



Governance Committee Meeting  
Wednesday, August 27, 2025; 8:15 a.m.  
Island Park Conference Room  
6100 38<sup>th</sup> Street S, Fargo

### **AGENDA**

1. Review and Discuss Governance Policies (GP 1-2-3-5-7); Commitments, Board Culture, Commissioner Duties and Responsibilities, Committee Structure and Commissioner Code of Ethics/Conflict of Interest, Commissioner Rostad, presenter.
2. Review and Discuss Commissioner/Executive Director Relationships (C/ED 1-2-4-5); Single Point of Contact, Single Unit Control, Authority of the Executive Director, Executive Director Accountability; Commissioner Rostad, presenter.
3. Review and Discuss Final Draft Park Board Benefits; Commissioner Rostad, presenter.
4. Other

<p><i>Next Park Board Meeting: September 9, 2025; 5:30 p.m.</i> <i>Next Planning Committee Meeting: September 24, 2025; 8:15 a.m.</i> <i>Next Governance Committee Meeting: October 22, 2025; 8:15 a.m.</i></p>
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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: August 27, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No.1 – Review and Discuss Governance Policies (GP 1-2-3-5-7), Commitments, Board Culture, Committee Structure, Commissioner Duties and Responsibilities, and Commissioner Code of Ethics/Conflict of Interest.

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The Governance Committee will review and discuss Governance Policies 1,2,3,5 and 7. Commissioners have completed the monitoring forms for each policy and will discuss the results.

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

Thank you.

Susan Faus, Executive Director  
PARK COMMISSIONERS – Zoë Absey \* Vicki Dawson \* Joe Deutsch \* Aaron Hill \* Jerry Rostad  
Clerk-Jeff Gunkelman

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

## FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: GP-1, 2, 7 MONITORING DOCUMENT

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.

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### **GP-1: Governance Commitment**

The Fargo Park District (FPD) Commissioners support the work of staff and the community's interests. They hold themselves accountable to those they serve by ensuring that all actions follow the Commissioners’ and organization’s Governance Policies and beliefs.

The Commissioners are committed to governing efficiently and will be guided in their decisions by following a set of Governance Policies supported by a Strategic Plan. The main components of the strategic plan include:

#### **Our Mission**

*Growing community through places, spaces, and experiences.*

#### **Our Vision**

The Fargo Park District strives to be a central driving force in creating an active and healthy community by:

- Providing safe spaces to nurture personal growth and enhance social connections.
- Building a collaborative workplace with dedicated, forward-thinking staff.
- Ensuring open, accountable, and transparent communication with the public.
- Protecting Park ecosystems and surrounding environments.
- Utilizing data-driven decision-making to improve services and maximize community impact.
- Advocating for diversity, equity, and inclusion in everything we do.

#### **Our Values**

- Be Authentic
- Be Bold
- Be Collaborative

## Our Strategic Priorities

### Strategic Priority I Organizational Excellence

Organizational Excellence serves as a guiding principle that prioritizes the establishment of robust policy governance, the crafting of long-term strategic plans, the enhancement of people and culture, and the continuous improvement of park offerings. It is a commitment to operationalize an aspirational and sustainable vision, using a data-driven approach to decision-making that ensures policies and practices align with the park system's goals and resonate with the community's needs. This priority area is about fostering a culture of excellence that permeates every level of the organization, ensuring that every decision, policy, and plan is a step towards a more efficient, effective, and engaging park system.

### Strategic Priority II Relationships

Partnerships with organizations add value for the region's citizens through combined efforts, mutual goals, and shared results. The Park District will develop and maintain relationships with collaborating partners that align with and support our mission and vision.

### Strategic Priority III Places and Spaces

“Places” and “spaces” are distinct concepts relating to human environments' physical and social dimensions. We define “spaces” as our facilities' and parks' physical dimensions and geographical locations. In contrast, “places” are the cultural, social, and emotional experiences and interactions within Fargo Park District spaces. Places are imbued with meaning, memories, and social significance.

Substantial compliance	Inadequate Compliance
X	

*Please explain your rating:*

From my view, over the past several months, Commissioners have made a positive transition to the Governance Model. While we misstep every so often, by possibly engaging too deeply in the day-to-day, it is with good intention and the need to get out of our old habits.

The Board has positively moved to the role we are elected to play. We oversee the District and provide input where we should.

Commissioners continue to listen to and respond to the community's needs and wants.

Commissioners are on board with the Strategic Plan, the upcoming Parks Master Plan, and the Capital Improvement Plan.

*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:*

No suggested changes.

## GP-2: Board Culture

Substantial compliance	Inadequate Compliance	
X		1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.
X		2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.
X		3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will: <ul style="list-style-type: none"> <li>• Use Roberts Rule of Order as the basis for the format of all Board meetings.</li> <li>• Come to meetings adequately prepared.</li> <li>• Support the President of the Board in facilitating an orderly meeting.</li> <li>• Communicate openly and actively in conversation and dialog.</li> <li>• Encourage the balanced participation of all members.</li> </ul>
X		4. The Fargo Park Board meets regularly on the second or first Tuesday of each month, depending on the month, at 5:30 pm. The meeting agenda is available online and in The Fargo Forum before the meeting.

(GP-2)

*Please explain your rating:*

1. Commissioners work together for the good of Fargo residents and the greater community. Commissioners engage with each other when there are concerns or questions. The Board is working together to move the Park District forward for the future.
2. A formal orientation program has been developed for incoming Commissioners. With the help of staff, the commissioners are kept up to date with what is happening in the District.
3. Speaking for myself, I come to each meeting prepared having read the materials for the items at hand. Roberts Rules are followed. As the President, I ask for input from the rest of the Board when discussing a possible action item.
4. This is completed each month with the President presiding over the meeting and the VP presiding if the President is absent.

*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:*

No suggested changes.

**GP-7: Commissioner Code of Ethics/Conflict of Interest**

**The Commissioner's Code of Ethics/ Conflict of Interest for each year includes:**

Substantial compliance	Inadequate Compliance	
X		1. Integrity – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, consideration of the rights of others, and the highest principles of good business relationships.
X		2. Excellence – I will strive to meet the highest performance, quality, service, and achievement standards.
X		3. Honesty – I will communicate directly, respectfully, honestly, and openly and avoid misrepresentation through omission.
X		4. Diversity – I will support and value diversity, promoting an environment that embraces all people's similarities and differences in the organization.
X		5. Respect – I will respect and act fairly toward all those I encounter and refuse to engage in or tolerate any form of discrimination or harassment.
X		6. Responsibility – I will take responsibility for my actions and decisions and remain a careful steward of funds and resources.
X		7. Compliance – I will comply with the FPD Commissioners' Code of Ethics and all laws and regulations affecting FPD Commissioners.

(GP-7)

*Please explain your rating:*

I do my best to uphold each of the above. I take my role as Commissioner seriously and understand the impact we have on the District and the community.

*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:*

No suggested changes.



**Verification of Receipt, Review, and Signature**

\_\_\_\_\_ Neither I nor, to the best of my knowledge, any member of my family has had or has an interest or taken any action which would contravene the policy of this Board.

\_\_\_\_\_ Neither I nor, to the best of my knowledge, any member of my family has had or have an interest or taken any action which would contravene the policy of this Board, except such interest or action fully disclosed below:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*\* Please sign and return to the Board President for verification of receipt and review and to be included in filing the Board meeting minutes.*

FARGO PARK DISTRICT – 2025-26

August 13, 2025

RE: GP-3 MONITORING DOCUMENT

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.

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**GP-3: Commissioner Duties and Responsibilities**

A board of elected park commissioners governs the Fargo Park District. The five Commissioners are elected at large, meaning that every citizen has an opportunity to vote for each of them. Commissioners are elected for four-year terms with no term limits.

Substantial compliance	Inadequate Compliance
X	

1. To comply with all local, state and federal regulations in the Park District.

X	
---	--

2. To represent the Park District and constituents/stakeholders.

X	
---	--

3. To execute all duties and responsibilities of the elected office of Park Commissioner.

X	
---	--

4. To attend meetings, be prepared before meetings, and participate appropriately.

X	
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5. To receive and execute all portfolio and committee responsibilities as assigned.

X	
---	--

6. To vote on all issues before the Board.



X	
---	--

7. To review financial information and understand and evaluate the information.

X	
---	--

8. To commit financial resources of the Park District at the direction of the Board.

X	
---	--

9. To adopt and monitor the execution by the administration of the operating budget and fiscal policies.

X	
---	--

10. To ensure the fulfillment of the organization's purpose/intent, approve a strategic plan that includes a Mission, Vision, and Core Values statements and uses them to form policy, goals, and planning strategies.

X	
---	--

11. To hire and supervise an Executive Director.

X	
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12. To project a positive image in the community.

(GP-3)

*Please explain your rating:*

I believe the Board to be fulfilling the 12 items above.

*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 – 2024-25

August 13, 2025

RE: GP 5 MONITORING DOCUMENT

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.

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A committee is a Board committee only if it comes from the Board’s organizational structure and its work is intended to support the Board's work. The only Board committees are those listed in this policy. All Board members are welcome to attend committee meetings as audience members. The committee chair and Executive Director will create committee agendas. Board members may add an item to a committee agenda by contacting the committee chair. The Executive Director and staff members serve as resources for the committees.

All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

## Committee Guiding Principles

When used, Board committees will support the Board's work and never interfere with delegating authority from the Board to the Executive Director.

Substantial compliance	Inadequate Compliance
X	

- Board committees are to assist the Board in doing its job, not direct the staff.

X	
---	--

- Committee meetings are designed as working sessions and are less formal than regular Board meetings. However, the chairperson or any other committee member may institute Robert's Rules of Order during a meeting if they feel it is appropriate.

X	
---	--

- Committees ordinarily assist the Board by preparing policy alternatives and implications for consideration.

X	
---	--

- Board committees will not directly deal with staff operations unless specifically authorized by the Board.

X	
---	--

- Board committees may not speak or act for the Board expect when formally given such authority. The Board will carefully state expectations and authority to ensure that committee authority will not conflict with authority delegated to the Executive Director.

X	
---	--

- Board committees may not exercise authority over the Executive Director or staff. Because the Executive Director works for the entire Board, any direction to the Executive Director related to a committee recommendation must come from the Board as a whole.

X	
---	--

- This policy applies only to committee formed by Board action, whether the committees include Board members. It does not apply to committees formed under the authority of the Executive Director.

X	
---	--

- Standing Board Committees will serve for one year. The board evaluates the committees annually and may reinstate, modify, or discontinue them by consensus. Membership expires at the time of reorganization. Standing committees appointed mid-year will serve until the time of reorganization.

X	
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#### **Governance Committee**

##### **Purpose:**

1. Assist Board President and Executive Director in planning upcoming agendas.
2. Review the Board's Annual Work Calendar.
3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
9. Work on the other projects or issues as assigned by the action of the Board.

**Membership:** President and at least one other Board Member.

**Staff Support:** Provided by the Executive Director and Administrative Team.

X	
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### Planning Committee

Purpose:

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with Administration to review, create and recommend to the Board an annual budget.
5. Work with Administration to review and prepare finance and budget performance updates for the Board.

**Membership:** The Vice President and three Board Commissioners are appointed annually by the President and approved by the Board.

**Staff Support:** Provided by the Executive Director and Administrative Team.

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:**

Governance Committee: **Membership:** President ~~or Vice-President~~ and at least one other Board Member.

Planning Committee: **Membership:** The ~~President or~~ Vice President and ~~three at least one other~~ Board Commissioners ~~s-are-is~~ appointed annually by the President and approved by the Board.

QUESTION? Does the board need to formally approve the committees (as stated above)?

## FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: GP-1, 2, 7 MONITORING DOCUMENT

FOCUS: Action

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

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### **GP-1: Governance Commitment**

The Fargo Park District (FPD) Commissioners support the work of staff and the community's interests. They hold themselves accountable to those they serve by ensuring that all actions follow the Commissioners’ and organization’s Governance Policies and beliefs.

The Commissioners are committed to governing efficiently and will be guided in their decisions by following a set of Governance Policies supported by a Strategic Plan. The main components of the strategic plan include:

#### **Our Mission**

*Growing community through places, spaces, and experiences.*

#### **Our Vision**

The Fargo Park District strives to be a central driving force in creating an active and healthy community by:

- Providing safe spaces to nurture personal growth and enhance social connections.
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- Be Authentic
- Be Bold
- Be Collaborative

## Our Strategic Priorities

### Strategic Priority I Organizational Excellence

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### Strategic Priority II Relationships

Partnerships with organizations add value for the region's citizens through combined efforts, mutual goals, and shared results. The Park District will develop and maintain relationships with collaborating partners that align with and support our mission and vision.

### Strategic Priority III Places and Spaces

“Places” and “spaces” are distinct concepts relating to human environments' physical and social dimensions. We define “spaces” as our facilities' and parks' physical dimensions and geographical locations. In contrast, “places” are the cultural, social, and emotional experiences and interactions within Fargo Park District spaces. Places are imbued with meaning, memories, and social significance.

Substantial compliance	Inadequate Compliance
X	

*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:*

## GP-2: Board Culture

Substantial compliance	Inadequate Compliance
X	

1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.

X	
---	--

2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.

X	
---	--

3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will:

- Use Roberts Rule of Order as the basis for the format of all Board meetings.
- Come to meetings adequately prepared.
- Support the President of the Board in facilitating an orderly meeting.
- Communicate openly and actively in conversation and dialog.
- Encourage the balanced participation of all members.

X	
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4. The Fargo Park Board meets regularly on the second or first Tuesday of each month, depending on the month, at 5:30 pm. The meeting agenda is available online and in The Fargo Forum before the meeting.

(GP-2)

*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:*

**GP-7: Commissioner Code of Ethics/Conflict of Interest**

**The Commissioner's Code of Ethics/ Conflict of Interest for each year includes:**

Substantial compliance	Inadequate Compliance	
X		1. Integrity – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, consideration of the rights of others, and the highest principles of good business relationships.
X		2. Excellence – I will strive to meet the highest performance, quality, service, and achievement standards.
X		3. Honesty – I will communicate directly, respectfully, honestly, and openly and avoid misrepresentation through omission.
X		4. Diversity – I will support and value diversity, promoting an environment that embraces all people's similarities and differences in the organization.
X		5. Respect – I will respect and act fairly toward all those I encounter and refuse to engage in or tolerate any form of discrimination or harassment.
X		6. Responsibility – I will take responsibility for my actions and decisions and remain a careful steward of funds and resources.
X		7. Compliance – I will comply with the FPD Commissioners' Code of Ethics and all laws and regulations affecting FPD Commissioners.

(GP-7)

*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:*



FARGO PARK DISTRICT – 2025-26

August 13, 2025

RE: GP-3 MONITORING DOCUMENT

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.

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**GP-3: Commissioner Duties and Responsibilities**

A board of elected park commissioners governs the Fargo Park District. The five Commissioners are elected at large, meaning that every citizen has an opportunity to vote for each of them. Commissioners are elected for four-year terms with no term limits.

Substantial compliance	Inadequate Compliance
X	

1. To comply with all local, state and federal regulations in the Park District.

X	
---	--

2. To represent the Park District and constituents/stakeholders.

X	
---	--

3. To execute all duties and responsibilities of the elected office of Park Commissioner.

X	
---	--

4. To attend meetings, be prepared before meetings, and participate appropriately.

X	
---	--

5. To receive and execute all portfolio and committee responsibilities as assigned.

X	
---	--

6. To vote on all issues before the Board.

X	
---	--

7. To review financial information and understand and evaluate the information.

X	
---	--

8. To commit financial resources of the Park District at the direction of the Board.

X	
---	--

9. To adopt and monitor the execution by the administration of the operating budget and fiscal policies.

X	
---	--

10. To ensure the fulfillment of the organization's purpose/intent, approve a strategic plan that includes a Mission, Vision, and Core Values statements and uses them to form policy, goals, and planning strategies.

X	
---	--

11. To hire and supervise an Executive Director.

X	
---	--

12. To project a positive image in the community.

(GP-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:*

**RECOMMENDATION:**

# FARGO PARK DISTRICT – 2024-25

August 13, 2025

RE: GP 5 MONITORING DOCUMENT

FOCUS: Action

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

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X	
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X	
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X	
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- Board committees will not directly deal with staff operations unless specifically authorized by the Board.

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X	
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X	
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X	
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	X
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### **Governance Committee**

Purpose:

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3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
9. Work on the other projects or issues as assigned by the action of the Board.

**Membership:** President and at least one other Board Member.

**Staff Support:** Provided by the Executive Director and Administrative Team.

	X
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## Planning Committee

Purpose:

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
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4. Work with Administration to review, create and recommend to the Board an annual budget.
5. Work with Administration to review and prepare finance and budget performance updates for the Board.

**Membership:** The Vice President and three Board Commissioners are appointed annually by the President and approved by the Board.

**Staff Support:** Provided by the Executive Director and Administrative Team.

Please explain your rating:

The Governance Committee Membership does not currently include the President. The Planning Committee Membership does not currently include in the Vice President.

*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:**

For Governance, amend Membership to state, "President or Vice President and one other Board Member as appointed by the President".

For Planning, amend Membership to state, "President or Vice President and two other Board Members as appointed by the President".

# FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: GP-1, 2, 7 MONITORING DOCUMENT

FOCUS: Action

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

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- Utilizing data-driven decision-making to improve services and maximize community impact.
- Advocating for diversity, equity, and inclusion in everything we do.

### **Our Values**

- Be Authentic
- Be Bold
- Be Collaborative

## Our Strategic Priorities

### Strategic Priority I Organizational Excellence

Organizational Excellence serves as a guiding principle that prioritizes the establishment of robust policy governance, the crafting of long-term strategic plans, the enhancement of people and culture, and the continuous improvement of park offerings. It is a commitment to operationalize an aspirational and sustainable vision, using a data-driven approach to decision-making that ensures policies and practices align with the park system's goals and resonate with the community's needs. This priority area is about fostering a culture of excellence that permeates every level of the organization, ensuring that every decision, policy, and plan is a step towards a more efficient, effective, and engaging park system.

### Strategic Priority II Relationships

Partnerships with organizations add value for the region's citizens through combined efforts, mutual goals, and shared results. The Park District will develop and maintain relationships with collaborating partners that align with and support our mission and vision.

### Strategic Priority III Places and Spaces

“Places” and “spaces” are distinct concepts relating to human environments' physical and social dimensions. We define “spaces” as our facilities' and parks' physical dimensions and geographical locations. In contrast, “places” are the cultural, social, and emotional experiences and interactions within Fargo Park District spaces. Places are imbued with meaning, memories, and social significance.

Substantial compliance	Inadequate Compliance
X	

*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:*

## GP-2: Board Culture

Substantial compliance	Inadequate Compliance
X	

1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.

X	
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2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.

X	
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3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will:

- Use Roberts Rule of Order as the basis for the format of all Board meetings.
- Come to meetings adequately prepared.
- Support the President of the Board in facilitating an orderly meeting.
- Communicate openly and actively in conversation and dialog.
- Encourage the balanced participation of all members.

X	
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4. The Fargo Park Board meets regularly on the second or first Tuesday of each month, depending on the month, at 5:30 pm. The meeting agenda is available online and in The Fargo Forum before the meeting.

(GP-2)

*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:*



**GP-7: Commissioner Code of Ethics/Conflict of Interest**

**The Commissioner's Code of Ethics/ Conflict of Interest for each year includes:**

Substantial compliance	Inadequate Compliance	
X		1. Integrity – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, consideration of the rights of others, and the highest principles of good business relationships.
X		2. Excellence – I will strive to meet the highest performance, quality, service, and achievement standards.
X		3. Honesty – I will communicate directly, respectfully, honestly, and openly and avoid misrepresentation through omission.
X		4. Diversity – I will support and value diversity, promoting an environment that embraces all people's similarities and differences in the organization.
X		5. Respect – I will respect and act fairly toward all those I encounter and refuse to engage in or tolerate any form of discrimination or harassment.
X		6. Responsibility – I will take responsibility for my actions and decisions and remain a careful steward of funds and resources.
X		7. Compliance – I will comply with the FPD Commissioners' Code of Ethics and all laws and regulations affecting FPD Commissioners.

(GP-7)

*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:*

FARGO PARK DISTRICT – 2025-26

August 13, 2025

RE: GP-3 MONITORING DOCUMENT

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.

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**GP-3: Commissioner Duties and Responsibilities**

A board of elected park commissioners governs the Fargo Park District. The five Commissioners are elected at large, meaning that every citizen has an opportunity to vote for each of them. Commissioners are elected for four-year terms with no term limits.

Substantial compliance	Inadequate Compliance
X	

1. To comply with all local, state and federal regulations in the Park District.

X	
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2. To represent the Park District and constituents/stakeholders.

X	
---	--

3. To execute all duties and responsibilities of the elected office of Park Commissioner.

X	
---	--

4. To attend meetings, be prepared before meetings, and participate appropriately.

X	
---	--

5. To receive and execute all portfolio and committee responsibilities as assigned.

X	
---	--

6. To vote on all issues before the Board.

- |   |  |
|---|--|
| X |  |
|---|--|
7. To review financial information and understand and evaluate the information.
- |   |  |
|---|--|
| X |  |
|---|--|
8. To commit financial resources of the Park District at the direction of the Board.
- |   |  |
|---|--|
| X |  |
|---|--|
9. To adopt and monitor the execution by the administration of the operating budget and fiscal policies.
- |   |  |
|---|--|
| X |  |
|---|--|
10. To ensure the fulfillment of the organization's purpose/intent, approve a strategic plan that includes a Mission, Vision, and Core Values statements and uses them to form policy, goals, and planning strategies.
- |   |  |
|---|--|
| X |  |
|---|--|
11. To hire and supervise an Executive Director.
- |   |  |
|---|--|
| X |  |
|---|--|
12. To project a positive image in the community.

(GP-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:*

**RECOMMENDATION:**

# FARGO PARK DISTRICT – 2024-25

August 13, 2025

RE: GP 5 MONITORING DOCUMENT

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.

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A committee is a Board committee only if it comes from the Board’s organizational structure and its work is intended to support the Board’s work. The only Board committees are those listed in this policy. All Board members are welcome to attend committee meetings as audience members. The committee chair and Executive Director will create committee agendas. Board members may add an item to a committee agenda by contacting the committee chair. The Executive Director and staff members serve as resources for the committees.

All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

## Committee Guiding Principles

When used, Board committees will support the Board’s work and never interfere with delegating authority from the Board to the Executive Director.

Substantial compliance	Inadequate Compliance
X	

- Board committees are to assist the Board in doing its job, not direct the staff.

X	
---	--

- Committee meetings are designed as working sessions and are less formal than regular Board meetings. However, the chairperson or any other committee member may institute Robert’s Rules of Order during a meeting if they feel it is appropriate.

X	
---	--

- Committees ordinarily assist the Board by preparing policy alternatives and implications for consideration.

X	
---	--

- Board committees will not directly deal with staff operations unless specifically authorized by the Board.

X	
---	--

- Board committees may not speak or act for the Board except when formally given such authority. The Board will carefully state expectations and authority to ensure that committee authority will not conflict with authority delegated to the Executive Director.

X	
---	--

- Board committees may not exercise authority over the Executive Director or staff. Because the Executive Director works for the entire Board, any direction to the Executive Director related to a committee recommendation must come from the Board as a whole.

X	
---	--

- This policy applies only to committee formed by Board action, whether the committees include Board members. It does not apply to committees formed under the authority of the Executive Director.

X	
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- Standing Board Committees will serve for one year. The board evaluates the committees annually and may reinstate, modify, or discontinue them by consensus. Membership expires at the time of reorganization. Standing committees appointed mid-year will serve until the time of reorganization.

X	
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#### **Governance Committee**

Purpose:

1. Assist Board President and Executive Director in planning upcoming agendas.
2. Review the Board's Annual Work Calendar.
3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
9. Work on the other projects or issues as assigned by the action of the Board.

**Membership:** President and at least one other Board Member.

**Staff Support:** Provided by the Executive Director and Administrative Team.

X	
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## **Planning Committee**

Purpose:

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with Administration to review, create and recommend to the Board an annual budget.
5. Work with Administration to review and prepare finance and budget performance updates for the Board.

**Membership:** The Vice President and three Board Commissioners are appointed annually by the President and approved by the Board.

**Staff Support:** Provided by the Executive Director and Administrative Team.

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

July 23, 2025

RE: GP-1, 2, 7 MONITORING DOCUMENT

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.

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### **GP-1: Governance Commitment**

The Fargo Park District (FPD) Commissioners support the work of staff and the community's interests. They hold themselves accountable to those they serve by ensuring that all actions follow the Commissioners’ and organization’s Governance Policies and beliefs.

The Commissioners are committed to governing efficiently and will be guided in their decisions by following a set of Governance Policies supported by a Strategic Plan. The main components of the strategic plan include:

#### **Our Mission**

*Growing community through places, spaces, and experiences.*

#### **Our Vision**

The Fargo Park District strives to be a central driving force in creating an active and healthy community by:

- Providing safe spaces to nurture personal growth and enhance social connections.
- Building a collaborative workplace with dedicated, forward-thinking staff.
- Ensuring open, accountable, and transparent communication with the public.
- Protecting Park ecosystems and surrounding environments.
- Utilizing data-driven decision-making to improve services and maximize community impact.
- Advocating for diversity, equity, and inclusion in everything we do.

#### **Our Values**

- Be Authentic
- Be Bold
- Be Collaborative

## Our Strategic Priorities

### Strategic Priority I Organizational Excellence

Organizational Excellence serves as a guiding principle that prioritizes the establishment of robust policy governance, the crafting of long-term strategic plans, the enhancement of people and culture, and the continuous improvement of park offerings. It is a commitment to operationalize an aspirational and sustainable vision, using a data-driven approach to decision-making that ensures policies and practices align with the park system's goals and resonate with the community's needs. This priority area is about fostering a culture of excellence that permeates every level of the organization, ensuring that every decision, policy, and plan is a step towards a more efficient, effective, and engaging park system.

### Strategic Priority II Relationships

Partnerships with organizations add value for the region's citizens through combined efforts, mutual goals, and shared results. The Park District will develop and maintain relationships with collaborating partners that align with and support our mission and vision.

### Strategic Priority III Places and Spaces

“Places” and “spaces” are distinct concepts relating to human environments' physical and social dimensions. We define “spaces” as our facilities' and parks' physical dimensions and geographical locations. In contrast, “places” are the cultural, social, and emotional experiences and interactions within Fargo Park District spaces. Places are imbued with meaning, memories, and social significance.

Substantial compliance	Inadequate Compliance
JAR	

*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:*



## GP-2: Board Culture

Substantial compliance	Inadequate Compliance
JAR	

1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.

JAR	
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2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.

JAR	
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3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will:

- Use Roberts Rule of Order as the basis for the format of all Board meetings.
- Come to meetings adequately prepared.
- Support the President of the Board in facilitating an orderly meeting.
- Communicate openly and actively in conversation and dialog.
- Encourage the balanced participation of all members.

JAR	
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4. The Fargo Park Board meets regularly on the second or first Tuesday of each month, depending on the month, at 5:30 pm. The meeting agenda is available online and in The Fargo Forum before the meeting.

(GP-2)

*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:*

**GP-7: Commissioner Code of Ethics/Conflict of Interest**

**The Commissioner's Code of Ethics/ Conflict of Interest for each year includes:**

Substantial compliance	Inadequate Compliance	
JAR		1. Integrity – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, consideration of the rights of others, and the highest principles of good business relationships.
JAR		2. Excellence – I will strive to meet the highest performance, quality, service, and achievement standards.
JAR		3. Honesty – I will communicate directly, respectfully, honestly, and openly and avoid misrepresentation through omission.
JAR		4. Diversity – I will support and value diversity, promoting an environment that embraces all people's similarities and differences in the organization.
JAR		5. Respect – I will respect and act fairly toward all those I encounter and refuse to engage in or tolerate any form of discrimination or harassment.
JAR		6. Responsibility – I will take responsibility for my actions and decisions and remain a careful steward of funds and resources.
JAR		7. Compliance – I will comply with the FPD Commissioners' Code of Ethics and all laws and regulations affecting FPD Commissioners.

(GP-7)

*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:*

FARGO PARK DISTRICT – 2025-26

August 13, 2025

RE: GP-3 MONITORING DOCUMENT

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.

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**GP-3: Commissioner Duties and Responsibilities**

A board of elected park commissioners governs the Fargo Park District. The five Commissioners are elected at large, meaning that every citizen has an opportunity to vote for each of them. Commissioners are elected for four-year terms with no term limits.

Substantial compliance	Inadequate Compliance
JAR	

1. To comply with all local, state and federal regulations in the Park District.

JAR	
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2. To represent the Park District and constituents/stakeholders.

JAR	
-----	--

3. To execute all duties and responsibilities of the elected office of Park Commissioner.

JAR	
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4. To attend meetings, be prepared before meetings, and participate appropriately.

JAR	
-----	--

5. To receive and execute all portfolio and committee responsibilities as assigned.

JAR	
-----	--

6. To vote on all issues before the Board.

JAR	
-----	--

7. To review financial information and understand and evaluate the information.

JAR	
-----	--

8. To commit financial resources of the Park District at the direction of the Board.

JAR	
-----	--

9. To adopt and monitor the execution by the administration of the operating budget and fiscal policies.

JAR	
-----	--

10. To ensure the fulfillment of the organization's purpose/intent, approve a strategic plan that includes a Mission, Vision, and Core Values statements and uses them to form policy, goals, and planning strategies.

JAR	
-----	--

11. To hire and supervise an Executive Director.

JAR	
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12. To project a positive image in the community.

(GP-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:*

**RECOMMENDATION:**

# FARGO PARK DISTRICT – 2024-25

August 13, 2025

RE: GP 5 MONITORING DOCUMENT

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.

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All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

## Committee Guiding Principles

When used, Board committees will support the Board’s work and never interfere with delegating authority from the Board to the Executive Director.

Substantial compliance	Inadequate Compliance
JAR	

- Board committees are to assist the Board in doing its job, not direct the staff.

JAR	
-----	--

- Committee meetings are designed as working sessions and are less formal than regular Board meetings. However, the chairperson or any other committee member may institute Robert’s Rules of Order during a meeting if they feel it is appropriate.

JAR	
-----	--

- Committees ordinarily assist the Board by preparing policy alternatives and implications for consideration.

JAR	
-----	--

- Board committees will not directly deal with staff operations unless specifically authorized by the Board.

JAR	
-----	--

- Board committees may not speak or act for the Board except when formally given such authority. The Board will carefully state expectations and authority to ensure that committee authority will not conflict with authority delegated to the Executive Director.

JAR	
-----	--

- Board committees may not exercise authority over the Executive Director or staff. Because the Executive Director works for the entire Board, any direction to the Executive Director related to a committee recommendation must come from the Board as a whole.

JAR	
-----	--

- This policy applies only to committee formed by Board action, whether the committees include Board members. It does not apply to committees formed under the authority of the Executive Director.

JAR	
-----	--

- Standing Board Committees will serve for one year. The board evaluates the committees annually and may reinstate, modify, or discontinue them by consensus. Membership expires at the time of reorganization. Standing committees appointed mid-year will serve until the time of reorganization.

	JAR
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### **Governance Committee**

#### **Purpose:**

1. Assist Board President and Executive Director in planning upcoming agendas.
2. Review the Board's Annual Work Calendar.
3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
9. Work on the other projects or issues as assigned by the action of the Board.

**Membership:** President and at least one other Board Member.

**Staff Support:** Provided by the Executive Director and Administrative Team.

	JAR
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## **Planning Committee**

Purpose:

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with Administration to review, create and recommend to the Board an annual budget.
5. Work with Administration to review and prepare finance and budget performance updates for the Board.

**Membership:** The Vice President and three Board Commissioners are appointed annually by the President and approved by the Board.

**Staff Support:** Provided by the Executive Director and Administrative Team.

Please explain your rating:

Last year and this year, planning was chaired by the President and Governance was chaired by the Vice President.

*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:**

We need to review the committee structure to determine if any changes need to be made.

## FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: GP-1, 2, 7 MONITORING DOCUMENT

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.

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### **GP-1: Governance Commitment**

The Fargo Park District (FPD) Commissioners support the work of staff and the community's interests. They hold themselves accountable to those they serve by ensuring that all actions follow the Commissioners' and organization's Governance Policies and beliefs.

The Commissioners are committed to governing efficiently and will be guided in their decisions by following a set of Governance Policies supported by a Strategic Plan. The main components of the strategic plan include:

#### **Our Mission**

*Growing community through places, spaces, and experiences.*

#### **Our Vision**

The Fargo Park District strives to be a central driving force in creating an active and healthy community by:

- Providing safe spaces to nurture personal growth and enhance social connections.
- Building a collaborative workplace with dedicated, forward-thinking staff.
- Ensuring open, accountable, and transparent communication with the public.
- Protecting Park ecosystems and surrounding environments.
- Utilizing data-driven decision-making to improve services and maximize community impact.
- Advocating for diversity, equity, and inclusion in everything we do.

#### **Our Values**

- Be Authentic
- Be Bold
- Be Collaborative



## Our Strategic Priorities

### Strategic Priority I Organizational Excellence

Organizational Excellence serves as a guiding principle that prioritizes the establishment of robust policy governance, the crafting of long-term strategic plans, the enhancement of people and culture, and the continuous improvement of park offerings. It is a commitment to operationalize an aspirational and sustainable vision, using a data-driven approach to decision-making that ensures policies and practices align with the park system's goals and resonate with the community's needs. This priority area is about fostering a culture of excellence that permeates every level of the organization, ensuring that every decision, policy, and plan is a step towards a more efficient, effective, and engaging park system.

### Strategic Priority II Relationships

Partnerships with organizations add value for the region's citizens through combined efforts, mutual goals, and shared results. The Park District will develop and maintain relationships with collaborating partners that align with and support our mission and vision.

### Strategic Priority III Places and Spaces

"Places" and "spaces" are distinct concepts relating to human environments' physical and social dimensions. We define "spaces" as our facilities' and parks' physical dimensions and geographical locations. In contrast, "places" are the cultural, social, and emotional experiences and interactions within Fargo Park District spaces. Places are imbued with meaning, memories, and social significance.

Substantial compliance	Inadequate Compliance
7A	

*Please explain your rating:*

I believe the board has had active Governance meetings along with following the new structure.

*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:*

## GP-2: Board Culture

Substantial compliance	Inadequate Compliance
2A	

1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.

2A	
----	--

2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.

2A	
----	--

3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will:

- Use Roberts Rule of Order as the basis for the format of all Board meetings.
- Come to meetings adequately prepared.
- Support the President of the Board in facilitating an orderly meeting.
- Communicate openly and actively in conversation and dialog.
- Encourage the balanced participation of all members.

2A	
----	--

4. The Fargo Park Board meets regularly on the second or first Tuesday of each month, depending on the month, at 5:30 pm. The meeting agenda is available online and in The Fargo Forum before the meeting.

(GP-2)

Please explain your rating:

we continue to meet at our scheduled time,  
use Roberts Rule of order and vote together

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:

**GP-7: Commissioner Code of Ethics/Conflict of Interest**

**The Commissioner's Code of Ethics/ Conflict of Interest for each year includes:**

Substantial compliance	Inadequate Compliance
7A	

1. Integrity – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, consideration of the rights of others, and the highest principles of good business relationships.

7A	
----	--

2. Excellence – I will strive to meet the highest performance, quality, service, and achievement standards.

7A	
----	--

3. Honesty – I will communicate directly, respectfully, honestly, and openly and avoid misrepresentation through omission.

7A	
----	--

4. Diversity – I will support and value diversity, promoting an environment that embraces all people's similarities and differences in the organization.

7A	
----	--

5. Respect – I will respect and act fairly toward all those I encounter and refuse to engage in or tolerate any form of discrimination or harassment.

7A	
----	--

6. Responsibility – I will take responsibility for my actions and decisions and remain a careful steward of funds and resources.

7A	
----	--

7. Compliance – I will comply with the FPD Commissioners' Code of Ethics and all laws and regulations affecting FPD Commissioners.

(GP-7)

*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:*

FARGO PARK DISTRICT – 2025-26

August 13, 2025

RE: GP-3 MONITORING DOCUMENT

FOCUS: Action

**Responding Board members:** Zoe 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.

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**GP-3: Commissioner Duties and Responsibilities**

A board of elected park commissioners governs the Fargo Park District. The five Commissioners are elected at large, meaning that every citizen has an opportunity to vote for each of them. Commissioners are elected for four-year terms with no term limits.

Substantial compliance	Inadequate Compliance
A	

1. To comply with all local, state and federal regulations in the Park District.

A	
---	--

2. To represent the Park District and constituents/stakeholders.

A	
---	--

3. To execute all duties and responsibilities of the elected office of Park Commissioner.

A	
---	--

4. To attend meetings, be prepared before meetings, and participate appropriately.

A	
---	--

5. To receive and execute all portfolio and committee responsibilities as assigned.

A	
---	--

6. To vote on all issues before the Board.

A	
---	--

7. To review financial information and understand and evaluate the information.

1A	
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8. To commit financial resources of the Park District at the direction of the Board.

1A	
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9. To adopt and monitor the execution by the administration of the operating budget and fiscal policies.

A	
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10. To ensure the fulfillment of the organization's purpose/intent, approve a strategic plan that includes a Mission, Vision, and Core Values statements and uses them to form policy, goals, and planning strategies.

1A	
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11. To hire and supervise an Executive Director.

7A	
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12. To project a positive image in the community.

(GP-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:*

**RECOMMENDATION:**

## FARGO PARK DISTRICT – 2024-25

August 13, 2025

RE: GP 5 MONITORING DOCUMENT

FOCUS: Action

**Responding Board members:** Zoe 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.

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A committee is a Board committee only if it comes from the Board's organizational structure and its work is intended to support the Board's work. The only Board committees are those listed in this policy. All Board members are welcome to attend committee meetings as audience members. The committee chair and Executive Director will create committee agendas. Board members may add an item to a committee agenda by contacting the committee chair. The Executive Director and staff members serve as resources for the committees.

All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

### Committee Guiding Principles

When used, Board committees will support the Board's work and never interfere with delegating authority from the Board to the Executive Director.

Substantial compliance	Inadequate Compliance
7A	

- Board committees are to assist the Board in doing its job, not direct the staff.

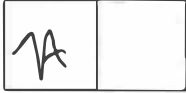
7A	
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- Committee meetings are designed as working sessions and are less formal than regular Board meetings. However, the chairperson or any other committee member may institute Robert's Rules of Order during a meeting if they feel it is appropriate.

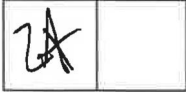
7A	
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- Committees ordinarily assist the Board by preparing policy alternatives and implications for consideration.

- Board committees will not directly deal with staff operations unless specifically authorized by the Board.



- Board committees may not speak or act for the Board except when formally given such authority. The Board will carefully state expectations and authority to ensure that committee authority will not conflict with authority delegated to the Executive Director.



- Board committees may not exercise authority over the Executive Director or staff. Because the Executive Director works for the entire Board, any direction to the Executive Director related to a committee recommendation must come from the Board as a whole.



- This policy applies only to committee formed by Board action, whether the committees include Board members. It does not apply to committees formed under the authority of the Executive Director.



- Standing Board Committees will serve for one year. The board evaluates the committees annually and may reinstate, modify, or discontinue them by consensus. Membership expires at the time of reorganization. Standing committees appointed mid-year will serve until the time of reorganization.



#### **Governance Committee**

##### **Purpose:**

1. Assist Board President and Executive Director in planning upcoming agendas.
2. Review the Board's Annual Work Calendar.
3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
9. Work on the other projects or issues as assigned by the action of the Board.

**Membership:** President and at least one other Board Member.

**Staff Support:** Provided by the Executive Director and Administrative Team.



## Planning Committee

### Purpose:

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with Administration to review, create and recommend to the Board an annual budget.
5. Work with Administration to review and prepare finance and budget performance updates for the Board.

**Membership:** The Vice President and three Board Commissioners are appointed annually by the President and approved by the Board.

**Staff Support:** Provided by the Executive Director and Administrative Team.

Please explain your rating:

I think the committees are going well & are use ful.

*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:

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## MEMORANDUM

DATE: August 27, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No.2 – Review and Discuss Commissioner/Executive Director Relationships (C/ED 1-2-4-5). Single Point of Contact, Single Unit Control, Authority of the Executive Director, and Executive Director Accountability.

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The Governance Committee will review and discuss Commissioners and Executive Director Relationships 1,2,4 and 5. Commissioners have completed the monitoring forms for each policy and will discuss results.

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

Thank you.

Susan Faus, Executive Director  
PARK COMMISSIONERS – Zoë Absey \* Vicki Dawson \* Joe Deutsch \* Aaron Hill \* Jerry Rostad  
Clerk-Jeff Gunkelman

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

FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-1 SINGLE POINT OF CONTACT

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 – 1 -Single Point of Contact**

Substantial compliance	Inadequate Compliance
X	

1. The Fargo Park District Board of Commissioners’ sole direction of the operational organization is through the Executive Director.

(C/ED-1)

*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:*

## FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-2 SINGLE UNIT CONTROL

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 – 2 -Single Unit Control

The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.

Substantial compliance	Inadequate Compliance
X	

1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.

X	
X	

2. The Executive Director is neither obliged nor expected to follow the directions or instructions of individual Board members, officers, or committee unless the Board has expressly delegated the exercise of authority.

3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

(C/ED-2)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27th, 2025

RE: C/ED-4 AUTHORITY OF THE EXECUTIVE DIRECTOR

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 - 4: Authority of the Executive Director

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

Substantial compliance	Inadequate Compliance
X	

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.

X	
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2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.

X	
---	--

3. The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.

X	
---	--

4. The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

(C/ED-4)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27, 2025

RE: C/ED-5 EXECUTIVE DIRECTOR 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 - 5: Executive Director Accountability

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

Substantial compliance	Inadequate Compliance
X	

1. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.

X	
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2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a schedule and method determined by the Board and include them in the Board's Annual Work Plan.

X	
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3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.

X	
---	--

4. The Board will acquire monitoring data by the following methods:

- a. By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.
- b. By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.

X	
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5. 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, professional goals, and professional competencies. The Board will prepare a written evaluation document consisting of:

- a. A summary of the data from monitoring the Board's OEs during the year.
- b. Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.
- c. Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

(C/ED-5)

*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:*



FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-1 SINGLE POINT OF CONTACT

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 – 1 -Single Point of Contact**

Substantial compliance	Inadequate Compliance
X	

1. The Fargo Park District Board of Commissioners’ sole direction of the operational organization is through the Executive Director.

(C/ED-1)

*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:*

FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-2 SINGLE UNIT CONTROL

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 – 2 -Single Unit Control**

The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.

Substantial compliance	Inadequate Compliance
X	

1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.

X	
---	--

2. The Executive Director is neither obliged nor expected to follow the directions or instructions of individual Board members, officers, or committee unless the Board has expressly delegated the exercise of authority.

X	
---	--

3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

(C/ED-2)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27th, 2025

RE: C/ED-4 AUTHORITY OF THE EXECUTIVE DIRECTOR

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 - 4: Authority of the Executive Director

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

Substantial compliance	Inadequate Compliance
X	

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.

X	
---	--

2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.

X	
---	--

3. The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.

X	
---	--

4. The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

(C/ED-4)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27, 2025

RE: C/ED-5 EXECUTIVE DIRECTOR 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 - 5: Executive Director Accountability

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

Substantial compliance	Inadequate Compliance
X	

1. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.

X	
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2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a

schedule and method determined by the Board and include them in the Board's Annual Work Plan.

X	
---	--

3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.

X	
---	--

4. The Board will acquire monitoring data by the following methods:

- a. By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.
- b. By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.

X	
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5. 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, professional goals, and professional competencies. The Board will prepare a written evaluation document consisting of:

- a. A summary of the data from monitoring the Board's OEs during the year.
- b. Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.
- c. Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

(C/ED-5)

*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:*

FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-1 SINGLE POINT OF CONTACT

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 – 1 -Single Point of Contact**

Substantial compliance	Inadequate Compliance
X	

1. The Fargo Park District Board of Commissioners’ sole direction of the operational organization is through the Executive Director.

(C/ED-1)

*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:*



FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-2 SINGLE UNIT CONTROL

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 – 2 -Single Unit Control**

The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.

Substantial compliance	Inadequate Compliance
X	

1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.

X	
---	--

2. The Executive Director is neither obliged nor expected to follow the directions or instructions of individual Board members, officers, or committee unless the Board has expressly delegated the exercise of authority.

X	
---	--

3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

(C/ED-2)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27th, 2025

RE: C/ED-4 AUTHORITY OF THE EXECUTIVE DIRECTOR

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 - 4: Authority of the Executive Director

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

Substantial compliance	Inadequate Compliance
X	

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.

X	
---	--

2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.

X	
---	--

3. The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.

X	
---	--

4. The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

(C/ED-4)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27, 2025

RE: C/ED-5 EXECUTIVE DIRECTOR 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 - 5: Executive Director Accountability

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

Substantial compliance	Inadequate Compliance
X	

1. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.

X	
---	--

2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a

schedule and method determined by the Board and include them in the Board's Annual Work Plan.

X	
---	--

3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.

X	
---	--

4. The Board will acquire monitoring data by the following methods:

- a. By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.
- b. By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.

X	
---	--

5. 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, professional goals, and professional competencies. The Board will prepare a written evaluation document consisting of:

- a. A summary of the data from monitoring the Board's OEs during the year.
- b. Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.
- c. Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

(C/ED-5)

*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:*

FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-1 SINGLE POINT OF CONTACT

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 – 1 -Single Point of Contact**

Substantial compliance	Inadequate Compliance
JAR	

1. The Fargo Park District Board of Commissioners’ sole direction of the operational organization is through the Executive Director.

(C/ED-1)

*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:*

FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-2 SINGLE UNIT CONTROL

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 – 2 -Single Unit Control**

The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.

Substantial compliance	Inadequate Compliance
JAR	

1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.

JAR	
-----	--

2. The Executive Director is neither obliged nor expected to follow the directions or instructions of individual Board members, officers, or committee unless the Board has expressly delegated the exercise of authority.



JAR	
-----	--

3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

(C/ED-2)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27th, 2025

RE: C/ED-4 AUTHORITY OF THE EXECUTIVE DIRECTOR

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.

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### C/ED - 4: Authority of the Executive Director

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

Substantial compliance	Inadequate Compliance
JAR	

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.

JAR	
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2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.

JAR	
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3. The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.

JAR	
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4. The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

(C/ED-4)

*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:*

## FARGO PARK DISTRICT – 2025-26

August 27, 2025

RE: C/ED-5 EXECUTIVE DIRECTOR 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.

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### C/ED - 5: Executive Director Accountability

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

Substantial compliance	Inadequate Compliance
JAR	

1. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.

JAR	
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2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a

schedule and method determined by the Board and include them in the Board's Annual Work Plan.

JAR	
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3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.

JAR	
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4. The Board will acquire monitoring data by the following methods:

- a. By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.
- b. By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.

JAR	
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5. 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, professional goals, and professional competencies. The Board will prepare a written evaluation document consisting of:

- a. A summary of the data from monitoring the Board's OEs during the year.
- b. Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.
- c. Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

(C/ED-5)

*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:*

FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-1 SINGLE POINT OF CONTACT

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.

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**C/ED – 1 -Single Point of Contact**

Substantial compliance	Inadequate Compliance
7A	

1. The Fargo Park District Board of Commissioners’ sole direction of the operational organization is through the Executive Director.

(C/ED-1)

Please explain your rating: I continue to go through Susan with any questions/opinions I may have.

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:

FARGO PARK DISTRICT – 2025-26

July 23, 2025

RE: C/ED-2 SINGLE UNIT CONTROL

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 – 2 -Single Unit Control**

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The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.

Substantial compliance	Inadequate Compliance
7A	

1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.

7A	
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2. The Executive Director is neither obliged nor expected to follow the directions or instructions of individual Board members, officers, or committee unless the Board has expressly delegated the exercise of authority.

3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

(C/ED-2)

*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:*





FARGO PARK DISTRICT – 2025-26

August 27th, 2025

RE: C/ED-4 AUTHORITY OF THE EXECUTIVE DIRECTOR

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.

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**C/ED - 4: Authority of the Executive Director**

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

Substantial compliance	Inadequate Compliance

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.

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2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.

A

3. The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.

A

4. The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

(C/ED-4)

*Please explain your rating:*

be here

continue to follow these.

*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:*

FARGO PARK DISTRICT – 2025-26

August 27, 2025

RE: C/ED-5 EXECUTIVE DIRECTOR 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.


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**C/ED - 5: Executive Director Accountability**

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

Substantial compliance	Inadequate Compliance
	

1. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.

	
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2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a

schedule and method determined by the Board and include them in the Board's Annual Work Plan.

1A	
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3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.

	1A
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- By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.
  - By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.

1A	
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- A summary of the data from monitoring the Board's OEs during the year.
- Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.
- Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

(C/ED-5)

*Please explain your rating:*

For #4 I'm not sure I have seen yet. But maybe it's coming up soon!



## MEM O R A N D U M

DATE: August 27, 2025

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 – Review and Discuss Final Draft Park Board Benefits

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The Governance Committee members will review the final draft of the Park Board Member Benefits and provide feedback and recommended changes.

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

Thank you.



## Fargo Park Board Benefits

Fargo Park District encourages the Park Board Members to participate in FPD programs, events and use of facilities.

	Off Board before 2025		
Benefits	Commissioner	Spouse	Children
			No individual benefits
<b>Golf</b>	Household-lifetime		
Cart Rental-Self	Yes	Yes	
Range Balls-Self	Yes	Yes	
Green Fees-Guest	Up to 3 guests	No	
Cart Rental-Guest	Up to 3 guests	No	
Range Balls-Guest	Up to 3 guests	No	
<b>Courts Plus</b>			
Membership	Household-lifetime		
Guest Passes	Same as member		
<b>Outdoor Pools</b>			
Admission to Pools	Household-lifetime		
Guest Admission	No Guest	No	
<b>FPSC</b>			
FPSC Punch Card	No	No	

	Currently on Board in 2025		
Benefits	Commissioner	Spouse	Children
			No individual benefits
<b>Golf</b>	Household-lifetime		
Cart Rental-Self	Yes	Yes	
Range Balls-Self	Yes	Yes	
Green Fees-Guest	Up to 3 guests	No	
Cart Rental-Guest	Up to 3 guests	No	
Range Balls-Guest	Up to 3 guests	No	
<b>Courts Plus</b>			
Membership	Household-lifetime		
Guest Passes	Same as member		
<b>Outdoor Pools</b>			
Admission to Pools	Household-lifetime		
Guest Admission	No Guest	No	
<b>FPSC</b>			
FPSC Punch Card	No	No	



	<b>Newly Elected 2026 &amp; beyond</b>	
<b>Benefits</b>	<b>Commissioner</b>	<b>Spouse &amp; Children</b>
		No individual benefits
<b>Golf</b>	Household While on Board, Solo Lifetime	
Cart Rental-Self	While on the Board	
Range Balls-Self	No	
Green Fees-Guest	While on the Board	
Cart Rental-Guest	While on the Board	
Range Balls-Guest	No	
<b>Courts Plus</b>		
Membership	Household-lifetime	
Guest Passes	Same as member	
<b>Outdoor Pools</b>		
Admission to Pools	Household-lifetime	
Guest Admission	No Guest	
<b>FPSC</b>		
FPSC Punch Card	No	

These benefits should be viewed as a privilege, not an entitlement. The paying public always has priority over complimentary access.

If you wish to receive the same rights and priorities as the public, you are welcome to pay the standard fees.

Misuse of these benefits by Commissioners could result in them being reevaluated or revoked. Please exercise good judgment.

As representatives of the Park District, our conduct during events, programs, or while using Park District facilities should reflect the highest standards. We are held to a higher level of accountability and should lead by example.

These benefits are subject to periodic review and may be modified at any time.