

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF OCTOBER 2, 2019**

The special meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Wednesday October 2, 2019, at 5:00 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Jerry Rostad, Stacey Griggs, Vicki Dawson, and Joe Deutsch. Also present were Dave Leker, Dave Bietz, Carolyn Boutain, Clay Whittlesey, Kevin Boe, and attorney Greg Selbo.

Discussion on Position Description and Application Requirements for Executive Director, Timeline and Scope of Search Process and Approve a Search Committee

The purpose of the meeting was to have an open discussion about the hiring process for the executive director position. Commissioner Rostad started the meeting by seeking to clarify the role of the Board of the Commissioners and the role of the Executive Director. Commissioner Dawson noted that the Board is the voice of the community and the Executive Director is the leader of the team.

Commissioner Deustch noted that all Dave Leker, acting as interim director, and all other directors should be moving forward projects without delay and they need to continue the operate the Park District in full force.

The Commissioners then discussed the make up of a search committee and the tasks that will be assigned to the search committee. There was a lengthy discussion about the roll of the search committee. It was ultimately determined that the President Rostad would create the search committee which would comprise of five individuals: 2 Commissioners, 2 Directors, and 1 person from the general public. It was determined that the search committee would create the matrix to grade applicants. The search committee would then vet all the applicants to present a list of qualified applicants who would then go through a thorough interview process.

There was a discussion about allocating resources to search process to pay for advertising the position, flying and hosting applicants for interviews and any other costs associated with the hiring process.

Commissioner Vicki Dawson moved and Commissioner Stacey Griggs seconded a motion to approve a recruiting budget of up to \$10,000.00 for the executive director position. Upon call of the roll, the motion passed unanimously.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 6:30 p.m.

Jeffrey B. Gunkelman