

**PARK DISTRICT OF THE CITY OF GRAND FORKS
EXECUTIVE DIRECTOR EVALUATION COMMITTEE MEETING
DECEMBER 20, 2023**

The Executive Director Evaluation Committee of the Grand Forks Park District met on Wednesday, December 20, 2023, in the ICON Sports Center, Blue Line Club Board Room, 1060 47th Avenue South, at 11:00 a.m. with Commissioner Kraft presiding.

ROLL CALL

Present was Commissioners Kraft and McIntyre.

Park District staff in attendance were Executive Director Hellyer and Director of Finance & Administration Lancaster.

FOR DISCUSSION

Executive Director Evaluation

Executive Director Hellyer presented a report on the projects and operations that have occurred in 2023.

Before the meeting, Commissioners Kraft and McIntyre completed their individual performance evaluations. These individual evaluations were then combined into one evaluation form by Director of Finance & Administration Lancaster prior to the meeting. A general discussion followed related to the combined performance evaluation form. Commissioner Kraft, Commissioner McIntyre, and Hellyer signed the evaluation form at the end of the meeting.

Commissioners Kraft and McIntyre reviewed Hellyer's 2023 salary, other salary information from similar type positions within other organizations, and the salary study information that was conducted in 2023. Lancaster noted that a 6.0% market/performance adjustment had been previously approved for 2024 for other Park District staff.

After discussion, the Committee decided to recommend at the January 2, 2024, Board meeting a 2024 salary of \$141,897.60 for Hellyer. This would be an increase of 6.0%. The new pay rate would be effective for the first payroll in January of 2024.

ADJOURNMENT

The committee meeting was adjourned at 11:37 a.m.



George Hellyer, Executive Director and Clerk