



Revised

THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON **TUESDAY, FEBRUARY 14, 2023 AT 5:30 P.M.** IN THE BOARD ROOM OF THE PARK DISTRICT OFFICES AT 701 MAIN AVENUE, FARGO, WITH PRESIDENT DAWN MORGAN, PRESIDING. **Please note:** This is an in-person event and streamed virtual. Members of the public and media can view the live meeting at [www.fargoparks.com/news/park-board-meeting-february-agenda-2023](http://www.fargoparks.com/news/park-board-meeting-february-agenda-2023)

- A. Call to Order
- B. Approve Order of Agenda

**Consent Agenda** - approve the following:

- a. Minutes - January 10, 2023 and January 30, 2023
- b. January Bills
- c. Bids for Forestry truck and chassis.

**Regular Agenda**

- 1. Recognition of Audience/Public Comments
- 2. Director's Report
- 3. Sandhills Archery Club Presentation; Odin Helgerson, presenter.
- 4. Board to consider bids for Island Park Pool; Dave Leker, presenter.
- 5. Adjourn

*Individuals who wish to attend Park Board meetings but need special arrangements or would like to address the Board, please contact the Fargo Park District office at 499-6060 by noon on the Monday before the Board Meeting.*

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF THE FARGO PARK DISTRICT OF JANUARY 10, 2023**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, January 10, 2023, at 5:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota and via Microsoft Teams. Present at the meeting in person were Commissioners Dawn Morgan, Joe Deutsch, Vicki Dawson and Aaron Hill. Commissioner Jerry Rostad appeared by Microsoft Teams. Also present were: Dave Leker, Broc Lietz, Carolyn Boutain, Dave Bietz, Craig Bjur, Paul Grindeland, Susan Faus, Kevin Boe and attorney Jeff Gunkelman.

**Approval of Agenda**

Commissioner Aaron Hill moved and Commissioner Joe Deutsch seconded a motion to approve the agenda. Upon call of the roll, the motion passed unanimously.

**Approval of Consent Agenda**

Commissioner Joe Deutsch moved and Commissioner Vicki Dawson seconded a motion to approve the following actions on the consent agenda:

- (a) The minutes from the December 13, 2022 meeting;
- (b) The December 2022 bills;
- (c) Rejecting the bids for the 2023 Tractor with minimum 50HP and new model year 4-Wheel Utility Work Machine, and accept the bid package #1 from MTI Distributing, Inc. in the amount of \$612,685.00 as presented.

Upon call of the roll, the motion passed unanimously.

**Director's Report**

Each Director presented on this matter and provided an informational update to the Board on their respective department. No action was taken on this matter.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 6:00 p.m.

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Dave Leker, Clerk

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
OF THE FARGO PARK DISTRICT OF JANUARY 30, 2023**

The Special Meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Monday, January 30, 2023, at 11:05 a.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota and via Microsoft Teams. Present at the meeting were Commissioners Dawn Morgan, Vicki Dawson, Aaron Hill, and Joe Deutsch, and via Microsoft Teams Commissioner Jerry Rostad. Also present were: Dave Leker, Broc Lietz, Carolyn Boutain, Dave Bietz, Craig Bjur, Paul Grindeland, Susan Faus, Kevin Boe and attorney Jeff Gunkelman.

**Approval of Agenda**

Commissioner Joe Deutsch moved and Commissioner Aaron Hill seconded a motion to approve the agenda. Upon call of the roll, the motion passed unanimously.

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

Carolyn Boutain presented to the Board on this matter. It was noted that the Park District received one proposal for the operation of a bar and restaurant and Rose Creek from Kjerbeersten, LLC. It was noted that some of the key terms of the lease include:

- Operations would only be during the golf season;
- Rent would be 12% of the gross sales for the first two years and then have an escalation based on total gross sales for the remaining years of the term;
- The tenant would use the Park District's equipment;
- The Park District will be responsible for utilities, maintenance, repair and replacement of the equipment and building.

Commissioner Vicki Dawson moved and Commissioner Joe Deutsch seconded a motion to the lease agreement between the Park District and Kjerbeersten, LLC for the restaurant at Rose Creek Public Golf Course as presented to the Board. Upon call of the roll, the motion passed 4-0 with Commissioner Hill abstaining from the vote.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 11:40 a.m.

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Dave Leker, Clerk



## MEMORANDUM

DATE: February 8, 2023

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Deputy Director of Operations

RE: Consent Agenda Item No. (c) – Bids for Forestry Truck and Chassis

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The log loader equipment (hoist and tree box) and truck cab and chassis were budgeted in 2021 for purchase in 2022 for a total amount of \$200,000. The log loader equipment was bid November 16, 2021, and awarded to Aspen Equipment, LLC., in the amount of \$114,735. For the truck cab and chassis, we first looked at purchasing through the state bid. We did put a request to purchase the truck through the ND State Contract list. In late fall of 2022, we learned the cab and chassis would not be built until spring 2024. After doing some research we learned some of the manufacturers with state contracts were delaying trucks as they were filling orders outside state contracts for a better price margin. After learning this we decided to do a bid process. We had information that entities bidding, were getting equipment sooner in comparison to entities purchasing trucks from the state bid.

The bids for the 2023/2024 Truck Cab and Chassis were received and opened Thursday, January 12, 2023, at 1:00pm, at the Park District Office. Attached to this memo is the bid tab.

Three bids were received, Nelson International, Peterbilt of Fargo, and Aspen Equipment, LLC. As mentioned, this equipment was budgeted for 2022. Aspen Equipment, LLC with a bid of \$110,310 meets all specifications and has the earliest delivery. It does bring the total over budget by \$25,045. Since we would not pay for this truck until it arrives, we would add additional dollars from our equipment fund in the 2024 budget to cover the overage of cost. By choosing this bidder, we will receive the truck sooner as well as lessen the potential of additional surcharges. Nelson International had the lowest bid of \$95,019 for the same piece of equipment but the delivery time is April 2024. They also state on their bid that if International imposes any surcharges between order and delivery, they will get passed on to the Park District.

Staff recommends approving the bid from Aspen Equipment, LLC in the amount of \$110,310.

It was recommended at the January 25, 2023, Facilities Committee Meeting to bring this to the full board on the Consent Agenda for consideration and approval.

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

Thank you.

Sample Motion: I make a motion to award Aspen Equipment, LLC the bid for the 2023/2024 Truck Cab and Chassis in the amount of \$110,310.

**Fargo Park District**

**2023/2024 Truck Cab & Chassis**

Bid Opening: 1:00 pm, Thursday, January 12, 2023

	Item 1	
	2023/2024 Truck Cab & Chassis, 5400 GVWR Minimum, 6X5 Axle Configuration	Est. Delivery Date
<b>Bidder</b>		
<b>Nelson International</b>	\$95,019.00	April, 2024
<b>Peterbilt of Fargo, Inc.</b>	\$135,881.00	2nd half of 2023 if truck slot available
<b>Aspen Equipment, LLC</b>	\$110,310.00	4th Qtr 2023



## MEMORANDUM

DATE: February 8, 2023

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 3 – Sandhills Archery Club Presentation

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At the Park Board Meeting on February 14, 2023, Odin Helgerson, of Sandhills Archery Club will share information about Sandhills Archery Club and give an update on what they do and their partnership with the Fargo Park District.

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

Thank you.