No. 5 – Discuss Special Limited Alcoholic Beverage Sale Permit for the Foundations VIP Event on August 16, 2023

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Staff is requesting the Fargo Park District Board of Commissioners to discuss a special Limited Alcoholic Beverage Sale Permit for the Foundations VIP event on August 16, 2023. The Limited Permit will be issued for a maximum of three (3) days, per the Park District's approved Alcoholic Beverage Policy.

A Limited Alcoholic Beverage Sale Permit ("Limited Permit"), together with the Concessions Agreement will allow the applicant/seller to sell beer. Wine, products such as "hard" lemonade, seltzers, and ciders, provided the same are sold in single serving cans or non-glass containers, or in the case of beer, in a keg monitored and serviced by the applicant/seller.

Attached as supporting documentation is the Fargo Park District Alcoholic Beverage Policy.

If you should have any questions, please feel free to contact me prior to the meeting.

Thank you.



Park District of the City of Fargo  
Alcoholic Beverage Policy  
Approved: 06/08/21

**OVERVIEW**

The sale and/or consumption of alcoholic beverages on property owned or managed by the Park District is prohibited unless the sale and/or consumption is allowed by a duly issued permit from the Park District in accordance with this policy. Permits will be issued for designated indoor and outdoor facilities. For property managed by the Park District, the District will reasonably cooperate in working towards mutually agreeable arrangement whereby alcoholic beverages can be made available and/or sold at events (whether public or private) carried on at the property in accordance with all applicable laws and licensing requirements.

Any sale and/or consumption of alcoholic beverages on property owned or managed by the Park District without a permit is unlawful.

The consumption of alcoholic beverages is common at sporting events in Fargo. However, the consumption of alcoholic beverages should not detract from the programs and the use of facilities of the Park District. Consumption of alcoholic beverages on property owned or managed by the Park District should not be allowed when it will have a detrimental effect on the youth of Fargo. Revenue derived from permits will be used to defray the administrative costs of issuing the permits and any net revenue generated from Consumption Permits will be used for youth recreation programs. Any net revenue generated from Concession Agreements will be used for expenses of the event or facility where the sales were generated.

**I. CONSUMPTION PERMITS.**

Permits to allow for the consumption of alcoholic beverages on property owned or managed by the Park District may be granted for specified locations and may limit the type of alcoholic beverages that may be consumed at the location under the issued Consumption Permit. Under most circumstances, the Consumption Permit will limit the consumption to alcoholic beverages allowed under the Limited Permit described in Article IV. A security deposit may be required. The Consumption Permit will allow individuals to bring to that location the allowed alcoholic beverages that have been purchased elsewhere. A Consumption Permit does not allow for any sale of alcoholic beverages.

Locations where Consumption Permits are allowed are listed on the attached Schedule A which is specifically incorporated by reference herein as part of the Alcohol Beverage Policy. Schedule A may be amended from time to time by the Board of Commissioners of the Park District.

With the approval of the Board of Commissioners, a consumption permit may be issued for other Park District properties, but only under such terms as the Board of Commissioners shall determine.

The fees and the requirements for a security deposit for a Consumption Permit will be established from time to time by the Board of Commissioners of the Park District.

### **III. CONCESSION AGREEMENTS.**

Permits for the sale of alcoholic beverages will be issued only in conjunction with a Concession Agreement with the Park District. The Concession Agreement between the applicant/seller and the Park District will provide, among other things:

- A) A statement of the concession fee (which may include a percentage of receipts formula) to be paid to the Park District.
- B) A description of the specific facility or property in or on which sales may take place.
- C) A designation of the term for which the permit is issued.
- D) A statement of the security required by the Park District, including procedures to ensure no sales to minors and that the beverages sold will not be taken from the designated facility or property.
- E) A description of the liquor liability and general liability insurance requirements to be maintained by the applicant/seller.
- F) The submission of the applicant/seller's intended advertising for approval by the Park District
- G) A security deposit, as required by the Park District, but in no case less than \$500.
- H) A statement as to whether or not the concession is exclusive.
- I) The applicant/seller's agreement to be responsible for all damage to persons or property caused by or related to its activities under the Concession Agreement, including repairs and clean-up, and its agreement to indemnify and hold the Park District harmless from claims arising out of use of property owned or managed by the Park District and the issuance of the permit.
- J) Seller must have all appropriate City and/or State licenses, and strictly comply with the requirements of such license, including having properly trained servers.

### **IV. LIMITED ALCOHOLIC BEVERAGE SALE PERMITS.**

A Limited Alcoholic Beverage Sale Permit ("Limited Permit"), together with the Concession Agreement required under Article III above, will allow the applicant/seller to sell beer, wine, products such as "hard" lemonade, seltzers and ciders, provided the same are sold in single serving cans or non-glass containers, or in the case of beer, in a keg monitored and serviced by the applicant/seller. The Limited Permit will be issued for a designated indoor facility or outdoor property owned or managed by the Park District. The sale of other spirits is not allowed under a Limited Permit.

Limited Permits may be issued for sales at the sites listed on Schedule B. The Limited Permit for property will be issued for a maximum of three (3) days. With the approval of the Board of Commissioners, a Sale Permit may be issued for other property owned or managed by the Park District but only under such terms as the Board of Commissioners shall determine.

Outdoor sales under a Limited Permit must be from a temporary tent or trailer or from a permanent concession building.

The following conditions apply to all Limited Permits:

- A) Seller must have all appropriate City and/or State licenses, and strictly comply with the requirements of such license, including having properly trained servers.
- B) Seller must have a Concession Agreement with the Park District.

The fee for Limited Permits will be established by the Board of Commissioners of the Park District from time to time.

#### **V. FULL ALCOHOLIC BEVERAGE SALE PERMITS.**

A Full Alcoholic Beverage Sale Permit (“Full Permit”), together with the Concession Agreement required under Article III above, will allow the applicant/seller to sell all alcoholic beverages, including beer, wine and other spirits, unless specifically restricted by the Park District, in or on the designated property owned or managed by the Park District.

A Full Permit may be issued for alcoholic beverage sales at or on various Park District properties as determined by the Board of Commissioners or its designated staff. The Applicant/Seller shall make application to the Park District for a Full Permit and, if issued, shall fully comply with all terms and conditions set forth by the Park District for the issuance of the Full Permit. Outdoor sales must be from a temporary tent or trailer, a permanent concession building or, under limited circumstances, from a beverage cart designated for such purpose.

The following conditions apply to all Full Permits:

- A) Seller must have all appropriate City and/or State licenses, and strictly comply with the requirements of such license, including having properly trained servers.
- B) Seller must have a Concession Agreement with the Park District.

The fee for a Full Permit will be established by the Board of Commissioners from time to time.

Alcoholic beverages, including beer, wine and other spirits, may be provided at other property owned or managed by the Park District and/or properties (e.g. the Edgewood

Golf Course and Clubhouse, the Rose Creek Golf Course and Clubhouse and the Osgood Golf Course) under separate agreements between the Park District and the concessionaire, whether that be a direct concession agreement or a leasing arrangement. Those agreements will be reviewed periodically by the Board of Commissioners and staff.

**Schedule A**  
Approved: 06/08/21  
**Consumption Permit Locations**

- A. Lindenwood Park (1701 5<sup>th</sup> St S) – Daily permit.
- Main Shelter
  - Shelters 2, 3 & 4
  - Rotary Shelter
  - Tent Setup for Events – Pond Hockey and Frozen Business Challenge – Event permit.
- B. Oak Grove Park (170 Maple St N) – Daily permit.
- Shelter I (south main)
  - Shelter 2 (north main)
  - Horseshoe Pavilion (season permit only)
- C. Anderson Softball Complex – Season permit & Daily permit.
- Southwest Youth Ice Arena parking lot (4404 23<sup>rd</sup> Ave SW)
- D. Lindenwood Softball Complex parking lot for Diamonds 5 & 6. (1701 5<sup>th</sup> St S) – Season permit & Daily permit.
- E. Mickelson Complex parking lot (901 Oak St N) – Season permit & Daily permit.
- F. Rheault Farm (2902 25<sup>th</sup> St S) – Daily permit.
- Farmhouse
  - Barn
  - Bunkhouse
  - Shelter
  - Entire Site
- G. Rabanus Park Volleyball Complex parking lot (4315 18<sup>th</sup> Ave SW) – Season permit.
- H. Rabanus Park (4515 18<sup>th</sup> Ave SW) – Daily permit.
- Shelter
- I. Trollwood Park (Kandi Lane and North Elm Street) – Daily permit.
- East Gazebo
  - West Gazebo
  - Art Mart
  - Main Shelter
- J. Courts Plus Community Fitness (3491 S University Dr)

K. Urban Plains Park (5050 30<sup>th</sup> Ave S) – Daily permit.

- Shelter A
- Shelter B
- Shelter C

L. Northside Softball Complex (6063 45<sup>th</sup> St N) – Season permit & Daily permit.

M. Edgewood Chalet, (19 Golf Course Ave N) – Daily permit.

N. Broadway Square (201 Broadway) – Daily permit.

**Schedule B**

Approved: 06/08/21

**Alcoholic Beverage Sale Locations- Limited and Full Permits**

- A. Anderson Softball Complex (2424 45<sup>th</sup> St SW) – Limited Permit
- B. El Zagal Golf Course (1400 Elm St N) - Limited Permit
- C. Mickelson Complex (901 Oak St N) - Limited Permit
- D. Rheault Farm (2902 25<sup>th</sup> St S) - Limited Permit
- E. Rabanus Park (4315 18<sup>th</sup> Ave SW) - Limited Permit
- F. Island Park (302 7<sup>th</sup> St S) - Limited Permit
- G. Urban Plains Park (5050 30<sup>th</sup> Ave S) - Limited Permit
- H. Great Northern Park (425 Broadway North) - Limited Permit
- I. Coliseum (807 17<sup>th</sup> Ave N) - Limited Permit
- J. Red River Zoo (4255 23<sup>rd</sup> Ave S) – Limited & Full Permits
- K. Northside Softball Complex (6063 45<sup>th</sup> St N) - Limited Permit
- L. Southwest Youth Ice Arena (4404 23<sup>rd</sup> Ave SW) - Limited Permit
- M. Lindenwood Park (1701 5th St S) - Limited Permit
- N. Broadway Square (201 Broadway) – Limited & Full Permits
- O. Oak Grove Park (170 Maple St N) - Limited Permit
- P. Trollwood Park (3664 Elm St N) – Limited Permit
- Q. Rose Creek Golf Course (1500 East Rose Creek Parkway S) - Full Permit
- R. Edgewood Golf Course (19 Golf Course Ave N)- Full Permit
- S. Osgood Golf Course (4400 Clubhouse Dr S)– Full Permit
- T. F-M Curling Club (4300 23<sup>rd</sup> Ave S)-Full Permit



## MEMORANDUM

DATE: June 21, 2023

TO: Fargo Park Board Facilities Committee

FROM: Tony Schmitt, Park Director

RE: Agenda Item No. 6 – Review bids for 2023 Cargo Van 250/2500 8600 GVWR

Bids for the 2023 Cargo Van were received and opened Thursday, June 15, 2023, at 1:00pm, at the Park District Office. Attached to this memo is the bid tab.

We received two bids, one from Lithia CDJR of Grand Forks with a bid of \$47,299, and the other from McKays Dodge of with a bid of \$48,700. Lithia CDJR of Grand Forks did not meet bid specifications. Our bid specification indicated an 8600 GVWR and Lithia CDJR of Grand Forks provided a spec for an 8550 GVWR. McKays Dodge bid of \$48,700.00 met all our specifications. We budgeted for two vans but due to pricing increases and what we need to outfit it, we can only purchase one van at this time. We had a total budget of \$42,000/van. Staff recommends awarding the bid to McKays Dodge for a total bid of \$48,700. The current pool truck will be repurposed into a tool truck for maintenance staff.

This was our second attempt at bidding for the 2023 Cargo Van. On April 11, 2023, we had our first bid opening which we received no submitted bids.

We are asking the Committee to review the bids and move the consideration for approval to the full board.

If you should have any questions, please feel free to contact me prior to the meeting.

Thank you.



**Fargo Park District**  
**2023 Cargo Van 250/2500 8600 GVWR**  
 Bid Opening: 1:00 pm, June 15, 2023

	2023 Cargo Van 250/2500 8600 GVWR	Bid Price	Est. Delivery Date
<b>Bidder</b>			
McKay's Dodge Chrysler Jeep Ram Fiat	2023 Ram 2500 136" WB Promaster - High Roof	\$48,700.00	4-5 Mos.
Lithia CDJR of GF*	2023 Ram ProMaster 1500	\$47,299.00	6.15.23

\* Vendor Does Not Meet Spec



## MEMORANDUM

DATE: June 21, 2023

TO: Fargo Park Board Facilities Committee

FROM: Tony Schmitt, Park Director

RE: Agenda Item No. 7 – Review bids for two 2023 small SUV 4x4 vehicles

Bids for two 2023 SUV 4x4 vehicles were received and opened Thursday, June 15, 2023, at 1:30pm, at the Park District Office. Attached to this memo is the bid tab.

We received four bids, (1) Lithia CDJR of Grand Forks with a bid of \$65,853.50 for two, (2) Luther Family Ford of Fargo with a bid of \$32,191/SUV, (3) Mazda of Fargo with a bid of \$28,929/SUV, and (4) Kia of Fargo with a bid of \$29,840/SUV. We had a total budget of \$65,000 for two SUV 4x4 vehicles. Staff recommends awarding the bid to Mazda of Fargo for a bid of \$28,929/SUV for a combined total of \$57,858. The bid meets all specification, is the lowest, and is within our budget. The Facility Manager and Project Manager had use of Park District maintenance pickups. These pickups are needed for use in maintenance operations. The SUV's will be more economical.

This was our second attempt at bidding for the two 2023 small SUV 4x4 vehicles. On April 11, 2023, we had our first bid opening which we received no submitted bids.

We are asking the Committee to review the bids and move the consideration for approval to the full board.

If you should have any questions, please feel free to contact me prior to the meeting.

Thank you.

**Fargo Park District**  
**2023 Two Small SUV 4x4**  
 Bid Opening: 1:30 pm, June 15, 2023

	2023 Two Small SUV 4x4	Bid Price	Est. Delivery Date
<b>Bidder</b>			
Lithia CDJR of GF	2023 Jeep Compass	\$65,853.00 - combined	6.15.23
Kia of Fargo	2023 Sportage LX AWD	\$29,840.00/SUV	In Stock - end of July
Mazda of Fargo	2023 Mazda CX5 EN	\$28,929.00/SUV	In Stock - end of July
Luther Family Ford *	2023 Escape AWD	\$32,191.00 - only bid 1	6.23.23 Pending Availability
* Only bidding for 1 not 2			



## MEMORANDUM

DATE: June 22, 2023

TO: Fargo Park Board Facilities Committee

FROM: Broc T. Lietz, Director of Finance

RE: Agenda Item No. 8 – Review Supplement No. 3 to Ground Lease for Southside Library with City of Fargo and Fargo Park District

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The attached supplement is for the ground lease between the City of Fargo and the Fargo Park District pertaining to the southside Library managed by the City and the southside Senior Center managed by the Fargo Park District.

The original lease was not clear regarding insurance coverage for each party. This supplement clarifies coverage and provides indemnification to the Fargo Park District by the City, clarifies the City is carrying Worker's Compensation coverage as required by law and public liability for property damage arising out of their occupancy of the premises, and shall name the Park District as an additional insured on their policy.

Jeff Gunkleman has worked with the City attorney to clarify this language and draft the supplement.

Please let me know if you have any questions.

Thank you.

## SUPPLMENT NO. 3 TO GROUND LEASE

This Supplement No. 3 to Ground Lease (“Supplement No. 3”) is made this \_\_\_\_ day of \_\_\_\_\_, 2023 (the “Effective Date”) between **Park District of the City of Fargo** (“Park District”), a park district under the laws of the State of North Dakota, and **The City of Fargo, North Dakota**, a municipal corporation (“City”).

### RECITALS

**WHEREAS**, The Park District and the City entered into a Ground Lease dated December 15, 2025, a true and correct copy of which is incorporated by reference here, for the construction of a southside Library managed by the City and a southside Senior Center managed by the Park District.

**WHEREAS**, the Park District and the City amended the Ground Lease pursuant to the terms of Supplement No. 1 to the Ground Lease.

**WHEREAS**, the Park District and the City amended the Ground Lease pursuant to the terms of Supplement No. 2 to the Ground Lease.

**WHEREAS**, the Park District and City desire to modify the terms of the Ground Lease as further detailed in this Supplement No. 3.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Section 10.A. shall be deleted and replaced as follows:
  - A. City agrees to indemnify and save forever harmless Park District from any and all claims for damages of any kind or nature which may hereafter be made against Park District on account of any personal injuries or property damage arising out of or resulting from City’s use of the Leased Premises. For this purpose, City hereby agrees to carry and keep in force Worker’s Compensation coverage as required by the laws of North Dakota and public liability for property damage arising out of their occupancy of the premises along with All Risk property insurance coverage on the structure itself at a minimum of full replacement cost, all policies to be acceptable to Park District, who shall be named as an additional insured and furnished a copy of each policy or policies as follows:

The remainder of Section 10, including but not limited to Sections 10.A.i. and 10.A.ii. shall remain in full force and effect as written in the Ground Lease.

2. All terms and conditions of the Ground Lease, as amended pursuant to Supplement No. 1 and Supplement No. 2, shall remain in full force and effect except as herein amended this Supplement No. 3. Any inconsistency between Supplement No 3 and the initial Ground Lease, Supplement No. 1 and Supplement No. 2 shall be construed in favor of this Supplement No. 3.

**Park District of the City of Fargo**

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By: Dawn Morgan  
Its: President

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By: Dave Leker  
Its: Clerk

**The City of Fargo, North Dakota**

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By: Timothy Mahoney  
Its: Mayor

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By: Steven Sprague  
Its: City Auditor