Planning Committee Meeting Minutes

Wednesday, June 18, 2025; 8:30 am

Fargo Parks Sports Center

Alex Stern Boardroom

2024 Audit Presentation:

Brian Stavenger, presented. Brian presented a draft of the 2024 preliminary financial results for the organization. It included an overview of the audit and a high-level review of the 2024 financial statements. He discussed audit standards and procedures and reviewed financial performance, liquidity, and fund balances.

The committee recommends moving to the full board and placing on the regular agenda

for consideration and approval.

2026 Budget Update:

Broc Lietz, presented. Broc reviewed a high-level budget projection for 2026, effects of the main revenue and expense streams. This is all preliminary.

Consideration of Aerial Lift Truck Bids Utilizing Emerald Ash Borer (EAB) Funds:

Tony Schmitt, presented. Tony stated bids for an aerial lift truck were received and opened on May 29, 2025, at 1:30 p.m. at the North Shop Conference Room.

We received bids from Aspen Equipment in the amount of $251,869 and ABM Equipment in the amount of $228,209. The staff recommend accepting the bid from ABM Equipment for the bid amount of $228,209. The bid met all specifications and is the lowest bid for the equipment. Funds for this purchase of the aerial lift truck will come from the dedicated EAB Fund.

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

Consideration of Tree Inventory Bids Utilizing Emerald Ash Borer (EAB) Funds,

Tony Schmitt, presented. Tony stated bids for Tree Inventory services were received and opened on June 4, 2025, at 2:00 p.m. at the North Shop Conference Room.

We received one bid from Plan-It-Geo in the amounts of $5.25 per tree update that does not need a new tag and $7.00 per tree update that needs a new tag. We would plan to inventory 1/5th of the park district trees in 2025. We also received a bid to survey riparian corridor trees up to 10,000 trees for $5.00/tree. The staff recommend accepting the bid from Plan-It-Geo. The bid met all project specifications. Funds for the tree survey will come from the dedicated EAB Fund.

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

Consideration of 2025 Courts Plus Siding Project Bids:

Tyler Kirchner, presented. Tyler stated bids for the 2025 Courts Plus Siding Project were received and opened on May 29, 2025, at 2:00 P.M. Attached to this memo is the bid tabulation and letter of recommendation.

Five bids were received for the Project: (1) Sever Construction Dakotas with a base bid amount of $261,100; (2) Diversified Contractors, Inc. with a base bid amount of $268,800 (3) Gast Construction with a base bid amount of $241,900; (4) Minko Construction Inc. with a base bid amount of $235,000; and (5) Gateway Building Systems, LLC with a base bid amount of $207,175.

Upon review of the bids, consultants and staff recommends awarding the bid to Gateway Building Systems, LLC in the amount of $207,175. The bids met all specifications, is the lowest bid and within our project budget of $205,000.

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

Consideration of Fargo South Pool Mechanical Replacement Project Bids:

Tyler Kirchner, presented. Tyler stated no bids for the 2025 South Pool Mechanical Replacement Project were received at the original bid opening on April 3, 2025, at 2:00 P.M. A second round of bids for the 2025 South Pool Mechanical Replacement Project were received and opened on May 29, 2025, at 2:00 P.M. Attached to this memo is the bid tabulation and letter of recommendation.

One bid was received for the Project: (1) Associated Pool Builders-Bismarck with a base bid amount of $324,700 and an alternate bid of $14,300.

Upon review of the bids, consultants and staff recommend awarding the bid to Associated Pool Builders-Bismarck in the amount of $339,000. The bid met all specifications. The project was budgeted at $250,000. Additional funding of $89,000 needed to complete this project, will come from the savings realized on the Davies Recreational Pool Resurfacing Project. That project had a savings of $144,800.

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

Fargo Park District Strategic Plan-Operational Work Plan Implementation

1. Strategic Plan-Goal 2.2-Community Engagement: Carolyn Boutain, Tori Benders and Cassie Doll presented.

* Presented a new approach to community engagement
* Developed a framework for gathering community input on projects
* Planned to create more transparent communication about financial decisions

1. Strategic Plan-Goal 1.2-Capital Improvement Plan: Dave Bietz, presented.

* Introduced a new comprehensive capital improvement planning process
* Developed a systematic approach to project identification and prioritization
* Created a list of potential projects totaling approximately $92 million
* Established a framework for evaluating and selecting capital projects

1. Strategic Plan-Goal 1.4-Long Range Financial Planning: Broc Lietz, presented
   * Introduced budget and financial strategy

* Discussed budget process improvements
* Explored new revenue policies and financial management strategies
* Emphasized long-term financial sustainability
* Highlighted the importance of maintaining appropriate fund reserves
* Established a more structured approach to financial planning
* Created a capital improvement plan process
* Committed to increased community transparency
* Developed strategies for long-term financial management

Meeting adjourned at 11:00 am.

Minutes submitted by Carmen Johnson, Executive Assistant