



THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON **TUESDAY, JUNE 14, 2022, AT 5:30 P.M.** IN THE BOARD ROOM OF THE PARK DISTRICT OFFICES AT 701 MAIN AVENUE, FARGO, WITH PRESIDENT VICKI DAWSON, PRESIDING. **Please note:** This is an in person and MS Teams Live Event. Members of the public and media can view the live meeting at www.fargoparks.com/news/park-board-meeting-june-agenda-2022

Consent Agenda - approve the following:

- a. Minutes - May 10
- b. May Bills
- c. Order of Agenda
- d. Approve mural project idea at McCormick Park.
- e. Approve adjustment to compensation for Valley Senior Services Senior Meals program with Concordia College.

Regular Agenda

1. Recognition of Audience/Public Comments
2. Director's Report
3. Board to receive report regarding the Island Park Master Plan recommendations; Dave Leker and Brett Gurholt, AGL Landscape Architects, presenters.
4. Board to discuss the location of the outdoor pool replacement at Island Park; Kevin Boe, presenter.
5. Board to discuss future ice needs with local user groups related to the Fargo Parks Sports Complex; Commissioner Stacey Griggs and Commissioner Vicki Dawson, presenters.
6. Board to consider approval of changes to City Wildlife Management Program; Craig Bjur, presenter.
7. Board to consider approval of Memo of Understanding with FMCT regarding a proposed outdoor performance area, indoor pavilion and multi-use indoor spaces; Dave Leker, presenter.
8. Board to consider approval of the following fees:
 - a. 2023 Golf Fees; Broc Lietz, presenter.
 - b. 2023 Courts Plus Fees; Kelly Kisell, presenter.
 - c. 2023 Programming and Facilities Fees; Kevin Boe, presenter.
9. Board to consider approval of proposed changes to Hiring Policy-Benefitted Staff No. 410; Stacy Kruger, presenter.
10. Board to consider approval of Memo of Understanding with Fargo Park District Foundation; Brian Arett, presenter.
11. Board to receive Phase I of Strategic Plan; Dave Leker, presenter.
12. Board to discuss the Executive Director's Employment Agreement; Commissioner Jerry Rostad, presenter.

Individuals who wish to attend Park Board meetings but need special arrangements or would like to address the Board, please contact the Fargo Park District office at 499-6060 by noon on the Monday before the Board Meeting.

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF MAY 10, 2022**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, May 10, 2022, at 5:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota and via Microsoft Teams. Present at the meeting were Commissioners Jerry Rostad, Stacey Griggs, Dawn Morgan, Vicki Dawson and Joe Deutsch. Also present were: Dave Leker, Broc Lietz, Carolyn Boutain, Brian Arett, Dave Bietz, Kevin Boe, and attorney Jeff Gunkelman.

Approval of Consent Agenda

Commissioner Joe Deutsch moved and Commissioner Stacey Griggs seconded a motion to approve the following actions on the consent agenda:

- (a) The minutes from the April 12, 2022 meeting;
- (b) The April 2022 bills;
- (c) Order of the Agenda;
- (d) Award bid for pickleball courts expansion at Brunsdale Park to Master Construction in the amount of \$251,500.00 as presented.
- (e) Award bid for 2022 playground improvements to My Turn Playsystems in the amount of \$252,687.00 including alternates 1 and 3 as present.
- (f) Approve Memo of Understanding with Audubon Dakota regarding Southwest Regional Lake Area and Urban Plains Park as presented

Upon call of the roll, the motion passed unanimously.

Director's Report

Each Director presented on this matter and provided an informational update to the Board on their respective department. No action was taken on this matter.

Fargo Youth Baseball Presentation

Alex Sumner presented to the Board. Alex discussed the present and future plans for Fargo Youth Baseball.

No action was taken on this matter.

Approval of 2021 Audit

Broc Lietz and Luke Evenson presented to the Board on this matter. It was noted that the Park District received a clean and unmodified audit opinion. It was noted that total cash and investments, and revenues in the general fund were up from 2020. It was noted that Courts Plus had an operating profit in 2021.

Commissioner Jerry Rostad moved and Commissioner Joe Deutsch seconded a motion to approve the 2021 audited financial statements and federal report as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval and Award of Bids for 2022 Concrete and Asphalt Improvements

Dave Bietz presented to the Board on this matter. It was noted that the Park District received 3 bids for the projects all which came in over the projected costs. It was noted that due to the bids, the Park District cut the project list from 17 parks to 10 parks. It was noted that staff recommend that the contract be awarded to Earthwork Services for a basement amount of \$1,325,967.00 and a total amount after fees of \$1,455,244.36. It was noted that the funding for this project would be from the budgeted funds from the Concrete and Asphalt budget along with \$726,654.90 received through a Park District Facility Renovation Grant from the North Dakota Parks and Recreation.

Commissioner Stacy Griggs moved and Commissioner Dawn Morgan seconded a motion to approve the 2022 Concrete and Asphalt Bid as presented to the Board. Upon call of the roll, the motion passed unanimously.

Update on Phase 1 of the Strategic Plan Process

Dave Leker presented to the Board on this matter. It was noted that the staff has been working with Berry Dunn on the first phase of the strategic plan since December 15, 2021. It was noted that the Park District's mission, vision, core values are organizational structure have all been considered. It was noted that all Board members and director staff have been interviewed to establish a full picture of the Park District.

No action was taken on this matter.

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 7:10 p.m.

Dave Leker, Clerk



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Parks Director

RE: Consent Agenda Item No. (d) – Approve mural project 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 replacing and fit into our replacement cycle.

The Park District will provide the paint and supplies to paint the mural and the members of Beyond the Game Coalition will organize and supervise the actual painting of the basketball court area.

It was recommended at the May 25th Facilities Committee meeting to bring this to the consent agenda for full board consideration and approval on June 14, 2022.

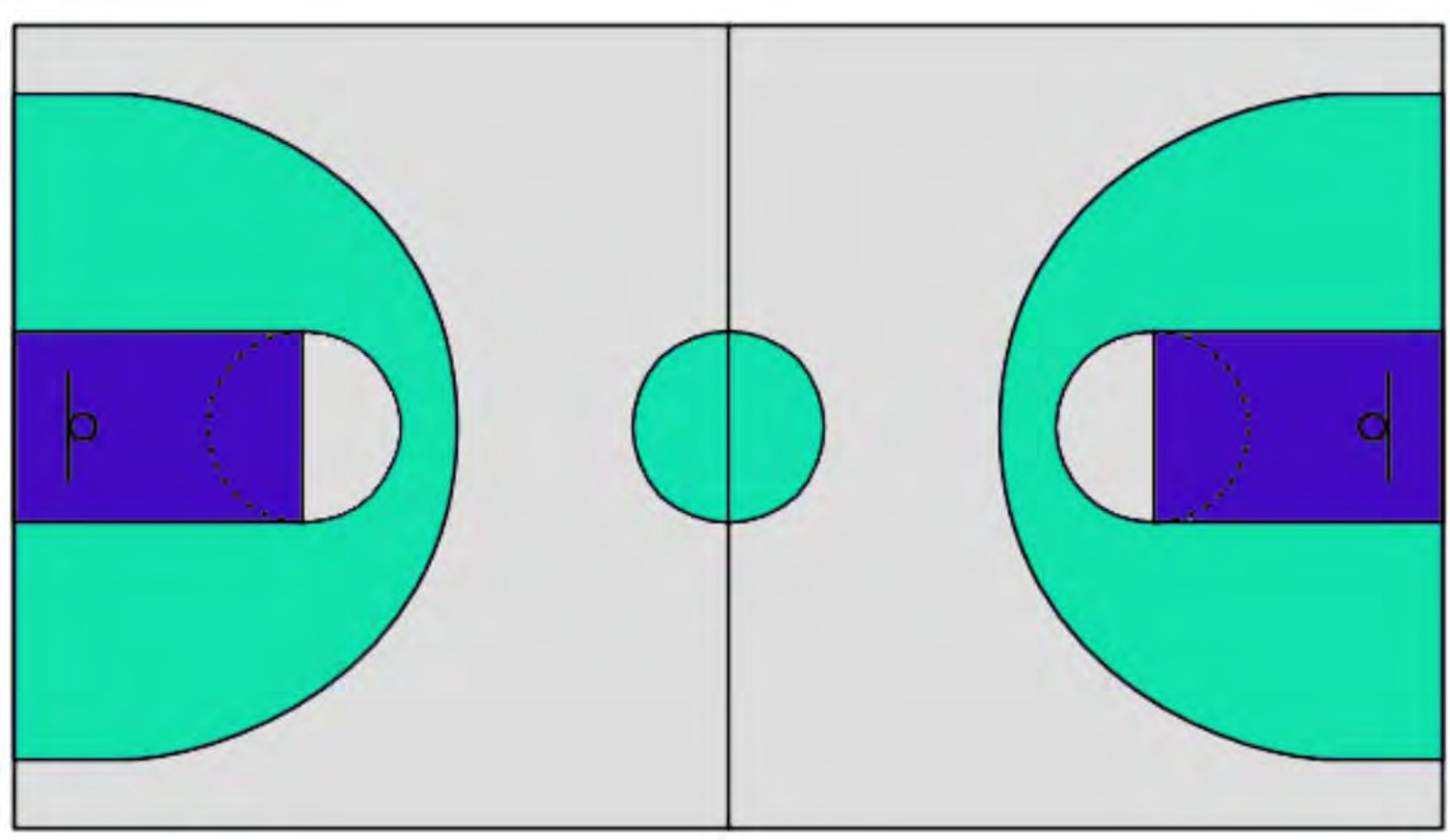
Included in this memo is an example of the final design mural painting on the basketball court.

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

Thank you.

Sample Motion: I make a motion to approve the mural project idea at McCormick Park, as presented.

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





MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Brian Arett, VSS Director

RE: Consent Agenda Item No. (e) – Approve adjustment to compensation for Valley Senior Services Senior Meals program with Concordia College

Concordia College Dining Services is requesting an increase in compensation for meals prepared for the Meals on Wheels and Congregate Dining programs. Attached is their memo outlining their request which is for an increase of 8.7% for Meals on Wheels and 8.4% for Congregate Dining. It is estimated that this increase will result in added costs to the Senior Nutrition Program of approximately \$45,000 for the balance of 2022.

We understand this is a significant increase in our current reimbursement rate but feel it is reasonable in light of current inflationary increases being experienced by senior nutrition programs throughout the state. Because of the continued availability of Covid stimulus funding for VSS we are confident that we will be able to meet these additional costs.

Feel free to contact me in advance of the meeting with any questions on this request.

Thank you.

Sample Motion: I move to approve the requested adjustment to compensation with Concordia College Dining Services for the Valley Senior Services Senior Nutrition Program.

To: Brian Arett
Director
Valley Senior Services
2801 32nd Ave S
P.O. Box 2217
Fargo, ND 58108

From: Jane Grant-Shambaugh
Interim Director of Dining Services
Concordia College
901 8th St S.
Moorhead, MN 56562
701.306.8316

Date: May 19, 2022

Re: Addendum to Meal Service Agreement, dated November 1, 2020

Concordia College Dining Services is making a request to increase the compensation for the services performed to Valley Senior Services for the Meals on Wheels and Congregate Dining. Currently, Concordia receives the following compensation as of Nov 1, 2021, for:

<u>Meals on Wheels:</u>	\$4.97
<u>Congregate Dining:</u>	\$4.15

The adjustment of 2.5% is not covering the cost for food, labor and delivery at the rate inflation has been increasing since entering into this agreement. I am proposing an increase starting June 1, 2022, of approximately 8.7%, with the contractual increase of 2.5% on November 1, 2022. The increases starting June 1, 2022, would be:

<u>Meals on Wheels:</u>	\$5.40 (8.7%)
<u>Congregate</u>	\$4.50 (8.4%)

The compensation would be increased starting November 1, 2022, to:

<u>Meals on Wheels:</u>	\$5.53 (2.4%)
<u>Congregate</u>	\$4.61 (2.4%)

The current CPI is 8.3%, with food prices at 14.3% from April 2021 to end of April 2022. The labor increase realized for Dining Services as of January 2022 was 6.68% with another increase taking place as of September 1, 2022, at 3% to keep up with the local market competition.

Meat, poultry, fish, and eggs rose 13.7% in March 2022; if we must substitute, for example a chicken breast, the increase doubles because the substituted chicken breast is not currently a part of our contract with our vendor, Performance (formerly Reinhardt).

Prices for unleaded gas, as it relates to our deliveries, have gone up 57%.

Concordia Dining Services appreciates our partnership with Valley Senior Services, if you have any questions about this proposal, please don't hesitate to call me. Thank you for your attention to this matter.



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 3 – Board to receive report regarding the Island Park Master Plan recommendations

In October 2021, the board approved the proposal to begin a process to master plan Island Park. This was needed both for the future development of the park and to help make the decision about the location of Island Park Pool. The process has included development of a Citizen Advisory Committee, a discussion on the Islandpark.mindmixer.com platform, two public input meetings, research, and a public survey. Two design concepts were proposed by our consultants AGL and RDG. We are ready to share the report with the final design recommendations.

As part of the presentation at the Facilities Committee Meeting, Commissioners in attendance proposed bringing this item to the board meeting for further discussion and asking the board to receive the final report documents for this project prepared by AGL and RDG.

AGL and RDG representatives will be attending the Board Meeting to present the information. A draft copy of the final recommendations for the park are attached. A community Advisory Committee meeting was held on June 9. Once the report is received, it will be posted on the mindmixer.com platform for public input until the end of the month. The comments will be included in the report that is finalized in July.

Please contact me with questions.

Thank you for your consideration.



ISLAND PARK

MASTER PLAN

SUMMARY OF PROCESS AND RECOMMENDATIONS

JUNE 14, 2022 (DRAFT)



ACKNOWLEDGMENTS

FARGO PARK BOARD

VICKI DAWSON
BOARD PRESIDENT

DAWN MORGAN
BOARD VICE PRESIDENT

JOE DEUTSCH

STACEY GRIGGS

JERRY ROSTAD

FARGO PARK DISTRICT

DAVE LEKER
EXECUTIVE DIRECTOR

CAROLYN BOUTAIN
ENTERPRISE DIRECTOR

BROC LIETZ
FINANCE DIRECTOR

DAVID BIETZ
PARKS DIRECTOR

KEVIN BOE
RECREATION DIRECTOR

KATIE MCCORMICK
MARKETING & COMM.

TYLER KIRCHNER
RLA/PROJECT MANAGER

CITIZEN ADVISORY COMMITTEE

DOMINIC FISCHER
NORTH DAKOTA STATE UNIVERSITY

CHARLEY JOHNSON
FM CVB

TIM MATHERN
PRAIRIE ST. JOHNS

JODI PLECITY
GARDEN OF HEALING

AARON HILL
FARGO BREWING

JOE BURGUM
HAWTHORNE NEIGHBORHOOD ASSN.

BRITT SELBO
YMCA

ERICA RAPP
DOWNTOWN NEIGHBORHOOD ASSN.

KAY BECKERMANN
HAWTHORNE NEIGHBORHOOD ASSN.

BLAKE MIKESELL
OPERATIONS DIRECTOR, FARGO PUBLIC SCHOOLS

ALEXANDRE CYUSA
COMMUNITY LIAISON, FOLKWAYS

CINDY GRAFFEO
DOWNTOWN FARGO

JASON THINER
COURTS PLUS

OLIVER SUMMERS
COURTS PLUS

SHERYL CVIJANOVICH
ANGEL OF HOPE

JUDY LEWIS
FARGO MOORHEAD COMMUNITY THEATRE

HEATHER FISCHER
HISTORIC PRESERVATION COMMISSION

TONY WOLF
ZERR BERG ARCHITECTS

JEREMY GORDEN
SR. TRAFFIC ENGINEER, CITY OF FARGO

MAEGIN ELSHAUG
PLANNING COORDINATOR, CITY OF FARGO

MIKE ZIMNEY
CLARA BARTON NEIGHBORHOOD

IBTISSEM BELMIHOUB
NEW AMERICAN CONSORTIUM

PROJECT CONSULTANT TEAM



AGL LANDSCAPE ARCHITECTS

BRETT GURHOLT, PLA
PROJECT MANAGER, LANDSCAPE ARCHITECT

BRYAN LEININGER, PLA, ASLA
LANDSCAPE ARCHITECT

JAKE AXTMAN, PLA, ASLA
LANDSCAPE ARCHITECT

AMY KRONBECK, ASLA
PROJECT DESIGNER

HALEY LIND, ASLA
PROJECT DESIGNER



RDG PLANNING + DESIGN

MIKE BELL PLA, ASLA
LANDSCAPE ARCHITECT

KENE OKIGBO PLA, ASLA
LANDSCAPE ARCHITECT

MATT NIEHBUR
ARTIST

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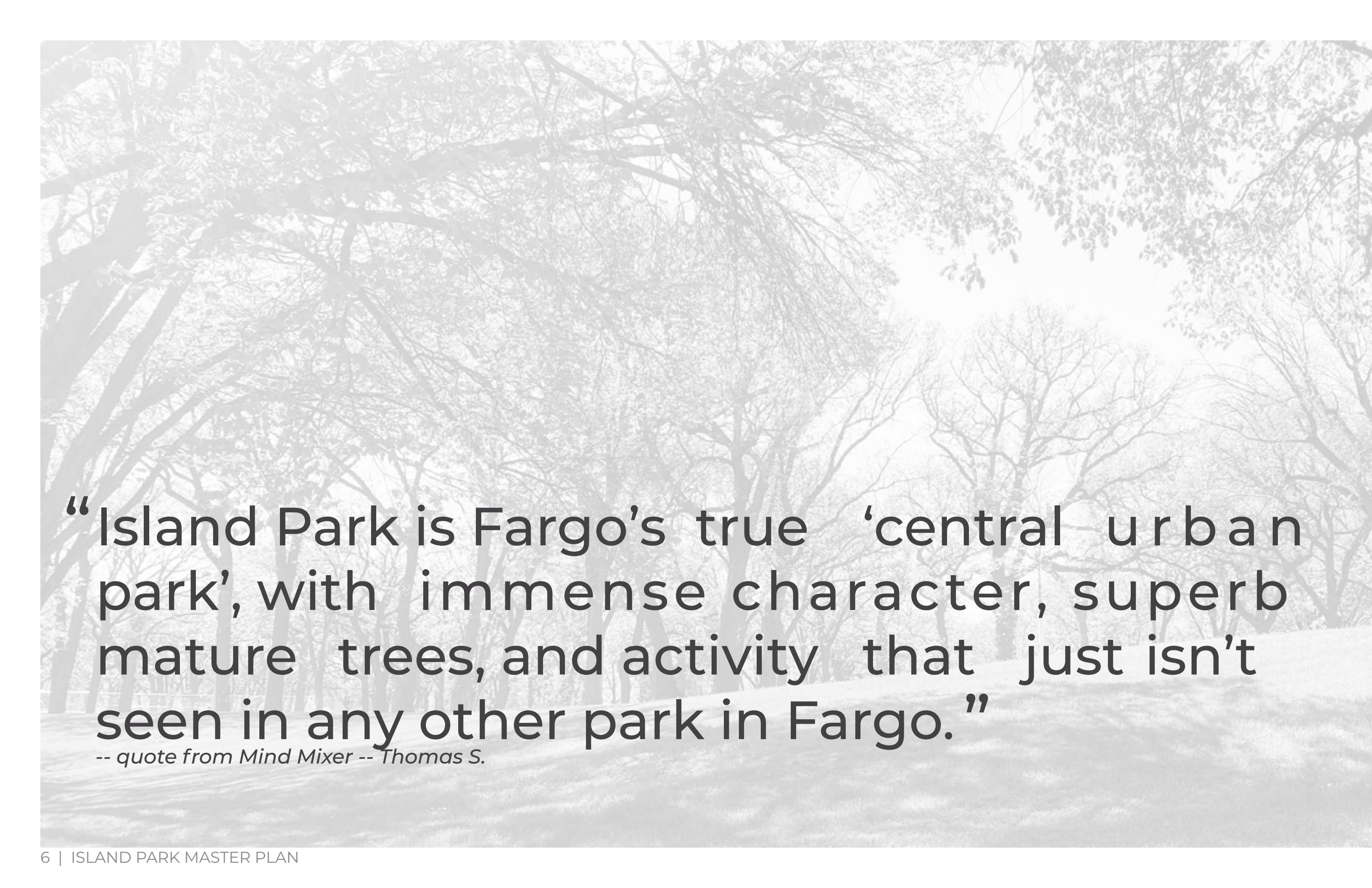
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Appendix

- A Public Engagement Feedback



“Island Park is Fargo’s true ‘central urban park’, with immense character, superb mature trees, and activity that just isn’t seen in any other park in Fargo.”

-- quote from Mind Mixer -- Thomas S.



INTRODUCTION + PURPOSE

INTRODUCTION

Island Park is Fargo's most iconic and historically significant park. Although there have been many changes over the years, much of the original park layout, pedestrian flow, sense of open space, and tree canopy remain intact.

Recent changes and events have caused the need to look at the functionality, accessibility, programming, and physical characteristics of Island Park in an effort to plan for the future. What items should remain? What should be decommissioned over time? What makes sense to carry forward into the future? What are the community's expectations of the park? How will the future park visitors engage the space? How will it be used?

The COVID-19 pandemic has significantly changed how we perceive and value park space for the better. There has not been a time in which we can recall people being more highly aware of the importance of open spaces, programming, and civic operations and management of these areas.

Island Park is the City of Fargo's most historic park because it shares the entirety of Fargo's history. The parkland was dedicated for public use at the foundational platting of the city. This platting was an investment, by Fargo's founders, for future generations of community members. The park is notable for its unique and robust canopy. It has areas of high activity, but also reserves spaces for quiet escapes. The park is a physical expression of the community's welcoming nature.

This master plan is an appreciation and assessment of that initial investment to ensure the park has the needed programming to continue to support the Fargo Community.

Elements that make this park special include an expansive tree canopy, tranquil walks, sports centers shielded by forestry, neighborhood access, the Island Park Pool, community picnic space, public gathering space, and a calm/welcoming atmosphere. This master plan will preserve all of these while simultaneously establishing new projects to invest in. The unique character of the park will not only be maintained, but will be enhanced, ensuring that Island Park keeps its foothold as the most historic, unique, and respected park in the FM Community.

Developing a potential shared vision for Island Park starts with understanding what people love about Island Park today and what items should be considered in the future. The Citizen Advisory Committee assisted in providing the following comments and input as it relates to the vision for Island Park.

What one word would you use that best describes Island Park?

- Location
- Equitable
- Best
- Community
- Active
- Tennis
- People
- Downtown
- Central
- Important
- Urban
- Bliss
- Healing
- Nostalgia
- History
- Variety
- Everyone's
- Spacious
- Historical
- Attraction
- Impactful
- Fun
- Opportunity
- Peaceful
- Relationships
- Oasis
- Family
- Historically Significant
- Epicenter
- Important

What do you love about Island Park today?

- Trees
- Location
- Weddings
- Classical Uses
- Variety of Uses and Users
- Passive Spaces
- Expanses of Green/Nature
- Gazebo
- Sledding
- Safety
- Urban Oasis

What is sacred about Island Park?

- Trees - avoid disturbance to trees with proposed park improvements
- Topography - avoid significant changes in topography
- Sculptures - the pieces themselves, but not necessarily their specific locations

GOALS

Goals for the master plan were developed during the kickoff meeting with the Citizen Advisory Committee. Several guiding questions were asked of the participants to help develop goals for the master plan.

Comments received during the meeting focused on inclusivity, sustainability, safety, history, and additional programming opportunities in Island Park. From the discussion, the Citizen Advisory Committee helped rank and synthesize the comments into 6 main goals for the master plan.



PURPOSE

WHY CREATE A MASTER PLAN FOR ISLAND PARK:

The preparation of a master plan for Island Park will help build a better understanding of how the Park is used, what existing features are to be preserved for the future, and what other ideas can be generated to help guide future decisions and capital improvements within Island Park.

The master plan will provide a summary of these ideas, priorities, and opportunities as a guiding document to help plan and implement future decisions for the next 20 years and beyond.

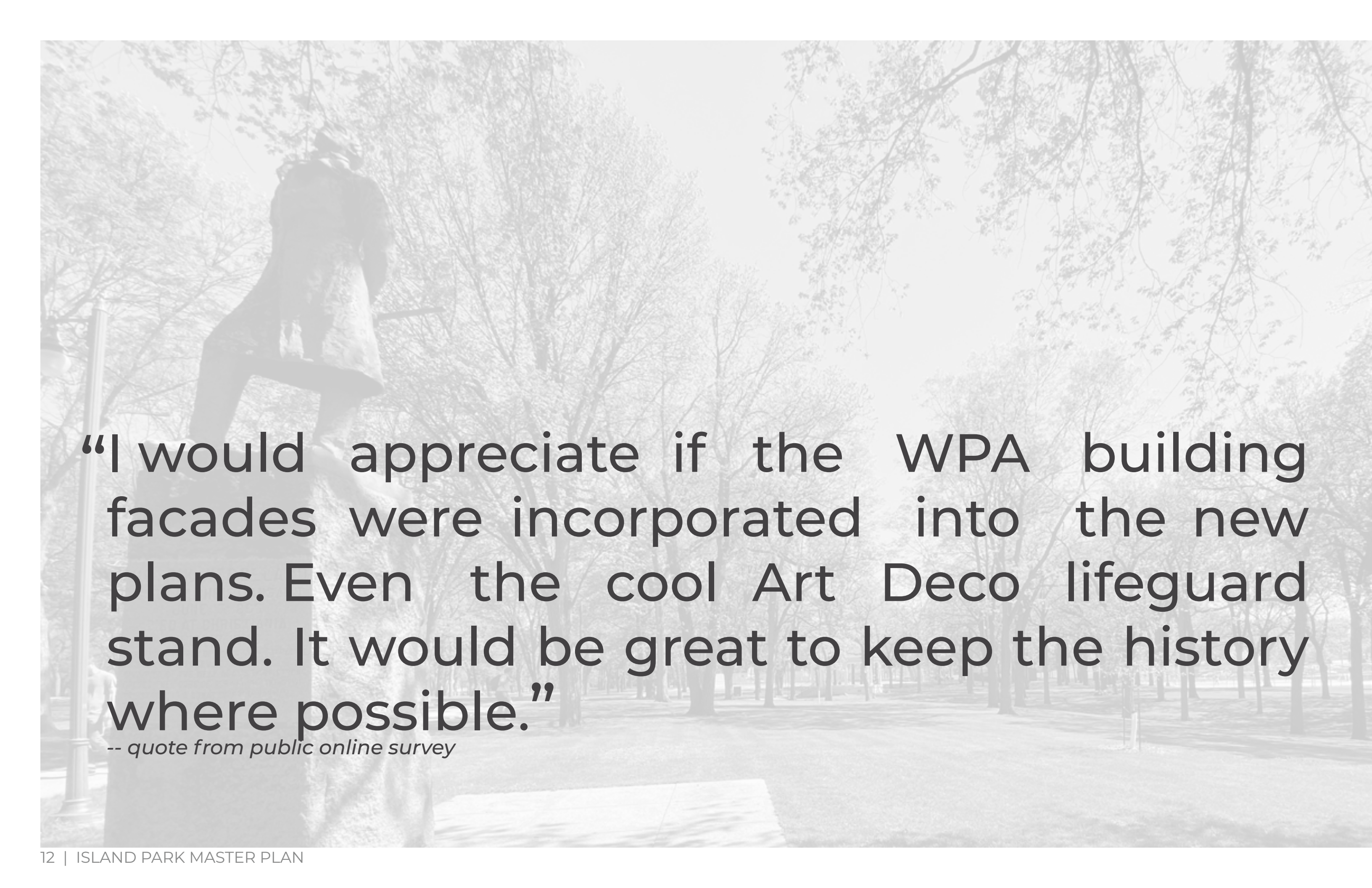
TOP 10 REASONS THE TIME IS RIGHT TO PREPARE A MASTER PLAN FOR ISLAND PARK:

- 1 The Island Park Pool is in need of repairs / renovation. There have been concepts and a preliminary budget established to renovate Island Park Pool in its present location and identify what additional features could be included in the renovation. Newly introduced items like a waterslide complex and a lazy river have given rise to questions about relevance and context within Island Park from members of adjacent neighborhoods and the community at large.
- 2 Fargo-Moorhead Community Theater experienced structural damage to the roof, and will be undergoing repairs to correct the damage and continue operations within Island Park.
- 3 Park use is changing dramatically. Demand for walking trails and passive park use has increased. People want more ways to connect with nature in an urban setting.
- 4 People are looking for ways to be part of the planning process of their favorite park spaces. They express frustration when plans or improvements are made without the opportunity to provide input to elected officials and park staff.
- 5 Downtown Fargo has experienced a decade of tremendous rebirth, revitalization, and infill. More housing is available downtown than ever before. These factors will create more pressure on existing urban parks like Island Park, which is about a 5 minute walk from most recent adaptive reuse and infill projects in Downtown Fargo.
- 6 Many features in Island Park are in need of analysis to determine their suitability for use long term. Areas like the historic pool amphitheater (now tennis) spectator area do not meet accessibility codes and may constitute a liability. Furthermore, the condition of the concrete due to age and freeze-thaw cycles will continue to degrade the use of the spectator area. Although these items contribute heavily to the historic quality of Island Park, we question their applicability and safety for park use long-term.
- 7 The tree canopy that exists and continues to be expanded and maintained, offers the unique and tranquil park setting that park users find shade, protection, and comfort while recreating in Island Park. The Fargo Park Forestry Crew cares for and maintains existing mature species like Oak, Elm, and Green Ash. With common diseases like Dutch Elm and the regional threat of Emerald Ash Borer, the Forestry Crew is planning for the future with removals of Green Ash in poor condition and introducing disease resistant cultivars to continue a net positive growth on newly planted trees within Island Park, while removals of trees remain a necessity as time passes. A master plan will outline ideal and strategic spaces and future improvements where tree plantings can begin now, so that these future areas can benefit from shade and protection in the future.
- 8 Site furnishings and park amenities throughout the park vary in style, quality, and usability. Beyond the historic built structures in the park (pool amphitheater, current pool house, and band stand) and the acorn style light standard, there is little that lends itself to the historic character of the park. How might the park's furnishings celebrate the rich history and pride in Fargo's most iconic park? Can the furnishings and amenities create a more welcoming, open, and vibrant park environment that is energetic, engaging, and inspiring?
- 9 Island Park is home to several unique and special features, like the Henrik Wergeland statue. Committees from Minneapolis, St. Paul, Chicago, Grand Forks and Fargo bid for the statue, with Fargo winning. On June 17, 1908, the statue was dedicated in its current location, marking what would have been Wergeland's 100th birthday. An identical bronze statue was unveiled in Oslo the same day. How can the master plan enhance and better promote the existing Art and Sculpture components? For example, the Civil War Veterans Memorial is hidden behind aging spruce trees. The Angel of Hope Sculpture could benefit from additional or expanded seating locations.
- 10 Arts, Culture, and Community Vibrancy are most often expressed in the public domain and within parks and recreation spaces. What can visitors of Island Park learn about Fargo, the Red River, the people who live here, and the community espoused values.

PROCESS & SCHEDULE

OVERVIEW OF MASTER PLAN

January	February	March	April	May	June Completion
<ul style="list-style-type: none"> •Inventory and Analysis •Kickoff with Citizens Advisory Committee Jan. 18, 2022 	<ul style="list-style-type: none"> •Design Workshop Feb. 16-17, 2022 •Public Input Meeting #1 Feb. 17, 2022, 6-8pm 	<ul style="list-style-type: none"> •Park Program Options •Park Master Plan Concepts •Pool Locations 	<ul style="list-style-type: none"> •Park Relationship Diagrams •Citizens Advisory Committee Meeting - Apr. 21, 2022 •Public Input Meeting #2 - Apr. 26, 2022, 6pm-8pm •Park Relationship Diagrams - Community Survey Outreach - Apr. 26 - May 8, 2022 	<ul style="list-style-type: none"> •Park Relationship Diagrams - Community Survey Outreach - Apr. 26 - May 8, 2022 •Draft Master Plan •Draft Implementation and Phasing Strategies 	<ul style="list-style-type: none"> •Final Master Plan Draft •Citizens Advisory Committee Meeting - June 9, 2022 •Present Final Master Plan Recommendations to Park Board - Jun. 14, 2022

A grayscale photograph of a park. In the foreground on the left, there is a statue of a person in a long coat, possibly a historical figure, standing on a pedestal. The background shows a wide path lined with tall, thin trees, creating a sense of depth and perspective. The overall tone is historical and serene.

“I would appreciate if the WPA building facades were incorporated into the new plans. Even the cool Art Deco lifeguard stand. It would be great to keep the history where possible.”

-- quote from public online survey



PARK HISTORY

ISLAND PARK HISTORY

■ 19TH CENTURY

INDIGENOUS PEOPLES

Prior to Euro-American settlement of the Northern Plains in the 19th Century, the land had been occupied for many centuries by indigenous peoples. Archeological investigations document the presence of big game hunting cultures after the retreat of the continental glaciers about 10,000 years ago and later settlements of both hunting and gathering and farming peoples dating ca. 2000 B.C., to 1860. When the first white explorers arrived, distinct Native American groups existed in what is now North Dakota. These included the Dakota or Lakota nation, Assiniboine, Cheyenne, Mandan, Hidatsa and Arikara. Groups of Chippewa moved into the northern Red River Valley around 1800, and Cree, Blackfeet and Crow frequented the western buffalo ranges.

■ 1873

NORTHERN PACIFIC RAILROAD

The Northern Pacific Railroad donates about 40 acres of tree land to the City of Fargo. It was a concession to the people and a token of gratitude of the company for the relief given by the land department in 1873. Island Park, where a luxurious growth of grass covers the ground, allowing the public to stroll at will beneath its delightful mature tree canopy.



■ 1871

POST OFFICE

A post office was established at the site of what is now known as Fargo. The settlement was named after William G. Fargo, a director and financial backer of the railroad and a partner in the Wells-Fargo Express Company.



■ 1891

DESIGNING ISLAND PARK

A. W. Spalding, a park architect practicing out of Minneapolis is hired to design and lay out Island Park.



■ 1908

WERGELAND STATUE

Fargo wins a bid for the statue of Norway's national poet, Henrik Wergeland. On June 17, 1908, more than 3,500 people gathered in Island Park for its official unveiling. The sculpture now centrally within the park along its primary north/south pathway.



■ 1916

G.A.R. MEMORIAL

The creation of the GAR Monument in Island Park, Fargo, in 1916. Constructed with funds raised by North Dakota Governor Louis B. Hanna and the Reynolds post, it was dedicated on Decoration Day 1916, and bears the inscription: "To the Dead a Tribute, To the Living a Memory, To Posterity an Inspiration."



■ 1936

PUBLIC POOL

The Federal Government's Works Progress Administration constructed Fargo's public swimming pool within Island Park. The pool was designed in the Art Moderne style by Fargo architect S. Marius Houkom.



■ 1938

FARGO ARENA

The Federal Government's Works Progress Administration constructed the Fargo Arena. The structure was then dismantled in 1943 and reassembled at the Hector Airport where it serves as an airplane hangar. A remnant wall can be found at the northwest corner of Island Park. The Public Pool would be relocated to this site in 1978.



■ 1967

FARGO MOORHEAD COMMUNITY THEATRE

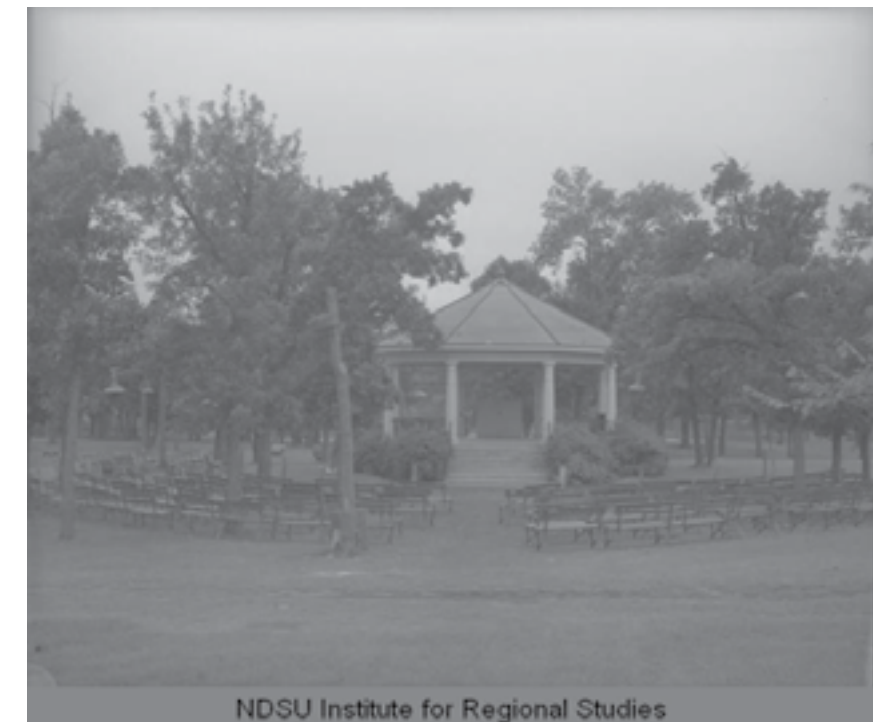
The Fargo Moorhead Community Theatre built a playhouse on the east side of Island Park and the Katherine Kilbourne Burgum pavilion was added in 2011.



■ 1939

LEWIS BANDSTAND

Money for the Lewis Bandstand in Island Park was donated to the city of Fargo, N.D. by Newton A. Lewis, president of Lewis-Vidger Co., and director of Merchants Bank. The bandstand was then constructed in 1939 and restored in 2010.



A grayscale photograph of a park. The foreground is dominated by the thick, textured trunk of a large tree on the left. In the middle ground, a picnic table with two benches is visible, situated under the shade of a tree. The background is filled with a dense canopy of trees, with some buildings and a street visible in the distance. The overall scene is peaceful and emphasizes the natural environment of the park.

**“The trees are part of what makes this
park so special.”**

-- quote from public online survey



PARK INVENTORY

NEIGHBORHOOD CONTEXT



PARK INVENTORY

INVENTORY MAP - LEGEND

- | | |
|------------------------------|---------------------------|
| 1 Fargo Public School Admin. | 10 Bell Bank Parking Ramp |
| 2 Hawthorne Elementary | 11 Multi-Family Housing |
| 3 Fine Arts Club | 12 FM Area Foundation |
| 4 Prairie St. Johns | 13 Water Treatment Plant |
| 5 Dike East | 14 Hjemkomst - Moorhead |
| 6 Dike West | 15 Fargo City Hall |
| 7 FM Community Theater | 16 Broadway Square |
| 8 YMCA | 17 Public Library |
| 9 Wells Fargo | 18 Civic Center |

Typical Community Park Characteristics

- Serves 2 or more neighborhoods
- Optimal size: 20-50 acres
- Often established as preservation of unique landscapes
- Geographically centered in the community
- Ease of access for both vehicles and pedestrians
- Includes both active and passive recreation
- Includes a variety of vegetation and topography
- Adjacent to natural resource areas & greenways (linkages)
- Active recreation is informal and unstructured
- Not intended to be used extensively for programmed adult athletic use and tournaments

Typical Community Park Menu

Active Uses

- Large play structures and/or creative play attractions
- Game courts
- Informal ball fields for youth play
- Tennis courts
- Volleyball courts
- Shuffleboard, horseshoes
- Pickleball
- Ice skating
- Swimming pool
- Disc golf

Passive Uses

- Internal trail network
- Individual and group picnic or sitting areas
- General open lawn space
- Unique landscape features
- Nature study areas
- Ornamental gardens
- Space for cultural activities (plays, concerts, events)
- Parking lots to accommodate user access
- Lighting for safety / security
- Lighting for facilities

PARK PROFILE

Established: 1871
Park Architect: A. W. Spalding

Size: 39 acres

Population within 1/4 mi.: ~5,000

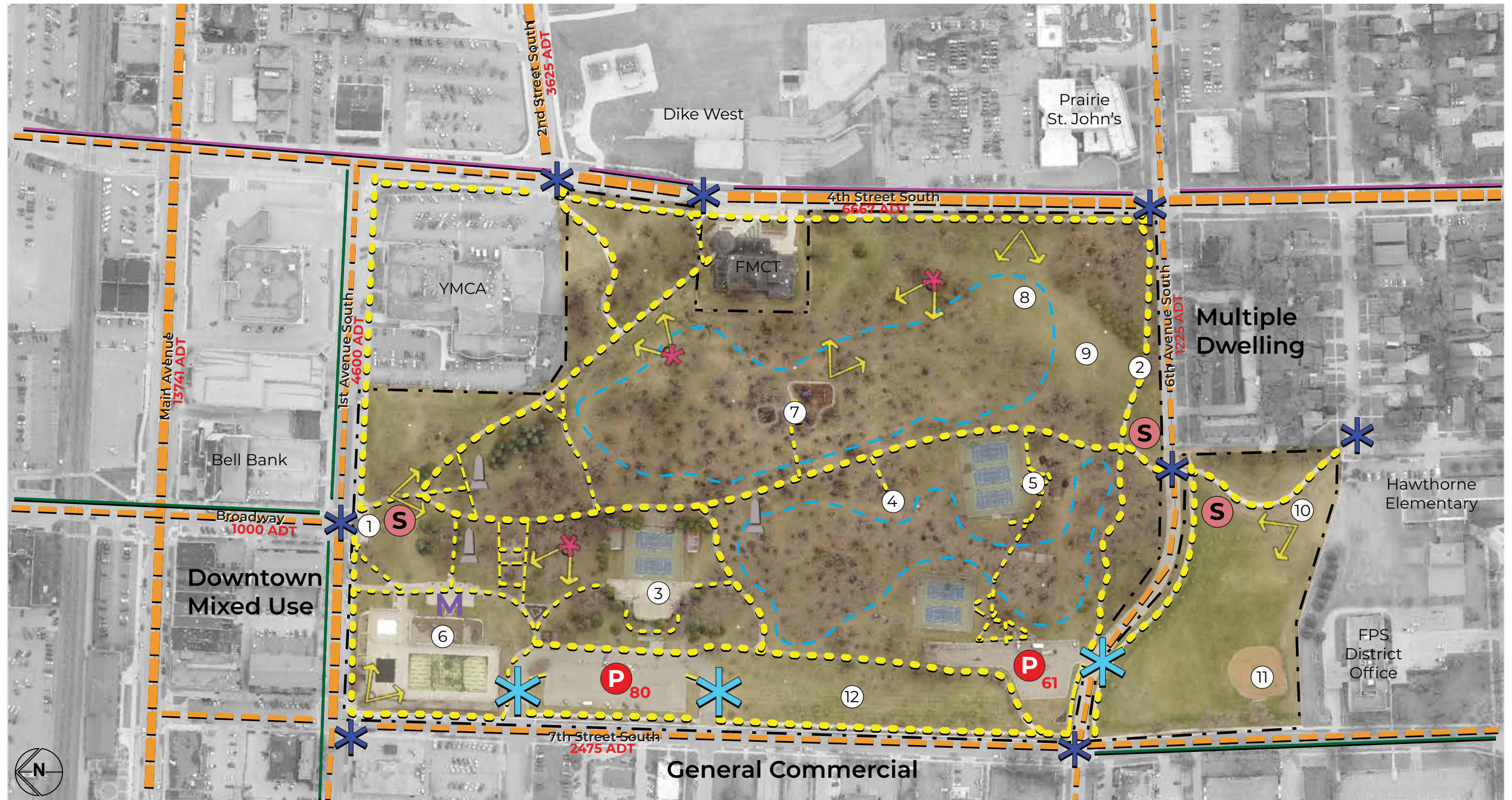
Walk Score: 81
Transit Score: 38
Bike Score: 70

Fargo Parks Hosted Events: Gaming Days, Movie in The Park, ND Senior Games, Midwest Kid Fest, Island Park Show, Sanford's Roger Maris, Water Safety Day, Yoga in the Park, Pop-up Aqua Classes, Tennis Tournaments, Handball Tournaments

Community Events: FM Pride, Wedding Events, Walk of Hope, Community Activism Marches



PARK INVENTORY



LEGEND

- Views
- Blocked Views
- Pedestrian Access & Vehicular Conflict Point
- Vehicle Access

- Study Area Boundary
- Primary Vehicle Circulation
- Secondary Vehicle Circulation
- Primary Pedestrian & Bike Circulation
- Secondary Pedestrian Circulation
- Buffered Bike Lane
- Signed Bike Route

- Cross Country Ski Trail
- Parking
- Signage
- Maintenance
- Memorial

- ① First Avenue Entrance Plaza
- ② Poetry Walk
- ③ Jerry Scherling Complex / WPA Pool Complex
- ④ Lewis Bandstand
- ⑤ Warner McNair Tennis Facility
- ⑥ 50m Lap Pool / Fargo Arena WPA

- ⑦ Playground
- ⑧ Historic Open Lawn
- ⑨ Remnant River Oxbow
- ⑩ Dill Hill
- ⑪ Softball Diamond
- ⑫ Open Lawn

CULTURAL & HISTORICAL ELEMENTS



EXISTING CONDITIONS



Lewis Bandstand



Lewis Bandstand



Fargo Arena, remnant facade



Fargo Arena, remnant facade, concrete relief detail



Island Park Pool Bath House



Island Park Pool and West Terraced Seating



Island Park Pool East Entrance



Historic Island Park Pool/Scherling Complex West Entrance



Historic Island Park Pool/Scherling Complex Grandstand



Jerry Scherling Court Complex



Island Park Pool East Entrance



Historic Island Park Pool/Scherling Complex West Entrance



South Tennis Courts Restroom and Storage Facility



Warner McNair Tennis Storage and Concessions Facility



Katherine Kilbourne Gazebo at Fargo Moorhead Community



Fargo Moorhead Community Theater



North Asphalt Parking Lot



West Side Open Lawn



North entry and seating node



Entry garden, dedicated by Gibb family



Angel of Hope Memorial



Grand Army of the Republic, Civil War Veterans Memorial



Henrik Wergeland Statue



Earth Day in-ground monument, tree planting no longer



Dill Hill



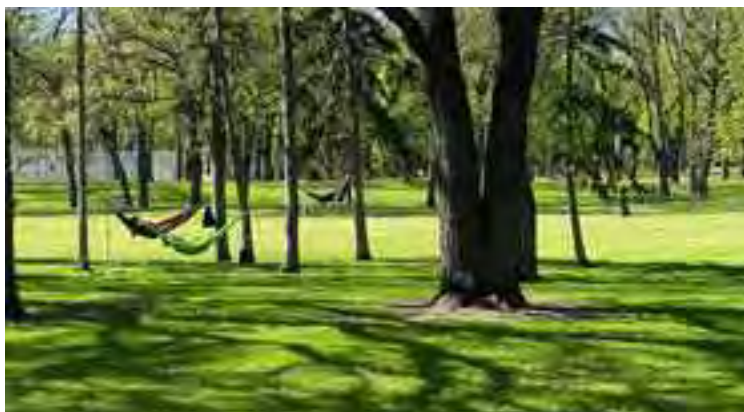
Island Park, signage standard



Island Park bus stop along 4th St.



South Open Lawn



Hammocks, a common passive use in the park



Island Park Playground



Garza Memorial

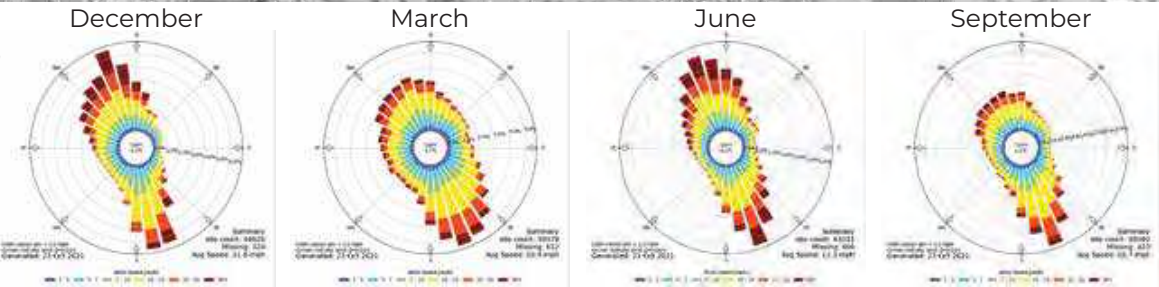


Wesolowski memorial and tree planting

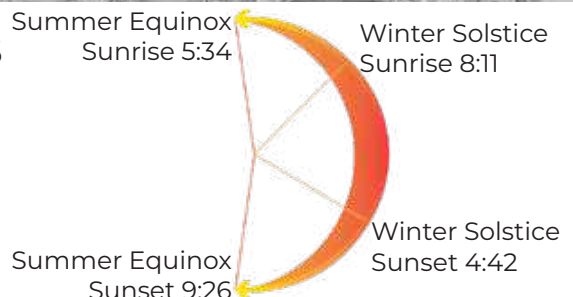
ENVIRONMENTAL



WIND ROSES



SUN ANGLES



SOIL

1901A
 Frost Free Period = 110 - 160 days
 Mean Annual Air Temperature = 37 - 45 degrees
 Mean Annual Precipitation = 19" - 24"
 Drainage Class = Poorly Drained
 Typical Profile = silty clay
 Depth to Water Table = 0 - 18"



ACTIVE AND PASSIVE SPACES

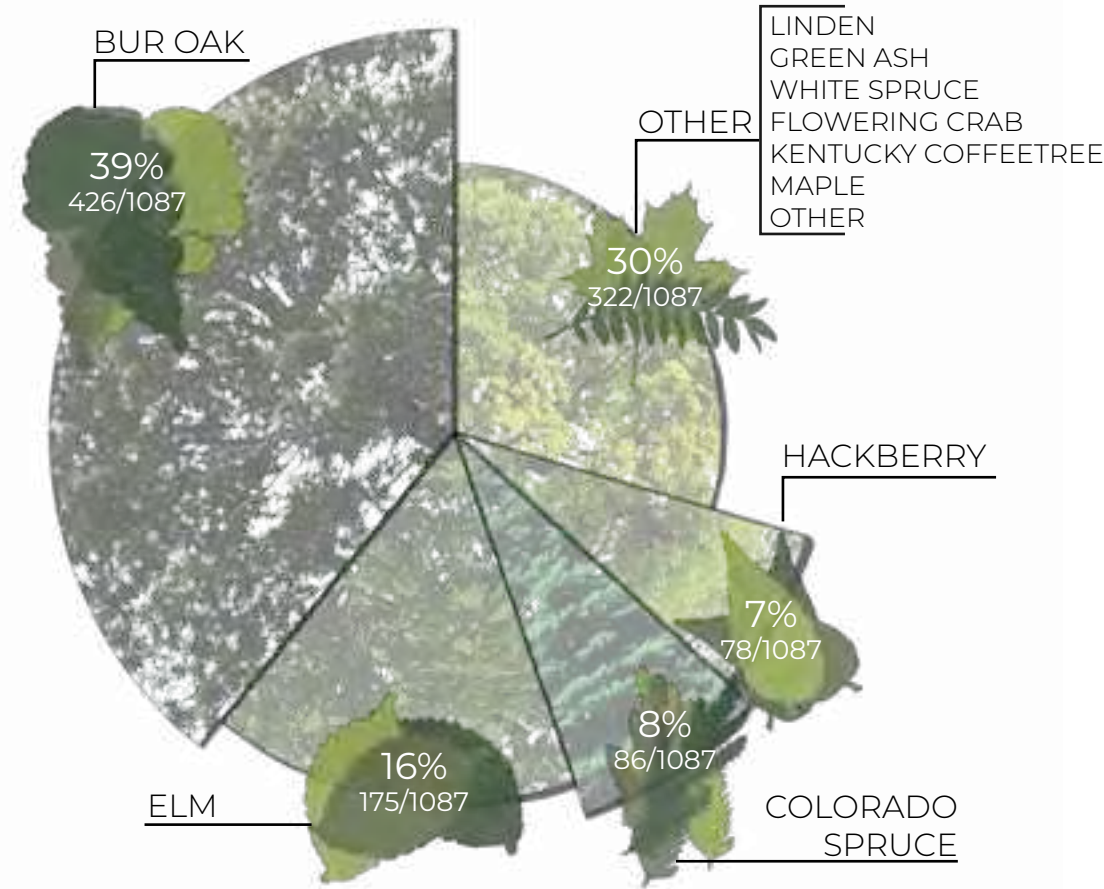


TREE INVENTORY

Trees are what makes Island Park special. They are the common denominator for why the park is treasured by residents and visitors, whether it be for protection from sun and wind, or providing a sense of timeless beauty and nature that have provided generations of Fargo residents enjoyment and appreciation.

The Fargo Park District maintains an electronic inventory of each tree in Island Park. This inventory was utilized during the master planning process to gain a better understanding of tree location, size, and species within the park.

Below is a listing of species of trees that exist within the park today, with the oldest and most mature species at the innermost portion of the park, with younger species being planted in recent years along the park's edge. Where practical, infill of Heritage species like disease resistance cultivars of Oaks, Elms, and Hackberry are recommended to perpetuate the succession of the tall overstory canopy that exists within Island Park today.



Characteristic Bur Oak American Elm Grouping, South of Tennis Courts

Common Name Scientific name	USE	MATURE HxW	#/1087
Bur Oak <i>Quercus macrocarpa</i>	shade tree	75'x80'	26
American Elm <i>Ulmus americana</i>	shade tree	80'x60'	175
Colorado Spruce <i>Picea pungens</i>	evergreen	75'x20'	86
Hackberry <i>Celtis occidentalis</i>	shade tree	60'x60'	78
American Linden <i>Tilia cordata</i>	shade tree	80'x40'	60
Green Ash <i>Fraxinus pennsylvanica</i>	shade tree	60'x25'	55
White Spruce <i>Picea glauca</i>	evergreen	60'x20'	44
Flowering Crab <i>Malus</i>	ornamental	~20'x20'	36
Kentucky Coffeetree <i>Gymnocladus dioicus</i>	shade tree	75'x50'	17
Maple <i>Acer</i>	shade tree	~70'x 50'	13
Japanses Tree Lilac <i>Syringa reticulata</i>	ornamental	30'x25'	11
Autumn Splendor Buckeye <i>Aesculus</i>	ornamental	35'x30'	10
Black Walnut <i>Juglans nigra</i>	shade tree	75'x75'	10
Royal Frost Birch <i>Betula "Royal Frost"</i>	ornamental	40'x20'	9
Amur Maackia <i>Maackia amerensis</i>	shade tree	30'x30'	8
Honeylocust <i>Gleditsia tricanthos</i>	shade tree	80'x60'	8
Northern Herald Redbud <i>Cercis canadensis</i>	ornamental	20'x20'	5
Boxelder <i>Acer negundo</i>	shade tree	70'x35'	5
Ironwood <i>Ostrya virginiana</i>	shade tree	30'x35'	5
Dakota Pinnacle Birch <i>Betula platyphylla 'Fargo'</i>	shade tree	35'x12'	3
Prairie Radiance Winterberry <i>Euonymus bungeanus 'Verona'</i>	ornamental	40'x12'	3
Presidential Gold Ginkgo <i>Ginkgo biloba 'The President'</i>	shade tree	50'x40'	3
not identified	-----	-----	3
Eastern Red Cedar <i>Juniperus virginiana</i>	evergreen	50'x20'	2
Princess Kay Plum <i>Prunus nigra 'princess kay'</i>	ornamental	50'x15'	2
Yellowwood <i>Cladrastic kentukea</i>	shade tree	50'x40'	2
Amur Corktree <i>Phellodendron amurense</i>	shade tree	40'x40'	1
Black Locust <i>Robinia pseudoacacia</i>	shade tree	60'x40'	1
Eye Stopper Corktree <i>Phellodendron llavallei 'Longenecker'</i>	shade tree	40'x35'	1
Northern Catalpa <i>Catalpa speciosa</i>	shade tree	60'x40'	1
Regal Oak <i>Quercus x warei 'Long'</i>	shade tree	50'x25'	1
Serviceberry <i>Amelanchier canadensis</i>	ornamental	25'x25'	1



GIS Tree point data



Characteristic bur oak and American elm tree canopy



Ornamental crabapples at north entry



Ornamental crabapples on west edge of open lawn



West boulevard path canopy condition



Spruce planting adjacent to G.A.R. monument



Dead Spruce south of Scherling Complex



Spruce planting at Southeast Corner of park



Bur Oak, adjacent to Spruce grouping at Southeast Corner of Park



Mixed species juvenile tree planting



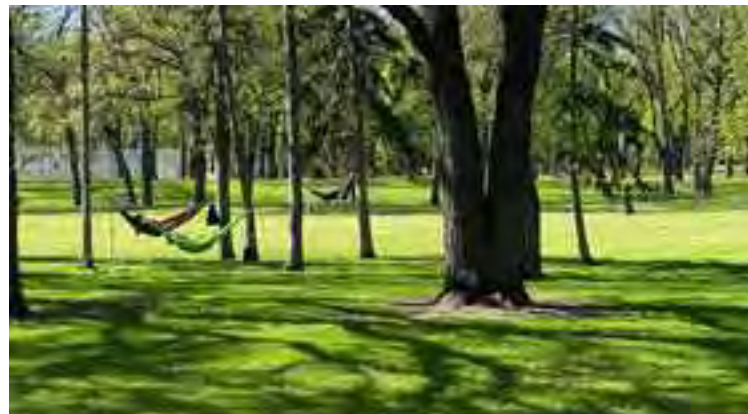
Spruce, elm and oak along eastern primary pathway



Spruce at east side of Scherling tennis complex



Spruce at southern boundary of Dill Hill



Hammocks, a common passive use in the park



Shaded lawn looking south towards Dill Hill



Garza Memorial



Wesolowski memorial and tree planting



“Utilize natural materials and art to create spaces for interaction with nature that encourages mental health healing, pause and calm.”

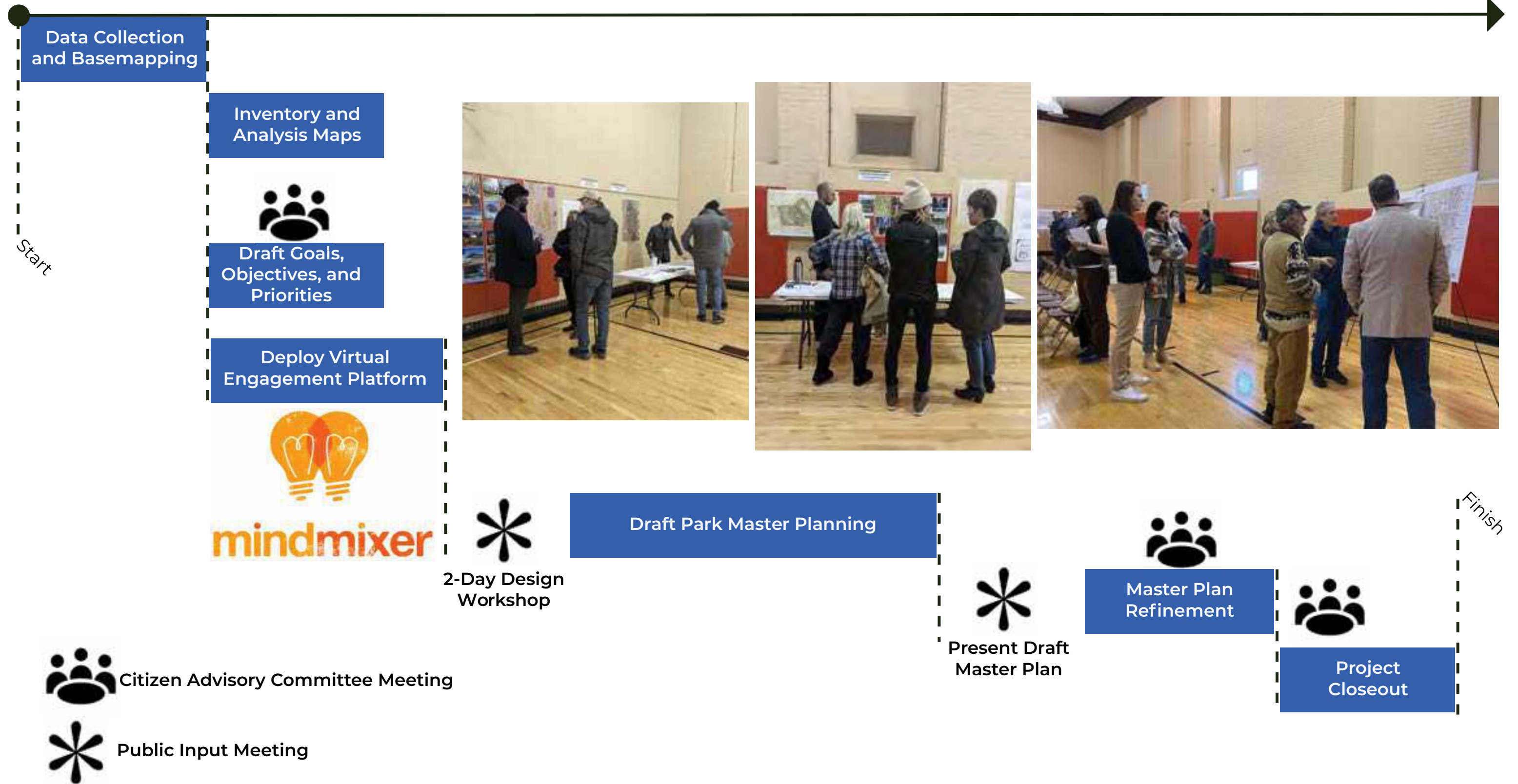
-- quote from Mind Mixer-- Brad B.



PUBLIC + STAKEHOLDER ENGAGEMENT

PUBLIC + STAKEHOLDER ENGAGEMENT

Estimated Project Duration - 5 to 6 Months





PUBLIC + STAKEHOLDER ENGAGEMENT

CITIZEN ADVISORY COMMITTEE



PARK INVENTORY PRESENTATION



C.A.C. KICKOFF MEETING PRESENTATION



PARK INVENTORY PRESENTATION



PARK INVENTORY PRESENTATION

The Fargo Park District assembled a list of stakeholders comprised of neighboring business representatives, neighborhood and downtown association representatives, and private citizens throughout the community to serve in an advisory capacity in an effort to provide the Fargo Park District and Design Team with input, feedback, ideas, concerns, and ongoing communication during the project.

Specific objectives for the Citizen Advisory Committee were:

- Be willing to work together to establish a shared vision for Island Park.
- Participate with mutual respect for a diversity of viewpoints.
- Help establish project goals and objectives for what the plan can achieve.
- Assist in identifying attitudes and measuring opinions in the community.
- Assist in resolving conflicts and actively engaging in discussions that help positively advocate for the value of the master planning process.

The Citizen Advisory Committee met 3 times during the master plan process at the onset of the project during inventory and analysis, midway through the project to review and provide input on spatial layout options, and near the end of the project to review and comment on master plan concepts and recommendations.

The Citizen Advisory Committee could remain active in the project during future phase developments or implementation as important community outreach connections to help build consensus, advocacy, and communication on park decisions or input as it relates to the master plan.

FOR MORE INFORMATION, FEEDBACK AND COMMENTS RECEIVED DURING OUR PUBLIC ENGAGEMENT EFFORTS, PLEASE SEE THE APPENDIX.

ONLINE ENGAGEMENT

TOP RANKED IDEAS AND COMMENTS

Don't overthink the pool renovation. Get it done. - "We've been surveyed for years about renovating the pool which is badly needed. Just update it in the same space and don't overthink it. The bathhouse needs to be imploded and rebuilt. The pool needs to be deeper so you can have diving starts. Perhaps redo the kiddie pool in the same space with whatever little kids like to do. I think the waterpark stuff pushed by the consultants has repeatedly been shot down by the neighborhood residents."

Pool - "The current pool design does a great job engaging the surrounding public realm with the bleacher seating area and observation deck. There is a charm of this historic pool with those features along with the original building facade that should remain. This is also the only pool with features for older users such as high dives and lap swimming. Those features are a must to remain. Considering this is the oldest park in the city, any redesign should be respectful of the historic context so it visually fits the park and future pool programming doesn't undermine the tranquility of other users."

Do not add parking space on park property. We can walk. - Even though i usually drive to events here I don't care if i have to walk to the event because there is no parking close by. As a society we need to walk more."

Accessibility -
"Wheelchair access, renovated bathrooms, water fountains, braille signage."

Indoor Bathrooms - "So many people use this park and there is one restroom available by the tennis courts and porta-potties. No one wants to use a porta-potty if they don't have to. Can't you make a year round facility? The park gets used in the winter too!"

An Island Park Conservancy - "Establishing an Island Park Conservancy, much like many other urban parks across America would allow these discussions to continue with the guidance of a legal entity. Many of the great citizen advisory members could continue as board members, along with representatives from the pool, parks, tennis, theater, and skate-park groups."

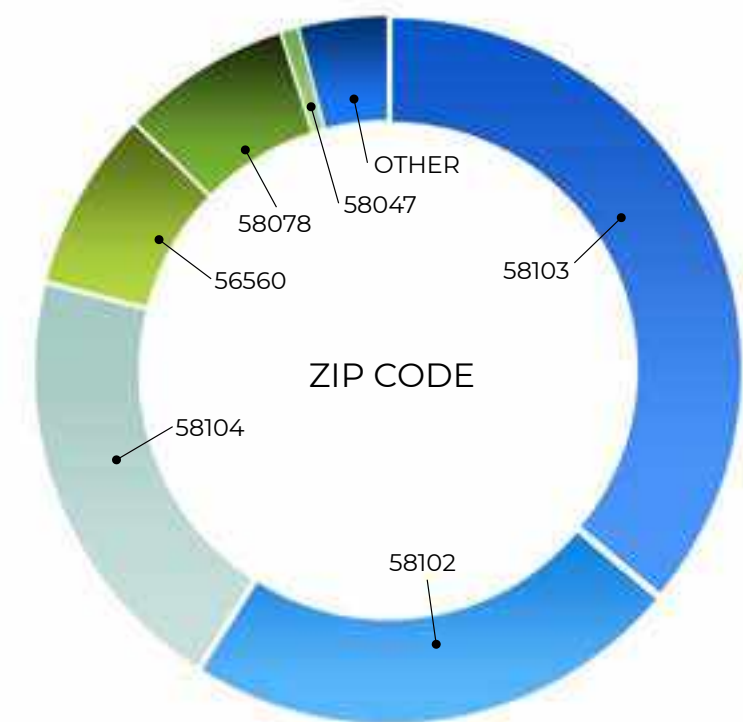
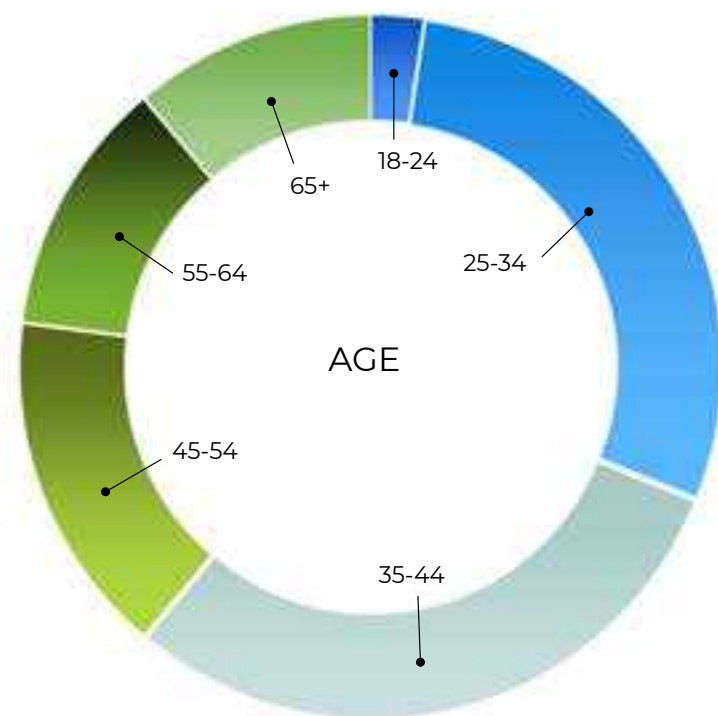
Maintain with little change. - "I like the park, as it is. Maintain it, but don't change it."

A City Park - "The beauty of Island Park is its focus on "being outside" and Promoting movement", free from vendors, cafe, coffee shops, etc., which are amenities that are easily accessed only a few blocks away (a 5-10 minute walk up Broadway). The bathrooms do need updating. I appreciate having a pool that is designed for outdoor lap swimming."

Restoration of the Grandstand Tennis Courts Near the Pool - "This site could be "center court" for regional and national level tennis tournaments."

Perennial Plantings - "I would like to see the park with areas of perennial plants. The park's contours could be accentuated with areas of large plants that could further draw people to other areas of the park off of the paths. The Disneyland annual plantings at the entrance make the park look a little like its form the 80's. Purchasing, planting, and pulling out annual plants each year isn't sustainable and is a missed opportunity to have beautiful plants that could grow larger each year."

ONLINE RESPONSE DATA:



PUBLIC + STAKEHOLDER ENGAGEMENT

DESIGN WORKSHOP



Small Group Stakeholder Discussions, Design Workshop



Small Group Stakeholder Discussions, Design Workshop



Design Team, Design Workshop



A design workshop was facilitated on February 16 - 17, 2022 at the Robert D. Johnson Recreation (RDJ) Center in Fargo, ND. Members of the design team of AGL Landscape Architects and RDG Planning and Design were present at the RDJ Center Boardroom where design concepts, diagrams, and sketch illustrations were prepared for Public Input and feedback at the Public Input Meeting #1 and Open House held on February 17, 2022 from 6pm - 8pm.

Stakeholders and interested parties of the master plan were able to schedule time with the design team to share information, express an idea or concern, or simply learn more about the master plan process.

The design workshop focused on overall concepts for Island Park with the following groups or representatives participating and sharing information on uses and needs within Island Park:

- Pool Location and Programming
- Outdoor Public Gathering Space
- Tennis Facilities and Programming
- Operations and Maintenance Considerations
- Off-Street Parking for Pool Updates and Expansion
- Fargo-Moorhead Community Theater (FMCT)
- YMCA

For more information, a summary report of the design workshop and comments received is included in the appendix.



PUBLIC INPUT MEETINGS

Two Public Input Meetings were held as part of the master planning process.

On February 17, 2022 a Public Input Meeting #1 was held from 6-8pm at the RDJ Recreation Center to present information and receive public input on the master planning process for Island Park.

The design team provided a brief presentation to inform attendees of items being studied during the master planning process for Island Park.

Following the presentation, the public was invited to visit a variety of workshop stations for more information and to gather feedback on a variety of topics including:

- Bicycle and Pedestrian Connections
- Park Facilities and Amenities
- Arts and Cultural Opportunities
- Historic Preservation and Interpretation
- Community Event Spaces
- Additional Park Programming Opportunities
- Pool Location Options within Island Park

Public Input Meeting and Open House #2 was facilitated on April 26, 2022 at the Robert D. Johnson Recreation (RDJ) Center in Fargo, ND. Members of the design team were present at the RDJ Center Gymnasium where design concepts, diagrams, and sketch illustrations were presented for public input and feedback.

The design team provided a presentation to inform attendees of the following items being studied during the master planning process for Island Park:

- Project Overview and Schedule
- Reasons for Preparing a Master Plan for Island Park
- Goals for the Project
- Summary of Top Comments – Mind Mixer
- Summary of Comments – Workshop and Public Input Meeting #1
- Review Spatial Relationship Diagrams – Options 1 & 2

Following the presentation, the public was invited to review the concept options for more information and to solicit feedback on a variety of topics. The following pages summarize the input received at each of the displays. There were two (2) identical displays of boards at 30"x42" showing options 1 and 2 for general layout of major programmatic elements within Island Park. The attendees of the public meeting were asked to place a green sticker dot on the relationship diagram that they felt best represents the most ideal layout of the main program elements of the park.



Art and Cultural Opportunities Station, Public Input Meeting 1



Relationship Diagram Review, Public Input Meeting 2



Public Input Meeting 2 Presentation

MASTER PLAN SPATIAL RELATIONSHIP DIAGRAMS

1 Gathering Space:

Includes an approximate 1.5 Acre space for major events at Island Park, like Midwest Kid Fest, Island Park Show, FM Pride, Sanford's Roger Maris Summer Night, Concerts, Block Parties, Food Vendors, and Farmer's Markets. This space would be a blend of hard surface at the edges of the space where vendors and event vehicles can park without impacting trees and root systems further inside the park. The remainder of the space would be lawn and landscape space that allows flexible recreation use for passive events like yoga, fitness classes, or other group activities and gatherings.

2 120 Stall Parking Lot:

Includes a reconstruction of the existing parking lot to achieve approximately 120 stalls and will mainly serve the pool facility during peak summer hours. During the remainder of year, this parking lot will serve the entire park space as it does currently.

3 Open Air Amphitheater at Scherling Complex Site

The existing Scherling Complex concrete grandstand and rooms below could be removed and the existing wall façade of the grandstand could be preserved and enhanced to serve as the backdrop for an open-air amphitheater and stage in a bowl-type configuration where spectators would face west and performers on stage would face east. An approximate permanent ticketed seating arrangement of 450 seats would be placed along the lower level adjacent to the stage and approximately 500 movable or lawn chair seats could be placed at the upper lawn space of the amphitheater. The potential renovation concept of the grandstand should be further coordinated with guidance and input from the Fargo Historic Preservation Commission.

4 Pool Complex:

Includes a 50M pool, leisure pool with drop slides, play structure, spectator bleacher seating, 4-season bathhouse facility with restrooms and concessions, water slide complex, and lazy river. The building facility in this concept is situated at the center of the outline area to serve the remainder of the park, nature play area, and amphitheater space for tickets, concessions, and restroom use during performances.

5 Heritage Tree Preservation and Infill Area:

Island Park is special because of the extensive tree canopy that has existed for generations. This area should be preserved, enhanced, and infilled with appropriate species that will perpetuate and improve the quality of tree canopy that exists today. Examples best suited for parks and public spaces include large deciduous and disease resistant species like Oaks, Elms, Black Walnut, Kentucky Coffeetree, Sugar Maple, Honeylocust and others with an upright high shade canopy. Longevity of growth rate should be prioritized in these areas.

6 Natural Play Area:

Nature play is when children are provided with the opportunity to engage in unstructured play activities in outdoor settings where natural elements feature, such as logs, stumps, rocks and water, as opposed to conventional manufactured play equipment with plastic and other prefabricated or manufactured products.

7 100 Stall Parking Lot:

Includes a reconstruction of the existing parking lot to a one-way loop configuration with a center island to preserve trees in the middle of the existing parking lot. Total parking achieved is approximately 100 stalls including accessible parking spaces.

8 Tennis and Pickleball Complex at Dill Hill

Includes 6 tennis courts, 3 pickleball courts, and 3 bocce courts in the open space and skinned infield area at Dill Hill.

9 Pedestrian Underpass at 6th Ave. to Dill Hill

A pedestrian underpass under 6th Ave. would provide a safe pedestrian connection to Dill Hill and the new tennis court complex for access to and from the parking lot and restroom facilities at the pool complex. This underpass also connects the neighborhoods and schools to the south to Island Park for increased safety for pedestrians and bicyclists.

10 Open Lawn

Includes converting existing tennis courts in this area to an open lawn or garden space that could serve as a quiet space within the park, or as a smaller open space for weddings or other small gatherings in the park.

11 Bandstand / Gazebo Seating Area:

Includes a paved space with improved accessible walkway for seating of small events like weddings, small concerts, or performances.

12 Fountain and Seating Area:

The area presently occupied by the existing playground would be converted into a seating area and fountain to offer the element and sound of falling water within Island Park. This location is ideal because of its central walkable location and open clearing of trees, allowing warmth of sunshine and quiet solitude within the park.

13 Indoor Art Gallery Space

Includes preservation and reuse of the Katherine Kilbourne Burgum Pavilion added in 2011 and converted to a public indoor art space with changing exhibits throughout the year / seasons.

14 Sculpture Garden:

The space presently occupied by the former FMCT building wing would be converted to an outdoor public sculpture garden and accessible to all park users. Historic sculptures located throughout the park would be relocated to this area and space is available for additional exhibits that may be permanent or temporary installations. This could also be an ideal space for a winter sculpture garden that could include special lighting and offer protection from the wind from the trees and topography in this area.

15 Pedestrian Underpass at 4th St.

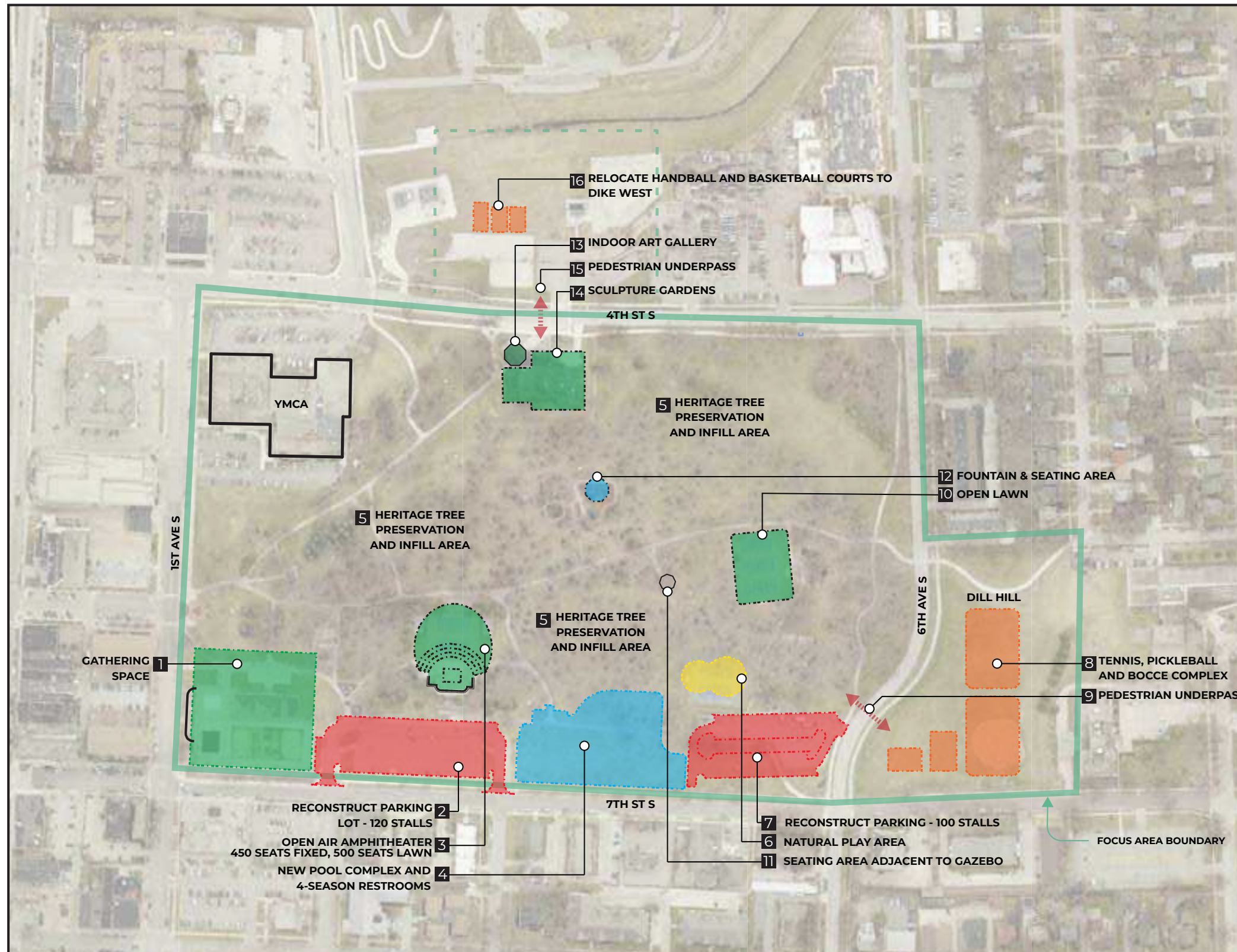
A pedestrian underpass under 4th St. would provide a safe pedestrian connection to Dike West as well as the riverfront trail system. Major events and programming at Island Park like the swimming pool would be connected to the greater community through access to the trail system and further encourage biking and walking to Island Park.

16 Relocate Basketball and Handball to Dike West

In an effort to group similar active facilities and allow further passive recreation spaces in Island Park, the existing handball and basketball courts at the Scherling Complex could be relocated to Dike West in the approximate area shown.

17 Tree Impacts Based on this Layout:

It is estimated that the following tree quantities would need to be removed to accommodate the pool location, parking facilities, and other modifications to the park: **70 Trees**



ISLAND PARK MASTER PLAN - OPTION 1

PARK SPACE RELATIONSHIP DIAGRAM
APRIL 2022



1 60 Stall Parking Lot:

Includes a new parking lot of approximately 60 stalls, including accessible parking spaces, which serves as additional event parking for the proposed gathering space and could also serve as parking for vendors, farmer's market, and general parking for the east portion of Island Park. This parking lot when not used for park events can be shared with the YMCA upon potential shared-use agreement.

2 Gathering Space:

Includes an approximate 1.5 Acre space for major events at Island Park, like Midwest Kid Fest, Island Park Show, FM Pride, Sanford's Roger Maris Summer Night, Concerts, Block Parties, Food Vendors, and Farmer's Markets. This space would be a blend of hard surface at the edges of the space where vendors and event vehicles can park without impacting trees and root systems further inside the park. The remainder of the space would be lawn and landscape space that allows flexible recreation use for passive events like yoga, fitness classes, or other public group activities and gatherings both scheduled and unscheduled.

3 Pool Complex:

Includes a 50M pool, leisure pool with drop slides, play structure, spectator bleacher seating, 4-season bathhouse facility with restrooms and concessions, water slide complex, and lazy river. The building in this concept is situated at the southeast corner of the outline area so as to serve the gathering space and remainder of park space.

4 120 Stall Parking Lot:

Includes a reconstruction of the existing parking lot to achieve approximately 120 stalls and will mainly serve the pool facility during peak summer hours. During the remainder of year, this parking lot will serve the entire park space as it does currently.

5 Sculpture Garden:

The space presently occupied by the Scherling Complex Tennis Courts would be converted to a public sculpture garden and accessible to all park users. Historic sculptures located throughout the park would be relocated to this area and space is available for additional exhibits that may be permanent or temporary installations. This could also be an ideal space for a winter sculpture garden that could include special lighting and offer protection from the wind from the adjacent historic pool grandstands. This is also an ideal space to develop a "History of Island Park" or timeline of photos, postcards, and other historic imagery from Island Park.

6 Heritage Tree Preservation and Infill Area:

Island Park is special because of the extensive tree canopy that has existed for generations. This area should be preserved, enhanced, and infilled with appropriate species that will perpetuate and improve the quality of tree canopy that exists today. Examples best suited for parks and public spaces include large deciduous and disease resistant species like Oaks, Elms, Black Walnut, Kentucky Coffeetree, Sugar Maple, Honeylocust and others with an upright high shade canopy. Longevity of growth rate should be prioritized in these areas.

7 Natural Play Area:

Nature play is when children are provided with the opportunity to engage in unstructured play activities in outdoor settings where natural elements feature, such as logs, stumps, rocks and water, as opposed to conventional manufactured play equipment with plastic and other prefabricated or manufactured products.

8 Tennis and Pickleball Complex with Restrooms:

Includes 3 tennis courts, 3 pickleball courts, and a new 4-season restroom facility to serve the courts as well as other park use in the south portion of Island Park including children and families using the natural play area.

9 Tennis Court Expansion:

Includes converting existing parking to add an additional one (1) tennis court in this area and to accommodate a total of six (6) tennis courts total in Island Park to serve tournament and community use.

10 50 Stall Parking Lot:

Includes a reconstruction of the existing parking lot to a one-way loop configuration with a center island to preserve trees in the middle of the existing parking lot. Total parking achieved is approximately 50 stalls including accessible parking spaces.

11 Bandstand / Gazebo Seating Area:

Includes a paved space with an improved accessible walkway for seating of small events like weddings, small concerts, or performances.

12 Indoor Art Gallery Space

Includes preservation and reuse of the Katherine Kilbourne Burgum Pavilion added in 2011 and converted to a public indoor art space with changing exhibits throughout the year /seasons. Two building wings could be renovated and used to facilitate indoor classrooms and concessions for the adjacent outdoor open air amphitheater space (See #13).

13 Open Air Amphitheater at FMCT Site

The sunken or recessed area where the FMCT building removal could be converted to an open-air amphitheater space of approximately 500 seats. A new stage of approximately 30'x40' is proposed at the southern end of the space. The recessed or sunken grade in this space and adjacent building wings create a protected environment from wind and noise from adjacent streets and park spaces. Existing heritage trees in this area provide additional comfort and shade for spectators and performers.

14 Pedestrian Underpass at 4th St.

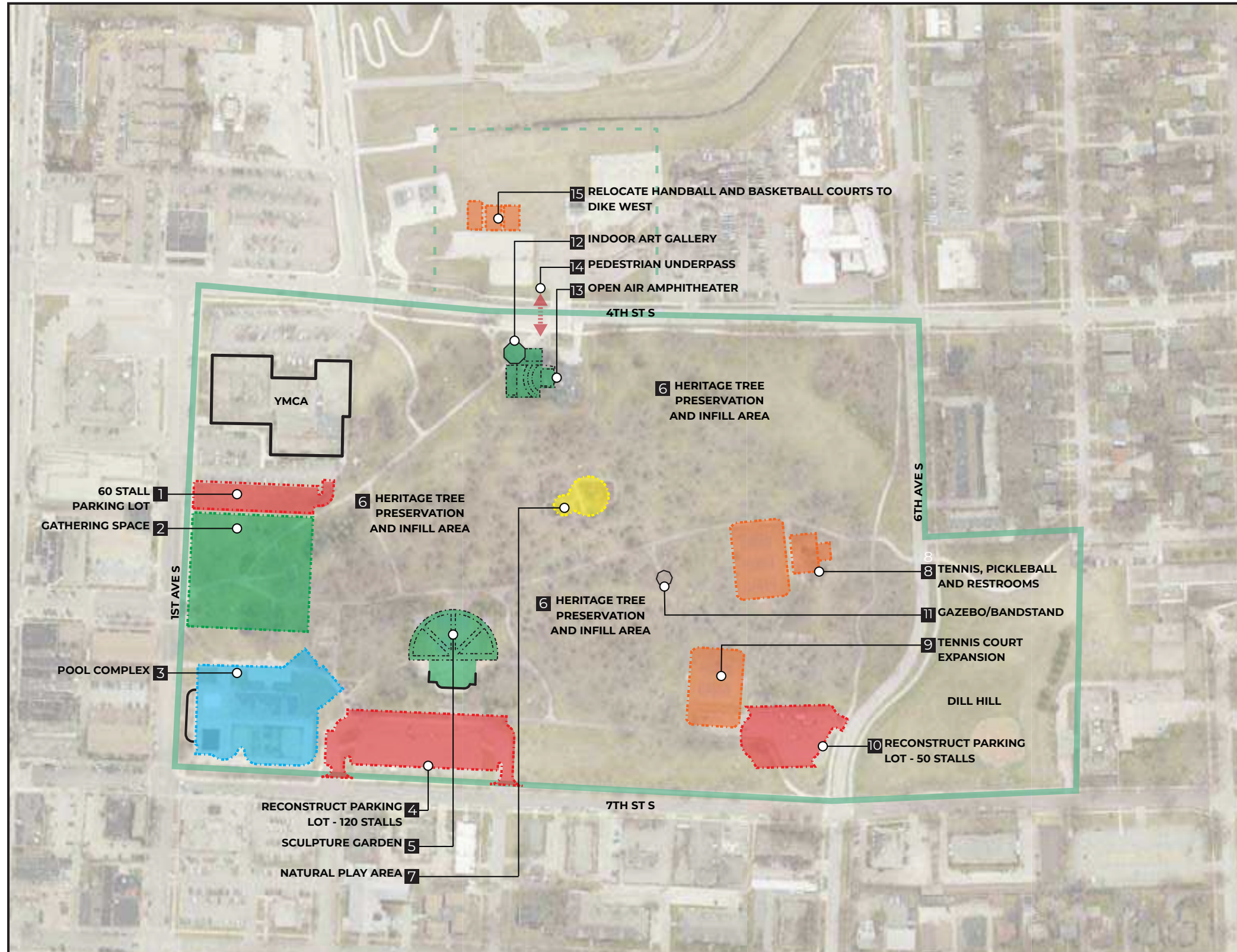
A pedestrian underpass under 4th St. would provide a safe pedestrian connection to Dike West as well as the riverfront trail system. Major events and programming at Island Park like the swimming pool would be connected to the greater community through access to the trail system and further encourage biking and walking to Island Park.

15 Relocate Basketball and Handball to Dike West

In an effort to group similar active facilities and allow further passive recreation spaces in Island Park, the existing handball and basketball courts at the Scherling Complex could be relocated to Dike West in the approximate area shown.

16 Tree Impacts Based on this Layout:

It is estimated that the following tree quantities would need to be removed to accommodate the pool location, parking facilities, and other modifications to the park: **52 Trees**



ISLAND PARK MASTER PLAN - OPTION 2

PARK SPACE RELATIONSHIP DIAGRAM
APRIL 2022



PUBLIC FEEDBACK ON RELATIONSHIP DIAGRAMS

Public Input received and sticker dot votes confirmed that a majority of meeting attendees preferred the following options

- Pool to be replaced in it's present / current location
- Gathering space centered at south terminus of Broadway
- Fountain in the center of the park
- Play area closer to restrooms and parking
- Possible relocation of tennis courts to Dill Hill
- Whichever option impacts the least amount of trees

There was not general support for pedestrian underpasses under 4th St. or 6th Ave. S. as public input received indicated that neither of these at-grade crossings as they exist today were perceived as dangerous or difficult to cross in terms of traffic volumes. In addition, many felt that the cost of pedestrian underpasses could be better spent or allocated in other ways within the park.



Public Input Meeting 2 Presentation

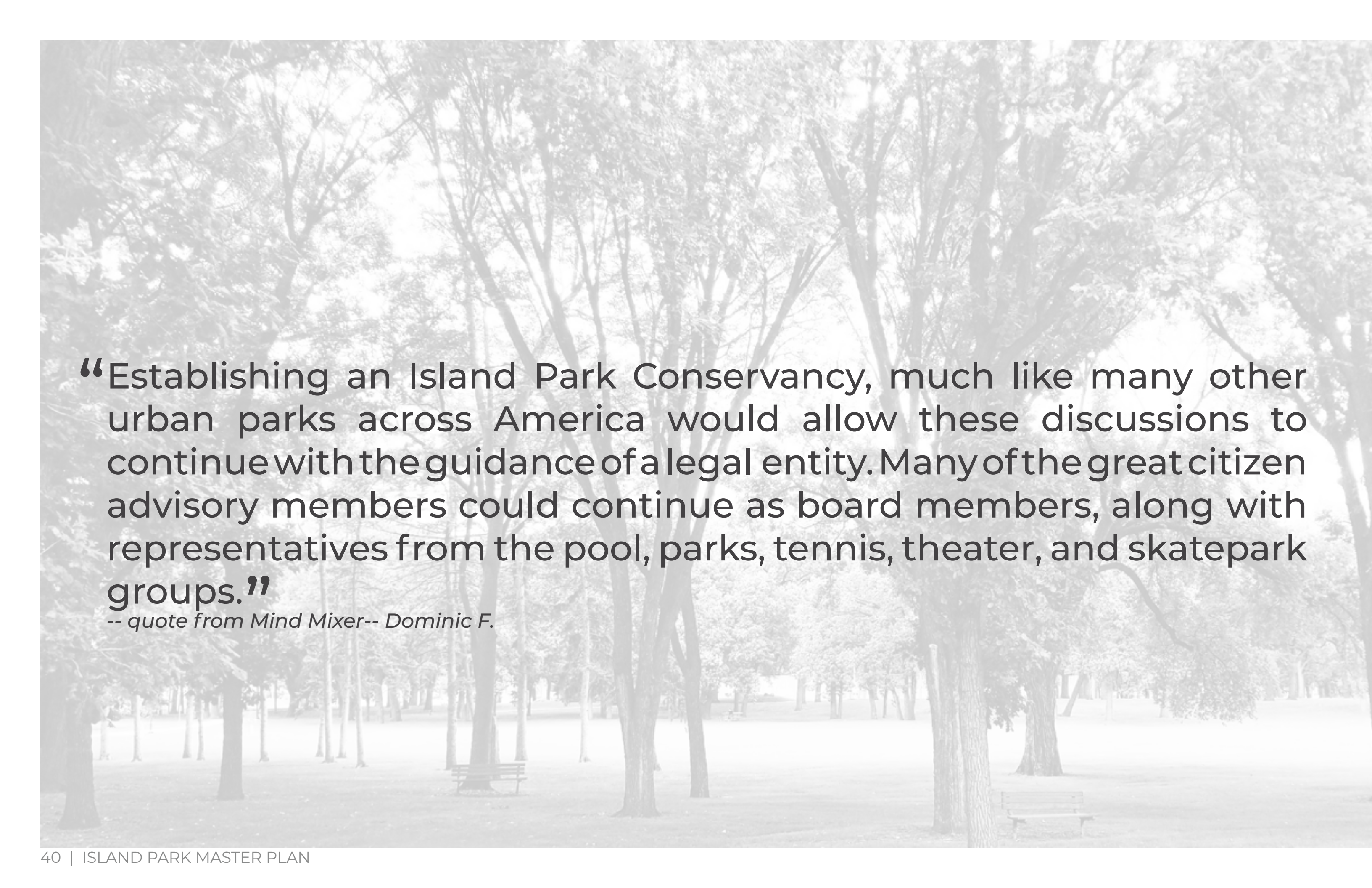


Public Input Meeting 2, Relationship Diagram Review



Public Input Meeting 2 Presentation





“Establishing an Island Park Conservancy, much like many other urban parks across America would allow these discussions to continue with the guidance of a legal entity. Many of the great citizen advisory members could continue as board members, along with representatives from the pool, parks, tennis, theater, and skatepark groups.”

-- quote from Mind Mixer-- Dominic F.



MASTER PLAN RECOMMENDATIONS

MASTER PLAN



MASTER PLAN - LEGEND

- 1 Gathering Space
- 2 Pool Complex
- 3 Bathhouse
- 4 Open Air Amphitheater
- 5 Existing Historic Pool Grandstand
- 6 Expanded Parking Lot
- 7 Picnic Shelter
- 8 Play Area
- 9 Angel of Hope
- 10 Tennis + Pickleball Courts
- 11 Restroom + Storage
- 12 Maintenance Building
- 13 Lewis Bandstand (Gazebo)
- 14 Fountain
- 15 Woodland Garden
- 16 FMCT + Pavilion
- 17 Sculpture Garden
- 18 Pollinator Garden
- 19 Rain Garden
- 20 Boardwalk
- 21 Relocated Handball + Basketball
- 22 10' Shared Use Path
- 23 Heritage Tree Preservation Area
- 24 6' Crushed Stone Natural Trail
- 25 Relocated GAR Sculpture
- 26 Wergeland Sculpture

GUIDING PRINCIPLES OF THE MASTER PLANNING PROCESS:

- Organize or group similar activities throughout the park by active and passive uses
- Locate more active uses toward the perimeter of the park, while promoting more passive and natural use within the park's interior.
- Look at adjacent park spaces like Dill Hill and Dike West for additional opportunities for recreation
- Develop a park layout that encourages more connections to spaces within the park itself, rather than passing through from north to south.
- Develop a park layout that is classic in nature, with graceful walkways, sweeping shapes, and emphasis on tree preservation when new elements are considered, to the greatest extent practical.

HISTORIC PRESERVATION RESOURCES

There are many groups and agencies established to assist and provide resources on the topic of Historic Preservation within Island Park. As conversations continue and long-term park improvements are prioritized, the following organizations are established and available to help with information, processes, and resources as it relates to Historic Preservation and interpretation.

Fargo Historic Preservation Commission

Commission Responsibilities

“Identifying, evaluating, and designating properties significant in the history, architecture, engineering, and culture of the community, state, and nation. Retaining and enhancing historic properties while allowing their adaptation for current use by assuring that alterations are compatible with their historic character.

Assuring that new construction and subdivision of lots in designated historic districts complies with the standards of the Land Development Code.”

Source: (<https://fargond.gov/city-government/boards-commissions/historic-preservation-commission>)

Native American Commission (NAC)

“The mission of the Fargo Native American Commission (NAC) is to work together to strengthen the Native American community to promote understanding, recognition, and respect for cultures and to enrich the community as a whole. The NAC and its members are committed to a shared vision that nurtures Native American culture and values.

The Native American Commission was established by Resolution on June 19, 2006 as an advisory group to the City Commission. Efforts of the Committee are to be coordinated with the work of the Community Development Committee and the Human Relations Commission of the City.

The purpose of the NAC is to develop recommendations for City participation in Native American projects/programs; inventory local Native American cultural assets; evaluate existing information on local Native American assets and needs; and provide oversight to City-funded Native American projects/programs/facilities.

Source: <https://fargond.gov/city-government/boards-commissions/native-american-commission>

North Dakota State Historic Preservation Office (SHPO)

“The SHSND is the agency within North Dakota responsible for protecting historic properties. As such, the ND SHPO, within the Archaeology and Historic Preservation Division (AHP) of the SHSND reviews federally proposed, licensed and/or funded projects and the concomitant cultural resources identification, evaluation, protection, preservation, and development and/or mitigation efforts. Further, the AHP, through the Director, is responsible for preservation and interpretation of antiquities on the state level (see North Dakota Century Code [NDCC] 23-06-27, 55-02-03, 55-02-07, 55-02-07.1, 55-03-01, 55-03-01.1, 55-10-01, 55-10-09).” Source: <https://www.history.nd.gov/hp/index.html>

North Dakota Century Code 55-02-07 states:

“Any historical or archaeological artifact or site that is found or located upon any land owned by the state or its political subdivisions or otherwise comes into its custody or possession and which is, in the opinion of the director of the state historical society, significant in understanding and interpreting the history and prehistory of the state, may not be destroyed, defaced, altered, removed, or otherwise disposed of in any manner without the approval of the state historical board, unless section 55-02-07.2 applies to the site. Notification of the director’s opinion of significance must be communicated to the appropriate governing official. The state historical board through the director, within sixty days of written notification to it by the appropriate governing official of the state or political subdivision’s desire, need, or intent to destroy, alter, remove or otherwise dispose of a significant artifact or site, shall provide the governing official written direction for the care, protection, excavation, storage, destruction, or other disposition of the significant artifact or site. The state and its political subdivision shall cooperate with the director in identifying and implementing any reasonable alternative to destruction or alteration of any historical or archaeological artifact or site significant in understanding and interpreting the history and prehistory of the state before the state historical board may approve the demolition or alteration.

The procedures regarding protection of public health and safety on sites having a public function are outlined under NDCC 55-02-07.2.”



GATHERING SPACE

The “Gathering Space” is the northern introduction of Island Park to Broadway. It serves as a formal terminus of the street and also serves as both the connection and the invitation point between the park and Downtown.

This space is envisioned as one that will accommodate food trucks and various medium-large sized events. By utilizing the proposed parking area adjacent to the YMCA, along with street parking on the south side of 1st Avenue, events like farmers markets, small art fairs, and festivals are able to accommodate vehicles without impacting the forestry and greenery inside of the park boundaries. Currently when similar events take place within the park, they weather the would-be lush lawn into muddy and patchy portions of grass. By keeping heavy vehicles off of the parkland grass, these spaces are preserved for pedestrians and park users.

A key consideration for the use of this space was a continuation of the effort to keep high activity events on the periphery of the park. This strategy is twofold in its methodology. First, it invites intentional park guests and passers-by to interact with the periphery of the park. This welcomes guests from adjacent neighborhoods whether it be Hawthorne or Downtown to interact with the edge of the park. Secondly, it preserves the tranquil moments inside of the park which are highly valued by guests.

The “Gathering Space” is a blend between active and passive programming for the park. It has the capacity of being a high energy space during key moments throughout the year. But the majority of the time the space will act as a gateway into the park. It will be a space for the adjacent apartments to call their front lawn; a space where families and young adults that currently picnic and read, can continue to do so in a safe and welcoming environment.

KEYMAP



POOL LOCATION



Image Courtesy of Zerr-Berg Architects

The specific pool design is being completed under separate agreement and scope of services with the Fargo Park District. Members of the pool design consultant team participated in the public input process and design workshop to share information about potential programming and various concept alternatives for evaluation within Island Park.

Basic program elements of the pool facility being considered include:

- 50M pool
- Drop Slides
- Leisure Pool
- Zero Depth Entry Pool With Play Features
- Shade Structures
- Bleacher Spectator Seating (for outdoor meets)
- Bath House / Restroom / Concession Facility
- Water Slide Complex
- Lazy River

The images shown on this page are conceptual and provided as a courtesy by the pool design consultant. A final design for the pool has not been selected as of the date of this report.

The master plan process evaluated 4 separate locations to determine an optimal location based on adjacent parking, pedestrian access, promotion of 4 season facility use, and tree impacts.

Of the 4 locations tested, the location was further narrowed down to 2 locations:

- Existing Location
- Potential New Location (Generally, Between the 2 Existing Parking Lots and in the current lawn space along 7th St.)

Of the 2 locations, it is recommended that the pool be replaced in it's current location based on public input comments, fewer tree impacts, and less general park site disturbance at this location.



Image Courtesy of Zerr-Berg Architects

KEYMAP



HISTORIC POOL GRANDSTAND

Existing Grandstand

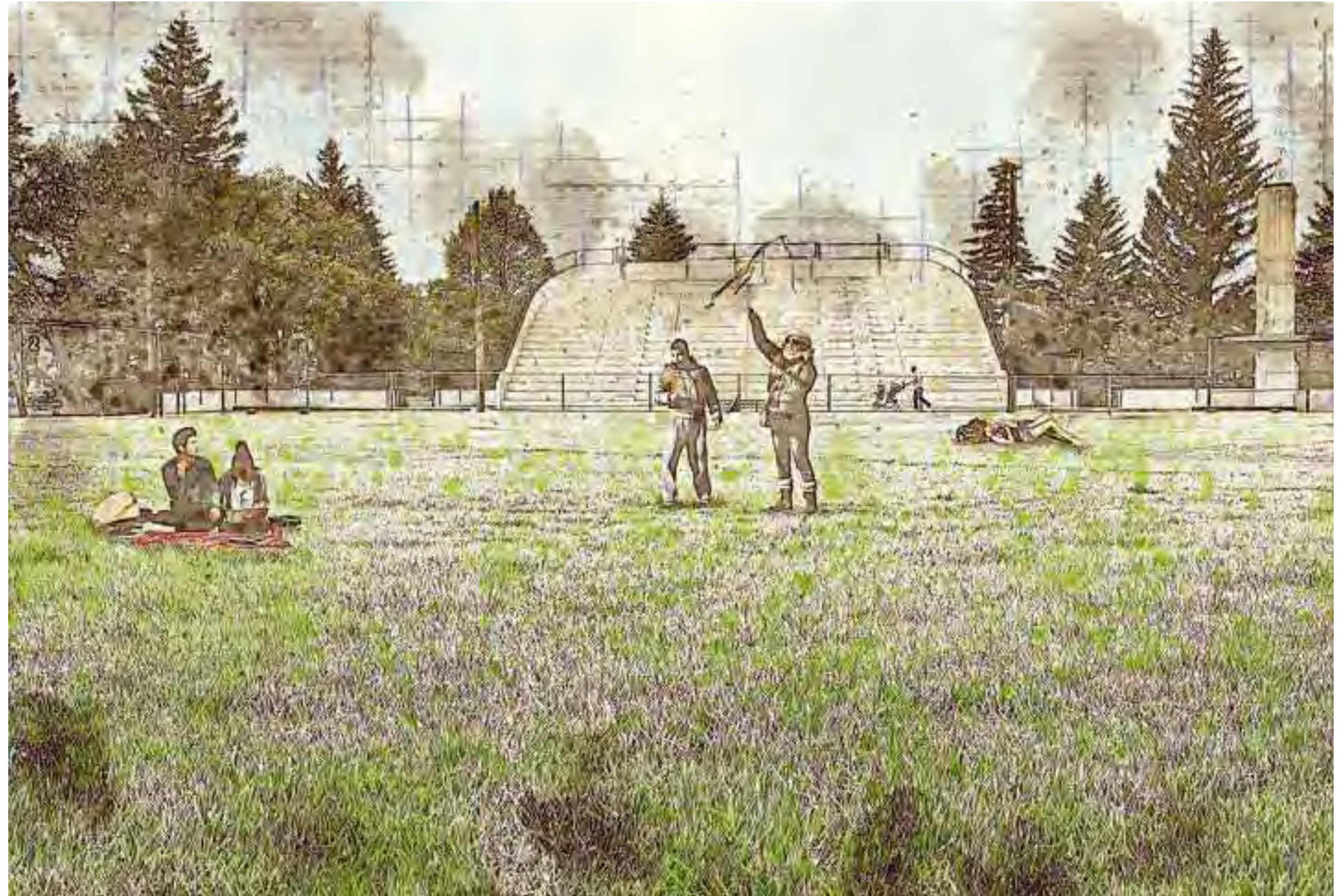
We recommend further analysis be completed to develop a plan to either renovate or rehabilitate the existing historic pool grandstand.

As part of this project, we have had a productive conversation with the Fargo Historic Preservation Commission regarding what could be done.

They weren't opposed to a plan being developed to address the deteriorating conditions of the grandstand and subgrade rooms.

There is already precedence set within Island Park of keeping a wall façade for purposes of historic preservation.

The Grandstand provides a unique setting to reflect back on the history of Island Park while enjoying open sun and protection from the wind. This can be left as an open space for flexible programming or small outdoor gatherings on the lawn.



KEYMAP



OPEN LAWN



In various locations throughout the park there are spaces designated as Open Lawn. Throughout the public engagement efforts members of the community reiterated how crucial unprogrammed space is within Island Park and how it is used by the diverse array of park guests.

College students use this space to study. Children use the space for frolicking and games. Families use the space for picnics and special gatherings. Each of these activities contributes to the energy and sense of life within the park, while also providing ample “people watching” opportunities.

Island Park is not a place that benefits from a programmed football or soccer field, but it is a space that needs to be flexible to the various users and uses which call upon its facilities. For that reason spaces have been strategically placed to accommodate the varied activities that guests may plan to do within the park grounds.

Some of the strategy that went into placement of the “Open Lawn” spaces was accommodating these spaces where there would be minimal to no impacts to existing tree canopy. Openings in the forest are prime locations this type of flexible programming. As with many of the park elements, the open lawn space is in stark contrast to some of the high activity spaces along the periphery of the park. The intent is to keep the interior of Island Park designated for tranquil and serene experiences. The pool, gathering space, and playground are all held to the outer boundaries for this reason, while the open lawns, can accommodate anything from a mid-afternoon nap to sunrise yoga.



KEYMAP



OFF-STREET PARKING

Parking at Island Park is a complicated matter. Public input received has acknowledged that parking for events can be a challenge, yet public comments have expressed that the park should not include more parking than minimally necessary.

More than half of park visitors stated that they drive to Island Park.

As part of the pool expansion project, a parking demand and supply analysis was completed by a transportation consultant under separate contract and has shown that an additional 99 spaces is estimated to meet forecasted demand.

When looking at existing parking supply of approximately 141 spaces in the park, this equates to a total parking supply forecast of 240 spaces (141 +99)

The master plan shows a total potential parking lot supply of 260 spaces, not counting the small parking lot to serve the Dill Hill Tennis Court Area, which would bring the total parking count within Island Park to just under 300 spaces for off street parking.

The 2 existing parking lots can be reconstructed to allow a more efficient parking layout, while the 2 new parking lots can help meet future needs for the tennis courts, gathering space, pool, and amphitheater. Programming at Island Park should be planned to avoid overlaps during large events and heavy park or pool use to ensure adequate parking is available.



Landscaped Bioswale on Perimeter of Parking Area



Landscape Perimeter of Parking Area

KEYMAP



Central Parking Area Bioswale



Dry Creek Planting Bed Inside Parking Area

OPEN AIR AMPHITHEATER

Fargo Moorhead Community Theatre plans to demolish most of their facility due to recent damage to the roof structure.

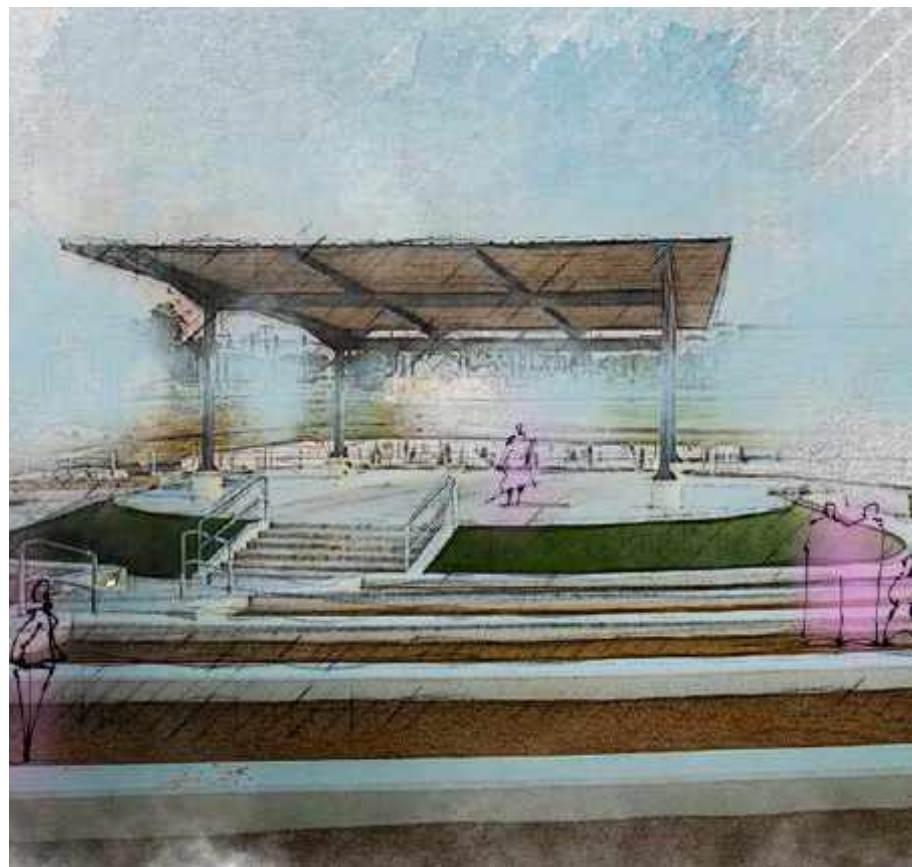
The pavilion and connecting wings may be possible to salvage during the demolition process.

A Memo of Understanding between the Fargo Park District and FMCT has been drafted which allows FMCT to remain in Island Park.

As such, their programming could change to move their performances from an indoor setting to an outdoor open-air amphitheater.

From this illustration, one can envision the possible footprint of the remodeled FMCT site which allows screening from the adjacent 4th St. frontage and allows a stage and seating for approximately 300 people or more.

A separate design for the demolition and construction of this space will be the responsibility of FMCT, but one can see how the footprint fits nicely within the area of the former building footprint and sunken topography, allowing a unique audience experience within the beautiful outdoor setting of Island Park.



KEYMAP



SCULPTURE GARDEN & FOUNTAIN

Fountains and water features can be found in many historic and classically designed parks from the late 19th Century and early 20th Century. The element of water has been constant in Island Park, whether it be the adjacent Red River, swimming pools, or small man-made ponds.

The site of the existing playground could be converted to a seating area with a fountain and adjacent sculpture gardens for local artists to display their work.

The sound of moving water at this location in combination with outdoor public art can provide another quiet and contemplative space that many in the community enjoy within Island Park.



KEYMAP



PICNIC SHELTERS & NATURE BASED PLAY



Examples of Recommended Shelter Materials: Wood, Stone, + Natural Colors



The master plan shows the potential relocation of the play area from the center of the park to the area shown.

This area allows for better visibility for security and maintenance, connects to adjacent parking, allows better access to the open lawn area to the west, and closer proximity to the future restrooms at the bathhouse.

The recommendations are to encourage use of natural materials and colors to fit best in the context of the tree canopy and natural setting.

A new picnic shelter is shown at this location for family gatherings while children use the play area.

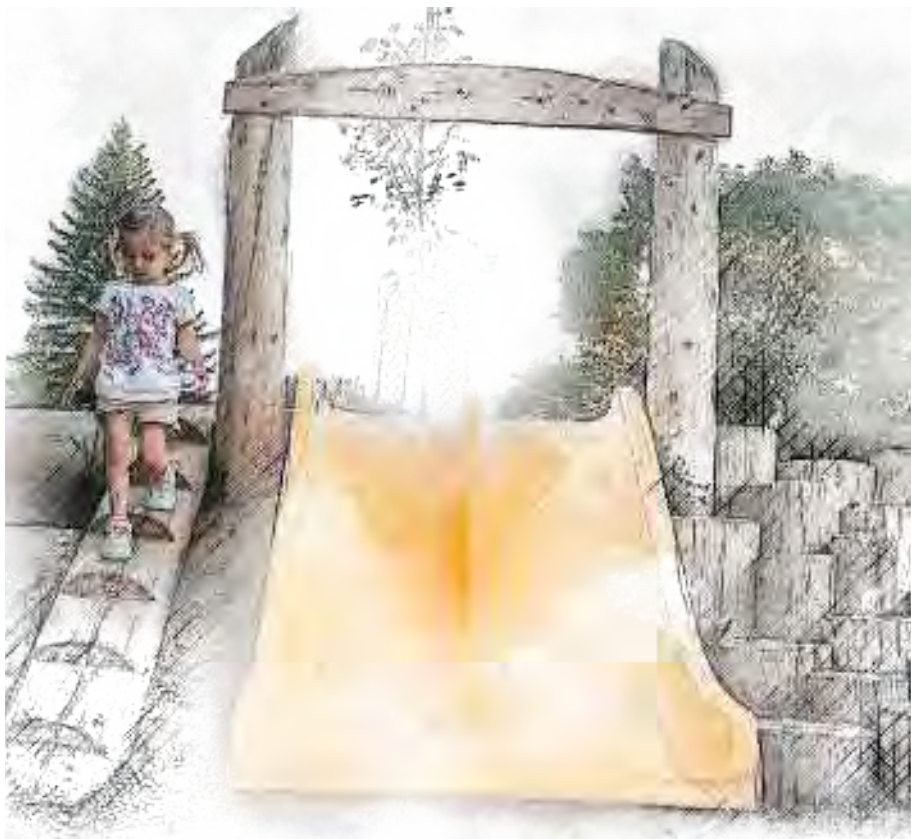


Photo Credit: Earthscape



Photo Credit: Earthscape

KEYMAP



SPORTS COURTS

The tennis courts in their present location create a situation that is difficult to manage for tournaments and events due to spacing and distance of the courts during tournament play.

We've also learned that over time, the edges of the courts are difficult to drain because of debris and soil buildup around the perimeter.

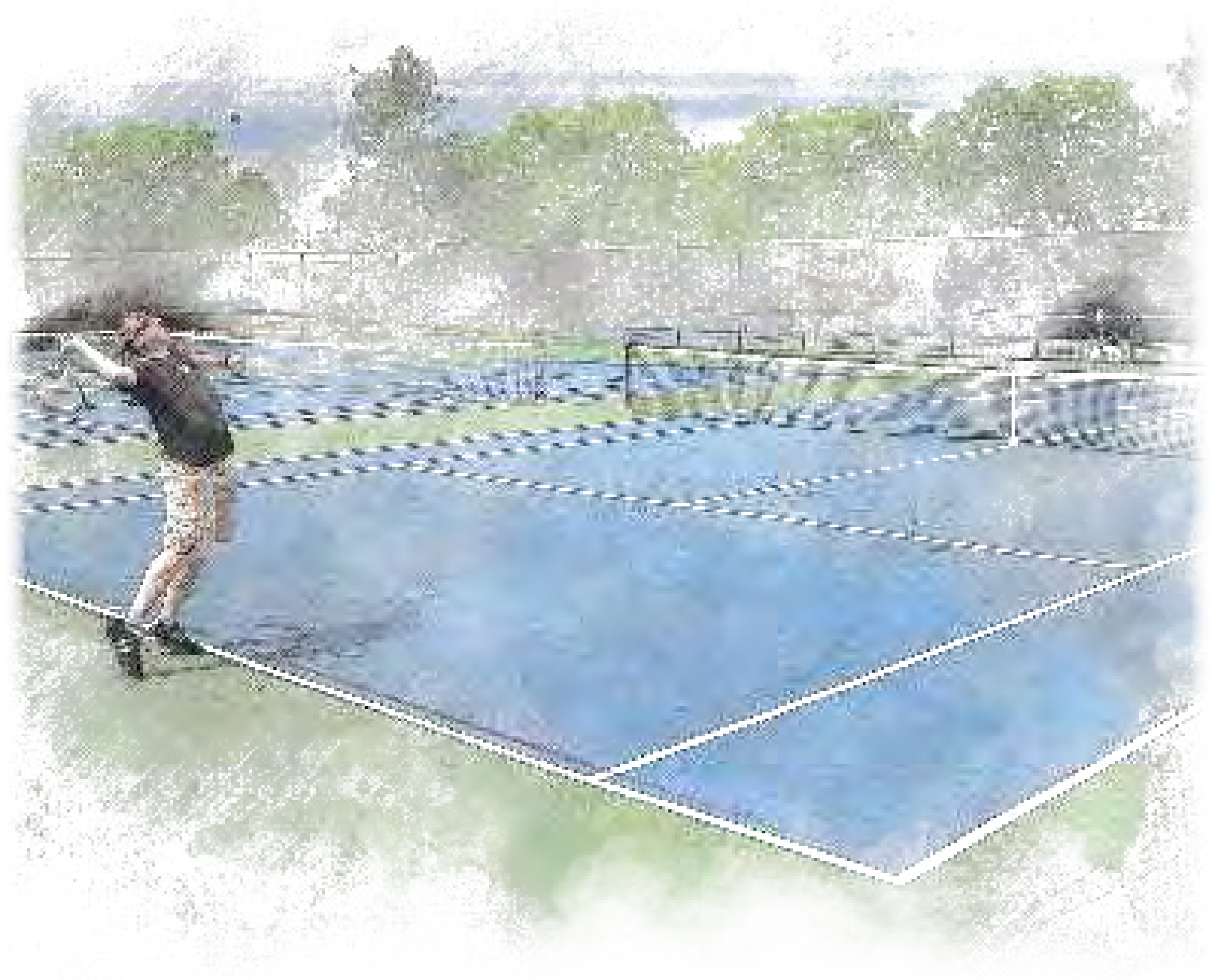
Acorns and debris from the adjacent oak trees may be making play and court preparation a challenge.

In an effort to select an area with enough space to accommodate up to 6 courts, the Dill Hill site was outlined as a potential site to accommodate the tennis courts.

This site also allows the potential for development of Pickleball Courts, Parking, and a future restroom and storage facility for the courts.

Relocating the tennis courts to Dill Hill allows the spaces within Island Park to be converted to more passive use opportunities. Tennis and Pickleball are ideal recreational uses for adjacent neighborhoods and schools to walk to.

The existing ballfield at Dill Hill is not replaced due to ballfields at Lindenwood Park and a nearby skinned infield at Clara Barton School for school and neighborhood use. This was an item that did not receive many comments during the public input process.



KEYMAP



ART INTEGRATION



Incorporating artistry as a distinctive element integrated into the design of the park's perimeter monuments is an opportunity to introduce and celebrate both the natural and cultural history that has shaped Island Park over time. Interpretive artistry that is informed by inclusive narratives specific to this place and about the community that calls this place 'home' from the pre-settlement era to the contemporary, creates the opportunity for deep and meaningful connections between people and place. It is an opportunity to share the unique story of 'Fargo in the Woods' or the natural forces of the Red River of the North shaping and reshaping the land, the very unique features of this park, or perhaps a simple inspiration found in the natural beauty of the textures of the heritage trees cherished by all. The Park entry monuments are an opportunity to incorporate lighting to accentuate form and to be welcome beacons, inviting visitors throughout the seasons as day shifts to night or early morning. The monuments should combine elements of history with contemporary touches in form through the careful selection of materials relating to historic colors and textures of found in Fargo creating connections to the park from the urban downtown.

Sculptural elements in the park should be considered for the opportunity to help set the stage for a contemplative experiential oasis found in the heart of the park. Themes interpreting nature, textures, colors, forms, and the multitude of ways that different cultures respond to that love of nature and discovery of self should all be considered as sources for inspiration in the development of the sculpture garden. Themes that explore the relationship of our connection to the land, spiritually and physically – in this park where it has been said "... the river owns the land..." could be a fertile starting point in developing an overall theme for the interpretation in form, color, words inspired by Island Park.



PARK GARDENS

Rain Garden

The area just south of the YMCA is quite flat and has poor drainage. Some public comments have indicated muddy conditions along the sidewalks and areas that are difficult to maintain in good mowing condition.

As such and in conjunction with the potential parking expansion near YMCA, a rain garden could be developed in this area to better facilitate drainage, clean stormwater pollutants, and provide a learning landscape for park visitors and children at the YMCA.

Boardwalks could be planned in this area to allow safe connection from the YMCA into the park while allowing observation areas for unique water loving plants.

Water depth in this area should be minimal at 6"- 12" and drain mostly dry within 24 hours after a rain event. A rock or stone edge can be implemented to allow easier maintenance along the perimeter when mowing.

The rain garden and sub-drainage system would connect to the existing storm sewer manhole that drains this area and will help to mitigate muddy conditions while allowing plants that clean stormwater and promote additional opportunities for things like birdwatching and nature.

A series of garden spaces are shown in the open space to the south of the bandstand where the tennis courts are presently located.

There is interest in the community with groups like the Kiwanis Club to help develop garden spaces for mental health and wellness. This space gets a combination of shade and sun which could promote a great variety of plant color and texture.

KEYMAP



Woodland Garden

A woodland garden takes advantage of space within an overstory of tree canopy to provide a shady, layered garden space where the plants are organized in a very natural or organic manner. This is an ideal space to highlight and showcase native or regional species and often present themselves as a miniature botanical gardens with a variety of flowering shrubs, perennials, and grasses. Walkways through the space allow park users to enjoy the plants and comfort of shade up close and personal. Benches spaced throughout the garden allow quiet seating areas for rest, mental health, and enjoyment of nature.

Pollinator Garden Space

Pollinator gardens in urban parks provide a patchwork of beneficial habitat in areas where pollinator species like birds, bees, and other insects are in decline due to ongoing growth and urban development.

It is also important to note the recent national initiatives to develop more areas for pollinators within urban areas. These are great spaces for schools and childcare facilities like the YMCA to visit, learn, and participate in the importance of pollinators in our ecosystem, not to mention several grant funding opportunities to help pay for costs of implementation.



WINTER PROGRAMMING OPPORTUNITIES



One of the main goals of the master plan is to explore options for more winter programming. Park use appears to remain high during winter months and there are many opportunities to further embrace winter in Island Park.

Current programming includes cross country ski trails that are groomed to form two loops on the east and west side of the main walkway that exists in the middle of Island Park. Skiers bring their own equipment to Island Park as there is no winter facility to rent ski equipment within the park.

The proposed new pool complex and bathhouse presents a great opportunity to provide additional winter programming and services throughout the year. The bathhouse could have a community room for warming, concessions, restrooms, equipment rentals, and community room rentals for special events like birthdays or small gatherings for use throughout the year.

In an effort to further embrace winter in Island Park, the master plan recommends the following programming be considered in Island Park:

- Continue cross country ski grooming (classic and skate ski trails) with loops starting and ending at or near the proposed bathhouse.
- Offer options for limited ski and snowshoe equipment rentals at the bathhouse
- Provide staffed facility hours on weekends for concessions, warming, and restroom facilities to encourage and further activate winter seasonal use.

Consider additional winter programming options like;

- Snow and ice sculpture festivals
- Temporary or candle-lit ski trail events
- Holiday tree lighting(s)
- Snow painting and outdoor games
- Bonfires and temporary warming huts (igloos) for rental within the public gathering space
- Winter food markets and booths
- Illuminate the darkness by selecting certain sidewalks within the gathering space to provide a holiday or winter temporary decorative lighting display by local artists or sculptors.

PARK LIGHTING STANDARD

The existing lighting in the park includes decorative pedestrian scale fixtures that provide lighting along main walkways in Island Park.

Several comments during public input indicate areas of the park that are dark or inadequately illuminated and may be discouraging certain areas from being accessed or used.

Additional lighting to match the existing fixtures in Island Park should be added to provide supplemental lighting to the minimum footcandles to provide safe lighting for walking surfaces.

The master plan recommends continued use and expansion of the existing light fixture style which are manufactured by Sternberg Lighting and include a historic arm with decorative metal scroll work. The poles and arms are finished in Verde Green color. New light poles added should include LED fixtures for reduced energy costs and longevity. Approximate light fixture details are as follows:

Manufacturer: Sternberg Lighting
Fixture Style: Acorn Downlight, LED-1930
Pole: Plainfield Series
Post Cap: Ball Center Cap
Decorative Arm: 478



SITE FURNISHINGS



Site furnishings include benches, tables, lighting, site walls, signage, bollards, bike racks, bike shelters, bike enclosures, handrails, guardrails, fences, gateways, bus stops, and other site elements that are found throughout the outdoor environment.

It is recommended that the Park District develop and commit to a set of site furniture guidelines and standards for Island Park. Park furnishings shall be based on time-tested, high quality, durable materials and finishes, while being respectful and complimentary of the Park's historic character.

Material Recommendations

Seating, tables, trash and recycling receptacles, bike racks:

- Material: Steel and cast-iron construction
- Finishes: Powder coated
- Color(s): Black, darker shades of green

Limit the amount of custom modifications to site furnishings elements. Acceptable customization of such features might include Island Park or Fargo Park District ornamental details, such as medallions, inscriptions, or engravings. These details should be secondary characteristics, allowing for the site furnishings to remain consistent and distinctive.

Where fencing is required, consider using coated chain link, and pre-finished metals that are finished in black or dark green.

PLANTINGS & VEGETATION

- SCULPTURE/FOUNTAIN GARDEN
- WOODLAND GARDEN
- RAIN GARDEN
- POLLINATOR GARDEN
- PARKING LOT SCREENING
- HERITAGE TREE



AMUR MAPLE



BUR OAK



HONEYLOCUST



BLACK CHOKEBERRY



RUSSIAN SAGE



FRAGRANT SUMAC



GOAT'S BEARD



SUGAR MAPLE



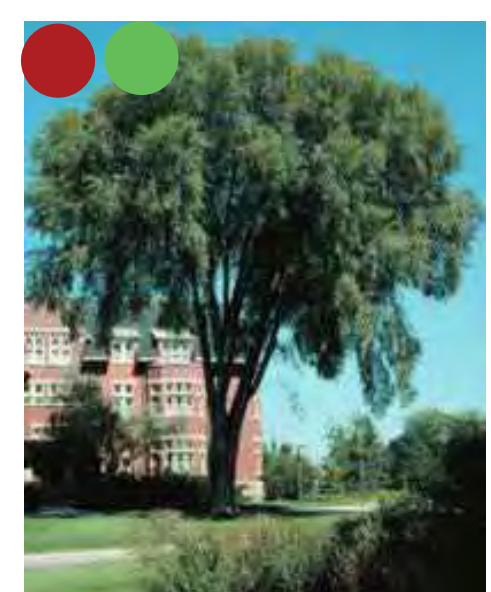
WALKER'S LOW CATMINT
60 | ISLAND PARK MASTER PLAN



PURPLE CONEFLOWER



KENTUCKY COFFEETREE



ELM



SEM ASH LEAF SPIREA

PLANTINGS & VEGETATION



GARDEN GLOW DOGWOOD



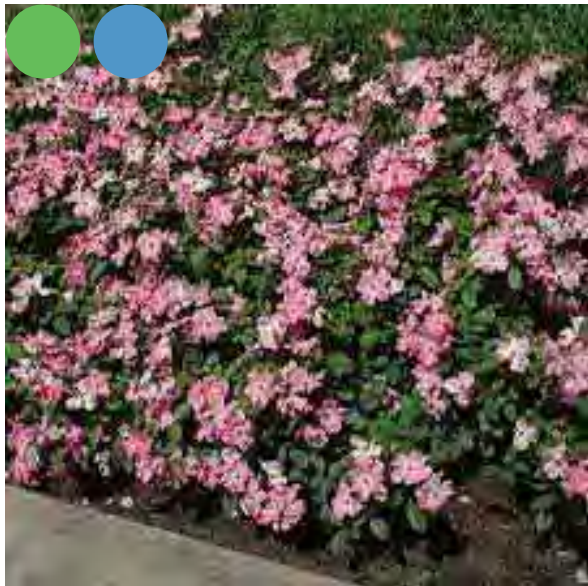
KARL FOERSTER



VANHOUTTE SPIREA



GRAND MARSHALL BEE BALM



NEARLY WILDROSE



WHITE SWAN CONEFLOWER



WENTWORTH VIBURNUM



LITTLE ROCKET LIGULARIA



REGENT SERVICEBERRY



PRAIRIE DROPSEED



BLACK EYED SUSAN



BLUE HEAVEN LITTLE BLUESTEM



SHANENDOAH SWITCHGRASS

TELLING THE STORY - HISTORIC PRESERVATION

Island Park has a rich and interesting story to tell. The existing monuments and remnant building facades help to tell the story of the evolution and changes of the park through time.

Many similar historic community parks have embraced their history in tangible ways that allow visitors and people who may not be familiar with the history of the park to learn, appreciate, and reflect back on what the park may have looked like during different periods of time.

This master plan recommends the concept of a physical element to tell the story of the park which includes a visual timeline or interpretive element that can teach people about the significance of the park through time including Native American and tribal history in the region and Red River up to today's park use while allowing space for the story of Island Park to continue to develop and be added in the future.

An ideal site location for the interpretive element may be somewhere adjacent to the historic pool grandstand facade where the historic context of the park is most prominent.



ISLAND PARK CONSERVANCY

One of the most liked or popular ideas submitted to the online engagement website was the suggestion of establishing an Island Park Conservancy.

Many similar historic community parks throughout the nation have conservancies or “friends of” organizations. In general, the purpose of a park conservancy group is to achieve the following objectives;

- Promote stewardship and improvement of the park
- Leverage public-private partnerships to raise funds for the enhancement and maintenance of the park as well as special or unique project funding.
- Oversees and assists with programming focused on visitor services, conservation, stewardship, and maintenance of special or unique garden spaces that may require a higher level of care than what can be reasonably expected of park maintenance crews.
- Helps respond to the changing needs of park users related to landscaping, infrastructure, design, cultural activities, and environmental issues.
- Helps pay for ongoing planning and historic preservation projects or practices within the park.
- Helps make decisions on memorials or special dedications within the park.

Possible framework for an Island Park Conservancy

The structure or framework for the conservancy may include the following elements;

- 501(c)(3) Non-profit citizen’s organization in public-private partnership with the Fargo Park District
- Secures additional funding opportunities through individual and corporate sponsorships/donations and matching public funds.
- 2-3 Full-time staff (directors for programming, volunteer management, horticulture/landscape management) + Volunteer body for maintenance
- Includes a 6-10 Member Board of Directors
- Helps ensure planning processes or policies are followed and regularly updated
- Follows the mission/purpose statement to the effect of “manage, preserve, and enhance” Island Park for today and the future

Case Study Parks for More Information:

Hermann Park Conservancy, Houston, TX

Founded in 1992 as Friends of Hermann Park, Hermann Park Conservancy is a nonprofit citizens’ organization dedicated to the stewardship and improvement of Hermann Park – today and for generations to come.

Grant Park Conservancy, Chicago, IL

The Grant Park Conservancy is a 501(c)(3) not-for-profit with a mission to provide a permanent body that enables Grant Park to respond and adapt to the changing needs of its users, as the park passes from generation to generation. Some of these needs relate to landscaping, infrastructure, design, cultural activities, and environmental issues.

Lakeshore Park Conservancy, Knoxville, TN

Lakeshore Park Conservancy is a 501(c)(3) non-profit corporation whose mission is to manage, preserve, and enhance the Park and to build a community dedicated to conserving the Park for the future. As the caretaker of Lakeshore Park, the Conservancy provides operational funding for daily maintenance. This includes landscaping and custodial services as well as conservation and preservation efforts.

Lakeshore Park is a unique joint public/private partnership between the non-profit Conservancy and the City of Knoxville. Founded in 1996, the Conservancy has spearheaded all of the projects that have enhanced the Park’s beauty and appeal. This all began with the baseball fields and the loop trail.





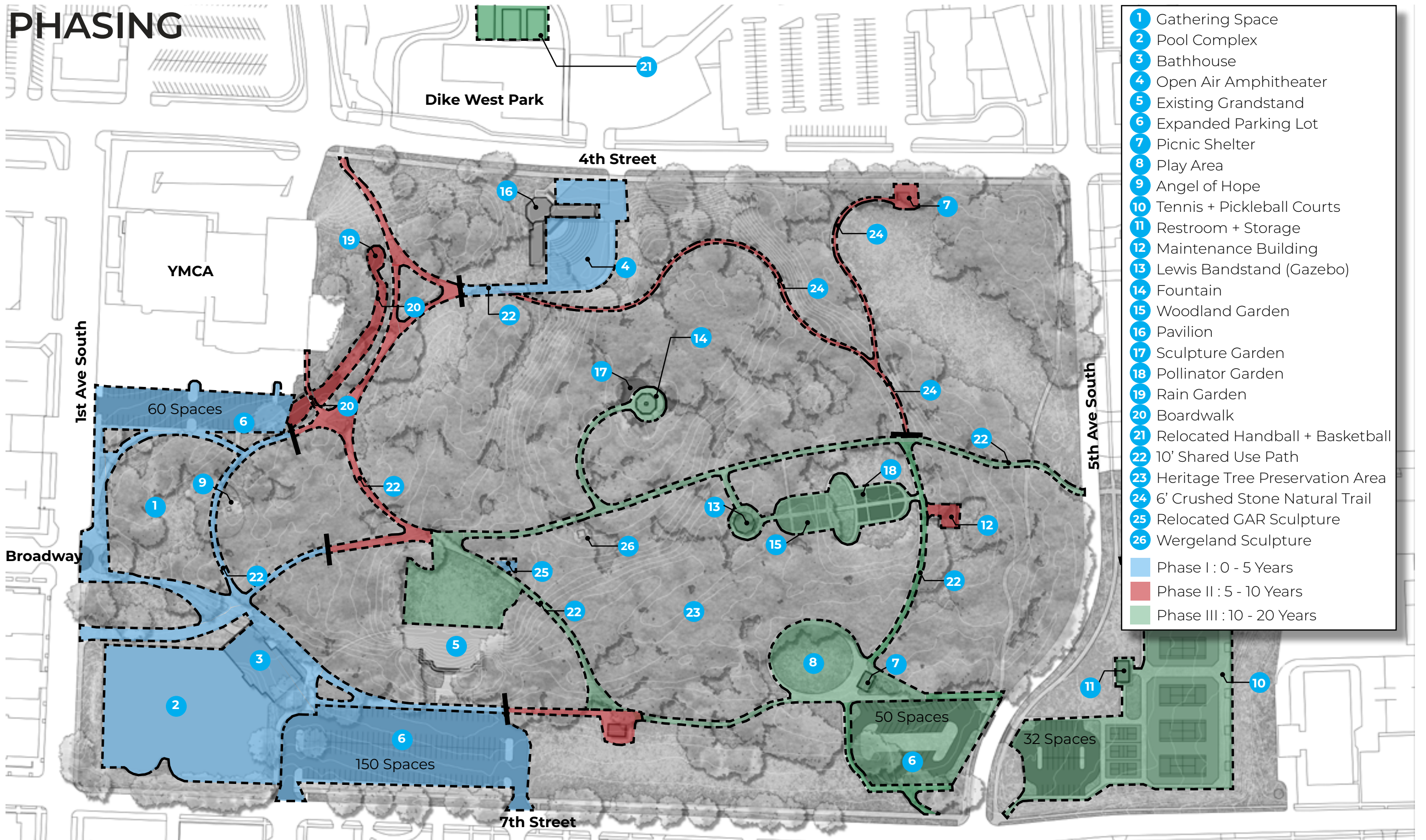
“Was walking by The Katherine Kilbourne
Burgum pavilion. Reminded of it’s beauty.
It’s a great arts space. Let’s keep it going.”

-- quote from Mind Mixer-- Reid S.



PHASING + COST OPINIONS

PHASING



- 1 Gathering Space
- 2 Pool Complex
- 3 Bathhouse
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- 24 6' Crushed Stone Natural Trail
- 25 Relocated GAR Sculpture
- 26 Wergeland Sculpture
- Phase I : 0 - 5 Years
- Phase II : 5 - 10 Years
- Phase III : 10 - 20 Years

COST OPINIONS

ISLAND PARK MASTER PLAN - PHASE 1 (0-5 YEARS)

ROUGH ORDER MAGNITUDE OF COSTS - PLANNING LEVEL ONLY - NOT FOR CONSTRUCTION PURPOSES

Item	Unit	Quantity	Unit Price	Subtotal
150 Stall Parking Lot - Concrete	LS	1	\$ 750,000.00	\$ 750,000.00
60 Stall Parking Lot - Concrete	LS	1	\$ 300,000.00	\$ 300,000.00
Concrete Sidewalks at 10' Wide (SF)	SF	21,000	\$ 8.00	\$ 168,000.00
Reinf. Concrete Sidewalks at 20' Wide (SF) - 11,200 SF	SF	11,200	\$ 16.00	\$ 179,200.00
Paved Terrace (SF) - Decorative Paving	SF	2,900	\$ 25.00	\$ 72,500.00
Sidewalk Connection to FMCT	SF	1,300	\$ 8.00	\$ 10,400.00
Site Utilities for Vendor Hookups (Water, Elec. From Pool Bathhouse)	LS	1	\$ 50,000.00	\$ 50,000.00
Irrigation Upgrades and Modifications	LS	1	\$ 100,000.00	\$ 100,000.00
Relocate G.A.R Sculpture with New Foundation	LS	1	\$ 75,000.00	\$ 75,000.00
Landscape Planting Allowance (Lawn, Planting Beds, Soil Amendments)	LS	1	\$ 150,000.00	\$ 150,000.00
Site Furnishings Allowance (benches, trash receptacles, signage)	LS	1	\$ 50,000.00	\$ 50,000.00
Phase 1 Public Art Allowance	LS	1	\$ 50,000.00	\$ 50,000.00
Pedestrian Light Fixture Allowance at Gathering Space	EA	12	\$ 7,500.00	\$ 90,000.00
Ph. 1 General Seeding and Site Restoration	AC.	2	\$ 7,500.00	\$ 15,000.00

Rough Order Magnitude of Construction Costs - 2022	\$ 2,060,100.00
25% Planning Level Contingency	\$ 412,020.00
Est. Inflation @ 3% per year - 3 years	\$ 222,490.80
Subtotal	\$ 2,472,120.00
Design and Construction Professional Services at 15%	\$ 370,818.00
Total Ph. 1	\$ 2,842,938.00

ISLAND PARK MASTER PLAN - PHASE 2 (5-10 YEARS)

ROUGH ORDER MAGNITUDE OF COSTS - PLANNING LEVEL ONLY - NOT FOR CONSTRUCTION PURPOSES

Item	Unit	Quantity	Unit Price	Subtotal
Concrete Sidewalks at 10' Wide	SF	19,750	\$ 8.00	\$ 158,000.00
20'x30' Picnic Shelter, Concrete Slab, and Site Improvements (Near 7th St.)	LS	1	\$ 200,000.00	\$ 200,000.00
Nature Trail (6' wide, crushed stone surface)	LF	1,270	\$ 20.00	\$ 25,400.00
12'x20' Picnic Shelter and Concrete Slab and Site Improvements (Near 4th St.)	LS	1	\$ 150,000.00	\$ 150,000.00
Maintenance Shop - 30'x40'	LS	1	\$ 360,000.00	\$ 360,000.00
Site Furnishings Allowance (benches, trash receptacles, signage)	LS	1	\$ 50,000.00	\$ 50,000.00
Phase 2 Public Art Allowance	LS	1	\$ 50,000.00	\$ 50,000.00
Rain Garden	LS	1	\$ 250,000.00	\$ 250,000.00
Boardwalks at Rain Garden	SF	288	\$ 125.00	\$ 36,000.00
Ph. 2 General Seeding and Site Restoration	AC.	2	\$ 7,500.00	\$ 15,000.00

Rough Order Magnitude of Construction Costs - 2022	\$ 1,294,400.00
25% Planning Level Contingency	\$ 258,880.00
Est. Inflation @ 3% per year - 10 years	\$ 465,984.00
Subtotal	\$ 2,019,264.00
Design and Construction Professional Services at 15%	\$ 302,889.60
Total Ph. 2	\$ 2,322,153.60

ISLAND PARK MASTER PLAN - PHASE 3 (10-20 YEARS)

ROUGH ORDER MAGNITUDE OF COSTS - PLANNING LEVEL ONLY - NOT FOR CONSTRUCTION PURPOSES

Item	Unit	Est. Quantity	Unit Price	Subtotal
Concrete Sidewalks at 10' Wide	SF	34,700	\$ 8.00	\$ 277,600.00
Tennis Court Complex	LS	1	\$ 1,100,000.00	\$ 1,100,000.00
Pickleball Complex	LS	1	\$ 210,000.00	\$ 210,000.00
Restrooms and Storage at Tennis / Pickleball Complex	LS	1	\$ 400,000.00	\$ 400,000.00
32 Stall Parking Lot at Tennis / Pickleball Courts	LS	1	\$ 160,000.00	\$ 160,000.00
50 Stall Parking Lot Renovation at Play Area	LS	1	\$ 250,000.00	\$ 250,000.00
Play Area Allowance	LS	1	\$ 650,000.00	\$ 650,000.00
20'x30' Play Area Picnic Shelter and Concrete Slab	LS	1	\$ 180,000.00	\$ 180,000.00
Gazebo Garden Sidewalks	SF	7,200	\$ 8.00	\$ 57,600.00
Gazebo Garden - Woodland Gardens Allowance	LS	1	\$ 100,000.00	\$ 100,000.00
Gazebo Garden - Pollinator Gardens Allowance	LS	1	\$ 100,000.00	\$ 100,000.00
Concrete Sidewalk to Fountain	SF	2,470	\$ 8.00	\$ 19,760.00
Fountain and Seating Area	LS	1	\$ 750,000.00	\$ 750,000.00
Sculpture Garden Plantings Allowance	LS	1	\$ 50,000.00	\$ 50,000.00
Pedestrian Light Fixture Allowance	EA	24	\$ 7,500.00	\$ 180,000.00
Site Furnishings Allowance (benches, trash receptacles, signage)	LS	1	\$ 50,000.00	\$ 50,000.00
Phase 3 Public Art Allowance	LS	1	\$ 50,000.00	\$ 50,000.00
Relocate Basketball and Handball to Dike West	LS	1	\$ 100,000.00	\$ 100,000.00
General Site Restoration and Seeding	AC.	4	\$ 7,500.00	\$ 30,000.00

Rough Order Magnitude of Construction Costs - 2022

25% Planning Level Contingency

Est. Inflation @ 3% per year - 15 years

Subtotal

Design and Construction Professional Services at 15%

Total Ph. 3

\$	4,714,960.00
\$	942,992.00
\$	2,546,078.40
\$	8,204,030.40
\$	1,230,604.56
\$	9,434,634.96





MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Kevin Boe, Recreation Director

RE: Agenda Item No. 4 – Board to discuss the location of the outdoor pool replacement at Island Park

The Fargo Park District hired and worked with AGL Landscape Architects and RDG Planning and Design to develop the Master Plan of Island Park. One of the main decisions from the Master Plan is the placement of the Island Park Pool.

AGL and RDG conducted 2 public input meetings and offered an online public engagement website to allow the community to participate in the process, share ideas, provide feedback and answer questions based on specific topics to be addressed in the master plan and one of those specific topics is the placement of Island Park Pool.

It was determined from those public input meetings and online public engagement that the new aquatics facility would be reconstructed in the current location of the existing pool.

Please let me know if you have any questions prior to the board meeting.

Thank you.

Sample Motion: I move to accept the recommendation from the consultants to reconstruct the pool in its current location as presented in the Island Park Master Plan report.



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director
Commissioner Stacey Griggs
Commissioner Vicki Dawson

RE: Agenda Item No. 5 – Board to discuss future ice needs with local user groups related to the Fargo Parks Sports Complex

We would like to begin the discussion regarding future Ice Facility needs for the Fargo community. A kickoff meeting was held last week with representatives from the Fargo Park District, Fargo Youth Hockey Association and Angel Hockey. The focus of this meeting was to gather information from each group and discuss working together on a facility, associated with the new Fargo Parks Sports Complex, that will benefit everyone's needs.

Discussion items included:

1. Number of Ice sheets for replacement and future needs
2. Preliminary Design for a one to three sheet facility
3. Preliminary Cost Estimate
4. Funding
5. Construction Timeline

A draft MOU (Memo of Understanding) drafted by our attorney, Jeff Gunkelman, is included with this memo for future discussion at the Board meeting.

If you should have any questions, feel free to reach out to myself, Commissioner Dawson or Commissioner Griggs.

Thank you.

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

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is entered into this _____ day of _____, 2022 between the **Park District of the City of Fargo** ("Park District"), **Fargo Youth Hockey Association** ("FYHA") and **Angel Hockey** ("Angel").

Whereas, the parties desire to explore the possibility of constructing between 1 and 3 sheets of ice at the Fargo Parks Sports Complex.

Whereas, the parties desire to enter into this MOU in order for parties to move forward with preliminary design, preliminary cost estimate and exploring funding sources for the proposed sheets of ice at the Fargo Parks Sports Complex.

Now, therefore, the parties agree as follows:

1. The parties shall work together, with the assistance of the appropriate professionals, to create a preliminary design and preliminary cost estimate for the construction of the proposed sheets of ice to be incorporated into the Fargo Parks Sports Complex.
2. Upon completion of a preliminary design and preliminary estimate of the facility, the parties shall work together to complete an ice feasibility study to assess the participation numbers, operational cost and financial viability associated with a new facility. The parties will also access the possible funding sources for the proposed sheets of ice.
3. All professional fees, costs, and expenses associated with the preliminary design and preliminary cost estimate of constructing the sheets of ice shall be paid by _____.
4. Beyond the party(s) being responsible for the professional fees, costs, and expenses of the schematic design and cost estimate, the parties acknowledge and understand that nothing in this MOU shall create an obligation of any one party to the other parties to construct or fund the construction of the proposed sheets of ice. Should the parties move forward with the construction of the proposed sheets of ice, the parties shall enter into a formal agreement outlining the rights and responsibilities of each party.

Park District of the City of Fargo

By: Vicki Dawson
Its: President

By: Dave Leker
Its: Clerk

Fargo Youth Hockey Association

By: _____
Its: _____

Angel Hockey

By: _____
Its: _____



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Craig Bjur, Project Manager

RE: Agenda Item No. 6 – Board to consider approval to changes to City Wildlife Management Program

The City of Fargo Wildlife Management 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 & 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.

This was reviewed at the Facilities Committee Meeting on May 25, 2022 with a recommendation to bring it to the full board for consideration and approval.

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

Thank you.

Sample Motion: I make a motion to approve changes to City Wildlife Management Program as presented.

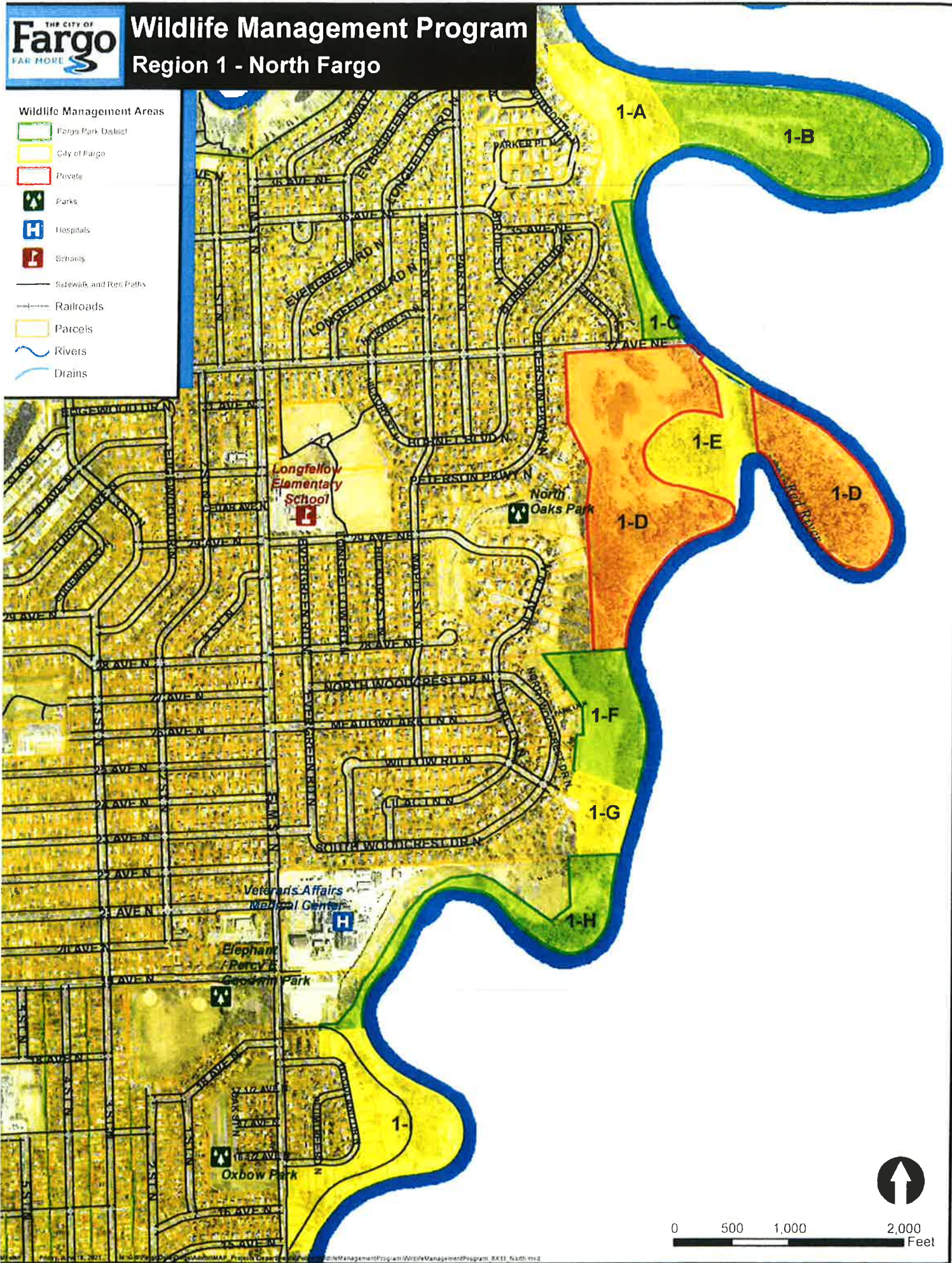
Dave Leker, Executive Director
PARK COMMISSIONERS – Vicki Dawson * Joe Deutsch * Stacey Griggs * Dawn Morgan * Jerry Rostad
CLERK – Dave Leker

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

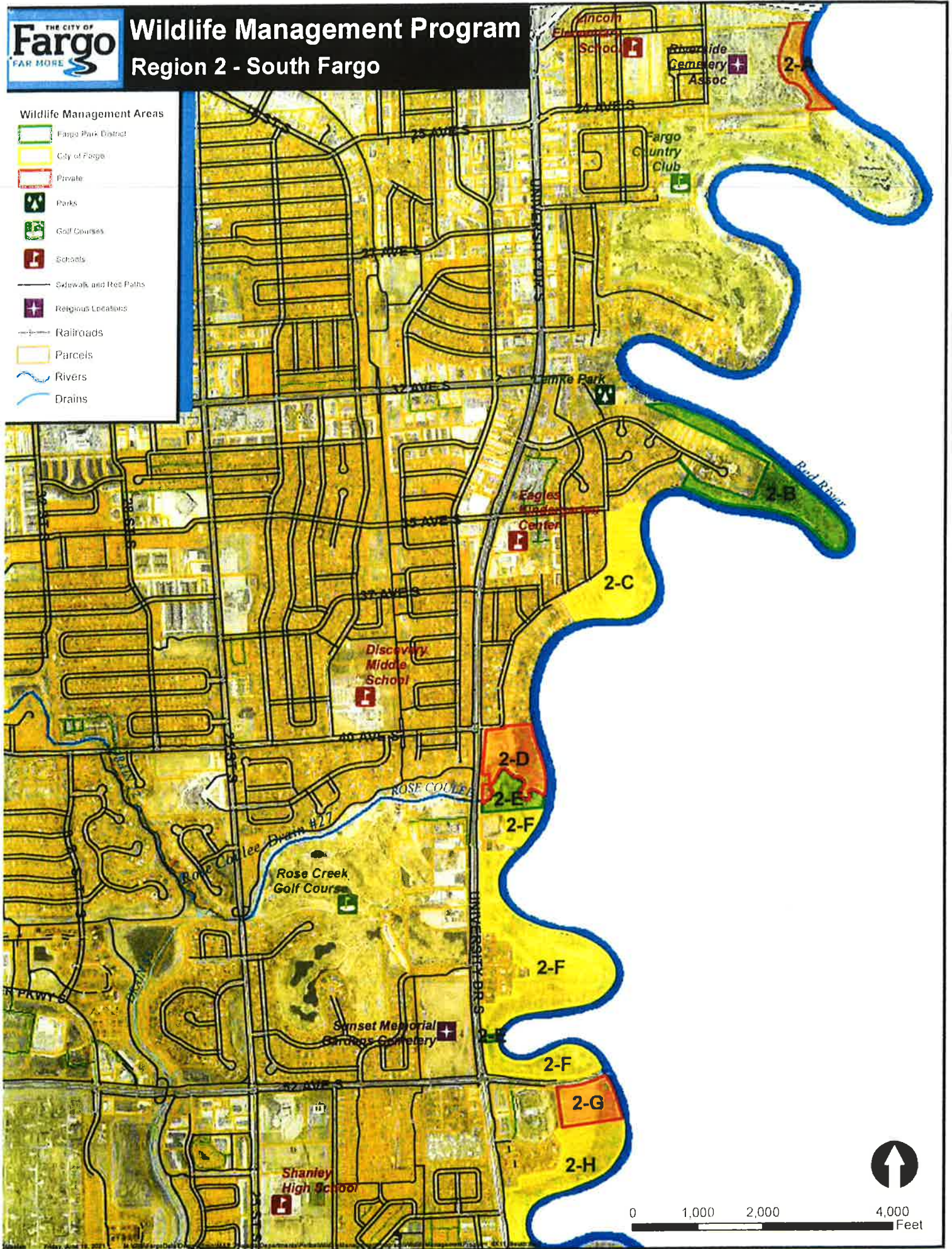


Wildlife Management Program

Region 2 - South Fargo

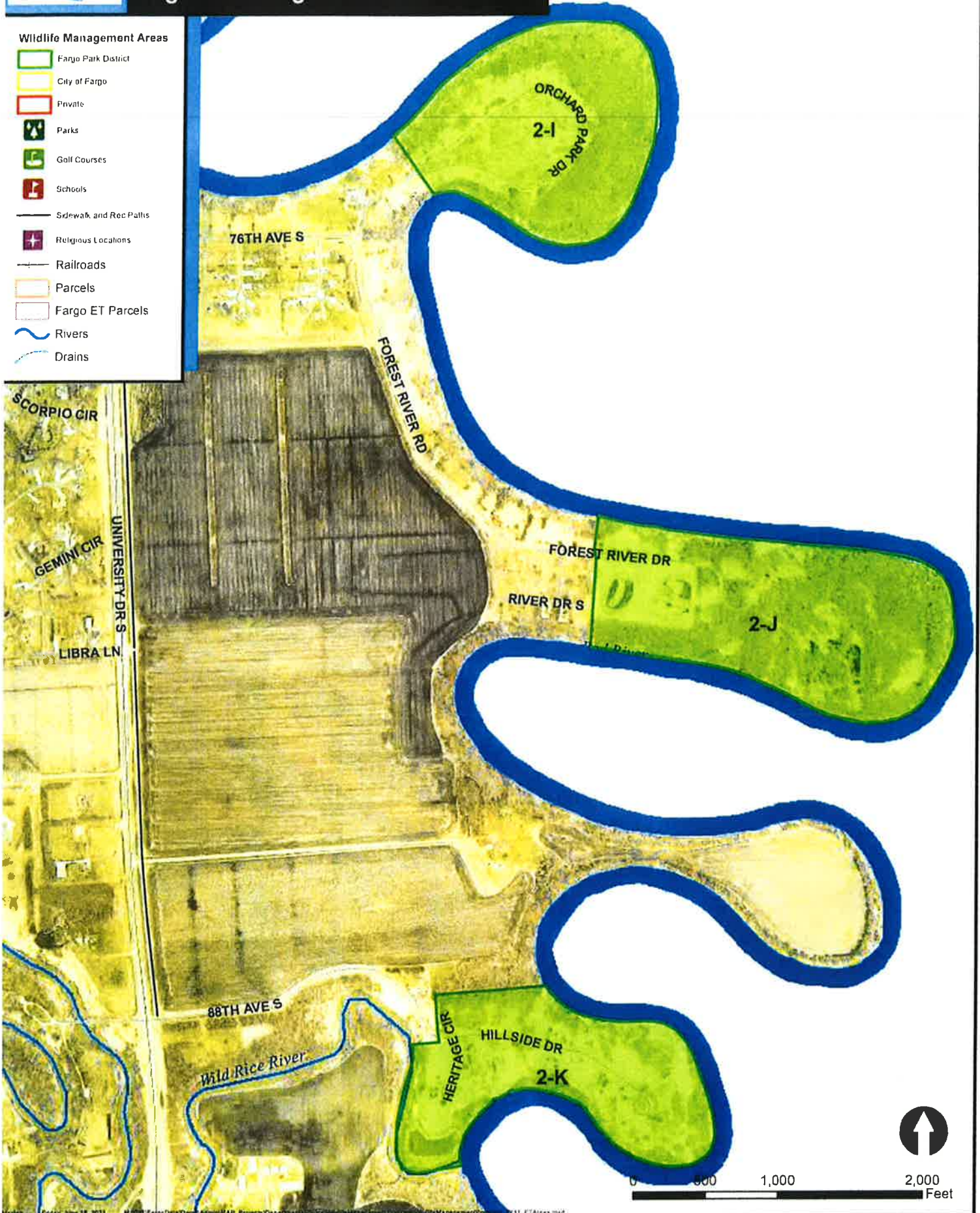
Wildlife Management Areas

-  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.

-
- 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%



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 7 – Board to consider approval of 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 Memo of Understanding attached has been reviewed by our legal counsel and FMCT.

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

This was reviewed at the Facilities Committee meeting and recommended to be brought to the full board for consideration and approval.

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

Thank you.

Sample Motion: I make a motion to approve the Memo of Understanding with FMCT as presented.

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:** Fifty years with FMCT having two options to extend the Lease for ten years for each option period.
- Rent:** \$1.00 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. FMCT will design the appropriate building structure in partnership with the Fargo Park Board. Fargo Park Board will have the final approval of design.
- Demolition Timeline:** Demolition of the current structure must be completed prior to June 1, 2023
- Design Timeline:** Plans for the new structure must be presented to the Park District prior to June 1, 2023.

Ownership: FMCT will own the structures constructed on the Property, and all proceeds (tickets, concessions, and alcohol sales) belong solely to FMCT. 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.

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 and consume alcohol on the Property in a manner that is similar to lease agreements held between other organizations with the Park District. FMCT will be responsible for all licensing and permitting. This will be done in accordance with the Fargo Municipal Code and the statutes of the State of North Dakota.

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: Judy Lewis
Its: Executive Director

By: Dave Leker
Its: Clerk



Single Feature

Available Reports
Fargo Parcels

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: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Broc Lietz, Finance Director

RE: Agenda Item No. 8(a) – Board to consider approval of 2023 golf fees

Attached is proposed golf fee schedules for the 2023 golf season as prepared with help from Kris Creech and Luke Evenson in the Business Office.

The schedule represents an approximate 4% increase of green fees and cart fees. Season pass fees are recommended to include 8% across the board. There are a few minor adjustments made to round to the nearest amount ending in zero or five as requested by the board. Explanation notes are included.

The schedule represents full season pass fees for the golf courses. We do not anticipate construction or other conditions in 2023 to affect the fees.

These fees were presented at the Budget Committee meeting. It was recommended that they be brought to the full board for consideration.

Please contact me with questions.

Thank you for your consideration.

Sample Motion: I make the motion that we approve the 2023 Golf Fees as presented.

2023 Golf Fees Proposal

Green Fees	2022	4.0%	with actual	Proposed
	Price	Increase	Increase	2023 Price
Adult Green Fees				
Edgewood & Rose Creek				
Edgewood & Rose Creek Prime	\$ 36.25	\$ 1.45	\$ 37.70	\$ 37.75
Edgewood & Rose Creek Non-Prime (M-F open-10:00 am)	\$ 28.75	\$ 1.15	\$ 29.90	\$ 30.00
Edgewood & Rose Creek Twilight (2-1/2 hours before dusk) & 9 hole	\$ 23.25	\$ 0.93	\$ 24.18	\$ 24.25
Osgood				
Osgood, Always	\$ 20.75	\$ 0.83	\$ 21.58	\$ 21.50
Prairiewood				
Prairiewood Always	\$ 16.50	\$ 0.66	\$ 17.16	\$ 17.25
El Zagal				
El Zagal Always	\$ 12.00	\$ 0.48	\$ 12.48	\$ 12.50
Senior Green Fees (ages 62 & over)				
Edgewood & Rose Creek				
Edgewood & Rose Creek Always	\$ 25.50	\$ 1.02	\$ 26.52	\$ 26.50
Osgood				
Osgood Always	\$ 14.50	\$ 0.58	\$ 15.08	\$ 15.00
Prairiewood				
Prairiewood Always	\$ 11.50	\$ 0.46	\$ 11.96	\$ 12.00
El Zagal				
El Zagal Always	\$ 8.50	\$ 0.34	\$ 8.84	\$ 8.75
Junior Restricted Green Fees				
Edgewood / Rose Creek (ages 7 - 18)				
Edgewood & Rose Creek Always	\$ 23.50	\$ 0.94	\$ 24.44	\$ 24.50
9 Hole Courses				
Osgood (Always) (ages 5-18)	\$ 13.50	\$ 0.54	\$ 14.04	\$ 14.00
Prairiewood (Always) (ages 4-18)	\$ 10.75	\$ 0.43	\$ 11.18	\$ 11.25
El Zagal (always) (ages 4-18)	\$ 7.75	\$ 0.31	\$ 8.06	\$ 8.00
Cart Rider Fees				
Edgewood & Rose Creek 18 holes (EW & RC)	\$ 17.00	\$ 0.68	\$ 17.68	\$ 17.75
9 holes (EW, RC, OS, PW)	\$ 10.50	\$ 0.42	\$ 10.92	\$ 11.00
9 holes (EZ only)	\$ 8.50	\$ 0.34	\$ 8.84	\$ 8.75
Osgood Trail Fee	\$ 245.00	\$ 9.80	\$ 254.80	\$ 254.75
Range Buckets				
NEW Warm Up Bucket (17 balls)	\$ 3.00	\$ -	\$ 3.00	\$ 3.00
Small Bucket (34 balls)	\$ 4.00	\$ -	\$ 4.00	\$ 4.00
Medium Bucket (68 balls)	\$ 8.00	\$ -	\$ 8.00	\$ 8.00
Large Bucket (102 balls)	\$ 12.00	\$ -	\$ 12.00	\$ 12.00
Foot Golf at El Zagal				
Adults (anyone over 18)	\$ 8.00	\$ -	\$ 8.00	\$ 8.00
Juniors - restricted hours (ages 4-18)	\$ 5.00	\$ -	\$ 5.00	\$ 5.00

Notes:

- 1) The CPI for the 2023 price increase is 8.3 %.
- 2) The ABC course at Osgood will stay at \$6.00 for 2023.
- 3) No change in range ball prices for 2023
- 4) Foot Golf prices remained the same as 2022

2023 Golf Pass Price Proposal

Season Passes		8.00%	Price	Proposed
	2022 Price	Increase	with increase	2023 Price
Adult (Unrestricted)				
5 Fore 1 (all 5 courses)	800	64.00	864.00	855.00
Edgewood	700	56.00	756.00	755.00
Rose Creek	700	56.00	756.00	755.00
Par 3 (all 3 9-hole courses)	545	43.60	588.60	585.00
Osgood	470	37.60	507.60	510.00
Prairiewood	405	32.40	437.40	435.00
El Zagal	305	24.40	329.40	330.00
Osgood ABC Loop - Ages 19 - 99+	155	12.40	167.40	165.00
Household (includes 10% discount on 2 adults & free junior passes)				
5 Fore 1 (all 5 courses)	1,435	114.80	1549.80	1,550.00
Edgewood	1,260	100.80	1360.80	1,360.00
Rose Creek	1,260	100.80	1360.80	1,360.00
Par 3 (all 3 9-hole courses)	975	78.00	1053.00	1,055.00
Osgood	840	67.20	907.20	905.00
Prairiewood	730	58.40	788.40	790.00
El Zagal	545	43.60	588.60	590.00
Senior (ages 62 and over) (30% discount)				
5 Fore 1 (all 5 courses)	560	44.80	604.80	605.00
Edgewood	490	39.20	529.20	530.00
Rose Creek	490	39.20	529.20	530.00
Par 3 (all 3 9-hole courses)	380	30.40	410.40	410.00
Osgood	330	26.40	356.40	355.00
Prairiewood	285	22.80	307.80	310.00
El Zagal	215	17.20	232.20	230.00
Intermediate (Unrestricted) (ages 13-23) 30% Discount of Adult Pass				
5 Fore 1 (all 5 courses)	525	75.00	598.50	600.00
Edgewood	460	70.00	528.50	530.00
Rose Creek	460	70.00	528.50	530.00
Par 3 (all 3 9-hole courses)	360	50.00	409.50	410.00
Osgood	310	45.00	357.00	355.00
Prairiewood	270	35.00	304.50	305.00
El Zagal	200	30.00	231.00	230.00
Junior Restricted 56% Discount of Adult Pass				
5 Fore 1 (all 5 courses) (9 hole courses unrestricted)	330	45.00	376.20	375.00
Edgewood (ages 7-18)	290	40.00	332.20	330.00
Rose Creek (ages 7-18)	290	40.00	332.20	330.00
Junior 56% Discount of Adult Pass				
Par 3 (all 3 9-hole courses) (See course ages)	225	30.00	257.40	255.00
Osgood (ages 5-18)	195	30.00	224.40	225.00
Prairiewood (ages 4 - 18)	170	20.00	191.40	190.00
El Zagal & Osgood ABC Loop (age 4-18)	100	10.00	108.00	110.00

Notes:

- 1) The CPI for the 2023 price increase is 8.3%.
- 2) Adult 5 Fore 1 is \$100 over Adult 18 Hole courses plus rounding.
- 3) Adult Par 3 is \$75 over Adult Osgood.
- 4) All other pricing is configured on a percentage of the Adult Passes.
- 5) The Intermediate and Junior price percentages are being adjusted by the step increases approved.
- 6) All prices have been rounded up to the nearest 5, as past Pro and Board requests to keep it even numbers.



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Kelly Kisell, Club Manager

RE: Agenda Item No. 8(b) – Board to consider for approval proposed 2023 Courts Plus Community Fitness Membership Fees

Attached is proposed fee schedules for the 2023 Courts Plus fees.

Fees were presented to the Budget Committee on June 1, 2022. Staff is recommending an approximate 3.5% increase to membership fees starting January 1, 2023.

The schedule represents an approximate 3.5% increase to membership fees. A \$5 increase to guest fees, but otherwise no other changes for enrollment or child watch.

The attached fees were recommended to be brought to the full board for consideration of approval.

If you have any questions, please contact me prior to the board meeting.

Thank you.

Sample Motion: Approve the proposed 2023 fee increases for Courts Plus Community Fitness.

	Courts Plus	Proposed 2023	YMCA	Family Wellness
Monthly Membership Rate	12 month/Monthly	12 month/Monthly		
Individual	\$49.34 / \$54.83	\$51 / \$56.66	\$48(18-29) \$59(30-64)	\$63
Dual	\$65.79 / \$73.10	\$67.99 / \$75.54	N/A	N/A
Family	\$80.3 / \$89.23	\$82.99 / \$92.21	\$90	\$103
Senior (Individual Rate)	\$43.86 / \$54.83	\$45.33 / \$56.66	\$54	-
Junior (Individual Rate)	\$38.7/ \$44.08(9-12)	\$39.99 / \$45.56	\$37 (9-17)	-
Annual Rate				
Individual	\$592.11	\$609.96	\$576(18-29) \$708(30-64)	\$720*cash/ch
Dual	\$789.48	\$813.12	N/A	N/A
Family	\$963.63	\$992.52	\$1,080	\$1175*
Senior (Individual Rate)	\$526.32	\$542.16	\$648	-
Junior (Individual Rate)	\$464.4(9-12)	\$490.32	\$444(9-17)	-
Monthly Enrollment Fee				
Individual	\$50.00	\$50.00	\$50	-
Dual	\$50.00	\$50.00	-	-
Family	\$50.00	\$50.00	\$50	-
Senior (Individual Rate)	\$50.00	\$50.00	\$50	-
Junior (Individual Rate)	\$50.00	\$50.00	\$0	-
Childcare				
Daily Rate				
1 child	\$3.00		\$5	\$6
2 children	\$6.00		\$10	\$8
3+ children	\$9.00		\$15	\$10
Monthly Rate	\$20/mo - 2 kids \$25/mo - 3 kids \$30/mo - 4+ kids		\$114	\$136
Guest Day Rate				
Youth	\$10 (with a member)	\$15 (with a member)	N/A	\$20
Adult	\$10 (with a member)	\$15 (with a member)	N/A	\$20
Family	\$20 (with a member)	\$25 (with a member)	N/A	\$30
Out of Town Guest	\$15	\$20	N/A	



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Kevin Boe, Recreation Director

RE: Agenda Item No. 8(c) – Board to consider approval of 2023 fees for Programming & Facilities

As part of the budget process, we evaluate our current programming & facilities fees to determine recommendations for fee increases for 2023. As staff we looked program fees at a cost per participant and the trend of numbers in the last 5 years to determine the increase.

We have prepared a schedule of our current fee structure along with the increases that are being proposed. Some fees may be rounded up or down.

It was recommended at the Budget Meeting on June 1st, 2022 to bring this to the full board for consideration and approval.

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

Thank you.

Sample Motion: I make the motion we approve the 2023 fees for Programming and Facilities as presented.

2023 Fargo Park District Recommended Youth Program Fees

	Team/ Individual	2023 Recommended Fees	2022 Approved Fees
Archery	Individual	\$ 40.50	\$ 37.50
Art Classes Single Sessions	Individual	\$ 11.50	\$ 11.00
ArtMania/Accelerated Artist	Individual	\$ 61.50	\$ 57.00
Playtown	Individual	\$ 107.00	\$ 103.00
Baseball/Softball	Individual	\$ 57.75	\$ 53.50
Basketball	Individual	\$ 48.50	\$ 64.25
Fencing	Individual	\$ 57.75	\$ 53.50
Learn to Skate	Individual	\$ 43.75	\$ 42.00
Flag Football	Individual	\$ 61.25	\$ 59.00
Golf Lessons	Individual	\$ 57.75	\$ 53.50
Golf Lessons - Advanced	Individual	\$ 104.00	\$ 96.50
SNAG	Individual	\$ 34.50	\$ 32.00
Ice Revue	Individual	\$ 119.50	\$ 115.00
Sports Sampler	Individual	\$ 67.75	\$ 62.75
Swimming Lessons Indoor	Individual	\$ 59.25	\$ 55.00
Swimming Lessons Outdoor	Individual	\$ 48.50	\$ 45.00
Track	Individual	\$ 57.75	\$ 53.50
Volleyball	Individual	\$ 98.75	\$ 91.50
Volleyball Camp	Individual	\$ 98.75	\$ 91.50

2023 Fargo Park District Recommended Adult Program Fees

	Team/ Individual	2023 Recommended Fees	2022 Approved Fees
16" Coed Softball	Team	\$ 394.75	\$ 379.75
3-on-3 Basketball	Team	\$ 110.00	\$ 102.00
Adaptive Softball	Team	\$ 276.25	\$ 256.00
Archery	Individual	\$ 52.00	\$ 48.25
Basketball	Team	\$ 820.75	\$ 760.00
Birding 101	Individual	\$ 35.75	\$ 33.25
Broomball	Team	\$ 1,000.00	\$ 962.00
Coed Softball	Team	\$ 848.75	\$ 786.00
Fencing	Individual	\$ 94.75	\$ 91.00
Learn to Skate	Individual	\$ 65.00	\$ 62.50
Happy Rollers	Individual	\$ 143.50	\$ 133.00
Hockey - Drop In	Individual	\$ 5.50	\$ 5.25
Hockey - Novice	Individual	\$ 161.25	\$ 155.00
Hockey - Team	Team	\$ 1,262.50	\$ 1,214.00
Kickball	Team	\$ 213.25	\$ 197.50
Sand Volleyball	Team	\$ 183.50	\$ 176.50
Table Tennis	Individual	\$ 40.00	\$ 40.00
Volleyball	Team	\$ 366.50	\$ 352.50

2023 Fargo Park District Recommended Program & Facility Fees

		2023 Recommended Fees	2022 Approved Fees
\$183.50			
Ice Rental	Prime	\$160.75	\$149.00
	Non-Prime	\$111.75	\$103.50
Ice Rental Studio Rink		\$50.00	\$50.00
Ice Rental - Hockey Game Rates	Single Game	\$668.50	\$619.00
	Double Game	\$841.25	\$779.00
Public Skating Session	Age 18 & Under	\$3.25	\$3.00
	Adults over 18	\$4.25	\$3.75
	Family	\$7.50	\$7.00
Indoor Pool Admission	Age 18 & under	\$3.50	\$3.25
	Adults over 18	\$4.75	\$4.50
	Family	\$9.50	\$9.00
Outdoor Swim Admis (IP & Madison)	Age 18 & Under	\$3.25	\$3.00
	Adult	\$4.50	\$4.25
Outdoor Swim Admis (Davies,S & N)	Age 18 & Under	\$4.25	\$4.00
	Adult	\$5.50	\$5.25
Outdoor Season Pool Pass	Youth	\$69.00	\$64.00
	Adult	\$87.25	\$81.00
	Family	\$183.50	\$170.00
Shelters	Small - Full Day	\$50.00	\$50.00
	Large - Full Day	\$162.00	\$150.00
	Mega - Full Day	\$216.00	\$200.00
	Warming House - Full Day	\$80.00	\$75.00
Rheault Farm	Site - Full Day	\$806.00	\$775.00
	Bunkhouse - Full Day	\$550.00	\$100.00
	Shelter - Full Day	\$162.00	\$150.00
Ski Rental	Youth 18 & under	\$7.75	\$7.25
	Adults over 18	\$14.50	\$13.50
Snowshoe rental		\$7.75	\$7.25
Metro Rec - Indoor Soccer Fields	Per hour	\$60.75	\$58.50
Volleyball Courts	Per court/hour	\$17.00	\$15.75
Broadway Square Rental	Full Day	\$1,500.00	\$1,500.00
Broadway Square Rink Rental	Per hour	\$100.00	\$100.00



MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

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

RE: Agenda Item No. 9- Board to consider approval of 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. This policy was presented at the Facilities Committee on May 25th. Commissioners Griggs and Dawson provided valuable input, which was incorporated into the policy, then distributed to all commissioners for review following the meeting.

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.

Sample Motion: I move to approve Policy No. 410 – Hiring Policy – Benefitted Staff, as presented.

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: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Brian Arett, FPD Foundation Director

RE: Agenda Item No. 10 – Board to consider approval of 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.

This was reviewed at the Facilities Committee Meeting on May 25, 2022 and the Committee recommended bring it to the full board for consideration and approval.

Feel free to contact me in advance of the meeting with any questions.

Thank you.

Sample Motion: I make a motion to approve the Memo of Understanding with Fargo Park District Foundation.

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: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 11 – Board to receive Phase I of Strategic Plan

Staff has been working with BerryDunn, formally GreenPlay on Phase I of a Strategic Plan for the organization since December 15, 2021. During this first phase certain elements of the Park District have been analyzed. The district's mission, vision and values are being considered as well as the organization structure.

The method used to gain an understanding of these elements was to engage our entire staff through a survey that focused on a SWOT analysis and asked specific questions relating to our mission, vision, and core values. There was also an exercise where anyone who wished could submit what they felt an organizational chart could look like in their areas or for any area within the district. Individual interviews were also conducted of each board member as well as each director to identify a matrix of objectives and items that we will work on in identified areas of opportunity. Additionally, we have conducted various meetings with managers and supervisors to discuss not only the mission, vision, and values, but also with focus placed on the organizational structure. Meetings were also conducted with external partners and community members to get input on the mission, vision, and values of the district.

On June 1, 2022, Pat O'Toole and Art Thatcher, consultants with BerryDunn, reviewed the final draft of Phase I of the Strategic Plan with the Commissioners and Directors.

Attached is the final report of Phase I of the Strategic Plan.

If you have any questions, please contact me prior to the Board meeting.

Thank you.

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

FARGO PARK DISTRICT

**Strategic Master Plan
Organizational Assessment – Phase 1**

JUNE 1, 2022

1.0 Mission, Vision, and Values

As part of the Strategic Planning process Phase 1, BerryDunn conducted individual interviews with the Park Board and the Directors Team as well as including questions about the Mission, Vision, and Values in a District-wide online Survey Monkey. BerryDunn also held a series of Mission, Vision, and Values (MVV) work sessions with the District Leadership Team, staff, and community stakeholders. The workshops were held in 2 parts, the first February 8-9, 2022, was to review the current MVV and either validate them or provide feedback to update them. The purpose of the second workshops held April 12th, was to review the updated MVV, and validate its purpose with staff, community stakeholders, and the Board. The MVV is what directs the Board, District, and their employees daily.

The MVV provide a common sense of purpose and identity, long-term direction, and communicate internally and externally what the district is about.

The district's values statements are what guide its employees in performing their work and are the basic beliefs that are shared as a District. District Parks & Recreation staff know and strive to be intentional leaders, serve the community with passion and sincerity, are steward of the district's resources, work to be inclusive and collaborate with the community, and are always striving to find ways to solve everyday problems.

The results of the work sessions produced the current Mission, Vision, and Values.

Mission

We provide year-round, quality parks, facilities, and affordable recreational activities to create a strong, healthy community where all are welcome.

Vision

We enrich lives in our community by providing a wide range of parks, facilities, and recreational activities.

Values

Intentional Leadership - We inspire the people around us to reach their full potential.

Collaboration -We partner with stakeholders to provide a variety of parks, facilities, and recreational activities.

Service -We are committed to serving the community with passion and sincerity.

Stewardship -We work to protect and preserve all of our resources.

Inclusion -We strive to make our parks, facilities and recreational activities welcoming to all.

Solution Focused -We find ways to solve problems.

2.0 Fargo Park District Administrative Policies/Procedures Review

As part of the Strategic Planning process Phase 1, BerryDunn reviewed the following 54 administrative policies and/or procedures to compare them to what is typically seen as best practices in the parks and recreation industry.

- 1) Policy No. 100 – Equal Opportunity Employment
- 2) Policy No. 110 – Harassment
- 3) Policy No. 115 – Criminal Background Check
- 4) Policy No. 120 – Substance Abuse
- 5) Policy No. 121 – Drug and Alcohol Testing
- 6) Policy No. 122 – Ethics
- 7) Policy No. 125 – Drug Alcohol Testing for Transit Employees
- 8) Policy No. 130 – Employment at Will
- 9) Policy No. 140 – Political Activities
- 10) Policy No. 150 – Residency
- 11) Policy No. 160 – Working Hours/Week/Breaks
- 12) Policy No. 161 – Community Volunteerism
- 13) Policy No. 170 – Overtime
- 14) Policy No. 180 – Inclement Weather
- 15) Policy No. 190 – Payday
- 16) Policy No. 200 – Keeping Us Informed
- 17) Policy No. 210 – Outside Employment
- 18) Policy No. 220 – Personnel Records
- 19) Policy No. 230 – Vacation
- 20) Policy No. 235 – Donation of Annual Leave
- 21) Policy No. 240 – Sick Leave
- 22) Policy No. 250 – Funeral Leave
- 23) Policy No. 260 – Leave of Absence
- 24) Policy No. 275 – Jury Duty Leave
- 25) Policy No. 280 – Guard Duty
- 26) Policy No. 290 – Military Leave
- 27) Policy No. 300 – Holidays
- 28) Policy No. 310 – Resignation
- 29) Policy No. 320 – Safety
- 30) Policy No. 330 – Authorized Use of Park District Vehicles
- 31) Policy No. 340 – Accidents
- 32) Policy No. 350 – Damage to Park District Equipment
- 33) Policy No. 360 – Mechanical Work on Personal Vehicles
- 34) Policy No. 370 – Personal Property
- 35) Policy No. 380 – Storage of Personal Property on Park District Property
- 36) Policy No. 390 – Procurement Policy
- 37) Policy No. 400 – Smoking Policy
- 38) Policy No. 410 – Hiring Policy Benefited Staff
- 39) Policy No. 420 – Hiring of Relatives
- 40) Policy No. 425 – Compensation Philosophy
- 41) Policy No. 430 – Employee Assistance Program
- 42) Policy No. 440 – Fringe Benefits
- 43) Policy No. 450 – Respectful Workplace / Improper Conduct and Discipline

- 44) Policy No. 460 – Technology
- 45) Policy No. 465 – Privacy Standard
- 46) Policy No. 470 – Family Medical Leave Act (FMLA)
- 47) Policy No. 475 – Violence in the Workplace
- 48) Policy No. 480 – Confidentiality
- 49) Policy No. 485 – Lactating Breastfeeding
- 50) Policy No. 490 – Conflict of Interest
- 51) Policy No. 510 – Social Networking
- 52) Policy No. 520 – Credit Card Processing Procedure
- 53) Policy No. 530 – ADA ADA AAA
- 54) Statement of Purpose

In addition to reviewing the 54 administrative policies/procedures, BerryDunn culminated the responses in the interview as well as the Survey Monkey as to which policies/procedures need review, we are recommending the following 6 policy/procedures areas to be reviewed, updated and/or created by the directors team and board.

- 1) Policy No. 150 – Residency: Add details that define the definition of residency or delete the policy if it is not going to be enforced accurately in the future.
- 2) Policy No. 240 – Sick Leave: Solve the issue of paying out sick leave hours over 960 on the books at the end of the year.
- 3) Policy No. 410 – Hiring Policy Benefited Staff: Establish a policy to solicit applications from outside the Park District as well as inside the Park District to hire the best qualified person for each position.
- 4) Policy No. 510 – Social Networking: Update and add details on policies for all social media platforms to stay up with the market for each target audience utilizing each platform in a timely fashion.
- 5) Memorial Gifts Policy: Develop with the Parks Foundation a Memorial Gift Program Policy to include several levels of giving, criteria for memorial gifts, sustainability of memorial gifts, etc.
- 6) Implement an annual review of administrative policies/procedures to ensure they are current, updated, revised, and enforceable.

3.0 New Organizational Charts

(In separate document)

3.1 Organizational Restructure Action Plan and Prioritization

The following Area of Focus with Action Steps are outlined to create a process to move forward. Over the next five to ten years, many influences will impact the successful operation and administration of the Fargo Park District.

These action steps below are drawn from the staff, board, and leadership input and all the information gathered during the Phase I master planning process with a primary focus on improving the operational efficiency and structure of the Fargo Park District.

Timeframe designations recommended to complete tasks are noted as:

- Immediate (as soon as possible)
- Short-term (up to 2 years)
- Ongoing (occurs on a continuous basis)

Areas of Focus and Action Steps

Area of Focus: Enhance the overall organizational structure and efficiency

Action Steps	Timeframe to Complete
Establish an Executive Team to lead the district: <ul style="list-style-type: none"> • Establish an Executive Team consisting of the Executive Director, Deputy Director of Operations and Deputy Director of Administration • Executive Director and Commissioners will work together to form a hiring committee for the Deputy Director of Operations and Deputy Director of Administration. This committee would consist of the Executive Director, one Commissioner, one knowledgeable staff person and one person outside of the Park District which everyone concurs. HR Manager will advise the committee. The committee will make recommendation for hire to the board. • The Park Board will approve the Deputy Director positions. • The Executive Director will evaluate the two Deputy Directors 	Immediate
Executive Director will lead the strategic direction of the District with the Fargo Park Board and the public: <ul style="list-style-type: none"> • Establish an annual work plan for the District with the Board and Executive Team • Communicate regularly with the Board • Meet regularly with the Executive Team • Be the ambassador of the district with the public 	Immediate / Ongoing
Deputy Directors will lead and supervise the day-to-day operations and administration of the district: <ul style="list-style-type: none"> • Meet and communicate regularly with management positions. 	Immediate / Ongoing

Action Steps	Timeframe to Complete
<ul style="list-style-type: none"> • Collaborating with the Executive Director and the Board, implement the district's annual work plan • Keep the Executive Director and Park Board members informed in a timely manner • Function as the first line of communication for the district with the public 	
<p>Organize the District into 2 Divisions:</p> <ul style="list-style-type: none"> • Create an Operations Division and Administration Division • Move departments to align with appropriate Deputy Director and Division • Provide focus and direction for departments and staff <ul style="list-style-type: none"> ○ Communicate new Mission, Vision and Values developed during this planning process ○ Communicate actions from the 2022 Organizational Assessment ○ Work with staff to implement the recommendations and strategies developed during Phase II of the 2022 Master Plan update ○ Communicate district "cultural" expectations 	<p>Immediate / Ongoing</p>
<p>Staff new and existing positions appropriately</p> <ul style="list-style-type: none"> • Develop new or revise job descriptions to reflect new organizational structure, roles, and responsibilities • Develop performance measurements to correlate with job descriptions • Review classifications, pay scales, recruitment and placement of qualified staff as new positions are developed for the opening of the Fargo Parks Sports Complex • Review and update the district's recruitment policies and practices to ensure the district is getting the best possible candidate pool for open positions • Evaluate, reclassify as needed and fill positions through attrition 	<p>Short Term / Ongoing</p>
<p>Enhance information flow and communication throughout the district</p> <ul style="list-style-type: none"> • Create consistent lines of communication that flows between all levels of the organization • Ensure that the Deputy Directors and the Managers communicate on a regular and consistent basis • Leadership should "manage by getting around," the reorganization will allow for more mobility of leadership to visit and spend time with staff in the field 	<p>Short Term / Ongoing</p>

4.0 Board Governance Action Plan and Prioritization

The following Areas of Focus with Action Steps are outlined to create a process to move forward. Over the next five to ten years, many influences will impact the success of the relationship and communication between the Fargo Park Board and the Executive Team.

These action items are drawn from the staff input and all the information gathered during the Phase I master planning process with a primary focus on improving the relationship between the Fargo Park Board and the Directors Team.

Timeframe designations recommended to complete tasks are noted as:

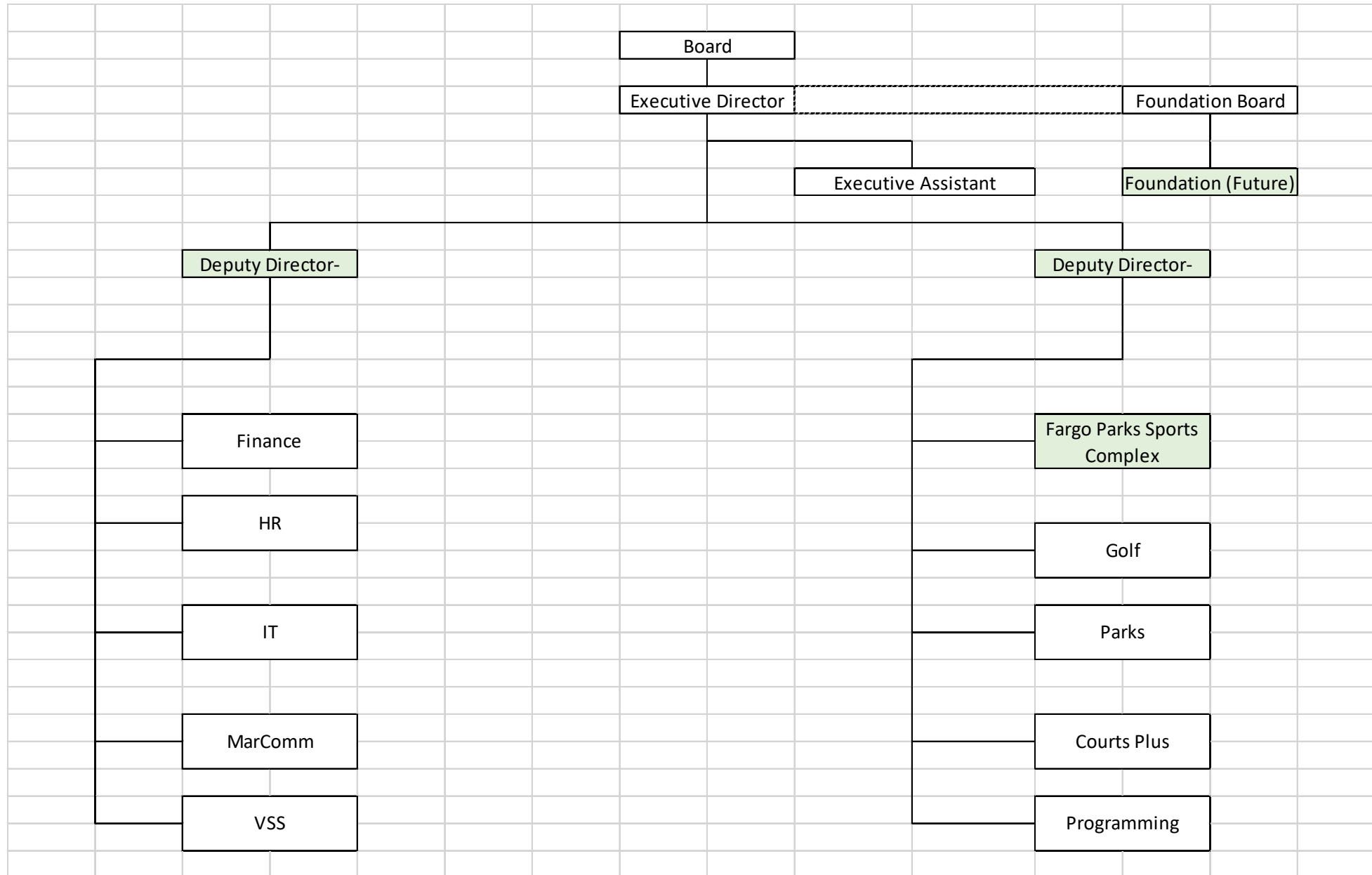
- Immediate (as soon as possible)
- Short-term (up to 2 years)
- Ongoing (occurs on a continuous basis)

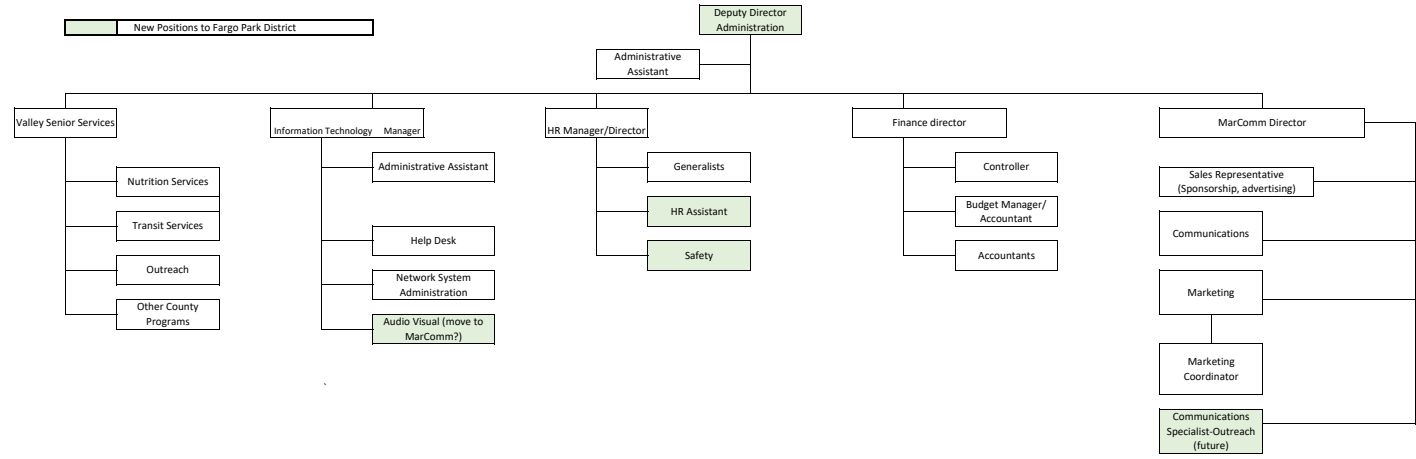
Areas of Focus and Action Steps

Action Steps	Timeframe to Complete
<p>The Fargo Park Board to define and execute duties.</p> <ul style="list-style-type: none"> • Review and update Park Board job descriptions: <ul style="list-style-type: none"> ○ Hire, manage, and evaluate the Executive Director • Commissioners and Executive Director will work together to form a hiring committee for the Deputy Director of Operations and Deputy Director of Administration. This committee would consist of the Executive Director, one Commissioner, one knowledgeable staff person and one person outside of the Park District which everyone concurs. HR Manager will advise the committee. The committee will make recommendation for hire to the board. The Park Board will approve the Deputy Director positions. <ul style="list-style-type: none"> ○ Communicate action items and strategic planning through the Executive Team ○ Set overall direction and direct management of the district ○ Approve all plans and goals for the district. ○ Participate in preparation and approval of annual budget ○ Review and establish policy ○ Evaluate District’s overall performance • Schedule and participate in Park Board training after board elections <ul style="list-style-type: none"> ○ BerryDunn was asked to do this as an add-on to the existing contract for a half-day training with two consultants for \$6,000 including travel expenses once the new board is established 	<p>Immediate</p>
<p>Executive Director needs to concentrate on the relationship with the Fargo Park Board and the public:</p> <ul style="list-style-type: none"> • Keep each individual Park Board member informed adequately in a timely manner. • Concentrate on being the ambassador of the district with the public 	<p>Immediate</p>

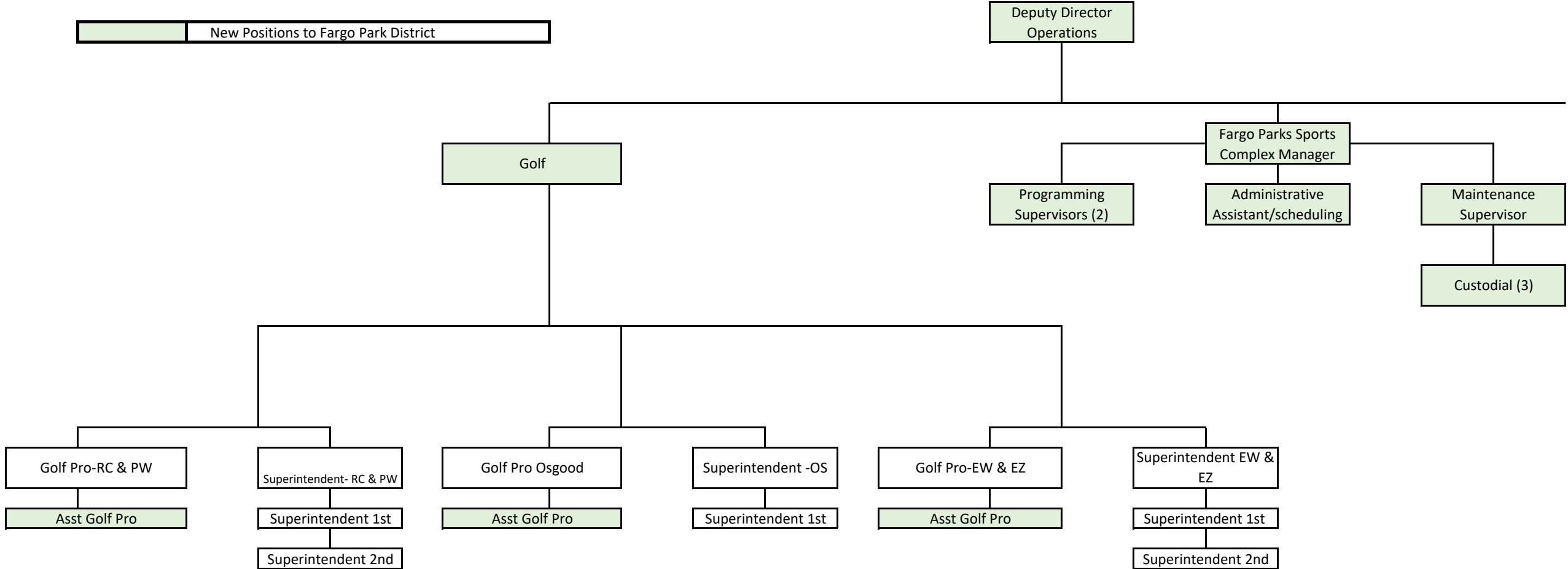
Action Steps	Timeframe to Complete
<p>Deputy Directors need to concentrate on supervising the day-to-day operations as well as the relationship with the Fargo Park Board and the public:</p> <ul style="list-style-type: none"> • Keep the Executive Director and Park Board members informed in a timely manner • Assist the Executive Director on being the ambassador of the district with the public 	<p>Immediate</p>
<p>Agency-wide communication protocol needs to be established with an immediate focus on the continuous communication between the Executive Team and the Park Board.</p> <ul style="list-style-type: none"> • All parties need to admit there needs to be change and be willing to commit to being a part of the improvement • Timely updates through agreed upon information sharing tools need to be established • Park Commissioners communicate through the Executive Team and not directly going to staff <ul style="list-style-type: none"> ○ Executive Team needs to communicate timelines and any actions taken by staff as an update and follow-up • Executive Team ensures the implementation of the Park Board decisions • Establish internal email lists for distributing information quickly and efficiently • Establish a weekly meeting with the Board President and recap the Board Commissioners. • Develop trust and transparency between the Executive Team and the Park Board through open and honest conversations • Develop and foster trust between all Fargo Park staff and the Park Board Commissioners so if/when they show up at events, it is a positive situation and not viewed as negative <ul style="list-style-type: none"> ○ Alleviate skepticism about Commissioner’s motives and assumptions they are obstacles or opposed to staff actions ○ Support appropriate communication with all staff levels and Commissioners without assuming the worst ○ Invite Commissioners to All Staff meetings ○ Park Board host a social event with staff 	<p>Ongoing</p>
<p>Establish agreed upon annual Park Board Commissioner facilities tour and training with research from NDRPA and NRPA to encourage stability.</p>	<p>Ongoing</p>
<p>The Fargo Park Board should evaluate District’s overall performance based on completion of Strategic Plan goals, objectives/follow-up.</p>	<p>Ongoing</p>
<p>Create a proactive versus a reactive culture within the organization:</p> <ul style="list-style-type: none"> • Anticipate operational issues (fires that need to be put out) and correct as soon as possible • Develop and implement a planning process to recognize potential items that need attention prior to becoming an issue • Define and implement standards, processes, policies, and infrastructure to set consistent expectations for staff and service delivery 	<p>Ongoing</p>

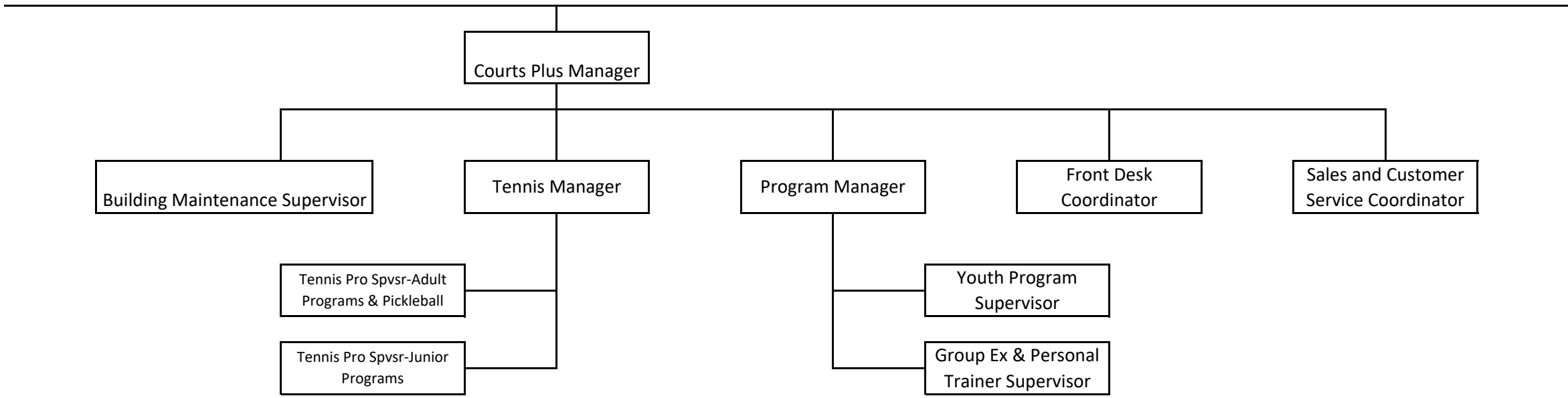
Action Steps	Timeframe to Complete
<ul style="list-style-type: none">• Train staff on policies and organizational authority protocol to develop consistency of standards and foster accountability throughout the agency• Hire additional staff when necessary• All decisions need to be based on facts and not relationships within the organization	

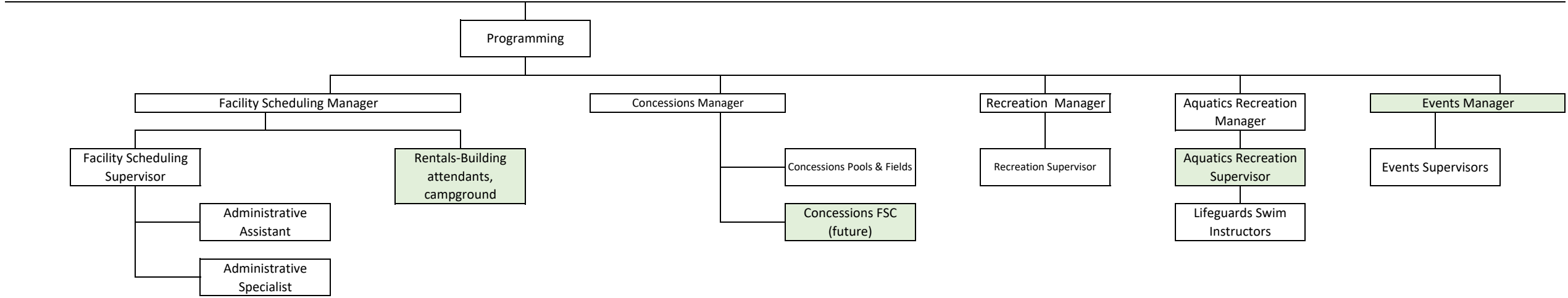


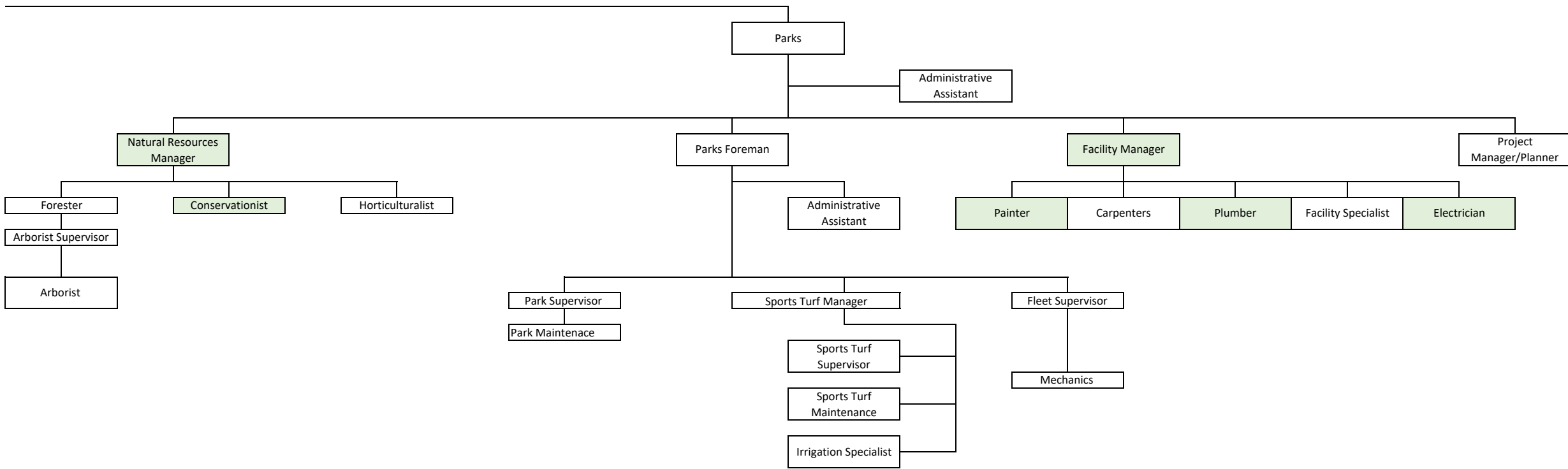


New Positions to Fargo Park District











MEMORANDUM

DATE: June 8, 2022

TO: Fargo Park Board Commissioners

FROM: Commissioner Jerry Rostad

RE: Agenda Item No. 12 – Board to discuss the Executive Director’s Employment Agreement

Dave Leker’s employment agreement is scheduled to end on December 31, 2022. Unless we as a Board do not renew the agreement, the agreement will automatically renew for another year on January 1, 2023.