

MINUTES OF THE BOARD OF PARK COMMISSIONERS
May 26, 2011

The Board of Park Commissioners held a special meeting on May 26, 2011 in the Conference Room of the Park District Administrative Office. President Beattie called the meeting to order at 5:15 pm. Commissioners Jeske, Schwartz, and DeForest were present. Commissioner O'Brien was absent.

Commissioner Schwartz moved to approve the agenda as presented. Commissioner DeForest seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, DeForest and President Beattie. The nays being none, the motion carried.

The Board reviewed four proposals of interest to provide executive search services and discussed the elements of service that may be provided. The Board further discussed what aspects of the search for a new Director of Parks and Recreation they would want to include in a Request for Proposals and those aspects of the search the Board itself would oversee. The following elements were identified for a search firm's assistance.

Consultant Services:

- Review job description and position announcement
- Set hourly fee or not to exceed amount
- Review all applications and recommend applicants for further review
- Transfer applications to legal counsel for redacting
- Help develop interview questions/interview protocol
- Conduct reference and background checks – may or may not use Park District's background check procedures
- Conduct market analysis of Director's position
- Take inquiries about the position from interested candidates
- Establish interview team(s)

Board of Park Commissioners role:

- Distribute advertisement of position and press releases
- Manage all travel arrangement for candidates
- Develop search committee
- Tally interviews
- Make offer of employment

Commissioner Jeske moved approval to develop a request for proposals, including price, as outlined. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioner Jeske, Schwartz, DeForest and President Beattie. The nays being none, the motion carried.

At this time, staff expects to send the request for proposals out on May 31, 2011 and have them returned by June 7th. A special Board meeting will be scheduled for June 9th to review the proposals received.

Director Neu provided a summary of work conducted by Park District staff regarding the rising Missouri River. To date, Riverwood Golf Course, the Archery Range, General Sibley Park and Campground, Hoge Island, various river side sections of trail and Pioneer Park have been closed. Director Neu and President Beattie thanked staff on their great efforts to date. Commissioner Schwartz moved to commend Park District staff on their efforts in fighting the Missouri River flood and pledged Park District support and cooperation to the needs of the city of Bismarck emergency operations and Burleigh County in this effort. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioner Jeske, Schwartz, DeForest and President Beattie. The nays being none, the motion carried.

The next regular meeting will be held on June 16, 2011 at 5:15 pm at the Tom Baker meeting room of the City/County Building. The meeting was adjourned at 5:55 pm.