

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF THE FARGO PARK DISTRICT OF APRIL 9, 2019**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, April 9, 2019, at 5:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Jerry Rostad, Rusty Papachek, Stacey Griggs, Vicki Dawson. Also present were: Joel Vettel, Dave Leker, Tyson, Lund, Carolyn Boutain, Kevin Boe, Dave Bietz, Clay Whittlesey, Paul Grindeland and attorney Greg Selbo.

**Approval of March Minutes**

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve the minutes of the March 12, 2019 meeting as amended. Upon call of the roll, the motion passed unanimously.

**Approval of March Bills**

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve the bills for March 2019 as presented. Upon call of the roll, the motion passed unanimously.

**Approval of Order of Agenda**

Commissioner Vicki Dawson moved and Commissioner Jerry Rostad seconded a motion to approve the agenda as amended. Upon call of the roll, the motion passed unanimously.

**Approval of Lease Proposal for Restaurant at Rose Creek Golf Course**

Carolyn Boutain and Kelly Visto, owner of Big Erv's Bar and Grill, presented to the Board on this matter. It was noted that the Park District and Big Erv's Bar and Grill intend to enter into a five-year lease agreement for the restaurant at Rose Creek Golf Course. It was noted that the theme would be casual dining and that the restaurant would be completely remodeled to open the area up to have more sightlines to the golf course. It was noted the intent is for the restaurant to be open seven days a week year-round. It was noted that the plan is to open up the banquet area as "Reflections at Rose Creek" and to start hosting corporate events and weddings.

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve the lease proposal between the Park District and Big Erv's Bar and Grill as presented to the board and contingent upon the construction plans being approved by the city of Fargo. Upon call of the roll, the motion passed unanimously.

**Approval of Changes to Trespass Ordinance and Use of Facilities Ordinance and First Reading of Each Ordinance and to Consider Approval of Changes to Bond Schedule**

Dave Leker and Office Josh Marvig presented to the Board on this matter. It was noted that the parking on roadway language of the traffic regulations would be modified to remove the language "no more than 20 feet from the edge of the traveling surface or." It was noted that the modified language regarding the use of facilities would expand the Park District's authority to ban individuals from Park District property from the current maximum amount of 90 days to "a reasonable amount of time ... while considering

mitigating and aggravating circumstances.” It was noted that the changes to the bond schedule would modify the fee schedule and classifications of infractions, making most infractions noncriminal.

Commissioner Jerry Rostad moved and Commissioner Vicki Dawson seconded a motion to approve the changes to the Trespass Ordinance and Use of Facilities Ordinance and the changes to the bond schedule as presented to the Board. Upon call of the roll, the motion passed unanimously. The first read of the Trespass Ordinance and Use of Facilities Ordinance was read into the record.

#### **Proposal for Purchase of Park District Owned Property located at 2500 45<sup>th</sup> Street South**

Joel Vettel presented to the Board on this matter. It was noted that the Park District received one bid for the subject property when bids were open. It was noted the bid was from Property Resources Group for a total amount of \$4,005,925.00. It was noted that staff recommended rejecting the bid.

Commissioner Vicki Dawson moved and Commissioner Stacey Griggs seconded a motion to reject all bids for the Park District Property located at 2500 45<sup>th</sup> Street South. Upon call of the roll, the motion passed unanimously.

#### **Approval of Resolution for Application for State Aid for Public Transit and Section 5311 Federal Transit Funding for Valley Senior Services**

Paul Grindeland presented to the Board on this matter. It was noted that Valley Senior Services provides services in Fargo and through several rural counties. It was noted that every year Valley Senior Services applies for funding from the State of North Dakota and the Federal Government. It was noted that the Valley Senior Services needs a resolution from the Park District in order to move forward with filing the applications to receive funding.

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve the application for state aid for public transit and Section 5311 federal transit funding for Valley Senior Services as presented to the Board. Upon call of the roll, the motion passed unanimously.

#### **Approval and Award of Bid for 2019 Fall-Winter and 2020 Spring-Summer brochure**

Carolyn Boutain presented to the Board on this matter. It was noted that the Park District has shifted its distribution philosophy for the brochures. It was noted that in previous years the Park District mailed out approximately 60,000 brochures, one to every household in Fargo. It was noted this year the Park District will send out approximately 40,000 brochures distributed between backpack drops, mailing to previous participants, located at local businesses for pick up, and back stop. It was noted these changes will create savings in printing and in postage. It was noted the budget for this was \$35,000.00 and the low bidder was Forum Communications Printing.

Commissioner Stacey Griggs moved and Commissioner Vicki Dawson seconded a motion to approve the total bid of \$29,944.35.00 from Forum Communications Prints for the 2019 Fall-Winter and 2020 Spring-Summer brochures as presented to the Board. Upon call of the roll, the motion passed unanimously.

## **Approval and Award of Bids**

### *Park Equipment*

Dave Bietz presented to the Board on this matter. It was noted that the Park District is looking to purchase two 4-wheel utility work machines. It was noted that the Park District had a budget of \$100,700.00 and there was only one bidder, Swanston Equipment, with a bid of \$104,092.39. It was noted that the Park District paid nearly identical prices for the same equipment three years ago. It was noted that the Park District is investigating a program wherein for \$5,000.00 per year the Park District can replace the equipment for brand new equipment every year.

Commissioner Stacey Griggs moved and Commissioner Vicki Dawson seconded a motion to approve the total bid of \$104,092.39 from Swanston Equipment for two 4 wheel utility work machines as presented to the Board

### *Sports Turf/Golf Equipment*

Dave Bietz presented to the Board on this matter. It was noted that Park District is looking to purchase several pieces of equipment and that the from the bids will purchasing from multiple vendors. It was noted that the total budget for the equipment was \$430,385.00 and the total bid package came in at \$380,225.

Commissioner Jerry Rostad moved and Commissioner Stacey Griggs seconded a motion to approve the following bids: from **MTI Distributing, Inc.** – Item No. 1-Blower/Toro Pro Force Blower with a bid amount of \$7,338.00; Item No. 2-2 Heavy Duty Utility Carts/Toro Workman HDX-4WD with a bid amount of \$56,766.00; Item No. 3-Medium Duty Utility Carts/Toro Workman MDX with a bid amount of \$9,459.00; and Item No. 8-16' Wide Area Rotary Mower/Toro 5910 D with a bid amount of \$109,092.00; for a total bid amount from MTI Distributing, Inc. of \$182,655.00; from **RDO Equipment** – Item No. 4-Gas Utility Cart with Electric Dump/John Deere TS 4x2 with a bid amount of \$7,800.00; and Item No. 7-Rotary Mowers-10.5' minimum with a bid amount of \$106,200.00; for a total bid amount from RDO Equipment of \$114,000.00; from **Fargo Tractor** – Item No. 5-72" Rotary Mower with Winter Conversion/Kubota F3990 with a bid amount of \$37,860.00; and Item No. 6-Model 72" Zero Turn Commercial Rotary Mowers/Toro 74072 with a bid amount of \$45,700.00; for a total bid amount from Fargo Tractor for \$83,560.00. Upon call of the roll, the motion passed unanimously with Commissioner Rusty Papachek abstaining from the vote.

## **Approval of Plans and Prices for Security Camera Installation at the Sports Arena and Southwest Youth Ice Arena**

Dean Ambuehl presented to the Board on this matter. It was noted that Electro Watchman submitted a bid for installation of security camera systems for Sports Arena and Southwest Youth Ice Arena. It was noted that these would be fixed cameras that are motion detected and that would be compatible with other Park District cameras so that they all operate on one system.

Commissioner Vicki Dawson moved and Commissioner Stacey Griggs seconded a motion to approve bid for \$30,716.95 from Electro Watchman for camera systems at Sports Arena and Southwest Youth Ice Arena as presented to the Board. Upon call of the roll, the motion passed unanimously.

### **Approval of Resolution to Declare Emergency Exists for 2019 Flood**

Executive Director Joel Vettel presented to the Board on this matter. It was noted that due to the current flooding the Park District may need to take emergency measures to protect the assets of the Park District and parts of the Fargo community. It was noted that as part of that process the staff may need to move quickly to hire contractors that will exceed the \$25,000.00 required bid notice. It was noted that under North Dakota law, by declaring an emergency the Park District may forego the advertising requirement but still does require multiple bids.

Commissioner Jerry Rostad moved and Commissioner Vicki Dawson seconded a motion to approve the resolution declaring an emergency exists for the 2019 flood as presented to the Board. Upon call of the roll, the motion passed unanimously.

### **Executive Director Update**

Executive Director Joel Vettel presented to the Board on a number of procedures and projects that are currently in the works but are not yet to the point that requires Board action. As a result, no action was taken from the Executive Director Update.

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 7:00 p.m.

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Jeffrey B. Gunkelman