

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY APRIL 21, 2020**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Rosedale and second by Commissioner Yates to enter into Executive Session on April 21, 2020 at 8:53 p.m. via zoom electronic meeting and Don Miletic at the David L. Markworth Board Room of the Administrative & Leisure Center in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of closed session minutes, semi-annual review of closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. There was no break from regular session; Commissioners present included President Haas, Commissioner Rosedale, Grady, Yates, and Executive Director Miletic.

PERSONNEL - LEGAL

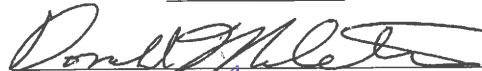
Executive Director Miletic informed the Park Board that one of the employees that had their position eliminated has filed a retaliation claim. The former employee had filed a Worker's Compensation claim with us and PDRMA and we did find out a decision to that case late Monday the day before this person was going to be eliminated. The Executive Director did state this employee was already notified to come in the following day for his meeting. This case has been turned over to PDRMA for legal cause and the large amount is more a nuisance claim. Executive Director Miletic updated the Park Board that COVID-19 and the lack of work at the Park District along with a recommendation by the Deputy Director to eliminate three full time positions was not an easy decision. He also stated that he called each Park Board Commissioner to discuss the three positions that were going to be eliminated. In addition, the fact that we furloughed more over 150+ employees part time and full time during these tough times proves there is no merit to this retaliation claim.


Discussion: There was discussion back and forth about this and the elimination of three positions by the Park Board. They were all in agreement and appreciated the hard work by all staff.

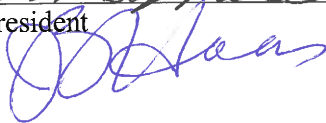
ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale to close Executive Session and Return to Open Session at 9:16 p.m. Commissioner Grady moved to second the motion with Commissioners voting in favor by acclamation.

APPROVED 5-0


President


Secretary



**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY MAY 19, 2020**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Rosedale and second by Commissioner Yates to enter into Executive Session on May 19, 2020 8:39p.m. via zoom electronic meeting and Don Miletic at the David L. Markworth Board Room of the Administrative & Leisure Center in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of closed session minutes, semi-annual review of closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. There was a short break at 8:45pm break from regular session; Commissioners present included President Grady, Commissioner Rosedale, Haas, Yates, and Executive Director Miletic.

PERSONNEL

Executive Director Miletic informed the Park Board of two policies that would affect compensation for sick time calculations. He explained a process to streamline this process for Human Resources. In addition, he brought to the attention the Pandemic Admin Policy that is being worked on by staff. Miletic indicated that all staff are working very hard to figure out these uncertain times.

Discussions: The Park Board was not too concerned about the minimal savings in the benefit time however had suggestions on how to streamline the policy and costs. After much discussion, Executive Director Miletic suggested bringing it back to the Employee Relations Committee for a further review, and following guidance from Park Board not reducing the benefits during times. The ERC will be able to provide something that is similar and fair, plus easier to manage.

Executive Director presented Organizational Chart changes and creation of a new Superintendent of Revenue Facilities Position. This position involves the promotion of Brian Panek into this role, as he has taken Mt. View as a new facility and has a great understanding of these Enterprise Funds. Also in the discussion was having this position reporting directly to the Executive Director as the workload for the Deputy Director has been too demanding based on discussion with HR and future indoor pool operations. There is also many new roles in the Parks and Recreation Departments where the Executive Director would like the Deputy Director to focus more time structure and ensure proper procedures and work functions are being met. Also discussed was to move forward with the promotion in the Registrar position to Accounting Associate position as previously approved in February, a title change for one position, and some new positions that were hired but have not started yet. Any pay or title changes would take effect on June 15, 2020.

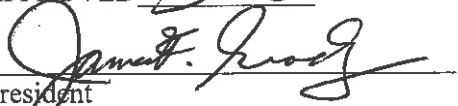
Discussions: The Park Board asked about succession planning and timelines for different positions. Also about how long some positions have been with the Park District. Executive Director Miletic did say we have some long-term employees that will be retiring in the next five years and planning to the future is critical.

Executive Director Miletic discussed the salary freezes and some plans to reduce all conference and membership expenses along with holiday party expenses to reinstitute pay raises from prior year to the staff that are stepping up. This would begin in August and work its way up until October, a phased approach. We have reduced costs and working on efficiencies across different departments by utilizing existing staff. We have also reduced full time staff and plan to different facilities slowly, counting on these key staff to get things done now and into the future.

Discussion: The Park Board of Commissioners did want to see our staff being taken care of and look at some of these expenses as benefits to our employees for their hard work. They recognize all that they are doing. The Park Board A question about Learning Credits if conference is not attended and how would staff get there certifications. Executive Miletic did say there are webinars and other ways to earn credits.

ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale to close Executive Session and Return to Open Session at 9:34 p.m. Commissioner Grady moved to second the motion with Commissioners voting in favor by acclamation.

APPROVED 5-0


President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JUNE 16, 2020**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Rosedale and second by Commissioner Yates to enter into Executive Session on June 20, 2020 via zoom electronic meeting and Don Miletic & Commissioner Yates at the David L. Markworth Board Room of the Administrative & Leisure Center in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of closed session minutes, semi-annual review of closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. There was a short break at 8:48pm break from regular session; Commissioners present included President Grady, Commissioner Rosedale, Yates, Haas, and Executive Director Miletic. Dover

PERSONNEL

Executive Director Miletic spoke to the Park Board about a Department of Labor letter regarding COVID-19. He informed them Nicole and Barb did a thorough investigation and interviewed staff. There were no concerns and that we sent a reply back to the DOL. The DOL said it was not needed but will document the file with the investigation notes prepared by Nicole McNulty. We also spoke to our attorney about our process and he did say that we are doing beyond what is needed. Miletic did say anyone could go online and file a complaint and there are a few staff that may not want to do anything until after July, like a few other District. Miletic added that we are always evaluating and concerned about the safety of employees and participants so we take any complaint seriously. From Nicole, Barb, DOL, and our attorney there was no basis for the complaint.

Executive Director informed staff about an employee that has been dealing with health issues and he might need FMLA.

Discussion: Park Board appreciated the investigation by staff on the DOL letter and hope the staff member gets better.

LAND

Club Casa asked for a change in the License Agreement and reached out to the Park Board. Executive Director Miletic did mention that he spoke to Club Casa and that many businesses are affected by COVID-19; in addition, we have to take into consideration other license agreements. Miletic added, we are a government agency and cannot give breaks to a specific business every time they ask. This would not be appropriate as we represent all the taxpayers of the Des Plaines Park District.

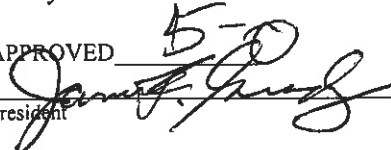
Discussion: There was communications back and forth about giving some type of discount but not what was recommended by Club Casa owner. In addition, that Club Casa has been a long-standing good business at the Golf Center, but we have an agreement. A commissioner did recommend a 50% discount for June but at the end, we directed the Executive Director to contact our attorney and have him review the License Agreement.

ACTION TO RETURN TO OPEN SESSION

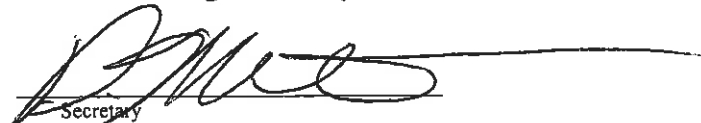
Commissioner Rosedale to close Executive Session and Return to Open Session at 9:58 p.m. Commissioner Grady moved to second the motion with Commissioners voting in favor by acclamation.

APPROVED

President



Secretary



**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY SEPTEMBER 22, 2020**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Haas to enter into Executive Session on September 22 at 9:07 p.m. in the David L. Markworth Board Room of the Administrative & Leisure Center in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of closed session minutes, semi-annual review of closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. There was a break from regular session and reconvened into executive session at 9:14 p.m. Commissioners present included President Grady, Commissioner Haas, Doerr, Rosedale, Yates, and Executive Director Miletic.

PERSONNEL

Executive Director Miletic brought the Park Board up to speed on the increase in responsibilities for HR & Risk Manager to handle duties of the Business Manager role. The grade 12 position will not be filled, but instead filled with an HR Coordinator, grade 7. The Executive Director will work with the Superintendent on budget for the changes. There will be savings in the restructuring. In addition, Miletic brought the Park Board up to speed on the Cultural Arts Supervisor being promoted to Cultural Arts Manager, taking over responsibilities of the Administrative & Leisure Center. It was a great fit for her.

The Park Board did receive a completed Annual Performance Evaluation by all Park Board Members and wanted to discuss compensation with Executive Director Miletic.

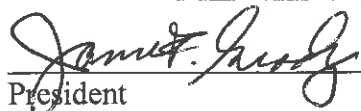
The Executive Director left the room at 9:20pm and returned at 9:47pm. There was a discussion about accomplishments/review and Park Board recommended the following:

An increase of 3.0% to \$172,182.40 and an \$8,000 bonus for work related to the Indoor Pool Project. The increase will be effective, 10/5/2020 and will not be retroactive to May 1, 2020. In addition, the Park Board would like Paul Cathey to receive a \$4,000 bonus and Barb Barrera a \$2,500 bonus for work related to the Indoor Pool Project.

ACTION TO RETURN TO OPEN SESSION

Commissioner Haas to close Executive Session and Return to Open Session at 9:55 p.m. Commissioner Rosedale moved to second the motion with Commissioners voting in favor by acclamation.

APPROVED 4-0-1



President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY NOVEMBER 17, 2020**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Doerr, and second by Commissioner Rosedale to enter into Executive Session on November 17, 2020 6:32 p.m. in the David L. Markworth Board Room of the Administrative & Leisure Center in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of closed session minutes, semi-annual review of closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. Commissioners present included President Grady, Commissioner Doerr; Commissioner Yates arrived at 6:47, and Executive Director Miletic. Via Zoom Commissioners Haas and Rosedale.

Attendees: Via Zoom Don Moeller, Jeffery Leichman, Ron Buch, and Ed Hann.

LAND ACQUISITION

The Park District was approached by Good Shepard Church to ask if the Park District was interested in acquiring the property at 1177 Howard, Des Plaines Illinois 60018. This property is known as Good Shepard Church between Lake Park and Lake Park Golf Course & Marina. The Park Board of Commissioner met with representatives of the church to find out the church would be dissolving and the representatives of the church would entertain an offer from the Park District to purchase the property. The property is about 3.4 acres with a 20,000 square foot structure. The group did feel the property would be best in the Park District's hands and were grateful for the time we purchased the 3.2 acres just to the east of the church. The representatives of Good Shepard Church told us if they are able to sell the church before they run out of funds, they do not need permission from the Northeast Synod.

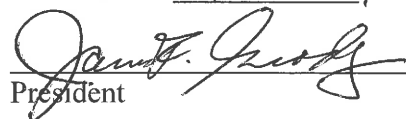
There were many questions exchanged between organizations about the process and it was determined that the Park District is interested in getting an appraisal and working with Good Shepard Church to purchase the property. The representatives of the church said they would need funding by end of March 2021. Park District officials said we would work in the most efficient way to obtain an appraisal and determine funding but it will take some time.

ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale to close Executive Session and Return to Open Session at 7:00 p.m. Commissioner Haas moved to second the motion with Commissioners voting in favor by acclamation.

APPROVED

4-0-1



President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY DECEMBER 15, 2020**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Doerr, and second by Commissioner Rosedale to enter into Executive Session on December 15, 2020 8:01 p.m. in the David L. Markworth Board Room of the Administrative & Leisure Center in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of closed session minutes, semi-annual review of closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. There was a short break for 5 minutes, Commissioners present included Commissioners Rosedale, & Commissioner Doerr; Via Zoom were Commissioner Haas and President Grady

LAND ACQUISITION

The Park District Discussed the land acquisition of Good Shepard Church, there was back and forth dialogue and an amount of \$1,400,000 was agreed to present to the members of Good Shepard Church. The Park Board of Commissioners directed Executive Director Miletic to update the Letter of Intent that was drafted by attorney Andrew Paine, from Tressler LLC.

Executive Director Miletic informed the commissioner that CBRE a real estate broker did contact him to find out if we are interested in selling properties located on Oakwood. This would be the maintenance garage properties. He informed the Park Board that we can always entertain a valuation of the property and it would be nice to move our facility away from the downtown area.

Executive Director Miletic brought the Park Board up to date of the 104ft Antenna Tower being placed at the ComEd substation located next to Arndt Park. There has been much discussion by ComEd on who would pay and they are not interested in burying the lines. The Park Board directed Executive Director Miletic to work with President Grady to draft a letter asking City Council to support the burying of the lines and have ComEd pay for them.

Executive Director informed the Park Board that he will be getting information together regarding commissioners comments about the development of Cumberland Crossing Project. The developer impact fees could be substantial and the City wanted to know what type of support the Park District would have for a project like this.

ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale to close Executive Session and Return to Open Session at 9:04 p.m. Commissioner Doerr moved to second the motion with Commissioners voting in favor by acclamation.

APPROVED 4-0-1



President



Secretary