



West Fargo Park Board Meeting  
Wednesday October 14, 2020  
Rustad Recreation Center 5:30 P.M.

- A. Approve Order of Agenda
- B. Approve Minutes – September 9, 2020 and September 17, 2020 (**pages 2 – 4**)

**Consent Agenda** – approve the following:

- a. Bills
- b. Financial Report

**Regular Agenda**

- 1. Public Hearing Confirmation of Assessments Lists – **Justin Germundson**
  - a. Park Improvement District 2017-2 (**pages 5 – 24**)
  - b. Park Improvement District 2019-1 (**pages 25 – 26**)
- 2. Athletic Facility Rates – **Barb Erbstoesser (pages 27 – 28)**
- 3. Executive Director Report – **Barb Erbstoesser (pages 29 – 30)**
- 4. Manager Report – **Jamie Olson, Josh Mathern, Lance Belisle (pages 31 – 33)**
  - a. Capital Improvement Fund Request – **Josh Mathern (pages 34 – 35)**
- 5. Adjourn



The West Fargo Park Board met at 5:30 p.m. on Wednesday, September 9, 2020 at Rustad Recreation Center. Members present were Todd Rheault, Jeff McCracken, Chris Heise, Ryan Gellner, and Jake Lauritsen. President Rheault called the meeting to order.

Commissioner Heise made a motion, seconded by Commissioner McCracken to approve the order of the agenda. No opposition; motion carried.

Commissioner Heise made a motion, seconded by Commissioner McCracken to approve minutes of the August 12, 2020 meeting. No opposition; motion carried.

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

- a. Bills = \$389,734.61
- b. Monthly Report

No opposition; motion carried.

#### **Beaton Farm Bid Update**

Executive Director Erbstoesser reported the bids are due tomorrow. The top three bidders will meet on September 17, 2020 to orally bid for the final price. The park board will meet at 12 noon that day to review the final bid.

#### **Park Improvement District No. 2019-1 (Elmwood Park)**

Matt Welle (Moore Engineering) reviewed the bid for the Elmwood Park backstop improvements. Mr. Welle recommended awarding the contract to Newman Fence for their bid of \$87,360.00. Commissioner Lauritsen made a motion, seconded by Commissioner Gellner to award the contract to as presented. No opposition; motion carried.

#### **Public Hearing for 2021 Budget**

At 6:00 p.m., the public hearing began for the approval of the 2021 annual budget. Finance Director Germundson discussed the budget with a presentation.

Commissioner Heise made a motion, seconded by Commissioner McCracken to approve the 2021 annual budget with expenditures of \$9,556,810 and to set the 2021 annual levy at \$5,048,460. No opposition; motion carried.



**Reports**

- Executive Director Erbstoesser: park tour review
- Rec / Rustad Manager Belisle: status of recreation programs and Rustad Recreation Center
- Facility Manager Olson: status of Veterans Memorial Arena, Veterans Memorial Pool, Shadow Wood Park
- Park Operations Manager Mathern: status of parks and projects . . . Dakota Park complete

**Meeting adjourned at 6:30 p.m.**

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President Todd Rheault

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Clerk Justin Germundson



The West Fargo Park Board met at 12:00 p.m. on Wednesday, September 16, 2020 at Rustad Recreation Center for a special meeting. Members present were Todd Rheault, Jeff McCracken, Chris Heise, Ryan Gellner, and Jake Lauritsen. President Rheault called the meeting to order.

**Beaton Farm Sale Bid Review**

Executive Director Erbstoesser summarized the bid process. The top three bidders earlier in the day held an oral bid. The top bid was Olson Family Properties with \$566,000. The existing house partially sits on park owned land. President Rheault recommended the Park District pay up to 50% of the house moving costs with a maximum cost share of \$25,000. Commissioner Gellner made a motion, seconded by Commissioner McCracken to accept the Beaton Farm property bid from Olson Family Properties for \$566,000. Commissioner Lauritsen abstained. No opposition; motion carried. Commissioner McCracken made a motion, seconded by Commissioner Heise to authorize the Park District to pay up to 50% of the house moving costs with a maximum cost share of \$25,000. Commissioner Lauritsen abstained. No opposition; motion carried.

**Meeting adjourned at 12:09 p.m.**

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President Todd Rheault

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Clerk Justin Germundson

## Justin Germundson

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**From:** Matt Welle <matt.welle@mooreengineeringinc.com>  
**Sent:** Friday, October 9, 2020 2:10 PM  
**To:** Justin Germundson; Carol A. Stillwell  
**Cc:** Dustin Scott (dustin.scott@westfargond.gov)  
**Subject:** RE: Park District Assessments  
**Attachments:** Dist 2019-1 - Assessments.xlsx; Dist 2017-2 - Assessments.xlsx

See attached updated assessments with updated parcel data. The \$/lot did not change, merely Parcel Numbers assigned from the recently recorded plats. Both projects were impacted due to the recording of the following plats:

- 1) Elmwood 4th Addition (Beaton Farm Area - District 2019-1)
- 2) The Wilds 20th Addition (Dakota Park Area - District 2017-2)

Let me know if you need anything else.

Matthew W. Welle, PE  
Project Manager  
moore engineering, inc.

Phone 701.282.4692 | Direct 701.499.5830  
925 10th Ave E, Suite1, West Fargo, ND 58078 matt.welle@mooreengineeringinc.com | www.mooreengineeringinc.com

Founded 1960 · Proudly 100% employee-owned

-----Original Message-----

**From:** Matt Welle  
**Sent:** Friday, October 9, 2020 8:49 AM  
**To:** Justin Germundson <justin@wfparks.org>; Dustin T. Scott <Dustin.Scott@westfargond.gov>; Carol A. Stillwell <CStillwell@ohnstadlaw.com>  
**Subject:** RE: Park District Assessments

The 'Beaton Farm plat' was not recorded until August 27th, so we'll update the parcel data accordingly and resend the assessment allocation spreadsheet over again. I don't foresee any dollar amount changes since I'm fairly certain we were using the same data from the plat.

We'll verify Dakota (The Wilds) Park as well.

Matthew W. Welle, PE  
Project Manager  
moore engineering, inc.

Phone 701.282.4692 | Direct 701.499.5830  
925 10th Ave E, Suite1, West Fargo, ND 58078 matt.welle@mooreengineeringinc.com | www.mooreengineeringinc.com

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-----Original Message-----

**From:** Justin Germundson <justin@wfparks.org>

PARK IMPROVEMENT DISTRICT NO. 2017-2  
Park District of the City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

<u>LOT</u>	<u>BLOCK</u>	<u>AMOUNT ASSESSED</u>
<b>THE WILDS 7<sup>TH</sup> ADDITION</b>		
1	1	\$1,872.25
2	1	1,872.25
3	1	1,872.25
4	1	1,872.25
5	1	1,872.25
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7	1	1,872.25
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23	1	1,872.25
24	1	1,872.25
25	1	1,872.25

26	1	1,872.25
27	1	1,872.25
28	1	1,872.25
29	1	1,872.25
30	1	1,872.25
31	1	1,872.25
32	1	1,872.25
33	1	1,872.25
34	1	1,872.25
35	1	1,872.25
36	1	1,872.25
37	1	1,872.25
38	1	1,872.25
39	1	1,872.25
40	1	1,872.25
41	1	1,872.25
42	1	1,872.25
43	1	1,872.25
44	1	1,872.25
45	1	1,872.25
46	1	1,872.25
47	1	1,872.25
48	1	1,872.25
49	1	1,872.25
50	1	1,872.25
51	1	1,872.25
1	2	1,872.25
2	2	1,872.25
3	2	1,872.25
4	2	1,872.25

5	2	1,872.25
6	2	1,872.25
7	2	1,872.25
8	2	1,872.25
9	2	1,872.25
1	3	1,872.25
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14	3	1,872.25
15	3	1,872.25
16	3	1,872.25
17	3	1,872.25
18	3	1,872.25
19	3	1,872.25
20	3	1,872.25
21	3	1,872.25
22	3	1,872.25
23	3	1,872.25
24	3	1,872.25
25	3	1,872.25

26	3	1,872.25
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**THE WILDS 8<sup>TH</sup> ADDITION**

1	1	1,872.25
2	1	1,872.25
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9	1	1,872.25
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11	1	1,872.25
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13	1	1,872.25
14	1	1,872.25
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16	1	1,872.25
17	1	1,872.25
18	1	1,872.25
19	1	1,872.25
20	1	1,872.25
21	1	1,872.25
22	1	1,872.25
23	1	1,872.25
24	1	1,872.25
25	1	1,872.25
26	1	1,872.25
28	1	1,872.25
29	1	1,872.25

30	1	1,872.25
31	1	1,872.25
1	2	1,872.25
2	2	1,872.25
3	2	1,872.25
4	2	1,872.25
5	2	1,872.25
6	2	1,872.25
7	2	1,872.25
1	3	1,872.25
2	3	1,872.25
3	3	1,872.25
4	3	1,872.25
5	3	1,872.25
6	3	1,872.25
7	3	1,872.25
8	3	1,872.25
1	4	1,872.25
2	4	1,872.25
3	4	1,872.25
4	4	1,872.25
5	4	1,872.25
6	4	1,872.25
7	4	1,872.25
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9	4	1,872.25
10	4	1,872.25
11	4	1,872.25
12	4	1,872.25
13	4	1,872.25

1	5	1,872.25
2	5	1,872.25
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6	5	1,872.25
7	5	1,872.25
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11	5	1,872.25
12	5	1,872.25
13	5	1,872.25
14	5	1,872.25
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17	5	1,872.25
18	5	1,872.25
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21	5	1,872.25

**THE WILDS 9<sup>TH</sup> ADDITION**

2	1	1,872.25
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9	1	1,872.25

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11	1	1,872.25
12	1	1,872.25
13	1	1,872.25
14	1	1,872.25
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17	1	1,872.25
18	1	1,872.25
19	1	1,872.25
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22	1	1,872.25
23	1	1,872.25
24	1	1,872.25
25	1	1,872.25
26	1	1,872.25
27	1	1,872.25
28	1	1,872.25
29	1	1,872.25
30	1	1,872.25
31	1	1,872.25
32	1	1,872.25
33	1	1,872.25
34	1	1,872.25
35	1	1,872.25
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39	1	1,872.25

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42	1	1,872.25
43	1	1,872.25
44	1	1,872.25
45	1	1,872.25
46	1	1,872.25
47	1	1,872.25
48	1	1,872.25
49	1	1,872.25
50	1	1,872.25
51	1	1,872.25
1	2	1,872.25
2	2	1,872.25
3	2	1,872.25
4	2	1,872.25
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8	2	1,872.25
9	2	1,872.25
10	2	1,872.25
11	2	1,872.25
12	2	1,872.25
13	2	1,872.25
14	2	1,872.25
15	2	1,872.25
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21	2	1,872.25
1	3	1,872.25
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6	3	1,872.25
7	3	1,872.25
13	3	1,872.25
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41	3	1,872.25
1	4	1,872.25
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13	4	1,872.25
14	4	1,872.25
15	4	1,872.25
16	4	1,872.25
17	4	1,872.25
18	4	1,872.25
19	4	1,872.25
20	4	1,872.25
21	4	1,872.25
22	4	1,872.25

23	4	1,872.25
24	4	1,872.25
25	4	1,872.25
26	4	1,872.25
27	4	1,872.25
28	4	1,872.25
29	4	1,872.25
30	4	1,872.25
32	4	48,678.41

**THE WILDS 10<sup>TH</sup> ADDITION**

1	1	24,339.21
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**THE WILDS 11<sup>TH</sup> ADDITION**

15	1	1,872.25
16	1	1,872.25
17	1	1,872.25
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19	1	1,872.25
20	1	1,872.25
21	1	1,872.25
22	1	1,872.25
23	1	1,872.25
24	1	1,872.25
25	1	1,872.25
26	1	1,872.25
27	1	1,872.25
28	1	1,872.25
29	1	1,872.25
30	1	1,872.25
31	1	1,872.25
32	1	1,872.25

33	1	1,872.25
34	1	1,872.25
36	1	1,872.25
37	1	1,872.25
38	1	1,872.25
39	1	1,872.25
40	1	1,872.25
41	1	1,872.25
42	1	1,872.25
43	1	1,872.25
44	1	1,872.25
45	1	1,872.25
46	1	1,872.25
47	1	1,872.25
48	1	1,872.25
49	1	1,872.25
52	1	20,594.71
53	1	1,872.25
54	1	1,872.25
55	1	1,872.25
56	1	1,872.25
58	1	1,872.25
59	1	1,872.25
60	1	1,872.25
61	1	1,872.25
62	1	1,872.25
63	1	1,872.25
1	2	1,872.25
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14	2	1,872.25
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11	3	1,872.25
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13	3	1,872.25
14	3	1,872.25
15	3	1,872.25
16	3	1,872.25
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18	3	1,872.25
19	3	1,872.25

1	4	1,872.25
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11	4	1,872.25
12	4	1,872.25
13	4	1,872.25
14	4	1,872.25
15	4	1,872.25
16	4	1,872.25
1	5	1,872.25
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28	5	1,872.25
29	5	1,872.25
30	5	1,872.25
31	5	1,872.25
1	6	1,872.25
2	6	1,872.25
3	6	1,872.25
4	6	1,872.25
5	6	1,872.25
6	6	1,872.25
7	6	1,872.25
8	6	1,872.25
9	6	1,872.25
10	6	1,872.25
11	6	1,872.25
12	6	1,872.25
13	6	1,872.25
14	6	1,872.25
15	6	1,872.25
16	6	1,872.25
17	6	1,872.25
18	6	1,872.25
19	6	1,872.25
20	6	1,872.25
21	6	1,872.25
22	6	1,872.25
23	6	1,872.25
24	6	1,872.25

25	6	1,872.25
26	6	1,872.25
27	6	1,872.25
28	6	1,872.25
29	6	1,872.25
30	6	1,872.25
7	7	1,872.25
8	7	3,744.49
9	7	1,872.25
10	7	1,872.25
11	7	1,872.25
12	7	1,872.25
13	7	1,872.25

**THE WILDS 13<sup>TH</sup> ADDITION**

1	1	1,872.25
2	1	1,872.25
3	1	1,872.25
4	1	1,872.25

**THE WILDS 15<sup>TH</sup> ADDITION**

1	1	1,872.25
2	1	1,872.25
3	1	1,872.25
4	1	1,872.25
5	1	1,872.25
6	1	1,872.25
7	1	1,872.25
8	1	1,872.25
9	1	1,872.25

**THE WILDS 16<sup>TH</sup> ADDITION**

1	1	1,872.25
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2	1	1,872.25
3	1	1,872.25
4	1	1,872.25
5	1	1,872.25
6	1	1,872.25

**THE WILDS 17<sup>TH</sup> ADDITION**

1	1	1,872.25
2	1	1,872.25
3	1	1,872.25
4	1	1,872.25
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9	1	1,872.25
10	1	1,872.25
11	1	1,872.25
12	1	1,872.25
13	1	1,872.25

**UNPLATTED**

02-3000-02005-000 6-138-49 6.58 AC PT 39,317.18  
 OF NW1/4 INCLUDING PTS OF AUD  
 LT 1 & 3 OF SD NW1/4 DESC AS  
 FOLL: COMM AT THE NW COR OF  
 NW1/4 THN S 02DG 31'10" E ALG THE  
 W LN OF NW1/4 FOR A DIST OF 1312'  
 THN S 87DG 31'10" E FOR A DIST OF  
 288' TO THE SW COR OF AUD LT 1;  
 THN CONT S 87DG31'10" E ALG THE  
 S LN OF SD AUD LT 1 FOR A DIST OF  
 66.33' TO THE PT OF BEG THN N  
 02DG31'10" W FOR A DIST OF 226.05'  
 TO A PT ON N LN OF AUD LT 1, THN  
 N 88DG 48'50" E ALG THE N LN OF  
 SD AUD LT 1 FOR A DIST OF 11.30'  
 TO A PT ON THE E R/W LN OF THE

HORACE DIVERSION, THN N 01DG  
11'15" W ALG SD E R/W LN FOR A  
DIST OF 56.89' THN N 86DG39'45" E  
FOR A DIST OF 250.40' THN S 51DG  
43'49" E FOR A DIST OF 245.47' THN S  
02DG 20'15" E FOR A DIST OF 508.20'  
THN S 87DG54' 45" W FOR A DIST OF  
457.24' TO A PT ON THE E R/W LN OF  
SD HORACE DIVERSION, THN N  
02DG31'10" W ALG SD E R/W LN FOR  
A DIST OF 379.75' TO A PT ON THE S  
LN OF SD AUD LT 1, THN S 87DG31'  
10" E ALG THE N LN OF SD AUD LT 1  
FOR A DIST OF 10.03' TO THE PT OF  
BEG, CONTS 6.58 AC MORE OR LESS

02-3000-02017-000 6-138-49 28.57 AC  
PT OF W ½ UNPLATTED TRACT OF  
LAND LOCATED IN NW1/4 AND N1/2  
OF SW1/4 DESC AS FOLL: COMM AT  
NE COR OF NW1/4 THN S01DEG58'  
20"E ALG E LN FOR 1831.19' TO PT  
OF BEG THN CONT ALG E LN OF  
NW1/4 FOR 2102.31' THN S89DEG00'  
16"W FOR 1535.28' THN N01DEG58'  
20" W FOR 2134.73' THN S89DEG47'  
11"E FOR 1536.17' TO PT OF BEG.  
LESS THE WILDS 9TH APPROX 28.57  
AC EAST OF 9TH ST W

256,497.80

02-3000-02018-000 6-138-49  
UNPLATTED A TRACT OF LAND  
LOC IN A PT OF NW1/4 OF SEC 6  
DESC AS FOLL: COMM AT THE NE  
COR OF THE NW1/4 OF SEC 6 THN S  
01DG58'20" E ALG THE E LN OF  
NW1/4 DIST OF 63.22' TO PT ON 52ND  
AVE & THE PT OF BEG, THN CONT S  
01DG58'20" E ALG THE E LN OF NW  
1/4 A DIST OF 1767.97' THN N 89DG  
47'11" W A DIST OF 1536.17' THN N  
01DG 58'20" W A DIST OF 1767.97' TO  
A PT ON 52ND AVE THN S 89DG47'  
11" E ALG 52ND AVE A DIST OF  
1536.17' TO THE PT OF BEG; LESS  
PLAT OF THE WILDS 8TH ADDITION  
CONTS 18.62 AC LESS THE WILDS  
9TH APPROX 9.76 AC WEST OF 9TH  
ST W & LESS THE WILDS 10TH  
ADDN

48,678.41

355,725.29

02-3000-02033-000 6-138-49 PT OF NW  
1/4 UNPLATTED A TRACT OF LAND  
LOC IN A PT OF NW1/4 & A TRACT  
OF LAND LOC IN A PT OF N1/2 OF  
SW1/4 DESC AS FOLL: COMM AT  
THE NW COR OF NW1/4 OF SEC 6  
THN N 89DG27' 06" E ALG THE N LN  
OF NW1/4 A DIST OF 1000' THN S  
00DG33'16" E A DIST OF 32.69' TO A  
PT ON 52ND AVE & THE PT OF BEG  
THN S 89DG47' 11" E ALG 52ND AVE  
A DIST OF 757.83' THN S 01DG58'20"  
E A DIST OF 3902.70' THN S 89DG  
00'16" W A DIST OF 1368.06' TO A PT  
ON THE E R/W LN OF HORACE  
DIVERSION THN N 02DG37'05" W  
ALG THE E R/W LN OF HORACE  
DIV A DIST OF 2122.04' THN S 88DG  
50'37" W ALG THE E R/W LN OF  
HORACE DIV A DIST OF 6.76' THN N  
02DG29'57" W ALG THE E R/W OF  
THE HORACE DIV A DIST OF 125.63'  
THN N 87DG55'04" E ALG THE S LN  
OF AUD LT 3 OF SEC 6 A DIST OF  
457.17' THN N 02DG20'02" W ALG  
THE E LN OF AUD LT 1 & 3 OF SEC 6  
A DIST OF 508.17' THN N 51DG43'49"  
W A DIST OF 245.47' TO A PT ON  
THE N LN OF AUD LT 1 THN S  
86DG41' 39" W ALG THE N LN OF  
AUD LT 1 A DIST OF 250.38' TO A PT  
ON THE E R/W LN OF HORACE DIV  
THN N 01DG11'48" W ALG THE E R/W  
LN OF HORACE DIV A DIST OF  
101.98' THN N 07DG 15'47" E ON THE  
CHORD OF A CURVE TO THE RT ON  
THE E R/W LN OF HORACE DIV A  
RAD OF 287.11' THN N 05DG20'07" E  
ON THE CHORD OF A CURVE TO  
THE LFT ON THE E R/W LN OF  
HORACE DIV A DIST OF 722.39'  
CURVE HAS RAD OF 725' THN N  
86DG22' 10" E ALG THE S R/W LN OF  
HORACE DIV A DIST OF 517.56' THN  
N 00DG33'16" W ALG THE E R/W LN  
OF HORACE DIV A DIST OF 82.46' TO  
PT OF BEG. LESS THE WILDS 9TH &  
LESS THE WILDS 11TH CONTS 50.02  
AC & LESS THE WILDS 10TH ADDN.

PARK IMPROVEMENT DISTRICT NO. 2019-1  
Park District of the City of West Fargo, North Dakota

SPECIAL ASSESSMENT LIST

<u>LOT</u>	<u>BLOCK</u>	<u>AMOUNT ASSESSED</u>
<b>EASTWOOD ADDITION</b>		
1	4	\$755,000.00
<b><u>ELMWOOD COURT 4<sup>TH</sup> ADDITION</u></b>		
2	1	215,142.86
<b><u>MEADOW RIDGE 4<sup>TH</sup> ADDITION</u></b>		
34	13	265,000.00
<b><u>UNPLATTED</u></b>		
02-3000-00792-010 8-139-49 17.81 AC DESC TRACT IN NE1/4 COMM AT NE COR OF NE1/4 THN N 90DG00'W ALG N LN OF SD NE1/4 FOR A DIST OF 1557.78' TO PT OF BEG, THN S 822.75' THN S 21DG 09'E 580' MORE OR LESS TO A PT ON THE WLY EXT OF THE S LN OF LT 16 OF SIMPSON 2ND SUB THN ALG EXT S LN OF LT 16 SIMPSON 2ND SUB TO THE CNTR LN OF SHEYENNE RIV THN DOWNSTRM IN A NLY DIR TO THE N LN OF NE1/4 THN N 90DG00' W ALG SD N LN OF NE1/4 FOR 861' MORE OR LESS TO PT OF BEG, LESS THE FOLL: COMM AT THE NE COR OF SD NE1/4 THN N 90DG00' W FOR 1060.68' TO PT OF BEG THN S 00DG00' E FOR 440' THN N 90DG 00' E FOR 214' MORE OR LESS TO CNTR LN OF SHEYENNE RIV THN DOWNSTRM IN NLY DIR ALG RIV CNTRLN TO N LN OF NE1/4 THN N 90DG00' W ALG SD N LN FOR 364' MORE OR LESS TO PT OF BEG, EXC CONTS 3.29 AC, LESS THE 33' ALG THE S SIDE OF N LN OF SD NE1/4 FOR RD R/W LESS THE N 43.50' OF THE W 497.10' OF THE E 1557.78' OF NE1/4 FOR R/W PURPOSES, TRCT CONTS .50 ACRES.		526,295.77

02-3000-01055-000 21.23 AC PT NE1/4  
OF 18-139-49 DESC AS: COMM AT NE  
COR OF NE1/4 THN N 90DG00'00" W  
ALG N LN OF NE1/4 FOR 1557.78' TO  
PT OF BEG, THN S 00DG00'00" E FOR  
822.75' THN S 21DG09'00" E FOR  
1952.10' +/- TO S LN OF NE1/4 THN N  
89DG56'40" E ALG S LN OF NE1/4 FOR  
651.38' TO CNTRLN OF SHEY RIVR  
THN NWNSTRM IN NLY DIR ALG  
RVR CNTRLN TO N LN OF NE1/4 THN  
N 90DG00'00" W ALG N LN OF NE1/4  
FOR 861' TO PT OF BEG, LESS THE  
FOLL: COMM AT NE COR OF NE1/4  
THN N 90DG00'00" W ALG N LN NE1/4  
FOR 1557.78' TO PT OF BEG THN S  
00DG00'00" E FOR 822.75' THN S 21DG  
09'00" E FOR 580' TO PT ON WLY EXT  
OF S LN LT 16 SIMPSON 2ND SUB  
THN ALG THE EXT S LN OF LT 16 TO  
CNTR OF SHEY RVR THN DWNSTRM  
IN NLY DIR TO N LN OF NE1/4 THN N  
90DG00'00" W ALG N LN OF NE1/4  
FOR 861' +/- AND LESS THE FOLL: 33'  
ALG S SIDE OF N LN OF NE1/4 FOR  
RD R/W

954,589.54

**RATES/FEES FOR WEST FARGO PARK DISTRICT ATHLETIC FIELDS 2021-2022**  
**AFFILIATE LEAGUES**

<b>RATE</b>	<b>LEAGUE</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
annual player fee	<b>18 &amp; Under Youth Baseball</b>	\$ -	\$ 10.00	\$ 15.00
	<b>Tournament Rate</b>		\$ 5.00	\$ 5.00
annual player fee	<b>18 &amp; Under Youth Softball</b>	\$ -	\$10	\$ 15.00
	<b>Tournament Rate</b>		\$ 5.00	\$ 5.00
per game/event 1.5 hours	<b>18 &amp; Under Youth Soccer</b>	\$18 annual player fee	\$ 14.00	\$ 14.00
	<b>Tournament Rate</b>		\$ 5.00	\$ 5.00
annual player fee	<b>18 &amp; Under Youth Lacrosse</b>	\$ 18.00	\$ 20.00	\$ 20.00
	<b>Tournament Rate</b>		\$ 5.00	\$ 5.00
per team fee	<b>Adult Softball League</b>	\$ 200.00	\$ 300.00	\$ 300.00
	<b>Tournament Rate</b>	\$ 4.00	\$ 10.00	\$ 10.00

**2021-2022 ATHLETIC FACILITY RENTAL FEES AND RATES WEST FARGO PARK DISTRICT  
NON-AFFILIATED RENTALS AND PROGRAMS**

<b>SOFTBALL/YOUTH BASEBALL FACILITY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
ADULT SINGLE GAME (1.5 HOURS)	\$ 30.00	\$ 40.00	\$ 40.00
ADULT DOUBLE HEADER (2.5 HOURS)	\$ 35.00	\$ 50.00	\$ 50.00
ADULT TOURNAMENT PER GAME	\$ 5.00	\$ 10.00	\$ 10.00
YOUTH 18U SINGLE GAME (1.5 HOURS)	\$ 15.00	\$ 20.00	\$ 20.00
YOUTH 18U DOUBLE HEADER (2.5 HOURS)	\$ 17.50	\$ 25.00	\$ 25.00
YOUTH TOURNAMENT PER GAME	\$ 3.00	\$ 5.00	\$ 5.00
<b>FACILITIES: North &amp; South Elmwood 1-7, Westside, Rendezvous 1-6</b>			
FACILITY & EQUIPMENT INCLUDED: Bases, 1 time field dragging, Restrooms Open			
GAME READY FIELDS & TOURNAMENTS: Fee may adjust according to maintenance needs			
<b>BASEBALL FACILITY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
ADULT SINGLE GAME (1.5 HOURS)	\$ 85.00	\$ 90.00	\$ 90.00
ADULT DOUBLE HEADER (2.5 HOURS)	\$ 100.00	\$ 110.00	\$ 110.00
ADULT TOURNAMENT PER GAME	\$ 30.00	\$ 35.00	\$ 35.00
YOUTH 18U SINGLE GAME(1.5 HOURS)	\$ 35.00	\$ 40.00	\$ 40.00
YOUTH 18U DOUBLE HEADER (2.5 HOURS)	\$ 50.00	\$ 55.00	\$ 55.00
YOUTH TOURNAMENT PER GAME	\$ 15.00	\$ 15.00	\$ 15.00
<b>FACILITY: Exchange Field at Elmwood</b>			
FACILITY & EQUIPMENT INCLUDED: Bases, Restrooms Open			
TOURNAMENTS: Fee may adjust according to maintenance needs			
<b>YOUNG BASEBALL FIELD</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
SINGLE GAME	\$ 250.00	\$ 275.00	\$ 275.00
DOUBLE HEADER	\$ 400.00	\$ 425.00	\$ 425.00
PRACTICE PER HOUR	\$ 75.00	\$ 85.00	\$ 85.00
<b>FACILITY: Young Field</b>			
FACILITY & EQUIPMENT INCLUDED: Bases, Restrooms Open			
TOURNAMENTS: Fee may adjust according to maintenance needs			
<b>SOCCER/LACROSSE/FOOTBALL FACILITY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
ADULT GAMES PER GAME	\$ 30.00	\$ 35.00	\$ 35.00
ADULT TOURNAMENT PER GAME	\$ 5.00	\$ 10.00	\$ 10.00
18U GAMES PER GAME	\$ 15.00	\$ 20.00	\$ 20.00
YOUTH TOURNAMENT PER GAME	\$ 3.00	\$ 5.00	\$ 5.00
<b>FACILITIES: Rendezvous Multi-use Fields, Tower, Scheels</b>			
GAME TIME: 1.5 hours			
GAME READY FIELDS AND TOURNAMENTS: Fee may adjust according to maintenance needs			
FACILITY & EQUIPMENT INCLUDED: Soccer Goals, Restrooms Open.			
ADDITIONAL EXPENSE: Field lining/markings, lacrosse goals.			

October 8, 2020

Greetings Board Members,

Last week I was out of the office for much of the week (unanticipated) due to a medical issue and without my lap top and typing anything at length on my phone is problematic as you can imagine. My apologies for the delay however it was an unavoidable circumstance.

What a wonderful fall we are having! If you recall the past two years, September and October were miserably wet and our first snow fall ironically happened October 9 in both 2018 & 2019 and stayed. 2020 has been a pretty wild ride with the pandemic and all of its uncertainty and affects. We finally deserve to have a great fall with an easy transition to winter, at least we hope for that?!?

#### Around the Parks

- The PHOTOVILLE FENCE is coming to the Fargo, Moorhead and West Fargo Park sites this fall. The Arts Partnership (WF Park District and City of West Fargo hold memberships) contacted the 3 area park districts earlier this summer with the possibility of this traveling display coming to our community late this fall. Never before has Photoville been displayed in a metro area in 3 different locations. The display is 1,200' x 6' and each city will display 400'. Photoville will be on display at the Scheels Soccer Complex because of the length of the fence available and the visibility/accessibility of 13<sup>th</sup> Avenue. There is no cost to the WF Park District to display the project and no cost to view the project. The Arts Partnership has provided a certificate of insurance and signed a waiver of responsibility/liability. The project will be on display late October-November 2020.

#### What is Photoville?

The PHOTOVILLE FENCE is a year-round public photography project exhibited in major parks and downtowns across North America. Photoville amplifies visual storytellers and connects them to a worldwide diverse audience through its free photo festival and year-round activation of public spaces and educational community programming. Photoville displays a collection of photos which were submitted by photographers (both professional and amateur) from across the United States and were selected by a jury for public display fitting specific criteria. Photoville is in its 9<sup>th</sup> year of creating public displays. What makes The PHOTOVILLE FENCE special is that it's a celebration of photography and visual storytelling. The photos chosen for the display are on view in highly trafficked public spaces. This means they will be viewed by people of all ages (kids, grandparents, families, etc.). Photos selected for the project depict life across the world. Photos of controversy, sexual in nature, political, shocking, violent, drug or alcohol related, etc. will not be displayed. For more information visit: [Photoville.com](http://Photoville.com)

- The great fall season has allowed for several projects to commence around the parks. I will just make a few comments about these as our managers will likely detail this more in their reports.
  - The Service Club, South Elmwood, Meadowridge Projects have just about come to a conclusion as we wait for a few minor details to wrap up. Service Club and Meadowridge Parks will be playable next year. The backstop project is moving along at South Elmwood Park and should wrap up before the snow flies.
  - Both Young Field and Exchange Club fields continue to have end of season improvements.
  - Young – 3<sup>rd</sup> base line chain link replaced by a wood wall and concreted fan area both will look nice when complete. The lights at the field need repositioning and rebulbing for a cost of \$12,750 with recommendation to fund this out of the Cap. Improvement Fund.
  - Exchange Field – concrete under the bleachers and fence capping (baseball).
- The Foundation met October 7<sup>th</sup>. We are continuing to work on marketing the Foundation with a kick-off announcement happening this fall. Our immediate goal is to build public awareness through a publication, Social Media, the web page. We are working on building the Founders donations with \$1,050 raised to date. Our next meeting is February 3 as we will meet quarterly. We also briefly discussed different types of fundraising events and this will be the focus at the February 2021 meeting.
- We are still working on coordinating a meeting with the RRVF to discuss future land opportunities. They have been quite busy with wrapping up Big Iron and Winter Storage however I anticipate a meeting sometime next week.

- Beaton Farm – Pursuing costs on tearing down the house and including this in the purchase agreement which our attorney has prepared for the Park District. Contractors are busy right now but should have a cost soon. As soon as we have this the purchase agreement will be signed and complete.\
- Burke Recreation Inc. has chosen to feature both the Dakota Park playground and the Rustad Indoor playground in their annual 2021 product catalog. The photo shoot is planned for the week of October 19<sup>th</sup>.
- Personnel Job Descriptions - These will be reviewed at the subcommittee meeting and the board meeting next week. Please see the attachments. Recommending approval for the following:
  - **Job Descriptions.** Please see the attached revised full time employee job descriptions. The job descriptions have been cleaned up and you will find the added “Spheres of Duties” which details what is in most employees “bucket of responsibilities”.
  - **Standards and Expectations for Employee Excellence. NEW** – With this document, the West Fargo Park District “sets the bar” for all employees (PT & FT) to meet and exceed. This vital to our entity because of our growth relating to staff positions, facilities, programs and opportunities. Our goal is to continue to employ quality individuals who are dedicated to delivering experiences that attract and preserve a strong and satisfied customer base and a top notch team in a unified effort.
  - **Organizational Chart.** Included updated information from June 2020 revisions.

For the agenda –

### **2021-2022 Athletic Field Fees/Rates**

See attachments.

- Fees for Affiliated
- Fees for Non-Affiliated

I have attached the 2021 & 2022 Athletic Field Fees/Rates with recommendation for approval.

I have performed analysis of area Park Districts athletic fees but more importantly I have examined the specific needs and costs of the West Fargo Park District. I have calculated rates in 2 formats:

- 1) Affiliated, identified as regular users of West Fargo Park District facilities. Those who have partnered with the Park District improvements. Affiliated fit in the 1-3 priority levels according to the WF Park District “Athletic Facility Use Guide and Policy (PB approved 3/11/2020).
- 2) Non-Affiliated, identified in the 4-6 priority level according to the WF Park District “Athletic Facility Use Guide and Policy (PB approved 3/11/2020).

## Justin Germundson

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**From:** Jamie Olson  
**Sent:** Wednesday, October 7, 2020 2:30 PM  
**To:** Justin Germundson  
**Subject:** Monthly report

Both the Splash Pad and Vets Pool are winterized. I have asked Micah to double check the Pad to make sure I didn't miss anything.

The ice is painted in Vets 1 and we are building it for the first rental on October 11th. TKD is back in the Vets Arena following Covid protocol on Mondays and Thursdays.

We are also renting to a basketball group, fast pitch softball and the Army Guard. I have written a draft contract (with Lance) for the FM Crusaders for March of 2022. I am waiting to hear back from them, this will be a big rental for us. Projects at the arena continue we hope to be wrapped up and ready for hockey next week. Lance and I have met with Zerr Berg about the VMA addition, we hope to have some preliminary drawings with square footage of rooms and so forth soon.

Facility Operations working with a few contractors on some warranty issues at Rustad and repairs to the roof at the VMA. Lance and I continue to transition some duties, responsibilities, and personnel. I think things are going very well

## Justin Germundson

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**From:** Josh Mathern  
**Sent:** Thursday, October 8, 2020 11:25 AM  
**To:** Justin Germundson  
**Cc:** barb erbstoesser  
**Subject:** Manager's Report

### Park Maintenance

Doing fall spraying  
Assisted with boards and glass installation at Vets arena  
Blowing out irrigation and plumbing lines in preparation for freeze up  
Doing dirt work projects at Legacy Park and Wilds Park  
Working on Tintes Park hockey boards  
Park Security is done locking and checking in the evenings for the year  
Auctioned some of our obsolete equipment and supplies at recent city and online auctions

### Park Operations Manager

Construction is expected to begin this week or next at South Elmwood backstops with completion scheduled this fall.  
Sidewalk is under construction at The Wilds Park to complete a trail section that was unfinished.

Working with MBN Engineering on site plan and estimates for Maplewood Park

Working with Moore Engineering on plans and estimates for the following sites:

- North Elmwood (concepts only, no estimates)
- Scheels Soccer/RRVF Property (concepts only, no estimates)
- South Elmwood
- Service Club
- Tower Soccer
- South Tower Annex
- Heritage Square

Working with JLG on a remodel of the bathrooms at River's Bend. Adding 2 bathrooms that are accessible from the exterior of the building.

Working with ICON Architects on Rendezvous Shop

Implementing a master key system throughout the Park District

Completing some winter equipment purchases and rentals

Planning for building removals at Beaton Farm

### **Josh Mathern**

Park Operations Manager

West Fargo Park District

701- 551-7117





Recreation/Rustad Update:

1. Rustad Updates

- Gym rentals continue to be strong. We are the only play in town for gyms so everybody trying to rent.
- Turf Rentals picking up.
- Large rentals Hope Lutheran Church renting Sunday October 11 (\$2650 Rental)  
American Gold Gymnastics Friday October 30 (\$1,000 Rental)
- Meeting Room Rentals starting the pickup.
- Open gym times continue to be busy.
- Weekday Pickleball starting to pick up with cooler temperatures.

2. Recreation Programming

- Adult Volley ball starting
- Metro basketball has started.
- Basketball For Beginners
- Learn to skate classes started.
- Intro Dance
- Adult and Mini Yoga
- Shooting sports classes starting
- Special Events include:
  - Autumn Pumpkin Party October 11
  - Halloween Party at the Lights. Due to Covid we will be doing movie matinee, candy hand out and Halloween Blow up Decorations for atmosphere.

Please let me know if you have any questions.

Lance Belisle  
Recreation Manager

## Justin Germundson

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**From:** Josh Mathern  
**Sent:** Friday, October 9, 2020 9:05 AM  
**To:** Justin Germundson  
**Cc:** barb erbstoesser  
**Subject:** Lighting agenda item  
**Attachments:** Veterans Memorial Field Re-lamp Re-aim West Fargo Park District.pdf

Justin,

I had Musco Lighting come look at the lights at Young Field to assess lighting after the field was remodeled.

It was determined that since the field position was adjusted, the lights need to be re-aimed to match current field setup. Musco indicated that the system is new enough that transitioning to LEDs wasn't recommended at this time. They provided a quote to repair 1 damaged fixture, replace all bulbs, and re-aim all fixtures.

I recommend we accept the proposal and proceed with the work to be completed before spring of 2021 for \$12,750. Quote attached.

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





100 1st Ave West • PO Box 808 • Oskaloosa, IA 52577 • Phone: (800) 825-6020 • Fax: (888) 397-8736 • E-mail Josh.Newell@Musco.com

**Veterans Memorial Field Group Re-lamp / Re-aim  
West Fargo Park District  
Date: 09/29/20  
Attention: Josh Mathern**

**Quotation Price**

The fee for services rendered including labor, lift, lamps and freight.....**\$12,750.00\*\*** Plus applicable sales tax.

\*\*This quote does not include prevailing wage rates. It is West Fargo Park District's responsibility to notify Musco if prevailing wage applies to this project and to supply Musco with the applicable wage rates. If this project is subject to prevailing wage requirements, Musco will provide a revised Quote which includes the appropriate wage rates.

**Scope of Service**

Musco proposes the following service:

- Provide Updated Lighting Design per new 335/370/335 Field Dimensions
- Re-lamp (42) 1,500 Watt Musco Light Structure Green™ Fixtures (Replace lamps, Clean lenses and reflectors, Old lamp disposal)
- Replace the Damaged Lens Assembly on Fixture 41 on the A2 Pole
- Troubleshoot and Repair any Remaining Outages
- Re-aim and Fine Tune Fixtures per the New Lighting Design

In connection with the Services, Musco will provide basic materials consisting of **(42) 1,500 Watt Musco Z-Lamps™, and (1) Lens / Ring Visor Assembly**. If additional time or materials are needed to complete the Project, Musco will obtain Customer's consent before proceeding.

**Please Note: Replacement parts needed for repairs to Musco fixtures will be charged at an additional price:**

Ballasts: \$205.00 each    Capacitors: \$44.00 each    Fuses: \$6.00 each    Additional Lamps: \$70.00 each

**Notes**

- Reasonable access to all poles with a construction-sized lift is required.
- Ground protection (plywood) and assistance to move, if needed, provided by owner. Musco can provide an updated quotation including plywood and laborers to move the plywood if requested (typically adds \$1,400.00 to the quotation price).

**Environmental Compliance Notice**

HID lamps contain mercury (Hg), a hazardous substance that is regulated by state and/or federal law, and must be managed according to disposal laws. HID lamps removed from service contain mercury and will have transport arranged for delivery to a recycling facility.

**Payment Terms**

Payment terms net 30 days from delivery. **Late payment will be subject to service charges of 1 ½% per month (18% APR)**. Any additional materials required will be charged at an additional price. In addition, West Fargo Park District shall pay and be responsible for when due all local applicable sales, use, franchise, gross receipts, or similar taxes relating to this Agreement. If any payment is not made when due, Customer will pay a delinquent charge of 1-1/2% for each month or portion of a month that a past due balance remains unpaid. Customer agrees to pay all cost (including reasonable attorney's fees and court costs) associated with collecting any delinquent amounts due. Freight Charges have been included in the above prices. Sales tax is NOT included as part of this quote.

**Licenses and Permits**

MUSCO, a non-union organization, requires West Fargo Park District to arrange and secure all licenses, permits and/or applicable labor contracts with local authorities. MUSCO shall not be held responsible for local union labor and any permits, if required.

**Nonliability**

Before Musco enters the Property to set up its equipment under this Agreement, Customer must notify Musco of any landscaping or surface areas that are to be avoided by Musco in setting up its equipment. Absent Musco's negligence or willful misconduct, Musco is not, at any time or to any extent, liable, responsible or in any way accountable for any loss, injury, death or damage to persons or property, from any cause that at any time may be suffered or sustained by Customer, or by any person on or about the Property arising out of the entry or activities on the Property by Musco, or any person or persons permitted on the Property by Musco.

Prices are good for acceptance and delivery for 90 days only, unless such time is extended in writing. If you have any questions regarding the quotation, please call me at 800-825-6020 .

Musco Lighting

Josh Newell  
Lighting Services Sales Representative