

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
OF THE FARGO PARK DISTRICT OF MARCH 19, 2020**

The special meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Thursday, March 19, 2020, at 4:00 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Jerry Rostad, Vicki Dawson, and Joe Deutsch Stacey Griggs and Rusty Papachek. Also present were Dave Leker, Tyson Lund, Dave Bietz, Brian Arett, Carolyn Boutain, Clay Whittlesey, Kevin Boe, and Diane Jones.

**Approval of Order of Agenda**

Commissioner Joe Deutsch moved and Commissioner Rusty Papachek seconded a motion to approve the Order of Agenda. Upon call of the roll, the motion passed unanimously.

**Fargo Park District's Response to Covid-19**

Dave Leker presented to the Board on this matter. It was noted that Courts Plus was closed to the public on March 18 at 11:00 pm. It was noted that all programs and events have been cancelled or postponed for the time being. It was noted that Park District facilities have been closed to the public. It was noted that the directors have been in direct contact with all employees about the near future.

No action was taken on this matter.

**Plans and Procedures**

Several directors presented to the Board on this matter. Dave Leker noted that the Park District has been in direct contact with the city of Fargo and human resources daily as this pandemic has continued to evolve. Dave Leker noted that at the time of the meeting approximately 20 Park District employees were looking to work from home or establish flexible hours but that all employees were able to continue working. Dave Leker noted that the Park District was working with the employees to establish working from home or adjusting to new hours. Dave Leker noted that the Park District has work to keep staff engaged and that some employees may need to shift their job duties to new areas. Dave Leker noted that the Park District is tracking all expenses associated with the pandemic in the event the Park District can get state or federal reimbursement.

Carolyn Boutain and Kevin Boe presented to the Board regarding Courts Plus. Carolyn Boutain noted that the goal is to keep all full-time and part-time Courts Plus staff employed and redeployed to other departments. Kevin Boe stated that the priority is for Courts Plus to have a deep cleaning and then move staff around to get productive work out of Courts Plus staff. Dave Beitz stated that the Park District is doing everything possible to be flexible and accommodating with employees while also ensuring that the employees are being productive.

Brian Arett presented to the Board regarding Meals on Wheels. Brian Arett noted that Meals on Wheels is considered a priority matter because nutrition is vital to senior citizens. Brian Arett noted that there are new procedures in place to ensure volunteers are healthy, practicing good hygiene, and sanitizing before and after deliveries.

No action was taken on this matter.

### **Approval of Resolution to Declare Emergency Exists for Covid-19**

Tyson Lund presented to the Board on this matter. It was noted that the city of Fargo declared an emergency exists on March 16, 2020. It was noted that this would allow the Park District to work around some normal procedural requirements in the event immediate action is required.

Commissioner Stacey Griggs moved and Commissioner Rusty Papachek seconded a motion to approve the resolution to declare an emergency exists for Covid-19. Upon call of the roll, the motion passed unanimously.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 4:40 p.m.

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Jeffrey B. Gunkelman