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# NORTH DAKOTA PARK BOARD COMMISSIONER TRAINING

WEBINAR JULY 25, 2018



North Dakota Recreation & Park Association

The presentation will begin shortly. Please note that all lines are muted to minimize background noise. Submit questions via the Q&A feature.

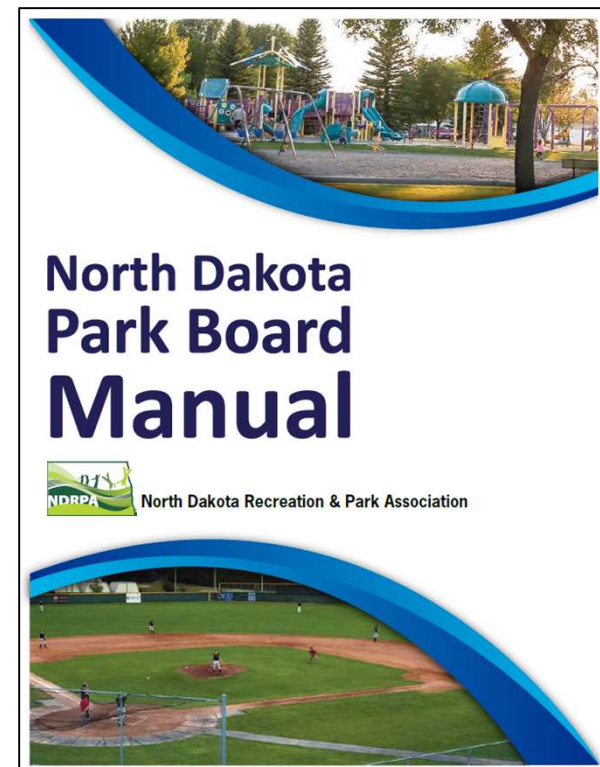


# THANK YOU FOR SERVING

AS A PARK BOARD COMMISSIONER IN YOUR COMMUNITY

# TODAY'S TRAINING

- Highlights from newly updated North Dakota Park Board Manual
- Questions encouraged via chat feature
- Manual development supported by North Dakota Insurance Reserve Fund



# NORTH DAKOTA RECREATION & PARK ASSOCIATION

- Mission: Advancing parks, recreation and conservation for an enhanced quality of life in North Dakota.
- Benefits:
  - Connections: Link to almost 700 members to share best practices and borrow great ideas
  - Resources: Expand knowledge through quarterly *FOCUS* magazine and technical assistance from parks and recreation professionals
  - Training: Participate in discounted workshops, including the “can’t miss” state conference
  - Funding: Learn about grants and other financing options for facilities and programs
  - Public Policy: Receive information about legislative issues impacting your district

# PRESENTERS

Dick Gulmon, Valley City  
Park Board President



Connie Sprynczynatyk,  
former Bismarck Park Board  
Commissioner and NDLC  
Executive Director



Dana Schaar Jahner,  
NDRPA Executive  
Director



# MUNICIPAL PARK DISTRICTS IN NORTH DAKOTA

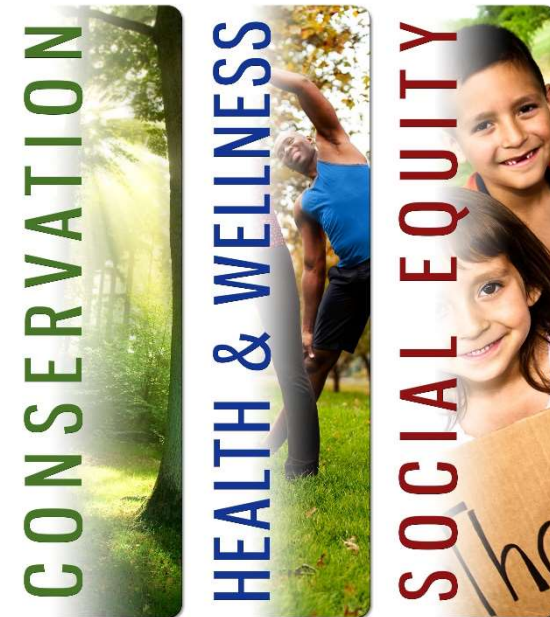
- Independent political subdivisions
- Established 1905
- North Dakota Century Code 40-49



# PUBLIC PARKS AND RECREATION

- Essential public service
- Valuable part of community infrastructure
- National Recreation and Park Association's Three Pillars

## Impacting Communities



# BENEFITS OF PARKS AND RECREATION

## **Economic**

- Attracts businesses and workforce
- Creates employment opportunities
- Attracts visitors
- Increases property values

## **Environmental**

- Purifies the air and water
- Manages storm water
- Provides habitat for animals, fish and birds
- Connects children and adults with nature

## **Health**

- Improves physical, mental and social wellbeing
- Reduces health care costs
- Provides alternative and active transportation opportunities

## **Social/Community**

- Creates community image and sense of place
- Increases social connections and learning
- Offers safe, affordable and accessible spaces



## POWERS OF CITY PARK DISTRICTS [40-49-12]

- Acquire land
- Build streets and buildings
- Pass ordinances
- Levy special assessments
- Employ staff
- Issue bonds
- Levy property taxes
- Establish building lines
- Borrow money
- Connect parks
- Plant trees
- Plat property

# JOINT POWERS AGREEMENTS

- Allows a park district to enter into agreement with another political subdivision or an agency, board or institution of the state for joint administration of any power of one or more of them

\_\_\_\_\_ SCHOOL DISTRICT AND THE \_\_\_\_\_ PARK DISTRICT  
AGREEMENT FOR THE JOINT EXERCISE OF GOVERNMENTAL POWERS  
BETWEEN THE \_\_\_\_\_ SCHOOL DISTRICT NO. 1  
AND THE \_\_\_\_\_ PARK DISTRICT

# BOARD TYPES

- Policy board vs. working policy board
- Varies based on size and staffing



# BOARD RESPONSIBILITIES

- Policymaking
- Planning
- Fiduciary duty
- Liability and risk management
- Human resources
- Intergovernmental relations
- Public relations and advocacy



# BOARD MEMBER RESPONSIBILITIES

- Attend meetings regularly
- Do your homework and contribute to discussions
- Vote based on what you believe is best for the community
- Be aware of the importance and value of parks and recreation
- Resist political, personal and special interest pressures
- Be familiar with and adhere to meeting protocol
- Serve as your agency's ambassador
- Encourage citizen participation
- Ensure your agency's fiscal health
- Adopt clear and fair personnel policies
- Speak with one voice
- Assist with special events and other activities, particularly in small districts with limited staff

# BOARD MEMBER ORIENTATION

- Agency background
- Role and expectations of a board member
- Effective board member needs to know
  - Key agency policies, including long- and short-term financial policies
  - Legislative agenda and legislators at the state and federal levels
  - Parks and recreation services and facilities
  - Long-range master plan for parks and recreation
  - Successes, challenges and issues facing the agency

# BOARD/EXECUTIVE RELATIONSHIP

- Varies depending on staff size and experience of director
- Generally board focuses on big picture issues, governance, financials – not day-to-day operations
- Important for board and director to work as a team – good communication essential



# EXAMPLES OF BOARD EXPERIENCES





# BOARD FUNCTIONS

- Ordinances, resolutions and intergovernmental agreements
- Open records and open meetings rules
- Meeting protocols

# BUDGET FUNDAMENTALS

- Set organization's financial direction, including establishing goals and approving annual budget
- Monitor financial outcomes
- Provide for audit if annual revenue is more than \$300,000 (otherwise annual report)

# BUDGET PROCESS

- Budget development
- Preliminary budget and hearing date by Aug. 10 (**new in 2018**)
- Public hearing between Sept. 7-Oct. 7
- Final budget by Oct. 10

# FUNDING SOURCES

- Property tax mill levies
- State aid
- Borrowing
- Cost recovery – revenue generation through sponsorships, user fees, grants, donations or other methods

# PARK BOARD MANUAL APPENDICES

- Appendix A – North Dakota Century Code
- Appendix B – Education and Technical Assistance
- Appendix C – Sample Documents
- Appendix D – Grant Funding Sources
- Appendix E – Bibliography and Endnotes
- Appendix F – My Park Board



# Q & A

SUBMIT QUESTIONS VIA THE CHAT FEATURE

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