Planning Committee Meeting
Wednesday, October 21, 2026; 8:00 a.m.
Fargo Parks Sports Center
Alex Stern Boardroom

Present: Zoe Absey, Joe Deutsch, Emily Secor May, Susan Faus, Dave Bietz, Jayne Gust, Tony Schmitt, Rocky Papachek, Dustin Steckler and Dan Holzheimer, Broc Lietz, Cindy Girdner, Kelsey Smith

Public Comment: Members of the public were afforded the opportunity to discuss issues with the Board. No members of the public attended.

Review Golf Cart Lease Rental Bids
Rocky Papachek, presenter

- 2 bids were received
- Recommend vendor: All Season Golf Cars for a term of 3 years and 28% revenue share of the gross golf cart receipts less applicable taxes with the option to extend for an additional 3 years under the same terms and conditions.
- Information about GPS and geofencing contract options were shared by Dustin and Dan, including how GPS and geofencing options work on both gas and electric powered carts.
    - Three modules will be included in the lease.
    - Options will help with golf etiquette by keeping carts within defined boundaries and providing messaging to alert individual cart riders.
    - The options will minimize staff and maintenance costs.
- Carts will be gas powered at Edgewood, El Zagal, Prairiewood, and Rose Creek. Electric carts will be used at Osgood. Current cart storage limits the district's ability to use more electric carts.
- The number of carts leased has increased to minimize moving carts between courses for larger events.

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

Review 2026 Title VI Plan & LEP Plan
Cindy Girdner, presenter

- Every three years the North Dakota Department of Transportation (NDDOT) requires the board to approve the Title VI Plan and LEP Plan for Transit Services as a condition of receiving Federal Transit Funding. Valley Senior Servies (VSS) has updated the plan with information specific to the services it provides including dates and addresses. No significant changes were made to the agreement.

- As part of the agreement, VSS is preparing to complete a Transit Study in 2027. Cindy confirmed that staff are completing preliminary work for the survey including requests for grant funding.
- Discussion was held about the effect of Handi-Wheels Transportation ending its operations in Fargo. Cindy provided history on transportation services and shared that VSS may see some increase in requests for rides.
- VSS has not received any complaints from the public through the Title VI Plan or LEP Plan.

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

Review Agreement with Fargo Area Sports for the Tharaldson Little League Turf Project
Dave Bietz, presenter

As part of the 2027 Capital Improvement Budget, the Fargo Park District has planned a partnership with Fargo Area Sports (FAS) to complete a turf project at Tharaldson Little League.

- Cost Sharing: FAS has committed to sharing at least $650,000 in the cost of the project.
    - Costs may increase due to the depth of excavation and fill needed below the concrete. Bid will require pricing increments between 8”-36”.
    - Once pricing is received both organizations will have a chance to review the project and decide if it will move forward.
- Naming: Currently there are three agreements with FAS regarding naming rights at Tharaldson Little League Complex.
    - Staff do not have an estimate for the value of the naming rights proposed for the synthetic turf improvements.
    - The life of the turf is estimated to be 10-12 years.
    - The Fargo Park District owns the facility and will be responsible for turf replacement at the end of life.
    - It is unclear if FAS has secured the funding for the project or if naming rights are part of the fundraising plan to meet the financial commitment.
    - FAS does not have exclusive use of the complex. The Fargo public schools, Fargo Park District and FAS use the fields.
    - FAS is responsible for scheduling the complex.
    - The benefit of installing turf at these fields includes eliminating weather effects for games, added value to hosting tournaments, and added safety for players.
- Key Discussion Points:
    - Commissioners value partnerships and want to understand the value of naming rights to FAS and the success of this agreement.
    - Staff will visit with FAS about the possibility of updating the agreement to include an expiration date for the naming rights or creating a separate agreement for naming rights of the turf improvements.

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

Consideration of the Memorandum of Agreement with Cass County and the City of Fargo for the Rehabilitation of the Cass County 81/ South University Drive Trail (52nd Ave. S. to 88th Ave. S.)
Tony Schmitt, presenter

The project will replace an existing shared-use path with a new concrete shared-use path, providing an improved more durable path for pedestrians and bicyclists.

- Fargo Park District already maintains this trail from 52nd Ave South to 76th Avenue South.
- The project will extend the shared-use path from 76th Avenue South to 88th Ave South and will connect to Heritage Hills Park our farthest south property.
- This agreement formalizes the maintenance in a written agreement.

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

Consideration of Bids for the SW Regional Pond Recreation Area Seeding Project
Tony Schmitt, presenter

- Project will convert current conditions to prairie on 80 acres around the stormwater retention pond.
- Two bids were received from known vendors
- Recommend low bid from Minnesota Native Landscape for $85,400

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

Consideration of Approval to Bid 2027 Park District Maintenance Equipment
Tony Schmitt, presenter

Annually the Fargo Park District purchases new maintenance equipment. In alignment with our procurement policy, staff requests approval to bid new equipment as part of the 2027 budget.

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

Review revised Bridge Maintenance Agreement in relation to bridges across the Red River with City of Fargo, City of Moorhead and Clay County
Dave Bietz, presenter

The Federal Highway Administration has requested changes to an existing agreement with the City of Fargo, City of Moorhead and Clay County that was approved in June 2026.

The revision does not change any of the provisions or responsibilities pertaining to the Fargo Park District portion of the agreement for pedestrian bridges. However, because the Fargo Park District is a signatory to the document, the Board is asked to review and provide approval of the revised agreement.

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

Presentation of the Park District People and Culture Strategic Objective 1.5.1
Kelsey Smith, presenter

Information was provided on the recruitment process developed and implemented by Human Resources. The improvements focus on attracting qualified candidates, improving hiring decisions and creating consistent and positive experiences for employees from application through onboarding.

Next steps were also covered. Plans are to:

- Build a recruitment dashboard,
- Set annual performance targets,
- Strengthen proactive outreach,
- Evaluate orientation classes, and
- Connect recruitment to retention.

No action taken on this matter.

Presentation of the Park District Preventative Maintenance Plan
Tony Schmitt, presenter

Information was provided on the Preventative Maintenance Plan created by the Parks Department in support of the Strategic Plan Goal 1.3.2. The process started with creating an inventory of the current equipment that is owned by the Fargo Park District. Data included the age of equipment, current use, and maintenance records for each piece. Staff established consistent standards and processes for evaluation, budgeting and replacement of equipment across all departments. Moving forward this process will develop a rolling multi-year equipment replacement forecast to support accurate annual budgeting.

No action taken on this matter.

Presentation of the Park District Partnership Alignment and Community Impact Plan
Susan Faus, presenter

Information was presented on the Partnership Alignment and Community Impact Plan to support Strategic Plan Goal 2.1. The process started by evaluating current partnerships and determining if they were more transactional (level 1) or mission-aligned (level 2). Implementation of the plan will help define expectations, evaluate current and new partnerships, strengthen mission-driven community impact and improve partnership quality through regular review.

Next Steps:

1. Confirm the partnership expectations and evaluation criteria with leadership.
2. Create a partnership inventory template and identify all current partnerships for review.
3. Pilot the evaluation process with a small group of partnerships before applying it organization-wide.

Commissioners supported the use of criteria for the levels of partnership. Measures of success that include focus on mission-aligned standards and access create positive community impact.

No action taken on this matter.

Other

- **Trollwood Park** – Art Mart Demolition is happening this week. In its place, a new shelter will be built in 2027.
- **Pointe West Playground** – The vendor for the playground notified the Park District that Henderson Play System is not shipping the equipment from Canada. This means that the Park District will need to rebid the equipment. The old equipment has been removed from the park. The area will remain fenced off and the neighborhood will be without a playground until next year. The timeline for next steps is still being finalized.
- **Tree Lighting at Broadway Square** - Date changed to December 5 at 6:00 p.m. This event will be held just before the Holiday Lights Parade in Downtown Fargo. The event will start with a short program. The Mayor, Santa and Mrs. Claus will attend. Following the tree lighting, the rink will be open and free skate rentals will be available. There will also be s'mores and hot chocolate. Luther Family Ford will sponsor the event. Promotion of the date change will start in early November.
- **RFP for Edgewood Restaurant** – Broc discussed the next steps in the process for the selection of a new restaurant tenant at Edgewood Golf Course. The RFP is advertised in the paper. The deadline for proposals is November 4. The goal is to have a new contract by January 1.

Meeting adjourned at 10:10 a.m.
Minutes submitted by Carolyn Boutain, Executive Assistant/Strategic Project Manager