



West Fargo Park Board Meeting
Wednesday October 12, 2022
Rustad Recreation Center 5:30 P.M.

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Order of Agenda
- D. Approve Minutes (pages 2 – 3)
 - a. September 14, 2022

Consent Agenda – approve the following:

- a. Bills
- b. Financial Report

Regular Agenda

- 1. West Fargo Hockey Association – Jeremy Jorgenson, James Cailao (page 4)
 - a. Veterans Memorial Arena Project Presentation
- 2. City of West Fargo – Brad Olson, Dan Fuller, Dennis Otterness (attachment)
 - a. Sales Tax Presentation
- 3. Public Hearing Confirmation of Assessment Lists – Germundson (pages 5 – 7)
 - a. Approve Park Improvement District 2021-1 Rendezvous Shop
 - b. Approve Park Improvement District 2021-2 Maplewood Park
- 4. Organization Chart – Erbstoesser (attachments)
 - a. Presentation
- 5. The Farm at Elmwood (Beaton Farm) Improvements – Mathern (page 8)
 - a. Preliminary Site Options
- 6. Executive Director Report – Erbstoesser (page 9)
- 7. Manager Report – Olson, Mathern, Belisle (pages 10 – 11)
- 8. Non-Agenda Items
- 9. Adjourn



The West Fargo Park Board met at 5:30 p.m. on Wednesday, September 14, 2022 at the Rustad Recreation Center. Members present were Jeff McCracken, Chris Heise, Ryan Gellner, Jake Lauritsen, and Todd Rheault. President Rheault called the meeting to order.

Commissioner McCracken made a motion, seconded by Commissioner Heise to approve the order of the agenda and minutes of the August 10, 2022 meeting. No opposition. Motion carried.

Commissioner McCracken made a motion, seconded by Commissioner Lauritsen to approve the following items on the Consent Agenda:

- a. Bills = \$526,343.92
- b. Financial Report

No opposition. Motion carried.

Refunding Improvement Bonds, Series 2022 (North Elmwood Park)

Finance Director Germundson presented the results of the bond sale. This sale funds the North Elmwood Park project. Commissioner Gellner made a motion, seconded by Commissioner Lauritsen to authorize the issuance of improvement warrants and exchanging them for \$4,450,000 refunding improvement bonds, series 2022. No opposition. Motion carried.

Park Operations Manager Mathern gave an update on the project. Commissioners Heise and Lauritsen gave an update on the shelter.

Portfolio Assignments

President Rheault discussed the restructuring of portfolio assignments. The portfolio assignments will be assigned every two years at the reorganizational meeting. The board members will be responsible for reporting on the addressed topics at board meetings. Commissioner Lauritsen made a motion, seconded by Commissioner Gellner to adopt the portfolio assignments and process as presented. No opposition. Motion carried.

2023 Annual Budget

At 6:00 p.m., the public hearing began for the approval of the 2023 annual budget. Finance Director Germundson discussed the budget with a presentation. Residents Peter Hettwer and Roy Arneson had budget comments and questions. At 6:48 p.m., the public hearing closed. Commissioner McCracken made a motion, seconded by Commissioner Heise to approve the 2023 annual budget with expenditures of \$12,034,00 and to set the 2023 annual levy at \$6,631,500. No opposition. Motion carried.



Reports

Executive Director Erbstoesser: not in attendance

Rec / Rustad Manager Belisle: not in attendance

Facility Manager Olson: not in attendance

Park Operations Manager Mathern: discussed four salvaged dugouts from North Elmwood Park
Commissioner Gellner made a motion, seconded by Commissioner Lauritsen to move two dugouts to Elmwood 7 and move the other two dugouts (if suitable) to locations at the staff's direction. No opposition. Motion carried.

Non-Agenda Items

Park Operations Manager Mathern discussed Service Club Park construction issues.

Meeting adjourned at 6:54 p.m.

President Todd Rheault

Clerk Justin Germundson



West Fargo Park District Park Board Meeting Agenda Item Request Form

To place a proposed item on the West Fargo Park Board agenda and appear before the Board, this form must be completed and submitted to the West Fargo Park District administrative office by Wednesday 10:00 AM one week prior to the Park Board meeting. Failure to properly comply with or complete information may result in no action being taken on request. The West Fargo Park District holds its monthly Park Board meetings on the second Wednesday of each month at 5:30 PM, next meeting date and time: Oct 12, 2022 West Fargo Park Board meetings are held at Rustad Recreation Center, 601 26th Ave E. at 5:30 p.m.

If you have any questions, contact the West Fargo Park District at 701-433-5360.

1. Contact Person (presenter) Jeremy Jorgenson, James Cailao

2. Phone Number (701) 707-2100

3. Please describe the request and attach other supporting information

The WFHA would like to do a short presentation
regarding the Veterans Memorial Arena project.

4. Action requested by the West Fargo Park Board

AGENDA ITEM DESCRIPTION
WEST FARGO PARK BOARD MEETING

1. **CONTACT PERSON:** Justin Germundson – Finance Director

2. **DATE:** October 12, 2022

3. **AGENDA TITLE:** Public Hearing Confirmation of Assessment Lists

4. **PLEASE BRIEFLY DESCRIBE YOUR REQUEST:**

This is the final step for special assessing our park-initiated improvements at Rendezvous Park (Shop) and Maplewood Park. We are only assessing park parcels. One parcel will be assessed for \$3,500,000 at Rendezvous Park. Two parcels will be assessed for \$1,150,000 each at Maplewood Park.

5. **ACTION BEING REQUESTED FROM THE PARK BOARD:**

Approve the assessment lists for Park Improvement District 2021-1 and Park Improvement District 2021-2 as confirmed by the Special Assessment Commission of the Park District of the City of West Fargo.

PARK IMPROVEMENT DISTRICT NO. 2021-1
West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

<u>LOT</u>	<u>BLOCK</u>	<u>AMOUNT ASSESSED</u>
<u>EAGLE RUN 19TH ADDITION</u>		
4	1	\$3,500,000.00

PARK IMPROVEMENT DISTRICT NO. 2021-2
West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

<u>LOT</u>	<u>BLOCK</u>	<u>AMOUNT ASSESSED</u>
<u>TINTES LAND COMPANY</u>		
<u>SECOND ADDITION</u>		
27	3	\$1,150,000.00
28	3	1,150,000.00

South Elmwood and The Farm at Elmwood

Construction Project Options

Ball Road

Paved Parking	\$ 1,180,000
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Ball Road Total	\$ 1,180,000
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Option 1

South Elmwood Playground Area	\$ 260,000
Bathroom	\$ 300,000
Skate Park	\$ 180,000
Pickleball Courts (4)	\$ 700,000
Site Infrastructure ^	\$ 660,000
General Construction**	\$ 460,000

Option 1 Total	\$ 2,560,000
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Option 2

South Elmwood Playground Area	\$ 260,000
Bathroom	\$ 300,000
Skate Park	\$ 180,000
Site Infrastructure ^	\$ 660,000
Quonset Remodel	\$ 300,000
Pickleball Courts (8)	\$ 1,400,000
Splash Pad	\$ 930,000
General Construction**	\$ 460,000

Option 2 Total	\$ 4,490,000
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À la carte*

South Elmwood Playground Area	\$ 260,000
Ball Road Parking	\$ 1,180,000
Pickleball Court (each)	\$ 170,000
Bathroom	\$ 300,000
Farm Parking Lot	\$ 240,000
Splash Pad	\$ 930,000
Basketball	\$ 70,000
Skate Park	\$ 180,000
Lighting	\$ 170,000
Quonset Remodel	\$ 300,000
Trails	\$ 240,000
General Construction**	\$ 460,000

*À la carte pricing will change depending on combination of options selected.

**General Construction costs will change based on combination of options selected.

^Site Infrastructure includes lights, parking, and trails.

October 7, 2022

Greetings Board Members,

It is hard to believe it is already October! The late spring was tough the long fall is much deserved and hopefully it will continue. Progress is still ongoing for our North Elmwood Project and I have great confidence this project will wrap up by the November deadline.

NDRPA Conference and Awards

September and October have been busy months. I was not able to attend the September Board and Budget meeting due to attending the annual NDRPA meeting in Minot. The Maplewood Park project received 2 awards - the Golden Egg Award and the new Impact Award which I proudly accepted both awards on behalf of the Park District. Overall, it was a great conference with the WF Parks sending 9 staff. The conference is always a great opportunity to network with our peers. The general sessions were informative and guest speakers provided great ideas and topics.

West Fargo Parks and Recreation Foundation

The Foundation was busy this past week with 155 seniors attending the Senior Donut Breakfast which was held on Wednesday, October 5th at the Rustad Recreation Center. It was a good opportunity to talk to our seniors about programming as well as our Foundation. The WF Police Dept also attended and distributed information on scams.

The Foundation will be participating in the Dakota Medical Foundations Giving Hearts Day on February 9th, 2023. We are still determining our involvement around this great day of giving. Stay tuned for more information.

The Foundations next meeting is November 9th at 12noon at the Rustad Recreation Center. The Foundation meets 4 times a year.

Grants

Great News! The West Fargo Park District was successful in receiving the Garrison Diversion Conservancy District Fall grant round of \$16,145! The grant is a 25% match grant. This funding is designated for updating playground equipment at 4 locations. The Park District has a 3 year period to complete the projects and receive the allocation.

I and staff are continuing to research and pursue grant opportunities for the Park District on an ongoing basis. I always appreciate a lead or a tip, if you come across a grant or funding opportunity please let me know.

Board Meeting Information (Please see attached information)

5-year Organization Chart – Board Action Item

See attached file. The 5-year Organization Chart has been placed on the October agenda as an **action item for adoption by the Park Board at the October Park Board meeting**. This plan has been reviewed by all Park Board members and Staff which was well received. I **recommend adoption of this plan**.

Veterans Memorial Arena III Project

The West Fargo Hockey Association will give a brief informational presentation on the Vets III project. No action is being requested by the Park Board.

City of West Fargo – Board Action Item

City Commissioner Brad Olson and representation from both the Fire and Police Department will give the Park Board a brief presentation on the ½ cent sales tax vote which is scheduled for November 8, 2022. **Action Item - The Park Board will be asked for support of the sales tax increase which supports both the WF Police and WF Fire Departments.**

If you have any questions, please feel free to contact me. See you October 12th.

Barb Erbstoesser, ED

Justin Germundson

From: Josh Mathern
Sent: Thursday, October 6, 2022 1:01 PM
To: Justin Germundson; barb erbstoesser
Subject: Manager's Report

Park Maintenance

- Winterizing irrigation systems
- Shutting down restrooms and buildings for the winter
- Mulching leaves
- Completing fall spraying
- Prepping natural prairie areas
- Install boards and glass at Vet's Arena
- 3 staff attended ND Recreation and Parks Association conference
- Meeting with all staff regarding performance appraisals and 2023 salaries
- Vandalism cleanup at Maplewood
- Equipment maintenance and repair
- Setup for Honkin' Haulin' event
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Park Operations Manager

- Working with staff on Vet's III scenarios
- Working with MBN on the Farm at Elmwood concepts and pricing
- Meeting with staff on 2023 budget, raises, and changes at WFPD
- Working with City of West Fargo on Wilds 22nd Addition development
- Analyzing 2022 maintenance costs
- Updating insurance coverage
- Meeting with Rustad Facility Specialists to establish protocols for work requests
- Reviewing North Elmwood construction progress.
- Working with YHR on North Elmwood shelter remodel plans
- Hosted Lunch and Learn CEU event with Dakota Playground

North Elmwood Park Update

- Mostly on schedule
- Some specific items are delayed (scoreboard, foul poles, backstops)
- Sod is anticipated to be on site late in the week of Oct 10th or early week of Oct 17th.
- Substantial completion deadline is November 4th.

Service Club Park Update

- Brick mason is on site doing work.
- Very, very far behind schedule.

Josh Mathern
Park Operations Manager
West Fargo Park District
701- 551-7117



Recreation/Rustad Update:

Rustad

- We are ready for the busy season here at Rustad!
- Colder weather is starting to bring the pickleball players and walkers back inside to Rustad.
- Scheels and Aldeveron have done some larger group trainings and rentals during the week at both Rustad and Vets Arena.
- Gyms are back to full swing with the start of Metro Basketball and Volleyball.
- Turf is starting pick up as well.
- We have had struggles with finding building staff.

Recreation Programming

- Our Fall classes have started with a full offering, ranging from Arts/crafts to various sport activities.
- Metro Basketball has 400 plus kids signed up through WF Parks.
- We are having a youth Football camp with the FM Invaders Sunday October 23rd at Rustad. Registrations are strong for this first year camp.

October Special Events:

- Autumn Pumpkin Party is Sunday at SheyWest Gardens.
- Halloween Treat Street at the POA Plaza With WF Events Saturday October 29.

Please let me know if you have any questions.

Lance Belisle