



Planning Committee Meeting
Wednesday, October 15, 2025; 8:15 a.m.
Fargo Park District Board Room
6100 38th Street S, Fargo

AGENDA

1. Consideration to Bid 2026 Park District Maintenance Equipment; Tony Schmitt, presenter
2. Consideration to Bid 2026 Park District Projects; Tony Schmitt, presenter
3. Fargo Park District Special Assessment Review Committee; Broc Lietz, presenter
4. Annual Performance Review Template and Process Enhancements; Kelsey Smith, presenter
5. Park System Master Plan Proposed Recommendations; Susan Faus, presenter
6. Other

<i>Next Governance Committee Meeting: October 22, 2025, 8:15 a.m.</i> <i>Next Park Board Meeting: November 4, 2025; 5:30 p.m.</i> <i>Next Planning Committee Meeting: November 19, 2025, 8:15 a.m.</i>
--

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

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



MEMORANDUM

DATE: October 15, 2025

TO: Fargo Park Board Committee Members

FROM: Tony Schmitt, Park Director

RE: Agenda Item No. 1 - Consideration to Bid 2026 Park District Maintenance Equipment

In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid 2026 Park District Maintenance Equipment that was approved for purchase during the 2026 budgeting process. New Park District maintenance equipment is bid annually, and funds will be taken from the 2026 approved budget. The projected timeline for the bid process will be as follows:

- Public Bid Opening December 3, 2025
- Possible award by Park Board Commissioners January 13, 2026

We are asking the Committee to review 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

Our Values: Be Authentic * Be Bold * Be Collaborative



MEMORANDUM

DATE: October 15, 2025

TO: Fargo Park Board Committee Members

FROM: Tony Schmitt, Park Director

RE: Agenda Item No. 2 - Permission to Bid 2026 Park District Projects

In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid the following 2026 Park District Projects:

1. 2026 Concrete/Asphalt Improvement Projects
 - a. North Softball Complex-Picnic Shelter Pads (2)
 - b. Pepsi Soccer Complex Picnic Shelter Pads (2)
 - c. Unicorn Park Picnic Shelter Pad (1)
 - d. Longfellow Park Parking Lot-Asphalt Replacement
 - e. Anderson/Tharaldson Complex and Pointes West Playground Borders
 - f. Island Park Southwest Trail Improvements
 - g. Sports Arena Entry and Accessibility Improvements
 - h. Lindenwood Park Rotary Playground Parking Lot and Accessibility Improvements
2. 2026 Playground Replacement Projects
 - a. Anderson/Tharaldson Complex
 - b. Pointes West Park
 - c. Milwaukee South Trail Park
3. Oak Grove Park Road Replacement Project
4. Lions Conservancy Park Trail Extension and Trailhead Improvement Project

Funds for these projects will be taken from the 2026 approved budget. Bid timelines for these projects have yet to be determined.

We are asking the Committee to review 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



MEMORANDUM

DATE: October 15, 2025

TO: Fargo Park Board Committee Members

FROM: Broc Lietz, Finance Director

RE: Agenda Item No. 3 – Fargo Park District Special Assessment Review Committee

The Fargo Park District collaborates closely with developers to provide neighborhood parks in developments throughout the City of Fargo. As such, the park district has the authority to form a special assessment district to fund those developments. Previously, the City of Fargo Special Assessment Committee (SAC) would determine value of those parks to the neighborhood and determine the assessment for the developer and the property owners.

The City of Fargo recently proposed transferring park development duties from SAC to the Park District.

Jeff Gunkleman examined state statute and described the structure of a committee for the park district as well as its responsibilities.

To create the Special Assessment Committee:

1. *Susan can appoint three 3 “reputable residents” to the Special Assessment Committee. Their terms will stagger. We can map out which appointees will serve each of the initial terms.*
 - a. *Person A – would term out/need to be reappointed in April of 2027*
 - b. *Person B – would term out/need to be reappointed in April of 2029*
 - c. *Person C - would term out/need to be reappointed in April of 2031*
2. *From that point forward, each person could serve 6-year terms. April is the key meeting month during the odd years when we would need to find new committee members.*
3. *All Committee members would then need to be approved by the Commissioners. All Committee members are required to take the same oath as the Commissioner.*
4. *A Committee member cannot hold any other municipal office or position.*
5. *The Committee Member whose term is closest to ending serves as the Chairperson, person A above.*

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

From there, the Park District and Committee process will be:

1. NDCC 40-23-05 lays out the procedure for the Park District to notify the Chairman of the need for a meeting, provide the materials, etc., for the Committee to assess.
 - a. "Any time **after** the contract and bond for any work which a special assessment is required have be **executed and approved** by the Board of Commissioners, we can notify the Board.
 - b. We need to provide the total cost of the improvement.
2. NDCC 40-23-07 lays out what the committee must find:
 - a. Identify which lots and parcels benefit from the construction.
 - b. Determine the amount in which eat lot will be benefited from construction
 - c. Assess back against each lot the actual amount to be assessed (not to exceed the amount of benefit)
 - d. We also can do the special assessment procedure under 40-23.1 (I do not think we would use this based on my review).
3. NDCC 40-23-09 – Assessment list
 - a. Committee shall make a complete list of:
 - (i) The benefits and assessments
 - (ii) By legal description or address,
 - (iii) Each parcel to be assessed
 - (iv) And amount assessed against each lot
 - b. Signed by a majority of the Committee
4. After this, NDCC 40-23-10 – Notice of Assessments and Notice of Hearing of Objections
 - a. Committee shall cause the assessment list to be published for 2 weeks (does NOT include the amount to be assessed)
 - b. Alternatively – can send a letter to all property of record stating the assessments. Need an affidavit of mailing.
 - c. The benefits and assessments
 - d. Commission shall still publish a map outlining the assessment district with certain requirements.
 - e. Meeting must be at least 15 days after first publication.
 - f. Published on the Park District website.
5. The Committee needs to be present at the meeting. Committee may altern the assessments
 - a. Following the meeting, the committee re-certifies the list. (A question for the city: is it necessary to file with the city auditor? It is assumed this is required.
6. Publish the confirmed assessment list at least once, stating when and where the meeting took place and when the Park District will act upon the assessment.
7. The Park District Board will then approve the assessment list a regular meeting at least 15 days AFTER the confirmation publication.

Today, we are submitting the following names for consideration of the Fargo Park District Special Assessment Committee. An individual bio is attached to each candidate:

- 1) John Gunkelman, President of JG Services, LLC

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

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

- 2) Rusty Papachek, Director of Business Development, KodaBank
- 3) Dominic Fischer, Professor/Department Chair, NDSU Landscape Architecture

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

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

Thank you.

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

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

Resume

Fargo Park District

Name: John L. Gunkelman

Home Address: 1510 7th St. So.
Fargo, ND 58103

Professional title/position and location: President of JG Services, LLC

Business Address: 1510 7th St S
Fargo, ND 58103

Education:

<i>Institution</i>	<i>Dates Attended</i>	<i>Date Graduated</i>	<i>Degree or Diploma</i>
Fargo South High School	1965-1969	1969	
North Dakota State University	1969-1973	1973	BS Industrial Engineering Construction Management

Professional/Work Experience:

<i>Firm, Business, Institution</i>	<i>Position(s)</i>	<i>Time Periods Worked</i>
Apollo Construction	Project Manager	1973 -1975
Master Construction	Concrete and Utility Contractor	1975 -1978
Twin City Construction	Superintendent/Project Manager	1978 – 1986
Dakota Construction of Fargo, Inc. Custom Homebuilder Light Commercial	Owner/President	1986 – 2023
JG Services, LLC Construction Services	Owner	2023 - Present

Currently holds ND and MN Contractor Licenses

Local Activity

- Member of the Building Industry Association (formerly HBA) since 1992 to present
- BIA Director (1999-2004, 2008-present)
- BIA Public Issues and Education Committees (2002 – present)
- BIA Codes Committee Review (Code cycles: 2000, 2003, 2006, 2009, 2010)
- ND State Codes Committee (2012 – present)
- Flood Task Force Member (2000-2002)
- Cass Clay Community Land Trust (Vice-chair 2020 – present)
- YMCA Camp Cormorant Committee (Current)
- Fargo Planning Commission (2012 – 2024)
- Fargo Metro-Cog (2012 – 2024)
- Fargo Board of Adjustment (Alternate 2024 – current)
- Pepsi Soccer Complex in Fargo: Instrumental in the fundraising and coordinating the construction of the 11-field soccer complex including the on-site buildings, concessions, restrooms and storage.
- Fargo City Hall site selection and building committee (2013 – 2016)
- NDSU Construction Management and Engineering Advisory Committee (2005 – 2022)

Rusty Papachek Bio

Rusty Papachek is currently the Director of Business Development at KodaBank. Rusty has over 35 years of executive management and strategic leadership expertise including 23 years of regional shopping center management at Kirkwood Mall, Dakota Square, and West Acres and over eight years of land development and property management experience at Brandt Holdings and RDOffutt. Papachek has been an active member in the Fargo community including serving on the boards of Fargo Public Schools from 2010-2014 and the Fargo Park District from 2016-2020. Rusty is a native of Cando, ND and graduated from the University of North Dakota.

Dominic Fischer, of Landscape Architecture and the Department Chair Bio

"My research and creative scholarship examine the historical and geospatial relations between public landscapes and interruptions in both social and natural systems. To understand these relationships, I combine archival data with publicly available geospatial data to create maps that visually show the scale, location, and cost of these impacts. I apply a similar process to my creative works, focusing on public space, primarily street corridors, public plazas, and landscapes. This work has enabled me to apply interdisciplinary methods in published research, blind-juried award-winning design work, design studio teaching, and creative scholarship and service from the local to international level."

Curriculum Vitae. January 2025

Dominic L. Fischer, MLA, PLA, ASLA

Office:

711 2nd Avenue North, NDSU Dept. of Architecture and Landscape Architecture
PO Box 6050
Fargo, ND 58108-6050
701.799.3732 (m)
dominic.fischer@ndsu.edu

Professional Appointments:

North Dakota State University
Chair + Associate Professor
Department of Landscape Architecture, Disaster Resilience, and Emergency Management.
School of Design, Architecture, and Art
(August 2023 to present)

North Dakota State University
Chair + Associate Professor
Department of Landscape Architecture
School of Design, Architecture, and Art
(August 2021 to July 2023)

North Dakota State University
Associate Professor
Department of Architecture and Landscape Architecture.
(2019 to 2021)

North Dakota State University
Assistant Professor
Department of Architecture and Landscape Architecture.
(2013 to 2019)

North Dakota State University
Lecturer/Adjunct Instructor
Department of Architecture and Landscape Architecture.
(2006 to 2012)

Education:

M.L.A. 2011, Landscape Architecture, The Bernard and Anne Spitzer School of Architecture
City College of New York. NY, NY.

B.L.A. 2005, Landscape Architecture, North Dakota State University, Fargo, ND.

B.S. 2004, Environmental Design, North Dakota State University, Fargo, ND.

Professional Landscape Architectural Registration: State Board of Architecture of ND – License #34,
February 23rd, 2007.

Areas of Expertise:

My research examines the historical and geospatial relations between public landscapes and interruptions in both social and natural systems. To understand these relationships, I combine archival data with publicly available geospatial data to create maps that visually show the scale, location, and cost of these impacts. I apply a similar process to my creative works, focusing on public space, primarily street corridors, public plazas, and landscapes. This work has allowed me to use interdisciplinary methods in published research, blind juried award-winning design work, design studio teaching, and local and international community service.

RESEARCH, PUBLICATIONS, AND CREATIVE ACTIVITIES

Funded Research:

1. Fischer, D. L. (Principal 10%), Larson, Craig. (Co-PI 20%) Roy, Moumita. (Graduate Teaching Assistant 20%), "Parks and Open Space Design Studio Service Learning" Sponsored by the College of Arts and Sciences, \$10,000 (Jan. 2025 – August 30, 2025).
2. Fischer, D. L. (Principal 50%), Larson, Craig. (Co-PI 50%). "Union Lake Sarah Campground Master Plan and Native Planting" Sponsored by Terry Bailey, \$1,500 (March 2024 – August 30, 2024).
3. Fischer, D. L. (Principal), Vissilia, A.M. (Co-Principal) "The Landscape Architecture of the 1921 Morell & Nichols Plan for Future Development of Buildings and Grounds: A Historic American Landscape Survey for the North Dakota State University Campus," Sponsored by Gunlogson Grant Award, \$4,540. (Jan. 15, 2021 - Dec. 15, 2022).
4. Fischer, D. L. (Principal), Vissilia, A.M. (Co-Principal) Rindy, B. (GRA), "Fort Mandan Asset Condition Assessment," Sponsored by North Plains National Heritage Area Foundation, \$10,000. (October 2020 - August 2021).
5. Fischer, D. L. (Principal), Vissilia, A.M. (Co-Principal) Bartlett, H. (GRA), "On-A-Slant Initiative at Fort Abraham Lincoln State Park Asset Condition Assessment," Sponsored by North Plains National Heritage Area Foundation, \$10,000. (October 2020 - August 2021).
6. Fischer, D. L. (Principal 100%), "Fargo Moorhead Rotary Natural Play Concepts" Sponsored by the FM Rotary Foundation, \$500. (March 10th, 2019 – May 10th, 2020).
7. Fischer, D. L. (Principal 80%), Kirkwood, M. (Co-Principal 10%) Davis-Kollman, M. (Co-Principal GSA 10%), "Bismarck Mandan Missouri River Rail Bridge," Sponsored by North Plains National Heritage Area Foundation, \$10,000. (May 11, 2019 – September 30, 2019).
8. Fischer, D. L. (Principal 80%), Schmidt, A. (Graduate Research Assistant 20%), "Bismarck Mandan Missouri River Rail Bridge, Physical Model for Public Interaction" Sponsored by North Plains National Heritage Area Foundation, \$1,000. (November, 2019 – March 30, 2020).
9. Fischer, D. L. (Principal), Kirkwood, M. (Co-Principal) Yang, S. (Co-Principal), "Columbarium and Cemetery Expansion Research and Master Planning," Sponsored by North Dakota National Guard, State, \$8,705. (May 11' 2018 – June 30, 2019).

10. Fischer, D. L. (Principal), Kirkwood, M. (Co-Principal), "Northern Plains National Heritage Area Planning," Sponsored by National Park Service, Northern Plains Heritage Foundation, North Dakota State University, \$23,181.00. (July 15, 2017 - May 30, 2018).
11. Kavasseri, R. (Principal), Cao, D. (Co-Principal: 10%), Fischer, D. (Co-Principal), Srivastava M. (CoPrincipal), Zhang, Q. (Co-Principal: 20%), "SCC-Planning: ZERoH: Zero Energy Ready Homes," Sponsored by NSF, Federal, \$99,122.00. (September 1, 2017 - August 31, 2018).
12. Co-Principal Investigator, "Augmented Reality Sand Table". North Dakota State University, Technology Action Plan, \$13,625, 2016.
13. Co-Principal Investigator, "Environmental Photography and Planning in the Bakken". North Dakota State University, Dean's Challenge Grant for Interdisciplinary Research and Creative Activity, \$5,000, 2015-2016.
14. Co-Principal Investigator, "Anticipatory Preservation Planning: protections of rural cultural and physical landscape". North Central Regional Center for Rural Development Grant for \$11,112, 2014-2015
15. Google Earth Pro Grant for the Google Earth Education Initiative. \$36,000 software value for classroom research, presentation and collaboration. 2012- 2014.
16. North Dakota State University faculty travel grants from the offices of the Dean, Provost, and research and creative activities for research presentations in 2014 - present \$15,500+ total.

Book Chapter:

1. Fischer, D. "Reassessing Small Urban Spaces: Is Whyte Still Right?" In *Revisiting Social Factors: Advancing Research into People and Place*, 55-72. Cambridge Scholars Publishing, 2015.

Journal Papers:

1. Rahman, Muhammad Ashifur and Fischer, D.L. *Assessing Acoustic Comfort and User Preferences in Urban Parks: A Comparative Study of Soundwalk and Questionnaire Survey Data*. Accepted for publication in *Landscape Research Record*. (Expected publication February 2025)
2. Fischer, D.L. and Kirkwood, M.L.E. 2022. *Seeing the Petrochemical Landscapes of the Bakken*. *Landscape Journal*. 41:61-76.
3. Fischer, D.L. and Kirkwood, M.L.E. 2019. *Engaged Fields: Through Landscape Photography and Landscape*

Architecture Links. Accepted to Landscape Research Record. No. 6. on July 13th, 2019. *(decision made by authors to seek publication in a higher impact journal)

4. Fischer, D. and Fischer H., 2016. "A Collaborative Heritage Preservation Process for Oil Field Communities." In *Landscape Research Record*. No. 5.
5. Kirkwood, M.L.E. and D. Fischer, 2015. "Mending Views: The Intersection of Environmental Photography and Planning in western North Dakota", In *Exposure Journal*, Volume 49.1.

Peer-Reviewed Conference Proceedings and Presentations:

1. Fischer, D.L. and Mou, Jannatul. "Analyzing Floristic Quality Assessment Scores for Restored and Remnant Native Prairie at Theodore Roosevelt Presidential Library: A Local Provenance Approach." 2025. Accepted to be presented at the Council of Educators in Landscape Architecture Annual Conference, Portland, OR March 26-29.
2. Budhatoki, Sunita and Fischer, D.L. "Analyzing Mobile Phone Data to Improve Walkability and Identify Critical Infrastructure Needs in Medora, ND." 2024. Presented at the Council of Educators in Landscape Architecture Annual Conference, St. Louis, MO March 20-23.
3. Rahman, Muhammad Ashifur and Fischer, D.L. *Assessing Acoustic Comfort and User Preferences in Urban Parks: A Comparative Study of Soundwalk and Questionnaire Survey Data*. 2024. Presented at the Council of Educators in Landscape Architecture Annual Conference, St. Louis, MO March 20-23.
4. Rahman, Muhammad Ashifur and Fischer, D.L. *Assessing Acoustic Comfort and User Preferences in Urban Parks: A Comparative Study of Soundwalk and Questionnaire Survey Data*. 2024. Presented at the Council of Educators in Landscape Architecture Annual Conference, St. Louis, MO March 06-09.
5. Fischer, D.L., Song, Y., Kollman-Davis, M. 2019. *Commemoration, Accessibility, and Efficiency: Using Two-Dimensional Path of Travel Prediction Software for Historic Veterans Cemetery Expansions*. Presented at The Environmental Design Research Association Annual Conference, Brooklyn, New York, May 22-26.
6. Fischer, D. L., Song, Y., Montoya, C. 2019. *Utilizing Two-Dimensional Path of Travel Prediction Software to Optimize Desirable and Efficient Infill of Declining Shopping Mall Sites*. Presented at the Council of Educators in Landscape Architecture Annual Conference, Sacramento, CA March 06-09.
7. Fischer, D. L. and Kirkwood, M.L. 2019. *Engaged Fields: Through Landscape Photography and Landscape Architecture Links*. Presented at the Council of Educators in Landscape Architecture Annual Conference, Sacramento, CA March 06-09.

8. Song, Y., Fischer, D. 2018. *Identifying Superior Connections: Using Hyper-Local Data Aggregation Tools for Sense of Place Assessment in Duluth, MN*. Presented at The Environmental Design Research Association Annual Conference, Oklahoma City, OK June 06-10.
9. Fischer, D. L. 2017. *Morrell and Nichols' Historical Park as an influential setting for North Dakota's Art Deco Capitol Building* Presented at the Council of Educators in Landscape Architecture Annual Conference, Beijing, China May 25-28.
10. Fischer, D. and Fischer, H., 2016. *A Collaborative Heritage Preservation Process for Oil Field Communities*, Presented at the Council for Educators in Landscape Architecture Annual Conference, Salt Lake City, UT March 23-26.
11. Kirkwood, M. and Fischer, D., 2016. *Weldon Gratton's Panoramic Overlook for Theodore Roosevelt National Park*, Presented at the Council for Educators in Landscape Architecture Annual Conference, Salt Lake City, UT March 23-26.
12. Fischer, D., Kirkwood, M., and Pepple, K. 2014. *Oil in the Fields: Mapping, Fracking, and Landscape Architects*, Presented at the American Society of Landscape Architects National Conference, Denver, CO November 6-9.*
13. Fischer, D., Chambers, M., and Fischer, H. 2014. *Mapping the Bakken Oil Formation: New Depictions from within and without the Dome*, Presented at The Environmental Design Research Association Annual Conference, New Orleans, LA May 28-31.
14. Fischer, D. 2014. *HWS Cleveland in North Dakota: Island Park and the shadow of a century without landscape architects*, Presented at the Council for Educators in Landscape Architecture Annual Conference, Baltimore, MD March 26-29.
15. Fischer, D. 2013. *Sustaining Small Urban Spaces: Is Whyte Still Right*, Presented at the Council for Educators in Landscape Architecture Annual Conference, Champagne-Urbana, IL March 28-31.
16. Fischer, D. 2011. *The Sociospatial Implications of New York City's Pocket Parks*, Presented at The Death + Life of Social Factors Conference at the University of California, Berkeley CA April 29 – May 1.

Peer-Reviewed Poster Presentations:

1. Fischer, D. and Kost, J. 2015. *Analyzing and Integrating the Landscape Architecture Body of Knowledge Study data into professional Landscape Architecture curriculums*, Presented at the Council for Educators in Landscape Architecture Annual Conference, Manhattan, KS March 26-29.

Invited Seminars and Panels (Selected):

1. Fischer, D. 2016. The North Dakota State Capitol Ground: Setting Government in a Garden, Presented at the Great Plains Chapter of the American Society of Landscape Architects Bi-Annual Conference, Omaha, NE September 29-30.
2. Fischer, D. 2016. “Blending the History of Parks with our Future, Panel Discussion with ASLA fellows Charles Thomsen and Richard Sutton and past National ASLA President Mark Focht at the Great Plains Chapter of the American Society of Landscape Architects Bi-Annual Conference, Omaha, NE September 29-30.
3. Fischer, D. 2015. Mapping, Fracking, and Landscape Architects in North Dakota, Presented at the Great Plains Chapter of the American Society of Landscape Architects Bi-Annual Conference, Fargo, ND August 28-30.
4. Fischer, D. 2015. *Walking*, Presenter and panelist for GROUP THINK a Bush Foundation sponsored public dialogue event, Fargo, ND September 9 and 23.
5. Fischer, D. 2015 *Landscape Architecture and Sense of Place*, Presented to the North Dakota Geographic Alliance Summer Geography Institute, Fargo, ND June 22. *
6. Fischer, D. 2015 *Bakken Boom!* Panelist for public discussion of Plains Art Museum exhibit. Fargo, ND February 12. *
7. Fischer, D. 2015 Panelist. *Reimagining Fargo’s Alleyways* moderated discussion at the Stationhouse Gallery, Fargo, ND September 20.
8. Fischer, D. and Kirkwood, M. 2014 Presenter and Panelist for *Oil, Water, and Environmental Justice: an interdisciplinary panel* at the Memorial Union Gallery, Fargo, ND November 13.

*honorarium issued

Paper, Book Reviewer, and Tenure Dossier Reviewer for:

1. Landscape Journal invited to peer review manuscript on Landscape History. 2025, in process due on February 26th, 2025.
2. Landscape Journal invited to peer review manuscript on Landscape History. December 2020 – January 2021.

3. External Review for the Promotion to Full Professor of Leehu Loon, Department of Landscape Architecture, Davis College of Agricultural Sciences and Natural Resources, Texas Tech University, Goddard 108 15th and Detroit, Lubbock, Texas. (June - July 2022)
4. External Review for the Promotion and Tenure of Dr. Muntazar Monsur, Assistant Professor, Department of Landscape Architecture, Davis College of Agricultural Sciences and Natural Resources, Texas Tech University. (July – August 2024)
5. Council of Educators in Landscape Architecture Annual Conferences. 2014-2018.
6. *Landscape Research Record* V7, 2017.
7. Wiley Publishing in London invited to review a proposal for the 2nd Edition of *SketchUp for Site Design*. March 2014.

Exhibitions (GROUP):

1. “Roads, Pipes, and Soil: Environmental Photography and Planning in the Bakken,” Dickinson Research Extension Center, Dickinson, ND, 2016.
2. “Environmental Photography and Landscape Architecture in the Bakken,” permanent outdoor exhibition at Dickinson Research Extension Center public field site (accepted).
3. Plains Art Museum, Red River Basin Model. 2011.

Professional Citations and Media-Initiated Interviews:

1. FM Rotary Foundation aims to set up a natural playground in Moorhead. Written By: David Olson. (February 18, 2020)
2. *The Bismarck Tribune* (Bismarck) Andy Tsubasa Field. *Comment period on Bismarck-Mandan Rail Bridge ending*. (February 21, 2020)
3. *KX News Television Station* (Bismarck) Dave Holder. *Veterans Cemetery Upgrades*. (January 10, 2019)
4. *The Bismarck Tribune* (Bismarck) Amy R. Sisk. *ND Veterans Cemetery to begin construction next summer on columbarium for cremated remains*. (October 18, 2019)
5. *The Bismarck Tribune* (Bismarck) Andy Tsubasa Field. *Converting historic Bismarck-Mandan Rail Bridge*

feasible but would be expensive. (August 18, 2019)

6. *The Spectrum* (Fargo) Megan Johnson story *All About that Basin*. (February 2, 2015)
7. KVRN (Fargo) Recorded interview by Taylor Mitchell for story *Panel Discusses Justice in the Bakken*. (Nov. 13, 2014)
8. KVLV (Fargo) Interview for story *Alley Fair returns to Downtown Fargo*. (Sept. 2014).
9. *Prairie Business Magazine* (ND) Interview for feature story *Architecture: Designing a Better Life – Landscape architects focus on quality-of-life improvements for clients, communities*. (May 2014)
10. *The Spectrum* (Fargo) Interview by Camille Forlano for cover story *Panel Discusses Issues the Bakken Brings*. (November 17, 2014)
11. *Design and Living Magazine* (Fargo) Interview for cover story highlighting 8 influential local professionals in the design field. (September 2013)
12. *Fargo Forum* (Fargo). Interview by Dave Olson Fargo Forum reporter re: discussion and summary of public service for the neighborhood development of SoMA South of Main Avenue. (September 6, 2013)
13. NDPR (Fargo). Live interview by Merrill Piepkorn on the Hear It Now program re: discussion and summary of Landscape Interventions in the Red River Basin, a student exhibition that addressed social and ecological issues in ecosystems prone to frequent flooding and drought (December 14, 2011)
14. WDAY-TV6 (Fargo) Recorded interview by Rob Kupec, “NDSU students explore diversion alternatives”, (November 16, 2011)
15. AM100 (Fargo) Live interview by Chris Berg re: discussion and summary of Landscape Interventions in the Red River Basin, a student exhibition that addressed social and ecological issues in ecosystems prone to frequent flooding and drought (November 17, 2011)
16. KVLV-TV6 (Fargo) Recorded interview by Emily Welker, “Fargo’s Hidden Gem” to discuss the outreach activities of the South of Main Avenue (SoMA) District in Fargo. (July 20, 2012)

Creative and Professional Activities:

Professional Landscape Architecture Service: (Selected)

- 2013 - Edgewood Estates Masterplan: Fargo, ND
- Northern Pacific and 1st Avenue Streetscape Design: Fargo, ND
- Fargo Water Treatment plant expansion: Fargo, ND
- 2014 - Library Plaza for Minnesota State University Moorhead: Moorhead, MN
- East Valley Rail masterplan for rail access subdivision: Williston, ND
- 5th Street Downtown redevelopment: Bismarck, ND
- 2015 - The Fargo Project World Garden Commons design services for National Endowment for the Arts project in collaboration with Ecological Artist Jackie Brookner: Fargo, ND
- Downtown Fargo Streetscape Guideline Manual, Fargo, ND
- 2016 - Block 9 Tower and Plaza design services for the community gathering place of the future privately owned public space at 505 2nd Ave. N. in the heart of downtown Fargo, ND
- Roberts Street and 2nd Avenue North Streetscape Design and consulting services for the analysis and master planning of redevelopment opportunities in downtown, Fargo, ND
- 2017-20 - Block 9 Plaza schematic design services for a privately owned public space at 505 2nd Ave. N. in the heart of downtown Fargo, ND. (this work is being done in collaboration with Skidmore Owings and Merrill (SOM) Land Elements (LE), and Rundell Ernstberger Associates (REA).

Professional Landscape Architecture and Land Planning Work Experience:

Fischer + Fischer, LLC – (part-time consulting) Landscape Architect
June 2016 to 2021

The Leonard Atelier Group – Partner-Lead Landscape Architect
May 2006 to June 2012

Cityscapes, LLC – Landscape Planning Consultant
October 2004 to May 2006

Awards and Honors

- 1) A 2024 Main Street North Dakota Award: healthy, Vibrant Community Award (Urban) was given to “Broadway Square.” The award is juried and is not blind-peer-reviewed.
- 2) A 2023 Award of Merit (Professional Design Built) from the American Society of Landscape Architects Central State Region Honor Award was given to, “Broadway Square”. The award is blind-peer-reviewed and regionally significant with competition encompassing the eight US states of North Dakota, South Dakota, Nebraska, Iowa, Kansas, Missouri, Oklahoma, and Arkansas. (Completed

with a team from REA and Confluence. My role: lead landscape architect of the pre-design, request for partner proposals, selection, and schematic design phases, and partner in concept and construction documentation phases.) Awarded April 20th, 2023, Fayetteville, AK.

- 3) A 2022 Governors Travel and Tourism Award: Flint Firestarter Award for a Tourism Development Project was given to “Broadway Square”. The award is juried and is not blind-peer-reviewed.
- 4) A 2019 Award of Merit (Design Unbuilt) from the Nebraska Dakotas Chapter of the American Society of Landscape Architects for the North Dakota Governor’s Residence at the State Capitol Grounds. (role: Lead Design Landscape Architect) The award is blind-peer-reviewed and regionally significant, with competition encompassing the three US states of North Dakota, South Dakota, and Nebraska. Awarded October 3rd.
- 5) A 2019 Award of Merit (Design Built) from the Nebraska Dakotas Chapter of the American Society of Landscape Architects for The Fargo Project: World Garden Commons. (role: Project Landscape Architect) The award is blind-peer-reviewed and regionally significant, with competition encompassing the three US states of North Dakota, South Dakota, and Nebraska. Awarded October 3rd.
- 6) Project of recognition by the NDDOT and the ND State Historical Society for interpretive trail design at the Double Ditch Indian Village State Historic Site, Bismarck, ND, 2010.
- 7) Scholarship given by the Bernard and Anne Spitzer School of Architecture Landscape Architecture department at the City College of New York for a peer-reviewed conference paper presentation, 2011.

TEACHING, ADVISING, AND CURRICULUM DEVELOPMENT

Associate Professor 2020-Present

NDSU, Dept. of Architecture and Landscape Architecture

Assistant Professor 2013-2019

NDSU, Dept. of Architecture and Landscape Architecture

Graduate Teaching Assistant

Bernard and Anne Spitzer School of Architecture: City College of New York 2010-2011

Courses Instructed:

LA 451	Urban Design Studio
LA 531	Portfolio Design Seminar
LA 231	Landscape Architecture Graphics

ARCH 189	University Studies Arch/LA (Interim)
LA 351	Residential Landscape Architecture
ARCH 571	Portfolio Design Seminar (Interim)
ENVD 101	Introduction to Environmental Design
ENVD 172	Environmental Design Fundamentals (Interim)
LA 272	Parks and Open Space Landscape Architecture Studio
LA 231	Landscape Architecture Theory and Graphics
LA 571	Environmental Planning Studios
LA 552	Advanced Landscape Planning
LA 472	Remediation and Planting Design Studio
LA 572	Design Thesis Studio
LA 772	Landscape Architecture Design Thesis Studio
LA 789	Landscape Architecture Graduate Seminar
LA 475/675	City-Shaping Design Studio
LA 476/676	Ecological Design Studio
LA 771	Performance-Based Design Studio

Governor's School Architecture and Landscape Architecture (summer)

Program Founder + Co-Coordinator

2014

Program Coordinator

2015-2018

Responsible for 6-week summer program admissions, program schedule, budgeting, coordinating content and contracts for faculty and professional instructors and workshop leaders, leading studio projects from concept sketches to the development of physical and digital models, hand and digital drawings, and overseeing the construction of a full-scale model for exhibit at the closing ceremony.

Advising and Student Work Distinctions:

American Society of Landscape Architects Central State Region Honor Award was given to, Matthew Ellingson. for his design project under my direction, "*Healing Waters Cultural Centre*". The award is regionally significant with competition that encompasses the eight US states of North Dakota, South Dakota, Nebraska, Iowa, Kansas, Missouri, Oklahoma and Arkansas. (April 2016)

Environmental Planning and Photography. Flakoll Gallery, Fargo, ND.

Directed student work curated by Meghan Kirkwood and Dominic Fischer. (November 2015)

North Water Rising. Memorial Union Gallery, Fargo, ND. Directed student work and curated by Netha Cloeter, Meghan Kirkwood and Dominic Fischer. (December 2014 – February 2015)

Mending Views: Environmental Planning and Photography. Flakoll Gallery, Fargo, ND.

Directed student work curated by Meghan Kirkwood and Dominic Fischer. (November 2014)

Living as Form (The Nomadic Version): Plains Art Museum, Fargo, ND. Directed student work
Peer-reviewed and curated by Nato Thompson. (June - September 2014)

Thesis advisor for Colliton Award Winner Aaron Hanson for Best Thesis Project, *Reconnecting to a Forgotten River and Ecological Solution*.

Thesis advising for approximately three students per year fulfilling their Bachelor of Landscape Architecture degrees.

Curriculum Development:

Chair of landscape architecture curriculum development committee. Responsible for development of curriculum updates for full re-accreditation in 2013. Currently providing relevant research for developing the recently launched (May 2018) graduate program in landscape architecture. Developed cloud-based processes for collaborative work between disciplines and also utilized a Qualtrics survey for assessing the outcomes of the collaborative work with Visual Arts.

The curriculum assessment methods and results were presented at the annual Council for Educators in Landscape Architecture, an international conference in 2015.

Active participant in faculty mentoring program and have completed the FORWARD Ally Training offered at NDSU. Active attendee of pedagogical luncheons.

SERVICE

Service to University:

- 1) Committee Member, Administrative Search Committee for Interim Dean(s) (Dr. Beck and Dr. Platt) for the College of Arts Humanities and Social Sciences, 2022.
- 2) Chair, Policy 327 Committee for the 3-year review of Dr. Jensen, Chair of the Department of Emergency Management. Spring 2022.
- 3) Committee Member, Gunlogson Endowment Fund Proposal Review Committee, 2017 – 2021.
- 4) Committee Member, Policy 327 Committee for the 3-year review of Dr. Bertolini, Chair of the Department of Architecture and Landscape Architecture. Spring 2016.

- 5) Committee Member, Vice President for Information Technology Search Committee, 2014.

Service to Department and College:

- 1) Chair, Student Progress Committee, College of Arts Humanities and Social Sciences, 2019-2021.
- 2) Committee Member, Faculty Search Committee for Assistant Professor (Anna-Maria Vissilla) in the Department of Architecture and Landscape Architecture, 2018.
- 3) Committee Member, Faculty Search Committee for Interim Chair for the Department of Architecture and Landscape Architecture, 2018.
- 4) Committee Member, Faculty Search Committee for Assistant Professor (Yang Song) in the Department of Architecture and Landscape Architecture, 2016.
- 5) Chair, Landscape Architecture Curriculum Committee, Department of Architecture and Landscape Architecture, 2013-present.
- 6) Committee Member, Faculty Search Committee for Interim Chair for the Department of Architecture and Landscape Architecture, 2017.
- 7) Chair, Supplemental Education Committee, Department of Architecture and Landscape Architecture, 2013-2016.
- 8) Committee Member, Faculty Search Committee for Assistant Professor (Young-Jae Kim) in the Department of Architecture and Landscape Architecture, 2014.

Service to Local, State, and International Community:

- 1) Architecture and Design Committee Member, Theodore Roosevelt Presidential Library, Medora, ND and NY, NY. 2021 – 2024.
- 2) Nebraska Dakotas Chapter of the American Society of Landscape Architects. North Dakota Chair for the Executive Committee. This is a nominated and elected position. (2019-2021).
- 3) Design and construction document services in collaboration with artist, Dwight Mickelson, Bor Memorial Sites. My service included creating 3-d digital models, renderings, and construction documents so the project to preserve the mass graves of Bor, South Sudanese civilians could be fundraised and built. (project is under construction). www.bormemorialsites.com to donate. Bor,

South Sudan, 2017-present.

- 4) Directed student service-learning project to develop public plaza ideas for the new City Hall in Fargo, ND. City commission room and local access TV presentation May 9th, 2016.
- 5) Directed student service-learning project to develop conceptual drawings for the development of Tribal Land on Pickerel Lake in South Dakota. The Environmental Planning Studio created ecologically and culturally inspired drawings and 3d animations of the development for the Sisseton Wahpeton Oyate tribe. October - December 2015.
- 6) Design Charette Leader, Permanent Supportive Housing for Churches United for the Homeless, Moorhead, MN. April 8th, 2015.
- 7) Advanced Renderings, Populus Neighborhood master plan and aerial for Churches United for the Homeless, Moorhead, MN. 2015.
- 8) Directed plan and perspective renderings, Port of Bismarck, Fort Abraham Lincoln Foundation, Bismarck, ND, 2015.
- 9) Board Member, Fargo Board of Adjustment, Fargo, ND 2013-2016.
- 10) Member of Board of Directors of the Fargo Downtown Community Partnership, Fargo, ND 2013-2016.
- 11) Directed student service-learning project to develop Veteran's Memorial Park in Wadena, MN April 2013.

Service to Professional Organizations:

ASLANDC, Executive Committee, 2019-2021

Paper reviewer for *Landscape Research Record*, v.7, 2017.

Abstract Reviewer 2013-2018, Council of Educators in Landscape Architecture (CELA) Annual Conference.

North Dakota liaison, 2012-2015, Historic American Landscape Survey of the American Society of Landscape Architects.



MEMORANDUM

DATE: October 15, 2025

TO: Fargo Park Board Committee Members

FROM: Kelsey Smith, Human Resource Director

RE: Agenda Item No. 4 – Annual Performance Review Template and Process Enhancements

The Human Resource Team has established a new performance review template and updated performance review approval process. The updates being implemented will help ensure a quality performance review experience for employees and their supervisors and help drive high performance throughout the district.

Goal 1.5 Establish an employee culture that attracts and retains qualified individuals needed to provide amenities and services of the highest caliber.

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.

Strategy: Develop a standardized performance review template that includes key performance indicators (KPIs), competencies, and behavioral expectations.

Team members and supervisors are being trained on the new performance review process via virtual sessions during the week of October 6. Training will include the “why” behind performance reviews and their importance as well as strategies to provide valuable feedback and setting expectations and agreements. (Please see the PDF attachment for an example of the supervisor training slides.)

We have also updated the Performance Review approval process to ensure that we are taking a holistic approach in providing feedback and coaching to our team members as well as ensuring that the performance review process is a quality experience for the employee. Directors, Deputy Directors and Human Resources will now review and approve the performance review prior to the supervisor sharing any information with the employee.

With the enhanced quality of content and feedback within the reviews, we are planning to review the content and analyze it for trends and specific needs throughout the district. Having this information will help us direct our efforts in areas such as culture-based initiatives and employee development opportunities in the future.

This item is for informational purposes only and does not require advancement to the Park Board meeting for approval. Please reach out to me with any questions.

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

Our Values: Be Authentic * Be Bold * Be Collaborative

2025 PERFORMANCE REVIEW PROCESS



Agenda

- 01.** Why are Performance Reviews Important?
- 02.** Review Performance Review Structure
- 03.** New Rating Scale & Definitions
- 04.** STAR-AR Process along with Expectations & Agreements
- 05.** Paylocity Walk Through
- 06.** Annual Increase/Merit
- 07.** Process & Timeline

Why are Performance Reviews Important?

- Gives employees a clear picture of their achievements and progress, helping them recognize their strengths.
- Highlights personalized opportunities for professional growth, skill development, and career advancement.
- Offers constructive feedback that empowers employees to set meaningful, attainable goals for themselves.
- Facilitates open communication with supervisors, allowing employees to voice concerns and aspirations.
- Provides a supportive environment to address challenges and seek guidance for overcoming obstacles.
- Creates a record of achievements and growth, supporting future career decisions and development.
- Encourages a proactive approach to workplace improvement and personal success.



Performance Review Structure

Progress

Feedback based on progress made throughout the performance review period. This feedback could be based on goal, project, or developmental progress.

Job Alignment

Feedback based on overall job alignment. Employees and managers will be prompted to comment on how the employee demonstrates the following within their everyday work:

- Specific Knowledge & Abilities
- Accountability/Dependability
- Initiative
- Teamwork

Values

Feedback based on the employee's demonstration of our values in their everyday work, with specific examples required.

Goals (Future)

This step will be completed after performance reviews are complete. Ideally we can help our leaders develop goals for their team members that align directly to the KPI's and goals in our district plans.

Rating Scale

Unsatisfactory	Performance does not meet minimum job requirements; lack of improvement may result in disciplinary action.
Inconsistent	Performance sometimes meets expectations, but has fallen short of expectations on more than one occasion.
Successful	Employee is doing a good job; understands and demonstrates the principles, techniques and procedures necessary for effective and efficient job performance.
Exceeds Expectations	Performance is consistently above normal expectations and standards; excels when compared to others performing the same or similar jobs.
Outstanding	Superior performance that goes above and beyond what is asked of the position; consistently exceeds highest standards.

STAR & STAR-AR MODEL

SITUATION

Identify the context where the employee performed their task.

TASK

Clearly state the task the employee was responsible for completing.

ACTION

Describe the actions taken by the employee to complete the task.

ALTERNATIVE ACTION

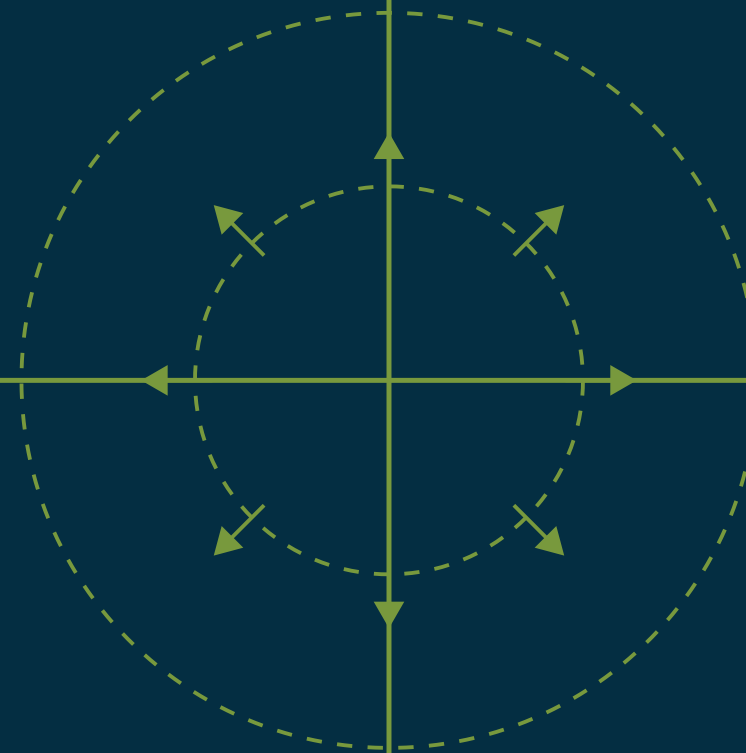
Describe alternative actions that could have been taken to improve the results.

RESULT

Share the outcomes of the employee's actions and their impact on the team.

ALTERNATIVE RESULT

Describe positive outcomes if alternative action was taken.



EXPECTATIONS VS. AGREEMENTS

Many times as humans we have expectations of others. The challenge lies in “others” not even knowing or understanding those expectations, thus resulting in disappointment or missed targets. The components below help in establishing “agreements” where all parties know the expectations and agree upon action before moving forward; thus, minimizing disappoints and/or set backs.



WHO

Clearly define “Who” has an action item to take away. This may be more than one person involved.



DOES WHAT

Define the action items for each person responsible for a take away item.



BY WHEN

Define the timeline that the action needs to be completed by.



HOW WE WILL FOLLOW UP

Define a method of follow up:

- 1:1
- Email
- Etc.

Paylocity Walk-Through

Project/Goal/Development Progress	This section has required ratings that must be completed to submit your review Project/Goal/Development Progress Please rate and provide examples of the employee's progress within projects, goals and/or development initiatives set for the past year. Items in this area should have had a definite end date or a specific deadline within the the past year. There is space for up to five projects, goals or development initiatives, but it's not required to use them all. Use only the space you need. Each employee should have at least two items to comment on in this area. Examples: Identify, propose, and implement new rec program for the program year. Identify staffing and resources needed for successful implementation and experience for participants. Perform regular and timely maintenance of park equipment, reducing the overall downtime during peak seasons. Implement tracking system for department requests. Train team on utilization and expectations. Project/Goal/Development Progress Describe performance and progress in a designated special project, goal, or development initiative from the past year. My Comments B I U ☰ ☷ 🔗 ABC My Rating Select Rating ▼	
Job Specific Feedback		
Values		
Closing Comments/Summary		
Supporting Information		
Summary		
Approvals		

Rating Scale >

- 5 - Outstanding
- 4 - Exceeds Expectations
- 3 - Successful
- 2 - Inconsistent
- 1 - Unsatisfactory

Annual Increase/Merit

- 1% Across the Board Increase
- 2.5% Merit Increase Pool
- Supervisors and directors will get employee salary spreadsheet to help in planning increases.
- Consideration of performance and consistency



Approval Process

Employee Completes and Submits



Supervisor Completes and Submits Review & Merit Recommendation



Director/Next Level Manager Reviews and Approves Review and Merit



Deputy Director Reviews and Approves Review and Merit



Human Resources Reviews and Approves Review and Merit



Employee is able to see performance review



Meeting held between supervisor and employee to walk through review and share merit increase with employee

Goal Setting for 2026

- Establishment of Key Performance Indicators (KPI's) for Strategic Plan
- Departmental Objectives
- Team Member Individual Goals for 2026

Rollout Process & Timeline

- Live trainings with employees and supervisors week of October 6
- Human Resources will create ready-resources so team members can access process guides on-demand during performance review timeframe.
- Performance Reviews will be available in Paylocity week of October 13.
 - Employee performance review due October 24
 - Supervisor performance review due November 14
 - Director review due November 28
 - Final review due December 5
- 2026 Goal Setting
 - January/February 2026



QUESTIONS?





MEMORANDUM

DATE: October 15, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 5 - Park System Master Plan Proposed Recommendations

On August 26, 2025, Park Board Commissioners received a presentation from the consultants developing the Park System Master Plan. The recommendations shared are informed by community engagement efforts, survey results, stakeholder interviews and NRPA best practices.

Staff have distributed the presentation to Commissioners to gather their feedback on the proposed recommendations. It is being brought forward at the Planning Committee meeting to provide an opportunity for questions and discussion.

No action is required at this time.

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

Thank you.