Governance Committee Meeting
Wednesday, August 26, 2026; 8:15 a.m.
Fargo Park District
Alex Stern Boardroom
6100 38th Street S, Fargo

AGENDA

1. Recognition of Audience/Public Comments
2. Open Records and Meetings Training; presenter, Stephen Hanson
3. 2027 Park Board/Committee Meeting Schedule; Commissioner Rostad
4. Review and Discuss Governance Policies GP-1 Commitments, GP-3 Duties and Responsibilities, GP-4 Officer Roles and GP-7 Commissioner Code of Ethics; Commissioner Rostad
5. Discussion of E-bikes and E-Scooters; Commissioner Rostad
6. Other

Next Park Board Meeting: September 8, 2026: 5:30 p.m.
Next Planning Committee Meeting: September 23, 2026; 8:15 a.m.
Next Governance Committee Meeting: September 16, 2026; 8:15 a.m.

Susan Faus, Executive Director
Park Commissioners – Zoe Absey * Vicki Dawson * Joe Deutsch * Emily Secor May * Jerry Rostad
Clerk -Jeff Gunkelman

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

MEMORANDUM

DATE: August 26, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 2 - Open Records and Meetings Training

Stephen Hanson, Assistant Attorney General with the North Dakota Office of Attorney General, will provide a PowerPoint presentation offering a general overview of North Dakota's open records and open meeting laws.

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

Thank you.

MEMORANDUM

DATE: August 26, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 – 2027 Park Board/Committee Meeting Schedule

Review and approve the 2027 Park Board/Committee Meeting Schedule.

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

Thank you.

Fargo Park District

Board Committee Meetings 2027

Meetings are held at 6100 38th St. S, Fargo, ND 58104

The rebroadcast of Fargo Park Board Meetings will be on Thursdays at 9:00 pm and Fridays at 4:00 pm on TV Fargo Channel 56, which is streamed live at TVFargo.com and also available on Sparklight and Midco for Fargo subscribers. Fargo Park Board Meetings are also available to be seen on our YouTube page. You can find the videos at http://bit.ly/2M2qIH3

Please contact Carmen Johnson with any questions regarding the Board Committee Schedule. (701-499-6077)

Date	Meeting Type	Time
January 12, 2027	**Park Board Meeting**	5:30 PM
January 20, 2027	*Planning Committee Meeting*	8:15 AM
January 27, 2027	*Governance Committee Meeting*	8:15 AM
February 9, 2027	**Park Board Meeting**	5:30 PM
February 17, 2027	*Planning Committee Meeting*	8:15 AM
February 24, 2027	*Governance Committee Meeting*	8:15 AM
March 9, 2027	**Park Board Meeting**	5:30 PM
March 17, 2027	*Planning Committee Meeting*	8:15 AM
March 24, 2027	*Governance Committee Meeting*	8:15 AM
April 13, 2027	**Park Board Meeting**	5:30 PM
April 21, 2027	*Planning Committee Meeting*	8:15 AM
April 28, 2027	*Governance Committee Meeting*	8:15 AM
May 11, 2027	**Park Board Meeting**	5:30 PM
May 19, 2027	*Planning Committee Meeting*	8:15 AM
May 26, 2027	*Governance Committee Meeting*	8:15 AM
June 8, 2027	**Park Board Meeting**	5:30 PM
June 16, 2027	*Planning Committee Meeting*	8:15 AM
June 23, 2027	*Governance Committee Meeting*	8:15 AM
July 13, 2027	**Park Board Meeting**	5:30 PM
July 21, 2027	*Planning Committee Meeting*	8:15 AM
July 28, 2027	*Governance Committee Meeting*	8:15 AM
August 10, 2027	**Park Board Meeting**	5:30 PM
August 18, 2027	*Planning Committee Meeting*	8:15 AM
August 25, 2027	*Governance Committee Meeting*	8:15 AM
September 14, 2027	**Park Board Meeting**	5:30 PM
September 22, 2027	*Planning Committee Meeting*	8:15 AM
September 29, 2027	*Governance Committee Meeting*	8:15 AM
October 5, 2027 **	**Park Board Meeting**	5:30 PM
October 20, 2027	*Planning Committee Meeting*	8:15 AM
October 20, 2027	*Park Board Workshop*	after Planning
October 27, 2027	*Governance Committee Meeting*	8:15 AM
November 9, 2027	**Park Board Meeting**	5:30 PM
November 17, 2027	*Planning Committee Meeting*	8:15 AM
November 24, 2027	*Governance Committee Meeting*	8:15 AM
December 14, 2027	**Park Board Meeting**	5:30 PM
December 22, 2027	*Planning Committee Meeting*	8:15 AM
December 29, 2027	*Governance Committee Meeting*	8:15 AM

Our Mission: Growing community through places, spaces, and experiences.

***Changed due to Budget due.*

MEMORANDUM

DATE: August 26, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 4 - Review and Discuss Governance Policies GP-1 Commitments, GP-3 Commissioner Duties, GP-4 Officer Roles and Responsibilities, GP-7 Commissioner Code of Ethics

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The Governance Committee will review and discuss policies. Commissioners will then complete the monitoring forms for each policy and will return the results.

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

Thank you.

GP 1 Commitments

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.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: **Reviewed annually**
Adopted: **August 2024**

FARGO PARK DISTRICT – 2026-27

August 26, 2026

RE: GP-1 MONITORING DOCUMENT

FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Emily Secor May, 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.

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.

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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.

Commissioner Duties & Responsibilities

- To comply with all local, state, and federal regulations in the Park District.
- To represent the Park District and constituents/stakeholders.
- To execute all duties and responsibilities of the elected office of Park Commissioner.
- To attend meetings, be prepared before meetings, and participate appropriately.
- To receive and execute all portfolio and committee responsibilities as assigned.
- To vote on all issues before the Board.
- To review financial information and understand and evaluate the information.
- To commit financial resources of the Park District at the direction of the Board.
- To adopt and monitor the execution by the administration of the operating budget and fiscal policies.
- 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.
- To hire and supervise an Executive Director.
- To project a positive image in the community.

To fulfill these responsibilities well, a board member should attend seventy-five percent of regular meetings, be knowledgeable about the organization, participate constructively in deliberations, and vote according to one's conviction.

Board members have no legal authority outside of sessions except when the Board expressly directs it. Power is given to committees to conduct a study or negotiate on the Board's behalf. Individual Board members or committees must be mindful not to appear to commit the Board to any position in a private or public statement. Likewise, Board members should carefully avoid interfering with the efficient operation of the Park District. Their interest, suggestions, and helpfulness should be freely given, yet neither in a manner that appears dictatorial nor encroaches upon staff lines of authority and responsibility.

Individual Board members or committees cannot administratively supervise the Executive Director. Board meetings should provide a full accounting of their actions and management.

Monitoring Method: **Commissioner self-assessment**
Monitoring Frequency: **Reviewed annually**
Adopted: **August 2024**

GP 4 Officer Roles

The Fargo Park Board will be structured using the following officers and roles. The Board President and Vice President will be nominated and approved at the first meeting of the Park Board Commissioners each July.

Board President

The role of the Board President differs from that of other Board members. The Board President is given more responsibilities than other Board members. These responsibilities include:

- To comply with all Fargo Park District's local, state, and federal regulations.
- To convene and conduct all meetings of the Board of Commissioners.
- To set the schedule and develop the agenda, in consultation with the Executive Director, for all regularly scheduled Board meetings.
- To cause timely notification of the Board of Commissioners of all meetings and activities related to their functions as Board Members.
- To appoint all Committee Chairpersons and provide for their instruction and training.
- To represent the Fargo Park District at public functions.
- To interpret the Governance policies, procedures, and intents of the Board.
- To see to it that Board Member training is conducted.
- To serve as the chief spokesperson of the Board of Commissioners with public and news media representatives.
- To initiate and conduct an annual performance review of the Executive Director using a method agreed upon by the Board.
- Authority to vote on all issues before the Board.
- Authority to commit financial resources of the Park District at the direction of the Board.
- Authority to sign legal documents such as contracts in the direction of and on behalf of the Board.

Board Vice President

In the absence of the Board President, the Board Vice President shall assume those roles and responsibilities of the Board President required to conduct the Board's business.

Monitoring Method:	**Commissioner self-assessment**
Monitoring Frequency:	**Reviewed annually**
Adopted:	**August 2024**

Commissioner Conflict of Interest/Code of Conduct Form

Disclosure of Potential Conflicts of Interest and Duality Policy (To be completed Annually)

I have read the FPD Commissioners' Pledge of Personal and Professional Conduct and understand that as a member of the FPD Commissioners of Directors, I will not derive any personal profit or gain, directly or indirectly, from my participation as a commissioner.

In consideration of the following:

1. Conflict of interest law. A person acting in a legislative or quasi-legislative or judicial or quasi-judicial capacity for a political subdivision of the state who has a direct and substantial personal or financial interest in a matter before that board, council, commission, or other body must disclose the fact to the body of which that person is a member, and may not participate in or vote on that particular matter without the consent of a majority of the rest of the body. (N.D.C.C. 44- 04.22)

2. A Park Board member may not be directly or indirectly interested in any contract requiring the expenditure of park district funds unless the contract has been approved by two-thirds of the park board. Before the contract is approved, a motion must be made and approved that the service of the property is not readily available elsewhere at equal cost. Regardless of this section, any park board, by resolution duly adopted, may contract with park board members for minor supplies or incidental expenses. (N.D.C.C. 40-49.10)

Be it hereby resolved that the following policy of interest is adopted:

Any duality of interest or possible conflict of interest on the part of any Board member should be disclosed to other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Board member having a duality of interest or possible conflict of interest on any matter should not vote or use her/his personal influence on the matter, and she/he should not be counted in determining the quorum for the meeting, even if permitted by law. The Minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.

The preceding requirements should not be construed as preventing the Board member from briefly stating her/his position in the matter nor from answering pertinent questions of other Board members since her/his knowledge may be of great assistance.

It is further resolved that this policy be reviewed annually for the information and guidance of Board members and that any new Board member be advised of the policy upon entering the duties of her/his office. The Board President is authorized and directed to ensure this policy is followed.

Code of Conduct

As a member of the Fargo Park District Board of Commissioners, I will…

- Listen carefully to my teammates and those served by Commissioners.
- Respect the opinion of other Commissioners.
- Respect and support the majority decisions of the Commissioners.
- Recognize that all authority is vested in the Commissioners when it meets in legal session and not with individual Commissioners.
- Keep well-informed of developments relevant to issues that may come before the Commissioners.
- Participate actively in the Commissioner meetings and actions.
- Call the commissioners' attention to any issues that I believe will harm Commissioners or those we serve.
- Attempt to interpret the needs of constituents to Commissioners.
- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the Commissioner's responsibility is to ensure that Fargo Park District Board of Commissioners is well managed, not to manage the Board.
- Represent all constituents of the Board and not a particular geographic area or special interest group.
- Consider myself a "trustee" of Commissioners and do my best to ensure that the Park District is well maintained, financially secure, growing, and continually operating in constituents' best interests.
- Always work to learn more about Commissioner responsibilities and how to do them better.
- Declare any conflicts of interest between any personal life and my position on the Board and avoid voting on issues that appear to be a conflict of interest.

As a member of the Fargo Park District Board of Commissioners, I will not…

- Be critical of other Commissioners or their opinions in or outside of the Board meeting.
- Use my position on the Board for my advantage or the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the Board outside the Commissioner meeting.
- Promise how I will vote on any issue in the meeting before a meeting.
- Interfere with the duties of the Executive Director or undermine the Executive Director's authority.

MEMORANDUM

DATE: August 26, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 5 – Discussion of E-bikes and E-scooters

The Governance Committee would like to discuss concerns regarding where e-bikes and e-scooters are permitted, as well as related safety concerns.

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

Thank you.

E-BIKES & E-SCOOTERS

WHERE CAN YOU RIDE IN FARGO?

E-BIKES
(NDCC 39-10.1)

An electric bicycle is a bicycle with operable pedals, a seat and an electric motor of 750 watts or less.



WHERE CAN YOU RIDE

- ✓ **STREETS**
  Allowed
- ✓ **BIKE LANES & BIKE PATHS**
  Allowed
- ✓ **SIDEWALKS & MULTI-USE PATHS***
  Allowed unless posted otherwise

E-bike riders must follow all traffic laws and rules of the roadway or be subject to citations.

MOTORIZED SCOOTERS (<15 MPH)
(FARGO ORDINANCE 8-20)

Applies to motorized scooters (not used for mobility impairment) that cannot exceed 15 mph.



WHERE CAN YOU RIDE

- ✓ **SIDEWALKS & MULTI-USE PATHS***
  Allowed unless posted otherwise
- ✗ **STREETS**
  Not Allowed
- ✗ **DOWNTOWN SIDEWALKS**
  Not Allowed

Persons who obtain a mobility impairment permit from The City of Fargo, completed by a licensed physician, are exempt from ordinance requirements.

NOT ALLOWED
(IN MOST CASES)

These vehicles are not included in current Fargo ordinances and may be illegal on all surfaces or considered a motor vehicle.

- ✗ **E-SCOOTERS**
  Capable of traveling more than 15 mph



- ✗ **ELECTRIC BIKES WITHOUT PEDALS**
  (often designed like small dirt bikes)



To operate a device considered a motor vehicle, the following may be needed:

Registration & License Plates Needed	Insurance Needed	Licensed Driver Needed	Helmet Required Under 18

Most of these vehicles do not meet current City of Fargo ordinance requirements and are generally not legal to operate on streets or sidewalks.