

BUDGET COMMITTEE MEETING NOTES

Wednesday, June 1, 2022; 8:00AM

Depot Board Room

Attended: Commissioner Joe Deutsch, Commissioner Vicki Dawson, Commissioner Stacey Griggs, Commissioner Jerry Rostad, Dave Leker, Carolyn Boutain, Brian Arett, Dave Bietz, Kevin Boe, Broc Lietz, Luke Evenson, Kelly Kisell, Katie McCormick, Cindy Boettcher

Absent: Commissioner Dawn Morgan

Budget 2023 Discussion. Broc Lietz, presenter.

Budget sheets have gone out to the directors and are due back by June 10th, 2022.

COLA and CPI

From March 31, 2021, to March 31, 2022, the CPI was 8% and we typically use the CPI to make salary decisions and add an additional % for merit/market. If we take the 8% and apply to both salary pools, the full time benefitted and part-time staff cost would be \$971,000.00.

The directors have been checking with other City/Government offices to see what they are doing regarding the CPI. The recommendation is to use 8% as the total pool. How it would be split has not been determined yet. Would also need to account for new positions. Last year the Fargo Park District did the percentage split as 2.6% increase and a 1.4% for merit, for a total of 4.0%.

Commissioner Dawson asked what we had done in 2021, and that was a 1.2% CPI and 1% used for merit.

Commissioner Griggs asked of the new positions we have budgeted for in 2022 how many had been filled, and Broc Lietz stated we have 4.5 of those filled and waiting to fill one additional. We will not be filling the Sports Complex Manger position until 01/01/2023.

Commissioner Rostad asked where we stand with equity and Broc Lietz stated that internally we are trying to do some balancing of that, and the key is a total compensation study and salary survey. We are not significantly out of line from an internal standpoint.

Commissioner Dawson asked about the 1.4% from last year that was used to get some people where they should be regarding pay.

Commissioner Griggs asked if the staff has now been lifted to a more equitable place from 4 years ago. Carolyn Boutain stated there hasn't been a survey study regarding concessions staff, Marketing and Courts Plus are at a good place. Kevin Boe stated he thinks that some positions are behind with PT/Seasonal workers with lifeguards and officials. With Full-time workers we

have some to make up with what the market says. Brian Arett stated that with VSS they are always playing catch up. To be competitive to have staff, they need to increase salaries. Dave Bietz stated we are lagging the majority of the time for some positions. The internal equity and equity in general is a balancing act. Doing a market analysis every year will be beneficial.

Broc stated that a request for new positions and a formal recommendation on how the 8% would be divided will be discussed and brought to the board.

Commissioner Deutsch thought it would be nice to have a pool of funds so we can pay more when needed especially for the part-time/seasonal employees. Broc said we budget at the midpoint, and we rarely hire everyone. To date we have the funds in the budget.

Commissioner Griggs thinks this is more complex. The CPI percentage is so high right now its hard to know what is appropriate. Our full-time permanent employees are here for the long haul. We need to retain them, and what are we doing to have that happen.

Commissioner Rostad mentioned that we could possibly offer a one-time salary adjustment to help the lower end of the pay scale not so much about merit increases and concentrate on equity and the market. Have the new positions been factored in right now, and Broc stated that they have not.

The total salary line is \$12.1 mil, we will need some direction on the 8%, and should the pool of funds be 8%. The Directors will look at Part-time employees, a COLA (reduced), and market merit and bring a recommendation back to the board. At this time all employees are at 80% or more of their pay ranges.

Review Proposed Fees for 2023:

Golf Fees; Carolyn Boutain, presenter.

Golf staff will be recommending a fee increase of 8% for season passes and a 4% increase in green fees and carts. There would not be an increase for range balls or foot golf.

Commissioner Griggs asked how many weeks the courses are open and on average from mid-April through the end of October, about 222 days or 31 weeks. We have a lot of room for increases with the 5fore1 passes.

Commissioner Dawson stated that she likes that people can play golf and are not priced out. The household pass has the add on for a free junior pass for \$1435.00. This seems very low for the 5fore1.

Commissioner Griggs spoke on how we do not want to price ourselves out. Our numbers are strong, and we could possibly have a study and look at the packages every year for the next 3-5 years.

Carolyn stated that we do a lot of youth programs and looking back at the history of the Park District, the percentages of how we put prices together have been here for the last 30 years.

Currently, staff is trying to get the intermediate passes at the same discount as the seniors and bring that together with pricing, so it has been higher in that area.

Commissioner Griggs asked how much a round of golf costs and to maintain a golf course. Last year an average net income was \$1.93, average revenue per round \$24.95, and an average cost per round was \$23.02 and this was at all the golf courses.

Bring to the full Board: June 14, 2022

Review of proposed Courts Plus Membership Fees; Kelly Kisell, presenter.

Two years ago, there was a change on how the tax was calculated on membership which helped out Courts Plus. The members were told there would not be increases for at least two years. Looking at percentage amounts, the staff recommends a 3.5% increase, which would be a \$43,000 to \$44,000 increase in revenue beginning January 1, 2023.

Commissioner Dawson asked about the childcare fees. It costs \$20.00 per month for up to two kids for two hours per day every day if you reserve a time. The cost for three kids is \$25.00 and four or more kids is \$30.00. The age limit at childcare is 8 years old. There are toddler spots and spots for age four and up. May possibly raise the rates for childcare in June of 2023. Currently there are approximately 1564 members at Courts Plus.

The guest day rate recommendation would be to raise that for youth and adults from \$10.00 (with a member) to \$15.00 (with a member), and the family guest rate pass from \$20.00 (with a member) to \$25.00 (with a member). There is also a punch card for a guest without a member and that is \$100.00 for 10 visits. This would increase to \$150 if the day rate increases.

Bring to the full Board: June 14, 2022

Review Proposed 2023 Fees for Programming & Facilities; Kevin Boe, presenter.

As part of the budget process, we evaluate our current programming & facilities fees to determine recommendations for fee increases for 2023. As staff we looked at program fees at a cost per participant and the trend of numbers in the last 5 years to determine the increase.

We have prepared a schedule of our current fee structure along with the increases that are being proposed. Some fees may be rounded up or down. Most increases are at 8% and others at a 4% increase. A lot of this has to do with staffing and supply costs. Staff had reviewed what other Park Districts do and also looked at attendance from years back.

Kevin stated that Scheels did a corporate sale, and those funds came to us for pool pass scholarships and the amount of that was \$6,455.00. This was an internal fund raiser at Scheels with just the Scheels associates. That equates to about 100 passes.

Commissioner Griggs wanted to be sure we are not pricing people out of the programs.

Commissioner Dawson asked if we had dropped any programs or added any new programs and there are no new programs, and none have been dropped.

Staff is seeing an increase payroll cost of officials and the cost of supplies. All softball is USA Softball except the co-ed softball, that is one that the Fargo Park District runs.

Commissioner Dawson asked about the hourly rate at Rheault Farm Bunkhouse and Kevin stated it is now full day rentals and no longer renting at the hourly rate.

The facility field fees changed over to a per hour fee instead of a per team fee in 2021.

Commissioner Dawson asked about the hockey rates. For the High School hockey only, we have to have additional staff and clean up after.

Bring to the full Board: June 14, 2022

Review Long Range Capital Plan 2022; Broc Lietz, presenter.

Annually, the Park Board reviews the status of the Long-Range Capital Plan (LRCP). Throughout the first half of 2022, the Directors team has continued to update the LRCP, identify potential funding, and discussing timelines for possible action.

Attached is the most current LRCP in priority order and the status of each item.

We are trying to transition into a 3-prong approach with Maintenance and Capital projects. This approach will separate maintenance and capital projects into the following:

1. Annual maintenance build into the operating budget and managed through a single point of contact districtwide.
2. We will determine a threshold that is too great for the annual operating budget, discussion has been in the range of \$500,000 - \$1,000,000 maintenance items that are not new projects, rather they are large financial commitments that may take saving over time. (An example would be golf course irrigation replacement)
3. New Capital Projects. Items like the Fargo Parks Sports Complex, which are long-term capital projects that do not exist but have been identified to meet a need in serving the public.

Staff has taken their philosophy and came up with broad categories that include aquatics, golf, hard surfaces, and facilities. The goal is that items 2 and 3 above fit into one of the broad categories. Items get prioritized with an established funding plan. These items have been rated into three categories.

1. Priority 1 (1–3-year plan)
2. Priority 2 (3–5-year plan)
3. Priority 3 (5–10-year plan)

To complete all the projects on the attached list it would take about \$4.1 million dollars each year which is not feasible. The staff is seeking general feedback to see if this approach of the annual maintenance versus bigger picture items for maintenance is the right way to go.

Commission Griggs stated there are some items on the list already in the works and already budgeted for. Future phases are not on the list. Dave Bietz stated this is not a comprehensive list as there are more items that will be added as time goes on.

Commissioner Dawson wants to see a completed projects list going back, an in-progress list, and then a going forward list. The Fargo Sports Complex outdoor amenities are on the list but there are no plan phases on the list which should be. She added if staff are thinking about that. Commissioner Dawson would like future plans listed.

Commissioner Deutsch asked about Yunker Farm and the item on the list is for the Master plan to be included.

Commissioner Rostad stated we have heard a lot about phase II for the Fargo Sports Complex but not seeing it on the list. This would need to be on the list, so we are thinking about it and it is a known future project.

Commissioner Dawson stated our community should know that we are looking at certain items for the area and how can the community be a part of this. It shows we are keeping up with the times.

With no further questions, the meeting adjourned.

Notes submitted by: Cindy. Boettcher, Administrative Specialist.

TEN YEAR CAPITAL BUDGETING PLAN



5/24/2022

Area/Description	Category	Status	Priority	Project ID	Location	Director	Anticipated Cost	Funding Plan (Priority 1=1-3 years) 2 year savings model	Funding Plan (Priority 2=3-5 years) 4 year savings model	Funding Plan (Priority 3=5-10 years) 7.5 year savings model	
Lindenwood Park Master Plan	Park Amenities	Future	1	LRP 214	Lindenwood Park	Dave B.	\$ 100,000.00	50,000	-	-	
Island Park Pool Remodel	Pools	In Progress	1	LRP 248	Island Park Pool	Kevin	\$ 16,000,000	Already a funding plan			
Fargo Parks Sports Complex	Sports Complex	In Progress	1	LRP 305	I-29 & 64th Ave S	Kevin	\$ 77,700,000	Already a funding plan			
Yunker Farm Master Plan	Park Amenities	2022	1	LRP 310	Yunker Farm	Dave L.	\$ -	Already a funding plan budgeted for 2022			
Rose Creek Improvements (Siding, HVAC, and Parking)	Golf	In Progress	1	LRP 318	Rose Creek Clubhouse	Carolyn/Dave B.	\$ 567,255	Already a funding plan budgeted for 2022			
Comprehensive Strategic Plan		In Progress	1	LRP 324	Entire Park District	Dave L.	\$ -				
Osgood Sloughing Pond Edges	Golf	Scheduled Fall 2022	1	LRP 325	Osgood Golf Course	Dave B.	\$ 500,000	Already a funding plan budgeted for 2022			
Island Park Master Plan	Park Amenities	In Progress	1	LRP 330	Island Park	Dave L.	\$ 100,000	Already a funding plan budgeted for 2022			
Facility Plan as it relates to Fargo Parks Sports Complex	Building/Facilities	Future	1	LRP 331	RDJ Building, Depot, Old North Shop, Metro Rec Center	Dave B	TBD				
Edgewood Irrigation Replacement	Golf	Future	2	LRP 227	Edgewood Golf Course	Dave B.	\$ 2,000,000	-	500,000	-	
Artificial Turf at Tharaldson/Anderson	Park Amenities	Future	2	LRP 303	Tharaldson/Anderson Baseball Complex, \$400,000 per field.	Dave B./Kevin	\$ 1,600,000	-	400,000	-	
Edgewood Greens Replacement	Golf	Future	2	LRP 314	Edgewood Golf Course	Dave B	\$ 80,000	-	20,000	-	
Coliseum Paving	Concrete/Asphalt	In Progress	2	LRP 316	Coliseum	Dave B.	\$ 1,600,000	Already funding plan, \$120,000 per year			
Outdoor Sports Complex Amenities	Park Amenities	Future	2	LRP 319	Fargo Parks Sports Complex	Kevin	\$ 3,000,000	-	750,000	-	
Southwest Regional Pond	Park Amenities	Future	3	LRP 118	45th St S & 64th Ave S	Dave B.	\$ 2,000,000	-	-	266,667	
Hard Surface Parking Lot at Pepsi Soccer	Concrete/Asphalt	Future	3	LRP 173	Pepsi Soccer Complex	Dave B.	\$ 2,900,000	-	-	386,667	
Cold Storage Warehouse	Building/Facilities	Future	3	LRP 242	TBD	Dave B.	\$ 1,500,000	-	-	200,000	
Mini Links Golf Course	Golf	Future	3	LRP 304	Prairiewood Golf Course	Carolyn	\$ 2,000,000	-	-	266,667	
Central Fargo Multi-Use Outdoor Complex	Building/Facilities	Future	3	LRP 313	TBD	Dave B.	TBD				
North Softball Complex Parking	Concrete/Asphalt	Future	3	LRP 320	North Softball Complex	Dave B.	\$ 3,300,000	-	-	440,000	
Pay to Play Disc Golf Course	Park Amenities	Future	3	LRP 321	TBD	Carolyn	\$ -	-	-	-	
Artificial Turf Infields - Tharaldson Little League	Park Amenities	Future	3	LRP 323	Tharaldson Little League Complex, \$210,000 per field. Plan for 4	Dave B./Kevin	\$ 840,000	-	-	112,000	
Splash Pads	Pools	Future	3	LRP 327	Madison, Lindenwood & Valley View Parks	Kevin	TBD				
North Shop Building Expansion	Building/Facilities	Future	3	LRP 328	North Shop	Dave B.	\$ 3,000,000	-	-	400,000	
New Senior Center	Building/Facilities	Future	3	LRP 700	South Fargo	Brian	\$ 2,000,000	-	-	266,667	
Courts Plus	Building/Facilities	In Progress & Future	3	LRP 800	Courts Plus Fitness Center	Carolyn	\$ 590,521	-	-	78,736	
Youth Baseball Fields	Park Amenities	Completed		LRP 315	Brunsdale	Dave B.	\$ 80,000	Already completed			
								50,000	1,670,000	2,417,403	4,137,403

STRATEGIC PLAN MEETING NOTES

Wednesday, June 1, 2022; 10:15 am

Depot Boardroom

Present: Commissioner Vicki Dawson, Commissioner Stacey Griggs, Commissioner Jerry Rostad, Commissioner Joe Deutsch, Dave Leker, Dave Bietz, Carolyn Boutain, Kevin Boe, Broc Lietz, Brian Arett, Katie McCormick, Pat O'Toole (BerryDunn), Art Thatcher (BerryDunn), Tara Nielsen

Absent: Commissioner Dawn Morgan

- Review final draft of Phase I of Strategic Plan

Dave L introduced Art Thatcher and Pat O'Toole, consultants with BerryDunn.

Dave Leker noted the Fargo Park District has been working on Phase I of Strategic Plan with Pat O'Toole and Art Thatcher, consultants with BerryDunn. Phase I of the Strategic Plan is an organizational assessment with Mission, Vision and Values, a review of Fargo Park District Administrative Policies/Procedures, new organizational charts, organizational restructure action plan and prioritization and a board governance action plan and prioritization. With as fast as Fargo is growing this is a structure for the future.

Dave noted we will review and discuss the final draft and add any changes. Dave noted it is a draft and a framework to move forward as an organization and can always be changed and tweaked.

Art noted that we are at the conclusion of Phase I and moving into Phase II of the Strategic Master Plan.

Art started with the review of the final draft of Phase I of the Strategic Plan. He reviewed the Mission, Vision and Values that were the results of the work sessions conducted in February and April.

Next, he noted that BerryDunn reviewed 54 administrative policies and/or procedures and compared them to what is typically seen as best practices in the parks and recreation industry. In addition to reviewing the 54 administrative policies/procedures, BerryDunn culminated the responses in the interviews as well as the Survey Monkey as to which policies/procedures needed review and reviewed 6 policy/procedures areas to be reviewed, updated and/or created by the Directors team and Board.

Next, Art noted for the new organizational charts they concentrated on function and not necessarily individual positions. Art said they were tasked with functions reporting to Directors that really didn't make sense. They worked to separate that and make it more efficient and user friendly.

Next, Art reviewed the action steps for the organizational restructure action plan and prioritization. It has a primary focus on improving the operational efficiency and structure of the Fargo Park District.

During the review and discussion, there was a change in the action steps to establish an Executive Team to lead the District. The second action step in the block was changed to: Executive Director and Commissioners will work together to form a hiring committee for the Deputy Director of Operations and the Deputy Director of Administration. The committee would consist of the Executive Director, one Commissioner, one knowledgeable staff person and one person outside of the Park District which everyone concurs. HR Manager will advise the committee. The committee will make a recommendation for hire to the Board. An action step was added under that action step – The Park Board will approve the

Deputy Director positions. Pat O'Toole noted that everyone on the hiring committee has to have a consensus that it is the right candidate for the position.

Art noted during the discussion that it is important to be inclusive in the hiring process of the Deputy Director positions and that the Executive Director and Board are comfortable and meets the criteria for those positions with skills, knowledge and abilities.

During the discussion, Commissioner Griggs noted that with the structure proposed it's a huge change for the Park District. She feels that the Executive Team has a lot of power to move the District forward and she feels it important for the Commissioners to be involved in the hiring of the positions, not necessarily just the Executive Director position.

Commissioner Dawson asked for clarification during the discussion on the hiring of the Executive Director and the hiring of the two Deputy Director positions. At this time, the Board hires the Executive Director and the Executive Director hires all other positions.

Commissioner Deutsch noted that if the hiring committee has a vision for what the position looks like before they start the process it will make it much easier. Commissioner Griggs said that we will have a job description developed and a vision before the hiring process starts.

Commissioner Rostad noted he likes the idea that the hiring committee identifies the candidate, but the Board will approve the Deputy Director positions. Commissioner Griggs agrees. Art noted that is why they recommend that there is a board member on the hiring committee.

Carolyn noted that any time the Board appoints another committee to work on their behalf it would be more of a public interview process. Commissioner Rostad feels these are important enough decisions for identifying the Executive team.

Next, the Commissioners discussed having the HR Manager advise the committee and have the Board approve the Deputy Director positions.

Commissioner Dawson likes the idea of the hiring committee identifying the candidate and the Board approves. There was a discussion on how the candidates can be introduced to the Board and Art noted during that same process have a group of staff meet the candidates and maybe even a group of citizens for an opportunity to meet them.

Commissioner Dawson sees it as the hiring committee would bring the candidate to the Board and the Board would be the vote of confidence. Commissioner Deutsch feels you need to be responsible as a Board putting the right person on the hiring committee to representative the Board and the Commissioners need to trust that person that they are representing the views and desires of the Board.

At this time, Commissioner Rostad noted we have the hiring committee identified for the Deputy Directors positions, but we don't have information about the Executive Director position. Commissioner Rostad is wondering why we aren't identifying the Executive Director hiring committee, but we are identifying the Deputy Director hiring committee. Art noted the Park District already has the Executive Director hiring process in our policies. Art and Pat are not suggesting any action steps to that process.

Next, Art continued with reviewing the action steps. He noted that the Executive Director will be the strategic planner and the Deputy Directors will lead and supervise the day-to-day operations and

administration of the District.

Commissioner Griggs noted at this time this is a major change in our organization and how we are going to move forward with an Executive Team and the Deputy Directors are going to set the culture in staffing and hiring practices moving forward.

There was a discussion on how administration can put together a document with HR with attributes to go along with the job descriptions for the Deputy Director of Administration position and the Deputy Director of Operations position to help with the hiring process of the positions.

Next, Art continued reviewing the action steps. Art discussed organizing the District into two divisions and Pat noted one is the driver and one is the support. There was also a discussion on employee reviews. Pat said typically they see annually you go through the vision and what you are going to accomplish this year at every level and what are the goals and then minimally every year you evaluate or have a quarterly review too. Pat said it would be covered in Phase II of the master plan.

Pat noted the strategic plan is to identify things that need to happen that your internal staff need to improve and that is what will change your culture. Dave L noted that we talked about it the last evaluation process to making some changes to evaluations. At this time, the review is the same for every department and you can't evaluate equally, and we talked about making changes this year.

Next, Art talked about the action steps for the Board Governance Action Plan and Prioritization. These action items are drawn from the staff input and all the information gathered during the Phase I master planning process with a primary focus on improving the relationship between the Fargo Park Board and the Directors Team.

Art reviewed the bullet points for reviewing and updating the Park Board job descriptions. It was identified that the job descriptions needed to be updated and accurate. Commissioner Griggs noted that is why she asked to have discuss job descriptions on the agenda. She feels we can take the information from BerryDunn and her updates and discuss the updates. Pat said the job description should be detailed. Pat said they can put in the strategic plan to create accurate job descriptions and look at them annually.

Art noted about the bullet point to schedule and participate in Park Board training after board elections. Art noted that is something that might come out of the master planning process is that you do an annual training with the Board.

Next, Art reviewed the Executive Director needs to concentrate on the relationships with the Fargo Park Board and public and an update was made to the first bullet point to read: Keep each individual Park Board member informed adequately in a timely manner.

Next, discussed was agency-wide communication protocol needs to be established with an immediate focus on the continuous communication between the Executive Team and the Park Board and the bullet point Park Commissioners communicate through the Executive Team and not directly going to staff was discussed.

During the discussion, Commissioner Dawson noted that a standard communication protocol needs to be set across the District.

It was discussed if it's an emergency or safety issue you can bring it to staff member's attention, but if it's not an emergency or safety issue you would contact the Director.

Dave B noted during the board training they could let the Commissioners know about submitting a work order request. Its on the Park District website.

At this time, Carolyn asked about the next step to the Strategic Plan and Pat said Phase II. The goals and objectives/follow-ups will be a part of Phase II. He talked about the training of the board after elections and starting the process for Phase II before getting the Deputy Directors on board.

During the discussion, it was noted that the Board will receive the final report of Phase I of Strategic Plan at the June 14 Board meeting and Commissioner Dawson said once it is received, then there should be an action to how we are going to move forward with Phase I.

Dave L noted if Phase I of the Strategic Plan is accepted by the Board we could fill the Deputy Director positions by October 1st, 2022, providing it fits in the budget and then have the future positions to start hiring January 1, 2023.

Carolyn noted we need to develop job descriptions for the Deputy Director positions from today's discussion and if we change Enterprise with the new structural positions, we will need several job descriptions reviewed by HR, so job descriptions can reflect fully what the jobs are.

Next, it was discussed on how to communicate to the staff if Phase I of the Strategic Plan is accepted. The plan is not to eliminate any positions with the restructure. It was discussed that the Directors can relay the message to their departments or at an All Staff Meeting with each Director reporting. Commissioner Griggs said it will be a process and it won't happen overnight.

At this time, Commissioner Griggs asked if we have an employee portal available on our website for employees to use for submitting ideas/information. At this time, we do not have an employee portal on the website. It is an idea for moving forward.

It was included that the final report of Phase I of the Strategic Plan will be brought to the June 14, 2022 Park Board meeting for the Board to receive.

Discuss draft updates to job descriptions for Commissioners, Board President and Board Vice-President

Commissioner Stacey Griggs presented.

At this time, the current job descriptions were reviewed along with the draft updates submitted by Commissioner Griggs. It was noted that the job descriptions for Commissioners, Board President and Board Vice-President would be updated with the changes from Commissioner Griggs and the Strategic Plan.

Discuss Residency Policy No. 150

Commissioner Stacey Griggs presented.

Commissioner Griggs noted it was a policy brought up by our consultants from BerryDunn to review. The consultants recommend adding details that define the definition of residency or remove the policy if

its not going to be enforced accurately in the future.

Next, Commissioner Griggs read the policy and asked what needs to be clarified? At this time, there was a discussion on defining residence and should residence clarification be added to the policy.

Next, Commissioner Dawson said she believes she is a better Commissioner because she has raised her family in the Fargo Park District and she understands a lot of our programs, a lot of offerings and is familiar with the parks and it helps her and is useful. She feels that spending her time in Fargo makes her perform as a better Commissioner as she is aware of what is going on and is involved. She feels there is validity to being a part of the community. Commissioners have to live in Fargo to be elected as a Commissioner. Is that also important for the Executive Director to be a resident of the City of Fargo?

Commissioner Griggs feels this is a complicated policy as the revenue stream pays the salaries. However, we live in a very gray lined community. Personally, she feels it is important for the Executive Director live in the City of Fargo but can be argued into a different direction.

Commissioner Rostad supports being in the City of Fargo for a lot of reasons. One of which is that the Board looked at this policy before we hired Dave L and we talked about it then and we decided we needed to keep it in place and he feels we should keep the policy in place until which time an Executive Director search takes place. At that time, the Board would look at it then and decide whether the policy should stay or be different.

Commissioner Dawson feels it is important for the Executive Director to live in Fargo and noted there are blurred lines in our community and our community is more than just Fargo. There are plenty of organizations that say you have to live within a certain distance or proximity to be able to respond to an event or be expected to participate or attend different things. We could adjust it to include the surrounding communities, but the reality is this is a policy we have and it was a policy we had before we hired Dave and feels this is the policy we should adhere to for the time being.

Commissioner Dawson said we have to do what is right for the Park Board. Commissioner Deutsch said we were going to evaluate this because we need to make it clearer and define residence.

Commissioner Rostad said we should have HR run a list and see how many employees are a resident of Fargo versus living outside of the community.

Commissioner Dawson asked if there are response time requirements in referring to the policy and Dave B said they do in the Parks Department with the nature of the work that they do if they are called into work they have an hour to report. So, if a manager or supervisor calls them, they are required to report within an hour. Its dictated by weather.

Commissioner Dawson said the policy is a work in progress and will be presented at the June 29 Facilities Committee Meeting. Commissioner Griggs said they will ask Jeff Gunkelman, our attorney, to draft the policy and define what residence means.

The meeting adjourned at 2:00 pm.

Notes submitted by: Tara Nielsen, Executive Assistant