THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON **TUESDAY, JANUARY 13, 2026,** AT **5:30 P.M**. IN THE BOARD ROOM AT THE FARGO PARKS SPORTS CENTER AT 6100 38th STREET SOUTH, FARGO, WITH PRESIDENT VICKI DAWSON, PRESIDING.

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

Consent Agenda – approve the following:

a. Minutes – December 9, 2025
b. December 2025 Board Bills
c. Approval of the Designation of Depositories of Public Funds for Fargo Park District and Valley Senior Services

Regular Agenda

1. Recognition of Audience/Public Comments
2. Director's Report
3. Approve Executive Director's Employment Agreement; Commissioner Rostad, presenter
4. Governance Committee Update; Commissioner Rostad, presenter
5. Planning Committee Update; Commissioner Hill, presenter
6. Adjourn

Please note: This is an in-person event and is streamed virtually. Members of the public and media can view the live meeting at:

https://www.facebook.com/fargondparks

https://www.youtube.com/@FargoParks

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 DECEMBER 9, 2025

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, December 9, 2025, at 5:30 p.m. via Restream. Present at the meeting were Commissioners Aaron Hill, Zoé Absey, Joe Deutsch, and Vicki Dawson. Also present were: Susan Faus, Dave Bietz, Jayne Gust and attorney Jeff Gunkelman.

Approval of Agenda

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

Approval of Consent Agenda

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

(a) The minutes of the November 4, 2025 meeting;
(b) The November bills;
(c) Approval of Cornerstone Bank Arena Ice Refrigeration Replacement Project Bid to Gast Construction Co., with a base bid of $3,146,000.00 – Alternate #1 – Substitute ethylene glycol amount of $0.00; and Alternate #2 – Add dehumidification unit to Fowler amount of $208,000.00; and
(d) Approval of Budget Adjustments as presented
(e) Approval of Governance Policy C/ED-7 Executive Director Compensation;

Upon call of the roll, the motion passed unanimously.

Public Comments

Members of the public were afforded the opportunity to discuss issues with the Board.

Director's Report

Susan Faus updated the board on various Park District matters. No action was taken on this matter.

Governance Committee Update

Commissioner Jerry Rostad presented to the Board on the updates from the Governance Committee. No action was taken on this matter.

Planning Committee Update

Commissioner Vicki Dawson presented to the Board on the updates from the Planning Committee. 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 5:55 p.m.

_____

Jeff Gunkelman, Kennelly Business Law, Clerk

MEMORANDUM

Date: January 13, 2026

To: Fargo Park District Commissioners

From: Luke Evenson, Controller

RE: Board Bills

Enclosed are the bills for the January board meeting.

Total amounts requiring approval by fund:

General Fund	$	2,088,029.19
Debt Service Fund	$	-
Capital Projects Fund	$	777,725.35
Valley Senior Services	$	214,797.91
Total presented for approval	$	3,080,552.45

Please review the bill sheets presented. If you have any questions regarding any of the bills please call me prior to the board meeting so I will have time to properly research any issues and respond to you prior to the meeting.

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.

Susan Faus, Executive Director
Park Board Commissioners – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

Our Core Values: *Be Authentic * Be Bold * Be Collaborative

MEMORANDUM

DATE: January 13, 2026

TO: Fargo Park Board Commissioners

FROM: Broc Lietz, Finance Director

RE: Consent Agenda Item (c) – Approval of Designation of Depositories of Public Funds for Fargo Park District and Valley Senior Services

As noted in the December 17, 2025, Planning Committee Meeting, the Fargo Park District must designate depositories every even-numbered year per NDCC § 21-04-13. The District currently uses the following institutions for its funds:

- Bell Bank
- Starion Bank
- Alerus Bank
- Wells Fargo Bank
- KodaBank
- Old National Bank
- Cornerstone Bank
- Bank North
- Stock Growers Bank
- The Goose River Bank
- Lincoln State Bank
- Bravera Bank

If you have any questions regarding this memo, please contact me prior to the meeting.

Thank you.

MEMORANDUM

DATE: January 13, 2026

TO: Fargo Park District Board of Commissioners

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 – Approve Executive Director's Employment Agreement

The Governance Committee reviewed and discussed the Executive Director's Employment Agreement at the December 31, 2025, meeting. The Governance Committee recommended the item be on the regular agenda for approval.

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.

SAMPLE MOTION: I approve the executive director's employment agreement with the Fargo Park District as presented.

Key Achievements

• Built a high-performing executive leadership team and made difficult but necessary staffing changes.

• Led culture change, implemented new policies and procedures for decision-making across the organization.

• Created a more professional presence in the community, moving from a small park district to a successful large regional park system.

• Manage a $56M annual budget while ensuring fiscal sustainability.

• Led the district through a comprehensive strategic plan aligned with long-term community priorities.

• Created and implementing the Park System Master Plan—the first of its kind for the district.

• Oversaw major capital projects including the Fargo Parks Sports Center and Island Park Pool Renovation.

• Strengthened board governance by implementing updated roles, responsibilities, and policies.

• Implemented golf operational reforms to ensure equity, revenue optimization, and long-term organizational benefit.

• Navigate complex media relations and strategic communications to the public.

• Enhanced Executive Director–Park Board relations through transparency, trust-building, proactive, and regular communication.

Strategic Priority	Priority	Objective	Strategies	Timeline	Department Lead	Notes	Progress
Organizational Excellence	Policy Governance	Objective 1.1.1: Aligned to the organization's current policies, the selected policies are defined to include specific information that guides the organization's work in each category and subsequent policies.	1. Implementation and monitoring of the governance policies will begin in the fall of 2024.	Monthly	Executive Leadership Team	The Governance Annual Work Plan outlines the months each policy is monitored.	Complete
Organizational Excellence	Policy Governance	Objective 1.1.1: Aligned to the organization's current policies, the selected policies are defined to include specific information that guides the organization's work in each category and subsequent policies.	2. Annual review of all policies will ensure relevance and ongoing monitoring of the relationship between the Fargo Park Board of Commissioners and executive director.	Monthly	Executive Leadership Team	The Governance Annual Work Plan outlines the months each policy is monitored.	Complete
Organizational Excellence	Policy Governance	Objective 1.1.1: Aligned to the organization's current policies, the selected policies are defined to include specific information that guides the organization's work in each category and subsequent policies.	3. Annual summative review to ensure the relevance and sustainability of the governance policies.	Monthly	Executive Leadership Team	The Governance Annual Work Plan outlines the months each policy is monitored.	Complete
Organizational Excellence	Capital Improvement Plan	Objective 1.2.1 - Conduct comprehensive reviews to assess the current condition and ongoing maintenance and capital improvement needs of Fargo Park District facilities.	1. Develop a capital improvement plan of Fargo Park District facilities.	Q1 March 2025	Executive Leadership Team	CIP includes criteria used to prioritize projects to derermine most critical needs in the organization.	Complete
Organizational Excellence	Preventative Maintenance Plan	Objective 1.3.1 – Conduct maintenance assessments of facilities by qualified professionals.	1. Ensure a process for accurate budget forecasting.	Q1 March 2025	Finance Team		Complete

Organizational Excellence	Long-Range Financial Planning	Objective 1.4.1 – The Fargo Park District will research and develop a long-range financial plan.	1. Data-driven financial decisions will be based on historical performance and future trend analysis.	Ongoing	Finance Team	Template LRFP, 2026 Budget Template including staffing needs	Complete
Organizational Excellence	Long-Range Financial Plannin	Objective 1.4.1 – The Fargo Park District will research and develop a long-range financial plan.	2. Annual budgeting efficiency will be based on historical expense trends and estimated revenue growth.	Ongoing	Finance Team	2025 for 2026 complete	Complete
Organizational Excellence	Long-Range Financial Planning	Objective 1.4.2 – The Fargo Park District will develop an annual budget, approved by the Fargo Park Board of Commissioners, using data from the long-range financial plan, including historical, current, and future forecasts.	1. Preliminary budgets will be approved by August of the previous fiscal year.	Q3 August 2025	Finance Team	Annual process	Complete
Organizational Excellence	Long-Range Financial Planning	Objective 1.4.2 – The Fargo Park District will develop an annual budget, approved by the Fargo Park Board of Commissioners, using data from the long-range financial plan, including historical, current, and future forecasts.	2. Final budgets will be certified with the county by October of the previous fiscal year.	Q4 October 2025	Finance Team	Annual process	Complete
Organizational Excellence	Long-Range Financial Planning	Objective 1.4.3 – Maintain transparency in fiscal management and reporting	1. Quarterly review of year-to-date financials with commissioners at regularly scheduled committee meetings.	Quarterly	Finance Team	Finance team presents the updated budget to the Park Board quarterly.	Complete
Organizational Excellence	Long-Range Financial Planning	Objective 1.4.3 – Maintain transparency in fiscal management and reporting	2. Ongoing review with the leadership team of the departmental budget for year-to-date monitoring.	Monthly	Finance Team	Annual process	Complete

Organizational Excellence	Long-Range Financial Planning	Objective 1.4.4 – Maintain effective cash flow management through sound accounting practices, investment strategies, debt structure, and fund balance goals.	2. Conduct and receive an unqualified annual audit report.	Q2 June 2025	Finance Team	2024 audit. Annual process	Complete
Organizational Excellence	People and Culture	Objective 1.5.3 – Establish training and development programs to enhance employees' current roles by focusing on job-specific skills and competencies. These initiatives include leadership training, new skill acquisition, mentorship, and overall professional growth, ensuring a long-term investment in performance improvement.	3. Create measurable standards to provide ongoing feedback for recognition, continuous growth, improvement plans, and advancement and succession planning.	Q1 January 2026	HR Team	Holly Huso 2025 sessions 101 & 201 complete. New session 101 & 201 started through 2026	Complete
Relationships	Community Engagement	Objective 2.2.1 – Standardize community engagement procedures and processes to ensure community members have ample opportunities to engage in decision-making as it relates to parks, facilities, trails, events, and programs.	1. Develop a standardized community engagement framework and process for gathering community input on new or remodeled parks, facilities, and trails.	Q1 March 2025	Executive Leadership Team		Completed
Relationships	Community Engagement	Objective 2.2.1 – Standardize community engagement procedures and processes to ensure community members have ample opportunities to engage in decision-making as it relates to parks, facilities, trails, events, and programs.	2. Develop a standardized community engagement framework and process for gathering community input on new or revitalized events and programs.	Q1 March 2025	Executive Leadership Team		Completed
Places and Spaces	Long-Term Sustainability	Objective 3.3.3 – Continue and expand practices to preserve and enhance the ecological integrity of parks through sustainable land management.	1. Invest in staff positions dedicated to Natural Resource Management.	Q1 January 2025	Executive Leadership Team		Complete

RESTATEMENT OF

EXECUTIVE DIRECTOR

EMPLOYMENT AGREEMENT

This **EMPLOYMENT AGREEMENT** (this "Agreement") is effective as of January 1, 2026 ("Effective Date") and is between **THE PARK DISTRICT OF THE CITY OF FARGO**, a park district organized under the laws of the State of North Dakota ("Park District") and **SUSAN FAUS** ("Employee").

WHEREAS, the Park District and Employee entered into an Employment Agreement effective December 12, 2023; and

WHEREAS, the parties desire to enter into this Agreement to supersede Employment Agreement effective December 12, 2023 in its entirety.

NOW, THEREFORE, in consideration of the foregoing and of the respective covenants and agreements set forth below, the parties hereto agree as follows:

1. **Definitions**:

1.1. "Annual Salary" means the Employee's annual base salary described in Section 2.4.1.

1.2. “Cause” means:

1.2.1. A material breach of this Agreement by Employee which is not cured by Employee within thirty (30) days of written notice from the Park District specifying the acts or omissions giving rise to such material breach.

1.2.2. Employee's intentional nonperformance of her duties, or refusal to abide by or comply with the reasonable directives of her superiors, or the Park District's policies and procedures which is not cured by Employee within thirty (30) days of written notice from the Park District specifying the nonperformance or noncompliance in question.

1.2.3. The Employee willfully engaging in misconduct, which is materially injurious to Park District, monetarily or otherwise.

1.2.4. The commission of a criminal act by Employee against the Park District, including but not limited to fraud, embezzlement, or theft; and

1.2.5. The conviction or plead of no contest or nolo contendere for any felony, or for a misdemeanor that is substantially related to the Employee's job with the Park District.

1.3. "Disability" means Employee's disability within the meaning of any long-term disability plan maintained by Park District and covering Employee then in effect, or Employee's continuous inability during a period of ninety (90) calendar days in any twelve (12) month period to perform Employee's material duties hereunder as a result of physical or mental illness, loss of legal capacity, or any other cause beyond Employee's control. In the event

of a dispute between the parties as to whether or not the Employee is disabled, whether or not the Employee is disabled will be determined by the mutual agreement of a physician selected by the Park District or its insurers (the "Park District Physician") and a physician selected by Employee ("Employee's Physician"). In the event that the Park District Physician and Employee's Physician cannot agree on whether Employee is disabled, such determination will be made by a third physician who is jointly selected by the Park District Physician and Employee's Physician.

1.4. "Good Reason" means the occurrence, without the consent of Employee, of any of the following: (i) the material diminution of Employee's position, authority, duties or responsibilities as contemplated in Section 2.3; (ii) any material reduction in Employee's salary; (iii) any material reduction in the aggregate benefits available to Employee; or (iv) any material breach of this Agreement by the Park District.

1.5. "Without Cause" means termination by the Park District of Employee's employment at the Board of Commissioner's sole discretion for any reason, other than by reason of Employee's death or Disability, and other than a termination based upon Cause.

2. **Terms of Employment and Duties**:

2.1. Term. The term of this Agreement will be for the period of time commencing on the Effective Date and continue for a term of two years (the "Initial Term"), and unless notice is provided on or before December 31, 2026 that the Park District desires to terminate the Agreement Effective December 31, 2027, on January 1, 2027 the term shall automatically renew and roll over for a new two-year term (the "Renewal Term"). This process of the Agreement automatically renewing for new two-year terms on an annual basis shall continue each year unless notice is provided on or before December 31 of a given year that the Agreement shall terminate on December 31 of the following year, or unless otherwise terminated pursuant to Section 3.

2.1.1. Thus, by way of example, on January 1, 2026, this Agreement shall automatically renew for a new two-year term through December 31, 2027. On January 1, 2027, this Agreement shall automatically renew for a new two-year term through December 31, 2028. Should the Park District desire for this Agreement to expire on December 31, 2028, the Park District must provide notice to the employee of such on or before December 31, 2027.

2.2. Position, Duties and Services. Park District hereby employs Employee and Employee here accepts employment from Park District, subject to the terms and conditions of this Agreement. Employee will serve full-time as the Executive Director of the Park District and will have such authority, title and duties as they will be determined from time to time by the Board of Commissioners, and as are customarily associated with such position in accordance with industry standards. Employee shall report to the Board of Commissioners and will be responsible for the overall operations of the Park District. Employee will perform such duties diligently and faithfully and in a manner that promotes the interests of the Park District. See attached Executive Direction job description for reference.

2.3. Compensation.

2.3.1. Annual Salary. Employee will receive an initial annual salary of $212,125.00 (the "Annual Salary"), payable in periodic installments in accordance with the Park District's normal payroll practices and procedures. The Annual Salary may be prorated for the month containing the Effective Date. In the event of early termination pursuant to this Agreement, Employee's Annual Salary shall be paid according to the applicable provisions of Section 3. The Annual Salary may be adjusted from time to time by the Board of Commissioners. Absent an adjustment from the Board of Commissioners, Employee's Annual Salary shall increase in the same amount as all other Park District employees on an annual basis.

2.3.2. Park District Benefit Plans. During the Term of this Agreement, Employee will receive the benefits set forth on Schedule A attached hereto (in accordance with the terms of the Park District's applicable benefits plans) and shall otherwise be entitled to participate in all incentive, savings, profit sharing and retirement plans, medical benefit plans, leave policies, practices, policies, and programs applicable generally, from time to time, to other similarly situated employees of the Park District. For purposes of specific benefit's offered, Employee shall be fall into the following classifications:

2.3.2.1. Vacation: 13-18 years of experience

2.3.2.2. Sick Time: 11+ years of experience

2.3.2.3. Volunteer Retirement: 4 years of experience

2.3.3. Reimbursement of Expenses. The Park District shall pay or reimburse Employee for reasonable travel and entertainment and other expense incurred by Employee in connection with the performance of Employee's duties and in accordance with the Park District's regular reimbursement procedures and practices. The Park District shall pay for professional fees and memberships associated with the Employee's position, as approved by the Board of Commissioners. The Park District shall pay expenses for the Employee's attendance at appropriate seminars, conferences and boards, subject to approval by the Board of Commissioners.

2.4. Performance Review. The Board of Commissioners shall conduct an annual formal review of Employee's performance and salary. The annual formal review shall occur annually prior to the end of the calendar year.

3. **Termination:**

3.1. Death. Upon the death of Employee during the Initial Term or a Renewal Term, the Agreement will terminate and Employee's estate will be entitled to payment of her Annual Salary through the date of death, plus any benefits accrued up to the date of her death, payable pursuant to the terms of the benefit plans specified in this Agreement or Schedule A in which Employee is a participant.

3.2. Disability. In the event of Employee's Disability during the Initial Term or a Renewal Term, the Park District may terminate Employee's employment, in which case this Agreement will terminate and Employee will be entitled to payment of the following benefits: (i) her Annual Salary through the effective date of such termination, (ii) long-term disability benefits pursuant to the terms of any long-term disability policy provided to similarly-situated employees of the Park District in which Employee has elected to participate and (iii) payment of any benefits payable pursuant to the terms of the benefit plans specified in this Agreement or Schedule A in which Employee is a participant.

3.3. Termination for Cause or Voluntary Resignation by Employee Without Good Cause. If Employee's employment is terminated during the Initial Term or any Renewal Term for Cause or if Employee voluntarily resigns from the employment without Good Reason prior to the expiration of the Initial Term or any Renewal Term, or any other reason after providing the Park District with not less than ninety (90) days' prior written notice of such resignation, the Park District will pay Employee through the effective date of termination: (i) her Annual Salary in effect at the time notice of termination is given, and (ii) payment of any benefits specified in this Agreement or Schedule A, payable to Employee pursuant to the terms of such benefit plans in which Employee is a participant, subject to any forfeiture of such benefits as may be permissible under the law and such plans due to the nature of the cause of termination.

3.4. Employee's Termination for Good Reason. During the Initial Term or a Renewal Term, Employee shall have the right to terminate this Agreement and Employee's employment hereunder at any time for Good Reason upon written notice given to the Park District. Formal notice is required to be given to the current President of the Board of Commissioners with a copy to Human Resources of the Fargo Park District. The Board of Commissioners shall have 15 days from receipt of the written notice by Employee to contest Employee's Good Reason for terminating employment. If it is determined that Employee's employment is terminated by Employee for Good Reason, the Park District will pay Employee the lesser of (i) her unpaid, applicable Annual Salary for six (6) months from the date of termination, or (ii) her unpaid, applicable Annual Salary from the date of termination to the end of the Term. If the Park District determines that Employee's termination is not for Good Reason, then the Park District will pay Employee through the date of termination.

3.5. Park District's Termination Without Cause or Non-Renewal of Agreement Without Cause. If Employee's employment is terminated by the Park District Without Cause or if this Agreement is not renewed by the Board of Commissioners for reasons Without Cause, the Park District will pay Employee her unpaid, applicable Annual Salary for 12 months from the date of termination or non-renewal. During such period, the Park District will pay any benefits payable pursuant to the terms of the benefit plans specified in this Agreement or Schedule A in which Employee is a participant.

3.5.1. The Park District's obligation to pay Employee applicable Annual Salary for 12 months from the date of termination or non-renewal under this Section 3.5 shall terminate on December 31, 2033. If Employee's employment is terminated by the

Park District Without Cause or if this Agreement is not renewed by the Board of Commissioners for reasons Without Cause after December 31, 2033, then the Park District shall not owe any salary to Employee beyond the termination date.

4. **Open Records.**

4.1. Employee understands and acknowledges that the Park District is a public entity, as defined by North Dakota law, and is generally subject to state open records and open meetings laws. Employee hereby agrees that, in the event Employee is asked to assist the Park District in complying with such open records and open meetings laws, Employee agrees that she shall fully cooperate with the Park District, its agents and attorneys to ensure the Park District's compliance.

5. **Miscellaneous.**

5.1. Governing Law/Venue. This Agreement is governed by and will be construed in accordance with the laws of the State of North Dakota. Each party agrees that it will not bring any action relating to this Agreement or any acts or transactions contemplated herein in any court other than a federal or state court sitting in Cass County, North Dakota. Each party further agrees that it will submit to the jurisdiction of such court and will not seek to change the venue of such action.

5.2. Amendment and Waiver. The provisions of this Agreement may be amended, modified or waived only with the prior written consent of the Board of Commissioners and Employee, and no course of conduct or failure or delay in enforcing the provisions of this Agreement will be constructed as a waiver of such provisions or affect the validity, binding effect or enforceability of this Agreement or any provision hereof.

5.3. Assignment. This Agreement shall be non-assignable by either party hereto without the prior written consent of both parties. Any attempted assignment hereof without consent shall be in all events null and void.

5.4. Severability. Any provision in this Agreement which is prohibited or unenforceable in any jurisdiction by reason of applicable law will, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating or affecting the remaining provision hereof, and any such prohibition or unenforceability in any jurisdiction will not invalidate or render unenforceable such provision in any other jurisdiction.

5.5. Entire Agreement. This Agreement embodies the complete agreement and understanding among the parties hereto with respect to Employee's employment with the Park District and supersedes and preempts any prior understandings, agreements or representations by or among the parties, written or oral, which may have related to such employment in any way.

5.6. Withholding of Taxes and Other Employee Deductions. The Park District may withhold from any benefits and payments made pursuant to this Agreement all federal, state, city and other taxes as may be required pursuant to any law or governmental regulation or

ruling and all other normal employee deductions made with respect to the Park District's employees generally.

5.7. Counterparts. This Agreement may be executed in one or more counterparts (including means of facsimile), each of which shall be deemed an original but all of which together will constitute one and the same instrument.

5.8. Notices. All notices shall be given by personal delivery, by certified or registered first class mail, postage prepaid with return receipt requested, or by express delivery services such as Federal Express or Express Mail. Each such notice shall be effective if (a) delivered personally by hand, when delivered at the address specified in this Article V (8), or (b) given by certified or registered first class mail, on the date appearing on the return receipt therefor or (c) given by express delivery services when delivered at the address specified in this Article V (8).

Park District of the City of Fargo

By: Vicki Dawson **Its: President of the Board of Commissioners**	**Susan Faus, Employee**

Benefits

FARGO PARK DISTRICT

November 26, 2025

RE: Monitoring Report on C/ED-6 Documentation of Annual Evaluation of Executive Director

BOARD FOCUS: Action Required

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

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C/ED-6 Documentation of Annual Evaluation of Executive Director

The purpose of the executive director's annual evaluation is to summarize the Board's actions as it monitors OEs and Strategic Plan Results during the year and concludes on that basis. Annually, the Board will conduct a formal summative evaluation of the Executive Director. The summative evaluation will be based on data collected and decisions made by the Board during the year related to monitoring OEs and Strategic Plan Results.

Results monitoring will be determined using the following rubric:

- Compliant
- Partial Compliant
- Non-Compliant

Operational Expectations	Date Monitored	Board Members' Response	Board Members' Assessment
OE – 1 Emergency Succession	January 2025		X Compliant-Jerry Compliant-Aaron Compliant-Joe Compliant-Zoe Compliant-Vicki
OE – 2 Treatment of Community Members	November 2025		X Compliant-Jerry Compliant-Aaron Compliant-Joe Compliant-Zoe Compliant-Vicki

OE – 3 Personnel Administration	November 2025		X Compliant-Jerry Compliant-Aaron Compliant-Joe Compliant-Zoe Compliant-Vicki
OE – 4 Financial Planning and Administration	December 2025		X Compliant-Jerry Compliant-Aaron Compliant-Joe Compliant-Zoe Compliant-Vicki
OE – 5 Asset Protection	January 2025		X Compliant-Jerry Compliant-Aaron Compliant-Joe Compliant-Zoe Compliant-Vicki
OE – 6 Communication with the Commissioners	December 2025		X Compliant-Jerry Compliant-Aaron Compliant-Joe Compliant-Zoe Compliant-Vicki

OE – 7 Focus on Strategic Priorities	June 2025		X ___Compliant-Jerry Compliant-Aaron Compliant-Joe Compliant-Zoe Compliant-Vicki

Governance Committee Meeting
Wednesday, December 31, 2025
Fargo Parks Sports Center
Island Park Conference Room

1. Governance Committee discussed the Executive Directors Employment Agreement.
2. Governance procedures & feedback process
    - Discussion on making governance monitoring/feedback easier for commissioners.
    - Tools considered:
        - SurveyMonkey (Kelsey to explore and demo).
        - Google Docs (raised as an easy "live, organic" option, but constrained by internal IT restrictions and preference for Microsoft tools).
        - SharePoint + Microsoft Forms / Excel as preferred Microsoft-based solutions, but:
            - SharePoint access is currently clunky and problematic for some commissioners, especially those using iPads.
            - Plan to test SharePoint access with commissioners and escalate to IT if there are issues.
3. Governance committee workload & meeting frequency
    - Concern that monthly governance meetings may be too frequent given repetitive policy reviews and variable content.
    - Agreement that efficiency and reducing redundant monthly tasks are priorities, while still allowing for other items like ordinances and key policies.
4. Work plan and board workshops
    - Discussion of timing for board workshops (April, October vs. possibly earlier for new board members and alignment with budgeting).
5. Appreciation
    - Susan expressed appreciation for commissioners' time, feedback, and community engagement, recognizing the workload placed on them.

Meeting adjourned at 9:17am
Minutes submitted by Carmen Johnson, Executive Assistant

Planning Committee Meeting Minutes
Wednesday, December 17, 2025; 8:15 am
Fargo Parks Sports Center
Alex Stern Boardroom

Present: Vicki Dawson, Joe Deutsch, Aaron Hill, Zoe Absey, Dave Bietz, Jayne Gust, Broc Lietz, Paul Grindeland, Carmen Johnson, Cassie Doll, Kenna Krchnavy

1. Broadway Station / Senior Services Discussion
    - The lease at Broadway Station has increased significantly (from about $68K to $80K per year, plus growing maintenance on an aging building).
    - Valley Senior Services is now shouldering the full lease (park district's previous contribution ended), raising questions of fiscal responsibility vs. community value.

Community concerns
- Strong desire to keep Broadway Station open until a viable long-term solution exists.
- Concern that Trollwood Village and Yonker Farm are not equivalent replacements:
    - Seen as a downgrade in space and amenities.
    - Worries about capacity limits (e.g., accommodating 60+ people and multiple simultaneous activities).
    - Many seniors say they would not go to Trollwood/Yonker if Broadway closes.
- Emphasis on:
    - Location and transportation (driving distance, freeway avoidance, routes like 25th St vs University).
    - Existing community and social groups (cards, bingo, exercise, classes).

Park District & Valley Senior Services perspective
- No final decision has been made; rumors of a decision to close Broadway are incorrect.
- They must consider:
    - Whether Broadway is the best use of taxpayer dollars, given a potential 5-year / $500K+ lease.
    - Other needs such as nutrition funding, transit, and marketing.
- They've:
    - Explored alternative sites (churches like First Lutheran, Holy Spirit, other organizations), though scheduling conflicts and control issues exist.
    - Verified Trollwood's capacity (137 people, space reconfiguration, added hours) as a possible fallback if needed.
- They stress they value Trollwood as a long-standing community meal site and don't want it disparaged; they see value in both Trollwood and Broadway.

Long-term vision
- Working on an overall Park District master plan and North Fargo community/senior center concept:
    - Likely a multi-generational community center, not just a senior center (shared use, "bang for the buck").
    - Possible opportunities tied to school properties (e.g., Roosevelt) or other sites.
    - Acknowledgment that planning, funding, community engagement, and construction will take years.

- Seniors express desire to be part of the solution and support a new facility, but insist on a workable transition plan so seniors aren't left without a suitable place in the interim.
- Donations have been discussed (e.g., $50K/year concepts), with interest in possibly directing such funds toward a future permanent center.

Key unresolved items

- Whether to:
    - Stay at Broadway short- to medium-term.
    - Move to Trollwood or another temporary site.
    - Or some combination, while planning and fundraising for a new center.
- Need to balance localized community needs with citywide equity (who currently lacks convenient access to a senior center).

2. Scholarship Program Update (Recreation & Facilities)

2025 changes

- Expanded scholarships to include adults, not just youth.
- Major use in pool passes and recreation programs; strong success in improving access.

Outreach & eligibility

- Collaboration with groups like Legacy Children's Foundation and YWCA.
- Presence at Fargo Public School back-to-school nights.
- Eligibility criteria now aligned exactly with Fargo Public Schools' free/reduced lunch standards.
- Marketing via flyers, website, activity guide, and targeted outreach.

Impact

- 112% increase in scholarships over the prior year.
- About $83,900 in scholarship value in 2025 (submitted to the Foundation for reimbursement).

2026 enhancements

- Scholarships to apply to all individual registration programs (youth and adult).
- Expansion to:
    - Sports Center: six-punch passes (twice a year if eligible).
    - Courts Plus: STAR tennis, Active Agers classes, playground punch cards.
- Work underway to streamline the application process (currently can be 30–150 minutes per person).
- New RecTrac software (planned Feb–Mar launch) will:
    - Digitize applications where possible.
    - Enable detailed tracking of how scholarships are used (e.g., specific programs, passes).
    - Support digital punch cards, with physical options for those without smartphones.

Future considerations

- Possible donor messaging (e.g., "$X funds one punch card / one session") for Giving Hearts Day and other fundraising.
- Discussion of whether to extend scholarships to memberships (e.g., Courts Plus, golf), likely starting with programs only and exploring partial discounts later.
- Idea to involve business sponsors (e.g., Bell Bank for youth golf) and collect impact stories from scholarship users.

3. Depository of Public Funds

- Routine, state-required action: every even-numbered year the Park District must designate official bank depositories.
- List includes primary operating banks and several investment banks (CDs, money markets), plus local banks in outlying counties for Valley Senior Services.
- Investments (CDs/money markets) are shopped at maturity for best rates.
- Operating bank changes are rare due to service quality and transition workload.

The committee recommends moving this to the full board and placing it on the Consent Agenda for consideration and approval.

4. Beverage Contract: Pepsi → Coke

- Park District is transitioning concessions from Pepsi to Coca-Cola.
- New Coke coolers have been delivered; product deliveries are beginning (e.g., North shop).
- Pepsi is retrieving equipment; staff had to inventory all coolers across facilities.
- Some locations (e.g., CJs, Edgewood Tavern) will transition in early January.
- Park-operated sales sites will shift to Coke; privately operated beverage carts at golf courses will coordinate directly with Coke.

Meeting adjourned at 9:46 am.

Minutes submitted by Carmen Johnson, Executive Assistant