

## **FACILITIES COMMITTEE MEETING NOTES**

**Wednesday, March 30, 2022; 8:00AM**

**Depot Board Room**

Attended: Commissioner Vicki Dawson, Commissioner Stacey Griggs, Commissioner Joe Deutsch (via Teams), Dave Leker, Carolyn Boutain, Dave Bietz, Broc Lietz, Paul Grindeland, Luke Evenson, Tyler Kirchner, Katie McCormick (via Teams), Cindy Boettcher

Absent: Commissioner Dawn Morgan, Brian Arett, Kevin Boe

### **Financial Review for period ending February 28, 2022.**

Broc Lietz, presenter.

Beginning this year, the leadership team will be providing a quarterly financial review for commissioners to provide ongoing financial data and status throughout the fiscal year. The review will contain Budget-to-Actual Review YTD, Cash Flow (current position and projections), Reserve Balances (current and projections). The data reviewed on March 30, 2022 is for the period ending February 28, 2022. Going forward we will determine if this review should be held at the Facilities Committee in April, July, October, and year-end to truly reflect quarterly data.

We have collected about 45% of our tax revenue to date and have collected about 34% of the budget to date and the vast majority of the budget is golf and other services. This is tracking as expected. Regarding the expenses, those consist of debt service, facility work and fixed expenses. The budget meeting will be on April 20, 2022 and then we can start looking at the budget philosophy and process. There was then a general discussion on the revenues, expenditures, fund balances, unassigned and assigned funds.

Commissioner Dawson stated she would like to see the quarterly and historical numbers for the part of the year we are in. Commissioner Griggs inquired on unassigned cash, and how its accumulated, and those are general fund dollars that do not have to be spent on certain items so are considered general fund dollars. Assigned funds are funds that are ear marked for certain projects that will be coming up or are expected to be coming up. We want to be the most efficient with the funds we have.

Commissioner Dawson would like a list of the to dos for the year, even though the list does change, the Directors try keep it as fluid as possible. Would like to also concentrate on our facilities that need upkeep also. Would like to create a better long range facility plan.

Commissioner Griggs would like to get an annual analysis for Broadway Square for 2021 and 2022.

This item was for information only and more information will be forthcoming.

**Review request to solicit bids for the 2022 Concrete and Asphalt Improvement projects.**

Dave Bietz, presenter.

We are requesting permission to publicly bid the 2022 Concrete and Asphalt Improvement Projects. The funds for these projects are budgeted in 2022 for the following:

Stone Bridge #1 Park Trail  
Stone Bridge #2 Park Trail  
Oak Grove Park Trail  
McCormick & Jefferson Park (from 2nd Avenue to 9th Avenue) Trail  
Kennedy Elementary Sidewalk  
Friendship Park Basketball Court  
Lindenwood Park Parking  
Centennial Elementary Shelter Pad  
Rose Creek Golf Course Hole #5 Cart Path  
South Maintenance Shop Paving  
Village West Trail  
Trollwood Park Trail  
South Woodhaven Playground Border and Shelter Slab  
Westgate Playground Border  
Willow Park Playground Border and Trail  
Centennial Park Shelter Slab

We are asking the Committee to move to the full board for consideration to approve the public bids for these projects.

This is a public improvement project that we would like to do. Currently there is a fly ash and rebar shortage, so this has made concrete prices rise. If approved to go ahead and solicit public bids there will be a priority list (actual project list) of what projects will be done depending on the costs. All these projects will be all concrete due to the longevity and lower maintenance costs compared to asphalt.

Commissioner Dawson asked about woodchips at the parks and if we should be using a different substance. We are always looking for other surfacing, but woodchips are still the best option. We need to replace the woodchips every third year. We have staff checking on our playgrounds about once a week. We currently have seven certified playground inspectors. Commissioner Deutsch commented how displacement is very important and it important to try and minimize that with the materials we use.

Commissioner Dawson asked about Lindenwood Park Parking and there will be a couple additional parking spots near each of the shelters. The list above is to remove and replace with all concrete.

We want to package this as one project for one company which helps in finding efficiencies also.

The Committee recommends moving this to the full board on April 12, 2022, on the Consent agenda.

**Review Request for Proposals for Independent Commissioning for the Fargo Parks Sports Complex.**

Dave Leker, presenter.

We publicly solicited a Request for Proposal (RFP) for Independent Commissioning for the Fargo Parks Sports Complex. Since then, we publicly advertised for these services and opened the proposals on March 17, 2022, at 10:00 am. We received three RFPs from Cooper Commissioning, KFI Engineers, and Martin Mechanical Design.

At the time of this memorandum, we are still evaluating the RFPs. It is our intention to bring a recommendation to the Facilities Committee meeting. Funds for this service are accounted for in the Fargo Parks Sports Complex total project cost.

Construction timeline is below.

- Start of Construction: Spring 2022
- Project Completion: Spring/Summer 2024

We are asking the Committee to move this item to the full board for consideration to approve the Independent Commissioning Agent for the Fargo Parks Sports Complex.

Having this agent will help us work out any bugs and put together different manuals and documentation, and tutorials.

At this time, we would like to recommend KFI Engineers as our commissioning agent. This company focuses on how they would help our staff understand how the facility will perform which is a large part of this facility.

Commissioner Griggs asked how the scoring was done, and that was done internally along with questions that were asked that are important to choosing a company. Commissioner Dawson inquired on interviewing these companies, and Tyler Kirchner stated he chose not to do the interviews due to the amount of information that was submitted.

The Committee recommends moving this to the full board on April 12, 2022, for consideration and approval.

**Discuss priorities for next Park Master Planning Services.**

Carolyn Boutain, presenter.

In the 2022 budget the board approved money for three park master plans. The first plan that was awarded was for Island Park. This plan is expected to be completed in May 2022.

The staff would like to begin discussions for the next park master plan services. The parks under consideration for master planning are Lindenwood Park, Yunker Farm and Johnson Park.

Once the project is decided upon, staff would develop a plan for soliciting Request for Qualifications (RFQ) proposals. The timeline for final approval for awarding the bid would be expected this summer.

Lindenwood Park is a very active park and the improvements last year with the road have been completed, so this park may not be the first priority. Yunker Farm is a wide-open canvas right now, and the Botanical Society is asking us what plan we have for this area so they know which direction their future may hold. Johnson Park is also a wide-open canvas. We are just looking for the direction to go. The current Island Park master plan will be coming to the Board in May or June for final adoption and at that time have the capacity to start the bidding process.

Commissioner Deutsch is asking for more information and get a broader idea of what is wanted at Yunker Farm.

Last year meetings were held with about thirteen agencies regarding a conservation park and other requests for Yunker Farm and currently everyone has been put on hold until we have a master plan in place like we do with Island Park.

Commissioner Dawson stated that things don't get better when you leave them be. Lindenwood is already being utilized and growing throughout the year with activities and doing well. She would like further discussion and ideas on what is wanted in each of these three parks.

Johnson Park is a neighborhood park and time goes on and people are driving and parking in the area in and around the park. We get a lot of requests to rent out due to it being a lighted soccer field.

All three of these parks will get done, just not all in one year. Dave Bietz stated a consultant would be very helpful and meld together what they see on a wider scale and helping us facilitate the public engagement.

The Committee recommends moving this to the full board on April 12, 2022 for further discussion and the request to move forward with the RFP process.

**Review option to collaborate with Fargo Public Schools relating to North High/Coliseum parking lot project.**

Dave Bietz, presenter.

This topic was discussed at the March 8th Board meeting. It was requested more information be gathered and represent this topic including the additional information before the item would receive any consideration for direction. Staff has worked with the Fargo Public Schools to get the most recent set of plans for the project.

Staff has reviewed the plan set and have made suggested adjustments to the portion of the parking lot that sits on Park District property. Staff incorporated all comments discussed in the March 8th meeting into the final design. Included with this memo is a site plan that shows the changes that were made by Park District staff in collaboration with architects and engineers.

We recommend a parking lot buffer to be added on the south portion of the parking lot, we also advocate to add pedestrian walkways that connect the amenities on this site. We have also requested to add speed tables as traffic calming devices to again aid in pedestrian and vehicle safety. A drop off loop was also explored near the entrance of the coliseum but was not pursued as the options we developed increased safety concerns.

We are asking the Committee to move to the full Board for consideration to approve the design of this plan as well as approve entering into a joint power's agreement with the Fargo Public School District that will outline the responsibilities of each party in relation to this project. At the time of this memo a draft of this agreement was not available, it is staff's intention to bring the draft of the agreement to the Facility Committee meeting for consideration.

We explored and considered ideas to break up the view from the South, looked at the drop off loop, traffic, and tie it all into the maintenance of the area in general. We have also received the draft Joint Powers Agreement from the Fargo Public Schools.

In the plans we incorporated a landscape buffer to the South. We also put in the right amount of ADA spots. Added in two pedestrian corridor, speed tables, and behind the baseball diamond we made that a true intersection. We looked at a drop off area but we were not guaranteed one-way traffic so that would have been a safety concern.

The parking spaces are 9x20 which is a standard size. This can also slow traffic down and make it safer. Any design change will be at our expense.

Commissioner Dawson asked how wide the drop off spot is, and it is 30 feet so there is room to drop of kids and there is also a speed table that is 36 feet in width at this area. We do not have the total cost yet, but the project has been bid by architects and engineers and the unit costs are in place so once the design is settled on then we will get the total cost for the project.

Broc Lietz asked. Do we want to proceed from a design perspective, how will we be covering the costs, if we do proceed we would need a decision at the Board meeting so the school can

issue their debt and proceed. The original cost was 1.6 million. We have received the Joint Powers Agreement, and this is in addition to what we have in place already.

Commissioner Dawson asked if this is the parking lot that we want, and best for the Fargo Park District? We believe it is and is the best for the Park District.

The Committee recommends moving this to the full board on April 12, 2022, for further discussion, consideration and approval.

**Review proposed Valley Senior Services Transit Procurement Manual.**

Paul Grindeland, presenter.

The North Dakota Department of Transportation (NDDOT) is requiring all transit agencies to update their Transit Procurement Manuals or adopt the new NDDOT Transit Procurement Manual, Valley Senior Services has chosen to adopt the NDDOT manual. To adopt the NDDOT manual, NDDOT requires board approval and signature of the Procurement Plan Adoption & Procurement Officer Designation form.

We are being asked to adopt the NDDOT manual or we would have to redo our manual. We would like to adopt their manual.

Commissioner Dawson asked if we could follow the NDDOT manual, and Paul Grindeland stated we could. The thresholds stay the same as our current manual.

Commissioner Griggs asked how many vehicles we own, and that is 26 and we buy about two new vans every three years. The City of Moorhead and City of West Fargo do provide funding also. For Sargent County that would be a state bid if we replace vehicles, we operate there.

The Committee recommends moving this to the full board on April 12, 2022, on the Consent agenda.

**Other.**

Commissioner Dawson thought we should take a new picture of the location of the new Lindenwood road in comparison to where the water is. Kate McCormick is now working on getting a photo of the new road at Lindenwood.

The lower road is open this summer, but it is closed to vehicles and opened to walkers and bikers. The gate near the kayak launch there is asphalt that is in bad shape and needs to be replaced.

Our groundbreaking event on April 28<sup>th</sup> is the best date we have so far. Commissioner Deutsch would like a date that all commissioners could attend. There could also be a special commissioner event, and a time delayed recording while building the Sports Complex.

Commissioner Griggs asked about the water at Edgewood and there are still bags on the ground, but water did not come across the #4 fairway.

With no further questions, the meeting adjourned at 10:05 AM

Notes submitted by: Cindy Boettcher, Administrative Specialist.