

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF APRIL 14, 2020**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, April 14, 2020, at 5:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Joe Deustch and Jerry Rostad. Commissioners Stacey Griggs, Vicki Dawson and Rusty Papachek appeared virtually through Microsoft Teams. Also present in person were Dave Leker, Brian Arett, Carolyn Boutain, and attorney Thad Swanson. Also appearing virtually through Microsoft Teams were Tyson Lund, Dave Bietz and Diane Jones.

Approval of Minutes

Commissioner Rusty Papachek moved and Commissioner Joe Deutsch seconded a motion to approve the minutes as amended of the March 10, 2020 meeting. Upon call of the roll, the motion passed unanimously.

Approval of March Bills

Commissioner Joe Deutsch moved and Commissioner Stacey Griggs seconded a motion to approve the bills for March 2020 as presented. Upon call of the roll, the motion passed unanimously.

Approval of Order of Agenda

Commissioner Joe Deutsch moved and Commissioner Vicki Dawson seconded a motion to approve the agenda as presented. Upon call of the roll, the motion passed unanimously.

Director's Report

Dave Leker presented to the Board. Dave Leker noted that the all business office staff are working remotely on a part-time basis to limit the number of staff in the Depot at any given point. It was noted that staff is doing their best to maintain physical distancing and that the Park District stepped up cleaning efforts on all major touch points.

Dave Leker address golf course openings. It was noted that with the assistance of Carolyn Boutain, the golf pros and Park District staff, they established a comprehensive set of rules and guidelines to follow for golf. It was noted that some of the changes include spreading out tee times, only allowing one customer inside the club house at a time, requesting golfers register and pay online, restricting the renting of clubs and push carts, walking only (at least initially), practice facilities remaining closed, no removing the pins from the hole and cups being adjusted for safe ball retrieval.

Dave Leker address a variety of other issues. It was noted that the Park District feels that Officer Marvig has been an essential asset to the Park District operations. It was noted that the design work on the proposed sports complex has temporarily been put on hold due to the pandemic. It was noted that the Park District has been in discussions with the City of Fargo about purchasing the RDJ Building but that all discussions are currently preliminary.

Finally, Dave Leker addressed the spring cleaning projects. It was noted that the all properties and facilities have been thoroughly cleaned as a result of closing the facilities. It was noted that all staff has been flexible in taking on different job duties to maintain employment and being a valuable asset to the park district.

No action was taken on this matter.

Foundation Director's Report

Brian Arett presented to the Board on this matter. It was noted that all planning and action regarding the proposed sports complex has been put on hold due to the pandemic. It was noted that Valley Senior Services discontinued all meals on site effective March 18, but that they are providing take out meals. It was noted that Meals on Wheels has gained 130 new volunteers to deliver meals and that they have seen a 10% increase in people needing meals.

No action was taken on this matter.

Covid-19 Update

Dave Leker presented to the Board on this matter. It was noted that all full-time staff are still working and that the directors have modified schedules to limit the amount of people in the Depot at a given time. It was noted there is still work to be done and that all staff are remaining busy.

Dave Leker presented to the Board regarding Park District playgrounds. It was noted that the benefits of leaving playgrounds open are it promotes self-responsibility, can place signage the playgrounds regarding social distancing and police can break up large gathers. It was noted the negatives for leaving the playgrounds open are people may not follow the rules, large grounds could gather, and potential criticism toward the Park District related to sanitizing. It was noted that the other concerns regarding closing the playgrounds include how to enforce the closures and how to handle other park amenities.

Commissioner Deutsch commented that the right thing to do is to close the playgrounds and allow people of authority to enforce the closures. Commissioner Deutsch stated that most children are not responsible enough to understand social distancing and that leaving the playgrounds open could be burdensome on staff. Commissioner Papachek concurred with Commissioner Deutsch, noting that playgrounds are different than golf courses and that the message should be sent that the playgrounds are closed. Commissioner Dawson added that children wouldn't be able to clean the playgrounds and that signage should be sufficient to note the closures. Commissioner Griggs and Rostad further agreed with Commissioners Deutsch, Papachek and Dawson.

Commissioner Joe Deutsch moved and Commissioner Rusty Papachek seconded a motion to close all Fargo Park District playgrounds effective April 15, 2020 and continuing until further notice. Upon call of the roll, the motion passed unanimously.

Dave Leker presented to the Board on the financial impact to the Park District from Covid-19. It was noted that the estimated lost revenue through May will be \$1.63 million. It was noted that the Park District is looking at possible cost savings strategies to make up for the lost revenue.

Dave Leker presented to the Board on the CARES Act and other updates. It was noted that several employees are working from home or on adjusted schedules. It was noted that the Park District has slowed on bringing on seasonal staff. It was noted that the Park District is redeploying part time and full time staff to other areas.

Dave Leker presented to the Board on using technology for future meetings. Commissioner Papachek expressed his desire that everyone attend future meetings online until further notice. The other Commissioners expressed similar desires to limit the amount of meetings in person as much as possible.

Approval of Resolution for Application for State Aid for Public Transit and Section 5311 Federal Transit Funding for Valley Senior Services

Brian Arett presented to the Board on this matter. It was noted that this resolution concerns about \$640,000.00 in funding in the current fiscal year. It is anticipated that the funding from the state may decrease but the federal funding may increase.

Commissioner Joe Deutsch moved and Commissioner Vicki Dawson seconded a motion to approve the resolution to allow Valley Senior Services to submit a transit funding application to the North Dakota Department of Transportation as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval and Award of bid for 2020 Fall-Winter and 2021 Spring-Summer Brochures

Carolyn Boutain presented to the Board on this matter. It was noted that the Park District received two bids and that Forum Communications Printing had the low bid. It was noted that the bid came in within budget. It was noted that the Park District continues to work on producing less paper copies and using more online copies. It was noted that the Park District is not obligated to order any brochures in the event events and programs need to be cancelled.

Commissioner Stacey Griggs moved and Commissioner Joe Deutsch seconded a motion to approve and award Forum Communication Printing the 2020 Fall/Winter and 20221 Spring/Summer brochure as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval and Award Bid for 2020 Playground Improvements

Dave Bietz presented to the Board on this matter. It was noted that the Park District put out bids for two playgrounds, Stonebridge #2 Park and Greenfields Park. It was noted that included in the bids were multiple alternate bids for additional features. It was noted that the Park District received four bids and the low bidder came in under the engineer's estimate. Commissioner Rostad inquired into postponing the park improvements due to the lost revenue caused by Covid-19. Dave Bietz noted that these parks have already been postpone previously and that residents have already been notified that the parks would be improved. Tyson Lund noted that the Park District is required to spend money on facility improvements that is in the general fund.

Commissioner Stacey Griggs moved and Commissioner Vicki Dawson seconded a motion to approve and award Dakota Playground the playground improvement bid for improvements in Stonebridge #2 Park and Greenfields Park with a base bid of \$159,499.00 and an alternate bid total of \$21,595.00 as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval of Agreement with Audubon Dakota to include Landscape beds at Legacy Park in the Urban Woods and Prairies Program

Dave Bietz presented to the Board on this matter. It was noted that the proposal is to convert landscape beds at Legacy Park into pollinator gardens this spring. It was noted that this would decrease in mowing and bring new animals into the park. It was noted that the agreement has a five-year term but can be terminated by either party with 30 day notice.

Commissioner Joe Deutsch moved and Commissioner Stacey Griggs seconded a motion to approve the Agreement with Audubon Dakota to include landscape beds at Legacy Park in the Urban Woods and Prairies Program as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval and Award Bid for Depot Chiller Replacement

Dave Bietz presented to the Board on this matter. It was noted that chiller started to fail last fall and that the Park District has been told that they are no longer able to get parts for their current chiller. It was noted that the Park District received seven bids and the low bid came in under the Engineer's estimate.

Commissioner Rusty Papachek moved and Commissioner Vicki Dawson seconded a motion to approve and award Grant's Mechanical the headquarters chiller replacement with a bid of \$53,350.00 as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval of Resolution to Authorize Dave Leker to Sign Utility Easements

Dave Leker presented to the Board on this matter. It was noted that this authority was previously given to the prior executive director to sign utility easements. It was noted that the Park District receives several requests a year and that the Park District does receive an administrative fee for each easement.

Commissioner Joe Deustch moved and Commissioner Stacey Griggs seconded a motion to approve the resolution authorizing Dave Leker to sign utility easements as presented to the Board. 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 7:30 p.m.

Jeffrey B. Gunkelman