

FACILITIES COMMITTEE MEETING NOTES

Wednesday, May 31, 2023; 11:00AM

Depot Board Room

Attended: Commissioner Dawn Morgan, Commissioner Joe Deutsch, Commissioner Vicki Dawson, Commissioner Jerry Rostad, Dave Leker, Susan Faus, Dave Bietz, Kevin Boe, Broc Lietz, Carolyn Boutain, Paul Grindeland, Kelly Kisell, Tony Schmitt, Stacy Kruger, Luke Evenson, Sam DeMarais, and Jodi Buzick

- Update in Response to Emerald Ash Borer (EAB)

Dave Bietz and Sam DeMarais, presented. Dave Bietz discussed wanting to get a more in-depth update to the Commissioners regarding Emerald Ash Borer (EAB) and the impact it will have on the Fargo Park District in terms of what it is doing to the trees and fiscally. Dollars have been set aside previously to help react to EAB. Some of the dollars will be from this year's budget and next year's. Sam DeMarais, Park Forester, stated EAB was found in Moorhead, MN, on March 3, 2023, which kicked off an FM area impact as far as planning and protocols. To date no EAB found in the City of Fargo so there has been no quarantine protocols started yet. Discussed EAB being caused by an insect, not a fungus. The insect is native to Asia and can fly about a mile, and it kills off in 2-3 years. People are spreading it by bringing firewood across the borders. EAB is hard to detect in the early stages unlike Dutch Elm Disease. Sam discussed the chemical treatment that will be used is 99.9% effective and last 2 seasons. There are 3,500 inventoried ash trees maintained in the Fargo Park District, which is about 17% of the total inventoried tree population. The riparian corridor is not inventoried and would need to be hired out at a cost of around \$20,000. To do this internally would take a long time and the contracted company would have the skill set to depict.

Commissioner Dawn Morgan inquired if there are outbreaks or just generally moving around. Sam advised there are outbreaks. The beetle does not fly well on its own, it won't leave an area of large population. Discussed outbreaks in Minneapolis/St Paul and Duluth and going down the south corridor. Spread is often caused by people bringing firewood from different areas. Sam identified 25th Street in Fargo as an area where a lot of our mature ash trees are. If there is a large outbreak there it could be a natural buffer due to the beetle only being able to fly a mile or less. Dave Leker inquired about injections and containing them. Sam stated when EAB is found it very likely has already been in the area for about 4 years. The very small eggs and larvae need 3 years to build up to cause damage to trees and then by that time it is 3-4 years of population. Discussed treatment being effective in killing eggs and larvae to limit the spread. An example would be if a pocket is found at Lindenwood Park we could move in and treat it to isolate the population. Commissioner Vicki Dawson asked if there are any positives to this. Sam stated no. Discussed woodpecker activity is an indicator that there are larvae on the ash trees. Commissioner Joe Deutsch inquired why have we not started spraying them earlier? Sam advised the chemical is only active in trees for 2 years so if we would have treated it 5 years ago it would be a waste of money. Once it is within 15 miles that is the best time to start injecting and treating. The treatment will kill the beetle, larva, and eggs. Sam advised his goal is to use an integrated approach where we remove some and keep some as it is important to keep a certain population of ash trees. Treat for a few years to slow the process down to keep up with it. Discussed the plan and cost comparison. Can protect trees for 10 years for roughly the same cost as removing the tree right away. Discussed the mitigation plan. Remove 1,000 small ash trees in 2023 and 2024, remove 100 large poor-condition

trees in 2023 and 2024, chemical inject 350 trees in 2023, 700 trees in 2024, and 700 trees in 2025. Removals will be done in-house with the current budget. The removal of larger trees will be funded by grants. The goal is to preserve 1,500–2,000 ash trees.

Discussed wood utilization for trees that are removed. Currently, Forestry budgets \$30,000 for landfill fees. Trees could be used for firewood at Lindenwood campground, and/or contract out for a sawmill to make lumber for shelters signposts, and carpentry projects.

Commissioner Deutsch praised Forestry for knowing this was going to get here and preparing for it.

- **Review concept of Southeast Senior Services employees transferring to Fargo Park District employment**

Paul Grindeland, presented. Discussed the concept of Southeast Senior Services (Richland County) employees becoming Fargo Park District employees. Starting in 1993 Valley Senior Services (VSS) began to administer senior services in other counties than in Cass in southeastern North Dakota. When a county became affiliated with VSS, the employees currently working in that county became Fargo Park District employees, except for Richland County and Southeast Senior Services. In Richland County, VSS administers services and transportation, but that board still manages that county. The concept of Richland County employees moving to Fargo Park District employment has been suggested several times over the years, but the Southeast Senior Services Board never expressed an interest. Recently, the Southeast Senior Services Board has been discussing the concept and board members are requesting more information about how this change of employers could be accomplished. It is possible in 2023 the board will ask if their employees can become Fargo Park District employees. Paul advised this is informational to make the Fargo Park District board aware. Commissioner Vicki Dawson asked if Southeast Senior Services is overseen by Richland County. Paul advised Southeast Senior Services is VSS for Richland County. They have 6 FT and 15 PT employees. They run it and we assist, and VSS pays the wages because the federal funds come to VSS. Commissioner Dawson inquired about the impact this will have on VSS financially. Paul advised there would be some additional costs depending on what benefits the employee would want. We would treat them the same as any other county. The extra cost would be paid for by VSS, not the Fargo Park District. Commissioner Jerry Rostad added the Fargo Park District runs payroll so that is an extra cost that the Fargo Park District will weigh in on. Broc Lietz advised there is an indirect cost that is nominal but certainly more employees mean more work. More risks for potential significant lawsuits, and loss claims. The Fargo Park District will be the direct employee. Broc stated there is no opposition to doing this, just digging in to look at all costs. Susan Faus added that they have had conversations and the risks were brought up by finance, but today was just for information. Before any request of the Fargo Park District to take action, there would be actual costs and details compiled.

- **Review Park District of the City of Fargo/Fargo Senior Commission Inc. and FM Area Foundation Endowment Fund**

Paul Grindeland, presented. In 2005 the Fargo Park District, Fargo Senior Commission, the FM Area Foundation, and Bremer Bank entered into an agreement to establish an Endowment Fund. The agreement had a term of 5 years at which time may be terminated by action of the Board of Directors of the Agency with the consent of the Park District Board of

Commissioners. The current fund balance is \$166,627.17. This endowment fund is an Organizational Liability Fund, outside contributions to the fund are not allowed; only contributions from Valley Senior Services are allowed. At their May 10, 2023, meeting, the Valley Senior Services Board of Directors voted to terminate this Endowment Fund pending approval from the Fargo District Board of Commissioners. Paul is requesting the Park District Board of Commissioners concur with the action taken by the Valley Senior Services Board of Directors to terminate the Endowment Fund.

Discussed that initially someone donated \$51,901.92 to Fargo Senior Services. Fargo Senior Commission, Inc., is a nonprofit and is now Valley Senior Services, Inc. At the time of the donation, it was decided to open an endowment fund and another \$50,000 was given and put into this same fund. No other monies have been put into this endowment fund. The cost for FM Area Foundation to manage is 1% per year. Commissioner Vicki Dawson questioned that the money has gone in but has never come out. Luke Evenson confirmed that was correct. Annually a small size distribution is given to Valley Senior Services. The distribution is based on their annual income. Discussed a plan to put it into a CD for now. Paul does not know the intentions of the original donors but would like to put it back into the services. Could purchase vans to replace vans in the future. Commissioner Jerry Rostad inquired if there are legal implications to move this around. Broc Lietz advised the only ramification is to use it for only what the agreement states it can be used for. Put money in CD to earn money and plan from there. Dave Leker asked if they would need board approval to purchase vans. Broc stated to follow the procurement would need to but based on the endowment fund would not. Commissioner Dawson and Commissioner Dawn Morgan would like to know what the intentions were of the donors. Paul will investigate that and report back anything he finds.

Action to dissolve the Endowment Fund.

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

Bring to full Board: June 13, 2023

- **Review bids for Sports Arena Reroof Project**

Dave Bietz, presented. Bids were received and opened on May 11, 2023. Received only 1 bid with the base bid, and 2 bids for the painting aspect. Staff recommends accepting the bid from Gast Construction for a total of \$868,600 with all 3 alternates. The bid meets all specifications and falls within our budgeted amount of \$1,000,000. The project will include a new roof membrane and panels and some underside work. It will have cosmetic and long-term durability. Zerr Berg advised the more complex scope of work and restrictive schedule were factors that contributed to other bidders not bidding on the project. One comparison of like projects is the Metro Rec Center with a low bid cost of \$16.63/square foot. The Sports Arena is at \$14.28/square foot. Kevin Boe added with the usage there is some room to work around timelines but there are some hard and fast start and stop times. Discussed a cushion was built in the timeline due to rain, etc. Commissioner Jerry Rostad inquired about a penalty if not done within the timeline. Dave Bietz stated he will follow up with that information. Kevin advised programs will be in the evenings and most of this work will be done when it is not in use. Will not be using the facility during this construction. Can push a little into August but the goal is to give contractors full access to get in and done. Looking at making use of the downtime to do other updates. Commissioner Vicki Dawson commented on her appreciation

for showing the square footage and comparable prices as it supports awarding the project even with only one bid. Commissioner Joe Deutsch agreed.

The Committee recommends moving to the full board on the Consent Agenda for consideration and approval.

Bring to full board: June 13, 2023

Review proposed fees for 2024:

a. Programming, Events and Facilities, Kevin Boe, presented.

As part of the budget process, we look at program events and facilities fees. Discussed the cost ratio that is part of the process and look at the model of the return for youth programs and adult programs. The staff look at every scenario with different programs. They are conscious of programs that are full, that meet multiple times a week and of new programs. It is across the board but not exactly 5% for each item. Fees are rounded up or down to the nearest dollar. Minimal price increase for admission to pools. The extensive program will get looked at after the Island Park pool is open. No programs were removed. Learn to Build and Climb are new programs. These programs are not just sports related. Learn to Build is working with carpenters. Plan to bring the class to the complex for adults. Making it part of a free community event and plan to expand it as we move into the complex. McGough is the sponsor for Learn to Build. Discussed the struggle to find officials for adult programs. Discussed removing fees if programs move to self-officiating. Kevin confirmed. Commissioner Vicki Dawson asked if resident and non-resident fees were discussed. Kevin stated this was discussed for shelter reservations. Kevin feels that this needs more discussion because teams could include members with different resident statuses. Commissioner Dawson stated it is worth a conversation. Kevin stated we do have priority scheduling so it can be looked at.

b. Golf Fees, Carolyn Boutain, presented.

Discussed the schedule for golf passes and staff recommending an 8% increase to capture additional popularity of golfer with the pass user. Green fee increases are recommended at 5% with the consumer price index (CPI) because those players are paying the prime rate. Asking for the senior rate to go from 30% to 25% discount. Continue to move forward with Junior Golf pass fees changing from 65% to 50% discount for junior restricted and decreasing from 40% to 30% discount the discount for the intermediate pass holder. Other fee increases include range fees for different sizes of baskets of balls due to the cost of the balls themselves. Proposing to not have a 9-hole fee on Friday through Sunday before 4 PM, based on the popularity of golf. No increase to the foot golf fee. Cart fees increase due to matching what is in the market. Fees are rounded up to the nearest \$5 for passes based on requests from the board in the past. Go to the nearest quarter based on requests from the board in the past. Commissioner Vicki Dawson inquired if the household could be a couple or several people. Carolyn stated yes.

c. Courts Plus Membership Fees, Kelly Kisell, presented.

Looked at a 5% increase to membership fees, and the staff felt that it was too high so the recommendation is 3%. This is still comparable to other facilities. Looking to increase child watch fees per child. Does not make sense financially to continue what we are currently doing so the recommendation is to increase fees by \$5/child/month. Tanning passes increase by \$5/month. Locker rentals increase by \$2. \$1.50 increase for hourly tennis court rental, and \$1 increase to playground admission fees. Kelly stated in comparing fees Courts Plus is the lowest in all areas.

Commissioner Dawson inquired as to how many members are using the child watch program. Kelly advised there are 78 families that would be grandfathered in. Discussed the plans to schedule more efficiently with staffing. No need to staff it if no one is using it. Commissioner Dawn Morgan asked about transgender members and if issues have arisen. Kelly stated not as a child but as an adult. Discussed ideas about installing family lockers. Kelly added Court Plus wants to get ahead of this and adapt to make the facility more inclusive. Dave Bietz stated they are starting to develop drawings to determine a cost and to find solutions to do this with the space that is available. Kevin discussed this was brought up in the past by looking at the two bathrooms up front, which was suggested as a potential solution at the time. Commissioner Jerry Rostad supported having a family area.

The Committee recommends moving to the full board on the Consent Agenda for consideration and approval.

Bring to full board: June 13, 2023

- **Review License Agreements with Growing Together Community Gardens, LLC, for sheds at Rabanus Park and McCormick Park**

Dave Bietz, presented. Growing Together Community Gardens (GTCG) came forward to ask the Fargo Park District to allow them to place sheds at Rabanus Park and McCormick Park. The sheds will help secure their tools for use in the gardens. The Fargo Park District has similar agreements with GTCG to have the community gardens in these areas. These are additional agreements for sheds. These agreements are like an agreement the Fargo Park District has with FM Trailbuilders for a shed at the South Maintenance Shop. Discussed GTCG would maintain the sheds and insure them. There will be no power or utilities in the sheds. Commissioner Dawn Morgan inquired about how they gain access. Dave Bietz advised GTCG would have keys. The Fargo Park District would not have access.

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

Bring to full Board: June 13, 2023

Other:

Notes submitted by Jodi Buzick, Administrative Specialist