

Governance Committee Meeting Minutes  
Wednesday, November 26, 2025; 8:15 am  
Fargo Parks Sports Center  
Island Park Conference Room

Present: Vicki Dawson, Jerry Rostad, Aaron Hill, Susan Faus

Executive Director Annual Review Process

-Discussed the process for conducting the annual review for the Executive Director since the process has changed from 2024.

-Discussed utilizing the C/ED-6 Governance Policy and allowing commissioners the ability to add comments on overall performance and/or areas that do not fit into a specific policy.

-Decided to begin the process earlier in the year starting in 2026. Commissioners will complete their review in early November. In Mid-November, the President and Vice-President will conduct the formal review with the Executive Director. At the November Governance Committee Meeting, the committee will discuss and determine potential pay increases as well as the Director's contract.

Market Analysis of Executive Director Position

-Committee requested information from the Human Resources Director regarding pay for the Executive Director Position. HR Director provided current salary and range information for other local leaders as well as other park districts similar in size. HR Director provided a market analysis showing a range of pay for other directors.

-Discussed how the FPD conducts market analysis for staff positions and it makes sense to also conduct this for the Executive Director position.

Increase for Executive Director

-Discussed an increase for the Executive Director based on performance. Reviewed what was approved in the budget for all staff. Reviewed the range of potential increase for staff.

Executive Director Contract

-The current contract for the Executive Director is a one-year contract. It renews on January 1<sup>st</sup> of each year. Because the annual review for the ED (and all staff) is conducted at the end of each calendar year, it could be non-renewed days after the Executive Director's review is conducted.

-Discussed possibly changing this to a two-year or three-year contract. This would provide stability and continuity for both the Park District and the Executive Director. Each year the Governance Committee would determine if an additional year would be added to the contract. That means the contract would always have two or three years on it (depending on whether we decide on a two-year or a three-year contract). Committee will reach out to our attorney for guidance on contract wording and allowance.