

FACILITIES COMMITTEE MEETING NOTES

Wednesday, January 31, 2024; 11AM

Depot Board Room

Attended: Commissioner Joe Deutsch, Commissioner Aaron Hill, Commissioner Dawn Morgan, Susan Faus, Dave Bietz, Broc Lietz, Luke Evenson, Kevin Boe, Carolyn Boutain, Tony Schmitt, Kali Mork, Stephanie D'Ambrosio, Tyler Kirchner, Nathan Boerboom, Roger Kluck, Dave Klundt, Isabelle Sinkler, Rocky Schneider, Mayor Mahoney, Mike Redlinger, Victor Heitkamp, Tori Benders, and Jodi Buzick

- **Review draft proposal from Downtown Community Partnership on Broadway Square**
Susan Faus presented. The Park District and Block 9 Partners entered into a 3-year agreement to operate Broadway Square. The original agreement ended at the end of 2023, but the Park Board agreed to extend that original agreement through the ice season (March 31, 2024) and directed staff to collaborate with partners on revising the terms and come up with a new agreement.

Options for the Park District involvement was presented at the August Board Meeting. A letter of intent was drafted for consideration to continue the operation of the ice rink and 3-5 events at Broadway Square. That letter of intent was sent to the ownership group at the time.

Discussions took place between the Park District, Rocky Schneider, Executive Director of the Downtown Community Partnership, Officials with the City of Fargo, and Folkways to develop terms of the new agreement. General discussion of the history and vision of Broadway Square and its impact on the community. Rocky addressed reconsidering the partnership between the City, Park District, and RDO Equipment, and how to make it work for all the partners in shared expenses and responsibilities. Discussed the Square being an event center and the rest of the day gets used as a public park and has its own separate benefit. Security was addressed and how it relates to other areas of downtown. Kevin Boe and Stephanie D'Ambrosio added that security goes through Broadway Square every other hour looking for suspicious activity, vandalism, and anything out of the ordinary. Broadway Square opens 9AM-9PM, but hours can vary depending on what events or programming is taking place.

Commissioner Aaron Hill stated the draft agreement addresses the bulk of the issues. Discussion on what role the City would have, and to make sure the Park District has a role in the ice rink. Mayor Mahoney added staff must work out some logistics. Need a working arrangement to move forward the best way. Discussed funds and budget. Work collaboratively and find out what can be accomplished. Susan Faus added staff believes the things addressed are covering what has been a challenge for the Fargo Park District previously. Commissioner Hill stated we need a timeline, potentially end of the year and a transition time. The city currently has no funds set aside for the 2024 year, so any funds would need to be budgeted and approved by city commissioners.

- **Review Memorandum of Understanding Agreement with City of Fargo for Easements and Restoration of Parking Surface at Trollwood Park**

Tyler Kirchner and Nathan Boerboom presented. Roger Kluck also attended. The City of Fargo has requested easements to assemble and store construction related materials on a portion of the parking surface located at 103 and 113 36th Ave N and 3672 Elm Street North, Trollwood Park, during the construction and maintenance of the storm sewer lift station and underground public utilities. In exchange, the City of Fargo will replace the impacted parking surface after completion of the construction of the storm sewer lift station. Construction project is anticipated to begin in the Spring of 2024 and be fully complete by September 1, 2025. There will continue to be access for park users and access to the west parking areas.

The Park District, at its expense estimated at \$148,000.00, has requested the remaining parking lot be reconstructed as well as adding pedestrian access to be completed under the City's project.

Nathan Boerboom stated they are getting ready to advertise for construction and the project would start in the spring. Lift station would be operational for the 2025 flood season. The parking lot and rest of the project would be complete by July 2025. Commissioner Aaron Hill addressed the use of the parking lot. Kevin Boe stated disc golf is there so a lot of activity. Dave Bietz added the primary users are with the rentable shelters. The parking lot would currently provides parking to service the east half of the park.

Staff recommends granting the easement as doing so will minimally impact our park use and we will get a new parking lot as a result.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Review purchase agreement for Robert D. Johnson Recreation Center**

Broc Lietz presented. The Park Board Commissioners unanimously approved the resolution for the sale of the Robert D. Johnson Recreation Center to Cass County for \$825,000.00.

Discussed the purchase agreement containing the purchase price of \$825,000.00, the closing date of February 28, 2024, Fees/Costs, Real Estate Taxes and Specials, and Possession. The Park District will continue to operate with no rental charge until June 30, 2024. Kevin Boe advised tenants were advised of the sale and the County will continue to discuss with them. Discussed responsibility of insurance for Park District as tenant.

The committee recommends moving this to the full board and place it on the Regular Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Review request to advertise for Request for Proposals for sale of Depot**

Broc Lietz presented. At the December 27, 2023, Facilities Committee Meeting, Administration discussed seeking authority to go out and get request for proposals for the sale of the Depot. Discussed the questions about the historical nature of the building and considerations that may arise. As instructed by the Board, Administration gathered additional data. The Depot was built in 1898 and was listed on the National Register of Historic Places in 1975, but not on the State Registry. BNSF and Park District entered an easement on December 12, 2005, wherein the Park District paid \$22,100.00 for the easement. The easement outlines particulars and if the property is sold, the successor will have the same obligations under the easement. The Depot Plaza program was designed for the Depot Plaza, and the Park District's involvement is primarily due to ownership at the time of the establishment and overall public interest. There is a Depot Area Beautification and Maintenance Fund at the FM Area Foundation with approximately \$170,000.00 as a permanent endowment. Endowment earnings of approximately \$3,000.00 per year distributed annually. The funds could be assigned to the new ownership and ongoing maintenance of the program. Staff is continuing to review facility assessment data to determine potential improvement costs to the property. All appropriate data will be disclosed as a regular part of the listing and purchase agreement. General discussion if public money went into the building with caveats to the building for the sale needs to be investigated. Broc added he would do more research and bring the information to the February 13, 2024, Board Meeting.

The committee recommends moving this to the full board and place it on the Regular Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Request Permission to bid Forest River and Orchard Glen Trail Project**

Tyler Kirchner presented. In alignment with the Procurement Policy, staff is requesting permission to publicly bid the Forest River and Orchard Glen Trail Project.

The trail project will consist of 5,950 linear feet of new trail, 10,560 linear feet of existing trail restoration, a new concrete picnic shelter pad, small picnic shelter, two concrete pads for portable toilet placement, privacy screening, and trailhead signage. Funds for the project are budgeted in 2024 and from a \$180,000.00 Recreation Trails Program grant.

Discussed timeline; public bid opening on March 21, 2024, possible award by the Park Board Commissioners at their April 9, 2024.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Review Request for Proposals for 2024 Playground Replacement Projects**

Tyler Kirchner presented. Request for Proposals for the 2024 Playground Replacement Projects at Trollwood Park and Pepsi Soccer Complex were received and opened January 18, 2024. The review committee consisted of Chris Johnson, MBN Engineering, Inc., Tyler Kirchner and Tony Schmitt, Fargo Park District.

Upon reviewing and scoring, staff recommends awarding the contract to Dakota Playground for both designs for a total proposal of \$450,000.00, which is what was budgeted (Trollwood \$100,000.00 and Pepsi Soccer Complex \$350,000.00).

General discussion on the visual and aesthetics as part of the design and the Garrison Diversion Grant awarded to the Park District allowing to do a unique design and other components for the playground replacement projects.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Consideration of Roger G. Gress Northside Pool Project Bids**

Tony Schmitt presented. Bids for the Roger G. Gress Northside Pool Projects were received and opened January 17, 2024. Two bids received from Associated Pool Builders for a total bid amount of \$91,300.00 and Horizon Commercial Pool for a total bid of \$178,502.00. Staff recommends accepting the bid from Associated Pool Builders for the bid amount of \$91,300.00. The bid meets all specifications, is the lowest bid, and is within the \$100,000.00 budget. Discussed the estimated delivery date due to the filters being 14 weeks out and the possibility of getting before the pool season, June 3, 2024, and if not, more sand will be added and the project will be done August, September 2024, after the pool closes.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Permission to apply for the following grant opportunities: 2024 Garrison Diversion Conservancy District Grant and an Outdoor Recreation Legacy Partnership Grant**

Tony Schmitt presented. Staff is recommending permission to apply for a 2024 Garrison Diversion Conservancy District grant; and an Outdoor Recreation Legacy Partnership Grant that is funded through the Land and Water Conservation.

Garrison Diversion Conservancy District grants may be requested for outdoor recreation opportunities. It is a matching grant for projects located in the Garrison Diversion that may be eligible to receive up to 25% of the non-federal share. This grant, if awarded, would assist with the replacement of the playground structure and plastic border at Rheault Farm. The grant application deadline is March 1, 2024.

The Outdoor Recreation Legacy Partnership Grant was established by Congress in 2014 and is administered by the National Park Service. This is a nationally competitive grant program that delivers funding to urban areas, jurisdictions of at least 30,000 people with priority given to projects located in community areas lacking outdoor recreation opportunities to help underserved communities address outdoor recreation deficits by supporting objects in cities and densely populated urban areas that create new outdoor recreation spaces, reinvigorating existing parks, and form connections between people and the outdoors. This is a 50-50 match grant. The minimum amount we can apply for is \$300,000.00 and maximum is \$5,000,000.00.

The grant, if awarded, would be used to assist the revitalization of Rabanus Park.
The application deadline is April 30, 2024.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Review updates to Alcohol Beverage Policy for Schedules A & B**

Kali Mork and Kevin Boe presented. Discussed questions from staff as well as potential users as to the availability of alcohol within the Fargo Parks Sports Center.

Staff reviewed the alcohol beverage policy. Recommended changes in Schedule A relating to facility updates or facility name change. Changes to Schedule B include updating the name of the Southwest Youth Arena to Cornerstone Bank Arena and adding in the Fargo Parks Sports Center. Staff recommends the Fargo Parks Sports Center includes both a full and limited permit option to give staff flexibility to determine which is most appropriate based on the type of event requesting the permit. Staff's intention is to restrict alcohol permits to a designated rentable space that would be accessible by other users of the building not part of the event.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

- **Review Audit Engagement Letter for 2023**

Luke Evenson presented. Each year the Fargo Park District, including Valley Senior Services, is required to have a financial statement and federal audit which have been conducted by Eide Bailly. The statement audit provides an opinion on whether the Fargo Park District's financial statements are fairly presented and materially accurate. The federal audit provides an indication if the Fargo Park District is maintaining compliance with federal requirements. Fargo Park District Foundation and Valley Senior Services, Inc. are also being audited.

Reviewed and discussed the 2023 Engagement Letter from Eide Bailly. The total estimated amount for the audits is \$43,950.00. The budgeted amount is \$45,000.00. Staff recommends appointing Eide Bailly for auditing the Fargo Park District, Fargo Park District Foundation, and Valley Senior Services for the annual audit.

The committee recommends moving this to the full board and place it on the Consent Agenda for consideration and approval.

Bring to the Full Board: February 13, 2024

Other

Notes submitted by Jodi Buzick, Administrative Specialist