

## FACILITIES COMMITTEE MEETING NOTES

Wednesday, February 22, 2023; 11:00AM

Depot Board Room

Attended: Commissioner Joe Deutsch, Commissioner Dawn Morgan, Commissioner Vicki Dawson, Dave Leker, Susan Faus, Dave Bietz, Kevin Boe, Broc Lietz, Carolyn Boutain, Luke Evenson, Dave Klundt, Isabelle Sinkler, Kelly Kuntz, Sarah Fisher, Arlin Fisher, Jodi Plecity, Maelo Maldonado and Laura from Confluence, Alex Sumner, Jeff Gould, Tony Wolf with Zerr Berg Architects, Ryan Fleming with Gast Construction, and Jodi Buzick

### - Update on Garden of Healing at Urban Plains Park

Kevin Boe, Sarah Fisher and Arlin Fisher, presented. Arlin stated Phase One of the Garden of Healing was completed in 2021. Phase Two is 12.5 times the size. Discussed bringing on Confluence and working with Maelo and Laura who produced a great design for the Garden of Healing.

Viewed and discussed high points of the schematic design:

- Primary Signage to 32<sup>nd</sup> Avenue
- Planting buffer for noise.
- Sound Barrier Wall with Focal Water Wall – to reflect sound upward.
- Overlook with Informal Reflection Area
- Private Seating Area
- Open Lawn
- Rain Garden with Bridge
- Large, Formal Reflection Space with Pergola
- Labyrinth – medicine wheel
- Secondary Water Feature
- Lawn Seating/Play Berm
- The Healing Hotline
- Cameron's Cross
- Main Entry with Signage
- Wider sidewalks for ease of two wheelchairs
- All inclusive

Discussed wanting the Fargo Park District to be heavily present on this. Arlin stated without the Fargo Park District we cannot bring our dream to reality. Kevin Boe added the Park District passed designs off to marketing for branding. We want to make sure logos are prominent. Also discussed, in November 2021 went into agreement regarding fundraising for Phase Two and if they did not get this part completed, we could revisit and extend. That is all tied into this discussion of Phase Two. Dave Leker asked if this was just an update to the Park District or looking for permission to move forward. Arlin advised they needed to come back with a master plan, so it is not done haphazardly. They would bring that back and get feedback and if everyone on board would bring to commissioners to make sure we are going strong to help fundraise for this. Dave Leker asked what the thoughts on long-term maintenance and endowments are. Jodi Plecity added long-term maintenance and endowments to continue in the legacy will be part of the agreement. Arlin advised in the design Maelo is looking at adding more perennials and trees that will fill in themselves so maintenance will be less. Dave Bietz stated it is important to note the team met with Fargo Park District staff, our Park Forester and Park Foreman, and went

through all their design plans. If we can still get into the areas for maintenance, we can continue to help maintain if it fits within our regular maintenance practice and doesn't add more maintenance than the area required previously. We are appreciative they have gone through positive steps of including us. Commissioner Vicki Dawson wondered if the plan is to complete in steps as they get fundraising or do the whole project at one time if they have the funds. Arlin stated to save on construction costs they would like to do in horizontal layers. Ideally, they would like to have the money and be able to do it all at once, but reality is they need to work with what they have available to them. Commissioner Dawn Morgan asked what the chronological order is. Jodi advised they are meeting with tourism to present this idea with construction documents to apply for a grant. Hopeful when they do this at end of March. A lot depends on that meeting with how fast it will progress. Depending on funding, it may take 3 to 5 years, depends on funding. Arlin estimating the project at \$1.5 million. If there is a lot of in-kind, we can still project \$1.5 million and if it ends up not being that much, can put that money into an endowment fund.

Discussed extending the time of the agreement. Discussed marketing and advertising. Carolyn Boutain stated it is nice to know what they will do for advertising/marketing, but the Fargo Park District would not be the driver of that. Must make things clear with the message. Jodi added their statement is the Fargo Park District is allowing us to use the land, we are building and maintaining, etc.

The Committee recommends moving to the full board and place on the Consent Agenda for consideration and approval for an extension of time to the Memorandum of Understanding for Phase Two.

Bring to full board: March 14, 2023

- **Review updates to agreement for Starion Field**

Kevin Boe, presented. Dave Bietz discussed Fargo Youth Baseball and Fargo Metro Baseball Association (Post 400) have both agreed and requested to remove Fargo Youth Baseball from the agreement of Starion Field at Tharaldson Baseball Complex. Fargo Metro Baseball Association (Post 400) will be the sole tenant of Starion Field at Tharaldson Baseball Complex. If advanced, a redlined agreement will be presented to the board.

Commissioner Vicki Dawson asked how this will impact use of the field by any other group. Jeff Gould stated they are not changing anything. Whoever wants to pay to use it they will schedule it. Post 400 will take over the scheduling. Restrictions will affect South on the front end as far as practices, but not from a game standpoint. Dave Leker asked if any team would have scheduling priority. Jeff stated Post 400 will have priority but he wants the field to be used for games so other teams will also benefit. They will honor what has happened in the past, Alex Sumner agreed. The agreement with South is because they do not have home field, so they have a little priority. Jeff stated in January and February they will communicate with South to advise what is open. South and Davies play on the weekend, but not Fargo Youth Baseball.

The Committee recommends moving to the full board and place on the Consent Agenda for consideration and approval.

**Bring to full board: March 14, 2023**

- **Review request to solicit for bids for the 2023 Concrete projects**

Dave Bietz, presented. In alignment with our Procurement Policy No. 390, staff is requesting permission to solicit for bids. Discussed doing several trails segments this year, last year's bids came in exceedingly high so had to cut projects in half with dollars available. Oak Grove Park, Jefferson West Park and McCormick Park will be on the concrete list. Still working through details of smaller areas preparing for the bid. Dave Leker asked about funding. Dave Bietz stated in the \$1.4 million dollar range. Very similar to last year's project. The Fargo Park District applied for and was awarded a grant last year for \$726,000 that we are submitting for reimbursement for concrete work.

The Committee recommends moving to the full board and place on the Consent Agenda for consideration and approval.

**Bring to full Board: March 14, 2023**

- **Review request to solicit request for proposals for the 2023 Playground replacement projects**

Dave Bietz, presented. In alignment with our Procurement Policy No. 390, staff is requesting permission to solicit request for proposals for the 2023 playground replacement projects. Playgrounds will be replaced at Village West Park and Woodhaven South Park.

Commissioner Dawn Morgan asked if the Park District is moving toward a more natural look type of playground versus the primary colors. Dave Bietz stated not for this playground. Dave Leker added in the last 5 years working with Tyler Kirchner we have moved toward a more theme type playground to fit in a natural type of environment, versus doing all primary colors. Dave Bietz also shared the idea of an inclusive playground for larger playground structures in our community parks, for people and kids of all abilities and age ranges. The playground would include sensory equipment to accessible ramps. Kelly Kuntz added this is on the marketing teams' radar as well. When creating signs having more of those photos to help with inclusivity for all. Commissioner Morgan added more nature and wood type theme make kids more curious and builds agility. Positive movement to go that way.

The Committee recommends moving to the full board and place on the Consent Agenda for consideration and approval.

**Bring to full Board: March 14, 2023**

- **Review bids for the Island Park Pool replacement project**

Dave Leker, presented. Discussed miscommunication to bidders in the bid instructions for the February 9, 2023, bid opening. The instructions did not include the language requiring contractors to include a copy of their contractor's license in a separate envelope per North Dakota Century Code. There were 8 of the 25 bid packages correct that will be held. They have a term of 60 days for prices to be good. The rebid for the remaining 15 items is March 16 and those recommendations will be brought to the March Facilities Committee Meeting and April Park Board Meeting. Discussed working to get clarification if we would need a special board meeting or a memorandum of understanding since the contractor's license states we hold for 60 days and we are asking for 61 days. Lengthy discussion on statute and getting clear legal guidance. Dave Bietz added the 60 days is unrelated to any statute, it is a timeframe set by the Park District. No recommendation on bids currently, just information to the board on where we are in the process of rebidding.

- **Review request to solicit request for proposals for the Fargo Parks Sports Complex Playground project**

Dave Leker, presented. In alignment with our Procurement Policy No. 390, staff is requesting permission to solicit request for proposals for the indoor playground at Fargo Parks Sports Complex. Funds for this project are included in the Fargo Parks Sports Complex Phase II all in budget of \$49,000,000. The total estimate for the playground project is \$450,000 to include the safety surfacing.

Tyler Kirchner stated by pulling the playground out of the guaranteed maximum price, the Park District can decide on what is important and have a say in the design, color, etc. The Park District would lose that level of control if it were put on the design team. Dave Leker discussed bids typically include a very generic spec. There will be a budget amount and request to submit the best playground design within the budget. A selection committee will decide what is best from everyone's input. Dave Bietz reiterated Tyler's statement that this gives the Fargo Park District the ability to make the decisions instead of the general contractor taking general specifications and we get what we get. Commissioner Dawn Morgan asked about projected maintenance as to one item over another. Dave Leker stated it will be pretty maintenance free, except if electrical or something of that nature which would need some maintenance. Tyler added it is an exterior rated playground that will be inside. The Park District is responsible for maintenance.

The Committee recommends moving to the full board and place on the Consent Agenda for consideration and approval.

**Bring to full Board: March 14, 2023**

- **Financial Review as of December 31, 2022**

Luke Evenson, presented. Discussed the governmental funds and Valley Senior Services (VSS) in all of Fargo Park District compiled down to 2022 revenue and expenditures. Includes comparable to give a good baseline. Irregular items pointed out are the capital equipment and improvement line. It shows \$34.8 million and of that approximately \$30 million is Fargo Parks Sports Complex related. It is way over budget as part of our standards capital project funds, it is not one of the items we budget. The other item is the principal and interest on debt, \$5.2 million spent in 2022 and \$82 million was budgeted. The difference is mainly due to the new bonds we took on for the Fargo Parks Sports Complex. Due to the timing when the Park District got the new bond in March, only one interest payment due in November. In 2023 there will be a full breakdown of the interest and principal payments made, so in 20 years we will see the opposite. We will not collect anymore revenue but will still have the cash on hand to make the final payments. Broc Lietz added to keep in mind as we do the audit that our debt service fund appear inflated from a carryover standpoint and the reason is because of funds we have collected and in 20 years it will be the other way around. We have a plan for those dollars we are not building a savings, it is just a matter of timing. Luke pointed out the revenue over expenses deficit of \$24 million does not include our bond proceeds. We got all the \$44 million in bonds but does not get included as an operating revenue.

Commissioner Vicki Dawson added her enthusiasm as to how close, within \$30,000, programming estimates are versus actual fees. It is worth nothing staff's prediction on how many teams will sign up etc., and how close it is to reality.

Broc discussed revenue over expenditures. We had to account for bond payments and bills that we must pay to the complex, our estimate today is \$1.9 million dollars operations alone. That is beyond an internal transfer that was committed to by board action of \$2 million dollars. Our goal is to get the \$1.9 million dollars even less. Commissioner Dawson asked why repairs and maintenance are almost \$1 million dollars less. Luke stated he and Dave Bietz have discussed. It is from items budgeted in 2022 and 2021 that maintenance has not been able to get done to supply issue problems as well as some is equipment that has yet to be delivered again due to supply chain. Dave Bietz added another example is with the Sports Arena roof, we had \$300,000 dollars budgeted but that amount was not enough to do what we need to do, so that money is carried to this year and matched with additional dollars so we can do the project. Discussed money that is earmarked from a previous year will be available for those items when they become available. Luke added he and Dave Bietz have discussed commitments budgeted in previous physical years. Broc stated they know we have these commitments that will reduce the \$1.9 million dollars. At the end of the year, of the \$1.9 million dollars, our recommendation is we set aside x dollars to cover for backorder items and long-term projects. We need to be aware that the supply chain issue is now the new normal but need to be careful not to overextend, we need to balance. Commissioner Joe Deutsch clarified new budgeted items/projects will take second to those items budgeted for in previous years. Take care of the past before moving forward to the future. Dave Bietz added the main thing to keep in mind is we work closely with the dollars that only have one job. Some are already committed and spent, so put those budgeted funds in a holding area until we get those items and not expensing those dollars a second and third time. Commissioner Dawson added she wants to make sure the budgeted dollars are getting used for what they were meant to be use for.

Broc updated the committee about a consultation with the financial advisor and right now if nothing changes, we will ask the board to take formal action for sale of general bonds in June, most likely for sale in July, and receive funds in August. That is flexible 30 days one way or other. Balancing the cash flow to minimize interest risk and maximize existing dollars until we must take on debt. It is a three-month process to final decision.

Broc stated the finance department has typically followed this process to keep the board informed from budget to actual. Discussed what else the board would like to see and when. Dave Leker stated we have the detailed and summary version. Commissioner Dawson stated this report is good once per month and having the actual YTD is nice to follow along. Broc discussed the idea of developing a fund balance, need to inform board if things under or over a certain percentage. If an end fund balance is determined, then can discuss where it sits. Discussed sale of assets, and interest from investments is embedded in miscellaneous sales. Commissioner Dawson asked about utilities, how do we make sure we keep up with that, and how are we budgeting etc.? Commissioner Dawson added it is useful to hear from finance what is the plan.

**Other:** None.

Notes submitted by Jodi Buzick, Administrative Specialist