



Governance Committee Meeting
Wednesday, March 26, 2025; 8:15 a.m.
Fargo Parks Sports Center
Island Park Conference Room
6100 38th Street S, Fargo

AGENDA

1. Review and Discuss Proposed Changes to Park Board benefits; Commissioner Hill, presenter
2. Review and Discuss Commissioner/Executive Director (C/ED-3) – Staff Accountability; Commissioner Hill, presenter
3. Review and Discuss Suggestions for the New Board Member Orientation Process; Commissioner Hill, presenter
4. Legislative Update; Broc Lietz, presenter
5. Other

Next Park Board Meeting: April 8, 2025; 5:30 p.m.
Next Planning Committee Meeting: April 16, 2025; 8:30 a.m.
Next Governance Committee Meeting: April 23, 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: March 26, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 1 – Review and Discuss Proposed Changes to Park Board benefits

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 Park Board benefits (gold card) for current and former Park Board Commissioners.

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

Thank you.



MEMORANDUM

DATE: March 26, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 2 – Review and Discuss Commissioner/Executive Director (C/ED-3) - Staff Accountability

C/ED-3

The Executive Director is responsible for all day-to-day operations of the Fargo Park District. All staff shall report directly or indirectly to the Executive Director.

1. The Board will never give direction to any employee other than the Executive Director unless directed by the Executive Director.
2. The Board will not formally or informally evaluate any staff member other than the Executive Director.
3. Except as required by law, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining, or dismissing of any employee unless requested by the Executive Director.

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

Thank you.

FARGO PARK DISTRICT – 2025-26

April 23, 2025

RE: C/ED-3 STAFF ACCOUNTABILITY

FOCUS: Action

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. 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.

C/ED - 3: Staff Accountability

The Executive Director is responsible for all day-to-day operations of the Fargo Park District. All staff shall report directly or indirectly to the Executive Director.

Substantial compliance	Inadequate Compliance

1. The Board will never give direction to any employee other than the Executive Director unless directed by the Executive Director.

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2. The Board will not formally or informally evaluate any staff member other than the Executive Director.

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3. Except as required by law, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining, or dismissing of any employee unless requested by the Executive Director.

(C/ED-3)

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:



MEMORANDUM

DATE: March 26, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 – Review and Discuss Suggestions for the
New Board Member Orientation Process

The Governance Committee members will review the suggestions for the new onboarding orientation process for new board members. This process will continue and be reviewed until it is completed.

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

Thank you.

Park Board Onboarding

President leads

Vice President and Executive Director support

1. Pre-Election Preparation

- Board President reaches out to candidates with key dates and information regarding next steps, if elected.
 - CC: Vice President
 - Ideally completed the first week in June but must be completed prior to election day.

2. Election Day (2nd Tuesday in June)

- 2nd Tuesday in June, on even numbered years (2026, 2028, 2030, 2032)
- 2nd Wednesday (one day after the election)
 - Board President contacts newly elected commissioners to schedule an initial meeting with President and Executive Dir. (if multiple new commissioners are elected, multiple meetings may be necessary to avoid quorum).
 - CC: Exec. Dir., Exec. Asst., HR Dir., Board Vice President

3. Initial Meeting - preferably the week of the election or early the following week, as schedules allow:

- **Meeting with President and Exec. Dir. (1.5 hours)**
 - Receive contact information for key personnel
 - Briefly meet Dept. Dirs.
 - Overview of the Park District's Mission, Vision, Values
 - Overview of Strategic Plan/Park System Master Plan
 - Sign Code of Conduct
 - Roles & Responsibilities
 - Committee Structure and Preferences
 - Charitable Gaming Rules and Regulations
 - Office/Admin Tour
 - Schedule Full Orientation
- **Meeting with HR/IT/Exec. Asst. (.5 hours)**
 - HR paperwork (W2)
 - IT logins/passwords & devices
 - Clothing, name tag & business cards

FULL TRAINING (can be split into multiple sessions if needed – MUST BE COMPLETED prior to July Board Meeting):

- **Introductory Meetings (2 hours):**
 - With Department Directors
 - Finance
 - Recreation
 - Parks & Maintenance
 - Marketing/Community Engagement
 - Courts Plus
 - Valley Senior Services
 - Sports Center
 - Foundation
- **Governance Overview (1.5 hours):**
 - Role and responsibilities of commissioners
 - Legalities of public meetings and open records
 - Bylaws and policies
 - Meeting procedures and rules of order
 - Financial overview: budgets, revenue streams, and major expenses
 - Mill Levy 101
 - Park Bench Training
- **Break (if all in one day)**
- **Park/Facility/Project Tour (3.5 hours): Open to ALL commissioners**
 - Sports Center
 - Shops
 - North, South, Old & Carpenter
 - Golf Courses
 - Edgewood, El Zagal, Prairiewood, Rose Creek & Osgood
 - Pepsi Field
 - Courts Plus
 - VSS
 - Yunker Farm
 - Island Park + Swimming Pool
 - Lindenwood Park + Campground
 - Orchard Glen

Park Board Onboarding

- Rheault Farm
- Arenas & Sports Fields
 - Cornerstone, Colosseum, Metro Rec Center, Tharaldson Little League + Attic, Michelson + Jack Williams, Starion Field + Tharaldson Fields, Brunsdale (pickleball + youth baseball) & North Softball Complex
- Facilities Operating on Park District Land
 - Scheels Arena & Red River Zoo
- Swimming Pools
 - Roger G. Gress, Madison, South & Davies
- New or completed projects + recently renovated/improved facilities

4. Follow-Up and Support

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

Joe:

- involving all commissioners, even for a half-hour meet and greet/something. Give us an opportunity to get to know them personally.

Vicki

- For all new board members and on an annual basis, I would like to see some type of HR training. This would include a review of employment policies such as harassment and discrimination. The purpose would be for board members to understand appropriate interaction with staff and the ED. Since board members come from a variety of backgrounds, it would be useful for newly elected board members to receive training on this when elected for the rest of us on an annual basis.

Jerry

- Fine with the workflow listed. However, I see this as work that should be staffed and not led by the board. I would suggest we strike ***President leads Vice President and Executive Director support*** and replace it with ***Executive Director leads***. And moreover, the ED can assign the duties to someone to coordinate.