



Governance Committee Meeting  
Wednesday, February 26, 2025; 8:15 a.m.  
Fargo Park District Island Park Room  
6100 38<sup>th</sup> Street S, Fargo

## **AGENDA**

1. Review the New Board Member Orientation Process; Commissioner Hill, presenter
2. Review and Discuss Park Board Gold Card Benefits; Commissioner Hill, presenter
3. Review and Discuss of Governance Policy (8)-Commissioners Addressing Board Member Violations; Commissioner Hill, presenter
4. Review and Discuss Operational Expectation Emergency Succession (OE)-1; Commissioner Hill, presenter
5. Review and Discuss Operational Expectation Asset Protection(OE)- 5; Commissioner Hill, presenter
6. Legislative Update; Broc Lietz, presenter
7. Other

*Next Park Board Meeting: March 11, 2025; 5:30 p.m.*  
*Next Planning Committee Meeting: March 19, 2025; 8:30 a.m.*  
*Next Governance Committee Meeting: March 26, 2025; 8:15 a.m.*

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

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



## MEMORANDUM

DATE: February 26, 2025

TO: Fargo Park Board Committee Members

FROM: Commissioner Aaron Hill, Board President

RE: Agenda Item 1 - Review New Board Member Orientation Process

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The Governance Committee members will begin and create a new onboarding orientation process for new board members. This process will continue and be reviewed until completed.

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

Thank you.

## Park Board Onboarding

*President and Vice President lead*

*Executive Director supports*

### 1. Pre- Election Preparation

- Board President reaches out to candidates with key dates to remember ( first week of June) and information regarding next steps

### 2. Election Day ( 2nd Tuesday in June)

- 2<sup>nd</sup> Tuesday in June every other year (2026, 2028, 2030, 2032)
- 2<sup>nd</sup> Wednesday (after election day)
  - President (with staff assistance) contacts newly elected officials to schedule a meeting with President and Executive Director
    - CC: Exec. Assistant, HR Director, Exec Dir.

### 3. Pre-Onboarding Preparation - Happens before July board meeting

#### Welcome Packet/ First Meeting (TWO HOURS): **FRIDAY of election week?**

- Letter from the board president/chairperson.
- Overview of the park district's mission, vision, and strategic goals/ park master plan
- Contact information for key personnel, schedule introductory meeting with president and executive director/ deputy directors and meet with HR, clothing and IT
  - Meeting w/ President & ED
    - Sign Code of Conduct
    - Charitable Gaming Rules and Regulation
    - Roles & Responsibilities
      - Committee Structure
    - Park System Master Plan & Strategic Plan
    - Confirm Orientation Dates
    - Includes: W2 (HR paperwork), IT logins/passwords, device inquiry, Clothing, name tag order (Exec. Asst), business cards
    - Meets with Both Deputies ( brief introduction)
    - Office/ admin tour

## **FULL DAY TRAINING DAY:**

- **Schedule Introductory Meetings (2 hr):**
  - With Department heads
    - Finance
    - Recreation
    - Parks & Maintenance
    - Marketing/Community Engagement
    - Courts Plus
    - Valley Senior Services
    - Sports Center
    - Foundation
- **Governance Overview (1.5 hr):**
  - Role and responsibilities of park board commissioners.
  - Read script with Judge
  - Laws on public meetings
  - Bylaws and policies
  - Meeting procedures and rules of order
  - Committee Structure
  - Financial overview: budgets, revenue streams, and major expenses. Mill Levy 101
  - Park Bench Training: where to find information
- **Lunch (11:30 – 12:30 pm)**
- **Park/ Facility Tour (12:45 – 4:30 pm):**
  - Visits to major parks, facilities, and ongoing projects.
    - Sport Center
    - North Shop, South Shop, Carpenter shop
    - Golf Courses
    - Pepsi Field
    - Courts Plus
    - VSS meal site?
    - Yunker Farm
    - Island Park
    - Lindenwood Park/ campground
    - Brunsdale (pickleball +baseball)
    - Orchard Glen

## Park Board Onboarding

- Arenas (cornerstone, colosseum, MetroRec, Little League, Jack Williams, Starion Field)
- New or updated projects
- North Softball Complex
- Rheault Farm
- Fargo South/ North Pool/ Madison Pool/ Davies Pool

## 4. Follow-Up and Support

- **Mentorship Program:**
  - Pair new commissioners with experienced board members.
  - If multiple new Commissioners, President and Vice President meet with new Commissioners.



## MEMORANDUM

DATE: February 26, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item 2 – Review and Discuss Park Board Gold Card Benefits

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The Governance Committee members will review and provide an update on the work completed by the group tasked with evaluating whether changes should be made to the gold card benefits for current and former Park Board Commissioners.

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

Thank you.

## **PARK BOARD COMMISSIONER LIFETIME MEMBERSHIP (Gold Card)**

The privileges of the gold card:

As a new board member you receive a lifetime pass (referred to as a gold card). This applies to you and your spouse.

For golf, Children (21 or younger) only receive green fees. This is accommodated by using the golf pass cards. As a gold card holder, you receive free green fees, free carts, free range tokens and free guests. Free golf for guests applies only if you are golfing with them. Free golf for guests includes green fees, cart rentals, and range tokens. Spouses cannot extend guest privileges.

For Courts Plus Community Fitness, current/former Fargo Park District board members, spouses, children (children must live in the same household and be 21 or younger) will receive membership privileges, league fees, tournament fees, court fees, specialty classes, etc....at no charge. Not included are private tennis lessons and personal training as they are by commission.

Your gold card is good for free admission to the swimming pools, recreation programs, and shelter rentals at no cost.





## MEMORANDUM

DATE: February 19, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item 3 – Review and Discuss Governance Policy (8) – Commissioners Addressing Board Member Violations

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### **GP 8**

The Fargo Park District Commissioners are committed to faithful compliance with the provisions of the Governance policies. A Commissioner will inform the Board President or the Board, in the Board member's opinion, if individual members are not in compliance with the Board's policies. If the President is the member whom the Board member feels is not acting in compliance with policy, the Board member will inform the Vice President. In the event of a member's willful and continuing violation of policy, the Board will seek a remedy in the following order:

1. Conversation privately between the offending member and the Board President.
2. Discussion in a public meeting between the offending member and the entire Board.
3. Public censure of the offending member of the Board.
4. Removal from any officer role on the Board or any committees shall happen by a majority vote of the Commissioners.

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

Thank you.



## **GP 8 Commissioners Addressing Board Member Violations**

The Fargo Park District Commissioners are committed to faithful compliance with the provisions of the Governance policies. A Commissioner will inform the Board President or the Board, in the Board member's opinion, if individual members are not in compliance with the Board's policies. If the President is the member whom the Board member feels is not acting in compliance with policy, the Board member will inform the Vice President. In the event of a member's willful and continuing violation of policy, the Board will seek a remedy in the following order:

1. Conversation privately between the offending member and the Board President.
2. Discussion in a public meeting between the offending member and the entire Board.
3. Public censure of the offending member of the Board.
4. Removal from any officer role on the Board or any committees shall happen by a majority vote of the Commissioners.

**Monitoring Method: Commissioner self-assessment**

**Monitoring Frequency: TBD**

**Adopted:**

FARGO PARK DISTRICT – 2025-26

February 26, 2025

RE: GP-8 MONITORING DOCUMENT

FOCUS: Action

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

Governance Process (GP) polices define how the Board conceives, carries out and monitors its own work (GP-3). Per GP-2, the Board will monitor its process and performance regularly. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process categories. GP policies are monitored through Board self-assessment per the frequency listed in GP-4 and the schedule in GP-8E.

DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked "Inadequate Compliance," the responding Board member will provide a short explanation of why the response was assessed using the "Explain your rating" section. Suggestions for possible policy changes must be included in the section of each policy.

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**GP-8: Commissioners Addressing Board Member Violations**

The Fargo Park District Commissioners are committed to faithful compliance with the provisions of the Governance policies. A Commissioner will inform the Board President or the Board, in the Board member's opinion, if individual members are not in compliance with the Board's policies. If the President is the member whom the Board member feels is not acting in compliance with policy, the Board member will inform the Vice President. In the event of a member's willful and continuing violation of policy, the Board will seek a remedy in the following order:

Substantial compliance	Inadequate Compliance

1. Conversation privately between the offending member and the Board President.

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2. Discussion in a public meeting between the offending member and the entire Board.

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3. Public censure of the offending member of the Board.

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4. Removal from any officer role on the Board or any committees shall happen by a majority vote of the Commissioners.

*Please explain your rating:*

*Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:*

**RECOMMENDATION:**

FARGO PARK DISTRICT – 2025-26

January 14, 2025

RE: Monitoring Report on OE - 1: Emergency Succession

FROM: Susan Faus, Executive Director

BOARD FOCUS: Action Required

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

**DIRECTIONS:**

Board members will provide an individual assessment of compliance with the policy using response options of “Compliant” or “Not Compliant.” If marked “Not Compliant,” the responding Board member will provide a short explanation of why the response was assessed. Questions regarding operational items associated with the policy must be lodged with the Executive Director, separate from the monitoring assessment. Suggestions for possible policy changes must be included in the area at the bottom of this document.

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**OE-1: Emergency Succession**

<b>OE-1 Compliance Issue</b>	<b>Summary Response-Executive Director</b>	<b>Admin. Opinion of Compliance Status</b>	<b>Board Members' Assessment</b>
To protect the Board in the event of an unexpected loss of Executive Director services, the Executive Director shall ensure that at least one other staff member, such as a Deputy Director, is familiar with Board and Executive Director	Deputy Director of Operations Deputy Director of Administration	Compliant	Compliant -VD 02/10/25 Agreed, compliant-JR Compliant-JD Compliant-AH Compliant-ZA

<b>OE-1 Compliance Issue</b>	<b>Summary Response-Executive Director</b>	<b>Admin. Opinion of Compliance Status</b>	<b>Board Members' Assessment</b>
<p>issues and processes and can assume those responsibilities immediately should the need arise.</p> <p>Accordingly, the Executive Director shall:</p> <ul style="list-style-type: none"> <li>• Annually, provide a list of individuals whom the Board shall consider as Interim Executive Director.</li> </ul>			

*Thoughts on Possible Policy Changes:*

FARGO PARK DISTRICT – 2025-26

January 14, 2025

RE: Monitoring Report on OE – 5 Asset Protection

FROM: Susan Faus, Executive Director

BOARD FOCUS: Action Required

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

Governance policies are monitored per the schedule. Monitoring determines the degree to which board policies are being met. Information that does not contribute directly to this purpose is not considered monitoring data. The standard for compliance shall be whether the Executive Director has reasonably interpreted the Board policy being monitored.

**DIRECTIONS:**

Board members will provide an individual assessment of compliance with the policy using response options of “Compliant” or “Not Compliant.” If marked “Not Compliant,” the responding Board member will provide a short explanation of why the response was assessed. Questions regarding operational items associated with the policy must be lodged with the Executive Director, separate from the monitoring assessment. Suggestions for possible policy changes must be included in the area at the bottom of this document.

**OE-5 Asset Protection**

The Executive Director shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

<b>Policy Statement</b>	<b>Summary Response</b>	<b>Administrative Opinion of Status</b>	<b>Board Members’ Assessment</b>
Accordingly, the Executive Director shall: 1. Obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff, and the organization itself.	The Fargo Park District has property, casualty, and general liability insurance through Marsh McLennan Agency.  Attached are the limits for each area of coverage.	Compliant	Compliant-ZA Compliant-JD Compliant-AH Agreed, compliant Compliant -VD 02/10/25

<p>2. Take reasonable steps to ensure the facilities and equipment are sufficiently maintained.</p>	<p>The Fargo Park District is developing a preventative maintenance plan to ensure the facilities and equipment are sufficiently maintained.</p> <p>Strategic Plan – Objective 1.3.2 Develop standards for and expectations for replacement of all equipment used within the park district.</p>	<p>Compliant</p> <p>The park district has a current preventative maintenance plan, but this plan will be updated with objective 1.3.2 of the strategic plan in Q1 of 2026.</p>	<p>Compliant-ZA Compliant-JD Compliant-AH Agreed, compliant Compliant -VD 02/10/25</p>
<p>3. Ensure that actions do not knowingly, recklessly, or negligently expose the organization, Board, or staff to legal liability.</p>	<p>The Fargo Park District has a crisis communication plan in place.</p>	<p>Compliant</p>	<p>Compliant-ZA Compliant-JD Compliant-AH Agreed, compliant Compliant -VD 02/10/25</p>
<p>4. Protect intellectual property.</p>	<p>The Fargo Park District does not have a policy in place.</p>	<p>Not Compliant</p> <p>Staff will work on a policy to protect intellectual property and have a draft completed by Q1 of 2026. Consult with Park District attorney.</p>	<p>Not Compliant-ZA Not Compliant-JD Not Compliant-AH-no existing policy in place Agreed Concur with Administration opinion -VD 02/10/25</p>

<p>5. Commit to any non-budgeted purchase or expenditure of more than \$50,000.00 without Board approval.</p>	<p>Long Range Financial Plan. As a component of the 2025 Operational Work Plan, the Park District will be developing a Long-Range Financial Plan will spell out non-budgeted purchase limitations and line-item adjustment limitations requiring board approval.</p>	<p>Compliant (In process)</p> <p>Staff will have a plan in place by the end of Q1 2025.</p>	<p>Compliant-ZA  Compliant-JD(in process)- Staff will have a plan in place by the end of Q1 2025  Compliant-AH  Agreed, compliant  Compliance in process  Progress adequate -VD -02/10/25</p>
<p>6. Make any purchase without weighing:</p> <ul style="list-style-type: none"> <li>a. reasonable precaution against conflict of interest.</li> <li>b. comparative prices based on items of similar quality.</li> <li>c. a balance between long-term quality and cost.</li> </ul> <p><i>*Reference: Procurement Policy No. 390</i></p>	<p>Procurement Policy.</p> <p>Fargo Park District Procurement Policy – 390 addresses spending limits, approval requirements, necessity for written specifications, and competitive bidding, which all speak directly to the care given competitive pricing, quality expectations, and protection against individuals purchasing without proper approvals.</p>	<p>Compliant</p>	<p>Compliant-ZA  Compliant-JD  Compliant-AH  Agreed, compliant  Compliant -VD 02/10/25</p>



<p>7. Use a competitive bidding procedure for the purchase of all supplies, materials, and equipment, and any contracted services except professional services (architectural, engineering, construction management, research, consulting) of \$50,000 or more or \$200,000 for those costs associated with construction as specified by law.</p> <p><i>*Reference: Procurement Policy No. 390</i></p>	<p>Fargo Park District Procurement Policy.</p> <p>Attached is the Procurement Policy.</p>	<p>Compliant</p>	<p>Compliant-ZA Compliant-JD Compliant-AH Agreed, compliant Compliant -VD 02/10/25</p>
<p>8. Protect information and files from loss or significant damage.</p>	<p>Fargo Park District Records Retention Policy and Schedule.</p> <p>Attached is the DRAFT policy and schedule.</p>	<p>Compliant (In Process). Executive Director will compare draft schedule with the policy from the state.</p>	<p>Compliant-ZA Compliant-JD Compliant-AH Agreed, compliant Compliance in process Progress adequate -VD 02/10/25</p>
<p>9. Ensure that a policy is in place for the encumberment or disposal of real property.</p>	<p>The Fargo Park District does not have a policy in place for the encumberment or disposal of real property.</p>	<p>Not Compliant</p> <p>Staff will have a formal policy for how to dispose of real property.</p> <p>Policy completed by Q4 of 2025.</p>	<p>Not Compliant-ZA Not Compliant-JD- maybe see NDSU's policy of sending equipment to "surplus" Not Compliant-AH no existing policy in place Agreed</p>

<p>10. Preserve and dispose of all records related to affairs or business of the organization following state and federal law.</p>	<p>Fargo Park District Records Retention Policy and Schedule.</p> <p>Attached is the DRAFT policy and schedule.</p>	<p>Compliant (In Process)</p>	<p>Compliant-ZA Compliant-JD Compliant-AH Agreed, compliant Compliance in process Progress adequate -VD 02/10/25</p>
<p>11. Ensure that any action knowingly, recklessly, or negligently endangers the organization's public image or credibility, jeopardizing its ability to accomplish its mission.</p>	<p>Fargo Park District Crisis Communication Plan</p>	<p>Compliant</p> <p>See attached Crisis Communication Plan</p>	<p>Compliant-ZA Compliant-JD Compliant-AH Agreed, compliant Compliance -VD 02/10/25</p>

<p><b>Possible Policy Changes</b> <i>DIRECTIONS:</i> Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change.</p>
Empty space for policy changes

**RECOMMENDATION:** that the monitoring report be accepted and filed.