



THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON TUESDAY, NOVEMBER 4, 2025, AT 5:30 P.M. IN THE BOARD ROOM AT THE FARGO PARKS SPORTS CENTER AT 6100 38TH STREET SOUTH, FARGO, WITH PRESIDENT VICKI DAWSON, PRESIDING. Please note: This is an in person event.

- A. Call to Order
- B. Board to Approve Order of Agenda

Consent Agenda - approve the following:

- a. Minutes-10/07/2025
- b. Approval to Bid 2026 Park District Projects
- c. Approval to Bid 2026 Park District Maintenance Equipment

Regular Agenda

1. Recognition of Audience/Public Comments
2. Director's Report
3. Fargo Park District Special Assessment Review Committee; Broc Lietz, presenter
4. Consideration and approval of snow removal services for the Sports Center; Kali Mork, presenter
5. Governance Committee Update, Commissioner Rostad, presenter
6. Planning Committee Update, Commissioner Dawson, presenter
7. Adjourn

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.



MEMORANDUM

DATE: November 4, 2025
TO: Fargo Park Board Commissioners
FROM: Tony Schmitt, Park Director
RE: Consent Agenda Item (b) - Approval to Bid 2026 Park District Projects

In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid 2026 Park District Projects:

1. 2026 Concrete/Asphalt Improvement Projects
 - a. North Softball Complex-Picnic Shelter Pads (2)
 - b. Pepsi Soccer Complex Picnic Shelter Pads (2)
 - c. Unicorn Park Picnic Shelter Pad (1)
 - d. Longfellow Park Parking Lot-Asphalt Replacement
 - e. Anderson/Tharaldson Complex and Pointes West Playground
 - f. Island Park Southwest Trail Improvements
 - g. Sports Arena Entry and Accessibility Improvements
 - h. Lindenwood Park Rotary Playground Parking Lot and Accessibility Improvements
2. 2026 Playground Replacement Projects
 - a. Anderson/Tharaldson Complex
 - b. Pointes West Park
 - c. Milwaukee South Trail Park
3. Oak Grove Park Road Replacement Project
4. Lions Conservancy Park Trail Extension and Trailhead Improvement Project

Funds for these projects will be taken from the 2026 approved budget. Bid timelines for these projects have yet to be determined.

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.



MEMORANDUM

DATE: November 4, 2025
TO: Fargo Park Board Commissioners
FROM: Tony Schmitt, Park Director
RE: Consent Agenda Item (c) - Approval to Bid 2026 Park Maintenance Equipment

In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid 2026 Park District Maintenance Equipment that was approved for purchase during the 2026 budgeting process. New Park District maintenance equipment is bid annually, and funds will be taken from the 2026 approved budget. The projected timeline for the bid process will be as follows:

- * Public Bid Opening December 3, 2025
- * Possible award by Park Board Commissioners January 13, 2026

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.



MEMORANDUM

DATE: November 4, 2025

TO: Fargo Park Board Commissioners

FROM: Broc Lietz, Finance Director

RE: Agenda Item No. 3 - Fargo Park District Special Assessment Review Committee

The Fargo Park District collaborates closely with developers to provide neighborhood parks in developments throughout the City of Fargo. As such, the Park District has the authority to form a special assessment district to fund those developments. Previously, the City of Fargo Special Assessment Committee (SAC) would determine value of those parks to the neighborhood and determine the assessment for the developer and the property owners.

The City of Fargo recently proposed transferring park development duties from SAC to the Park District.

Jeff Gunkelman examined state statute and described the structure of a committee for the park district as well as its responsibilities.

To create the Special Assessment Committee:

1. The Executive Director can appoint three 3 "reputable residents" to the Special Assessment Committee. Their terms will stagger. We can map out which appointees will serve each of the initial terms.
 - * Person A-would term out/need to be reappointed in April of 2027.
 - * Person B-would term out/need to be reappointed in April of 2029.
 - * Person C-would term out/need to be reappointed in April of 2031.
2. From that point forward, each person could serve 6-year terms. April is the key meeting month during the odd years when we would need to find new committee members.
3. All committee members would then need to be approved by the Commissioners. All Committee members are required to take the same oath as the Commissioners.
4. A committee member cannot hold any other municipal office or position.
5. The Committee Member whose term is closest to ending serves as the Chairperson, person A above.

Today, we are submitting the following names for consideration for the Fargo Park District Special Assessment Committee.

1. John Gunkelman, President of JG Services, LLC
2. Rusty Papachek, Director of Business Development, Koda Bank
3. Dominic Fischer, Professor/Department Chair, NDSU Landscape Architecture

SAMPLE MOTION: I move to approve the appointments of members of the Fargo Park District Special Assessment Committee as presented.



MEMORANDUM

DATE: November 4, 2025

TO: Fargo Park Board Commissioners

FROM: Kali Mork, Sports Center Director

RE: Agenda Item No. 4 - Consideration and approval of snow removal services for the Sports Center

Staff at the Sports Center received two proposals for snow removal services for the 2025-2026 winter season.

JT Lawn Services provided a rate of \$11,000 per month while Glacier Snow Management provided a proposal of \$16,000 per month.

The contracts runs November through April. Services are triggered at 1" of snowfall or more. Each proposal included a flat rate per month regardless of snowfall totals and cover the parking lots and access roads. Hauling of snow as well as putting down sand or salt are additional costs.

After reviewing both proposals, staff recommends moving forward with signing the 2025-2026 contract with JT Lawn Services. They met all requirements of the proposal and are the lowest rate. The anticipated costs of their contract fall within the approved budget for snow removal services for the Sports Center.

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.

SAMPLE MOTION: I approve the proposal with JT Lawn Services for the snow removal contract for the 2025-2026 season as presented.



Review of Governance Committee Meeting

1. Reviewed and discussed Governance Policies - GP 4, OE 2 and OE 3
2. Reviewed and discussed the Board Benefits draft letter
3. Discussed that Carolyn is reviewing and updating the Fargo Park Ordinances
4. Discussed defining partnerships in the park district

Review of the Planning Committee Meeting

1. Tony Schmitt reviewed the 2026 Fargo Park District Equipment bid
2. Tony Schmitt reviewed the 2026 Fargo Park District Project bid
3. Broc Lietz reviewed the Fargo Park District Special Assessment Committee
4. Susan Faus reviewed the recommendations for the PSMP
5. Kelsey Smith reviewed the new process for employee yearly reviews