

# Procedures for Land Acquisition

The following procedure is to be followed for land acquisition.

## **Land Acquisition**

If a staff member identifies or is asked if the Park District would be interested in purchasing a parcel of land, the staff member should direct the individual/organization to contact the Executive Director.

Executive Director shall:

1. Reference the “desired property list” of the District to determine if it is a parcel that was identified in the Comprehensive Master Plan
2. Arrange a tour of the property with the owner/seller
3. Bring the parcel to the Park Board for consideration during Executive Session
4. Follow up with owner/seller based on Park Board Direction

If the Board of Commissioners desires to purchase the land, the Executive Director and/or his/her designee would engage the following steps:

1. Conduct deed search
2. Conduct phase one environmental study
3. Negotiate price and conditions for purchase
4. Bring contract to Park Board in open meeting for approval

The discussion regarding the potential acquisition of land takes place during the Executive Session portion of a board meeting. Once the Board of Commissioners are ready to make a determination, they give direction to the Executive Director to take action on the acquisition during an open meeting.