



**BUDGET COMMITTEE/STRATEGIC PLAN MEETING**  
**Wednesday, June 1, 2022; 8:00 a.m. – 1:30 p.m.**  
**Fargo Park District Board Room**  
**701 Main Avenue, Fargo**

**AGENDA**

- 8:00 am Budget 2023 Discussion
- COLA and CPI
  - Review proposed Fees for 2023:
    - a. Golf Fees; Carolyn Boutain, presenter.
    - b. Courts Plus Membership Fees; Kelly Kisell, presenter
    - c. Programming and Facilities Fees; Kevin Boe, presenter.
- Review Long Range Capital Plan 2022
- 10:00 am Break
- 10:15 am Review final draft of Phase I of Strategic Plan; Art Thatcher and Pat O'Toole, BerryDunn consultants, presenters.
- Noon Lunch
- 12:15 pm Continue review of final draft of Phase I of Strategic Plan; Art Thatcher and Pat O'Toole, BerryDunn consultants, presenters.
- 1:00 pm Discuss draft updates to job descriptions for Commissioners, Board President and Board Vice-President; Commissioner Stacey Griggs, presenter.
- Discuss Residency Policy No. 150; Commissioner Stacey Griggs, presenter.

*Next Park Board Meeting: June 14, 2022; 5:30 p.m.*  
*Next Budget Committee Meeting: July 6, 2022; 3:00 p.m.*



## MEMORANDUM

DATE: May 25, 2022

TO: Park Board Commissioners

FROM: Carolyn Boutain, Enterprise Director, 701-866-4505

RE: Review of proposed 2023 golf fees

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Attached is proposed golf fee schedules for the 2023 golf season as prepared with help from Kris Creech and Luke Evenson in the Business Office.

The schedule represents an approximate 4% increase of green fees and cart fees. Season pass fees are recommended to include 8% across the board. There are a few minor adjustments made to round to the nearest amount ending in zero or five as requested by the board. Explanation notes are included.

The schedule represents full season pass fees for the golf courses. We do not anticipate construction or other conditions in 2023 to affect the fees.

Please contact me with questions.

Thank you for your consideration.

## 2023 Golf Fees Proposal

Green Fees	2022	4.0%	with actual	Proposed
	Price	Increase	Increase	2023 Price
<b>Adult Green Fees</b>				
<b>Edgewood &amp; Rose Creek</b>				
Edgewood & Rose Creek Prime	\$ 36.25	\$ 1.45	\$ 37.70	\$ 37.75
Edgewood & Rose Creek Non-Prime (M-F open-10:00 am)	\$ 28.75	\$ 1.15	\$ 29.90	\$ 30.00
Edgewood & Rose Creek Twilight (2-1/2 hours before dusk) & 9 hole	\$ 23.25	\$ 0.93	\$ 24.18	\$ 24.25
<b>Osgood</b>				
Osgood, Always	\$ 20.75	\$ 0.83	\$ 21.58	\$ 21.50
<b>Prairiewood</b>				
Prairiewood Always	\$ 16.50	\$ 0.66	\$ 17.16	\$ 17.25
<b>El Zagal</b>				
El Zagal Always	\$ 12.00	\$ 0.48	\$ 12.48	\$ 12.50
<b>Senior Green Fees (ages 62 &amp; over)</b>				
<b>Edgewood &amp; Rose Creek</b>				
Edgewood & Rose Creek Always	\$ 25.50	\$ 1.02	\$ 26.52	\$ 26.50
<b>Osgood</b>				
Osgood Always	\$ 14.50	\$ 0.58	\$ 15.08	\$ 15.00
<b>Prairiewood</b>				
Prairiewood Always	\$ 11.50	\$ 0.46	\$ 11.96	\$ 12.00
<b>El Zagal</b>				
El Zagal Always	\$ 8.50	\$ 0.34	\$ 8.84	\$ 8.75
<b>Junior Restricted Green Fees</b>				
<b>Edgewood / Rose Creek (ages 7 - 18)</b>				
Edgewood & Rose Creek Always	\$ 23.50	\$ 0.94	\$ 24.44	\$ 24.50
<b>9 Hole Courses</b>				
Osgood (Always) (ages 5-18)	\$ 13.50	\$ 0.54	\$ 14.04	\$ 14.00
Prairiewood (Always) (ages 4-18)	\$ 10.75	\$ 0.43	\$ 11.18	\$ 11.25
El Zagal (always) (ages 4-18)	\$ 7.75	\$ 0.31	\$ 8.06	\$ 8.00
<b>Cart Rider Fees</b>				
Edgewood & Rose Creek 18 holes (EW & RC)	\$ 17.00	\$ 0.68	\$ 17.68	\$ 17.75
9 holes (EW, RC, OS, PW)	\$ 10.50	\$ 0.42	\$ 10.92	\$ 11.00
9 holes (EZ only)	\$ 8.50	\$ 0.34	\$ 8.84	\$ 8.75
Osgood Trail Fee	\$ 245.00	\$ 9.80	\$ 254.80	\$ 254.75
<b>Range Buckets</b>				
NEW Warm Up Bucket (17 balls)	\$ 3.00	\$ -	\$ 3.00	\$ 3.00
Small Bucket (34 balls)	\$ 4.00	\$ -	\$ 4.00	\$ 4.00
Medium Bucket (68 balls)	\$ 8.00	\$ -	\$ 8.00	\$ 8.00
Large Bucket (102 balls)	\$ 12.00	\$ -	\$ 12.00	\$ 12.00
<b>Foot Golf at El Zagal</b>				
Adults (anyone over 18)	\$ 8.00	\$ -	\$ 8.00	\$ 8.00
Juniors - restricted hours (ages 4-18)	\$ 5.00	\$ -	\$ 5.00	\$ 5.00

### Notes:

- 1) The CPI for the 2023 price increase is 8.3 %.
- 2) The ABC course at Osgood will stay at \$6.00 for 2023.
- 3) No change in range ball prices for 2023
- 4) Foot Golf prices remained the same as 2022

## 2023 Golf Pass Price Proposal

Season Passes		8.00%	Price	Proposed
	2022 Price	Increase	with increase	2023 Price
<b>Adult (Unrestricted)</b>				
5 Fore 1 (all 5 courses)	800	64.00	864.00	855.00
Edgewood	700	56.00	756.00	755.00
Rose Creek	700	56.00	756.00	755.00
Par 3 (all 3 9-hole courses)	545	43.60	588.60	585.00
Osgood	470	37.60	507.60	510.00
Prairiewood	405	32.40	437.40	435.00
El Zagal	305	24.40	329.40	330.00
Osgood ABC Loop - Ages 19 - 99+	155	12.40	167.40	165.00
<b>Household (includes 10% discount on 2 adults &amp; free junior passes )</b>				
5 Fore 1 (all 5 courses)	1,435	114.80	1549.80	1,550.00
Edgewood	1,260	100.80	1360.80	1,360.00
Rose Creek	1,260	100.80	1360.80	1,360.00
Par 3 (all 3 9-hole courses)	975	78.00	1053.00	1,055.00
Osgood	840	67.20	907.20	905.00
Prairiewood	730	58.40	788.40	790.00
El Zagal	545	43.60	588.60	590.00
<b>Senior (ages 62 and over) (30% discount)</b>				
5 Fore 1 (all 5 courses)	560	44.80	604.80	605.00
Edgewood	490	39.20	529.20	530.00
Rose Creek	490	39.20	529.20	530.00
Par 3 (all 3 9-hole courses)	380	30.40	410.40	410.00
Osgood	330	26.40	356.40	355.00
Prairiewood	285	22.80	307.80	310.00
El Zagal	215	17.20	232.20	230.00
<b>Intermediate (Unrestricted) (ages 13-23)</b> 30% Discount of Adult Pass				
5 Fore 1 (all 5 courses)	525	75.00	598.50	600.00
Edgewood	460	70.00	528.50	530.00
Rose Creek	460	70.00	528.50	530.00
Par 3 (all 3 9-hole courses)	360	50.00	409.50	410.00
Osgood	310	45.00	357.00	355.00
Prairiewood	270	35.00	304.50	305.00
El Zagal	200	30.00	231.00	230.00
<b>Junior Restricted</b> 56% Discount of Adult Pass				
5 Fore 1 (all 5 courses) (9 hole courses unrestricted)	330	45.00	376.20	375.00
Edgewood (ages 7-18)	290	40.00	332.20	330.00
Rose Creek (ages 7-18)	290	40.00	332.20	330.00
<b>Junior</b> 56% Discount of Adult Pass				
Par 3 (all 3 9-hole courses) (See course ages)	225	30.00	257.40	255.00
Osgood (ages 5-18)	195	30.00	224.40	225.00
Prairiewood (ages 4 - 18)	170	20.00	191.40	190.00
El Zagal & Osgood ABC Loop (age 4-18)	100	10.00	108.00	110.00

### Notes:

- 1) The CPI for the 2023 price increase is 8.3%.
- 2) Adult 5 Fore 1 is \$100 over Adult 18 Hole courses plus rounding.
- 3) Adult Par 3 is \$75 over Adult Osgood.
- 4) All other pricing is configured on a percentage of the Adult Passes.
- 5) The Intermediate and Junior price percentages are being adjusted by the step increases approved.
- 6) All prices have been rounded up to the nearest 5, as past Pro and Board requests to keep it even numbers.



## MEMORANDUM

DATE: May 25, 2022

TO: Park Board Commissioners

FROM: Kelly Kisell, Club Manager

RE: Review of proposed Courts Plus Community Fitness 2023 Membership Fees

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- 1) Membership Fees
  - Increase of membership fees starting January 1, 2023

If you have any questions, please contact me before the meeting.

Thank you.

	Courts Plus	Proposed 2023	YMCA	Family Wellness
<b>Monthly Membership Rate</b>	12 month/Monthly	12 month/Monthly		
Individual	\$49.34 / \$54.83	\$51 / \$56.66	\$48(18-29) \$59(30-64)	\$63
Dual	\$65.79 / \$73.10	\$67.99 / \$75.54	N/A	N/A
Family	\$80.3 / \$89.23	\$82.99 / \$92.21	\$90	\$103
Senior (Individual Rate)	\$43.86 / \$54.83	\$45.33 / \$56.66	\$54	-
Junior (Individual Rate)	\$38.7/ \$44.08(9-12)	\$39.99 / \$45.56	\$37 (9-17)	-
<b>Annual Rate</b>				
Individual	\$592.11	\$609.96	\$576(18-29) \$708(30-64)	\$720*cash/ch
Dual	\$789.48	\$813.12	N/A	N/A
Family	\$963.63	\$992.52	\$1,080	\$1175*
Senior (Individual Rate)	\$526.32	\$542.16	\$648	-
Junior (Individual Rate)	\$464.4(9-12)	\$490.32	\$444(9-17)	-
<b>Monthly Enrollment Fee</b>				
Individual	\$50.00	\$50.00	\$50	-
Dual	\$50.00	\$50.00	-	-
Family	\$50.00	\$50.00	\$50	-
Senior (Individual Rate)	\$50.00	\$50.00	\$50	-
Junior (Individual Rate)	\$50.00	\$50.00	\$0	-
<b>Childcare</b>				
<b>Daily Rate</b>				
1 child	\$3.00		\$5	\$6
2 children	\$6.00		\$10	\$8
3+ children	\$9.00		\$15	\$10
<b>Monthly Rate</b>	\$20/mo - 2 kids \$25/mo - 3 kids \$30/mo - 4+ kids		\$114	\$136
<b>Guest Day Rate</b>				
Youth	\$10 (with a member)	\$15 (with a member)	N/A	\$20
Adult	\$10 (with a member)	\$15 (with a member)	N/A	\$20
Family	\$20 (with a member)	\$25 (with a member)	N/A	\$30
Out of Town Guest	\$15	\$20	N/A	



## MEMORANDUM

DATE: May 25, 2022

TO: Park Board Commissioners

FROM: Kevin Boe, Recreation Director

RE: Review Proposed 2023 Fees for Programming & Facilities

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As part of the budget process, we evaluate our current programming & facilities fees to determine recommendations for fee increases for 2023. As staff we looked program fees at a cost per participant and the trend of numbers in the last 5 years to determine the increase.

We have prepared a schedule of our current fee structure along with the increases that are being proposed. Some fees may be rounded up or down.

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

Thank you.

### 2023 Fargo Park District Recommended Youth Program Fees

	Team/ Individual	2023 Recommended Fees	2022 Approved Fees
<b>Archery</b>	Individual	\$ 40.50	\$ 37.50
<b>Art Classes Single Sessions</b>	Individual	\$ 11.50	\$ 11.00
<b>ArtMania/Accelerated Artist</b>	Individual	\$ 61.50	\$ 57.00
<b>Playtown</b>	Individual	\$ 107.00	\$ 103.00
<b>Baseball/Softball</b>	Individual	\$ 57.75	\$ 53.50
<b>Basketball</b>	Individual	\$ 69.25	\$ 64.25
<b>Fencing</b>	Individual	\$ 57.75	\$ 53.50
<b>Figure Skating</b>	Individual	\$ 46.25	\$ 43.00
<b>Flag Football</b>	Individual	\$ 61.25	\$ 59.00
<b>Golf Lessons</b>	Individual	\$ 57.75	\$ 53.50
<b>Golf Lessons - Advanced</b>	Individual	\$ 104.00	\$ 96.50
<b>SNAG</b>	Individual	\$ 34.50	\$ 32.00
<b>Ice Revue</b>	Individual	\$ 119.50	\$ 115.00
<b>Sports Sampler</b>	Individual	\$ 67.75	\$ 62.75
<b>Swimming Lessons Indoor</b>	Individual	\$ 59.25	\$ 55.00
<b>Swimming Lessons Outdoor</b>	Individual	\$ 48.50	\$ 45.00
<b>Track</b>	Individual	\$ 57.75	\$ 53.50
<b>Volleyball</b>	Individual	\$ 98.75	\$ 91.50
<b>Volleyball Camp</b>	Individual	\$ 98.75	\$ 91.50

### 2023 Fargo Park District Recommended Adult Program Fees

	Team/ Individual	2023 Recommended Fees	2022 Approved Fees
<b>16" Coed Softball</b>	Team	\$ 394.75	\$ 379.75
<b>3-on-3 Basketball</b>	Team	\$ 110.00	\$ 102.00
<b>Adaptive Softball</b>	Team	\$ 276.25	\$ 256.00
<b>Archery</b>	Individual	\$ 52.00	\$ 48.25
<b>Basketball</b>	Team	\$ 820.75	\$ 760.00
<b>Birding 101</b>	Individual	\$ 35.75	\$ 33.25
<b>Broomball</b>	Team	\$ 1,000.00	\$ 962.00
<b>Coed Softball</b>	Team	\$ 848.75	\$ 786.00
<b>Fencing</b>	Individual	\$ 94.75	\$ 91.00
<b>Figure Skating</b>	Individual	\$ 69.50	\$ 64.50
<b>Happy Rollers</b>	Individual	\$ 143.50	\$ 133.00
<b>Hockey - Drop In</b>	Individual	\$ 5.50	\$ 5.25
<b>Hockey - Novice</b>	Individual	\$ 161.25	\$ 155.00
<b>Hockey - Team</b>	Team	\$ 1,262.50	\$ 1,214.00
<b>Kickball</b>	Team	\$ 213.25	\$ 197.50
<b>Sand Volleyball</b>	Team	\$ 183.50	\$ 176.50
<b>Table Tennis</b>	Individual	\$ 40.00	\$ 40.00
<b>Volleyball</b>	Team	\$ 366.50	\$ 352.50

### 2023 Fargo Park District Recommended Miscellaneous Program & Facility Fees

		2023 Recommended Fees	2022 Approved Fees
Ice Rental	Prime	\$160.75	\$149.00
	Non-Prime	\$111.75	\$103.50
Ice Rental Studio Rink		\$50.00	\$50.00
Ice Rental - Hockey Game Rates	Single Game	\$668.50	\$619.00
	Double Game	\$841.25	\$779.00
Public Skating Session	Age 18 & Under	\$3.25	\$3.00
	Adults over 18	\$4.25	\$3.75
	Family	\$7.50	\$7.00
Indoor Pool Admission	Age 18 & under	\$3.50	\$3.25
	Adults over 18	\$4.75	\$4.50
	Family	\$9.50	\$9.00
Outdoor Swim Admis (IP & Madison)	Age 18 & Under	\$3.25	\$3.00
	Adult	\$4.50	\$4.25
Outdoor Swim Admis (Davies,S & N)	Age 18 & Under	\$4.25	\$4.00
	Adult	\$5.50	\$5.25
Outdoor Season Pool Pass	Youth	\$69.00	\$64.00
	Adult	\$87.25	\$81.00
	Family	\$183.50	\$170.00
Shelters	Small - Full Day	\$50.00	\$50.00
	Large - Full Day	\$162.00	\$150.00
	Mega - Full Day	\$216.00	\$200.00
	Warming House - Full Day	\$80.00	\$75.00
Rheault Farm	Site - Full Day	\$806.00	\$775.00
	Bunkhouse - Full Day	\$550.00	\$100.00
	Shelter - Full Day	\$162.00	\$150.00
Ski Rental	Youth 18 & under	\$7.75	\$7.25
	Adults over 18	\$14.50	\$13.50
Snowshoe rental		\$7.75	\$7.25
Metro Rec - Indoor Soccer Fields	Per hour	\$60.75	\$58.50
Volleyball Courts	Per court/hour	\$17.00	\$15.75
Broadway Square Rental	Full Day	\$1,500.00	\$1,500.00
Broadway Square Rink Rental	Per hour	\$100.00	\$100.00

\*\*change from per hour to all day rental

**Fargo Park District****Facility Field Fees****Skin Infield****\*\*fees are per hour** (based on 1.25)

<b>Game Fees</b>	<b>2022/hr</b>	<b>8%</b>	<b>Adjustment</b>	<b>2023/hr</b>
Adult Fees	\$ 26.50	\$ 2.12	\$ 2.25	\$ 28.75
Youth Fees (highschool age & below)	\$ 11.75	\$ 0.94	\$ 1.00	\$ 12.75
Double Headers - Youth Fees	\$ 6.75	\$ 0.54	\$ 0.75	\$ 7.50
Double Headers - Adult Fees	\$ 16.00	\$ 1.28	\$ 1.50	\$ 17.50
Tournament - Youth Fees	\$ 4.75	\$ 0.38	\$ 0.50	\$ 5.25
Tournament - Adult Fees	\$ 12.50	\$ 1.00	\$ 1.00	\$ 13.50

**Fargo Park District****Facility Field Fees****Grass Infield/Fastpitch****\*\*fees are per hour** (based on 1.50)

<b>Game Fees</b>	<b>2022/Hr</b>	<b>8%</b>	<b>Adjustment</b>	<b>2023/hr</b>
Adult Fees	\$ 30.50	\$ 2.44	\$ 2.50	\$ 33.00
Youth Fees (highschool age & below)	\$ 16.00	\$ 1.28	\$ 1.50	\$ 17.50
Double Headers - Youth Fees	\$ 12.00	\$ 0.96	\$ 1.00	\$ 13.00
Double Headers - Adult Fees	\$ 24.00	\$ 1.92	\$ 2.00	\$ 26.00
Tournament - Youth Fees	\$ 9.75	\$ 0.78	\$ 1.00	\$ 10.75
Tournament - Adult Fees	\$ 22.00	\$ 1.76	\$ 2.00	\$ 24.00

**Fargo Park District  
Facility Field Fees**

**Soccer/Football/Lacrosse**

**\*\*fees are per hour** (based on 1.50)

<b>Game Fees</b>	<b>2022/Hr</b>	<b>8%</b>	<b>Adjustment</b>	<b>2023/hr</b>
Adult Fees	\$ 17.00	\$ 1.36	\$ 1.50	\$ 18.50
Youth Fees (highschool age & below)	\$ 8.50	\$ 0.68	\$ 1.00	\$ 9.50
Tournament - Youth Fees	\$ 4.25	\$ 0.34	\$ 0.50	\$ 4.75
Tournament - Adult Fees	\$ 8.50	\$ 0.68	\$ 1.00	\$ 9.50



## MEMORANDUM

DATE: May 26, 2022

TO: Park Board Commissioners

FROM: Broc T. Lietz, Finance Director

RE: Review Long Range Capital Plan 2022

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Annually, the Park Board reviews the status of Long-Range Capital Plan (LRCP). Throughout the first half of 2022, the Directors team has continued to update the LRCP, identify potential funding, and discuss timelines for possible action.

In your packet is the most current LRCP in priority order and the status of each item.

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

Thank you.



# LONG RANGE CAPITAL AND MAINTENANCE PLAN 2022



## TEN YEAR CAPITAL BUDGETING PLAN



5/24/2022

Area/Description	Category	Status	Priority	Project ID	Location	Director	Anticipated Cost	Funding Plan (Priority 1=1-3 years) 2 year savings model	Funding Plan (Priority 2=3-5 years) 4 year savings model	Funding Plan (Priority 3=5-10 years) 7.5 year savings model
Lindenwood Park Master Plan	Park Amenties	Future	1	LRP 214	Lindenwood Park	Dave B.	\$ 100,000.00	50,000	-	-
Island Park Pool Remodel	Pools	In Progress	1	LRP 248	Island Park Pool	Kevin	\$ 16,000,000	Already a funding plan		
Fargo Parks Sports Complex	Sports Complex	In Progress	1	LRP 305	I-29 & 64th Ave S	Kevin	\$ 77,700,000	Already a funding plan		
Yunker Farm Master Plan	Park Amenties	2022	1	LRP 310	Yunker Farm	Dave L.	\$ -	Already a funding plan budgeted for 2022		
Rose Creek Improvements (Siding, HVAC, and Parking)	Golf	In Progress	1	LRP 318	Rose Creek Clubhouse	Carolyn/Dave B.	\$ 567,255	Already a funding plan budgeted for 2022		
Comprehensive Strategic Plan		In Progress	1	LRP 324	Entire Park District	Dave L.	\$ -			
Osgood Sloughing Pond Edges	Golf	Scheduled Fall 2022	1	LRP 325	Osgood Golf Course	Dave B.	\$ 500,000	Already a funding plan budgeted for 2022		
Island Park Master Plan	Park Amenties	In Progress	1	LRP 330	Island Park	Dave L.	\$ 100,000	Already a funding plan budgeted for 2022		
Facility Plan as it relates to Fargo Parks Sports Complex	Building/Facilities	Future	1	LRP 331	RDJ Building, Depot, Old North Shop, Metro Rec Center	Dave B	TBD			
Edgewood Irrigation Replacement	Golf	Future	2	LRP 227	Edgewood Golf Course	Dave B.	\$ 2,000,000	-	500,000	-
Artificial Turf at Tharaldson/Anderson	Park Amenties	Future	2	LRP 303	Tharaldson/Anderson Baseball Complex, \$400,000 per field.	Dave B./Kevin	\$ 1,600,000	-	400,000	-
Edgewood Greens Replacement	Golf	Future	2	LRP 314	Edgewood Golf Course	Dave B	\$ 80,000	-	20,000	-
Coliseum Paving	Concrete/Asphalt	In Progress	2	LRP 316	Coliseum	Dave B.	\$ 1,600,000	Already funding plan, \$120,000 per year		
Outdoor Sports Complex Amenities	Park Amenties	Future	2	LRP 319	Fargo Parks Sports Complex	Kevin	\$ 3,000,000	-	750,000	-
Southwest Regional Pond	Park Amenties	Future	3	LRP 118	45th St S & 64th Ave S	Dave B.	\$ 2,000,000	-	-	266,667
Hard Surface Parking Lot at Pepsi Soccer	Concrete/Asphalt	Future	3	LRP 173	Pepsi Soccer Complex	Dave B.	\$ 2,900,000	-	-	386,667
Cold Storage Warehouse	Building/Facilities	Future	3	LRP 242	TBD	Dave B.	\$ 1,500,000	-	-	200,000
Mini Links Golf Course	Golf	Future	3	LRP 304	Prairiewood Golf Course	Carolyn	\$ 2,000,000	-	-	266,667
Central Fargo Multi-Use Outdoor Complex	Building/Facilities	Future	3	LRP 313	TBD	Dave B.	TBD			
North Softball Complex Parking	Concrete/Asphalt	Future	3	LRP 320	North Softball Complex	Dave B.	\$ 3,300,000	-	-	440,000
Pay to Play Disc Golf Course	Park Amenties	Future	3	LRP 321	TBD	Carolyn	\$ -	-	-	-
Artificial Turf Infields - Tharaldson Little League	Park Amenties	Future	3	LRP 323	Tharaldson Little League Complex, \$210,000 per field. Plan for 4	Dave B./Kevin	\$ 840,000	-	-	112,000
Splash Pads	Pools	Future	3	LRP 327	Madison, Lindenwood & Valley View Parks	Kevin	TBD			
North Shop Building Expansion	Building/Facilities	Future	3	LRP 328	North Shop	Dave B.	\$ 3,000,000	-	-	400,000
New Senior Center	Building/Facilities	Future	3	LRP 700	South Fargo	Brian	\$ 2,000,000	-	-	266,667
Courts Plus	Building/Facilities	In Progress & Future	3	LRP 800	Courts Plus Fitness Center	Carolyn	\$ 590,521	-	-	78,736
Youth Baseball Fields	Park Amenties	Completed		LRP 315	Brunsdale	Dave B.	\$ 80,000	Already completed		-
								50,000	1,670,000	2,417,403
										4,137,403

**PROJECT NAME: LINDENWOOD PARK MASTER PLAN**

**LOCATION: LINDENWOOD PARK, 17<sup>th</sup> AVENUE AND 5<sup>th</sup> STREET SOUTH**

**LONG RANGE PLAN NO. 214**

Project Description/

Justification:

Lindenwood is a large community park and needs revitalization. Our goal is to create a comprehensive plan to update existing amenities and possibly add amenities to Lindenwood and solidify it as premiere community park and recreation destination.

History:

Lindenwood Park is an older park that has regional recognition for having a treed park area with great amenities. The Park District continues to upgrade facilities and protect the forest area through managed care by our Park and Forestry Departments. In the past the ball diamonds have been upgraded, a new visitor center was built, the old campground restrooms were remodeled and modified for limited use, a large new handicapped accessible playground system was installed, one of the large shelters was replaced along with several other upgrades. This park is maintained at a high level from the trees, to the turf to the flowers. It is considered by many to be one of the premier parks in Fargo and the region. The Park District continues to aggressively maintain and upgrade the park.

Status/Priority:

The plan will have different phases once established and each phase will have a unique priority and timeline. The current desire is to do a comprehensive masterplan of the park in 2023.

The existing lower roadway was remodeled in 2021. Board approved moving ahead with the lower road project in February 2021. The road project was a 1.5 million dollar project and was completed in the fall of 2021.

Obstacles/Issues:

Funding and determining what area to upgrade and which amenities to add or change from existing amenities.

Estimated Cost/

Source of Funding:

\$80,000 to \$100,000 Funding source will be the general fund or capital budget.

Sources of  
Information:

Roger G. Gress, Past Executive Director of Parks and Recreation  
Dave Leker, Executive Director  
Jim Larson, Past Director of Finance  
Vic Pellerano, Past Facility Coordinator  
Carolyn Boutain, Enterprise Director  
Dave Bietz, Parks Director

**PROJECT NAME: ISLAND PARK POOL REPLACEMENT**

**LOCATION: ISLAND PARK POOL, 616 1<sup>ST</sup> AVENUE SOUTH**

**LONG RANGE PLAN NO. 248**

Project Description/

Justification:

Replace Island Park Pool. The Island Park Pool facility is a 54,000 square foot aquatics complex that has an eight lane 50-meter pool, a 13-foot-deep diving pool, and a wading pool. There are two filtration systems 1) filtering 420,000 gallons, 2) filtering 212,000 gallons. There is a concession stand, two locker rooms, an office, and a break room for lifeguards. While functioning at the current time, Island Park Pool needs replacement to help it continue to serve Fargo for another 25 to 30 years. The facility is past its estimated life expectancy. There have been changes to aquatics design since its first design and zero depth with play features and/or splash parks are replacing wading pools. New health and ADA guidelines as well as changes in aquatic facility rules have made an update necessary. In late 2020 we hired a group of experts led by Zerr Berg Architects to determine if the pool and bathhouse could be renovated or would need replacement. This group determined that replacement was needed. Based on that information we put together 2 surveys were sent out to receive public feedback on what amenities would be wanted at the replacement pool. Over 4,500 people completed the survey and gave us some excellent feedback. We have two potential options in place. Both include a 50-meter lap pool with a diving well, a zero-depth pool with play features, two large water slides with run-out areas, and a new 5700 square foot bath house. The second option would also include a lazy river with an additional tube slide. Once the amenities are finalized, we will move forward with plans for demolition in the fall of 2021 and construction during the summer of 2022. The new Island Park pool would open summer of 2023.

History:

Island Park Pool was built in the mid-1970s. The facility has not undergone any major renovations since being built. The estimated life for a pool is 25 to 30 years.

Status/Priority:

This was recently moved up to a high priority and the Fargo Park Board has committed up to \$16 Million towards this project. Zerr-Berg architects are

working on designing the construction documents to bid later in 2022 and to start demolition in 2023.

Obstacles/Issues: Our goal for the pool for the summer of 2022 is to patch our problem areas, primarily the cast iron piping under the pool to get through this summer.

Estimated Cost/  
Sources of Funding: Total cost will be just under \$16 million. I believe we will use a combination of general funds and revenue bonds for this project.

Sources of  
Information: Dave Klundt, Events and Aquatics Manager

**PROJECT NAME: FARGO PARKS SPORTS COMPLEX**

**LOCATION: I-29 & 62<sup>nd</sup> AVENUE SOUTH**

**LONG RANGE PLAN NO. 305**

Project Description/

Justification:

Indoor multi-purpose sports facility

**Phase 1:**

- **1 Indoor Turf Field** – regulation soccer size  
Accommodates nearly all grass sports
- **4 Gymnasiums** – regulation basketball size courts  
Accommodates nearly all hard surface sports
- **Walking track**  
Large walking track (400 M) elevated over turf field
- **Future home of Park District offices**

History:

Many years of requests from public for indoor turf facility, courts and ice needs as Fargo continues to grow. Also, with long winters and early fall teams need an indoor facility for practice and games.

Status/Priority:

High priority project and making progress on many fronts. We have a development agreement with Sanford and have secured a 100-acre site for the project in exchange for the Brunelle property. We have completed the schematic design and are starting on the design development phase of the project. We are continuing to capital fundraise for this project.

Obstacles/Issues:

Raising needed funds will be the largest challenge for this project. The Park Board committed to financially supporting this project at 50% with expectations to continue to fundraise remaining private funds. Overall, we feel strongly that we have great support from the community and City is working hard with us to help get this project done.

Estimated Cost/Source  
of Funding:

Project cost – \$77 M

Funding will be made up of a combination of Fargo Park District and private partner contributions. Our goal is to fund the project with 50% Park District funds and 50% from private partners. To date (March 31, 2021) we have identified \$60 M towards the Fargo Sports Complex project.

Sources of  
Information:

Craig Bjur, Project Manager  
Kevin Boe, Recreation Director  
Dave Leker, Executive Director

**PROJECT NAME: YUNKER FARM MASTER PLAN**

**LOCATION: YUNKER FARM PARK, 1257 28<sup>th</sup> AVENUE NORTH**

**LONG RANGE PLAN NO. 310**

Project Description/

Justification:

Master plan for the 55.62 acres located in north Fargo which is currently used by the Northern Plains Botanical Garden Society, community gardens, North Fargo Dog Park, and F-M Humane Society. The Park District desires to develop the area into a conservation and education nature center. By adding additional partners like Audubon Dakota, NDSU Forestry, ND Game and Fish Department, and Riverkeepers will make this project viable.

History:

The Children's Museum was formerly housed in a historic Widman Family farmhouse (138 years old) located on property that was provided for with an agreement through National Parks Service in July 1974. The Children's Museum started in 1985 and opened in 1989. It closed at the end of 2021. In 2006 the Northern Plains Botanical Society began developing the site. A new concession agreement was created with the society in 2018. In 2019, park staff started reviewing requests by Audubon Dakota to utilize the land for a conservation and education area. The north half of the park is being singled out for the nature park.

Status/Priority:

Medium to high priority as funding becomes available. A master plan process is budgeted for in 2022. Audubon Dakota has a strong financial position for this project and could help jump start the project. Dave Leker has sent out an email request to get all interested parties together to help develop a Master Plan for the site. At this time, it does not look like the archery groups will be a collaborative partner for this site.

Obstacles/Issues:

The park development is governed by an agreement with the National Park Service. Update Park District agreements to comply with Park Service's concessionaire agreements. The FM Humane Society is looking for additional property to expand. The North Fargo Dog Park needs to remain available to north Fargo residents but could be relocated. NDSU has requested use of some of the land for a Popular tree study. Any amenities or changes to the park will need to be approved by the National Park Service. It appears that these planned activities would

probably be allowed by the park service. However, approval will take time and could add at least one year to the planning and development of the project.

Estimated Cost/

Source of Funding:

Some funding could come from general fund however the concept being discussed would be that the Park District would own the property and the building and be responsible for the outside maintenance like mowing and snow removal. Audubon Dakota, Northern Plains Botanical Garden Society, River Keepers, North Dakota Game and Fish and the other parties would help plan, develop, and occupy the building and share in the outdoor space.

Sources of

Information:

Clay Whittlesey, Past Events Director  
Yvette Nasset, Former Children's Museum Director  
Fargo Park District Project Archives  
Dave Bietz, Parks Director  
Carolyn Boutain, Enterprise Director  
Dave Leker, Executive Director

**PROJECT NAME: COLISEUM PAVING**

**LOCATION: COLISEUM PARKING LOT, 807 17<sup>th</sup> AVENUE NORTH**

**LONG RANGE PLAN NO. 316**

Project Description/

Justification:

The parking lot at the Coliseum needs an improvement. We are recommending a total remove and replace as the existing parking lot is believed to be original which puts it over 40 years old.

History:

The Coliseum parking lot is part of a larger lot that is shared with the Fargo Public Schools for their North High facility. The Coliseum's primary use is in the winter months as an indoor ice arena. The parking lot has had some crack sealing and pothole repair in the past but is due for a total replacement. Based from our 2018 Asphalt/Paving Assessment, the Coliseum parking lot scored high in needing to be replaced.

Status/Priority:

This project should be completed within the next 2 to 5 years. The project does have an engineer's estimate of cost which is reflected in the cost analysis portion of this report. 2022, we are working to partner with the Fargo Public Schools to incorporate this project into a larger project they are doing at the North High Campus. If this is achieved, we will get our parking lot replaced in 2022.

Obstacles/Issues:

Coordination with the Fargo Public Schools and funding.

Estimated Cost/

Source of Funding:

A 2018 engineers estimate puts this project at an estimated cost of \$1.1 million. A 2022 estimated construction cost is just over \$1.6 million

Sources of

Information:

Josh Magelky, MBN Engineering  
Dave Bietz, Parks Director

**PROJECT NAME: ROSE CREEK CLUBHOUSE IMPROVEMENTS (HVAC AND PARKING)**

**LOCATION: 1500 ROSE CREEK PARKWAY**

**LONG RANGE PLAN NO. 318**

Project Description/

Justification:

The Rose Creek Clubhouse is a two-story, wood frame structure with a brick veneer exterior. It has an asphalt-shingled roof and is heated and cooled by gas-fired, forced air furnace with central air conditioning. It houses a restaurant, grill, golf pro shop, banquet room, and public restrooms. In the lease agreement with Legends Bar & Grill, the Fargo Park District agreed to make improvements and maintain the building.

History:

The Rose Creek Clubhouse was built in 1992 by Fred and Earlyne Hector. It was purchased in 2018 by the Fargo Park District. In 2019, Kelly Visto with Big Erv's became the new restaurant owner and tenant. In 2021 the lease was transferred to Legends Bar and Grill, owned by Marissa West and Cody Parr.

Status/Priority:

Parking lot has been evaluated and is listed in priority with other parking lots. Replacing the parking lot lights to LED Lights in spring 2021. Rose Creek Siding Replacement was completed in March 2022.

The HVAC project was bid and awarded and will take place in the fall of 2022. The HVAC bid accepted was \$232,500. The parking lot continues to be on the list of needed improvements, it should be addressed in 2 to 5 years.

Obstacles/Issues:

The building is 27 years old. The HVAC is original. HVAC to be changed to natural gas when replaced. Funding

Estimated Costs/

Source of Funding:

Clubhouse HVAC estimated replacement: \$232,500.00  
Parking Lot: \$252,255.00

Sources of

Information:

Tyler Kirchner, Project Manager/Landscape Architect  
Vendors

**PROJECT NAME: COMPREHENSIVE STRATEGIC PLAN**

**LOCATION: ENTIRE PARK DISTRICT**

**LONG RANGE PLAN NO. 324**

Project Description/

Justification:

A comprehensive strategic plan would be used to set the long-term vision of the Park District. The plan would provide direction for redevelopment, growth, and enhancements to our parks, trails, recreation programs, and facilities. The plan would likely be prepared with the help of an outside consultant.

History:

A comprehensive strategic plan looking at future needs of the Park District has never been conducted. Having a solid plan in place to support our future goals would be a major benefit to the Park District and our community.

In September 2021, bids were reviewed and awarded to BerryDunn. They are currently working on the plan with staff and board. Phase I of the plan will be completed early summer 2022. Phase II which will focus on facilities will follow the completion of Phase I.

Status/Priority:

High

Obstacles/Issues:

Main obstacles will be funding and time.

Estimated Cost/

Source of Funding:

\$130,000, General Fund

Sources of

Information:

Dave Leker, Executive Director

**PROJECT NAME: OSGOOD SLOUGHING POND EDGES**

**LOCATION: OSGOOD GOLF COURSE**

**LONG RANGE PLAN NO. 325**

Project Description/

Justification:

Osgood golf course is facing issues with sloughing around pond edges on several holes throughout the golf course. Northern Technologies has conducted a soil study to develop a plan on how to fix the sloughing and preventing it from happening again in the future. Significant sloughing has occurred on the left side of #2 green, behind hole #6 and near #8 tee in the area of our pond and irrigation building. Currently MBN Engineering is working to establish a grading plan to reduce the weight of soils on the slopes that has led to the sloughing.

History:

Osgood golf course was built in 2004. As part of the design and construction several hills were designed to give topography to the course. The slopes were too severe to handle the movement of the soils we have in this area. Over time some slopes have severely shifted or sloughed. A bid was held in February of 2022. A winning bid was awarded in the amount of \$269,000. The project to fix holes six and eight will take place in the fall of 2022.

Status/Priority:

Attention needs to be given soon to the areas behind #6 green and by hole #8.

Obstacles/Issues:

Funding – Estimated at 1 million dollars

Estimated Cost/  
Source of Funding:

Initial cost estimates were in the 1-million-dollar range, As the project was developed and in cooperating with the City of Fargo to get fill, we will be able to accomplish this project for less than half of the million dollar estimate.

Sources of  
Information:

Dave Bietz, Parks Director  
Northern Technologies  
MBN Engineering

**PROJECT NAME: ISLAND PARK MASTER PLAN**

**LOCATION: ISLAND PARK, 302 7<sup>th</sup> STREET SOUTH**

**LONG RANGE PLAN NO. 330**

Project

Description/Justification: Project would include taking a look at Island Park in its entirety to master plan Island Park for future repairs and renovations.

History:

Island Park is the oldest of Fargo's parks. A very brief history includes it originally being given to the City of Fargo on March 9<sup>th</sup>, 1877 for the purpose of being a City Park from the Northern Pacific Railroad. The park was then turned over to the newly formed Fargo Park District (March 27<sup>th</sup>, 1911) in the in the form of a perpetual right and easement. The Park was then deeded from the City to the Park District on July 26<sup>th</sup>, 1955 along with some additional property from the City of Fargo on the north end of the park.

The park has been an iconic park for the City of Fargo for over a century and has been home to two different pools, a hockey facility, tennis and basketball courts, a gazebo, statues, flower beds, a mature urban forest and several other outdoor amenities.

Status/Priority:

Priority 1

With the proposed renovation of Island Park Pool starting in 2023, it is important that we work on the next phase of master planning the park, so when the next critical repair or renovation happens, we are ready to move the plan forward.

Obstacles/Issues:

With the historical nature of the park, it will be critical to master plan the park in a way that is does not encroach on the iconic past associated with the park.

We will have to plan for new amenities or upgrades that will fit into the park both historically and culturally.

Estimated Cost/  
Source of Funding:

\$100,000. \$90,000 for services and \$10,000 reimbursables.

Sources of  
Information:

Dave Leker, Executive Director

**PROJECT NAME: FACILITY PLAN AS IT RELATES TO THE FARGO PARKS SPORTS COMPLEX**

**LOCATION: RDJ BUILDING, DEPOT BUILDING, OLD NORTH SHOP BUILDING AND THE METRO RECREATION CENTER BUILDING**

**LONG RANGE PLAN NO. 331**

Project

Description/Justification:

With the decision to move ahead on construction of the Fargo Parks Sports Complex we now have a need to address several facilities we currently have. We currently have staff using the RDJ Building and the Depot Building as the headquarters for the district. We would be able to repropose or sell these buildings once the complex building is complete. Additionally, we have had a plan for a warehouse building in the future. Long Range plan 242 calls for inside warehouse and storage space. This is where the Old North Shop Building and the Metro Recreation Center Building could be utilized in a different way. We could sell the Old North Shop Building when the current City of Fargo water tower project is complete and redevelop the entirety of that site with the city in approximately 2024. At that time our current storage, concessions and warehouse needs could be moved to the Metro Recreation Center. That building could also become the office area for Concessions and our facilities department.

History:

All of these buildings have served important functions for the Park District in the past.

Status/Priority:

If this plan is accepted, it should be a high priority to start planning for the sale of the Depot and RDJ buildings to coincide with the Fargo Parks Sports Complex completion. The repurposing of the Metro Rec Center could happen on that same timeline as we would no longer have a need for this space dedicated to indoor turf. We could then sell the Old North Shop Location once the water tower project is complete and sell along with the city parcels in one motion.

Obstacles/Issues:

Coordinating the sale to coincide with other timelines.

Estimated Cost/  
Source of Funding:

Appraisals should be achieved on the building sites that would be sold. There will likely be a net gain in budget and dollars could be utilized to properly fit up the Metro Building as well as dollars to be assigned elsewhere from the sale of the properties.

Sources of  
Information:

Dave Bietz, Parks Director

**PROJECT NAME:      IRRIGATION REPLACEMENT**

**LOCATION:            EDGEWOOD GOLF COURSE, 19 GOLF COURSE AVENUE NORTH**

**LONG RANGE PLAN NO. 227**

Project Description/

Justification:

Complete replacement of the present irrigation system on the Edgewood Golf Course, excluding the new practice area. This would include new piping, new control wires and new radio control satellites as well as replacing the existing pump station.

The average lifespan of PVC pipe in irrigation applications is 10 to 30 years. Irrigation heads usually last ten years. Many of ours are still original equipment, but all have been serviced with motors, valves, etc. It is costing the Park District more to service some heads than it would be to replace with new heads. (Staff has replaced 40-70 heads, out of a total of 430). The system is old and is wearing out.

History:

The present system was installed in 1975. Staff extended the lifespan with the purchase of a VFD for the pump station in 1995. This was replaced in 2019. A new control system was installed in 1996. These improvements reduced the water hammer in the lines during operation. These improvements are now 25 years old. Average life expectancy of a pump station is 10 to 15 years.

Status/Priority:

Staff replaced irrigation on three holes in 2010, as a part of the Edgewood Flood Mitigation project on holes 2, 3 and 4. We would replace this with the new system. Replacing the PVC with HDPE. At this time the system is functioning, but we are experiencing many breaks caused by failed glue joints and old pipe. We really need to get a plan in place to replace the old system before major failures happen. At this time replacement should be considered within the next 2-5 years.

The staff has had a design completed as well as an estimated cost of \$2 million. This project will need to have additional work to become a reality including engineering to incorporate the design and permitting from the city and the US Army Corps as the work will be

within the flood plain. Preliminary design has been created.

Current information suggests that it would take two years to get on a vendor's calendar. Contractors would proceed at two holes at a time. The course could remain open during this time with adjustments to course holes.

Obstacles/Issues: Project funding. The present system is now 45 years old. The pump station is having frequent shutdowns and is experiencing lots of repairs over the last four years. We are experiencing frequent pipe and joint failures and leaks. The irrigation heads are inefficient and are not capable of delivering precise and equal irrigation. This results in wet and dry conditions in the same areas as well as poor overall coverage and a very inefficient system.

Estimated Cost/  
Source of Funding: \$2,000,000 for the project. \$8,500 was spent in 2021 for a consultation and a completed irrigation design from a certified irrigation designer. In April of 2022 we contracted with a consultant to do design and construction documents at a cost of \$11,000. General fund and/or municipal lease.

Sources of  
Information: Jason Spitzner, CGCS Edgewood Golf Course

**PROJECT NAME: ARTIFICIAL TURF AT THARALDSON/ANDERSON**

**LOCATION: OUTDOOR TURF PROJECT – THARALDSON/ANDERSON BASEBALL COMPLEX**

**LONG RANGE PLAN NO. 303**

Project Description/

Justification:

To establish a partnership with local organizations and possibly upgrade current outdoor baseball to artificial turf. I would recommend establishing a couple of sites based on who we partner with and what specific organizations are looking for outdoor turf. West Fargo, Dickinson, and Grand Forks currently have turf fields which enables them to host State and Regional National Tournaments.

Working with the City of Fargo on potential road through the complex and relocating Teamsters field. Fargo Post 2 decision coming in April on potential location of the championship field at the complex (McCormick Field). The money on the land sale for the road would be used to turf the 3 remaining fields (minimum turf infields).

History:

Currently the Fargo Park District has no outdoor facilities with artificial turf. Artificial turf provides the ability to have games and practices during and immediately after rain events. Numerous area cities and entities in the area have added artificial turf to their outdoor baseball and football/soccer facilities.

Status/Priority:

No status currently.

Obstacles/Issues:

Funding. Initial cost is an obstacle as well as determining what best fits the Fargo Park District and what best fits the group or groups involved in this project.

Estimated Cost/

Source of Funding:

Depending on how much turf is needed. To turf a baseball infield would cost approximately \$400,000. A full baseball field would be approximately \$1,100,000. Funded by a combination of Fargo Park District, the group or groups we would work with and sponsors for this type of project.

Sources of  
Information:

Dave Klundt, Events and Aquatics Manager  
Kevin Boe, Recreation Director  
Field Turf  
Astro Turf

**PROJECT NAME:      EDGEWOOD GREENS REPLACEMENT**

**LOCATION:      EDGEWOOD GOLF COURSE**

**LONG RANGE PLAN NO. 314**

Project Description/

Justification:

Replacement of greens 6, 9, and 11 are the more immediate need. These holes have only a few pinnable locations with today's faster green speeds. Although, all greens could benefit from reconstruction. The greens are very old and are mostly comprised of Poa instead of bent grass. Poa takes additional inputs to produce a good stand of turf and is more susceptible to environmental impacts in the form of disease and temperature.

History:

Current greens at Edgewood are comprised of poa and bent grass. The soil composition is a push up style green. Majority of the greens have been flooded multiple times and the soil is very contaminated with silt. This causes poor drainage and a very poor growing media for bentgrass which is the ideal grass for a good putting surface. The slopes on the current greens are too severe to be able to handle the modern green speeds that are demanded from players. The greens also require more moisture to keep turf alive. The extreme moisture demands keep us from being able to have a pure bentgrass stand of turf. That is one of the key reasons are current greens have become infested with poa. Greens 6,9, and 11 have the most slope and currently only allow us to have 2 or 3 pin locations per green. This causes much more wear in the areas that are pinnable. These greens should be done first if we are unable to do all at once.

Status/Priority:

Greens 6, 9, and 11 are more of a priority, we have talked about having a plan ready to reconstruct these greens in the event we get a summer flood that would cause a closure, but the feeling is these could be done within the next 3 to five years. If more greens were to be rebuilt that could coincide with an irrigation update to minimize the closure of the course. This could also be done in conjunction with an irrigation upgrade to minimize overall impacts to the golfer.

Obstacles/Issues: Flooding possibilities when construction is planned.  
Cost  
Probability of a closure to some parts or all of the course.

Estimated Cost/  
Source of Funding: The estimated cost to reconstruct all 18 greens is \$500,000 to \$700,000.  
If we were to just do the three greens of 6, 9, and 11 cost would be around \$80,000.

Sources of  
Information: Jason Spitzner, Edgewood Golf Superintendent  
Dave Bietz, Parks Director

**PROJECT NAME: FARGO PARKS SPORTS COMPLEX – OUTDOOR AMENITIES**

**LOCATION: I-29 & 62<sup>nd</sup> AVENUE SOUTH**

**LONG RANGE PLAN NO. 319**

Project Description/

Justification:

Outdoor multi-purpose sports facility

Outdoor fields/amenities may include:

- 4 – 5 youth baseball fields
- 5 – 6 full size soccer/football fields
- Sports Sampler Park (west of FSC building)
- 2 – 4 outdoor shelters
- Supporting spaces (concessions, restrooms, maintenance facility, etc.)

History:

Future site for outdoor facilities to compliment indoor facility (Fargo Sports Complex). As our demands for more soccer/football and youth baseball/softball fields grow we are master planning to have these amenities on site with FSC.

Status/Priority:

Low priority project. This phase will not be developed fully until the indoor sports complex is closer to completion.

Obstacles/Issues:

Raising needed funds will be the largest challenge for this project. Feel strongly this will be highly used and very efficient once complete.

Estimated Cost/Source  
of Funding:

Estimated range of project: \$3M - \$4M  
\$125,000/youth baseball field (no lights)  
\$75,000/ full soccer fields (no lights)

Sources of  
Information:

Craig Bjur, Project Manager  
Kevin Boe, Recreation Director  
Dave Leker, Executive Director

**PROJECT NAME: SOUTHWEST REGIONAL POND**

**LOCATION: 45<sup>th</sup> STREET AND 64<sup>th</sup> AVENUE SOUTH**

**LONG RANGE PLAN NO. 118**

Project Description/

Justification:

Community Park – the City of Fargo has plans to create a large regional pond that will include green space along the perimeter of the pond. The greenspace will have the potential for playgrounds, restrooms, camping, trails, shelters, swimming, kayaking, fishing, among various other things. Also, the need for a maintenance type facility is a possibility. The type of recreational activities offered will be determined at a later date.

History:

The Brunelle land was purchased by the Park District in 1999. The land is in the process of being swapped with Sanford for the land where the Fargo Sports Complex is planned to be built. Sanford has plans to sell the land back to the City of Fargo for the construction of the regional pond.

Status/Priority:

Medium priority, 3 to 5 years. Regional pond needs to be constructed prior to us being able to plan for the site. The first phase of the pond is scheduled to be completed fall of 2021. There will be two additional phases of the pond construction and no defined timeline for these phases has been identified at this point. City has completed the first phase of the project. There is no timeline on additional phases. City and Park district completed a MOU for the area to be used as park space. Park District has approved an MOU with Audubon Dakota to install and maintain Native Grasses on the site in the area of the pond banks that will see fluctuating water levels at times of excessive moisture. The desire is to have a trail segment throughout the property as well as traditional park amenities.

Obstacles/Issues:

High cost of development, new equipment, added personnel cost, landscaping, and master planning for the site.

Estimated Costs/

Source of Funding:

\$2,000,000. General Fund; Capital; Donations; Special Assessment District; Sale of the prime front footage.

Sources of  
Information:

Roger G. Gress, Past Executive Director of Parks and Recreation  
Jim Larson, Past Finance Director  
Dave Leker, Executive Director  
Dave Bietz, Parks Director

<b>PROJECT NAME:</b> <b>HARD SURFACE PARKING LOT</b>
<b>LOCATION:</b> <b>PEPSI SOCCER COMPLEX, HIGHWAY 81 NORTH</b>
<b>LONG RANGE PLAN NO. 173</b>

Project Description/

Justification:

Currently there is a gravel parking lot. Install 6" asphalt or concrete on top of the existing gravel. Reduce annual maintenance and allow for more efficient parking. Proper storm water could be attained to prevent runoff of gravel areas. Additionally we may be pressed by city code in the future to hard surface these parking areas.

History:

New complex in 2002. Currently, there is weekly maintenance done to prevent wash boarding and pot holes. Asphalt or concrete would prevent this. Also, by striping the parking lot it would be more organized, creating a more organized parking lot which could result in additional parking capacity as well as enhanced safety within the parking lot.

Status/Priority:

With the addition of new business north of this complex, we will need to start to plan to hard surface these parking lots. A gravel parking lot on the South end was added in 2007 (approximately 125 (plus or minus) additional stalls.

Obstacles or

Issues:

Funding

Commentary:

The Fargo Park District did construct a new gravel lot at the very south end of the site. This is enough room for an additional 100-150 vehicles. This has temporarily helped the overcrowding of the original 3 lots.

Estimated Cost/

Source of Funding:

Estimated cost of \$2,889,851.25. (Estimate 05/2022, Asphalt estimate) General Capital Fund with possible cost share with the Soccer Association and donations. Special Assessment.

Sources of

Information:

Dave Leker, Executive Director  
Dave Bietz, Parks Director  
MBN Engineering

**PROJECT NAME: COLD STORAGE WAREHOUSE**

**LOCATION: SOUTH MAINTENANCE SHOP (POSSIBLY)**

**LONG RANGE PLAN NO. 242**

Project Description/

Justification:

With the continued growth of the Park District, we have seen an increased need for sheltered storage space. Currently we have many pieces of equipment and park materials being stored out in the weather.

History:

With the growth of the Fargo Park District in recent years, we have noticed a shortage of covered storage space. This facility would help keep our equipment and supplies out of the elements which can greatly prolong the life of our equipment.

Status/Priority:

This is becoming more of a need as having equipment and certain materials left outside is shortening the life of these things as well as risking these things to vandalism and theft.

With the movement on the potential Sports Complex in South Fargo we have developed a plan to utilize a current facility within the Park District. The Metro Rec center could become the inside storage we need. The space is currently used as a two-field indoor turf area, batting cages, and archery range and storage location for FM Athletics. The turf area could be utilized for indoor storage as well as a centralized area for our concession's operations. This plan is contingent on the Sports Complex becoming a reality.

This plan could be incorporated to a new facilities plan now that we have clarity on the Fargo Parks Sports Complex. The facility plan could include the following building sites: RDJ Building, Old North Maintenance Shop, Metro Recreation Center, and the Depot Building.

Obstacles/Issues:

Cost and future location of the South Maintenance Facility.

Long term future of the south maintenance shop at this current location. With the development of south Fargo, there is a real possibility that this would be a prime location for a future developer. We will always need to have a space of some sort at this location as long as we operate Rose

Creek Golf Course. A more centrally located storage space could be beneficial further to the west of the current location.

Estimated Cost/

Source of Funding: \$1,500,000 for a 25,000 square foot warehouse building. General Fund

Sources of

Information:

Dave Leker, Executive Director

Dave Bietz, Parks Director

Don Pfau, Pfau Steel Construction

**PROJECT NAME: PRAIRIEWOOD “MINI LINKS” SHORT COURSE**

**LOCATION: PRAIRIEWOOD GOLF COURSE**

**LONG RANGE PLAN NO. 304**

Project Description/

Justification:

Develop a “short” course which may involve 5-6 holes of golf varying from 50-120 yards in length. The “short” course would be developed in the open area SW of the Clubhouse and between holes #1, #2, #4, and #9. 5-6 acres. The purpose of the Prairiewood Mini Links and Developmental Course would be to provide a “short course” with a more modest footprint, offering shorter and narrower holes. In addition, an 18-hole, 16,000-25,000 sf putting course, a large putting green/short-game area would be developed that would create the “ultimate” golf developmental course for youth and adults that are new to the game of golf.

These additions would complement the current 9-hole course that measures 2,547 yards and is a par 32.

Home to the FPD Junior Golf Program: 50+ youth would be able to utilize the facility at a session to introduce golf, teach fundamentals and allow playing opportunities.

The new addition would be able to support such programs as the Fargo Park District Junior Golf Program, golf camps, The First Tee, DCP (Drive, Chip and Putt Championship), PGA Junior League as well as possible other local, regional and national programming.

Provide a golf course that is much more inclusive than our current offerings that would be much more accommodating to those individuals with disabilities.

Programming could be developed that may include leagues and tournaments (women, youth, elementary schools, veterans, families, new golfers, fringe players and a putting league).

Provides the opportunity to instruct players on course as well as teach them the rules and etiquette of golf. This can be a challenge at our traditional golf courses that are generating a high volume of rounds.

Provides a much more accommodating atmosphere to those players new to the game of golf: less pressure and stress, less intimidating and easier to play, more enjoyable, assessable, inclusive, affordable and can be played more quickly.

A great opportunity to transition new players from the “Short Course” to our traditional golf courses.

Provides additional practice areas for our junior high, junior varsity and varsity golf programs within Fargo and West Fargo.

Provide possibilities for after school programming in the spring and fall for our youth.

Short course would provide relief for our high-volume producing golf courses, by offering a home to various programming that is currently held at our traditional facilities.

Family Friendly!

Possibilities to add FootGolf.

History: Currently, there are short courses in Bismarck and Minot that have been very successful in creating a place for youth and families to play. The Fargo Country Club also has a 9-hole short course for their membership to enjoy.

Status/Priority: Kevin Norby who helped design the Judge Webb Practice Green at Edgewood has created an architect draft concept design and provide cost estimates in 2022 budget. Par 4 Junior Golf Foundation has approved \$5,000 to invest in a golf course architect to begin the process of designing a concept and providing a budget for this project. Par 4 Junior Golf Foundation would assist in creating business partners within the community to offer financial support towards this project. In addition, there may be opportunities for both construction grants and programming grants to assist with this proposal.

Obstacles/Issues: Need to add additional parking in the area to the east of the existing parking lot. Research grant funding for construction and for programming.

Estimated Cost/Source of Funding: Currently a cost estimate is \$1,045,000 as of September 2021. After receiving the concept and estimates, Matt Cook has stated that he believes it may be possible to fund such a project by private funding with the

possibility of naming rights or hole sponsorships. There may be opportunities for both construction grants and programming grants to assist with this proposal.

Sources of  
Information:

Matt Cook, PGA Head Professional at Rose Creek and Prairiewood & Par 4  
Junior Golf Foundation Board Member

Kris Kroetsch, PGA Professional & Par 4 Junior Golf Foundation Board  
Member

Steve Kottsick, Manager, Minot Souris Valley Golf Course

Mark Johnson, PGA Head Professional, Fargo Country Club

Kevin Norby, Golf Course Designer

Dave Leker, Executive Director

**PROJECT NAME: CENTRAL FARGO MULTI-USE OUTDOOR COMPLEX**

**LOCATION: TBD**

**LONG RANGE PLAN NO. 313**

Project Description/

Justification: There is a need for additional soccer and basketball space in central Fargo.

History: Many of our neighborhood parks are being impacted by extensive soccer play. We have a set of goals at most neighborhood parks where play is so heavy that we have a hard time keeping up with maintenance due to the heavy traffic. Additionally, we have had numerous complaints from adjacent residence due to the large volume of soccer and basketball players in several neighborhood parks. Having a complex with these types of amenities along with adequate parking would alleviate the congestion we are currently seeing at our neighborhood parks.

Status/Priority: Currently just in the discussion phase, but we should be looking to find a way to help ease the congestion of our neighborhood parks and a centralized complex would do this. Recommend embarking on outdoor recreational amenities plan by hiring a consultant to help us determine what kinds of amenities are needed and where the ideal locations would be.

Obstacles/Issues: Land and cost.

Estimated Cost/  
Source of Funding: Overall cost to be determined, estimated cost to do a comprehensive outdoor recreational amenities plan is \$200,000. Cost could be split between other civic organizations in the community like WF Parks, Fargo Schools, City of Moorhead Parks. General Fund, Budgeted dollars in any given year.

Sources of  
Information:

Dave Bietz, Parks Director

**PROJECT NAME: NORTH SOFTBALL COMPLEX PARKING**

**LOCATION: NORTH SOFTBALL COMPLEX, 6101 45<sup>th</sup> STREET NORTH**

**LONG RANGE PLAN NO. 320**

Project Description/

Justification:

The North Softball Complex currently has two gravel parking lots that comprise an area of just over 4 acres each. Paving these parking lots will be required per approved master plan of 2019. This plan states we will pave the gravel parking lots once the city initiates improvements to the adjacent roadway which is 45<sup>th</sup> St. N. There are currently no plans to improve this roadway. We will have a few years notice once such plans are made with the city.

History:

The North Softball Complex was established in 2016. The intention of the complex was to move all adult programming for softball to one major complex and alleviate the usage of fields around the city to be opened for youth programming. With the increase of parent run and club run associations and the decrease in FPD programming a need for youth fields was identified for evening use. The solution was the North Softball Complex, a large complex to house all adult softball leagues.

Status/Priority:

Nothing planned at this point. We will have several years notice once the city plans to improve the roadway on the west side of the complex which is 45<sup>th</sup> St. N. However, this will be something we need to plan for. The addition of the Amazon Facility to the south of this location show development is happening in the area and we should have this on our plan to complete as soon as the next three to five years.

Obstacles/Issues:

Funding/Timing

Estimated Cost/

Source of Funding:

\$3.3 million total cost

Sources of

Information:

MBN Engineering  
Dave Bietz, Parks Director

**PROJECT NAME: PAY TO PLAY DISC GOLF**

**LOCATION: TO BE DETERMINED**

**LONG RANGE PLAN NO. 321**

Project Description/

Justification:

Build separately or combine with a current facility a pay-to-play disc golf course. We have over 100 disc golf players. They have set up regular tournaments in our current free facilities. If they are combined with a current course there could be a better use of resources.

History:

The Fargo Park District currently has three 18-hole courses and five Junior Courses. Max Washnieski and Josh Johnson are two members of the disc golf committee that have come with ideas for areas that the course could be placed and the benefits. Greg McCullough and Carolyn met with Max and Josh in February 2020. Discussed the possibility of starting at El Zagal. Further discussion delayed due to COVID in 2020. Dave Bietz met with representatives in March 2022.

Status/Priority:

Need to have a discussion with the stakeholders to come up with an agreed upon master plan. If scheduled at an established course, operations will need to move the pins between at least two locations to make interesting for the disc golfer. Low priority.

Obstacles/Issues:

Buy in from some of the established facilities and neighborhoods that this could share space with. If it is a new space the grow in will take time. Creation of a business model is needed. Need a champion on the FPD staff to move this forward.

Estimated Cost/

Source of Funding:

To be determined

Sources of

Information:

Dave Bietz, Parks Director  
Carolyn Boutain, Enterprise Director  
Max Washnieski, Disc Golfer  
Josh Johnson, Disc Golfer

**PROJECT NAME: THARALDSON LITTLE LEAGUE TURF IN-FIELDS**

**LOCATION: 1804 17<sup>th</sup> AVENUE SOUTH**

**LONG RANGE PLAN NO. 323**

Project Description/

Justification:

To establish a partnership with local organizations and possibly upgrade 4 current outdoor youth baseball in-fields to artificial turf. Artificial turf will allow the fields to be utilized earlier in the Spring than traditional grass fields, they will also be able to be played on immediately after a rain or weather event where natural turf would need to dry prior to playing. West Fargo, Dickinson, and Grand Forks currently have turf fields which enables them to host State and Regional National Tournaments.

History:

Currently the Fargo Park District has no outdoor facilities of its own with artificial turf. We have partnered with Fargo Youth Baseball to install a turf field at the Tharaldson Baseball Complex on one field that is under the control of Fargo Youth Baseball.

Status/Priority:

Adding additional artificial turf fields is currently not being pursued.

Obstacles/Issues:

Funding – need to find a public partner/sponsorship to offset the cost.

Estimated Cost/

Source of Funding:

Estimated cost is \$210,000 per in-field (four fields at this complex \$840,000 total project) using a rate of \$15 per square foot which is what some recent turf projects in the community have been going for. Funding - general/capital fund and or partnerships with user groups and or sponsorships.

Sources of

Information:

Field Turf  
Astro Turf  
Kevin Boe, Recreation Director  
Dave Bietz, Parks Director

**PROJECT NAME:      SPLASH PADS**

**LOCATION:      TENTATIVELY MADISON, LINDENWOOD, AND VALLEY VIEW PARKS**

**LONG RANGE PLAN NO. 327**

Project Description/

Justification:

One of the biggest challenges to operating outdoor pools is relying on seasonal staff, primarily made up of students to work at our pools. Lifeguards require specific certifications, which makes it very challenging to operate pools beyond mid-August when colleges, fall sports and high schools are starting up. Due to this situation the trend nationwide is for communities to build splash parks to enhance the aquatic experience later in the summer when there are hot days and not enough staff available to open pools, since splash parks do not require lifeguards by offering a fun water experience with no standing water.

History:

Madison Pool was built in the early 1970's and a small splash pad was added nearly 20 years ago. We typically only have 2000 people attend this pool each summer. The four large pools have between 12,000 and 30,000 users per summer. Since this pool is well past its life expectancy, it would make sense to demo the pool and expand the size of the splash park at this site.

Status/Priority:

Converting the pool to a splash park is a high priority and the addition of splash parks at Lindenwood, Longfellow and Valley View would be mid priorities.

Obstacles/Issues:

Cost of the splash pad and conducting a survey the Madison neighborhood. After visiting with Mary Jean Dehne in 2021 she agreed that a splash pad would be a good fit for this area instead of a pool. A small waterslide would be a fun attraction that could be incorporated into the expanded splash pad. Offering concessions or having vending machines would also need to be a good discussion item also.

Estimated Cost/  
Source of Funding:

Cost estimate of a moderate sized splash park is \$500,000 to \$750,000. If a bathroom building is needed, this would require an additional \$250,000 to \$4000,000. A bathroom building is already located at Madison, Lindenwood and Longfellow.

Sources of  
Information:

Dave Klundt, Events and Aquatics Manager  
Cost estimate of splash park was provided by Zerr Berg/WTI

**PROJECT NAME: NORTH SHOP BUILDING EXPANSION**

**LOCATION: NORTH MAINTENANCE SHOP**

**LONG RANGE PLAN NO. 328**

Project Description/

Justification:

This plan is to add an addition on to the existing North Maintenance facility. As the Parks division continues to grow so will the need for not only office space but also equipment space. As we add positions such as a Facilities Manager, Mechanics Supervisor and Carpentry Supervisor the additional space will be needed. This plan is to add additional offices to the north portion of the building as well as extend the south portion of the precast building. We would remove the existing metal building and replace with precast to make one contiguous building.

History:

The North Shop was constructed in 2011 and 2012. We moved into the shop in the late summer of 2012. This shop handles majority of the employees and fleet to maintain our city parks.

Status/Priority:

This is a medium priority and should be considered in the next three to five years.

Obstacles/Issues:

Funding, and variable construction costs.

Estimated Cost/  
Source of Funding:

\$3,000,000

Sources of  
Information:

Dave Bietz, Parks Director

**PROJECT NAME: NEW SENIOR CENTER**

**LOCATION: SOUTHWEST FARGO**

**LONG RANGE PLAN NO. 700**

Project Description/

Justification: New construction of a space approximately 6,000 square feet. The space would need a preparation kitchen for catering and adequate storage of supplies necessary for serving of senior meals and other activities. Parking would be needed. Smaller rooms suitable for hosting a variety of activities would be preferable. Preferred in Southwest Fargo to accommodate anticipated growth in the number of senior citizen's south of 32<sup>nd</sup> avenue and west of 45<sup>th</sup> street. Because of the success we have had at these two centers and based on demographic projections on the number of senior citizens living in the southwest portion of Fargo we feel that a new senior center maybe necessary in this part of town in the foreseeable future. Because of the success we have had in partnering with the Carlson Library, we feel it would be beneficial to partner with Fargo Public Library and other natural partners in pursuing this facility. It makes sense to look at this facility as a multipurpose complex with programming for senior citizens primarily during the day and other age groups on evenings and weekends.

History: Valley Senior Services added a new senior center in South Fargo in 2007 and opened a new center in North Fargo in March of 2016.

Status/Priority: Preliminary discussion with library staff to partner at a future site. Waiting for the demand along with City of Fargo growth to the South.

Obstacles/Issues: Locating a location and property, funding. Need to confirm there is adequate operating funding. Need to define a proper design that meets the needs of the newer senior population.

Estimated Cost/  
Source of Funding: \$1.2 million - \$2.0 million. General budget/VSS budget/Foundation

Sources of  
Information: Brian Arett, Valley Senior Services Director

**PROJECT NAME: COURTS PLUS CAPITAL PLAN****LOCATION: COURTS PLUS COMMUNITY FITNESS****LONG RANGE PLAN NO. 800**Description/Justification: Capital Plans of Courts Plus Community Fitness.

Project				Year
Number	Project Name	Status	Cost	Scheduled
800-02	Sound and paging system	Medium	\$ 20,000.00	2025
800-03	Technology	High	\$ 5,000.00	annually
800-04	Equipment	High	\$ 25,000.00	annually
800-05	Renovate program office	Medium	\$ 10,000.00	2023-2024
800-06	Handicap Accessible Whirlpool	Low	\$ 35,000.00	2025
800-07	New Pads for Gym Wall	Medium	\$ 5,345.00	2025
800-09	New Phone System	Low	\$ 15,000.00	2025
800-10	Climbing Wall for Functional Training Room	Medium	\$ 5,000.00	2023
800-11	Exterior East Wall Replacement	Low	\$100,000.00	2028
800-12	HVAC Rooftop units to Gas	Low	\$185,000.00	2026
800-13	Upstairs Mens & womens lockers replaced	high	\$ 51,000.00	2023-2024
800-14	Downstairs mens & womens lockers replaced	Medium	\$ 25,000.00	2025-2026
800-15	Lighting replaced by LED	High	\$ 67,576.00	Complete
800-16	Playground Addition/Remodel	Medium	\$ 25,000.00	2022-2024
800-17	Lobby Vending Machine	High	\$ 6,000.00	2023
800-18	Birthday Party Inflatables	Medium	\$ 9,000.00	2023-2024
800-19	Lounge Furniture	Medium	\$ 2,000.00	2023
			\$ 590,921.00	

History:

Courts Plus Community Fitness is owned and operated by the Fargo Park District. Courts Plus is a community fitness center with seven tennis courts, four racquetball courts, functional training room, two group exercise classrooms, gymnasium (two full size basketball/volleyball courts), child watch, two weight and cardiovascular rooms, tanning beds, pro shop and locker room facilities. Courts Plus offers a variety of fitness classes along with leagues and tournaments in basketball, racquetball, tennis and youth activities.

Status/Priority:

Each year projects are evaluated to provide the highest and best benefit

to the members. These projects range from low to high priority.

Obstacles/Issues: See the following project schedules.

Estimated Cost/  
Source of Funding: See the following project schedules. Capital Funds

Sources of  
Information:

Kelly Kisell, Club Manager, Courts Plus Community Fitness  
Wayne Herrick, Program Manager, Courts Plus Community Fitness  
Oliver Summers, Tennis Manager, Courts Plus Community Fitness  
Dean Linstad, Building Manager, Courts Plus Community Fitness  
Carolyn Boutain, Enterprise Director  
Kevin Boe, Recreation Director & Past Director-Courts Plus Community Fitness

**PROJECT NAME: SOUND AND PAGING SYSTEM**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-02**

Description/  
Justification:

Update the sound and paging system throughout the club. Use to announce classes, and emergency notices. Current system is outdated and there are areas of the club that do not have access to the paging system.

History:

Sound and paging systems are old and are not located in some areas of the club (i.e. locker rooms and playground).

Status/Priority:

Researching what system would be the best for large open areas and placement of the speakers, Medium priority.

Obstacles/Issues:

To get into areas of the club to install system during club hours and keeping these areas open.

Estimated Cost/

Source of Funding:

\$20,000. Capital Funds

Sources of

Information:

Kelly Kisell, Club Manager - Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>TECHNOLOGY</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-03</b>

Description/

Justification: Replace computer workstations, televisions, iPad's and other technology each year. Add technology into community education rooms where we can rent the rooms for more than birthday parties.

History: Each year we are in need of computer or television replacement. Funds were not available to finish the community education rooms with technology (televisions, project and screen).

Status/Priority: Work with the IT position to inventory the current equipment. Need to determine what equipment to replace and set at timeline for replacement. This is a high priority.

Obstacles/Issues: Cost is the biggest issue.

Estimated Cost/  
Source of Funding: Annually - \$5,000. Capital Funds

Sources of  
Information: Kelly Kisell, Club Manager, Courts Plus Community Fitness  
Wayne Herrick, Program Director, Courts Plus Community Fitness

**PROJECT NAME: UPGRADE/REPLACEMENT OF CARDIO/WEIGHT EQUIPMENT**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-04**

Description/

Justification:

Replace cardio/weight equipment that is near the end of its useful life. Areas include the upstairs cardio area, lower and upper weight room. The cardio equipment becomes outdated and the strength training equipment and machines need to be monitored to ensure that we are staying current with industry trends. Updated equipment is a requirement to retain our current members, as well as attract new members. By replacing equipment annually, we can keep repair costs lower and demonstrate to members that we are continually making upgrades to our equipment.

History:

Cardio/weight equipment is the largest part of the club for equipment. We have over 50 cardio equipment pieces and 50 weight equipment pieces.

Status/Priority:

Wayne has a list of what equipment to replace and has set at timeline for replacement. This is a high priority annually.

Obstacles/Issues:

Prioritizing the equipment needs of the members. They are limited vendor options in the local area and only one company to maintain equipment. Equipment needs to remain updated for Courts Plus to stay competitive in the marketplace. The outdated equipment with no remaining warranties makes for expensive repair costs.

Estimated Cost/

Source of Funding:

Annually - \$25,000. Capital Funds

Sources of

Information:

Kelly Kisell, Club Manager, Courts Plus Community Fitness  
Wayne Herrick, Program Director, Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>RENOVATE PROGRAM OFFICES</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO. 800-05</b>	

Description/Justification:

The Program Office is a large open office area with four desks for staff by the track/racquetball courts. There is an additional space used as a private area for wellness assessments, physical therapist room, tanning room and a mother's/nursing room. Park District carpenters have done most of the work except for desk systems. High traffic area of the club and many members meet with staff in the room. Room layout is not functional.

History:

It has been used for several different purposes and has a poor layout for members and staff. Currently, the program office is occupied by four staff, a private area for wellness assessments, physical therapist room, tanning room and a mother's/nursing room.

Status/Priority:

We will add desks and new cabinet for the fitness staff. This is a medium priority. Two desks and carpeting has been updated.

Obstacles/Issues:

Determining the layout of the office space to make it functional. Work on this project could take place as two separate projects.

Estimated Cost/Source of Funding:

Cost will be determined after layout is finalized. Estimate cost \$10,000 Capital Funds

Sources ofInformation:

Wayne Herrick, Program Director, Courts Plus Community Fitness

**PROJECT NAME: HANDICAP ACCESSIBLE WHIRLPOOL**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-06**

Description/

Justification: Replace Handicap Accessible Whirlpool. Small whirlpool is next to the steam room, by the lower locker rooms. The whirlpool has been closed because it is difficult to keep the chemical levels correct. The current whirlpool is old and in need of repairs. It was costing quite a bit to keep it running. It doesn't meet current city codes.

History: The small whirlpool is about 18 years old. It is a one-person whirlpool. It is located on the main floor as an option to be handicap accessible.

Status/Priority: Closed and not in use this is a low priority.

Obstacles/Issues: In replacing this tub, we might have to shut down the steam room, during construction. Finding an appropriate replacement that will accommodate 3-4 people and that is also handicap accessible. Consider hiring an architect to layout the area.

Estimated Cost/

Source of Funding: \$35,000. Capital Funds

Sources of

Information: Kelly Kisell, Club Manager - Courts Plus Community Fitness  
Dave Leker, Executive Director- Fargo Park District  
Dean Linstad, Building Manager - Courts Plus Community Fitness

**PROJECT NAME: REPLACE GYMNASIUM PADDING**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-07**

Description/

Justification:

There are two pads located on both the west and east gymnasium walls. These pads are located under each of the side baskets. There are also pads located on the 5 beams located on the North and South ends of the main courts. Additional pads are located on the corners of both storage closets. Both closets are located on the south end of the two main courts. The air handler is located on the West wall of the gymnasium and is right over center court, with little to no space between the court and the air handler a pad is needed to wrap it for safety. Although most of the pads are still in working order, we are looking to remove the last of the old green color from the gym. The pad color matched to color of the court dividers until they were replaced during the 2016 gym remodel. Logos were removed from the floor and were not included on the new court divides. The Fargo Park District and Courts Plus logos would be included on the new pads that would be located on the East and West walls. There is also a safety concern on the corner of the closet located in the South-West corner that would be resolved with the new pads.

History:

The pads were installed when the space was converted from tennis courts to a gymnasium in the early 1990s. There were plans to update the padding during the 2016 gymnasium renovation, but due to funds being reallocated for other projects that portion of the remodel was put on hold.

Status/Priority:

Low priority

Obstacles/Issues:

Safety concern on the corner of the closet and air handler on west wall. Color match.

Estimated Cost/

Source of Funding:

\$5,345/Capital Funds

Sources of

Information:

Wayne Herrick, Program Director, Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>NEW PHONE SYSTEM</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-09</b>

Description/  
Justification:

Phone system is 11 years old and it does not allow for direct dial to offices from an outside number. This would allow for less wait times for members/guests calling in and relieve the front desk staff of answering so many calls. This would be especially helpful for tennis tournaments and weather cancellations.

History:

Status/Priority: Phone system currently works. System is old technology. Low priority.

Obstacles/Issues: Cost/ Current system doesn't allow for direct dial to reach offices.

Estimated Cost/  
Source of Funding: \$15,000 (2018 est). Capital Funds. Can be leased.

Sources of  
Information: Dean Linstad, Building Manager - Courts Plus Community Fitness

**PROJECT NAME: CLIMBING WALL FOR FUNCTIONAL TRAINING ROOM**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-10**

Description/

Justification: Install 8ft climbing panels on north wall of the functional training room to add new activity in the space.

History: Functional Training Room was added in 2017. This would be a new feature to offer members and parties.

Status/Priority: Research has been done on other amenities. Staff feels this would be well used. Medium Priority

Obstacles/Issues: Cost and installation

Estimated Cost/

Source of Funding: \$5,000. Capital Funds

Sources of

Information: Wayne Herrick, Program Manager - Courts Plus Community Fitness

**PROJECT NAME: REPLACE EXTERIOR EAST WALL WITH METAL SIDING**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-11**

Description/  
Justification:

Exterior East Wall of Courts Plus Community Fitness building.

History:

This is the original siding to that side of the building (circa 1970's). It is batten and a small pebble finish. Batten needs painting and reattachment. Pebble finish is deteriorating and coming off the siding.

Status/Priority:

In 2022 the gable end made of wood will be redone with cement board. Wood battens along the wall will be repaired and painted. Estimated cost is \$5000 for these improvements. Pebble finish may be painted. This will extend the life of the wall so replacements can be delayed. This can be reviewed in 5 years to see what the next steps could be for the cosmetic finish.

Obstacles/Issues:

Cost

Estimated Cost/  
Source of Funding:

\$100,000 (\$86,200, 2013 est from MINKO Const) to replace with metal siding. Fargo Park District Capital Funds

Sources of  
Information:

Tyler Kirchner, Project Manager, Fargo Park District

<b>PROJECT NAME:</b>	<b>CHANGE OUT HVAC TO GAS, WEST TRACK BUILDING</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-12</b>

Description/

Justification:

Change out HVAC units to gas from electrical in the west track building.

History:

2019 ONE Engineering was asked to provide a Roof Top Unit Natural Gas Conversion Study. Current electric units were in operation approximately 13 years.

Status/Priority:

Dave Bietz and Dean Linstad have been working with Cass County Electric to apply for a grant to aid in funding. The ROI has been improved to make the project more affordable. Medium to High priority. Depends upon grant award.

Obstacles/Issues:

Cost

Estimated Cost/

Source of Funding:

\$35,000 for gas piping, \$150,000 for 3 gas units, Capital Funds, Looking at possible grant funding.

Sources of

Information:

Steve Hoepner, ONE Engineering  
Tyler Kirchner, Project Manager – Fargo Park District  
Dave Bietz, Park Director  
Dean Linstad, Building Manager - Courts Plus Community Fitness

**PROJECT NAME: MEN'S AND WOMEN'S LOCKERS REPLACED-UPSTAIRS**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-13**

Description/

Justification:

Upstairs lockers in locker rooms to be replaced. They are old and we cannot get replacement parts. Several are not usable because of this.

History:

In 2013 the lockers were painted but not replaced.

Status/Priority:

High

Obstacles/Issues:

Better price if we can have carpenters do the installation. Installation is better in summer for the club. Installation in the winter is better for the carpenters. Women's locker room cannot be closed without inconvenience of members because main floor locker rooms are small. Men's room can be done in two phases allowing for use during installation.

Estimated Cost/

Source of Funding:

\$51,000/Capital Funds

Sources of

Information:

Wayne Herrick, Program Manager, Courts Plus Community Fitness  
Kelly Kisell, Club Manager, Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>MEN'S AND WOMEN'S LOCKER ROOM UPDATE-DOWNSTAIRS</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-14</b>

Description/

Justification: Update the main floor (track building) locker rooms. Track building lockers in locker rooms to be replaced. Also look at the carpeting and upgrading the showers. Space is 20 years old.

History: The lower level locker rooms were constructed in 2000. The lockers were put in brand new.

Status/Priority: Medium

Obstacles/Issues: Better price if we can have carpenters do the installation. Installation is better in summer for the club. Installation in the winter is better for the carpenters. Need to review the layout with the whirlpool and steam room. Closing the space for the remodel will

Estimated Cost/

Source of Funding: \$25,000/Capital Funds

Sources of

Information: Wayne Herrick, Program Manager, Courts Plus Community Fitness  
Kelly Kisell, Club Manager,- Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>CHANGING COURTS PLUS LIGHTING TO LEDS-ALL LOCATIONS EXCEPT TENNIS COURTS</b>	
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>	<b>COMPLETED 2021</b>
<b>LONG RANGE PLAN NO. 800-15</b>		

Description/  
Justification:

The lighting in Courts Plus is outdated and not energy efficient.  
The results we expect to see from this project are as follows:  
\$14,583 annual lighting energy savings  
\$ 2,553 annual cooling cost savings from reduced lighting load  
\$17,135 total annual savings  
3.94 Simple payback in years

History:

Some areas of Courts Plus have had updates but the majority of the fixtures are outdated and not energy efficient.

Status/Priority:

Looking for Grant money to help replace the lighting. This is high priority. Racquetball lighting to be completed in 2022. Supply line issues have delayed completion of this part of the project.

Obstacles/Issues:

Total project cost. Not receiving the grant money, which then we would have to find money to finish the project.

Estimated Cost/  
Source of Funding:

Total Project Budget - \$67,576.00  
Grant Amount Requested - \$50,000.00

Sources of  
Information:

Kelly Kisell, Club Manager, Courts Plus Community Fitness  
Dean Linstad, Building Manager, Courts Plus Community Fitness  
Dave Bietz, Parks Director, Fargo Park District

**PROJECT NAME: REPLACE PLAYGROUND EQUIPMENT WITH NEW PIECES**

**LOCATION: COURTS PLUS COMMUNITY FITNESS**

**LONG RANGE PLAN NO. 800-16**

Description/

Justification:

When the playground was first built, it was agreed upon that we would make changes throughout the years to keep the playground fun and exciting. Some areas are not played in as much and are somewhat of a safety concern. These changes will affect all age groups that use the playground.

History:

Some areas of the Playground are getting beat up and wore down. Playground was installed in 2013.

Status/Priority:

Replacement parts have been picked out, just need to order. This is a medium priority.

Obstacles/Issues:

Possibly having to close the playground to finish the project.

Estimated Cost/

Source of Funding:

\$25,000 for the entire project. Can be split up into 3 years.

Sources of

Information:

Kelly Kisell, Club Manager, Courts Plus Community Fitness  
Wayne Herrick, Program Manager, Courts Plus Community Fitness  
Crystal Howes, Youth Services Supervisor, Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>LOBBY VENDING MACHINE</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-17</b>

Description/  
Justification:

Currently, Courts Plus sells a few snack options that are located behind the front desk. They are not very visible and have limited space. Having a vending machine in the lobby will be visible to all members and guests, especially during tournaments or events. We would own the machine and will be profitable within 1.5 years.

History:

We added a large smoothie bar during the remodel, which has recently been downsized so now there is extra room to add a vending machine.

Status/Priority:

Snacks Plus can order the machine once we are ready. High.

Obstacles/Issues:

Ordering and restocking food will need to be prioritized prior to operating.

Estimated Cost/

Source of Funding: \$6,000 for the machine / Fargo Park District Capital Funds

Sources of

Information: Kelly Kisell, Club Manager, Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>BIRTHDAY PARTY INFLATABLES</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-18</b>

Description/  
Justification:

Courts Plus offers gym birthday parties which include sports and inflatables. As of now, we use a Park District inflatable that is approximately 15 years old. We would like to have options available to advertise different packages.

History:

We have been using Park District inflatables that are stored at Courts Plus. They are old and very beat up.

Status/Priority:

We have looked at options and are ready to order at least one this year and budget for future years. High.

Obstacles/Issues:

Possible shipping and availability.

Estimated Cost/

Source of Funding:

\$3,000 per inflatable / Fargo Park District Capital Funds

Sources of

Information:

Kelly Kisell, Club Manager, Courts Plus Community Fitness  
Wayne Herrick, Program Manager, Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>LOUNGE FURNITURE</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-19</b>

Description/

Justification:

High top tables and chairs to put in the lobby for members and guests to sit and visit before or after workouts.

History:

We have gained space by reducing the size of the smoothie bar so now we can add more tables and chairs for people to sit and socialize.

Status/Priority:

Medium

Obstacles/Issues:

Possible shipping and availability.

Estimated Cost/

Source of Funding:

\$2000 / Fargo Park District Capital Funds

Sources of

Information:

Kelly Kisell, Club Manager, Courts Plus Community Fitness

<b>PROJECT NAME:</b>	<b>TENNIS/PICKLEBALL DOME</b>
<b>LOCATION:</b>	<b>COURTS PLUS COMMUNITY FITNESS</b>
<b>LONG RANGE PLAN NO.</b>	<b>800-20</b>

Description/  
Justification:

A large dome for 6-8 Tennis courts used for tennis and pickleball. The FM area residents and guests need additional space to be able to play indoor tennis and/or pickleball.

History:

Pickleball continues to be a growing sport and Fargo does not have any stand-alone indoor courts. The pickleball community is continually looking for more courts, especially indoor. Sooner than later an outside organization is going to come into the area and build indoor courts. Courts Plus is the only facility that has indoor tennis courts and has currently striped 4 pickleball courts. Tennis also continues to grow, especially the youth. High Schools are also seeing an increase which means there is more demand than ever.

Status/Priority:

Medium

Obstacles/Issues:

Price/Location

Estimated Cost/

Source of Funding: \$1,000,000 / Capital Funds

Sources of  
Information:

Kelly Kisell, Club Manager, Courts Plus Community Fitness  
Oliver Summer, Tennis Manager, Courts Plus Community Fitness



## MEMORANDUM

DATE: May 26, 2022

TO: Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Review final draft of Phase I of Strategic Plan

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Staff has been working with BerryDunn, formally GreenPlay on Phase I of a Strategic Plan for the organization since December 15, 2021. During this first phase certain elements of the Park District have been analyzed. The district's mission, vision and values are being considered as well as the organization structure.

The method used to gain an understanding of these elements was to engage our entire staff through a survey that focused on a SWOT analysis and asked specific questions relating to our mission, vision, and core values. There was also an exercise where anyone who wished could submit what they felt an organizational chart could look like in their areas or for any area within the district. Individual interviews were also conducted of each board member as well as each director to identify a matrix of objectives and items that we will work on in identified areas of opportunity. Additionally, we have conducted various meetings with managers and supervisors to discuss not only the mission, vision, and values, but also with focus placed on the organizational structure. Meetings were also conducted with external partners and community members to get input on the mission, vision, and values of the district.

On June 1<sup>st</sup>, Pat O'Toole and Art Thatcher, consultants with BerryDunn, will be reviewing the final draft of Phase I of the Strategic Plan.

Attached is a final draft copy of Phase I of the Strategic Plan for review.

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

Thank you.

Dave Leker, Executive Director  
PARK COMMISSIONERS – Vicki Dawson \* Joe Deutsch \* Stacey Griggs \* Dawn Morgan \* Jerry Rostad  
CLERK – Dave Leker

# **FARGO PARK DISTRICT**

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## **Strategic Master Plan Organizational Assessment – Phase 1**

**JUNE 1, 2022**

**NOTE: This Word document is for internal review of draft content only. After approval of draft content, it will be formatted for insertion into the final Strategic Plan as part of Phase 2**

## 1.0 Mission, Vision, and Values

As part of the Strategic Planning process Phase 1, BerryDunn conducted individual interviews with the Park Board and the Directors Team as well as including questions about the Mission, Vision, and Values in a District-wide online Survey Monkey. BerryDunn also held a series of Mission, Vision, and Values (MVV) work sessions with the District Leadership Team, staff, and community stakeholders. The workshops were held in 2 parts, the first February 8-9, 2022, was to review the current MVV and either validate them or provide feedback to update them. The purpose of the second workshops held April 12<sup>th</sup>, was to review the updated MVV, and validate its purpose with staff, community stakeholders, and the Board. The MVV is what directs the Board, District, and their employees daily.

The MVV provide a common sense of purpose and identity, long-term direction, and communicate internally and externally what the district is about.

The district's values statements are what guide its employees in performing their work and are the basic beliefs that are shared as a District. District Parks & Recreation staff know and strive to be intentional leaders, serve the community with passion and sincerity, are steward of the district's resources, work to be inclusive and collaborate with the community, and are always striving to find ways to solve everyday problems.

The results of the work sessions produced the current Mission, Vision, and Values.

### Mission

We provide year-round, quality parks, facilities, and affordable recreational activities to create a strong, healthy community where all are welcome.

### Vision

*We enrich lives in our community by providing a wide range of parks, facilities, and recreational activities.*

### Values

**Intentional Leadership** - We inspire the people around us to reach their full potential.

**Collaboration** -We partner with stakeholders to provide a variety of parks, facilities, and recreational activities.

**Service** -We are committed to serving the community with passion and sincerity.

**Stewardship** -We work to protect and preserve all of our resources.

**Inclusion** -We strive to make our parks, facilities and recreational activities welcoming to all.

**Solution Focused** -We find ways to solve problems.

## 2.0 Fargo Park District Administrative Policies/Procedures Review

As part of the Strategic Planning process Phase 1, BerryDunn reviewed the following 54 administrative policies and/or procedures to compare them to what is typically seen as best practices in the parks and recreation industry.

- 1) Policy No. 100 – Equal Opportunity Employment
- 2) Policy No. 110 – Harassment
- 3) Policy No. 115 – Criminal Background Check
- 4) Policy No. 120 – Substance Abuse
- 5) Policy No. 121 – Drug and Alcohol Testing
- 6) Policy No. 122 – Ethics
- 7) Policy No. 125 – Drug Alcohol Testing for Transit Employees
- 8) Policy No. 130 – Employment at Will
- 9) Policy No. 140 – Political Activities
- 10) Policy No. 150 – Residency
- 11) Policy No. 160 – Working Hours/Week/Breaks
- 12) Policy No. 161 – Community Volunteerism
- 13) Policy No. 170 – Overtime
- 14) Policy No. 180 – Inclement Weather
- 15) Policy No. 190 – Payday
- 16) Policy No. 200 – Keeping Us Informed
- 17) Policy No. 210 – Outside Employment
- 18) Policy No. 220 – Personnel Records
- 19) Policy No. 230 – Vacation
- 20) Policy No. 235 – Donation of Annual Leave
- 21) Policy No. 240 – Sick Leave
- 22) Policy No. 250 – Funeral Leave
- 23) Policy No. 260 – Leave of Absence
- 24) Policy No. 275 – Jury Duty Leave
- 25) Policy No. 280 – Guard Duty
- 26) Policy No. 290 – Military Leave
- 27) Policy No. 300 – Holidays
- 28) Policy No. 310 – Resignation
- 29) Policy No. 320 – Safety
- 30) Policy No. 330 – Authorized Use of Park District Vehicles
- 31) Policy No. 340 – Accidents
- 32) Policy No. 350 – Damage to Park District Equipment
- 33) Policy No. 360 – Mechanical Work on Personal Vehicles
- 34) Policy No. 370 – Personal Property
- 35) Policy No. 380 – Storage of Personal Property on Park District Property
- 36) Policy No. 390 – Procurement Policy
- 37) Policy No. 400 – Smoking Policy
- 38) Policy No. 410 – Hiring Policy Benefited Staff
- 39) Policy No. 420 – Hiring of Relatives
- 40) Policy No. 425 – Compensation Philosophy
- 41) Policy No. 430 – Employee Assistance Program
- 42) Policy No. 440 – Fringe Benefits
- 43) Policy No. 450 – Respectful Workplace / Improper Conduct and Discipline

- 44) Policy No. 460 – Technology
- 45) Policy No. 465 – Privacy Standard
- 46) Policy No. 470 – Family Medical Leave Act (FMLA)
- 47) Policy No. 475 – Violence in the Workplace
- 48) Policy No. 480 – Confidentiality
- 49) Policy No. 485 – Lactating Breastfeeding
- 50) Policy No. 490 – Conflict of Interest
- 51) Policy No. 510 – Social Networking
- 52) Policy No. 520 – Credit Card Processing Procedure
- 53) Policy No. 530 – ADA ADAAA
- 54) Statement of Purpose

In addition to reviewing the 54 administrative policies/procedures, BerryDunn culminated the responses in the interview as well as the Survey Monkey as to which policies/procedures need review, we are recommending the following 6 policy/procedures areas to be reviewed, updated and/or created by the directors team and board.

- 1) Policy No. 150 – Residency: Add details that define the definition of residency or delete the policy if it is not going to be enforced accurately in the future.
- 2) Policy No. 240 – Sick Leave: Solve the issue of paying out sick leave hours over 960 on the books at the end of the year.
- 3) Policy No. 410 – Hiring Policy Benefited Staff: Establish a policy to solicit applications from outside the Park District as well as inside the Park District to hire the best qualified person for each position.
- 4) Policy No. 510 – Social Networking: Update and add details on policies for all social media platforms to stay up with the market for each target audience utilizing each platform in a timely fashion.
- 5) Memorial Gifts Policy: Develop with the Parks Foundation a Memorial Gift Program Policy to include several levels of giving, criteria for memorial gifts, sustainability of memorial gifts, etc.
- 6) Implement an annual review of administrative policies/procedures to ensure they are current, updated, revised, and enforceable.

### **3.0 New Organizational Charts**

**(In separate document)**

Working Draft

### 3.1 Organizational Restructure Action Plan and Prioritization

The following Area of Focus with Action Steps are outlined to create a process to move forward. Over the next five to ten years, many influences will impact the successful operation and administration of the Fargo Park District.

These action steps below are drawn from the staff, board, and leadership input and all the information gathered during the Phase I master planning process with a primary focus on improving the operational efficiency and structure of the Fargo Park District.

Timeframe designations recommended to complete tasks are noted as:

- Immediate (as soon as possible)
- Short-term (up to 2 years)
- Ongoing (occurs on a continuous basis)
- 

#### Areas of Focus and Action Steps

##### ***Area of Focus: Enhance the overall organizational structure and efficiency***

Action Steps	Timeframe to Complete
Establish an Executive Team to lead the district: <ul style="list-style-type: none"><li>• Establish an Executive Team consisting of the Executive Director, Deputy Director of Operations and Deputy Director of Administration</li><li>• Executive Director and Commissioners will work together to form a hiring committee for the Deputy Director of Operations and Deputy Director of Administration. This committee would consist of the Executive Director, one Commissioner, HR Manager and one person outside of the Park District which everyone concurs with</li><li>• The Executive Director will evaluate the two Deputy Directors</li></ul>	Immediate
Executive Director will lead the strategic direction of the District with the Fargo Park Board and the public: <ul style="list-style-type: none"><li>• Establish an annual work plan for the District with the Board and Executive Team</li><li>• Communicate regularly with the Board</li><li>• Meet regularly with the Executive Team</li><li>• Be the ambassador of the district with the public</li></ul>	Immediate / Ongoing
Deputy Directors will lead and supervise the day-to-day operations and administration of the district: <ul style="list-style-type: none"><li>• Meet and communicate regularly with District Manager</li><li>• Collaborating with the Executive Director and the Board, implement the district's annual work plan</li><li>• Keep the Executive Director and Park Board members informed in a timely manner</li></ul>	Immediate / Ongoing

Action Steps	Timeframe to Complete
<ul style="list-style-type: none"> <li>Function as the first line of communication for the district with the public</li> </ul>	
<p>Organize the District into 2 Divisions:</p> <ul style="list-style-type: none"> <li>Create an Operations Division and Administration Division</li> <li>Move departments to align with appropriate Deputy Director and Division</li> <li>Provide focus and direction for departments and staff               <ul style="list-style-type: none"> <li>Communicate new Mission, Vision and Values developed during this planning process</li> <li>Communicate actions from the 2022 Organizational Assessment</li> <li>Work with staff to implement the recommendations and strategies developed during Phase II of the 2022 Master Plan update</li> <li>Communicate district “cultural” expectations</li> </ul> </li> </ul>	Immediate / Ongoing
<p>Staff new and existing positions appropriately</p> <ul style="list-style-type: none"> <li>Develop new or revise job descriptions to reflect new organizational structure, roles, and responsibilities</li> <li>Develop performance measurements to correlate with job descriptions</li> <li>Review classifications, pay scales, recruitment and placement of qualified staff as new positions are developed for the opening of the Fargo Parks Sports Complex</li> <li>Review and update the district’s recruitment policies and practices to ensure the district is getting the best possible candidate pool for open positions</li> <li>Evaluate, reclassify as needed and fill positions through attrition</li> </ul>	Short Term / Ongoing
<p>Enhance information flow and communication throughout the district</p> <ul style="list-style-type: none"> <li>Create consistent lines of communication that flows between all levels of the organization</li> <li>Ensure that the Deputy Directors and the Managers communicate on a regular and consistent basis</li> <li>Leadership should “manage by getting around,” the reorganization will allow for more mobility of leadership to visit and spend time with staff in the field</li> </ul>	Short Term / Ongoing

## 4.0 Board Governance Action Plan and Prioritization

The following Areas of Focus with Action Steps are outlined to create a process to move forward. Over the next five to ten years, many influences will impact the success of the relationship and communication between the Fargo Park Board and the Executive Team.

These action items are drawn from the staff input and all the information gathered during the Phase I master planning process with a primary focus on improving the relationship between the Fargo Park Board and the Directors Team.

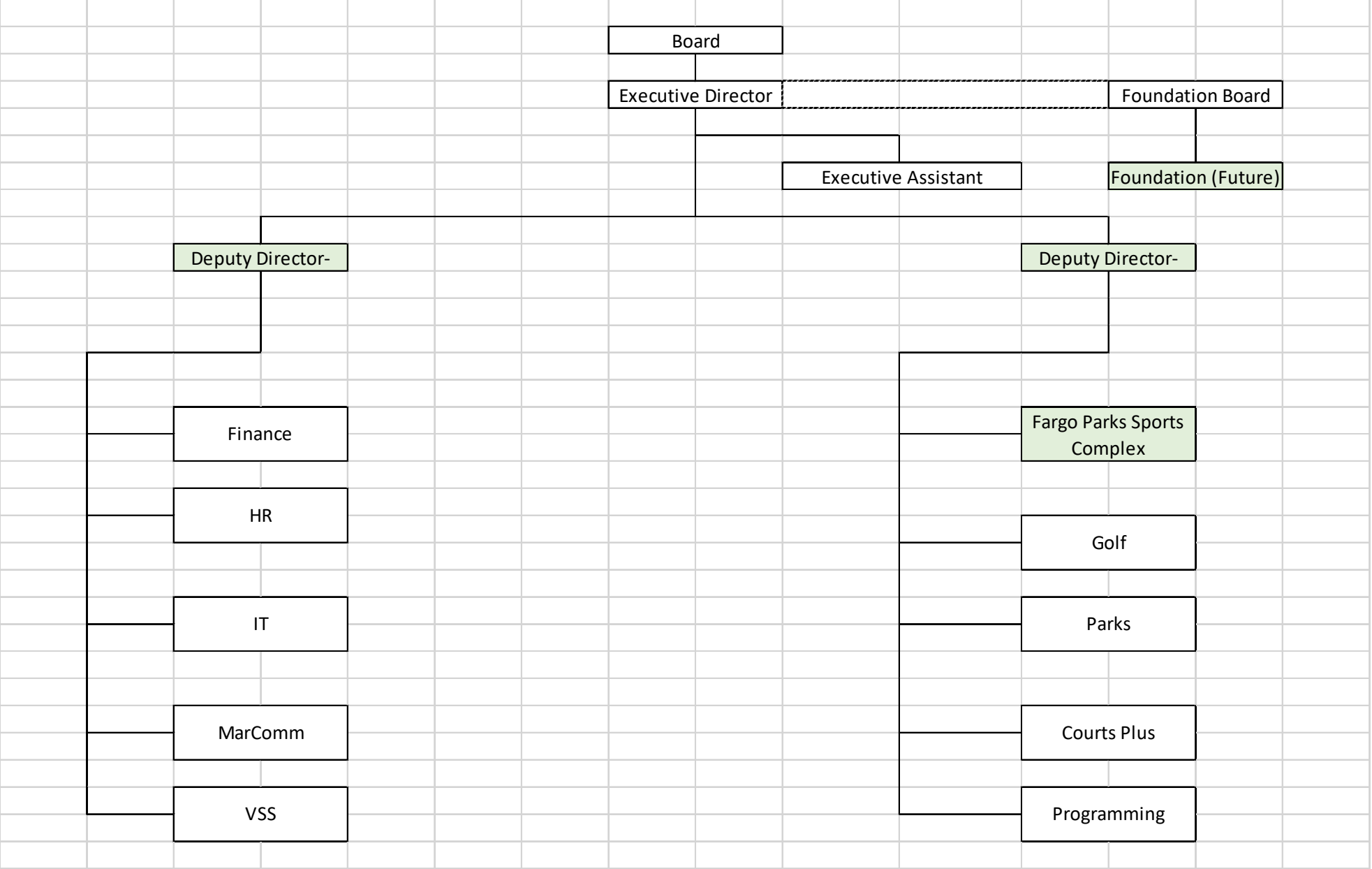
Timeframe designations recommended to complete tasks are noted as:

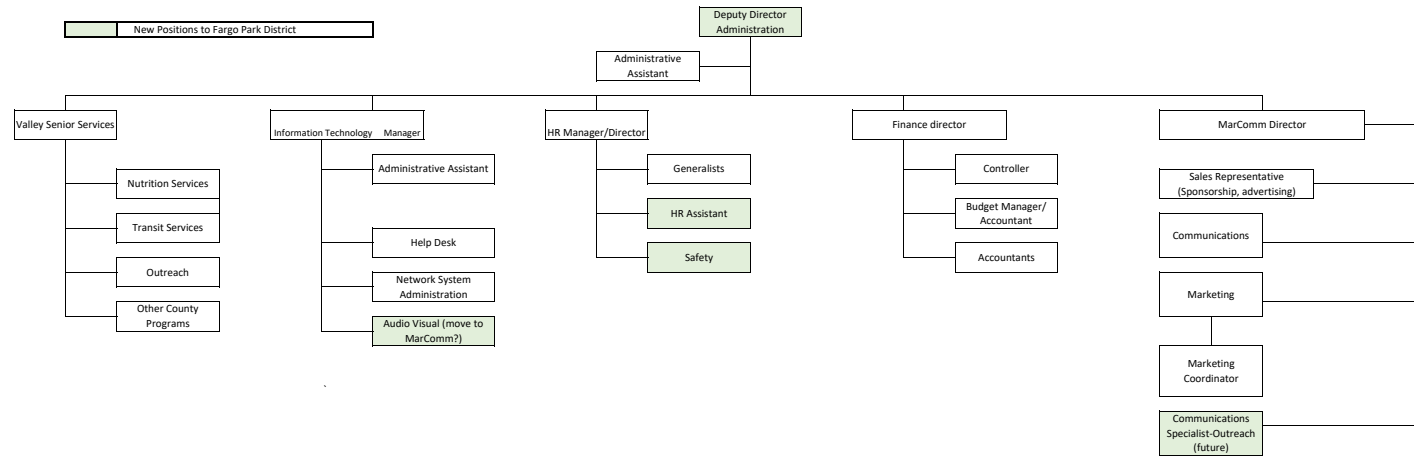
- Immediate (as soon as possible)
- Short-term (up to 2 years)
- Ongoing (occurs on a continuous basis)

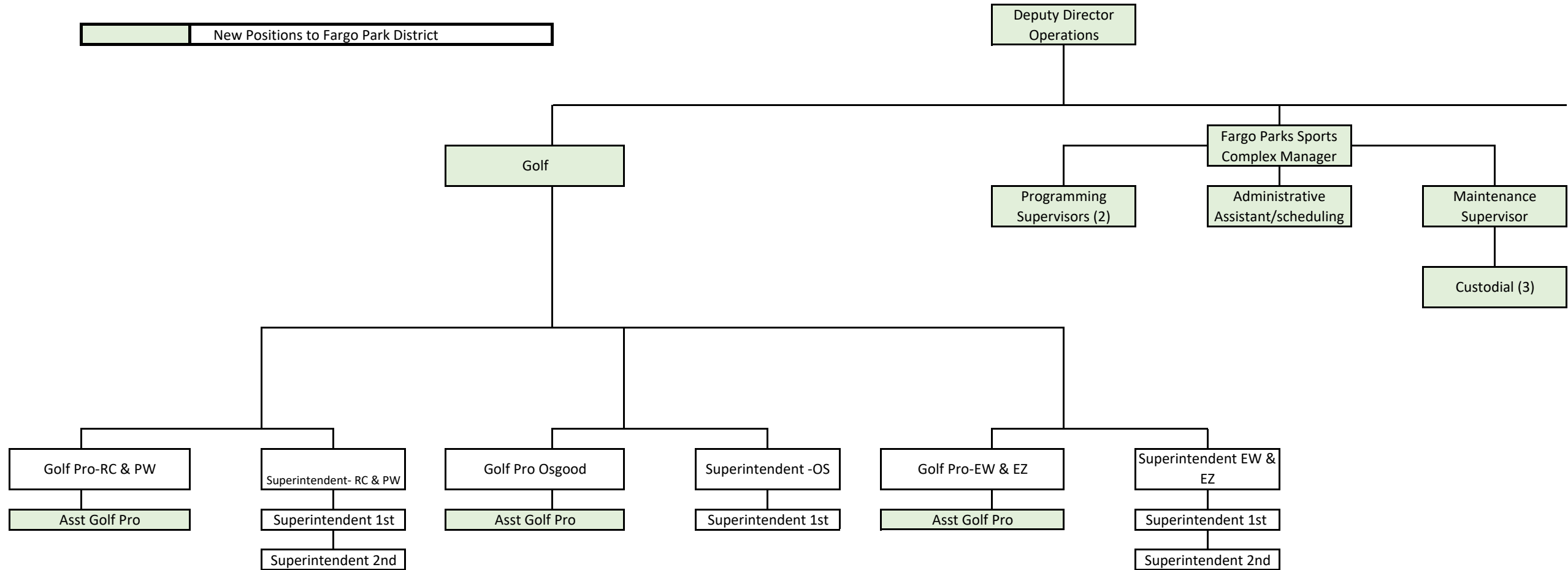
### Areas of Focus and Action Steps

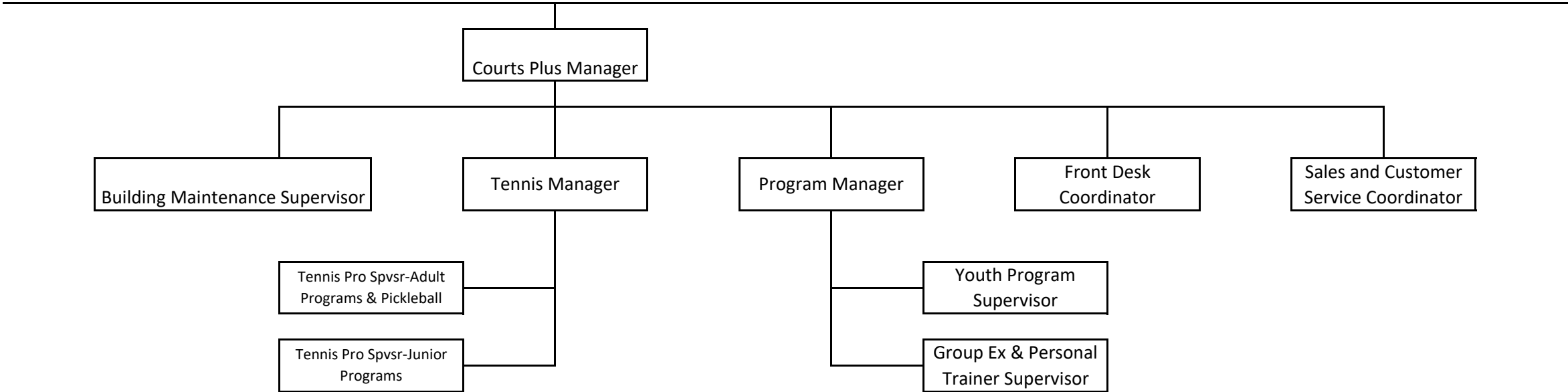
Action Steps	Timeframe to Complete
<p>The Fargo Park Board to define and execute duties.</p> <ul style="list-style-type: none"><li>• Review and update Park Board job descriptions:<ul style="list-style-type: none"><li>○ Hire, manage, and evaluate the Executive Director</li><li>○ Commissioners and Executive Director will work together to form a hiring committee for the Deputy Director of Operations and Deputy Director of Administration. This committee would consist of the one Commissioner, the Executive Director, HR Manager and one person outside of the Park District which everyone concurs with</li><li>○ Communicate action items and strategic planning through the Executive Team</li><li>○ Set overall direction and direct management of the district</li><li>○ Approve all plans and goals for the district.</li><li>○ Participate in preparation and approval of annual budget</li><li>○ Review and establish policy</li><li>○ Evaluate District's overall performance</li></ul></li><li>• Schedule and participate in Park Board training after board elections<ul style="list-style-type: none"><li>○ BerryDunn was asked to do this as an add-on to the existing contract for a half-day training with two consultants for \$6,000 including travel expenses once the new board is established</li></ul></li></ul>	Immediate
<p>Executive Director needs to concentrate on the relationship with the Fargo Park Board and the public:</p> <ul style="list-style-type: none"><li>• Keep the Park Board members informed in a timely manner</li><li>• Concentrate on being the ambassador of the district with the public</li></ul>	Immediate
<p>Deputy Directors need to concentrate on supervising the day-to-day operations as well as the relationship with the Fargo Park Board and the public:</p> <ul style="list-style-type: none"><li>• Keep the Executive Director and Park Board members informed in a timely manner</li></ul>	Immediate

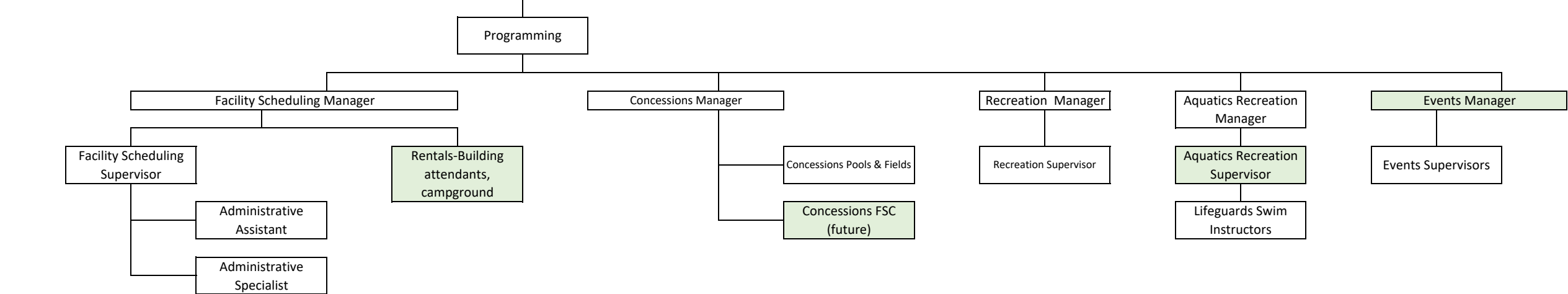
Action Steps	Timeframe to Complete
<ul style="list-style-type: none"> <li>Assist the Executive Director on being the ambassador of the district with the public</li> </ul>	
<p>Agency-wide communication protocol needs to be established with an immediate focus on the continuous communication between the Executive Team and the Park Board.</p> <ul style="list-style-type: none"> <li>All parties need to admit there needs to be change and be willing to commit to being a part of the improvement</li> <li>Timely updates through agreed upon information sharing tools need to be established</li> <li>Park Commissioners communicate through the Executive Team and not directly going to staff               <ul style="list-style-type: none"> <li>Executive Team needs to communicate timelines and any actions taken by staff as an update and follow-up</li> </ul> </li> <li>Executive Team ensures the implementation of the Park Board decisions</li> <li>Establish internal email lists for distributing information quickly and efficiently</li> <li>Establish a weekly meeting with the Board President and recap the Board Commissioners weekly.</li> <li>Develop trust and transparency between the Executive Team and the Park Board through open and honest conversations</li> <li>Develop and foster trust between all Fargo Park staff and the Park Board Commissioners so if/when they show up at events, it is a positive situation and not viewed as negative               <ul style="list-style-type: none"> <li>Alleviate skepticism about Commissioner's motives and assumptions they are obstacles or opposed to staff actions</li> <li>Support appropriate communication with all staff levels and Commissioners without assuming the worst</li> <li>Invite Commissioners to All Staff meetings</li> <li>Park Board host a social event with staff</li> </ul> </li> </ul>	Ongoing
Establish agreed upon annual Park Board Commissioner facilities tour and training with research from NDRPA and NRPA to encourage stability.	Ongoing
The Fargo Park Board should evaluate District's overall performance based on completion of Strategic Plan goals, objectives/follow-up.	Ongoing
<p>Create a proactive versus a reactive culture within the organization:</p> <ul style="list-style-type: none"> <li>Anticipate operational issues (fires that need to be put out) and correct as soon as possible</li> <li>Develop and implement a planning process to recognize potential items that need attention prior to becoming an issue</li> <li>Define and implement standards, processes, policies, and infrastructure to set consistent expectations for staff and service delivery</li> <li>Train staff on policies and organizational authority protocol to develop consistency of standards and foster accountability throughout the agency</li> <li>Hire additional staff when necessary</li> <li>All decisions need to be based on facts and not relationships within the organization</li> </ul>	Ongoing

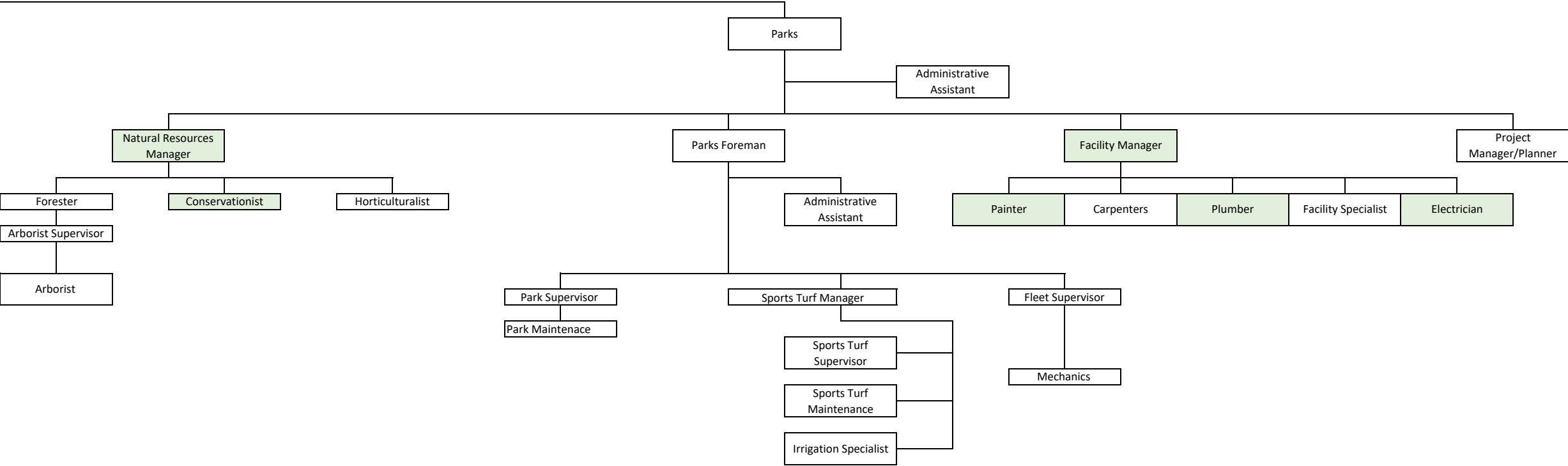














## MEMORANDUM

DATE: May 25, 2022

TO: Park Board Commissioners

FROM: Commissioner Stacey Griggs

RE: Discuss draft updates to job descriptions for Commissioners, President and Vice-President

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At the meeting, we will start discussing draft updates to the job descriptions for Commissioners, Board President and Board Vice-President.

Attached is information for discussion purposes at the meeting.

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

Thank you.

## **Fargo Park District Commissioner Job Description**

Proposed June 1, 2022

### **Summary:**

In a timely and professional manner, to preserve, protect and increase the value of the constituent/stakeholder investment in the Fargo Parks and Recreation District.

### **Qualifications:**

Reside within the boundary of the District. Must be 18 years of age.

### **Board Duties & Responsibilities:**

- To comply with all local, state and federal regulations as they apply to the park district
- To elect board leadership
- In cooperation with staff, to set Vision, Mission and Core Values, using them to form policy, goals and planning strategy
- To hire the executive team
- To receive and execute committee responsibilities as assigned by the board president
- To direct management through executive team
- To visit with and represent constituent/stakeholder
- To attend meetings and be prepared before meetings
- To review and establish policy
- To review financial information and understand and evaluate
- To set overall direction and approve all plans and goals for the park district
- To participate in preparation and approval of the budget
- To evaluate the district's performance, and specifically that of the executive team
- To represent the park district
- To communicate with each other and constituent/stakeholder
- To communicate with staff directing requests for change through the executive team

### **Authority:**

- Authority to vote on any and all issues before the board
- Right to be informed and participate appropriately
- Authority to commit financial resources of the park district
- Authority to Executive all duties and responsibilities of elected office of park commissioner
- Authority to hire, evaluate and terminate the executive team

### **President:**

- To set the schedule and develop the agenda, in consultation with the executive team for all regularly scheduled board meetings
- Convene and conduct all meetings of the board of commissioners
- To cause timely notification of the board of commissioners of all meetings and activities related to their functions as board members
- To appoint all standing and ad hoc committee chair person and provide for the instruction and training
- To represent the Fargo Park District at public functions

- To serve as chief spokesperson of the board of commissioners with representatives of the public and news media
- To sign legal documents at the direction of the board or as necessary to the activities of the park district
- To interpret policies, procedures and intents of the board when called upon to do so
- To see to it the board member training is conducted
- To serve as Ex-Officio member of all standing and ad hoc committees of the board
- To issue an annual report on the state of the park district to its constituents/stakeholders
- To meet regularly with the executive team of the park district to receive information and impart directives of the board
- To initiate and conduct an annual performance review of the executive team by a method agreed to by the board

Vice President:

Fill in duties of the president when necessary



## MEMORANDUM

DATE: May 25, 2022

TO: Park Board Commissioners

FROM: Commissioner Stacey Griggs

RE: Discuss Residency Policy No. 150

---

At the meeting, for discussion purposes we will discuss Residency Policy No. 150.

Along with the memo is a current copy of Residency Policy No. 150 for review.

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

Thank you.

PARK DISTRICT OF THE CITY OF FARGO  
**RESIDENCY**  
POLICY NO. 150

Date Reviewed by HR 01/01/16

Date Approved by Park Board 01/12/16

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Employees are not required to live within the corporate limits of the City of Fargo. However, Employees may be required to report for duty within a certain specified time after being called by their Supervisor. Response time may be different for various departments and will be established by the Director of the department.

The exception to this policy, however, is that the Executive Director, appointed by the Board of Directors to administer the Park District's operation and to be, in part, the face of the Park District in the City of Fargo, shall be required to live in and maintain their personal residence within the city limits of the City of Fargo. If not a resident of the City of Fargo at the time of hire, the Executive Director will be required to establish the Fargo residence with six (6) months of accepting the position. An Executive Director's employment may be terminated by the Board of Park Commissioners if he/she fails to establish that Fargo residence or later changes their personal residence to outside the City of Fargo.