

PARK BOARD RETREAT NOTES

November 30, 2023

3:00 pm – 6:00 pm

Depot Boardroom

Attended: Commissioner Joe Deutsch, Commissioner Dawn Morgan,
Commissioner Aaron Hill, Commissioner Vicki Dawson,
Commissioner Rostad, Susan Faus, Dave Bietz, Broc Lietz, Kali
Mork, Tyler Kirchner, Dr. Jeff Schatz and Tara Nielsen

Tyler Kirchner, Broc Lietz, Kali Mork and Dr. Jeff Schatz presented at the beginning of the meeting and departed the meeting following their presentations.

- Project Updates

Tyler Kirchner presented. He gave an update on the Island Park Pool Project. He showed pictures that show the process of the bathhouse and competition pool process. Next, he reviewed the timeline for the project. He noted that the backfill is to start the week of December 4. (see timeline attached).

Next, Tyler talked about the total of cost of the project in the amount of \$17,900,00.00. To date, the construction costs are at \$4,415,388.39 with remaining construction costs of \$11,669,150.32 for a total of \$16,084,538.71. To date, \$132,881.12 has been spent on contingency and \$500,951.90 is remaining owner contingency.

Next, Broc Lietz talked about the available funds for the capital project in the total amount of \$17,900,000. The general obligation bonds are \$3,739,938.00, the Park District cash reserves is \$3,000,000.00, the private fund raising is \$1,145,000 and the bridge loan services by general fund mill is \$10,015,062.00.

Next, Tyler gave an update on the Fargo Parks Sports Center. He showed pictures that show the progress of Phase I Courts, offices, lobby and Phase II Courts. The foundation for Phase II has been poured. Next, he showed aerial shots of the progress of the exterior of the Fargo Parks Sports Center and reviewed the timeline for the project. He noted during the presentation that the rooftop unit has been delayed until April and is coming in two phases. At this time, there is temporary heat in the building and will be able to open the building per the timeline (see attached).

Next, Tyler talked about the total cost of the project in the amount of \$126,659,657.00. The construction funds remaining is at \$47,803,141.00 and the construction costs to date is at \$63,422,902.00.

To date, the subtotal for the remaining contingencies and project adjustments are at \$7,017,068.66. The GMP contingency remaining is \$1,225,785.69, the owner contingency remaining is \$1,245,960.00, soft cost contingency is \$475,000.00, Sanford GMP adjustments is \$208,721.00, Heyer footing corrections is \$361,601.97 and with a financing savings of \$3,500,000.00.

Next, Broc talked about the available funds for the capital project. The general obligation bonds are \$74,260,062.00, the Park District cash reserves is \$16,219,405.00 and the private fundraising is \$36,180,190.00 and in addition to private fundraising, the Fargo Parks Sports Center has \$8,855,800.00 in in-kind donations.

Next, Broc talked about the goal funding split and the current funding split for the project. The current funding split is at \$36,180,190.00 in private donations and \$90,479,467.00 for Fargo Park District funding. The goal funding split was a 50/50 for public/private partnership. Broc reviewed four funding scenarios in reference to the project.

Next, Commissioner Rostad asked about controls in place for moving of money for the Fargo Park District and Broc noted there are controls in place. Broc noted that November 2023 is the first month the Park District will need to draw on the bridge loan.

Commissioner Rostad thanked Broc and Tyler for their presentation on the projects.

- **Fargo Parks Sports Center Update**

Kali Mork presented. Kali gave an update on the Fargo Parks Sports Center. She talked about the first 60-day sprint that included, the budget, building hours (public hours/private rentals/phase shut down of facility (walking track will have free admission), established workplans, furniture, consolidation of data and documents and analysis of current relevancy of data and documents.

Next, Kali talked about the second 60-day sprint that included, initial documents with review of the usage guide/priority scheduling and lease agreement with Sanford, hiring Bryce Lawrence as a Facility Operations Manager with a start date of December 4, 2023, and hiring Paul Wixo for the first of two Facility Partner Success Managers with a start date of December 18, 2023. For focused meetings it includes, construction, décor, equipment, marketing, maintenance and operations, food and beverages and scheduling usage.

Next, Kali talked about Highlights with prioritizing accessibility by adding an adult changing station and sensory room to better serve the diverse needs of our community, holding influential tours for user groups like the Chamber of Commerce, Fargo Angels Hockey and VIP tours and connected with the community through media interviews and engagement with DECA, Fargo Lions and NDSCS. Kali noted the facility is for the entire community.

Next, Kali reviewed the upcoming 60-day sprint that will include onboarding, user group meetings, software determination, processes, and document development (FPSC Website), ordering of fit up equipment and continuation of focused meetings.

Next, Kali reviewed the timeline (see attached). The goal for Depot/RDJ staff moving to the Fargo Parks Sports Complex is May 1, 2024. The timeline also includes coordinating open houses with Sanford.

Next, Kali concluded her presentation with a slide titled gratitude and thanked a list of people for all their help with the project.

- **Strategic Plan Update**

Dr. Jeff Schatz presented. Currently, the Fargo Park District is beginning the process of a new strategic plan with the help of Dr. Jeff Schatz with Schatz & Associates, LLC. It is a local firm that specializes in strategic planning and overall organization governance, to help engage the Fargo Park District in a strategic planning process. Dr. Schatz reviewed the why for the Strategic Plan and the elements of a strategic plan. A mission statement, vision statement, values and beliefs, strategic priorities, measurements and result, continuous improvement, annual renewal and board governance policies are all elements of a strategic plan. Dr. Schatz noted that once the strategic plan has been completed it will be reviewed by the Leadership Team yearly.

Next, Dr. Schatz talked about preparing for a strategic plan. The Strategic Planning Committee will play a large role in the process with broad representation from Commissioners, leadership team, staff, Foundation staff and board members, community leaders and community partners. With the process, there will be data collection (internal and external surveys, focus group and SWOT analysis), data analysis (collected data from surveys and focus group will be analyzed to determine trends and potential initiatives) and committee engagements (five strategic planning committee meetings are planned to combine analyzed data into the strategic plan).

Next, Dr. Schatz noted that to date 250 external survey responses have been received and the closing date for the survey was November 29, 2023.

Dr. Schatz noted it is important to pay attention to Governance that builds transparency and trust.

There was discussion on the Strategic Planning Committee that will consist of 28 members. Commissioner Morgan feels the process for the Strategic Plan is good.

Next, Dr. Schatz talked about the internal survey and encouraged the Commissioners to complete the survey and reviewed the timeline for the strategic plan process (see attached).

- **Update on Progress of Executive Leadership Team**

Susan Faus presented. Susan gave an update on the progress of the Executive Leadership Team. Susan's presentation was focused on three topics, Vision and Strategic Plan, Leadership and Community Involvement.

For Vision and Strategic Plan Direction, Susan noted the Fargo Park District has engaged in a strategic plan process, the Administration Division and Operations Division both have work goals, working on a Park District Annual Plan for 2024, redefining Long Range Planning and continue to review the Organization Structure with a focus of engaging staff throughout the process. The Executive Team is also looking at a Parks System Master Plan to understand Fargo today and identify key challenges and opportunities to address over the next 20 years.

For Leadership, along with prioritizing communication with the Board and internal meetings there are further communication goals with a communication survey that was

conducted, the weekly overview and a committee has been formed for a SharePoint Update to better utilize what we have. Holly Huso has been brought in for Leadership Trainings and there will be expanded opportunities for full-time employees in January 2024.

Next, Susan noted that Internal Engagement has been a focus point also by focusing on engagement with employees by putting together committees for Professional Development, SharePoint Education, Relocation and Onboarding. A HR Taskforce has also been formed for advancing updated policies and including representation from all departments on the taskforce. Quarterly All Staff meetings will also be held in 2024.

Next, Susan noted on having effective meetings. There are Administration and Operational division team meetings, Director meetings have been changed to Leadership Team meetings, 1:1 meeting with employees, Board Committee Meetings have improved meeting management and expectations have been set for staff attendance and Susan is meeting with all full-time new hires. There is also a focus on setting expectations and holding employees accountable.

Next, Susan noted on Community Involvement. The focus has been on Quarterly meetings with the City of Fargo, a Growth Plan Tech and Advisory Committee, Sustainability and Resiliency Committee, Community Partner Meetings, Fargo Public Schools Long Range Facilities Planning, prioritizing communication with Cass County, Collaboration on Homeless Coalition and Quarterly meetings with Fargo Public Schools.

Next, Susan noted on the Focus in 2024. The items of focus are: Implement Strategic Plan, NDRPA Executive Director Cohort, Raising the bar (setting higher standards for staff and leadership to continue innovating), Internal Engagement, Parks System Master Plan, Legislative Involvement, External Engagement, Annual Work Plan and State of the Parks (community State of the Parks including Fargo, Moorhead and West Fargo).

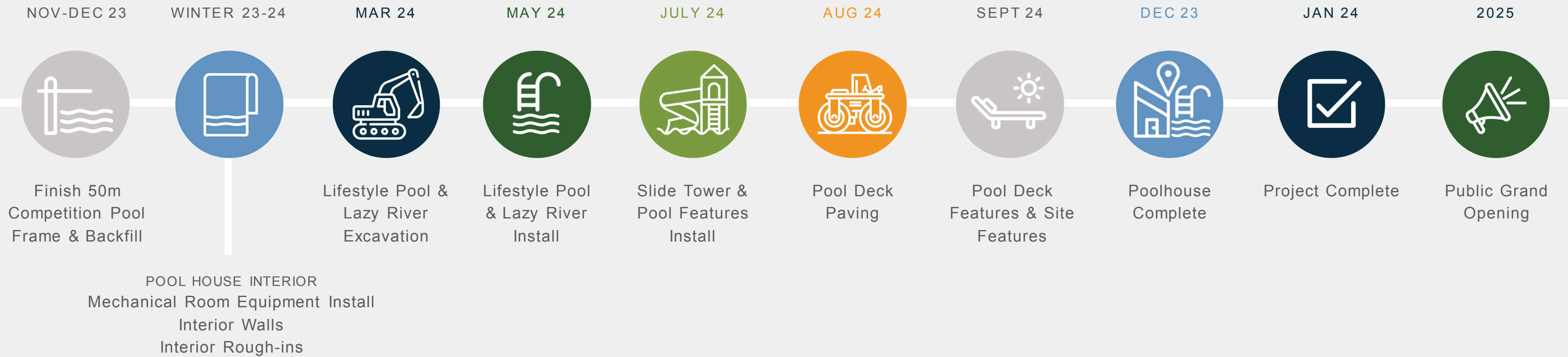
Next, Commissioner Morgan thanked Susan and Dave Beitz for all their hard work. Commissioner Rostad also thanked them for their great work.

Next, Commissioner Rostad requested an item be placed on the agenda for the Park Board Meeting on December 12, 2023 for the board to discuss next steps for the Executive Director position.

The meeting adjourned at 6:10 pm.

Notes submitted by Tara Nielsen, Executive Assistant

Timeline



FARGO PARKS SPORTS CENTER TIMELINE

PROJECT UPDATES



Timeline

ONGOING



Hiring of staff

DEC 2023



Finalize food &
beverage
menu

JAN 2024



Launch of rental
requests

MAY 2024



Open houses

JUNE 2024



Openings

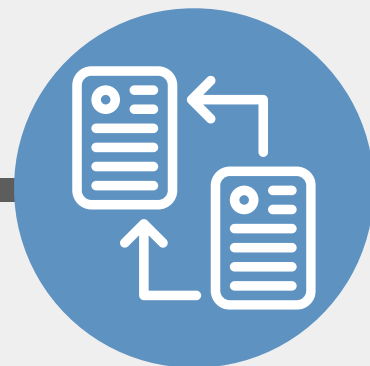
Timeline

NOV 2023



External/Internal Stakeholder Surveys and Focus Group

DEC 2023



Finalize committee and Pre-Planning Data Collection

JAN-MAR 2024



Conduct Strategic Planning Committee Meetings

MAR-APR 2024



Writing Team Meetings

MAY 2024



Create Draft Plan for Review

JUNE 2024



Finalize Draft and Present to Board for Final Approval