



FACILITIES COMMITTEE MEETING
Wednesday, May 25, 2022; 8:00 a.m.
Fargo Park District Board Room
701 Main Avenue, Fargo

Board Committee Members:
Vicki Dawson & Dawn Morgan

AGENDA

1. Review draft of Island Park Master Plan recommendations; Carolyn Boutain, presenter.
2. Review Memo of Understanding with FMCT regarding a proposed outdoor performance area, indoor pavilion and multi-use indoor spaces; Dave Leker, presenter.
3. Review proposed changes to Hiring Policy-Benefitted Staff No. 410; Stacy Kruger, presenter.
4. Review first quarter financials; Broc Lietz, presenter.
5. Review Memo of Understanding with Fargo Park District Foundation; Brian Arett, presenter.
6. Review mural project idea at McCormick Park; Dave Bietz, presenter.
7. Review proposed changes to Urban Hunting Program; Craig Bjur and Dave Bietz, presenters.
8. Other

Next Fargo Park Board Meeting: June 14, 2022; 5:30 p.m.
Next Facilities Committee Meeting: June 29, 2022; 8:00 a.m.



MEMORANDUM

DATE: May 18, 2022

TO: Fargo Park Board Commissioners

FROM: Carolyn Boutain, Enterprise Director, 701-866-4505

RE: Agenda Item No. 1- Review draft of Island Park Master Plan recommendations

The Island Park Master Plan Survey completed on May 10. This was part of the review of the two design concepts that were proposed by our consultants AGL and RDG as part of the Public Input Meeting #2 on April 26. As part of this project, we are ready to share the draft of the final design and recommendations.

As part of the presentation, staff would like to discuss bringing two items to the board meeting. One is asking the board to accept the final documents for this project prepared by AGL and RDG. The second item is looking at the recommendation for the pool location. The pool consultants are looking for a decision from the District in order to start on design documents to meet our goals for bidding the pool project.

AGL and RDG representatives will be attending the Facilities Committee Meeting to present the information. A draft of the final recommendations for the park are being completed. They will be sent out later this week in a separate email.

Please contact me with questions.

Thank you for your consideration.



MEMORANDUM

DATE: May 18, 2022

TO: Fargo Park Board Facilities Committee

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 2 - Review Memo of Understanding with FMCT regarding a proposed outdoor performance area, indoor pavilion and multi-use indoor spaces

This Memo of Understanding (MOU) is an agreement between the Fargo Park District and Fargo-Moorhead Community Theatre (FMCT). The agreement allows FMCT to move forward with beginning the process of demolishing the majority of the current structure on the property and planning for the future of the property. FMCT may leave the pavilion and wing of the building if feasible. FMCT plans to construct an outdoor amphitheater with a stage area, indoor pavilion, classrooms and office space. The outdoor space will be defined by walkways or plantings.

The draft attached with this memo was drafted by our legal counsel. We are still working out some details between FMCT and our legal counsel for a final draft of the MOU, which will be presented at the June Board meeting.

Also, attached is an aerial view of the current footprint of the FMCT lease area located within Island Park.

Staff recommends moving this Memo of Understanding to the full board for consideration of approval at the June 14th Park Board Meeting.

If you should have any questions, please feel free to contact me prior to the Committee meeting.

Thank you.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the “Agreement”) is entered into this _____ day of _____, 2022 between the **Park District of the City of Fargo** (“Park District”) and **Fargo-Moorhead Community Theatre** (“FMCT”).

Whereas, the Park District and FMCT entered into a lease agreement dated December 1, 1966, wherein FMCT leased certain property from the Park District located in Island Park (the “Property”).

Whereas, the building FMCT constructed on the Property has been deemed unsafe for public access and has been closed to the public.

Whereas, the parties desire to enter into this Agreement in order for FMCT to move forward with beginning the process of demolishing the constructed the building and planning for the future of the Property.

Whereas, the parties will enter into a formal Lease Agreement for the Property after the execution of this Agreement.

The proposed terms of the lease agreement are as follows:

- Premises:** The current footprint of the FMCT lease area located within Island Park.
- Term:** Twenty-five years with FMCT having two options to extend the Lease for ten years for each option period
- Rent:** \$100.00 per year during throughout the term
- General Structure Plans:** FMCT will demolish the majority of the current structure on the Property. FMCT may leave the pavilion and wing of the building if feasible. FMCT plans to construct an outdoor amphitheater with a stage area, indoor pavilion, classrooms, office space. The outdoor space will be defined by walkways or plantings.
- Construction Timeline:** Demolition of the current structure must be completed prior to December 31, 2022.
Plans for the new structure must be presented to the Park District prior to December 31, 2022.
Construction of the new structure must commence prior June 1, 2023 and must be completed prior to October 1, 2024.
- Ownership:** FMCT will own the structures constructed on the Property. The parties will enter into a ground lease for the Property.
- Funding:** FMCT will provide funding for the demolition of the current structure

and the construction of the new structure(s).

Programming: FMCT will provide programming at the Property consistent with the purposes and mission of FMCT including but not limited to enriching the greater Fargo-Moorhead community through engaging theatrical and educational opportunities of high artistic quality, and other uses incidental thereto. It is contemplated that FMCT will rent the structure out to individuals or for-profit organizations from time to time. FMCT will use its best efforts to work with the Park District to make the facility available to the Park District for Park District events and programming.

Parking: FMCT understands that it will have the non-exclusive right and license to use the off-site parking areas that have been customary for the parties under the 1966 lease.

Alcohol: FMCT shall be allowed to sell alcohol on the premises in a manner that is similar to the Red River Zoo and its relationship with the Park District. FMCT will be responsible for all licensing and permitting.

The parties understand that the terms of this Agreement are not binding on either party and that this Agreement is executed for the purpose of having the parties reach a general understanding of the basic terms that can be used to develop a formal lease agreement

Park District of the City of Fargo

Fargo-Moorhead Community Theatre

By: Vicki Dawson
Its: President

By:
Its:

By: Dave Leker
Its: Clerk



Single Feature ✕

Available Reports
Fargo Parcels ▾ Go

Zoom to Feature

Feature Information

Name	Value
LegDescAdditional	
SegSqFt	30401
LandUseDesignation	PubPkRc
A4SF	30401
A4FF	175.36
cup	
RemarksOther	000801 000801
NeighborhoodArea	Downtown
PUDNo	
PUDDate	
CONo	
CODate	
AptYrBuilt	
AptBldgSF	
AptPropType	
JrHighSchool	BenFrank
HighSchool	North



MEMORANDUM

DATE: May 18, 2022

TO: Fargo Park Board Facilities Committee

FROM: Broc Lietz, Finance Director
Stacy Kruger, Human Resources Manager

RE: Agenda Item No. 3- Review proposed changes to Hiring Policy-Benefitted Staff No. 410

The Human Resources department is recommending the review and adoption of the updated Hiring Policy No. 410.

The HR department along with the support of the Directors, are suggesting updates to the policy to provide flexibility for internal recruitment only upon completion of a Job Analysis by the Human Resources department and consultation with the department Director and the Executive Director. Further, the update provides for an exception to recruitment if a department or the district is undertaking a board approved reorganization. This is an effort to promote growth and development opportunities for our current employees.

The recommended changes simply provide an option for recruitment. All processes must be reviewed and approved by Human Resources, the appropriate Director, and the Executive Director.

If you should have any questions, please feel free to contact Broc Lietz or Stacy Kruger prior to the meeting.

Thank you.

FARGO PARK DISTRICT
HIRING POLICY – BENEFITTED STAFF
POLICY NO. 410

Date Approved by Park Board 09/10/19

Date Reviewed by HR 05/09/2022 ~~08/01/19~~

Objective

Staffing management involves finding qualified employees, attracting them, employing them strategically in the organization and retaining them long term. The Fargo Park District believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the park district. Each employee, while employed, is hired to make significant contributions to the park district. In hiring the most qualified candidates for positions, the following hiring process should be followed.

Hiring Process and Procedures

The hiring process for **Regular Full Time Benefitted**, ~~non-seasonal~~ positions encompasses multiple steps including the use of application forms, resume screening, interviews, reference and background checks, employment offers, and, in some cases, employment contracts. Once hired we provide the employee with new hire orientation and departmental training.

Personnel requisitions

Personnel requisitions must be completed to fill open positions. Requisitions must be initiated by the department supervisor/manager, approved by the department director and then forwarded to the human resource (HR) department.

Personnel requisitions should include the following:

- Position title.
- Position's hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the position being opened.
- Essential job functions and qualifications (or a current job description may be attached).
- **Any special recruitment advertising requests**

Job Analysis

HR will conduct a comprehensive review of the personnel requisition. HR will arrange a meeting with the hiring manager to conduct an intake meeting prior to the job opening to learn more about the position, the requirements, and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders. Must receive approval from the Department Director, Human Resources Manager, and the Executive Director regarding the recruiting strategy.

Job postings

All regular exempt and nonexempt job openings are posted on the Fargo Park District website and a Park Bench article to notify staff of the posting. Jobs will remain posted a minimum of 5 working days or until the closing date on the posting, whichever is longer.

Our first option in an effort to promote growth and development opportunities for our current employees, the Fargo Park District provides an internal recruitment process, in which only current, non-probationary, staff that have gone thru a search previously are considered for staff vacancies in the following job classifications: any level below Director. Internal employees are screened and qualified employees are sent to the employing department for an interview and additional consideration, prior to the consideration of any external applicants. If after posting the position internally there are no viable candidates with the necessary skills, education, certification and/or experience, the position will be posted externally. Before an offer is made to an internal candidate, we will need approval by their Director, Human Resources Manager, and the Executive Director. ~~All benefitted positions will be posted externally. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the position supervisor for the HR department.~~

An exception to this process is if the department or company is going through a Board approved reorganization, then the department manager has the option to promote one of their employees into the vacancy if received approval by their Director, Human Resources Manager, and the Executive Director before initiating such action.

External applicants are eligible for ND Veterans Preference. The applicant must provide proof of their veteran status and be a ND resident under ND Century Code 37-19-1 to receive this preference. Required qualifications for the job must be met in order to receive such preference.

Open positions that have been posted in the last 6 months and need to be backfilled due to the position coming open again may go back to the original job file and consider top applicants from the original posting. If no qualified applicants remain, the position should be reposted and follow the normal job posting guidelines above.

Internal transfers

Employees interested in another position within the Fargo Park District must complete an online application on the Fargo Parks website. The application must be completed and submitted to HR by the job posting close date.

All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by HR or the hiring supervisor/manager.

Recruitment advertising

Positions are advertised externally based on need and budget requirements. HR is responsible for coordinating the placement of all recruitment advertising.

Interview process

The HR department and the hiring supervisor/manager will screen applications and resumes prior to scheduling interviews. Initial interviews, if needed, are generally conducted by the hiring supervisor/manager with HR present as requested/required. Should a second interview be needed, the HR Department and department Manager or Director would be in the interview.

Team interviews may be conducted as needed for some positions. If a team interview is conducted, a structured interview process is recommended. Interview questions are to be compiled by the interviewing team and reviewed by HR prior to the interview. After the team completes the interview process, the results of the interview should be forwarded to HR who will

meet with the hiring manager/supervisor to review. The hiring manager/supervisor has the authority to make the hiring decision upon review with the department director and Executive Director as needed.

All interview notes, questions, and rating sheets must be forwarded to HR for retention.

HR will notify applicants who are not selected for positions at the Fargo Park District via letter or email. External candidates will receive notification within a week of the position being filled by another candidate.

Reference checks, criminal background checks, and drug and alcohol testing

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks.

The HR department will check references of the candidates and contact final candidates to complete a background check through our third party vendor and complete pre-employment drug and alcohol screening (if required for the position).

Job offers

If HR receives satisfactory results from the reference checks, criminal background check, **job functionality assessment**, and the drug and alcohol screen (as required by position), it will notify the candidate to confirm the job offer.

Initial start date and orientation

On or before an employee's start date, the employee will complete required paperwork and a benefits orientation with HR. The employee's manager or supervisor is responsible for providing a department orientation for the new employee. The employee's supervisor will complete the New-Hire Checklist with new employees and review department policies and procedures.

The preferred start date(s) of a new benefited employee is the Monday of a new payroll. The supervisor should contact HR if they need to start a benefited employee on a day other than the Monday of a new payroll, prior to confirming the start date with the new employee. Benefits start the first of the month following hire date.



MEMORANDUM

DATE: May 18, 2022

TO: Fargo Park Board Facilities Committee

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 4: Review first quarter financials

The data attached is a review of the Year-to-Date financials from January to March 30, 2022 (1st quarter) with comparison to previous years and the annual budget. Also presented is a Cash flow projection, it shows the current year information from January to March 30, 2022, and then a projection for the remainder of the fiscal year.

If you have any questions prior to the Facilities Committee, please contact me to discuss.

Thank you.

PARK DISTRICT OF THE CITY OF FARGO

Year to Date Actual to Budget

	Governmental Funds		2022 Dollar Variance	2022 % Variance	Actual YTD 3/31/2021	Actual YTD 3/31/2020	Actual YTD 3/31/2019
	Actual YTD 3/31/2022	Budget 2022					
REVENUES							
Taxes and special assessments	\$ 20,675,060	\$ 23,319,663	\$ (2,644,603)	89%	\$ 17,435,417	\$ 15,812,429	\$ 14,402,973
Charges for services	1,337,826	8,333,823	(6,995,997)	16%	1,559,421	898,804	1,175,881
Intergovernmental	323,433	2,854,200	(2,530,767)	11%	4,515	6,695	2,413
Miscellaneous	449,440	47,844	401,596	939%	6,219,324	323,205	88,407
TOTAL REVENUES	\$ 22,785,759	\$ 34,555,530	\$ (11,769,771)	66%	\$ 25,218,677	\$ 17,041,133	\$ 15,669,674
EXPENDITURES							
Full Time salaries	\$ 1,366,325	\$ 6,367,519	\$ 5,001,194	21%	\$ 1,320,426	\$ 1,249,124	\$ 1,207,405
Part Time salaries	301,160	3,548,470	3,247,310	8%	225,059	309,080	292,330
Employee benefits	517,984	2,438,520	1,920,536	21%	514,995	489,789	495,510
Utilities	456,397	1,565,025	1,108,628	29%	334,520	320,170	414,285
Repairs and maintenance	288,846	2,707,577	2,418,731	11%	265,612	250,118	246,540
Program and operational costs	970,247	4,575,905	3,605,658	21%	924,424	952,684	1,192,358
Capital equipment and improvements	464,375	3,377,884	2,913,509	14%	203,158	356,952	228,052
Principal and interest on debt	1,947,319	8,245,946	6,298,627	24%	2,065,242	2,158,421	5,068,498
TOTAL EXPENDITURES	\$ 6,312,653	\$ 32,826,846	\$ 26,514,193	19%	\$ 5,853,436	\$ 6,086,338	\$ 9,144,978
Revenue Over (Under) Expenditures	\$ 16,473,106				\$ 19,365,241	\$ 10,954,795	\$ 6,524,696

**Cash Flow Analysis Fargo Park District
Current and Future Projections**

	Decr 2021 Actual	Jan 2022 Actual	Feb 2022 Actual	March 2022 Actual	April 2022 Projected	May 2022 Projected	June 2022 Projected	July 2022 Projected	Aug 2022 Projected	Sept 2022 Projected	Oct 2022 Projected	Nov 2022 Projected	Dec 2022 Projected
Beginning Cash Balance	\$ 40,861,920	\$ 40,058,224	\$ 41,883,941	\$ 47,863,276	\$ 57,633,105	\$ 94,437,286	\$ 92,395,685	\$ 90,293,062	\$ 86,559,671	\$ 81,984,890	\$ 76,989,635	\$ 69,815,343	\$ 62,185,904
Cash In, Revenues	3,090,331	3,713,321	8,705,339	17,603,733	46,360,099	2,145,919	1,866,897	1,850,130	1,850,130	1,665,742	1,411,016	1,289,988	1,289,989
Cash Out, Expenses	(3,894,027)	(1,887,604)	(2,726,004)	(7,833,905)	(9,555,918)	(4,187,520)	(3,969,520)	(5,583,521)	(6,424,911)	(6,660,998)	(8,585,308)	(8,919,427)	(5,760,526)
Ending Cash Balance	\$ 40,058,224	\$ 41,883,941	\$ 47,863,276	\$ 57,633,105	\$ 94,437,286	\$ 92,395,685	\$ 90,293,062	\$ 86,559,671	\$ 81,984,890	\$ 76,989,635	\$ 69,815,343	\$ 62,185,904	\$ 57,715,367
Net change in cash	(803,696)	1,825,717	5,979,335	9,769,829	36,804,181	(2,041,601)	(2,102,623)	(3,733,391)	(4,574,781)	(4,995,255)	(7,174,292)	(7,629,439)	(4,470,537)



MEMORANDUM

DATE: May 18, 2022

TO: Park District Commissioners

FROM: Brian Arett, FPD Foundation Director

RE: Agenda Item No. 5 - Review Memo of Understanding with Fargo Park District Foundation

The Fargo Park District Foundation Board met on May 16th and approved a Memo of Understanding with the Fargo Park District. The intent of this MOU is to define the nature of the relationship between the two entities and acknowledge respective obligations going forward. The goal is to provide further clarity with respect to the operations of the Foundation and governs areas of employment, office space and respective financial obligations.

Attached is a copy of the agreement for your review. Feel free to contact me in advance of the meeting with any questions.

Thank you.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between Fargo Park District (the "District") and the Fargo Park District Foundation (the "Foundation"), desiring to define the nature of their relationship, and approve past activities, and mutually acknowledge, for the future, the respective obligations, and rights of the parties.

MISSION OF THE FOUNDATION

The mission of the Foundation is to enhance the quality of life in the metro area through the development of modernized facilities, new programs and by offering great opportunities for all in the community.

PURPOSE OF THE FOUNDATION

The purpose of the Foundation is to pursue unique fundraising opportunities and increase private sector support to further the development, growth, and excellence of the Park District in providing modernized facilities and quality recreation services.

ARTICLES OF UNDERSTANDING

1. The Foundation will operate as a stand-alone 501(c)(3) nonprofit corporation organized in Cass County, North Dakota for the recreational purposes of the District and offer financial resource(s) as well as voluntary support for recreational activities and initiatives.
2. The Foundation will be developed, staffed, governed, and operated Pursuant to the By Laws of the Foundation, which are incorporated into this Agreement by reference.
3. One Park District Commissioner as appointed by the Park Board President will serve as a member of the Foundation Board of Directors.
4. Park District Staff Liaison will be the Executive Director. This will be a non-voting position.
5. The Foundation agrees that, during the term of this MOU, it will use its best efforts to solicit, collect, invest and administer funds, which shall be used to carry out the mission of the Foundation and Park District.
6. All donations to the Foundation, both annual and endowed, are the assets of the Foundation.
7. Funds transferred between the Foundation and the District will be administered in accordance with IRS regulations, North Dakota Century Code, and District guidelines concerning such.
8. The Foundation shall abide by all policies and procedures of the District related to facility and equipment usage.
9. Software and other materials purchased by the Foundation for its use are the property of the Foundation. Equipment required by the District to operate within the District system will be purchased by the District and will remain property of the District. Technology equipment purchased by the Foundation shall be consistent with the standards used by the District.
10. The Foundation will provide services to the District as follows:
 - a. Provide grant funding to the Fargo Park District and staff for projects that support the mission of the Fargo Park District.
 - b. Solicit and administer scholarship funding, including management of revenue, selection of recipients and the distribution of awards.
 - c. Serve as conduit for special donations and fundraising initiatives for donations designated for specific purposes.
 - d. The Foundation will not supplement General Fund obligations of the Fargo Park District.
11. According to established Foundation financial policy, the Foundation will charge up to a 5% administration fee for any grants, endowments, or funds received.
12. In exchange, the District will:
 - a. Employ all Foundation staff.
 - b. Provide the same employee benefits to Foundation staff as provided to all District employees.
 - c. Provide payroll processing services and filing of required taxes and forms, including issuance of year-end tax statements.
 - d. Review and approve the annual budget as submitted by the Foundation. (see attachment A)
 - e. Allow Foundation staff to print needed documents. Any large print orders will be outsourced at the expense of the Foundation.
 - f. Provide office space for the Foundation.

- g. Provide telephone and internet service.
 - h. Provide other services identified annually and agreed upon by both parties.
13. This MOU is intended to express the mutual intention of the parties to proceed in good faith, to obtain the approval of the Foundation's Board and the District.
14. This MOU will automatically renew annually unless either party requests dissolution in writing 90 days in advance of the requested dissolution date. The MOU will, however, be reviewed annually as consideration of needs during the budget development of both the Foundation and the District. The services requested, as well as payment of these services, are subject to change.

Agreed to this _____ day of _____, 2022.

FARGO PARK DISTRICT

FARGO PARK DISTRICT FOUNDATION

Board President

Board President

Executive Director

Executive Director



MEMORANDUM

DATE: May 18, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Parks Director

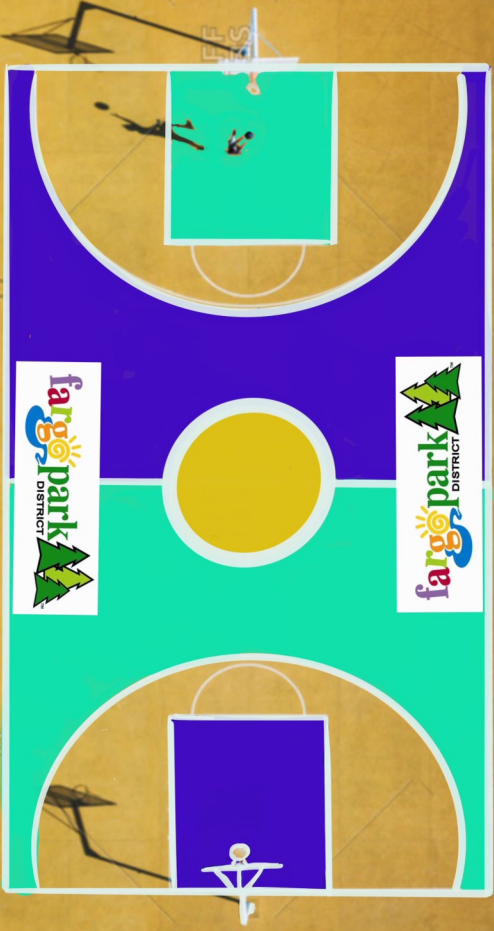
RE: Agenda Item No. 6 – Review proposed mural idea at McCormick Park

At the February 23, 2022, Facilities Committee Meeting members of the Beyond the Game Coalition presented ideas to improve McCormick Park. Since that time, staff has worked with the group to plan improvements to the building that is within the park. The group is coordinating a volunteer event on June 11th that will remove old flooring from the upper level of the building, paint the interior of the building as well as prepare the exterior of the building for painting.

The group is also interested in obtaining permission for painting a mural on the basketball court at the park. The group would supply the artist as well as the labor to paint the mural. The group is asking the Park District to supply the paint, prepare the surface for painting and painting materials. In addition to painting the basketball court they have requested new backboards and rims be installed. Staff is planning to replace the current backboards and rims as they need replacement and fit into our replacement cycle.

If you should have any questions, please feel free to contact me prior to the meeting.

Thank you.



SET
OFF

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MEMORANDUM

DATE: May 18, 2022

TO: Fargo Park Board Facilities Committee

FROM: Craig Bjur, Project Manager

RE: Agenda Item No. 7 - Review proposed changes to Urban Hunting Program

The Urban Hunting Program has been in existence since 2006. It currently is a program administered by the city of Fargo in cooperation with the North Dakota Game and Fish Department and the Park District. The program is designed to help control the urban deer herd within the city of Fargo.

On April 28th, 2022, staff attended a focus group meeting with members of the city administration and police as well as members of Sandhills Archery Club. The focus of the meeting was to discuss how the program may change in the future. At the meeting, the option of having Sandhill Archery Club take over the bulk of administering the program was discussed. Additionally, staff was asked what if any changes to the program from the Park District should be considered.

Recently, staff has met internally and decided that we would like to propose a change to the areas where hunting is allowed. We would like to recommend the three nature parks, Orchard Glen, Forest River and Heritage Hills be removed from the program at this time. The three parks are outside of the city limits and thus do not fit with the objective of the program. Other proposed changes include requiring participants to use lighted nocks, increasing tree stand heights to minimum of 12 feet, and replacing current program signs with updated signage with access to online details on the program.

The Park District would still participate in training participants as well as assist with compliance checks in the field while our staff are doing their daily maintenance activities.

Attached to this memo is the current maps of the hunting units, the program regulations, a description of the training participants go through and statistics from the program over its history.

Staff recommends moving this recommendation to the full board for consideration of approval at the June 14th Park Board Meeting.












If you should have any questions, please feel free to contact me prior to the Meeting.

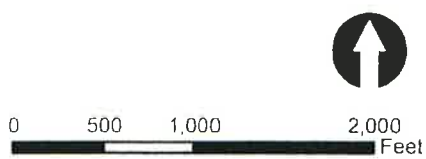
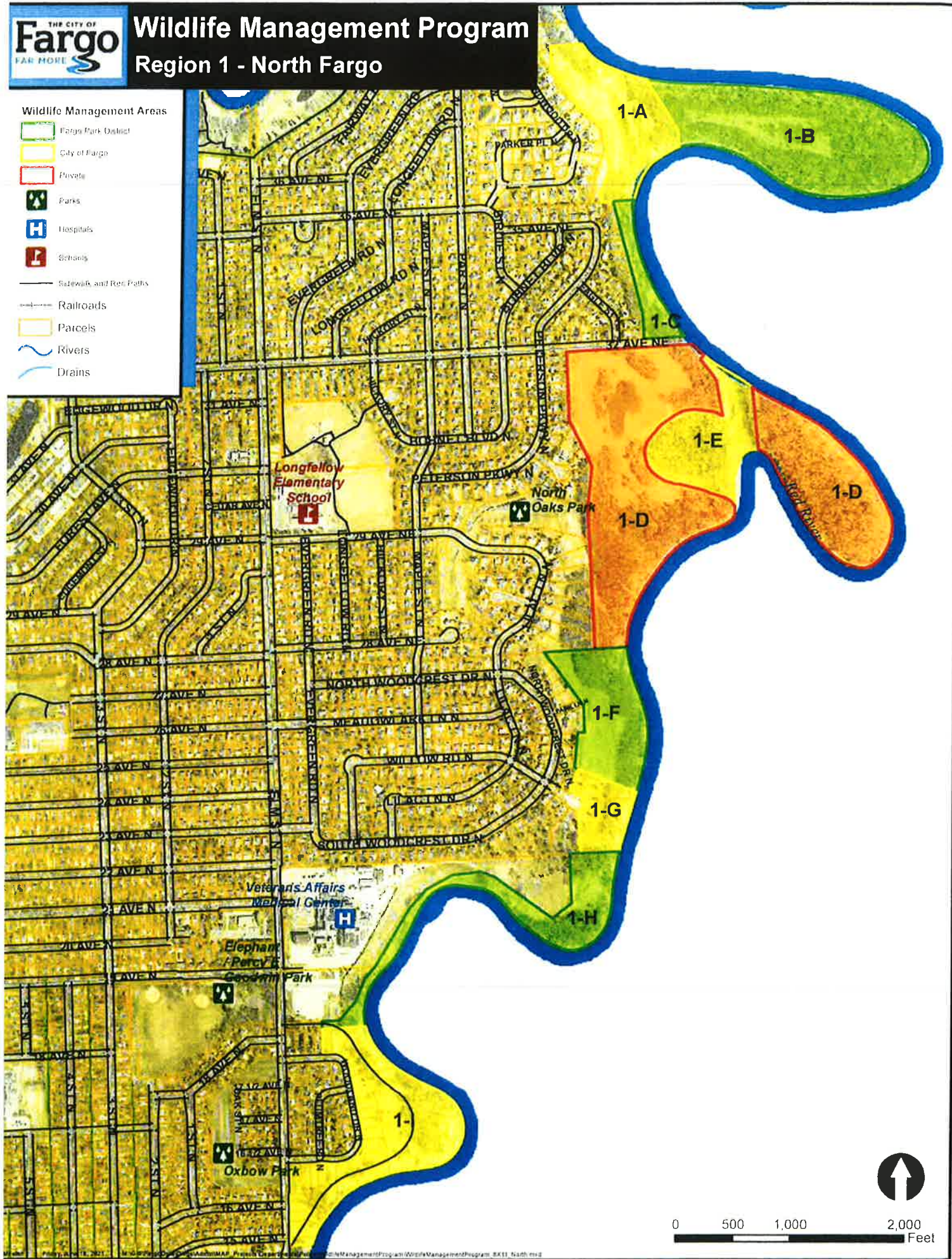
Thank you.

Dave Leker, Executive Director
PARK COMMISSIONERS – Vicki Dawson * Joe Deutsch * Stacey Griggs * Dawn Morgan * Jerry Rostad
CLERK – Dave Leker

Wildlife Management Program

Region 1 - North Fargo

- Wildlife Management Areas**
-  Fargo Park District
 -  City of Fargo
 -  Private
 -  Parks
 -  Hospitals
 -  Schools
 -  Sidewalks and Rec Paths
 -  Railroads
 -  Parcels
 -  Rivers
 -  Drains

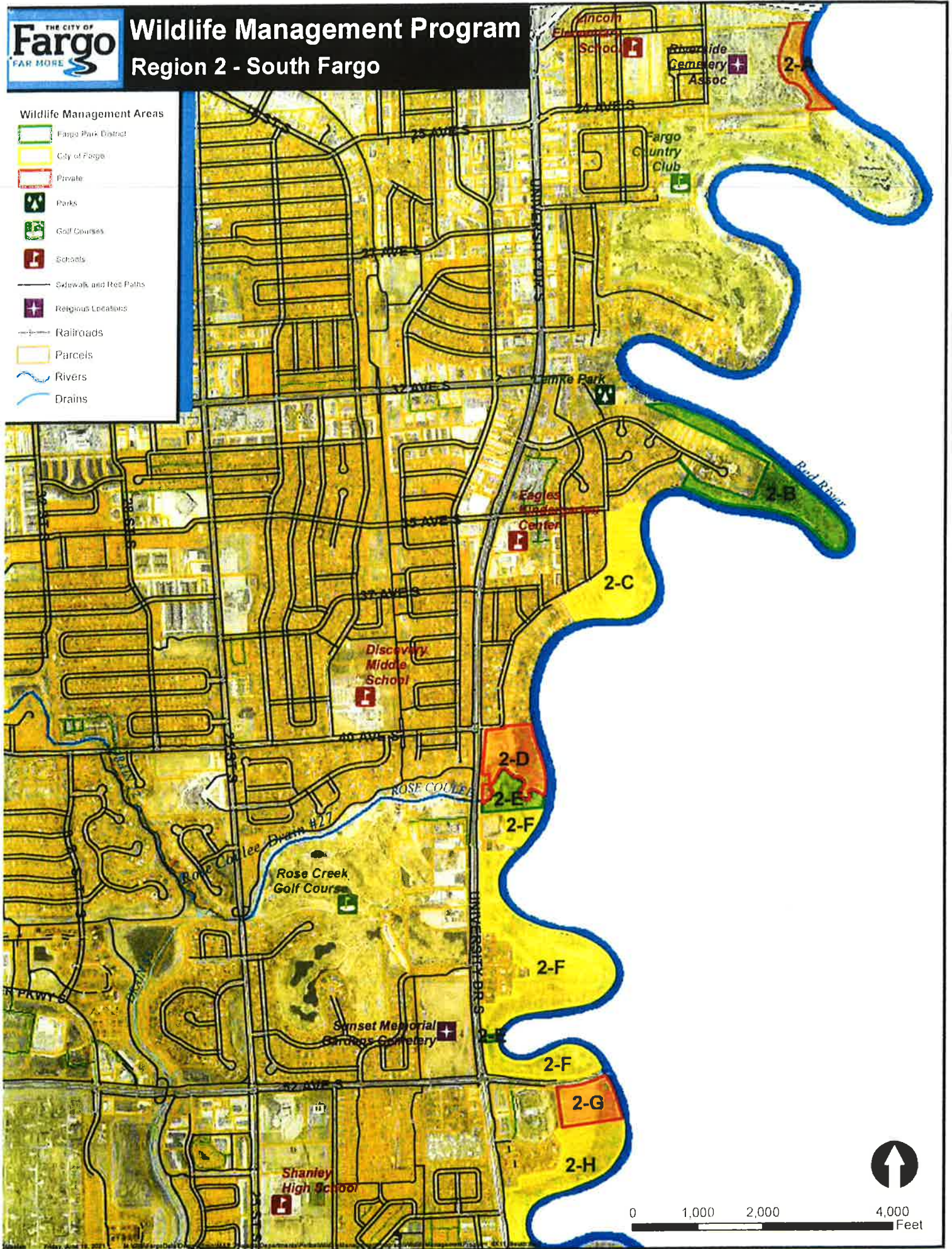


Wildlife Management Program

Region 2 - South Fargo

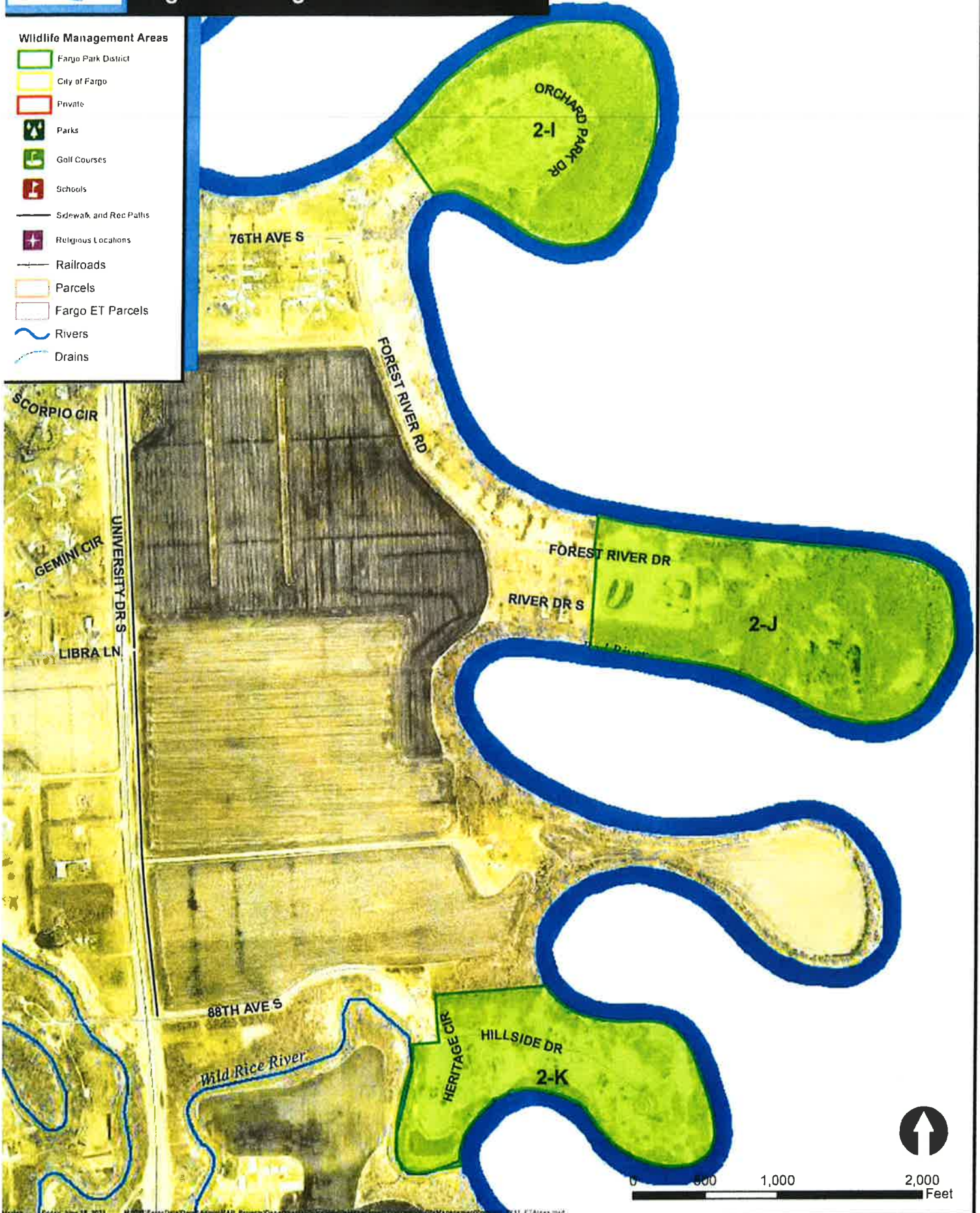
Wildlife Management Areas

-  Fargo Park District
-  City of Fargo
-  Private
-  Parks
-  Golf Courses
-  Schools
-  Sidewalks and Red Paths
-  Religious Locations
-  Railroads
-  Parcels
-  Rivers
-  Drains



Wildlife Management Areas

- Fargo Park District
- City of Fargo
- Private
- Parks
- Golf Courses
- Schools
- Sidewalk and Rec Paths
- Religious Locations
- Railroads
- Parcels
- Fargo ET Parcels
- Rivers
- Drains



ARTICLE 12-04 WILDLIFE MANAGEMENT PROGRAM-REGULATIONS

12-0401. City Wildlife Management Program.

The board of city commissioners deems it necessary and appropriate to establish a Wildlife Management Program within the city limits of Fargo. Through this program, the city may authorize persons to use an archery device for purposes of meeting the goals of the program. The board of city commissioners shall have authority to adopt such rules and regulations as are necessary to implement the Wildlife Management Program.

Source: 4517 (2006), 4855 (2013).

12-0402. Definitions.

In this article, unless the context or subject matter otherwise requires:

1. "Archery device" shall mean any longbow or compound bow.
2. "Crossbow" shall mean a device for discharging quarrels, bolts, or arrows, formed of a bow set cross-wise on a stock, usually drawn by means of a mechanism and discharged by the release of a trigger.
3. "Projectile weapon" shall mean any bow, crossbow, pellet gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.
4. "Under the influence" shall mean that condition as defined by state regulation applied to motor vehicle operation.
5. "Tree stand" shall mean an elevated platform, a minimum of ten (10) feet above ground level, designed to support one hunter.

Source: 4517 (2006).

12-0403. Designated season and areas for inclusion within Wildlife Management Program, number of permits, permit fee.

The board of city commissioners may annually, by resolution, designate a period of time during which persons may participate in the city's Wildlife Management Program. The board of city commissioners may also, by resolution designate specific areas within the city limits for inclusion within the program as well as designate the appropriate number of permits. The board of city commissioners shall also have authority to charge a fee for participating in the program which may be set annually by resolution.

Source: 4517 (2006), 4855 (2013).

12-0404. Proficiency requirements for participants.

No person shall be allowed to participate in the Wildlife Management Program until he or she can present certification of having completed an archery safety course approved by the chief of police or his designee.

Source: 4517 (2006), 4855 (2013).

12-0405. Permission of landowner required.

- A. It shall be unlawful for any person carrying an archery device, or crossbow, of any type, to knowingly enter into the premises of another, or to discharge an archery device or crossbow of any type while on the premises or property of another without first having obtained written permission from the owner, lessee, or person in charge of such premises or property.
- B. When taking part in the activities authorized under this article, all participants must carry on their person, written documentation signed by the private property owner as confirmation that the participant has permission to be on that owner's private property.
- C. Any person granted permission to enter upon the property of another for purposes of this program shall be held responsible for their actions while on the person's property.

Source: 4517 (2006).

12-0406. Rules and regulations of participation.

- A. Eligibility for participation in the Wildlife Management Program is limited to persons eighteen years of age or older.
- B. Any person participating in the Wildlife Management Program shall:
 - 1. Pass an archery safety and program training course, to include a proficiency test;
 - 2. Apply for and obtain a city of Fargo permit to participate in the program and pay any related fee;
 - 3. Obtain a North Dakota Game and Fish Department special archery license and tag;
 - 4. Obtain written permission from the landowner prior to entering upon private property and carry proof of such written authorization;
 - 5. Permanently mark all arrows in his or her possession with the participant's last name and city of Fargo permit number;
 - 6. Comply with any rules and regulations governing the Wildlife Management Program;
 - 7. Comply with all other applicable archery rules and regulations issued by the North Dakota Game and Fish Department; and
 - 8. Follow all North Dakota Game and Fish Department guidelines regarding field dressing and processing of the animal.
- C. Nothing in this article shall authorize the parking or standing of vehicles on private property without the consent of the property owner or the parking or standing of any vehicles in violation of the Fargo Municipal Code.

Source: 4517 (2006), 4855 (2013).

12-0407. Specific actions prohibited.

- A. It shall be unlawful for any person to discharge any archery device or crossbow from across any street, sidewalk, road, highway, or playground.
- B. It shall be unlawful for any person to discharge an archery device or crossbow within one hundred (100) yards of any church, school, or playground.

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- C. It shall be unlawful for any person to discharge any archery device or crossbow within fifty (50) yards of any dwelling, building, structure, or vehicle, unless the person has previously received express authority to discharge the archery device or crossbow within fifty (50) yards from the owner of the dwelling, building, structure, or vehicle.
 - D. No arrow or other projectile authorized for use under this article may be discharged or projected at such an angle or distance as to land on public or private property other than the property on which the participant has permission to enter upon.
 - E. No arrow or other projectile may be discharged or projected at such an angle or distance as to land within seventy-five (75) feet of any front-yard property line.
 - F. No arrow or other projectile may be discharged or projected at such an angle or distance as to land within fifty (50) feet of any street or public-right of way.
 - G. All hunting shall be conducted from an elevated position that is at least ten (10) feet in height and faces the interior of the property. The elevated position (wildlife stand) shall be located in such a way as to direct arrows away from occupied areas, buildings or dwellings, and to prevent any arrow from landing any closer than twenty-five (25) feet from any side or rear property line.
 - H. No hunting is authorized on tracts of land under one (1) acre in area, except that adjacent property owners may combine their parcels to satisfy the property line discharge restrictions.
 - I. No person shall possess, consume, or be under the influence of alcohol or any other controlled substance while participating in activities authorized under this article.
 - J. Wildlife drives or efforts to direct or push wildlife to certain locations as part of assisting participants shall be prohibited.

Source: 4517 (2006), 4855 (2013).

12-0408. Wildlife retrieval.

- A. Participants shall make every reasonable effort to retrieve wildlife.
- B. Nothing in this article authorizes the act of trespass.
- C. It shall be the participant's responsibility to immediately notify any property owner, other than the specific property owner who has granted permission for hunting on his or her property, of the fact that an injured animal is located on his or her property.
- D. It shall be the participant's responsibility to obtain the permission of any property owner upon which an animal is located prior to engaging in a reasonable search and retrieval of the animal.
- E. In the event the participant cannot obtain the permission of a property owner to conduct a reasonable search and retrieval of an animal, the participant shall notify the North Dakota Game and Fish Department.

Source: 4517 (2006), 4855 (2013).

12-0409. Penalty for violations.

Any person, entity, or group of individuals who violate any provision of this article, other than the unlawful carrying, possession, or discharge of a weapon as described in section 10-0304, or who fail to follow any related rules or regulations, shall be charged with an infraction, punishable by a fine not to exceed \$500.00.

Source: 4517 (2006).

City of Fargo Wildlife Management Program Training

Participants who successfully register must attend and pass a training class. The class consists of the following:

- An archery proficiency test in which the participant must shoot five arrows at a deer target from a distance of approximately 15 yards. A minimum of four of the participant's arrows must land in the vital area (heart/lungs) of the target in order to pass.
- A PowerPoint presentation by the Fargo Police Department and Fargo Park District covering the program details, city ordinance and safety considerations.
- A presentation by the North Dakota Bow Hunter's Association covering safety and hunting ethics.
- A twenty-question written test in relation to the information presented during the class. A participant must score 75% or higher (15 correct answers) in order to pass.

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Participants	28	43	36	29	35	32	43	45	45	45	43	45	45	45	45
Participants who returned surveys	27	39	25	28	31	31	43	45	43	40	43	41	42	37	45
Participants who hunted (deer)	23	39	25	23	31	31	43	45	37	38	40	39	37	32	43
Successful Participants (deer)	11	8	7	8	9	12	14	25	20	18	20	19	11	16	19
Unsuccessful Participants (deer)	12	31	8	15	22	19	29	20	17	20	20	20	26	16	24
Bucks seen	59	61	17	58	42	50	90	131	102	125	187	166	154	115	197
Does seen	211	347	192	186	221	366	267	603	408	412	509	616	358	368	363
Fawns seen	212	269	72	145	181	280	260	586	381	329	499	458	359	274	403
Total deer seen	482	677	281	389	444	696	617	1320	891	866	1195	1240	871	757	963
# of shots taken	32	27	15	16	16	34	42	50	43	54	64	47	28	35	38
# of deer hit but not recovered	3	1	3	1	1	4	4	7	0	5	4	3	3	3	3
# of does harvested	13	13	6	6	8	14	21	30	24	32	27	18	15	18	18
# of fawns harvested	2	1	4	5	1	7	8	8	11	6	11	8	6	3	8
Total deer harvested	15	14	10	11	9	21	29	38	35	38	38	26	21	21	26
Hunter Success Rate (deer)	48%	21%	28%	35%	29%	39%	33%	56%	54%	47%	50%	49%	42%	50%	44%
Participants who hunted (turkey)								24	25	17	16	13	8	6	8
Turkey seen								236	147	60	166	225	94	126	198
Successful (turkey)								3	3	0	2	0	0	0	1
Unsuccessful (turkey)								21	22	17	14	13	8	6	7
# of turkey hit but not recovered								0	0	0	0	0	0	0	0
# of turkey harvested								3	3	0	2	0	0	0	1
Hunter Success Rate (turkey)								13%	12%	0%	13%	0%	0%	0%	13%