

## **FACILITIES COMMITTEE MEETING NOTES**

**Wednesday, May 25, 2022; 8:00AM**

### **Depot Board Room**

Attended: Commissioner Vicki Dawson, Commissioner Stacey Griggs, Commissioner Dawn Morgan, Dave Leker, Carolyn Boutain, Dave Bietz, Broc Lietz, Brian Arett, Kevin Boe, Luke Evenson, Stacy Kruger, Katie McCormick, Craig Bjur, Brett Gurholt (AGL), Bryan Leininger (AGL), Judy Lewis (FMCT), Cindy Boettcher

### **Review Draft of Island Park Master Plan recommendations.**

Carolyn Boutain, presenter.

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

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

Brent and Bryan from AGL attended the Facilities Committee Meeting to present the information.

The survey results along with the two public input meetings show that the people want to fix the pool and keep the trees, trails, and open space. AGL has now completed the report and ready to be finalized and presented at the Bard meeting on June 14th, 2022.

Brent presented the concept and vision of where the main items could be located within the next 5-20 years. The masterplan was organized with the following strategies.

Organize and group similar activities through the park by active and passive uses.

- Active items being sports related
- Passive items would include the interior spaces of Island Park that would be walking, trees, nature, and enjoying the atmosphere

Other areas that were looked at were Dill Hill and Dike West to see what additional opportunities and options we would have. Brent went through most items on the attached map.

One of the main decisions was where to rebuild and replace the pool and the majority did favor the current location of the pool. The grandstand (Scherling Complex) would remain in place at this time and there would need to be further investigation and talks with the Historic Preservation Commission.

Commissioner Morgan inquired on the Armory faced and that will remain for now. Commissioner Morgan thought the proposed entrance to the park from Broadway would not be ideal to enter a parking

lot area, but rather go to some place that is beautiful and advantageous. She also mentioned Gooseberry Park in MN which has a natural playground with an area of woods and rocks that the kids seem to really enjoy.

Commissioner Dawson mentioned that people do not need to stick to the paths, and can walk wherever they like so there may not be a need to have extra paths put in.

Accessibility was the #1 comment from the public and access for people with disabilities.

One option for the Tennis Courts would be to relocate them to the Dill Hill area. The Tennis club mentioned that managing tennis tournaments gets cumbersome the way they are currently spaced apart. The current courts are difficult to drain due to all the trees and makes it hard for them to drain. This would be a long-term plan but would really open a lot of space in the park for other opportunities. Dill Hill is also an option Pickleball courts and then adding in restroom facility and storage along with parking. It may be possible to add about 30-35 parking spaces in this area. There was no input mentioned regarding the ball field at Dill Hill.

Commissioner Morgan asked if there would be trees planted around the courts and that could be an option, and there are trees there currently.

The gazebo will remain at Island Park. Where the playground sits today there is an option for a fountain with a seating area and could also have public art opportunities. A nature trail loop is an option for a good walking experience, it would have the crushed stone surface which would minimize costs and could also be used for a cross country ski loop in the winter. There is also a possibility of having three picnic shelters throughout the park to encourage outdoor picnics and gatherings.

Commissioner Morgan asked if there has been any communication with Prairie St. Johns. Senator Mathern has reached out to give us a lot of feedback and an advocate for the project.

An open-air amphitheater is on the map as an option and would have space for about 300 patrons and room to expand to the south.

Commissioner Griggs asked if there were structural ideas or plantings to use so we could minimize noise off the street. There are some ideas the design team could do to allow the privacy for that space.

Adjacent to the YMCA is a possible area for a rain garden as it is a flat space with drainage issues, and we could correct that drainage issue and have a great space with plant material. It would require realignment of the sidewalk. This would not impact the playground at the YMCA.

Commissioner Morgan inquired on the lining of this rain garden, and it would be a rock bottom with a sand base and a collection pipe of 6" drain tile.

Island Park Parking- Public input stated that it should be addressed and at the same time not to do any more parking. More than ½ of park visitors drive to Island Park. There has been a parking supply and demand analysis done by KLJ and has shown that when the new pool and other amenities are added it will trigger about 99 spaces being added for parking. Today we have about 141 spaces, and the spaces that may be added at Dill Hill we would be at about 292 or just under 300 parking spaces total.

Commissioner Dawson asked if street parking was taken into consideration and no that is not factored in. The city code allows a transportation engineer to run a calculation and then they decide off those

numbers. Commissioner Dawson is good with new parking spaces but no new lots being build. Possibly fix the parking areas we have now and see if there is more parking needed at that time.

There are other options like the Fargo Public Schools lot next to Dill Hill, and possibly Prairie St. Johns.

The next steps for the design team are to prepare and compile the information in a document and create an appendix with all comments received. Brent and Bryan from AGL will return on June 14<sup>th</sup> for the Park board meeting and give a brief presentation.

Commissioner Dawson would like the main page of this information to show everyone this is a long-range plan. Brent stated there would be some color-coded overlays that shows some items may happen in 5 years or 10 years so it will be shown this whole project is not happening right away.

This is just a plan, and some plans change. There is a lot of flexibility with this plan.

Commissioner Morgan asked about Dike West and if any planning was done on that. The only planning so far has been looking at what is there now and possibly relocating the handball courts. Kevin Boe stated that they will be meeting with the skateboard groups to address issue with that. There is also a great need for restrooms at Dike West. We currently have restroom facilities at Dike West but are closed to the public due to vandalism. Commissioner Dawson thought it would be worth looking into a camera system for that area. It would be worth while if there is a plan to relocate items over to Dike West. Commissioner Morgan stated that skate boarding is not just for kids and there are professionals and adults who also use skate park.

**The Committee recommends to bring this agenda item to the full board on June 14<sup>th</sup> 2022 and A. To receive the report, and B. Approve the location of the Island Park pool as represented in the master plan.**

**Review Memo of Understanding with FMCT regarding a proposed outdoor performance area, indoor pavilion and multi-use indoor spaces.**

Dave Leker, presenter.

Discussion was had with Judy Lewis (FMCT) on the MOU between the FMCT and the Fargo Park District.

- Term of the MOU
- Demolition and Construction Timeline
- Ownership

The demolition and design will happen by June 2023 or before and once that is done and before the construction begins the area will then be graded, fences removed and made to look good and made safe in the interim. The completion date is unknown currently. This MOU is just the bridge document.

**The Committee recommends this item to be brought to the full board on June 14<sup>th</sup>, 2022.**

**Review proposed changes to Hiring Policy-Benefitted Staff No. 410.**

Broc Lietz and Stacy Kruger, presenters.

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

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

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

The way the policy is now we are losing out on development opportunities and advancement of our internal employees and not rewarding them with a promotion and looking internally first. We are proposing that we look internally first and if there are no qualified candidates then we would look externally at that time.

Commissioner Morgan wanted to know about communication regarding open positions to the employees that may be interested and qualified and give the managers the tools to communicate to their employees regarding opportunities.

Commissioner Griggs verified that the Directors were all in agreement on this item and that updating this policy would be beneficial, gives flexibility, and makes sense. All were all in agreement.

Broc Lietz discussed part of the policy that Commissioner Rostad inquired on, and that is the verbiage regarding “any level below a director”, meaning this recommended policy change as its written be only for any person below the director level. The recommendation would be to remove that verbiage, “any level below a director”, and allow this policy for all levels.

Commissioner Morgan asked how we would know if a current employee went and received further schooling or professional development and how that would be reported and tracked. Stacy Kruger stated she is looking into tuition reimbursement and some other items to do more for the employees. If at this time an employee has completed some additional education in relation to their current position or field at the Fargo Park District, they would need to report that to their manager.

Commissioner Dawson wanted this updated information sent to all the Commissions ahead of the next board meeting on June 14, 2022, stating the recommendation is to remove the “any level below a director”, and allow this policy for all levels.

**The Committee recommends this item to be brought to the full board on June 14<sup>th</sup>, 2022.**

**Review first quarter financials.**

Broc Lietz, presenter.

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

Commissioner Griggs stated the cash flow analysis is a good report to show on how we collect our revenues. This also ties to our budget.

These financials are presented every quarter at the Facilities Committee Meeting. The next financial report will be at the July Facilities meeting.

**Review Memo of Understanding with Fargo Park District Foundation.**

Brian Arett, presenter.

The Fargo Park District Foundation Board met on May 16th, 2022 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.

Commissioner Dawson asked if the Foundation Board and the Staff were comfortable with this MOU and there was unanimous agreement by all.

Carolyn Boutain had a question regarding the services and what expectations would be for the Marketing team with the Foundation compared to Valley Senior Services, and how much more work, and who to call. This needs to be addressed since the Foundation has a separate 501C3 and a separate Board.

Brian Arett stated that currently VSS runs everything through Marketing, and they have a separate 501C3 but are also a part of the Fargo Park District. He thinks this would need to be an evolving relationship with the Foundation and staff and further discussions and have a general understanding.

Commissioner Dawson suggested to write up what is wanted and bring suggestions, so everyone is comfortable, to the full board on June 14, 2022.

Success of the Foundation relies on the relationship with the Fargo Park District. Commissioner Griggs says that this support goes both ways, and the Fargo Park District will also benefit from the Foundation.

Commissioner Morgan asked if there is any way to identify, once the agreement is made, what the potential issues may be at an early stage? Carolyn stated yes as they will have further discussions with everyone involved and get things worked out, so everyone is aware of their role.

**The Committee recommends this item to be brought to the full board on June 14<sup>th</sup>, 2022.**

**Review proposed mural idea at McCormick Park.**

Dave Bietz, presenter.

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 11<sup>th</sup> that will remove old flooring from the upper level of the building, paint the interior of the building as well as prepare the exterior of the building for painting.

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

The group will not be doing the initial mural on the basketball court that was proposed, they have decided on a new mural that costs less. They do request that the Park District supply the paint for this mural. The artist will be from South High. Our cost would be \$1200.00-1500.00 to do the mural. The paint used will be the appropriate paint used for concrete and is a non-slip paint meant for outdoor applications.

Commissioner Dawson thought this was a fantastic idea. The group has a lot of ownership with this project and very committed.

**The Committee recommends this item for the Consent agenda.**

**Review proposed changes to Urban Hunting Program.**

Craig Bjur, presenter.

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

On April 28<sup>th</sup>, 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.

- Some changes would include:
- Improve our signage
- Elevate the tree stands
- Lighted nocks to locate them better
- URL codes to get full details on the program

Commissioner Dawson stated that there needs to be communication and education of the public to make sure they understand what this is and how it impacts the public.

Currently we allow 45 members in the program, and some do share tree stands.

Commissioner Morgan asked what happens once an animal is killed, and the rule would be to wait a ½ hour, then removing the animal or dressing the animal where it is and then remove the remains left over so there is nothing left of the animal still laying in the park. Every hunter is very good about doing this and making sure everything is cleaned up.

The ND Game and Fish agreed to continue this program also.

**The Committee recommends this item to be brought to the full board on June 14<sup>th</sup>, 2022.**

**Adjustment to compensation for Valley Senior Services Senior Meals Program with Concordia College.**

Brian Arett, presenter.

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. They provide 750 meals per day and 15,000 meals per month. Currently, Concordia receives the following per meal.

- Meals on Wheels: \$4.97
- Congregate Dining: \$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. The proposed increase starting June 1, 2022, would be

8.7%, with the contractual increase of 2.5% on November 1, 2022. The increase starting June 1, 2022, would be:

- Meals on Wheels: \$5.40 (8.7%)
- Congregate Dining: \$4.50 (8.4%)

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

- Meals on Wheels: \$5.53 (2.4%)
- Congregate Dining: \$4.61 (2.4%)

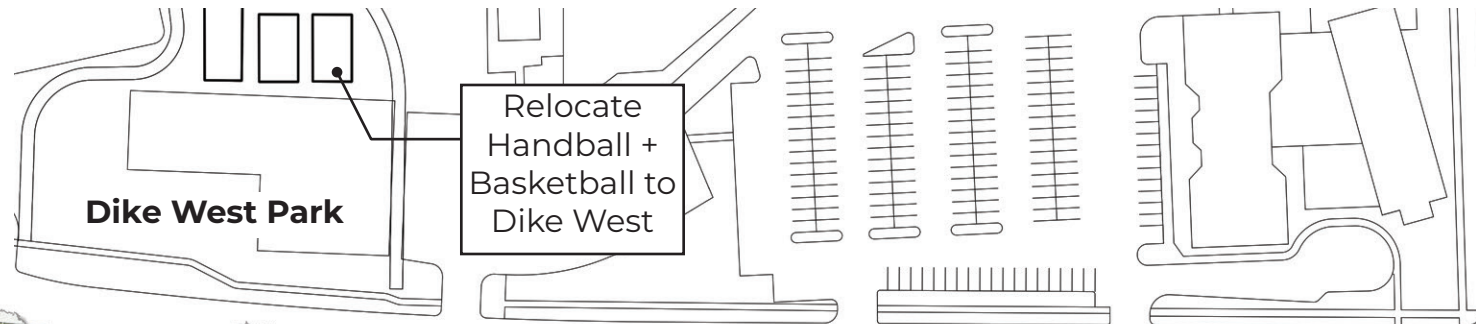
The CPI is 8.3%, with food prices at 14.3% from April 2021 to the end of April 2022. Meat, poultry, fish, and eggs rose 13.7% in March 2022. Prices for unleaded gas, as it relates to our deliveries, have gone up 57%.

**The Committee recommends this item for the Consent agenda.**

With no further questions, the meeting adjourned at 10:40 AM

Notes submitted by: Cindy Boettcher, Administrative Specialist

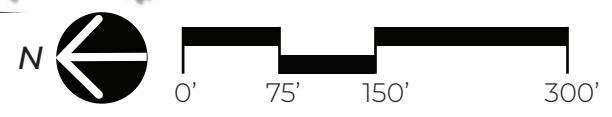




- 1 Gathering Space
- 2 Pool Complex
- 3 Bathhouse
- 4 Open Air Amphitheater
- 5 Existing Grandstand
- 6 Expanded Parking Lot
- 7 Picnic Shelter
- 8 Play Area
- 9 Angel of Hope
- 10 Tennis + Pickleball Courts
- 11 Restroom + Storage
- 12 Maintenance Building
- 13 Lewis Bandstand (Gazebo)
- 14 Fountain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



# ISLAND PARK MASTER PLAN - DRAFT





**PARK DISTRICT OF THE CITY OF FARGO**

Year to Date Actual to Budget

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

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

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

