Governance Committee Meeting
Wednesday, September 16, 2026; 8:00 a.m.
Fargo Park District
Alex Stern Boardroom
6100 38th Street S, Fargo

AGENDA

1. Recognition of Audience/Public Comments
2. Discussion of Compensation Policy for Park Board Commissioners; Commissioner Rostad
3. Discussion of the Annual Evaluation Process of the Executive Director; Commissioner Rostad
4. Discussion of Executive Director Compensation; Commissioner Rostad
5. Other

Next Park Board Meeting: October 6, 2026: 5:30 p.m.
Next Planning Committee Meeting: September 23, 2026; 8:00 a.m.
Next Governance Committee Meeting: October 28, 2026; 8:00 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: September 16, 2026

TO: Fargo Park Board Committee Members

FROM: Commissioner Jerry Rostad, Governance Committee Chair

RE: Agenda Item No. 2 – Discussion of Compensation Policy for Park Board Commissioners

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The Fargo Park District has not previously had a formal compensation policy for Park Board commissioners. A draft policy is included in the packet and has been reviewed by the Executive Director and HR Director. We are seeking the committee's feedback and a recommendation to bring forward to the full board for approval.

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

Thank you.

Compensation Policy for Park Board Commissioners

1. Purpose

To establish a transparent, consistent process for reviewing and approving annual salary adjustments for elected park district officials while ensuring compliance with the **North Dakota Century Code**, fiscal responsibility, and public accountability.

2. Legal Framework

1. **Authority:** Compensation for park district board members must be approved by the board and included in the park district's annual budget.
2. The board shall comply with all applicable North Dakota statutes regarding compensation and budget law.

3. Annual Review Timing

1. Salary and compensation levels for elected officials shall be reviewed **annually as part of the budget development process** before adoption of the final budget

4. Compensation Review Criteria

The board should consider the following when evaluating potential adjustments:

- Changes in the **Consumer Price Index (CPI)** as a measure of inflation.
- Changes in the Employment Cost Index (ECI)
- Compensation levels in **comparable North Dakota park districts or similar units of local government**.
- The park district's **financial condition**, projected revenues, and budget constraints.
- The elected officials' **roles, responsibilities, and time commitments**.
- Impact on **tax levies** and community expectations.

5. Compensation Principles

- Annual review does not guarantee an increase
- Compensation must be reasonable and fiscally responsible
- Justification should be required for increases above the benchmark
- Commissioners' compensation should be evaluated consistently using objective criteria
- The process should avoid actual or apparent conflicts of interest
- The effective date will coincide with start of the Park District fiscal year

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6. Other Compensation and Reimbursements

Park Board Commissioners may receive or be provided other forms of support, reimbursement, stipends, or allowances as authorized by applicable North Dakota Century Code provisions and Park District policies. Other compensation and support may include, but are not limited to:

- IT and Technology Support
- Clothing Allowance (will need parameters, if we want to go there now)
- Conferences and Professional Development
- Conference and Related Travel Costs
- Other reasonable or necessary Reimbursements and Stipends

7. Review Process

1. **Proposal Preparation:**
   The Governance Committee shall prepare a compensation review report that includes:
   - Current salaries and any soft benefits
   - Benchmarking data from similar North Dakota park districts
   - Recommended adjustment (if any) and rationale
   - The Across-the-Board salary adjustment approved for full-time employees shall be considered as one benchmark when evaluating commissioner compensation. The Board may approve an adjustment that differs from the employee adjustment based upon the factors identified in this policy.
2. **Board Action:**
   Compensation adjustments shall be included in the final annual budget document.

8. Policy Review

The board shall review this policy **every three (3) years** or when there is a substantive change in applicable North Dakota law.

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MEMORANDUM

DATE: September 16, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 – C/ED 6 – Discussion of the Annual Evaluation Process of the Executive Director

C/ED 6 states that the purpose of the executive director's annual evaluation is to summarize the Board's actions as it monitors operational expectations and strategic plan results during the year. The summative evaluation will be based on data collected and decisions made by the Board during the year related to monitoring operational expectations and strategic plan results.

I also request that my performance be evaluated through Paylocity using the standard performance evaluation process completed by all Park District employees.

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

Thank you.

C/ED-6 Documentation of Annual Evaluation of Executive Director

The purpose of the executive director's annual evaluation is to summarize the Board's actions as it monitors OEs and Strategic Plan Results during the year and concludes on that basis. 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.

Results monitoring will be determined using the following rubric:

- Compliance.
- Partial Compliance.
- Non-Compliance.

Operational Expectations	**Date Monitored**	**Board Disposition**
OE – 1 Emergency Succession		
OE – 2 Treatment of Community Members		
OE – 3 Personnel Administration		
OE – 4 Financial Planning and Administration		
OE – 5 Asset Protection		
OE – 6 Communication with the Commissioners		
OE – 7 Focus on Strategic Priorities		
Strategic Plan Results		
Professional Goals Results		
Professional Competencies		

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

MEMORANDUM

DATE: September 16, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 4 - C/ED 7 – Discussion of Executive Director Compensation

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The annual process for determining compensation is as follows:

- The entire Board shall annually evaluate the Executive Director on their performance and ask for their input on matters of performance and compensation.

- Based on a comparability data review, the Governance Committee will obtain research and information to recommend to the entire Board for the Executive Director's compensation (salary and benefits).

- To approve the compensation for the Executive Director, the Governance Committee will make a final recommendation to the full Board at an official Fargo Park District Board meeting.

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

Thank you.

C/ED-7 Executive Director Compensation

The Executive Director is the Board's principal representative and is responsible for its efficient operation. Therefore, the Board desires to provide fair yet reasonable and not excessive compensation for the Executive Director.

The annual process for determining compensation is as follows:

- The entire Board shall annually evaluate the Executive Director on their performance and ask for their input on matters of performance and compensation.

- Based on a comparability data review, the Governance Committee will obtain research and information to recommend to the entire Board for the Executive Director's compensation (salary and benefits).

- To approve the compensation for the Executive Director, the Governance Committee will make a final recommendation to the full Board at an official Fargo Park District Board meeting.

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