



Planning Committee Meeting
Wednesday, April 16, 2025; 8:30 a.m.
Fargo Park District Board Room
6100 38th Street S, Fargo

AGENDA

1. Fargo Area Sports Artificial Turf Project Proposal at Tharaldson Little League Complex; Alex Sumner, presenter
2. Emerald Ash Borer (EAB) Mitigation Plan Update; Sam DeMarais and Tony Schmitt, presenters
3. Review Selkirk Developers Agreement; Dave Bietz and Tyler Kirchner, presenters
4. Consideration of Rose Creek Driving Range Net Replacement; Tyler Kirchner, presenter
5. Broadway Station Meal Site Lease; Paul Grindeland, presenter
6. Fare Increase Proposal for Metro Senior Ride Service; Cindy Girdner, presenter
7. Permission to bid beverage concession, vending and snack food vending; Kevin Boe presenter
8. Review 2025 Annual Work Plan; Jayne Gust and Dave Bietz, presenters
9. 2026 Budget Update; Broc Lietz, presenter
10. Other

Next Governance Committee Meeting: April 23, 2025, 8:15 a.m.

Next Park Board Meeting: May 13, 2025; 5:30 p.m.

Next Planning Meeting: May 21, 2025; 8:30 a.m.

Susan Faus, Executive Director

Park Commissioners – Zoe Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk -Jeff Gunkelman

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MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Tony Schmitt, Park Director

RE: Agenda Item No. 1 - Fargo Area Sports Artificial Turf Project Proposal at Tharaldson Little League Complex

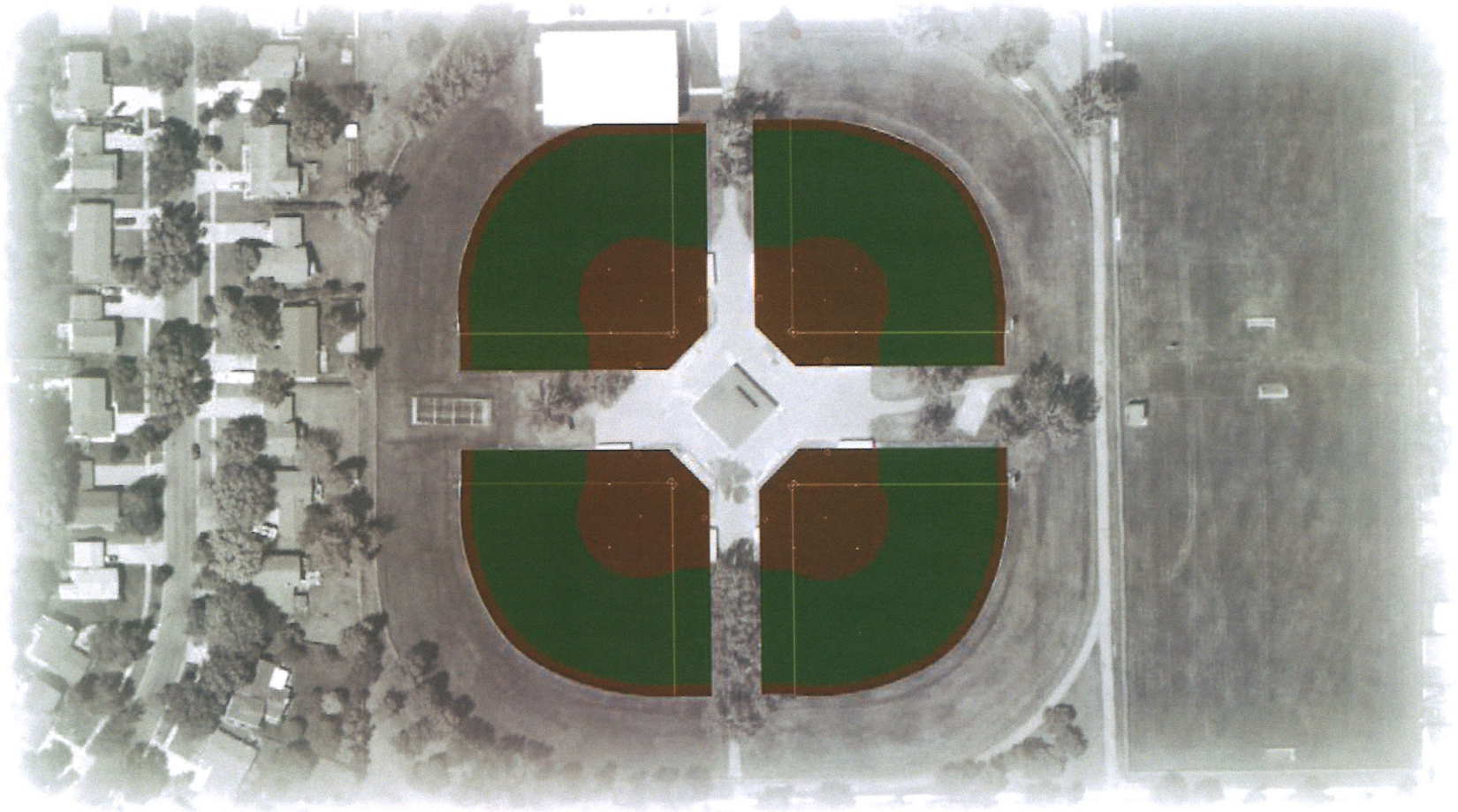
On March 25, 2025, Deputy Director of Operations, Dave Bietz and Park Director, Tony Schmitt met with Alex Sumner of Fargo Area Sports to discuss a potential project of installing artificial turf on the infield playing surfaces on the four ball diamonds at the Tharaldson Little League Complex.

During the meeting, staff explained that the Park District is currently in the process of implementing a Capital Improvement Plan (CIP) process and completing the Park System Master Plan. Staff indicated that completing an artificial turf project in 2025 would not be likely due to these plans. A CIP form has been submitted to the Executive Leadership Team for consideration and will be evaluated and scored with other CIP projects that are submitted from all departments within the Park District.

Alex Sumner, representing Fargo Area Sports, has requested to present a proposal for a potential partnership with the Fargo Park District to install artificial turf on the infield playing surfaces at the Tharaldson Little League Complex.

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

Thank you.



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BASEBALL (4) FIELD CONVERSION

Option 1: Baseball - (4) Field Conversion

Base Price\$2,340,000

Scope: Full Conversion of (4) Youth Baseball Fields

- a. **FieldTurf Prestige XT-50** for the baseball full conversion +/- 189,139 square feet.
- b. New aggregate base, drainage, and athletic equipment are included.
- c. Pricing is based on concurrent construction of all fields outlined in this scope.
- d. Pricing is based on the following documents:
 - i. Mammoth Civil Layout 5.24.23
- e. Contract price is based on acceptance of the proposal within 60 days from date of this document.

ALTERNATES

Escalation Cost (2024)ADD \$63,200

Add if work is to be completed in 2024 in-lieu-of 2023.

Maintenance EquipmentADD \$10,950

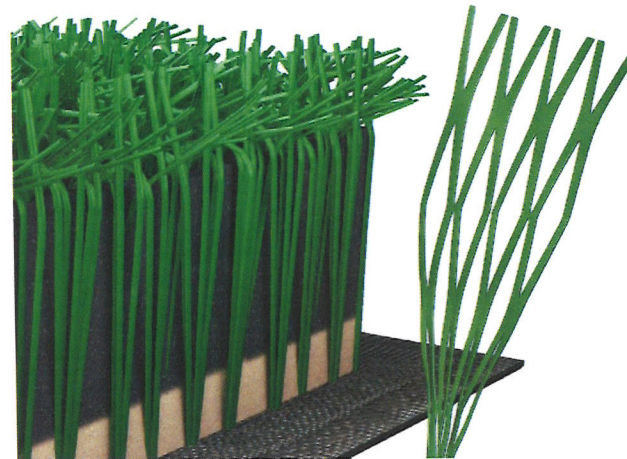
Add for a Field Sweep and Groom Right turf maintenance equipment.

Stabilization AllowanceADD \$295,000

Add for a subgrade soil stabilization allowance. We recommend carrying a stabilization allowance until a Geotechnical Report has been conducted.

Payment & Performance BondADD 2%

Add if payment and performance bonds are required.



FieldTurf Prestige XT-50

*All values shown are Estimates of Probable Cost and will be verified through the GMP process. Contract price is based on acceptance of proposal within 60 days from date of this document.

*Potential costs that may be incurred after/during design investigation: Survey (mass excavation & grading, retaining walls, and access issues), Site Investigation (site power & transformer upgrades, existing utility locations, Local/City/Governing Jurisdiction Review Comments and/or Requirements (SWPP - storm water protection plan, or erosion control plan), Owner Changes after Contract Signing.

Option 2: Baseball - (1) Field Conversion

Base Price\$637,000

Scope: Full Conversion of (1) Youth Baseball Field

- a. **FieldTurf Prestige XT-50** for the baseball full conversion +/- 47,000 square feet.
- b. New aggregate base, drainage, and athletic equipment are included.
- c. Pricing is based on concurrent construction of all fields outlined in this scope.
- d. Pricing is based on the following documents:
 - i. Mammoth Civil Layout 5.24.23
- e. Contract price is based on acceptance of the proposal within 60 days from date of this document.

ALTERNATES

Escalation Cost (2024)ADD \$51,000

Add if work is to be completed in 2024 in-lieu-of 2023.

Maintenance EquipmentADD \$10,950

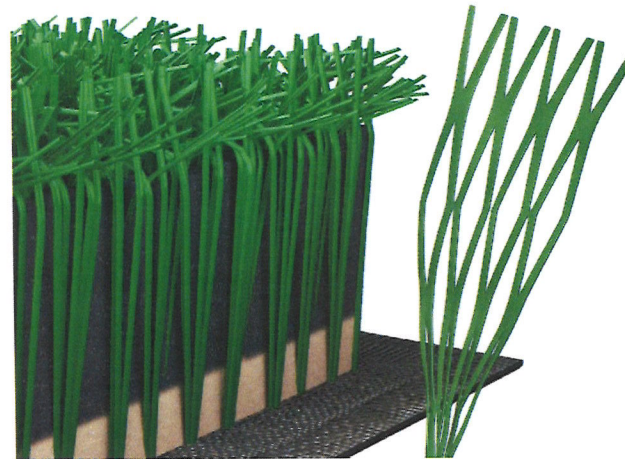
Add for a Field Sweep and Groom Right turf maintenance equipment.

Stabilization AllowanceADD \$88,500

Add for a subgrade soil stabilization allowance. We recommend carrying a stabilization allowance until a Geotechnical Report has been conducted.

Payment & Performance BondADD 2%

Add if payment and performance bonds are required.



FieldTurf Prestige XT-50

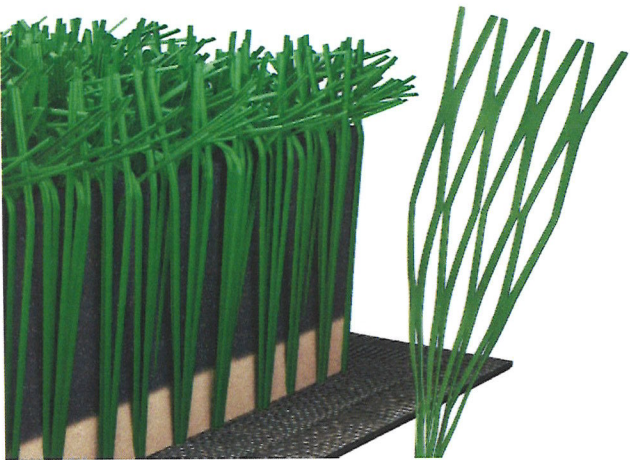
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Option 3: Baseball - (4) Infield & Wing Conversion

Base Price\$1,112,600
Scope: Full Conversion of Infield and Wings for (4) Youth Baseball Fields.
a. **FieldTurf Prestige XT-50** for the baseball full conversion +/- 62,202 square feet.
b. New aggregate base, drainage, and athletic equipment are included.
c. Pricing is based on concurrent construction of all fields outlined in this scope.
d. Pricing is based on the following documents:
i. Mammoth Civil Layout 5.24.23
e. Contract price is based on acceptance of the proposal within 60 days from date of this document.

ALTERNATES
Escalation Cost (2024)ADD \$89,100
Add if work is to be completed in 2024 in-lieu-of 2023.
Maintenance EquipmentADD \$10,950
Add for a Field Sweep and Groom Right turf maintenance equipment.
Stabilization AllowanceADD \$130,500
Add for a subgrade soil stabilization allowance. We recommend carrying a stabilization allowance until a Geotechnical Report has been conducted.
Payment & Performance BondADD 2%
Add if payment and performance bonds are required.



FieldTurf Prestige XT-50

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*Potential costs that may be incurred after/during design investigation: Survey (mass excavation & grading, retaining walls, and access issues), Site Investigation (site power & transformer upgrades, existing utility locations, Local/ City/Governing Jurisdiction Review Comments and/or Requirements (SWPP - storm water protection plan, or erosion control plan), Owner Changes after Contract Signing.

Option 4: Baseball - (1) Infield & Wing Conversion

Base Price\$377,900

Scope: Full Conversion of Infield and Wings for (1) Youth Baseball Field.

- a. **FieldTurf Prestige XT-50** for the baseball full conversion +/- 47,000 square feet.
- b. New aggregate base, drainage, and athletic equipment are included.
- c. Pricing is based on concurrent construction of all fields outlined in this scope.
- d. Pricing is based on the following documents:
 - i. Mammoth Civil Layout 5.24.23
- e. Contract price is based on acceptance of the proposal within 60 days from date of this document.

ALTERNATES

Escalation Cost (2024)ADD \$30,240

Add if work is to be completed in 2024 in-lieu-of 2023.

Maintenance EquipmentADD \$10,950

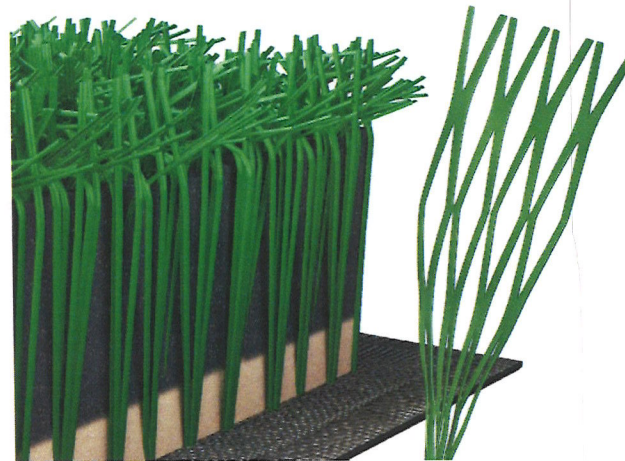
Add for a Field Sweep and Groom Right turf maintenance equipment.

Stabilization AllowanceADD \$66,100

Add for a subgrade soil stabilization allowance. We recommend carrying a stabilization allowance until a Geotechnical Report has been conducted.

Payment & Performance BondADD 2%

Add if payment and performance bonds are required.



FieldTurf Prestige XT-50

*All values shown are Estimates of Probable Cost and will be verified through the GMP process. Contract price is based on acceptance of proposal within 60 days from date of this document.

*Potential costs that may be incurred after/during design investigation: Survey (mass excavation & grading, retaining walls, and access issues), Site Investigation (site power & transformer upgrades, existing utility locations, Local/City/Governing Jurisdiction Review Comments and/or Requirements (SWPP - storm water protection plan, or erosion control plan), Owner Changes after Contract Signing.



MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Tony Schmitt, Park Director
Sam DeMarais, Park Forester

RE: Agenda Item No. 2 - Emerald Ash Borer Mitigation Plan Update

The Fargo Park District currently has approximately 25,000 trees on park district property, of which roughly 3,500 or 14% of the population are ash trees. For the past ten years, the Fargo Park District Forestry team has been actively removing ash trees in poor condition and diversifying park tree species to help mitigate a possible EAB infestation. Emerald Ash Borer was found in the Moorhead, MN city limits in early 2023.

Sam DeMarais, Park Forester, will present information on the park district's recent activities that occurred in 2023 and 2024 and provide a scope of work for the Emerald Ash Borer Mitigation Plan for the next five years (2025-2029.) The goal is to have an ash tree population of just under 10 percent within the park district after 2029.

If you have any questions, prior to the meeting, please feel free to contact one of us.

Thank you.

Susan Faus, Executive Director
PARK COMMISSIONERS – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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Emerald Ash Borer Mitigation Plan

By: Sam DeMarais, Park Forester

Updated: 4/16/2025

History: Emerald ash borer is a devastating exotic insect brought to the U.S. from China. The first infestation occurred in Michigan and the insect has spread outward from there since 2002. It was discovered in St. Paul, MN and more recently in Falcon Heights, MN. There is not an Ash tree in the genus *Fraxinus*, in North America, that is resistant. Conservatively it has killed tens of millions of trees in Michigan and Ohio alone. It is estimated that North Dakota has 40 million ash trees.

How: EAB is a wood boring beetle that feed on the phloem of all ash species. The eggs are laid from June to August, in the bark of ash trees. The full life cycle of the beetle lasts 1-2 years depending on climate and food resource. The new larvae tunnel through the phloem and cambium layer of the tree creating "S" shaped galleries. These feeding girdles the tree and inhibits its ability to conduct nutrients throughout the tree's vascular system. Once the larvae have reached maturity, they exit the tree leaving a "D" shaped exit hole. This is due to the shape of the beetle's body. This adult emergence typically peaks in June.

Symptoms: The ash trees will start to decline from the top down. Usually, the symptoms are difficult to spot for the first 2-3 years, at this point it would be too late. The trees will start to sucker from the trunk in response to the internal damage caused by the beetle feeding. Once the tree is dead it will become very brittle, leaving a high potential for failure.

Threat: Due to the movement of ash wood the insect spread faster than anyone anticipated. As a result, municipalities are being faced with enormous numbers of dead trees creating overwhelming safety problems. The result is crippling forestry departments everywhere. Once EAB is found communities spend as much as 90% of the entire forestry budgets on removals alone, for years at a time, and that has a detrimental effect on other forestry priorities including pruning cycles and reforestation efforts. The EAB timeline for complete mortality of ash is about 12 years from initial infestation. However, the insect is practically imperceptible for years 1-5, leaving about 7 years to deal with removal of the total ash population.

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Goal: To mitigate total tree mortality and slow the spread of EAB decline in our urban forest. This can be done through an integrated approach of chemical treatment, survey and sanitation, diversification of new tree plantings. To maintain an ash population of approximately 5% of our total tree population.

Strategy: We have proactively started to remove and replace our ash tree population prior to EAB being discovered there. As a result, we can spread out the cost and workload over a longer period, decreasing ash numbers and diversifying the urban forest, at the same time. Also, we are chemically injecting ash trees we want to preserve. Fargo Parks strategy is to remove small ash trees, stem diameter at breast height (DBH) of less than or equal to 8" and replace the following year. Also, to remove ash trees that are in poor condition, in an improper site (near power lines, etc.) or are super adequate (in an area that has a lot of trees and reducing the number will not negatively affect the canopy or environmental benefits). Simultaneously, approximately 1500 ash trees will be treated chemically on a 3-yr rotation to prevent decline from EAB infestation. This will keep a population of 1500 ash trees in our park system.

The forestry department will seek out grant funding opportunities for ash trees removals, tree replacement and ash tree treatments for EAB. Currently, as of 2025 the FPD has EAB Fund with approximately \$769,000 available. These dollars will be used for tree removal, equipment and additional resources in excess to our normal operating budget only when necessary.

In 2024 the forestry department added an additional Arborist position and in 2025 has hired a Natural Resources Supervisor. These additions to our full-time staff will aid in our efforts to manage the effects of EAB during the primary infestation and help to manage our urban forest throughout the process and in the decades to come to create a healthy and diverse environment in our community.

The forestry department has also purchased some equipment to aid in the removal of ash trees and treatment of ash trees; brush chipper \$63,000, Insecticide for treatments \$22,000, Insecticide for treatments in 2023 (contracted) \$46,000, Forestry truck 99,000. Total expenses, \$231,000.

The tree inventory is an essential tool for managing our urban forest and forecasting costs, workload and maintenance. The inventory was partially updated in 2020 by a contractor at a cost of \$45,000. Our goal is to update the inventory on an annual basis. This would be done at a capacity of 20% of the inventory each year, completing the cycle every 5 years. This process would start in 2025 at a cost of approximately \$25,000. Additionally, we have thousands of ash trees in our riparian areas and wooded lots along the river and throughout town. This is an unknown number that is valuable information.


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Our goal is to conduct a survey of these areas to gain information on how many ash trees exist and how we can plan to manage them. The cost to hire a consultant for this information is \$2.65 per tree, with perhaps an estimated 10,000 trees for a total of \$26,500. In total an inventory update in 2025 would cost \$51,500.

Current Statistics: 24,598 trees, 14% ash trees

Ash Trees:3,492 total

- 55% of ash trees are in 10 parks
- Edgewood Golf
- Island Park
- Iwen Park
- Lindenwood Park
- Oak Grove Park
- Prairiewood Golf
- Red River Trail
- Rose Creek Golf
- Trefoil Park
- Trollwood Park

Trees by DBH			
PIE	BAR	TABULAR	
SHOW ALL VALUES			
DBH Range	Count	Percent	
12-18in	1238	35.45%	
6-12in	1092	31.27%	
18-24in	592	16.95%	
24-30in	257	7.36%	
>30in	157	4.50%	
3-6in	92	2.63%	
N/A	33	0.95%	
0-3in	31	0.89%	

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Scope of Work: A 5-year plan (2025-2029)

Over the next 5 years the Forestry Department plans to execute 150 of the 300 ash removals and hire a contractor for the remaining 150 trees. The estimated cost for 150 ash trees removals is \$70,200. The budget table below adds 3% to this number each year out to 2029. The 300 ash trees removed will be replaced in the following year with new trees near the removed ash trees, the estimated cost for planting 300 new trees is \$35,000. We will seek out grant funding to help fund this project and utilize the EAB fund as well. Furthermore, an aerial lift truck and brush chipper will be purchased to provide necessary resources for the Forestry Department to keep up with in-house removals and tree work. The inventory update will be purchased using the EAB fund. Trees will be selected for treatment or removal the year prior to removals or treatments. Also, new trees will be planted near ash trees that are not currently selected for removal but will be eventually in order to have adequate succession planting. Upon completion of this phase of the EAB mitigation plan the estimated ash percentage of the total inventory would be approximately 9.2%.

- Current number of trees = 24,598
- Ash = 3,492
- 14.2% of the tree population
- Goal: 10% by 2029

2023 (completed)

- Removals: 424 trees
- Treatment: 354 trees
- Trees Planted: 426

2024 (completed)

- Removals: 278
- Treatment: 510
- Trees Planted: 672

2025

- Removals: 300 ash (total remaining 3,192)
- Treatment: 551
- Trees Planted: 600

2026

- Removals: 300 ash (total 2,892)
- Treatment: 500
- Planting: 600

2027

- Removals: 300 ash (total 2,592)
- Treatment: 500
- Planting: 600

2028

- Removals: 300 ash (total 2,292)
- Treatment: 500

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- Planting: 600
- 2029
- Removals: 300 ash (total 1,992)
 - Treatment: 500
 - Planting: 600

Annual Budget Estimation (Highlighted will be from EAB Fund= (\$769,000))

Year	Removals (150)	Replacement Trees (300)	Inventory	Equipment	Treatments	Total
2025	\$70,000	\$35,000	\$51,500 *	\$275,000	\$35,000	\$431,500
2026	\$72,000	\$35,000			\$35,000	\$142,000
2027	\$75,000	\$35,000			\$35,000*	\$145,000
2028	\$77,000	\$35,000			\$35,000*	\$147,000
2029	\$79,000	\$35,000			\$35,000*	\$149,000
	\$373,000	\$175,000*	\$51,500	\$275,000	\$175,000	\$1,049,500

*Replacement trees are being funded by our annual operating budget, not the EAB Fund.

*Approximately \$25,000 for 1/5th of total inventory update and \$25,000 for riparian corridor ash tree inventory

*Years 2027-2029 treatments will be funded by our annual operating budget, not the EAB Fund.



MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Dave Bietz, Deputy Director of Operations & Tyler Kirchner, Project Manager

RE: Agenda Item No. 3 – Review Selkirk Developers Agreement

Fargo Park District staff have been collaborating with the developers of Madelyn's Meadows Development on a 96-acre parcel located at 66th Avenue South and Selkirk Drive South. As part of the project, the developer wishes to include a park featuring a recreation trail, open prairie green space, a picnic shelter, park benches, and a playground. A total of 6.75 acres has been designated for this park.

Presented along with this memo is a copy of the Developer's Agreement. The agreement has been reviewed by legal counsel and changes suggested by legal counsel have been incorporated in the agreement. The agreement provides for the park to be developed through a special assessment district that would be created by the Fargo Park District over the approximately 96 acres. The total cost of the park to be assessed is estimated at \$906,953.43. A proposed design is shown on Exhibit B of the agreement.

List of revisions from original agreement are noted below:

1. Move Natural Trails, Boulevard Trees, and Native Seeding to Parks Project.
2. Future special assessments for the park property will follow the standard procedure of two equivalent lots.

At this time, preliminary plans are to start the construction of the park in Summer of 2026 or 2027.

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

Thank you,

Susan Faus, Executive Director
Park Board Commissioners – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

Our Core Values: *Be Authentic * Be Bold * Be Collaborative

PARK DEVELOPMENT AGREEMENT

Selkirk Place

This Park Development Agreement (the “Agreement”) is made and entered into this ____ day of _____, 20__, by and between NICD, LLC (name of developer), whose post office address is 3280 Veterans Blvd S Ste 30 , Fargo, ND (“Developer”), and the **PARK DISTRICT OF THE CITY OF FARGO**, a park district under the laws of the State of North Dakota, 3100 38th Street South, Fargo, North Dakota 58104 (“Park District”).

Preliminary Statements

Developer is the owner of a ±96 acres, more or less, tract of real property located in the City of Fargo, Cass County, North Dakota (the “Developer Property”), specifically described below and delineated on the plat/survey attached as Exhibit “A”.

Developer is in the process of planning a residential and recreational development on the Developer Property in which the Developer desires to include and dedicate a park of approximately 6.75 acres on the Developer Property as generally shown in Exhibit “A”, (the “Park Area”). Developer’s focus is to create a community with its own character and to provide recreational development and recreational amenities for the support of the community and to promote ease of access in and around the community. The Developer intends to develop the area at execution of this agreement.

Park District desires to establish an additional park in south Fargo and is willing to work with and assist the Developer in the design of 6.75 acre tract (the “Park Area”), affect the construction of park amenities and manage the Park Area, all pursuant to the terms and conditions of this Agreement and the rules and regulations established by the Board of Park Commissioners from time to time.

The Park Area will play a vital role in this development by not only providing recreational amenities for this community and the surrounding area, but also to provide the necessary connections through the development to other areas in south Fargo. To the extent appropriate and possible, trails will ultimately connect to current and future Park District parks.

Agreement

NOW, THEREFORE, in consideration of the above preliminary statements, the terms, and conditions of this Agreement, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Scope of Agreement.** This Agreement shall not constitute a partnership or a joint venture by and between the Developer and Park District. Neither party has a right or obligation to bind the other party to any course of action or commitment as it

relates to the development of the Developer Property, including the Park Area that is described herein. Each of the parties is an independent contractor and although they will coordinate their efforts to develop the Park Area, maybe to include elements of design, access, and amenities, neither party is assuming any obligation of the other party.

2. Conveyances. On the date of closing, as herein described, Developer shall cause to be transferred and conveyed to Park District approximately 6.75 acres that constitutes the Park Area, in the general location as shown on the site plan attached as Exhibit "A". The parties acknowledge that the approved plat shall dedicate the Park Area to public use. The 6.75 acre parcel shall be conveyed to the Park District by Warranty Deed, free and clear of all liens and encumbrances including, but not limited to current real estate taxes and installments of special assessments, subject to the Park District assuming and agreeing to pay that portion of the special assessments not yet certified for collection, calculated in accordance with the provisions of paragraph 5 below.

Developer will provide the Park District an abstract of title to the Park Area no later than ten (10) days prior to closing. Closing date will be at substantial completion of General Park Amenities.

3. Developer and Park District Obligations. Developer and Park District acknowledge that they will be responsible for the following amenities to be located on the Developer Property and the Park Area:
 - a. General Park Amenities per Exhibit "B" will be installed by the Developer or City of Fargo and included with the street improvement assessment assessed against the Developer Property. Included in the Developer's or the City's responsibility will be the construction and maintenance of any detention ponds required by engineers or governmental authority. If Developer or City of Fargo fails to install General Park Amenities per Exhibit "B", then this agreement is null and void.
 - b. Specific Park Amenities per Exhibit "B" will be installed by the Park District through a Park District improvement assessment assessed against the Developer Property as shown in Exhibit "E". Individual estimated cost amenities will be per Exhibit "D". The maximum cost does not include any carrying cost if the Developer requests the assessment to be deferred. If the Developer requests the assessments to be deferred the actual cost of carrying the deferred assessment will be added to the not to the estimated exceed maximum.

- c. The following table breaks down the land dedication for the Development Property:

Plat Description	Plat Area (Acres)	Park Dedication (Acres)
Selkirk Place 2 nd Add.	19.28	1.54
Selkirk Place 3 rd Add.	30.89	2.47
Selkirk Future Phases	46.25	3.70
Subtotal	96.41	7.71
Provided Dedication to Date		5.90
Remaining Dedication		1.81

The Developer has the right to forgo the park land dedication in Selkirk future phases and cover the remaining balance in the form of Payment in Lieu. The remaining land dedication balance will be paid at a rate of \$1.50 per SF. The remaining Payment in Lieu balance will be paid to Park District proportionally upon filing of Selkirk future phase plats.

- d. The Developer shall be responsible for all storm water requirements as may be designed by engineers or governmental authority.
- e. In accordance with Park District Ordinance Developer and any property owner Developer sells lots to, shall not cause or allow water from any downspout, sump, or similar device to be directly or indirectly deposited on Park Property.
- f. The Developer shall be responsible for the installation of sidewalks on both sides of each public street per the requirements of governmental authority.
- g. The Developer shall be responsible for providing lighting on all streets as required by appropriate governmental authority and to allow the installation of lighting on park trails or in the Park Area as the Park District deems reasonable and appropriate to provide a well-lit Park Area at times that the Park District determines is appropriate. In the event the Park district deems lighting to be placed on the property, the cost of installing lighting in the Park Area will be paid by the Park District. Utility charges for the operation of lighting in the Park Area will be paid by the Park District.
- h. The Park District will not have any responsibility for trees and other landscaping to be planted outside the Park Area. Boulevard trees within

Right of Way fronting the Park District property shall be installed with the municipal improvement district.

- i. Park District, at its sole cost and expense, will purchase and plant/install trees, in line with current Park standards, to be included in the Park Area which shall be part of the Park Area construction. Park District will work together with Developer to develop planting plan. Final quantity and placement of trees will be at the discretion of the Park District.
- j. Signage, in such form and location as the Developer and the Park District shall mutually determine, shall be placed at various locations within the Developer Property and designate the location and access to the Park Area. The cost of such signage will be paid by the Park District.
- k. The Developer shall provide the necessary easements for utilities for the Park Area.
- l. The Developer, at its sole cost and expense, shall provide the following, with regard to the Park Area:
 - i. Prepare a complete boundary survey of the Park Area showing all rights-of-way, easements and any other physical burdens that may encumber the Park Area and, which survey shall show the location of trails leading to the Park Area. The Developer shall cause the Park Area to be staked so that it can be later identified by the Park District.
 - ii. The Developer will provide the Park District with copies of such tests, investigations and reports which may have been requested by the Developer including, but not limited to, any soil boring tests and/or results of environmental testing. Soil borings and other tests, if any, required for the construction of the Specific Park Amenities shall be part of park construction to be paid by the Developer. Should such test disclose that the Park Area cannot support the intended park development or if there are environmentally hazardous conditions on the Developer Property and/or Park Area, the Park District will not be required to close and accept the portion of the Developer Property to be included in the Park Area.
 - iii. To the best of its ability, the Developer shall provide the Park District with safe access to the Park Area and such areas leading to the Park Area.

4. Park Area Design. The Park District shall develop a design for the park and trails to be constructed in the Park Area. The Developer acknowledges that the Park District will have concerns pertaining to the access, safety and programming that are consistent with the Park District's mission, rules, and regulations. Developer and Park District agree design fees for Specific Park Amenities per Exhibit "B" will be paid by Developer. Developer shall engage a Park District approved Engineering Firm. The Park District will have the final say on the design of the Park Area. Fees paid by the Developer for Specific Park Amenities shall be credited to the Developer's future dedication and/or cash in lieu contribution requirements as detailed above.
5. Non-Park Area Specials. The parties acknowledge and the Developer agrees, for the purposes of special assessments, initial construction of Park Area will be assessed at 60 feet of street front footage or not to exceed 7,500 square feet. Future special assessments for the Park property will follow the standard procedure of two equivalent lots.
6. Maintenance. In entering into this Agreement, the Park District contemplates it will maintain the Park Area within its normal park maintenance program and consistent with its other parks within the Fargo area. The Park District will be generally responsible for future maintenance of the Park Area, the trails leading to the Park Area and the equipment and other Specific Park Amenities in the Park Area. If the Developer and the Park District agree to coordinate access to other trails/parks or provide other amenities, any such other amenities agreed to by and between the Park District and the Developer may require a joint maintenance agreement.
7. Construction. The construction of the General Park Amenities as shown on Exhibit "B" are intended to be completed by July 1, 2026. If the General Park Amenities are constructed by July 1, 2026, then construction of the Specific Park Amenities as shown on Exhibit "B" will be completed by November 31, 2026. If General Park Amenities are not constructed by July 1, 2026, then Park District has right to extend completion date beyond November 31, 2026.
8. Open Records. It is specifically understood and agreed in this regard that Park District is a public body under North Dakota law and thus, is subject to the open records and open meeting laws.
9. Naming Rights. Park shall be named Clay Hector Park.
10. General Provisions.

- a. This Agreement, together with the other surveys, plans and specifications that have been reviewed by the parties or later to be provided pursuant to this Agreement and the attachments hereto, contain the entire agreement among the parties respecting the matters herein set forth and superseded all prior discussion with respect to such matters. Notwithstanding the above, the parties acknowledge that this is a work in progress and the development of the final design for the Park Area will be part of this Agreement.
- b. This Agreement shall be binding upon the inure to the benefit of all the parties and their respective successors and assigns.
- c. This Agreement shall be construed and enforced in accordance with the laws of the State of North Dakota.
- d. This Agreement may be modified only by a written document signed by all parties. A purported oral modification shall not be effective.
- e. The Developer shall hold the Park District harmless for any claim or injury to a person or property arising out of, or in the course of, its construction, design, and plan of the Park Area. In like manner, the Park District, once it acquires the Park Area and assumes maintenance responsibility, will hold the Developer harmless for claims arising out of its negligence in maintaining the Park Area.



DEVELOPER

By 
Its _____
By _____
Its _____

PARK DISTRICT:

THE PARK DISTRICT OF THE
CITY OF FARGO

By _____
Its President

By _____
Its Clerk



EXHIBIT "B"

Schedule of Park Amenities

General Park Amenities – to be paid by Developer or City of Fargo

Streets

Curb and Gutter

Street Sidewalk

Storm Sewer

Storm Sewer Detention/Retention Ponds

North/South 10' Concrete Trail

Park Grading

Specific Park Amenities – to be paid by special assessment to entire development

Playground system for 2-5 & 5-12 ages

Concrete Playground Border

Concrete Sidewalks

Natural Trails

20' x 20' Park Shelter

Grill Pad

Two (2) Park Signs

Trees/Landscaping (in Park Area)

Park Native Seeding

EXHIBIT "C" Park Area

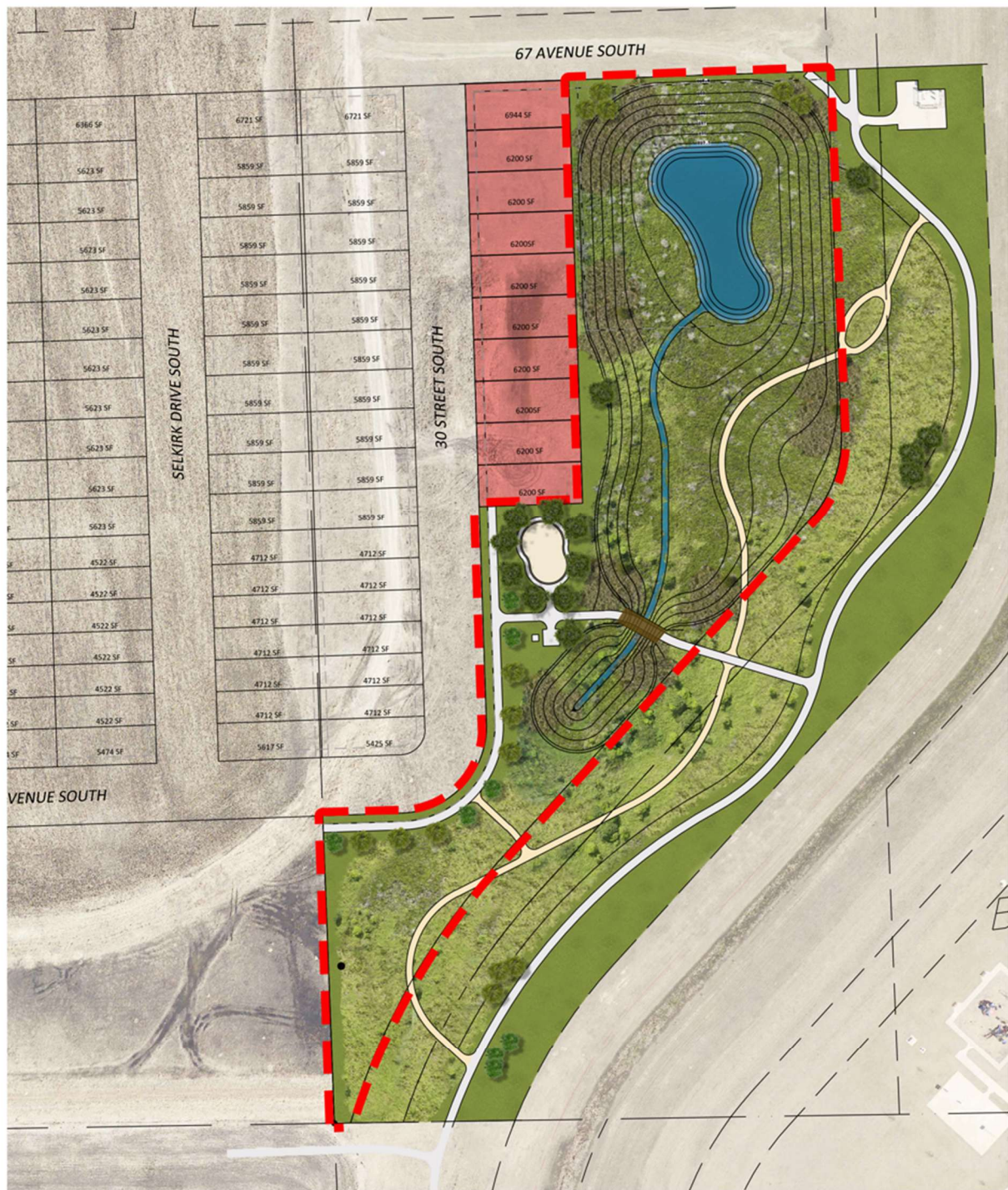


EXHIBIT "E"
Assessment Area

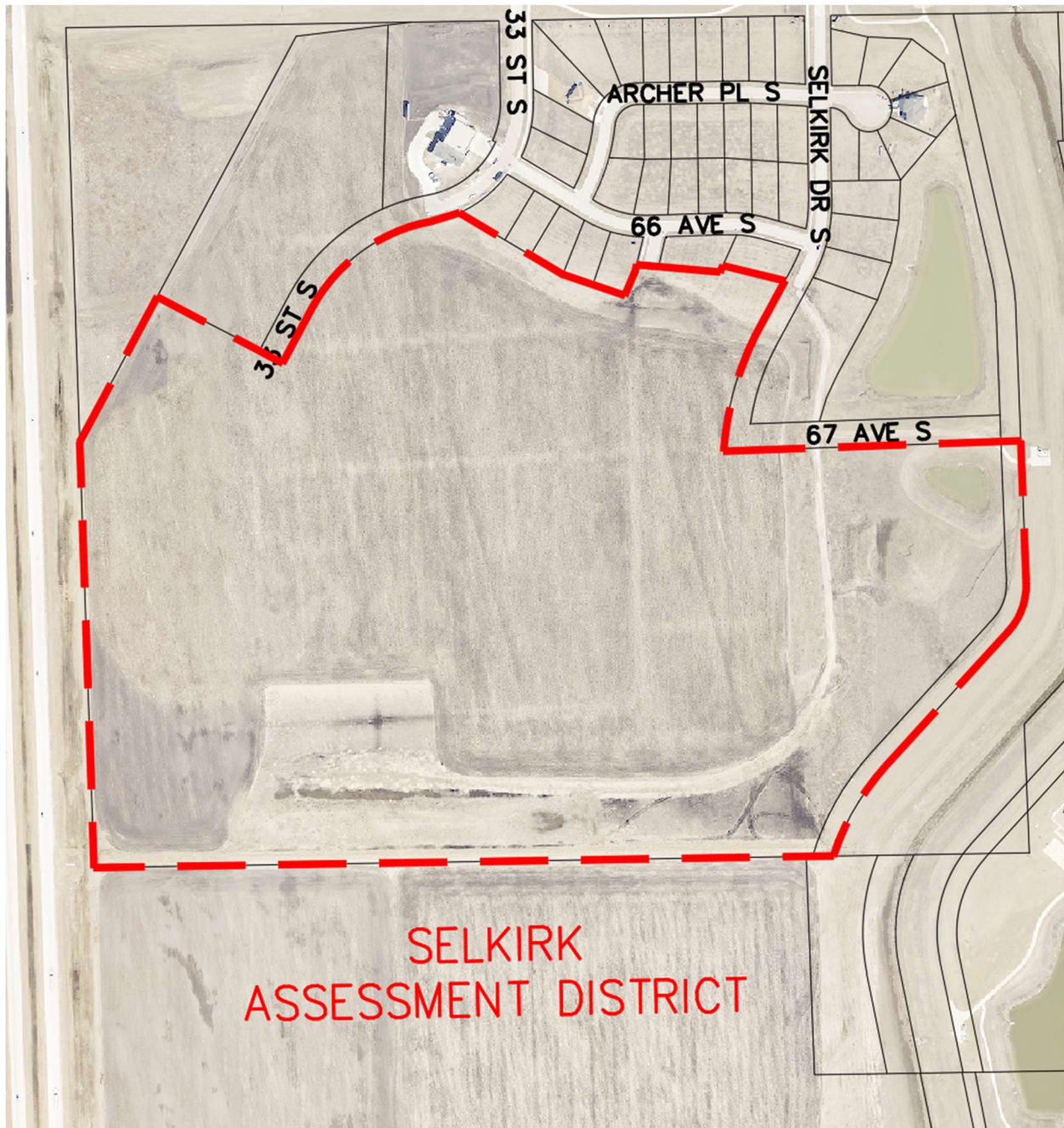


EXHIBIT "F"
Letter of Support



March 10, 2025

Re: Clay Hector Park (Selkirk) – Letter of Support

Dear Park Board,

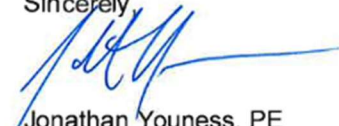
As the developer of Selkirk 2nd Addition, current owner of the 3rd Addition, and future phases, we would like to formally express our support for the planned park improvements on Lot 10, Block 5, Selkirk 3rd Addition. The proposed park will serve the entire Selkirk neighborhood and provide a critical connection to the existing trail system.

This park will feature xeriscape natural prairie landscaping and a meandering man-made channel stream. A 10-foot-wide concrete trail will run the length of the park along the existing levee, connecting to the existing end of the trail just south of 64th Avenue South. Natural gravel trails will extend off the main path and run parallel to the channel. In addition, a playground is planned immediately adjacent to 31st Street South, providing an accessible and convenient amenity for neighborhood families.

With that in mind, we respectfully request that any assessments for the park improvements be applied across the entire Selkirk neighborhood.

Please let me know if you have any questions or need additional information.

Sincerely,



Jonathan Youness, PE
EagleRidge Development



MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Tyler Kirchner, Project Manager

RE: Agenda Item No. 4 - Consideration of Rose Creek Driving Range Net Replacement; Tyler Kirchner, presenter

Bids for the Rose Creek Driving Range Net Replacement were received and opened on April 3, 2025, at 2:00 P.M. Attached to this memo is the letter of recommendation and bid tabulation from MBN Engineering.

Three bids were received for the Driving Range Project: (1) Century Fence Company with a bid amount of \$110,578.00; (2) Upper Midwest Athletic Construction with a bid amount of \$236,077.47; and (3) Dakota Fence/3D Specialties/Dakota Playground/WRS with a bid amount of \$271,188.00.

Upon review of the bids, staff recommends awarding the bid to Century Fence Company in the amount of \$110,578.00. The bids met all specifications, is the lowest bid and within our concrete/pavement improvements budget of \$110,000.

We are asking the Committee to review the bids and move the consideration for approval to the full board.

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

Thank you.

Susan Faus, Executive Director
Park Commissioners – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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April 3, 2025

Mr. Dave Bietz
Deputy Director of Operations
Fargo Park District
6100 38th Street South
Fargo, ND 58104

Subject: Fargo Park District
Rose Creek Golf Course Driving Range Net Improvements (Rebid)
Fargo, North Dakota
MBN Project No. 24-274

On April 3, 2025, the Fargo Park District received and opened Three (3) proposals for the Rose Creek Golf Course Driving Range Net Improvements (Rebid).

It is our recommendation that the Fargo Park District award the contract to Century Fence Company for the Base Bid - \$108,978.00 and Alternate No. 1 - \$1,600.00 (Add) for a total amount of **\$110,578.00.**

Enclosed is one (1) copy of the bid tabulation for your use. If you have any questions, please contact me at 701-478-6336.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Eukel", with a stylized flourish at the end.

Tony Eukel, P.E.
Civil Engineer

enclosure

Fargo Park District Rose Creek Golf Course Driving Range Net Improvements (Rebid) (#9576750)
Owner: The Park District of the City of Fargo
Solicitor: MBN Engineering, Inc.
04/03/2025 02:00 PM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Century Fence Company		Upper Midwest Athletic Construction		Dakota Fence/3D Specialties/Dakota Playground/WRS	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid	All Site Work	C1	All site work for the Installation of the barrier fence	LS	\$108,978.00	\$108,978.00	\$182,412.72	\$182,412.72	\$255,695.00	\$255,695.00
Alternate #1	Existing Barrier Fence Demolition	C2	Demolition of the existing barrier fence	LS	\$1,600.00	\$1,600.00	\$53,664.75	\$53,664.75	\$15,493.00	\$15,493.00
Alternate #2	Additional Barrier Fence	C3	Installation of an additional 150 lineal feet of barrier fence	LS	\$43,571.00	\$43,571.00	\$68,286.00	\$68,286.00	\$68,345.00	\$68,345.00
					\$154,149.00		\$304,363.47		\$339,533.00	

NOTE: Century Fence is the apparent low bider



MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Paul Grindeland, Valley Senior Services Director (VSS)

RE: Agenda Item No. 5 - Broadway Station Meal Site Lease

The Fargo Park District ten-year lease of the Valley Senior Service's Broadway Station Meal Site is ending on August 31 of this year. Until January 1, 2025, the rent for this meal site was split between Valley Senior Services (60%) and the Fargo Park District (40%); on January 1st, Valley Senior Services assumed responsibility for paying 100% of the rental cost. This rental payment change prompted me to contact the leasing company that oversees Broadway Station for information on a possible lease renewal; their answer was a five-year lease raising the rent 18%. The increase in rent brings the annual rental cost of the Broadway Station meal site to \$80,000 per year when all fees were included. When adding in all the utility and cleaning costs associated with using this building, the total operating cost is \$102,000 annually. In comparison, the VSS meal site at the Trollwood complex in north Fargo, has an annual operating cost of \$14,000 per year; the Trollwood site is located 1.5 miles north of Broadway Station.

In the ten years of operation, Broadway Station has been the costliest site we operate but has the poorest attendance for meals of our seven congregate sites in Fargo/West Fargo. VSS management and Park District Executive Leadership have been working together the past six months gathering information, exploring site alternatives, and speaking to concerned citizens as we try to reach a decision on whether to continue operating the Broadway Station meal site.

This is an informational item for the Park Board members, no action is being requested at this time

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

Thank you.

Susan Faus, Executive Director
PARK COMMISSIONERS – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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MEMORANDUM

DATE: April 16th, 2025

TO: Planning Committee Members

FROM: Cindy Girdner, VSS Transit Manager

RE: Agenda Item No. 6 - Fare Increase Proposal for Metro Senior Rides Service

I am writing to propose an increase in fares for the Metro Senior Rides Service. The proposed changes are as follows: the fare will increase from \$3.00 per stop to \$4.00 per stop for the metro area, and for Senior Center rides, the fare will rise from \$1.00 per stop to \$2.00 per stop. This service operates within Fargo, West Fargo, and Horace on the North Dakota side, as well as Moorhead and Dilworth on the Minnesota side, all within city limits.

The last fare adjustment occurred in 2012. I have been in communication with Mat Para Transit, which plans to implement a fare increase effective July 1st, 2025; we strive to maintain competitive fare rates in alignment with their services. If approved, this fare increase will take effect on July 1st, 2025, coinciding with the beginning of our new transit year.

I welcome any questions you may have regarding this fare adjustment.

We kindly request that the Committee review this proposal and move for consideration and approval by the full board.

Please feel free to reach out to me with any inquiries prior to the meeting.

Thank you.
Cindy Girdner
Transit Manager
701-293-1440



Susan Faus, Executive Director
PARK COMMISSIONERS – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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Metro Senior Ride Fare Increase.

Over the past 14 years, the geographic scope of our service area has expanded significantly due to continued growth and development in and around Fargo. This has directly impacted our travel times and operational efficiency.

Currently, it takes approximately 18 minutes to travel from the Walmart on 52nd Avenue South in Fargo to the VA Medical Center in North Fargo. With the recent addition of service into Horace, ND, travel time from the Horace city limits to the VA Medical Center is now approximately 24 minutes.

As a result of these longer distances and increased demand, our drivers require more time between pick-up and drop-off locations. This has led to a rise in fuel consumption and overall operational costs.

To provide context, in 2011 we provided approximately 36,528 rides and generated \$89,651.50 in revenue from single rides and punch cards, with fares set at \$2.50 per ride. In 2012, following a fare increase to \$3.00 per ride, we provided 35,308 rides and generated \$98,562.00 in revenue.

Given the current operating environment and cost increases, we are proposing a modest fare adjustment:

- **Single ride fare:** Increase from \$3.00 to \$4.00
- **Senior Center ride fare:** Increase from \$1.00 to \$2.00
- **Punch card (10 rides):** Increase from \$30.00 to \$40.00
- **Punch card (20 rides):** Increase from \$60.00 to \$80.00

This fare adjustment reflects both the increased service area and the operational costs associated with longer drive times. It's worth noting that many riders have expressed an expectation that fares would eventually increase after so many years without change.

We continue to coordinate closely with MAT Paratransit, which is also evaluating a similar \$1 fare increase. Our shared goal remains ensuring affordability and accessibility for individuals with limited income, while maintaining a sustainable and high-quality transportation service throughout Fargo, West Fargo, Moorhead, and Dilworth.

This fare increase would go into effect at the start of our new transit year which is July 1, 2025.



MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Kevin Boe, Recreation Director and Chad Pfau, Food & Beverage Manager

RE: Agenda Item No. 7 – Permission to Bid Beverage Concession, vending, and Snack Food Vending

In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid the following:

1. Beverage Concession and Vending
2. Snack Food Vending

Bid Schedule:

First Publication of Bid Ad	June 4, 2025
Second Publication of Bid Ad	June 11, 2025
Bid Opening	August 5, 2025
Planning Comm Mtg Consideration	August 20, 2025
Park Board Meeting Possible Bid Approval	September 9, 2025
Successful Bidder Notified	September 10, 2025

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

Thank you.

Susan Faus, Executive Director
PARK COMMISSIONERS – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Jayne Gust, Deputy Director of Administration and Dave Bietz, Deputy Director of Operations

RE: Agenda Item No. 8 - Review 2025 Annual Work Plan

As part of our annual work plan, each director has established a comprehensive outline to delineate essential tasks and projects. This plan serves not only as a guide for their respective teams but also serves as a means to communicate the planned activities to the commissioners for the year. Each item is aligned with our strategic plan and reflects one or more of our strategic priorities.

The work plan does not encompass all the tasks performed by each department. Instead, it emphasizes departmental priorities and provides insight into the critical work scheduled for completion this year.

Directors will be available to answer any questions for their respective department.

Please contact us before the meeting if you have specific questions, so we can prepare adequately to provide an answer.

Thank you

Susan Faus, Executive Director
PARK COMMISSIONERS – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

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2025 Administrative Division Work Initiatives

2025 Community Relations Work Initiatives					
Strategic Priority	Objective:	Strategies	Notes/Updates	Support	Timeline Q1-Q4
Relationships	Community Engagement- Objective 2.2.1 – Standardize community engagement procedures and processes to ensure community members have ample opportunities to engage in decision-making as it relates to parks, facilities, trails, events, and programs.	1. Develop a standardized community engagement framework and process for gathering community input on new or remodeled parks, facilities, trails, events and programs. 2. Implement a community engagement framework and process to gather community evaluations.	Reviewing draft of community plan with task force members.	Recreation, Parks	Initial goal of Q1 2025, asked for extension into Q2.
Organizational Excellence	People and Culture- Objective 1.5.1 – Attract and retain talented individuals who possess the necessary skills and qualifications to excel in their roles, drive organizational success, and contribute to the achievement of strategic goals.	Create marketing plans for each department.	Reviewing current plans and 2026 needs.	Departments	Q2
Organizational Excellence	People and Culture- Objective 1.5.1 – Attract and retain talented individuals who possess the necessary skills and qualifications to excel in their roles, drive organizational success, and contribute to the achievement of strategic goals.	Improve process for requesting help from the Marketing Team	Develop use of forms and processes. Research Trello and other project management platforms.		Q2-Q3

Relationships	Relationships - Objective 2.1.3 Apply created criteria for selecting partnerships to new and existing relationships.	Sales goal \$175,000 invoice total	Achieved 22% of goal in Q1	Sales	Q1-Q4
Organizational Excellence	Organizational Excellence - Objective 1.4.2 The Fargo Park District will develop an annual budget, approved by the Fargo Park Board of Commissioners, using data from the long-range financial plan, including historical, current, and future forecasts. & 1.4.3 Maintain transparency in fiscal management and reporting.	Budget 2026	Started process in April	Departments	Q2-Q3
Places & Spaces	Places & Space: Objective 3.2.2 Increase community involvement and awareness through targeted outreach and marketing efforts.	Redesign Fargo Golf and golf course logos by September 1	Developing concepts in April.	Golf	Q2-Q3
Places & Spaces	Places & Space: Goal 3.4 The Fargo Park District will implement inclusive design principles, address barriers to access, and cultivate diverse programming and outreach efforts.	Research websites and create plan for FargoParks.com redesign	Research and staff discussions begin in April.	Departments	Q2-Q3
Places & Spaces	Places & Space: Objective 3.2.2 Increase community involvement and awareness through targeted outreach and marketing efforts.	Complete Activity Guide Redesign for Fall-Winter	Spring summer activity guide updated to include		Q2-Q3

2025 Administrative Division Work Initiatives

2026 Community Relations Work Initiatives

Strategic Priority:	Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Relationships	Community Engagement-Objective 2.2.3 – Define expectations to engage proactively with underrepresented communities.	Create targeted outreach plans tailored to underrepresented communities, considering cultural sensitivity and specific communication preferences.		Recreation	Q1-January 2026
Places & Spaces	Ecological and Sustainable Interactions-Objective 3.2.2 – Increase community involvement and awareness through targeted outreach and marketing efforts.	Develop and implement a marketing campaign with a goal of encouraging the passive use of outdoor spaces.	Implemented article in 2025 spring-summer guide for nature lovers	Parks	Q2 April 2026
Places & Spaces	Ecological and Sustainable Interactions-Objective 3.2.2 – Increase community involvement and awareness through targeted outreach and marketing efforts.	Expand branding guidelines that encapsulate a voice and visual identity centered around nature and fun, creating a vibrant and engaging representation of our community's natural spaces.		Parks	Q2 April 2026
Places & Spaces	Ecological and Sustainable Interactions-Objective 3.2.2 – Increase community involvement and awareness through targeted outreach and marketing efforts.	Increase public engagement through volunteerism to help plant and care for our natural areas including the Adopt-A-Park Program and park cleanup events.		Parks and Recreation dept.	Q2 April 2026

Places & Spaces	Ecological and Sustainable Interactions-Objective 3.2.2 – Increase community involvement and awareness through targeted outreach and marketing efforts.	Better communicate and provide public access to natural resource management plans to help the community better understand why natural resources are important and managed in specific ways.		Parks and Recreation dept.	Q2 April 2026
Places & Spaces	Ecological and Sustainable Interactions-Objective 3.2.3 – Improve the connectivity and usability of trails city-wide.	Design and implement wayfinding signage along all trails including trailhead maps, mile markers, etc.	Developing first trail head maps on signs in Orchard Glen and Forest Reiver Parks.	Parks Department and Metro COG	Q3 July 2026(Design)
Places & Spaces	Inclusive Design and Diverse Programming-Objective 3.4.4 – Leverage technology to assist in communication and access to information.	Develop and launch a fully functioning Fargo Park District app with an emphasis in accessibility to information across abilities and languages.	Research needs and costs. Determine priority in 2026 budget	IT	Q2 April 2026
Places & Spaces	Inclusive Design and Diverse Programming-Objective 3.4.4 – Leverage technology to assist in communication and access to information.	Implement different languages on the website and marketing collateral.	WCAG compliance, visited with Tori and Stephanie (3/28), research needs and costs to include request budget 2026		Q1 February 2026
Places & Spaces	Inclusive Design and Diverse Programming-Objective 3.4.4 – Leverage technology to assist in communication and access to information.	Use QR codes on park signage that can be translated into different languages.	Research needs and costs 2025, possibly implement with new website, request budget 2026		Q1 February 2026

2025 Administrative Division Work Initiatives

Ongoing Community Relations Work Initiatives

Strategic Priority:	Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Relationships	Community Engagement-Objective 2.2.2 – Invest in staff and staff training to ensure the community is engaged in projects and updates.	Invest in public participation training and continuing education for dedicated community engagement staff members.	Community engagement webinar, March 18 & 20, 2025, IAP2 conference Omaha, April 2025		Ongoing
Relationships	Community Engagement-Objective 2.2.2 – Invest in staff and staff training to ensure the community is engaged in projects and updates.	Establish improved transparency with community members as trained staff apply the methods and tools aligning with IAP2 standards for a process where public participation is informed and engaged.	Development of projects on Connect.FargoParks.com website. Using this plan to implement process and measurables in upcoming projects: Playground Replacement, Rabanus Park ORLP grant application, Neighborhood Coalition Meeting.	Recreation, Events, Parks	Ongoing
Organizational Excellence	Objective 1.5.3 – Establish training and development programs to enhance employees' current roles by focusing on job-specific skills and competencies. These initiatives include leadership training, new skill acquisition, mentorship, and overall professional growth, ensuring a long-term investment in performance improvement.	1. Regularly assess the effectiveness of the trainings and programs through surveys, performance reviews, and feedback sessions and adjust as necessary. 2. Invest in intentional training and development opportunities that align with the career goals of specific employees and the strategic goals of the organization.	1. Meet monthly with HR team to develop a calendar that lists the marketing priorities. 2. Quarterly offer Media Training for new employees and staff to develop media and interview skills.	HR	Ongoing

2025 Administrative Division Work Initiatives

2025 Finance Work Initiatives					
Strategic Priority	Objective:	Strategies	Notes/Updates	Support	Timeline Q1-Q4
Organizational Excellence	Preventive Maintenance Plan-Objective 1.3.1 – Conduct maintenance assessments of facilities by qualified professionals.	Ensure a process for accurate budget forecasting.	2026 department budget sheets provide 5-year actual spend for maintenance and facility improvements. Specified targets provided to parks department for 2026 request.	Parks Department/Finance Team	Q1 March 2025
Organizational Excellence	Long Range Financial Planning-Objective 1.4.2 – The Fargo Park District will develop an annual budget, approved by the Fargo Park Board of Commissioners, using data from the long-range financial plan, including historical, current, and future forecasts.	Preliminary budgets will be approved by August of the previous fiscal year.	2026 Budget kickoff meetings for leadership team and all staff began in March/April. Budget sheets will be out to departments the first week of April.	Finance Team/Executive Team/Leadership Team	Q3 August 2025
Organizational Excellence	Long Range Financial Planning-Objective 1.4.2 – The Fargo Park District will develop an annual budget, approved by the Fargo Park Board of Commissioners, using data from the long-range financial plan, including historical, current, and future forecasts.	Final budgets will be certified with the county by October of the previous fiscal year.		Executive Leadership Team	Q4 October 2025
Organizational Excellence	Long Range Financial Planning-Objective 1.4.4 – Maintain effective cash flow management through sound accounting practices, investment strategies, debt structure, and fund balance goals.	Conduct and receive an unqualified annual audit report	2024 onsite audit visit took place the week of March 24, early indications show no findings in the audit. Annual review meetings with banking institutions to review operating accounts and investment accounts.	Finance Team/Executive Team/Leadership Team	Q2 June 2025

Organizational Excellence	Research technology improvements for budget modules and possible accounting software	Review operational effectiveness of current systems to ensure technology integration and efficiency.	Finance team has participated in three demo, and currently have two additional demos scheduled for April 2025.	Finance Team	Q2 June 2025
Organizational Excellence	Long Range Financial Planning-Objective 1.4.3 – Maintain transparency in fiscal management and reporting	Quarterly review of year-to-date financials with commissioners at regularly scheduled committee meetings	Finance department sends monthly financials to the leadership team and commissioners. Finance team also presents quarterly financials to the Planning Committee.	Finance Team	Monthly/Qtrly Reporting

2025 Administrative Division Work Initiatives

Ongoing Finance Work Initiatives				
Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Long Range Financial Planning-Objective 1.4.1 – The Fargo Park District will research and develop a long-range financial plan.	Data-driven financial decisions will be based on historical performance and future trend analysis	Finance team presented a template for a Long Range Financial Plan (LRFP) to the Executive Team in February 2025. Upon receiving feedback and direction, Finance is working to complete a LRFP.	Finance Team	Initial goal of Q1 2025, ask for extension into Q2.
Long Range Financial Planning-Objective 1.4.1 – The Fargo Park District will research and develop a long-range financial plan.	Annual budgeting efficiency will be based on historical expense trends and estimated revenue growth.	Process Improvements for the 2026 budget development have been shared with the leadership team and all staff. Improvements include: specific goals and expectations, greater detail, and focus on historical actual spend versus historical budget	Finance Team	Ongoing
Long Range Financial Planning-Objective 1.4.4 – Maintain effective cash flow management through sound accounting practices, investment strategies, debt structure, and fund balance goals.	Ensure the maintenance of a favorable bond rating of Aa+ or better		Finance Team	Ongoing

2025 Administrative Division Work Initiatives

Quarterly Finance Work Initiatives

[illegible]

2025 Administrative Division Work Initiatives

Golf Work Initiatives					
Strategic Priority	Objective:	Strategies	Notes/Updates	Support	Timeline Q1-Q4
Organizational Excellence - Data Driven decision making 1.4.1	Review of 2024 financial results	Develop reporting that will aid in creating 2026 rate recommendations for golf rates and pass programs			Q1
Organizational Excellence - Data Driven decision making 1.4.1	Review of 2025 Budget	Understanding 2025 Budget and seek to find operational revenue opportunities and efficiencies			Q1
Organizational Relationships 2.1	Familiarize myself with the organizational structure, relationships and culture within the Fargo Park District.	Regularly engage with staff outside of scheduled meetings			Q1
Organizational Relationships 2.1.1	Unification of golf department inclusive of Golf Maintenance and Golf Operations	Conduct regular on-site meeting with Golf Course Superintendent and Golf Professional. All facility meetings as needed.			Q1
Organizational Excellence - Long range financial planning - 1.4.2	Develop new business model for golf shop retail ownership by the FPD at Edgewood Golf Course	Hire a Golf Manager for Edgewood Golf Course			Q1
Organizational Excellence - Long range financial planning - 1.4.2	Prepare 2026 Golf Budget	Analyze current offerings and procedures for additional revenue opportunities and expense savings	Standardization of course conditions to create payroll efficiencies		Q2

Organizational Excellence - Long range financial planning - 1.4.2	Prepare 2026 Golf Budget	Manage and monitor tee sheets to create maximum utilization of tee times	Manage no shows, short shows and cancellations and develop a reservation fee policy		Q2
Organizational Excellence - Capital Improvement Plan - 1.2	Develop CIP list under \$200,000	List created and prioritized by Golf Department Managers			Q2
Organizational Excellence - Capital Improvement Plan - 1.2	Develop CIP list over \$200,000	List created and prioritized by Golf Department Managers			Q2
Organizational Excellence - Capital Improvement Plan - 1.2	Finalize Edgewood Irrigation Package to start bid process	Engage architect to create construction drawing and material take-offs			Q2
Places and Spaces - Increase community involvement and awareness through targeted outreach and marketing efforts. 3.2.2	Develop a comprehensive Golf Marketing Plan that targets our golfing community	Identify our target market. Utilize our over 20,000 email database more frequently	Flyovers and hole-by-hole videos of all golf courses.		Q2
Places and Spaces - Increase community involvement and awareness through targeted outreach and marketing efforts. 3.2.2	Research the Gallus App for Golf and Fargo Parks	Advance our offerings and connectivity with technology			Q2
Organizational Excellence - Long range financial planning - 1.4.2	Develop Open-to-Buy Programs for Golf Shop purchases for 2026 at Osgood and Rose Creek	Monitor retail sales at Edgewood and require more frequent reporting from Rose Creek and Osgood			Q3
Informed decision making - 3 -1	Develop Indoor Winter Instruction Program at the Sports Complex	Conduct instructional programs for youth and adults in addition to private			Q3
Organizational Excellence - Long range financial planning - 1.5.e	Develop Franchise Employee Program for Golf Staff	Create off-season employment opportunities for individuals wanting year around employment			Q3

Organizational Excellence - Long range financial planning - 1.4.2	Buy-outs of inventories in Osgood and Rose Creek Golf Shops	Encourage year end clearance sale			Q4

2025 Administrative Division Work Initiatives

2025 HR Work Initiatives					
Strategic Priority	Objective	Strategies	Milestones/Updates	Support	Timeline Q1-Q4
Organizational Excellence	People and Culture-Objective 1.5.3 – Establish training and development programs to enhance employees' current roles by focusing on job-specific skills and competencies. These initiatives include leadership training, new skill acquisition, mentorship, and overall professional growth, ensuring a long-term investment in performance improvement.	Create measurable standards to provide ongoing feedback for recognition, continuous growth, improvement plans, and advancement and succession planning.	Leadership training has continued with Holly Huso. Sessions for Leadership 101 and 201 were held on March 18, with additional sessions planned for May. Additional training with Holly will be evaluated once the May sessions are complete.	Department Directors	Q1-2026
Organizational Excellence	People and Culture-Objective 1.5.4 – Develop a comprehensive performance review process tied to clear performance expectations, provide regular feedback, establish accountability measures, and promote ongoing recognition and appreciation for employee performance.	Develop a standardized performance review template that includes key performance indicators (KPIs), competencies, and behavioral expectations.	Currently researching performance review templates. We need to go through the process of defining KPI's and sharing those with teams throughout the parks (balance scorecard approach?). Also researching capabilities within Paylocity to house a new review format.	ELT	Q2-2025

Organizational Excellence	People and Culture-Objective 1.5.5 – Prioritizing employee health and well-being by offering wellness programs and resources for managing work-life balance.	Train managers and supervisors to identify signs of burnout, stress, and declining physical and mental health. Equip them with resources to support their teams in maintaining overall well-being, including promoting work-life balance, managing workload effectively, and fostering a healthy work environment.	Currently working to define an updated position within HR that would include administration of Safety, Wellness programs and general HR coordinator items. Having a position dedicated to both safety and wellness will allow the district to take a more holistic approach in supporting employees.	Department Directors	Q3-2025
Organizational Excellence	Objective 1.4.1 Research and develop a long-range financial plan.	Multiple Objectives -	Currently working to combine information on historical personnel budget spreadsheets and pay/position information from Paylocity. This will help provide more granular detail around historical headcount and pay for future planning. Spreadsheets will be provided to directors the week of April 7.	Finance	Q1 & Q2 2025
Organizational Excellence	People and Culture- Objective 1.5.1 – Attract and retain talented individuals who possess the necessary skills and qualifications to excel in their roles, drive organizational success, and contribute to the achievement of strategic goals.	Develop and implement a recruitment process of talented individuals to join the Fargo Park District team that is intentional and proactive.	Currently working to capture a complete workflow to document the recruitment and onboarding processes. This will then be used to identify opportunity areas and streamlining going forward.		Q1 March 2026

Organizational Excellence/ Relationships	Realignment & creation of Foundation policies and procedures - establishing payroll process in Paylocity for the Foundation	Assisted in reviewing preliminary employee handbook, creation of incident forms, and miscellaneous procedures for the gaming team of the Foundation.	Gaming began on April 1. Orientation for all gaming employees was held on April 3. First payroll was ran in Paylocity under the Foundation for April 11 paycheck.	Finance	By April 1 2025
Organizational Excellence	Relationship building - internal and external partners	As the new HR Director, working to establish relationships with teams and employees throughout the district and the HR team itself. Working to gain a thorough understanding of current initiatives and work being done by all teams.	Held director meetings during my first two weeks. Visited various locations of the District. Partnered closely with the HR team to review current processes and procedures and gain historical information for reference. Building these relationships and gaining these perspectives will aid in implementing improvements and efficiencies in the future.		Q1 & Q2 2025 Ongoing
Organizational Excellence	Inventory of bills - process improvement	Assist HR team in gathering a full inventory of bills paid by the HR team.	Currently reviewing our current bills and determining how we can streamline the payment of many of them. Many of the bills are requiring manual processes and calculations and this can be improved in the future.	Finance	Q1 & Q2

Organizational Excellence	Policy Reviews -	Refinement of policies for clarity and also sharing policy information on a regular basis so employees stay aware of expectations.	Currently reviewing the funeral leave and employment of relatives policy. We will also be working to establish credit guidelines for pre-employment credit checks. Working to identify a tool to share policy information with all employees on a more frequent basis. The main page of Park Bench or the weekly overview could be tools for this.	ELT	Q1 & Q2
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2025 Administrative Division Work Initiatives

2026 HR Work Initiatives				
Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Community Engagement- Objective 2.2.3 – Define expectations to engage proactively with underrepresented communities.	Equip staff with tools and strategies to effectively communicate and build relationships across diverse cultural backgrounds.			Q1-January 2026
Informed Decision Making- Objective 3.1.2 – Standardize processes to ensure the Fargo Park District offers safe places, spaces, and experiences.	Educate full-time and part-time staff on emergency response plans and protocol.		Facilities FPSC	Q2 April 2026
People and Culture- Objective 1.5.1 – Attract and retain talented individuals who possess the necessary skills and qualifications to excel in their roles, drive organizational success, and contribute to the achievement of strategic goals.	Develop and implement a recruitment process of talented individuals to join the Fargo Park District team that is intentional and proactive.			Q1 March 2026

People and Culture-Objective 1.5.3 – Establish training and development programs to enhance employees' current roles by focusing on job-specific skills and competencies. These initiatives include leadership training, new skill acquisition, mentorship, and overall professional growth, ensuring a long-term investment in performance improvement.	Create measurable standards to provide ongoing feedback for recognition, continuous growth, improvement plans, and advancement and succession planning.		Department Directors	Q1 January 2026
Informed Decision Making-Objective 3.1.2 – Standardize processes to ensure the Fargo Park District offers safe places, spaces, and experiences.	Create and implement safety auditing processes and procedures for events and programs.		Recreation	Q2 April 2026

2025 Administrative Division Work Initiatives

Annually HR Work Initiatives

[illegible]

2025 Administrative Division Work Initiatives

Ongoing HR Work Initiatives				
Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
People and Culture-Objective 1.5.3 – Establish training and development programs to enhance employees' current roles by focusing on job-specific skills and competencies. These initiatives include leadership training, new skill acquisition, mentorship, and overall professional growth, ensuring a long-term investment in performance improvement.	Regularly assess the effectiveness of the trainings and programs through surveys, performance reviews, and feedback sessions and adjust as necessary.		Community Relations	Ongoing
People and Culture-Objective 1.5.3 – Establish training and development programs to enhance employees' current roles by focusing on job-specific skills and competencies. These initiatives include leadership training, new skill acquisition, mentorship, and overall professional growth, ensuring a long-term investment in performance improvement.	Invest in intentional training and development opportunities that align with the career goals of specific employees and the strategic goals of the organization.		Department Directors	Ongoing
People and Culture-Objective 1.5.5 – Prioritizing employee health and well-being by offering wellness programs and resources for managing work-life balance.	Provide programs, training, and resources through the Employee Assistance Program to focus on employee well-being.			Ongoing

People and Culture-Objective 1.5.5 – Prioritizing employee health and well-being by offering wellness programs and resources for managing work-life balance.	Train managers and supervisors to identify signs of burnout, stress, and declining physical and mental health. Equip them with resources to support their teams in maintaining overall well-being, including promoting work-life balance, managing workload effectively, and fostering a healthy work environment.		Department Directors	Ongoing

2025 Administrative Division Work Initiatives

IT Work Initiatives

[illegible]

2025 Administrative Division Work Initiatives

VSS Work Initiatives					
Strategic Priority	Objective:	Strategies	Notes/Updates	Support	Timeline Q1-Q4
Organizational Excellence	Budget 2026			Finance	Q1-Q2
Places and Spaces	Ed Clapp office remodel feasibility study.			Planning	Q2
Relationships	Develop a service agreement process for all partnerships created for service delivery.			Legal/Finance	Q3
Places and Spaces	Develop a regional kitchen plan for Richland, Ransom and Sargent Counties.				Q3
Organizational Excellence	Create a "Key Focus and Direction" document for each VSS manger; this document will be a guide for managers directing them to focus on key issues in the upcoming year deemed important by Executive Director.			HR	Q3
Organizational Excellence	Improve our process for encouraging clients to donate for their meal or ride services.				Q3
Organizational Excellence	Develop a collaboration plan for a more bold approach to developing senior programming for VSS and Fargo Park District.			Recreation	Q4
Relationships	Create a plan for a new meal site and kitchen in West Fargo to include determining the best partnerships that could be formed to achieve this goal.			Finance	Q4

2025 Operational Division Work Initiatives

Courts Plus Work Initiatives				
Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
New Siding on East Wall	Organizational Excellence *Preventative Maintenance Plan	It's weathered and needs to look like the rest of the building.	Tyler K, Mike S	Q4
Track Cleaning Schedule	Organizational Excellence *Preventative Maintenance Plan	Purchased New Scrubber. Get on a consistent schedule to keep the track clean.	Brian E, Dean L	Q1
Tennis Court Cleaning Schedule	Organizational Excellence *Preventative Maintenance Plan	Consistent schedule for staff to clean courts to keep members happy.	Wayne H	Q1
Tennis Pro Pay Structure	Organizational Excellence *Long Range Financial Planning	Simpler formula for how full time pros get paid with salary and commission	Wayne H, Kelly K	Q4
Improve Net Promoter Score	Organizational Excellence *People and Culture	Improve on past member comments. Buy in from staff.	Wayne H	Q4
Implement a Membership Referral Program	Relationships Engagement *Community	Prizes for members who refer a new member	Logan C	Q2
Develop an Incentive Program	Relationships Engagement *Community	Reward members for usage, programs attended, money spent, etc.	Logan C	Q4
Net \$100K Budget	Organizational Excellence *Long Range Financial Planning	Goals to increase revenue on memberships and programs. Monitor spending on staff and reevaluate programs that are losing money.	Kelly K, Wayne H, Angelique K	Q3
All Full Time Employees to Attend a Continuing Education Seminar or Workshop	Organizational Excellence *People and Culture	Have staff stay up to date on latest trends and leadership skills.	All Staff	Q4
Increase Cost of Court Time for Outside Agencies.	Organizational Excellence *Long Range Financial Planning	Schools currently pay the same rate as paying members.	Wayne H, Kelly K	Q3

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2025 Operational Division Work Initiatives

FPSC Work Initiatives				
Objective:	Strategic Priority (Strategies?)	Notes/Updates	Support	Timeline Q1-Q4
Develop and Implement a Comprehensive Set of Written Standard Operating Procedures <i>Supports:</i> SP1 - G1.2 SP3 - G3.1 - O3.1.1 and O3.1.2	Identify critical areas that require SOPs, such as facility maintenance and cleaning, communication, staff training, customer service, event management and emergency procedures			Q2
	Identify a staff member to serve as lead in creating each SOP			Q2
	Engage other departments to gather input to ensure SOP can be incorporated within or work in tandem with that department's already established protocols/procedures		Food/Beverage Scheduling IT Finance	Q2
	Draft SOPs within a unified formatting structure to maintain consistency including step-by-step procedures, roles and responsibilities and communication procedures			Q2
	Review drafted SOPs with necessary departments to ensure clarity and completeness			Q2
	Disseminate finalized SOPs to all relevant staff members			Q2
	Provide training sessions to ensure everyone understands and can effectively follow SOPs			Q2
	Identify review process of SOPs			Q2
Identify and Engage Potential Users to Increase Facility Rentals <i>Supports:</i> SP1 - G1.4 - O1.4.2 SP2 - G2.1 - O2.1.1 AND O2.1.3 SP3 - G3.4 - O.3.4.1	Identify a minimum of one user group per month and reach out to them for a meeting			Ongoing
	Regularly attend CVB quarterly park district meetings to discuss upcoming events and/or potential event opportunities			Ongoing
	Each month, research and identify at least three non-sports organizations in town who regularly host meetings or events			Ongoing
	Identify and attend a non-sports outreach event each month, i.e. Chamber BAH, United Way to enhance visibility with other segments of the community			Ongoing
	Collect feedback from potential users to understand their requirements and preferences, including reasons they may have chosen not to utilize the facility			Ongoing
Establish Optimal Staffing Levels Based on Expected	Create a matrix that outlines the number of staff required for different types of events and/or expected number of guests in the building		Food/Beverage	Q2

<p>Levels Based on Expected Usage</p> <p><i>Supports:</i> SP1 - G1.4 - O1.4.2 SP3 - G3.1 - O3.1.2</p>	Regularly review the event calendar to forecast which staffing levels are needed based on the created matrix and create schedule accordingly			Ongoing
	Develop appropriate cross training functions for various part-time staff and provide training in identified areas		Food/Beverage	Ongoing
	Establish monitoring and feedback metrics to determine if matrix is effective or if adjustments need to be made			Ongoing
<p>Define Ownership Areas of Various Staff</p> <p><i>Supports:</i> SP1 - G1.5 - O1.5.1 and O1.5.3 SP3 - G.3.1 - O.3.1.2</p>	Conduct a thorough assessment of each staff member's skills, experiences and interests			Q3
	Determine specific areas of ownership for each staff member based on their assessed skills and experiences			Q3
	Establish clear expectations of what it means to own an area			Q3
	Ensure that each area of ownership is clearly defined and communicated to all team members			Q3
	Provide training and development opportunities to help team members excel in their areas of ownership		HR	Q3, Q4
	Develop cross-training practices to ensure versatility and support within the team			Q4
<p>Collaborate with Other Departments within the District to Establish New Program Offerings at the Sports Center</p> <p><i>Supports:</i> SP2 - G2.2 - O2.2.3 SP3 - G3.1 - O3.1.1 SP3 - G3.4 - O3.4.1 and O3.4.2</p>	Analyze trends at the facility to determine underutilized times			Q3
	Establish quarterly (or more frequent) meetings with departments within the Park District who regularly offer programming such as Recreation, Courts Plus, Golf and Valley Senior Services to determine if any of their current or desired program offerings would benefit from being hosted at the Sports Center		Recreation Courts Plus Golf Valley Senior Services	Ongoing
	Identify programs from the Park System Master Plan that can be scheduled during less busy periods at the Sports Center and prioritize their implementation		Recreation	Q3
	Identify programs from the Park System Master Plan that offer non-traditional usage opportunities and target those offerings for implementation		Recreation	Q3

Link to supporting documentation:
[DEPARTMENT INITIATIVES - 2025.docx](#)

2025 Operational Division Work Initiatives

2025 Parks Work Initiatives				
Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Informed Decision Making-Objective 3.1.1 – Create and implement a standardized assessment framework for all Fargo Park District parks, facilities, trails, events, and programs. Implementing rigorous evaluation criteria ensures that updates and improvements align with safety, accessibility, and community engagement.	Create and implement standardized assessment frameworks for evaluating parks, facilities, and trails.	Facility Assessments, Pavement Assessment Study, Sportsfield Lighting Assessment, Maintenance Facility Study (2026 if Budget Allows.)		Q4 October 2025(May Change This Timeline to On-Going)
Informed Decision Making-Objective 3.1.2 – Standardize processes to ensure the Fargo Park District offers safe places, spaces, and experiences.	Create and implement safety auditing processes and procedures for playgrounds, parks, and facilities.	Bi-Weekly Playground Assessments are completed May-October. Create Athletic Field Safety Evaluation Forms. Create Park Inspection Forms	HR	Q4 October 2025
2026 Budget Process	Organizational Excellence	Meet established deadlines for budget submission		Q1 and Q2
Project Bidding Procedures	Organizational Excellence	Ensure all capital projects that were budgeted for are bid out in a timely manner		Q1 and Q2-2025
Install New Name Park Signage	Places and Spaces	Create new signage and get fabricated. Install in parks as time allows		On-Going throughout 2025
Update Park Signage throughout the Park District	Places and Spaces	Continue evaluating all signage throughout the park district and update as necessary		On-Going throughout 2025

Pursue Grant Opportunities	Organizational Excellence	Apply for a Garrison Diversion Conservancy District Recreation Grant , Recreational Trails Program Grant, and Outdoor Heritage Fund Grant for the Southwest Regional Pond Recreation Project		On-Going throughout 2025
Continue EAB Mitigation Plan	Places and Spaces	Mitigation Plans will continue in 2025. Primarily at Yunker Farm, North to South Tree Row. River Corridor Tree Inventory for Ash Trees in Highly Used		On-Going throughout 2025
Project Management	Organizational Excellence	Ensure all capital projects that were budgeted for are completed to specifications and designated timeframes		On-Going throughout 2025

2025 Operational Division Work Initiatives

2026 Parks Work Initiatives

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2025 Operational Division Work Initiatives

2027 Parks Work Initiatives

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2025 Operational Division Work Initiatives

Ongoing Parks Work Initiatives

Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Capital Improvement Plan-Objective 1.2.1 - Conduct comprehensive reviews to assess the current condition and ongoing maintenance and capital improvement needs of Fargo Park District facilities.	Assistance for improved prioritizing and planning of projects.			Ongoing
Organizational Excellence-Objective 1.2.1 - Conduct comprehensive reviews to assess the current condition and ongoing maintenance and capital improvement needs of Fargo Park District facilities.	Maintain a current inventory of park amenities while identifying areas for growth.		All Departments	Ongoing
Preventive Maintenance Plan-Objective 1.3.1 – Conduct maintenance assessments of facilities by qualified professionals.	Use assessment data to inform facility maintenance needs for capital improvement plan.	Courts Plus Community Fitness, Cornerstone Bank Arena, and Sports Arena are completed. Coliseum is in progresss.	All Departments	Ongoing
Ecological and Sustainable Interactions-Objective 3.2.3 – Improve the connectivity and usability of trails city-wide.	Improve trail connectivity across the community with the goal of a full trail connecting the northernmost point of the city to the southernmost point of the city.		Metro COG, City of Fargo	Ongoing

Inclusive Design and Diverse Programming-Objective 3.4.1 – The Fargo Park District will strive to create welcoming environments that celebrate all community members' unique identities and needs and ensure everyone's access to recreational opportunities.	Conduct thorough accessibility audits of all parks, facilities, trails, and events to identify and address barriers to access.		HR-Safety Supervisor	Ongoing

2025 Operational Division Work Initiatives

2025 Recreation Work Initiatives

Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Informed Decision-Objective 3.1.1 – Create and implement a standardized assessment framework for all Fargo Park District parks, facilities, trails, events, and programs. Implementing rigorous evaluation criteria ensures that updates and improvements align with safety, accessibility, and community engagement.	Create and implement standardized assessment frameworks for evaluating events and programs.			Q4 October 2025
Programs/Events Evaluation	Ensure relevancy and success of programs & events with a policy and procedures to regularly evaluate, add and discontinue programs.	Started this In 2017/2018 in Q1 program/event staff go through each fee based program along with the financials to establish a cost per participant.	Program and Event Staff	Q1
New Programs/Events	Staff to develop and manage programs targeted at different populations, with particular attention to adults and teens - underserved populations.	This process occurs during the budget process for the following year. New programs/events come internally from staff of from public input.	Program and Event Staff	Q4
Facilities	Actively schedule and promote programs around the City of Fargo, utilizing all Fargo Park District facilities, parks, and expanding formal program spaces into the outdoors.	We have met with several different organizations to look at expanding our programming opportunities in neighborhoods where we currently are not offering programming.	Program and Event Staff	Q4

Programs/Events Fee Assessments -	Establish programs/events and rental fee schedule that is consistent, fair and regularly evaluated to ensure effectiveness.	Working with the West Fargo Parks District and Moorhead Parks & Recreation on collecting fee structure.	Stephanie, Dave K and Jeff	Q1 & Q2
Scholarships	Continue to evaluate scholarship program to enable all members of the community to access programs and facilities equally.	Meeting and working with Childrens Legacy Foundation to distribute the scholarship information into the schools.	Shawn and Dave K	Q1 - Q4
Assess Facilities & Spaces	Assess recreation facilities, outdoor spaces, and parks to determine the highest and best use, considering how to service community members throughout the Fargo Park District and to offer a wide and balanced set of offerings.	Every season we meet with organizations to go through schedules, facilities, and any changes within each organization.	Shawn, Liana and Marcy	Q2 & Q4
Budget	Program/events/facility rentals/food & beverage activities and tasks needed to achieve the goals. Assign roles and responsibilities determine who is responsible for each task. Estimate resources determine the resources (personnel, equipment, supplies, etc.) needed for each programs/events/facility rentals/food & beverage.	Fargo Parks, West Fargo Parks and Moorhead Parks exchange fee structures each year.	Recreation Department	Q1 & Q2

Food & Beverage - Financial Planning & Budgeting	Create a detailed annual budget that outlines projected revenues and expenses. Implement measures to control costs, such as reducing waste, negotiating better prices, and optimizing staffing levels. Accurately forecast sales and revenue to ensure financial stability. Regularly monitor financial performance and prepare reports to track progress towards goals. Plan staffing levels based on projected sales and ensure adequate training and compensation.	Goal is twice a year to conduct cost analysis and meet with the food suppliers to get the best pricing structure.	Chad	Q1 & Q3
Community Relations	Establish formal partnerships with community organizations, Moorhead Parks & Recreation and West Fargo Park District to enhance programs/events and services.	We meeting quarterly on upcoming programs/events with the CVB, West Fargo and Moorhead Parks and potential collaboration opportunities	Program & Events Staff	Q1 - Q4
Succession Planning	Restructure the Department to establish leadership roles and to allow for retention of employees.	This has been an annual conversation as part of the budgeting process.	HR Team	Q2 - Q4
Policies & Procedures	Update department policies and procedures to clarify roles and responsibilities to reduce redundancy in programs/events/services.	With the changes in the Department with Recreation Programming and Events we look for redundancy of what we are offering. This is reviewed on an annual basis.	HR Team	Q 4

Agreements	Regularly reviewing and updating agreements and contracts to ensure they remain relevant and enforceable. Update contracts to reflect any changes in business operations, market conditions, or legal requirements. Consult with legal counsel when making updates to ensure compliance with applicable laws. Inform all parties involved in the contract about any updates or changes to the terms.	Currently, the agreements have been scanned into SharePoint and each agreement is setup with a date of renewal. Currently working on setting up a committee of staff to start to review all the Fargo Park Disitrct and Fargo Public School Agreements.	Recreation, Facilities and Operations Teams	Q1 - Q4 - On going
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2025 Operational Division Work Initiatives

2026 Recreation Work Initiatives

Objective:	Strategic Priority	Notes/Updates	Support	Timeline Q1-Q4
Inclusive Design and Diverse Programming-Objective 3.4.2 – Develop and offer programming that reflects and celebrates the community's diversity.	Utilize census data in regard to community's diversity to develop tailored programs and events that meet the unique needs and interests of all demographic groups.			Q1 January 2026
Inclusive Design and Diverse Programming-Objective 3.4.2 – Develop and offer programming that reflects and celebrates the community's diversity.	Identify, engage, and partner with experts and local organizations to ensure that Fargo Park District programs and events cater to a broad and diverse audience.			Q1 January 2026
Inclusive Design and Diverse Programming-Objective 3.4.2 – Develop and offer programming that reflects and celebrates the community's diversity.	Identify local cultural liaisons to assist in developing and marketing to a diverse audience.			Q1 January 2026
Inclusive Design and Diverse Programming-Objective 3.4.2 – Develop and offer programming that reflects and celebrates the community's diversity.	Participate in and support local cultural activities and events such as Pride, public health fairs, New American programs, etc.			Q1 January 2026
Ecological and Sustainable Interactions-Objective 3.2.1 – Develop and implement educational programs and events to increase community knowledge and appreciation of local natural spaces.	Deliver educational workshops that encourage the use of outdoor spaces, targeting diverse community groups.		Forestry	Q1 February 2026

Ecological and Sustainable Interactions-Objective 3.2.1 – Develop and implement educational programs and events to increase community knowledge and appreciation of local natural spaces.	Dedicate a recreation department staff member to proactively develop and oversee diverse programs and workshops with a focus on nature and ecology		Forestry	Q1 February 2026
Ecological and Sustainable Interactions-Objective 3.2.1 – Develop and implement educational programs and events to increase community knowledge and appreciation of local natural spaces.	Identify key target demographics, including age groups, socioeconomic backgrounds, and geographic locations, to tailor educational programs appropriately.			Q1 February 2026

2025 Operational Division Work Initiatives

Ongoing Recreation Work Initiatives

[illegible]



MEMORANDUM

DATE: April 16, 2025

TO: Fargo Park Board Committee Members

FROM: Broc Lietz, Finance Director

RE: Agenda Item No. 9 - 2026 Budget Update

The Finance team has conducted three presentations preparing leadership and departments of process improvements, goals, and expectations for the 2026 budget. The goal of this effort is to create broader awareness of the budget process, provide transparency of goals and expectations, and have a consistent message throughout the district. Aside from the leadership team, more than seventy employees who have attended the presentations.

Department budget sheets were distributed April 2, 2025, and the finance team is currently meeting with each department to answer questions and provide support for the budget process.

On April 8, 2025, the City of Fargo Assessment Department released their annual report. The 2025 projected net taxable value is \$882,956,255, which represents an increase of 4.56% over 2024 net taxable valuation, an increase of \$38,503,324. The breakdown of the increase is projected to be 4.29% - new growth and .17% - market increase. As it pertains to mill levy valuation, the projection shows an increase of \$38,503/mill.

Estimated new revenue to the district resulting from this projection are stated below:

	Mills	2025	2026	Difference
General Fund	20.66	\$ 17,446,378.32	\$ 18,241,870.96	\$ 795,492.64
Share of Specials	10.62	\$ 8,968,080.24	\$ 9,376,992.72	\$ 408,912.48
Park & Rec Facilities	4.30	\$ 3,631,143.60	\$ 3,796,710.80	\$ 165,567.20
Total General Fund	24.96	\$ 21,077,521.92	\$ 22,038,581.76	\$ 961,059.84
Total Debt Service Fund	10.62	\$ 8,968,080.24	\$ 9,376,992.72	\$ 408,912.48

These estimates are subject to change based on final valuation certification in October. Also, the mills tied to the debt service fund for general obligation bond payments are limited to actual dollars needed to make bond payments, which means the levy decreases proportionately in a growth market.

Consumer Price Index (CPI) for the Midwest region was recently updated for March 2024 – March 2025, which is the period the district has used during annual budget process. The CPI for the stated period is 2.7%.

The finance team will continue to monitor the North Dakota legislature to determine if there are any property tax changes that impact the data presented above. The team will also communicate with the City of Fargo once the legislative session is complete to estimate state aid contributions for 2026 as a revenue projection. Departments are working on fee proposals for 2026 which will be presented at a later date and further impact potential new revenue for the 2026 budget.

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