



THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON **TUESDAY, JULY 12, 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-july-agenda-2022

❖ ***Election of Officers***

Open Nominations - President of the Board

Open Nominations - Vice-President of the Board

Consent Agenda - approve the following:

- a. Minutes - June 14, 2022 and June 28, 2022
- b. June Bills
- c. Order of Agenda
- d. Approve Gift Agreement between Cass Clay Disc Golf Club and the Fargo Park District.
- e. Approve request to solicit for bids for the Sports Arena Roofing Project.
- f. Approve request to solicit for bids for the Metro Recreation Center Roofing Project.

Regular Agenda

1. Recognition of Audience/Public Comments
2. Director's Report
3. Fargo Post 400 Baseball Presentation; Jeff Gould, presenter.
4. Board to consider approval of Bank Resolution; Broc Lietz, 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 JUNE 14, 2022**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, June 14, 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, Kevin Boe, and attorney Jeff Gunkelman.

Approval of Consent Agenda

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

- (a) The minutes from the May 10, 2022 meeting;
- (b) The May 2022 bills;
- (c) Amended Order of the Agenda;
- (d) Mural project idea for at McCormick Park
- (e) Adjustment to compensation for Valley Senior Services Senior Meals program with Concordia College

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.

Receipt of Report Regarding Island Park Master Plan

Brett Gurholt of AGL Landscape Architects presented to the Board. It was noted that the community was very involved in the entire process of master planning for Island Park. The Master Plan recommendations includes: a public gathering space off Broadway, that the Island Park Pool be rebuilt in its current location, possible renovation/rehabilitation of the historic pool grandstand, three picnic shelters, natural play area, six tennis courts and pickleball courts on the Dill Hill site, a fountain and sculpture garden. It was noted that the projects would be spread out over three phases which the total project could take up to 20 years with an estimated total cost of approximately \$14.6 million.

No action was taken on this matter.

Approval of Location of Outdoor Pool Replacement at Island Park

Kevin Boe presented to the Board on this matter. It was noted that consistent with the Master Planning Report discussed in the previous agenda item, staff and the consultants were recommending that the outdoor pool at Island Park be reconstructed in its current footprint.

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve the recommendation from the consultants and to reconstruct the pool in its current location as presented in the Island Park Master Plan report. Upon call of the roll, the motion passed unanimously.

**Discussion of Future Ice needs with Local User Groups
Related to the Fargo Parks Sports Complex**

Commissioner Griggs and Commissioner Dawson presented to the Board on this matter. Commissioner Griggs noted that the Fargo Sports Complex feels incomplete without the originally proposed sheets of ice. Commissioner Griggs noted that the Greenplay study completed for the Park District noted that Fargo is need of additional sheets of ice. Commissioner Griggs noted that girls hockey has expanded over the last decade and younger hockey players are being pushed to practice outside of their recommended times. Commissioner Griggs noted that there are several user groups beyond just hockey that could use additional ice times. Commissioner Dawson noted that the hockey user groups are committed to put substantial resources toward the construction of the sheets of ice. Commissioners Deutsch, Morgan and Rostad were supportive of staff looking into the possible expenses and resources available to adding sheets of ice at the Sports Complex.

Commissioner Dawn Morgan moved to table the Memorandum of Understanding for one month to have the document go through Facilities. Prior to a second on the motion, Commissioner Morgan withdrew the motion.

Commissioner Stacey Griggs moved and Commissioner Dawn Morgan seconded a motion to direct staff to investigate the pre-design plan to add two sheets of ice at the Fargo Sports Complex and to determine the cost of adding the sheets of ice, and for the finance department to analyze potential funding mechanisms within the Park District to fund the construction, and to present such findings to at the facilities meeting on June 29, 2022. Upon call of the roll, the motion passed unanimously.

Approval of Changes to Wildlife Management Program

Craig Bjur presented to the Board on this matter. It was noted that the proposed changes include removing three parks from the program (Orchard Glen, Forest River, and Heritage Hills), requiring participants to use lighted nocks, increase tress stand heights to a minimum of 12 feet, and replacing current program signs with updated signate.

Commissioner Jerry Rostad moved and Commissioner Dawn Morgan seconded a motion to approve the changes to the City Wildlife Management Program as presented to the Board. Upon call of the roll, the motion passed unanimously.

**Approval of Memo of Understanding with FMCT regarding a Proposed Outdoor Performance
Area, Indoor Pavilion and Multi-use Indoor Spaces**

Dave Leker presented to the Board on this matter. It was noted that FMCT would like to move forward with the demolition of the majority of the current structure on the property and planning for the future of the property. It was noted that this is the first phase in the process and that a formal lease agreement would be prepared and presented to the Board in the future.

Commissioner Dawn Morgan moved and Commissioner Stacey Griggs seconded a motion to approve Memo of Understanding with FMCT as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval of Memo of Understanding with Fargo Park District Foundation

Brian Arett presented to the Board on this matter. It was noted that the Park District and the Foundation need to formalize their relationship in light of the Foundation looking to hire staff to do more strategic planning. The Memo of Understanding includes the Park District paying wages and benefits for the Foundation staff.

Commissioner Jerry Rostad moved and Commissioner Joe Deutsch seconded a motion to approve Memo of Understanding with Fargo Park District Foundation as amended by the Board at the meeting. Upon call of the roll, the motion passed unanimously.

Approval of 2023 Fees

2023 Green Fees

Broc Lietz presented to the Board on this matter. It was noted that staff recommended a 4% increase in green fees and cart fees and an 8% increase in season passes.

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve 2023 Green Fees as presented to the Board. Upon call of the roll, the motion passed unanimously.

2023 Courts Plus Fees

Kelly Kisell presented to the Board on this matter. It was noted that staff recommended a 3.5% increase in memberships, which have not been adjusted since 2020. It was noted that staff recommended a \$5 increase in guest fees.

Commissioner Joe Deutsch moved and Commissioner Jerry Rostad seconded a motion to approve 2023 Courts Plus Fees as presented to the Board. Upon call of the roll, the motion passed unanimously.

2023 Programming and Facilities Fees

Kevin Boe presented to the Board on this matter. It was noted that staff recommended between a 4% and 8% increase in fees with most fees increasing by 8%.

Commissioner Stacey Griggs moved and Commissioner Joe Deutsch seconded a motion to approve 2023 Programming and Facilities Fees as presented to the Board. Upon call of the roll, the motion passed unanimously.

Approval of Changes to Hiring Policy-Benefitted Staff No. 410

Stacy Kruger presented to the Board on this matter. It was noted that the HR Department along with the directors are recommending the changes to provide flexibility for internal recruitment only upon the completion of a Job Analysis by the HR department and consultation with the department director and the Executive Director. It was noted that the proposed changes are part of an effort to promote growth and development opportunities for the current employees.

Commissioner Dawn Morgan moved and Commissioner Jerry Rostad seconded a motion to approve the changes to Policy No. 410 – Hiring Policy – as presented to the Board. Upon call of the roll, the motion passed unanimously.

Receipt of Phase 1 of the Strategic Plan

Dave Leker presented to the Board on this matter. It was noted that Phase 1 of the Strategic Plan included a review of the Park District’s mission, vision and values, it included a strengths, weaknesses, opportunities, and threats analysis. It was noted that the next step is for staff to complete a new organizational chart to present to the Board, including the possibility of hiring two deputy directors.

No action was taken on this matter.

Board to Discuss the Executive Director’s Employment Agreement

Commissioner Jerry Rostad presented to the Board on this matter. Commissioner Rostad noted that Dave Leker’s employment contract expires on December 31, 2022 and that if there are intended actions regarding the executive director position it would be prudent to begin the discussions. Commissioner Rostad noted that as part of the Strategic Plan that was just received it stated that there are immediate action items as it relates to the executive director position. Commissioner Rostad noted that if the executive director’s contract should not be extended at the end of the year, then the Board should consider beginning the process to identify a new executive director. Commissioner Morgan noted that the Strategic Plan includes the hiring of two deputy directors to report to the executive director and it would be premature to make any decisions until the two deputy directors are put in place. Commissioner Griggs noted that the job descriptions for the board of commissioners, the executive director, and the deputy directors need to be completed. Commissioner Griggs noted that there needs to be a plan put in place with measurable information to go by and that this needs to be a collaborative effort. Commissioner Dawson noted that that Strategic Plan states that there currently are areas with the executive director is failing to meet job requirements. Commissioner Deutsch noted that the Strategic Plan outlines the hiring of two deputy directors and once those are in place the executive director can fulfill the job requirements.

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 9:30 p.m.

Dave Leker, Clerk

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF JUNE 28, 2022**

The special meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, June 28, 2022, at 5:30 pm. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Jerry Rostad and Dawn Morgan. Also present were the elected commissioners Joe Deutsch, Vicki Dawson and Aaron Hill. Also present were Judge Steve Dawson, Dave Leker, Carolyn Boutain, Broc Lietz, Brian Arett, Dave Bietz, Kevin Boe, and Tara Nielsen.

Approval of Order of Agenda

Commissioner Joe Deutsch moved and Commissioner Jerry Rostad seconded a motion to approve the Order of Agenda. Upon call of the roll, the motion passed unanimously.

**Oath of Office Ceremony for Park Board Commissioners – Vicki Dawson, Joe Deutsch
and Aaron Hill.**

Elected commissioners Vicki Dawson, Joe Deutsch and Aaron Hill were sworn in as commissioners for the Fargo Park District. Judge Steve Dawson presided over the swearing in ceremony.

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 5:37 pm.

Dave Leker, Clerk



MEMORANDUM

DATE: July 6, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Parks Director

RE: Consent Agenda Item No. (d) – Approve Gift Agreement between Cass Clay Disc Golf Club and the Fargo Park District

Staff has been working with the Cass Clay Disc Golf Club on a gift agreement. The disc golf club desires to donate 18 new DGA Mach 5 Disc Golf Baskets for Trollwood Park. The cost of the donated Golf Baskets is \$7695.82. The agreement includes specific language to address the request of the disc golf club to donate the old golf baskets to the Casselton Park Board for the establishment of a disc golf course in Casselton.

The Park District will agree to install the improvements under the terms and conditions of the gift agreement attached to this memo. The Park District shall notify the Cass Clay Disc Golf Club at least fourteen (14) days prior to the removal of the existing 18-disc golf baskets at Trollwood. Cass Clay Disc Golf Club, or Casselton Park Board, will be obligated to pick up the existing baskets from Trollwood after removal.

The Park District agrees it will use its best efforts to maintain the Disc Golf Baskets for a period of not less than ten (10) years.

It was recommended at the June 29, 2022 Facilities Committee Meeting to bring this to the full board on the Consent Agenda 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 Gift Agreement between Cass Clay Disc Golf Club and the Fargo Park District.

GIFT AGREEMENT

THIS AGREEMENT (The “Agreement”) is made this _____ day of _____, 20___, by and between **Cass Clay Disc Golf Club**, 301 5th Ave E, West Fargo, ND 58078 and **THE FARGO PARK DISTRICT OF THE CITY OF FARGO**, a municipal subdivision and a park district under Chapter 40-49 NDCC, whose office address is 701 Main Avenue, Fargo, ND 58103 (“Park District”).

WHEREAS the Park District owns and operates a park which is located in North Fargo (“Trollwood Park”) and

WHEREAS the Cass Clay Disc Golf Club desires to donate 18 new DGA Mach 5 Disc Golf Baskets at Trollwood Park, and to donate the old baskets to the Casselton Park Board.

WHEREAS, the Park District has agreed to install the improvements herein described under the terms and conditions of this Gift Agreement.

NOW, THEREFORE, IN CONSIDERATION of the above recitals, it is agreed as follows:

1. Gift. The Cass Clay Disc Golf Club agree to purchase (18) Disc Golf Baskets, as a gift, an amount equal to the cost of \$7695.82 for (18) Disc Golf Baskets for Trollwood Park. The Cass Clay Disc Golf Club is asking to receive the existing 18-disc golf baskets at Trollwood. The Cass Clay Disc Golf Club will donate these baskets to the Casselton Park Board in Casselton North Dakota.

2. Gift Schedule. The gift to be made by Cass Clay Disc Golf Club to the Park District shall be paid as follows:

a. The Cass Clay Disc Golf Club will purchase 18-disc golf baskets and have the baskets shipped to the Park District.

3. Cass Clay Disc Golf Club’s Obligations for Existing Baskets. The Park District shall notify Cass Clay Disc Golf Club at least fourteen (14) days prior to the removal of the existing 18-dsic golf baskets at Trollwood of the day(s) which the Park District will be removing the existing baskets. Cass Clay Disc Golf Club, or Casselton Park Board, will be obligated to pick up the existing baskets from Trollwood after removal. The Park District shall use its best efforts to not damage or destroy any of the existing baskets but cannot guarantee there will not be damage with the removal.

4. Maintenance. The Park District agrees that it will use its best effort to maintain the Disc Golf Baskets for a period of not less than ten (10) years

The expense of maintaining the Disc Golf Baskets and installation of the baskets shall be at the sole cost and expense of the Park District. The Park District agrees to maintain the Disc

Golf Baskets and the site in accordance with and in similar manner it maintains other disc golf facilities within the Park District system.

5. Hold Harmless. The Park District agrees to hold the Cass Clay Disc Golf Club harmless from and against any and all claims that may arise as a result of the site preparation, the installation of the Disc Golf Baskets and the use of the Disc Golf Baskets as part of the Park District program. The Cass Clay Disc Golf Club shall have no liability for any additional costs or any damage to person or property resulting from the construction and/or later use of the disc golf baskets.

6. Charitable Donation. The Park District represents to the Cass Clay Disc Golf Club that it is a municipal corporation under North Dakota law. The Cass Clay Disc Golf Club agree that they will consult with their tax advisors as it relates to the donation contemplated in this Agreement.

7. Entire Agreement. This Agreement constitutes the entire and complete agreement between the Cass Clay Disc Golf Club and the Park District and supersedes any prior oral or written discussions between the parties, or their representatives, with respect to the gift contemplated herein and the gift of 18 Disc Golf Baskets at Trollwood Park. No change in the terms and conditions of this Agreement shall be enforceable unless in writing and duly executed by the Cass Clay Disc Golf Club.

8. Binding Effect. All provisions of this Agreement shall be binding upon and incur to the benefit of the parties and their respective heirs, personal representatives, successors, and assigns, specifically it being understood the Park District will be commencing actions necessary to make final determinations on the site preparation for adding the disc golf baskets.

9. Controlling Law. This Agreement has been made and entered into under the laws of the State of North Dakota and the laws of North Dakota shall control its interpretation.

10. Time is of the Essence. The parties expressly agree that time shall be of the essence in the performance of the parties under this Agreement.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement the day and year first above written.

CASS CLAY DISC GOLF CLUB

Kalen Hogan

THE FARGO PARK DISTRICT

By: _____
Its: President

By: _____
Its: Clerk



MEMORANDUM

DATE: July 6, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Parks Director

RE: Consent Agenda Item No. (e) -- Approve request to solicit for bids for the Sports Arena Roofing Project

The roof on the Sports Arena has been planned to be replaced. In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid the Sports Arena Roofing project. Funds for this project were budgeted in the 2022 capital budget. Staff is still working out the details of the design of the roof replacement, so we do not yet have a timeline for a bid opening.

It was recommended at the June 29, 2022 Facilities Committee Meeting to bring this to the full board on the Consent Agenda 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 request to solicit for bids for the Sports Arena Roofing Project.



MEMORANDUM

DATE: July 6, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Parks Director

RE: Consent Agenda Item No. (f) – Approve request to solicit for bids for the Metro Recreation Center Roofing Project

The roof at the Metro Recreation Center has sustained damage during a wind event on the 13th of May. Staff has worked with local contractors to secure the roof membrane temporarily but have been told the roof needs replacement and it should be replaced prior to the winter season. In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid the Metro Recreation Center Roofing project. Funds for this project have not been budgeted, but we are planning to utilize the dollars saved from the reduction of the Osgood Slope Project as well as funds saved because of the grant from ND Parks and Recreation Park District Revitalization Grant.

Potential Timeline:	Bid opening	August 4 th
	Review Bids at Facility Meeting	August 31 st
	Consideration of bids at Board Meeting	September 6 th

It was recommended at the June 29, 2022 Facilities Committee Meeting to bring this to the full board on the Consent Agenda 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 request to solicit for bids for the Metro Recreation Center Roofing Project.



MEMORANDUM

DATE: July 6, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 3 – Fargo Post 400 Baseball Presentation

At the Park Board Meeting on July 12, 2022, Jeff Gould will share an overview of Fargo Post 400 Baseball and what they do and their partnership with the Fargo Park District.

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

Thank you.



MEMORANDUM

DATE: July 6, 2022

TO: Fargo Park Board Commissioners

FROM: Broc Lietz, Finance Director

RE: Agenda Item No. 4 – Board to consider approval of Bank Resolution

Attached is the bank resolution regarding who is allowed to sign on various bank accounts with Bremer Bank.

The banking resolution is updated annually with the change in officers.

Please let me know if you have any questions.

Thank you.

Sample Motion: I make the motion to approve the bank resolution as presented.

BANKING RESOLUTION

The Park District of the City of Fargo, a park district under the laws of the State of North Dakota (“Park District”) (TIN: 45-6002070), at a regularly scheduled meeting of the Board of Park Commissioners held on July 12, 2022, hereby adopted the following Resolutions with regard to the Park District’s banking relationship with Bremer Bank, N.A. (“Bremer”) as follows:

BE IT RESOLVED, that Bremer has been designated as a depository and banking institution for and on behalf of the Park District for funds of the Park District and to provide other financial services as may be otherwise indicated in these Resolutions.

BE IT FURTHER RESOLVED, that the banking designation of Bremer shall continue in effect until either rescinded or modified in accordance with the appropriate resolution of the Board of Park Commissioners.

BE IT FURTHER RESOLVED, that Bremer, by the Board of Park Commissioner’s action previously, had been designated as the banking institution for and on behalf of the Park District with regard to the accounts herein described, all transactions, if any, with respect to deposits or withdrawals, for and on behalf of the Park District with Bremer prior to the adoption of these Resolutions, are hereby ratified, approved and confirmed.

BE IT FURTHER RESOLVED, that the Park District acknowledges and agrees that Bremer may furnish, at its discretion, certain automated access devices to signatories of the Park District as described in these Resolutions to facilitate the powers authorized by these Resolutions.

BE IT FURTHER RESOLVED, that the Park District acknowledges and agrees that Bremer may rely on alternative signature and verification codes issued to or obtained from signatories herein described or otherwise named in this Resolution, including a facsimile of signatures on file with Bremer and, if necessary, any personal identification numbers.

BE IT FURTHER RESOLVED, that Broc Lietz, the Treasurer of the Park District, is authorized to change the following accounts with Bremer and the persons herein designated and signing below are authorized to exercise the following powers pertaining to each of the separate accounts:

1. Checking Account (General), Account No. 5157146:

Dawn Morgan, President _____

Broc Lietz, Treasurer _____

Dave Leker, Clerk _____

- All three (3) are required to sign
- Facsimile signatures are allowed
- Signed and authorized checks, drafts, withdraw slips and other order of payment of money, whether by paper, electronic or by other means.
- Sign account agreements and sign contracts for deposit-related services and authorize issuance of debit and/or check cards.

2. Checking Account (Courts Plus), Account No. 5157170:

Broc Lietz, Treasurer _____

- Facsimile signatures are not allowed
- Signed and authorized checks, drafts, withdraw slips and other order of payment of money, whether by paper, electronic or by other means.
- Sign account agreements and sign contracts for deposit-related services and authorize issuance of debit and/or check cards

3. Checking Account (Payroll), Account No. 5157154:

Broc Lietz, Treasurer _____

- Facsimile signature is allowed
- Signed and authorized checks, drafts, withdraw slips and other order of payment of money, whether by paper, electronic or by other means.
- Sign account agreements and sign contracts for deposit-related services and authorize issuance of debit and/or check cards.

4. Checking Account (Medical Insurance), Account No. 5157162:

Broc Lietz, Treasurer _____

- Facsimile signatures are not allowed
- Signed and authorized checks, drafts, withdraw slips and other order of payment of money, whether by paper, electronic or by other means.
- Sign account agreements and sign contracts for deposit-related services and authorize issuance of debit and/or check cards.

5. Money Market Account, Account No. 5157189:

Broc Lietz, Treasurer _____

- Facsimile signatures are not allowed
- Signed and authorized checks, drafts, withdraw slips and other order of payment of money, whether by paper, electronic or by other means.
- Sign account agreements and sign contracts for deposit-related services and authorize issuance of debit and/or check cards.

THE PARK DISTRICT OF THE CITY OF
FARGO

By: _____
Dawn Morgan, President

By: _____
Dave Leker, Clerk