

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JANUARY 15, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday January 15, 2013 at 8:47 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of executive 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, Rosedale, Haas, Weber and Yates. Also present was Executive Director Hecker.

ITEMS TO DISCUSS:

APPROVAL OF EXECUTIVE SESSION MINUTES OF November 27, 2012

Commissioner Haas moved to approve the executive session Minutes of November 27, 2012 as presented. Commissioner Rosedale moved to second the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried

SUCCESSION PROCEDURE FOR EXECUTIVE DIRECTOR POSITION

Personnel Committee members Jana Haas and Donald Rosedale reported that they met with Executive Director Hecker on two occasions within the last six months to review possible plans and strategies for the scheduled retirement of the current Executive Director at the end of June 2014.

Commissioner Haas and Commissioner Rosedale both indicated that the current residency requirement for the Executive Director should be discussed as one of the first issues relative to succession planning.

The Board reached a consensus that residency in Des Plaines will not be a requirement for the new Executive Director.

Commissioner Rosedale suggested that the Board review the current Executive Director Job Description and be prepared (at the February 2013 Park Board Meeting in Closed Session) to discuss what qualifications, characteristics and personality traits the Board would like to see in the new Executive Director. Rosedale went on to say that the results of those qualifications, characteristics and personality traits might direct the Board to focus on internal staff or advertise the position through IAPD as a state and or national search.

The Board reviewed a proposal from IAPD in regard to their Executive Search program. The Executive Session ended at 9:15 p.m.

APPROVED



President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY MARCH 19, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday March 19, 2013 at 6:37 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of executive 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, Rosedale, Haas, Weber. Commissioner Yates arrived at 6:41 p.m. Also present was Executive Director Hecker.

APPROVAL OF EXECUTIVE SESSION MINUTES OF January 15, 2013

Commissioner Rosedale moved to approve the Executive Session Minutes from January 15, 2013 as presented. Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVAL OF EXECUTIVE SESSION MINUTES OF February 19, 2013

Commissioner Rosedale moved to approve the Executive Session Minutes from February 19, 2013 as presented. Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

EXECUTIVE DIRECTOR RETIREMENT/SUCCESSION PLANNING

Personnel Committee member Jana Haas updated the Board on discussion that took place with Executive Director Hecker and Personnel Committee member Don Rosedale in regard to the process of succession planning due to the pending retirement of Executive Director Hecker scheduled for June 2014.

The Committee recommended that any future contract with a new Executive Director not include a requirement that the Executive Director live in Des Plaines. The Board reached a consensus that residency will NOT be required.

The Board also reached a consensus that the three Department Heads will be sent a letter inviting them to submit a letter of interest for the Executive Director position along with a resume and responses to a few questions.

Commissioner Rosedale moved to suspend the Executive Session at 7:01 p.m. with the intent to re-convene the Executive Session at the conclusion of the Regular Session of March 19, 2013. Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

RE-CONVENED IN EXECUTIVE SESSION

The Board returned to Executive Session at 8:18 p.m. (after a 10 minute recess from the Regular Meeting of March 19, 2013)

The Board discussed finalizing the position qualifications, experience requirements and the timeline for interviewing internal department head candidates. The Board agreed by consensus that if none of the three Department Heads are interested in the position or if after a "probationary period", the candidate does not meet the expectations of the Board, the candidate can retain their Department Head position and the Board will conduct a national search thru the IAPD shortly after January 1, 2014. The Board also discussed a timeline for a "probation period" and measureable objectives for the candidate selected to achieve during the "probation period".

Executive Director Hecker presented a draft of a letter to be sent to the three Department Heads announcing the opportunity to apply for the position as well as what will be required to be included in the letter of interest.

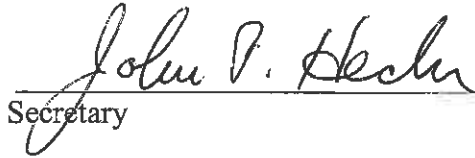
The Executive Session ended at 8:53 p.m.

APPROVED

President

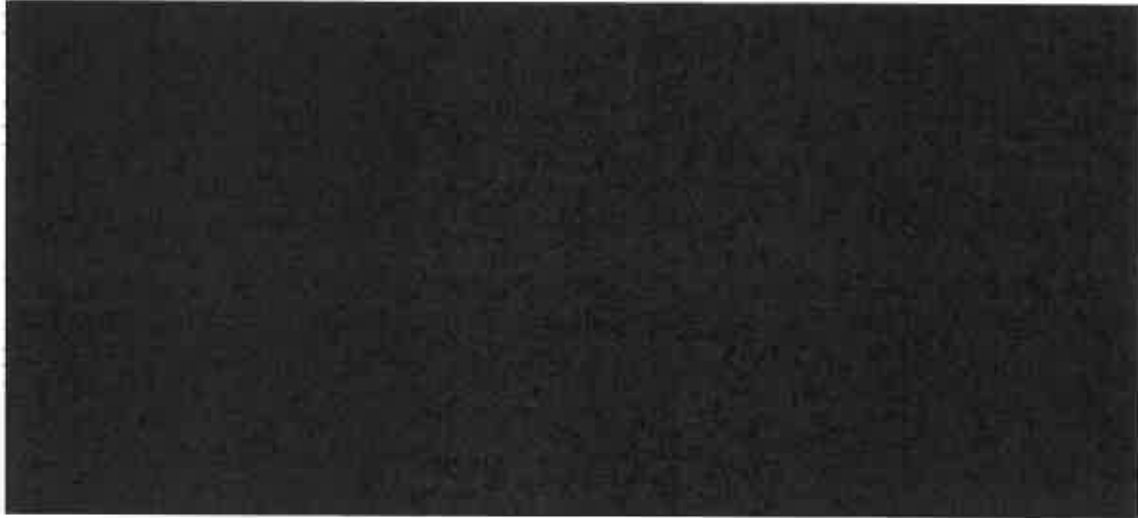


Secretary



**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY APRIL 16, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday April 16, 2013 at 9:25 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, 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, Rosedale, Haas, Weber and Yates. Also present was Executive Director Hecker and Superintendent of Recreation Linda Traina.



APPROVAL OF EXECUTIVE SESSION MINUTES OF MARCH 19, 2013

Commissioner Rosedale moved to approve the Closed Session Minutes of March 19, 2013 as presented. Commissioner Haas moved to second the motion.

Discussion: None

All Commissioners voted in favor by acclimation.

Motion Carried

SEMI-ANNUAL REVIEW OF CLOSED (EXECUTIVE) SESSION MINUTES

Executive Director Hecker reported that he and Commissioner Rosedale reviewed the minutes from Closed Sessions to determine if the need for confidentiality still existed for any or all of the Closed Session Meeting Minutes.

Commissioner Rosedale moved to release the minutes from the following Closed Session Meetings as the need for confidentiality no longer exists:

- March 16, 2010
- November 16, 2010
- December 14, 2010
- October 23, 2012
- February 19, 2013

Commissioner Weber moved to second the motion

Discussion: None

All Commissioners voted in favor by acclimation

DESTRUCTION OF CLOSED SESSION VERBATIM RECORDINGS

Executive Director Hecker reported that he and Commissioner Rosedale had reviewed the approved minutes from Closed Sessions to determine if any of the verbatim recordings could be destroyed within the parameters as described in the Park District Code. Commissioner Rosedale submitted a list of Closed Session Meeting Minutes that have been approved and took place at least 18 months ago. The Board reached a consensus that the list of meeting minutes should be destroyed and will take official action in open session.

EXECUTIVE DIRECTOR SUCCESSION PROCEDURE

The Board discussed the process and timetable for interviewing the two internal candidates that have submitted their applications for the Executive Director position. The Board set May 15 and May 16 at 6:30 p.m. for the scheduled interviews. Commissioner Haas suggested that the Board Members send her any interview questions that they would like to have included in the process.

The Executive Session ended at 10:30 p.m.

APPROVED *5-0-0* *5/21/13*

President


Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
WEDNESDAY, MAY 15, 2013

The Des Plaines Park District Board of Commissioners convened into Executive Session on Wednesday, May 15, 2013 at 6:05PM. In the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCs 1205 Paragraph 120, pertaining to matters related to personnel, closed session minutes, litigation of 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 Weber, Rosedale, Haas, Grady and Yates. Also present was ED John Hecker.

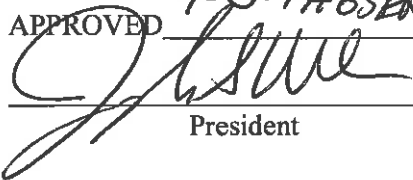
At 6:20PM ED Hecker left the Board Room.

At 6:30PM the Board conducted an interview with a candidate for the newly created Assistant ED position.

The interview concluded at 7:25PM.

A motion was made by Commissioner Rosedale to exit Executive Session and return to the Special Meeting. Seconded by Commissioner Yates.

Executive Session terminated at 7:55PM.

APPROVED 4-0-1 ABSENT 6/18/13


President



Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
Thursday, May 16, 2013

The Des Plaines Park District Board of Commissioners convened into Executive Session on Thursday May 16, 2013 at 6:05PM. In the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCs 1205 Paragraph 120, pertaining to matters related to personnel, closed session minutes, litigation of 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 Weber, Rosedale, Haas, Grady and Yates. Also present was ED John Hecker.

At 6:15PM ED Hecker left the Board Room.

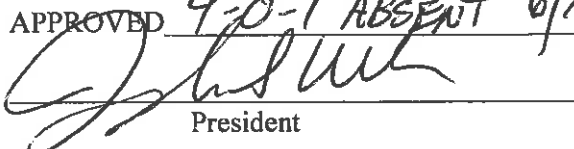
At 6:30PM the Board conducted an interview with a candidate for the newly created Assistant ED position.

The interview concluded at 7:20PM.

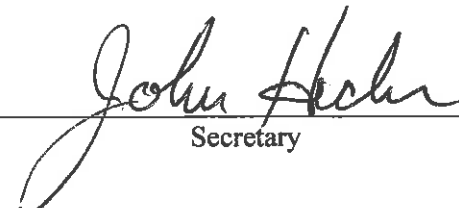
A motion was made by Commissioner Rosedale to exit Executive Session and return to the Special Meeting. Seconded by Commissioner Yates.

Executive Session terminated at 7:43PM

APPROVED

4-0-1 ABSENT 6/18/13


President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY MAY 21, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday May 21, 2013 at 9:00 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, 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, Rosedale, Haas, Weber and Yates. Also present was Executive Director Hecker and Attorney Greg MacDonald.

APPROVAL OF EXECUTIVE SESSION MINUTES OF APRIL 16, 2013

Commissioner Rosedale moved to approve the Closed Session Minutes of April 16, 2013 as presented. Commissioner Grady moved to second the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried

EXECUTIVE DIRECTOR SUCCESSION

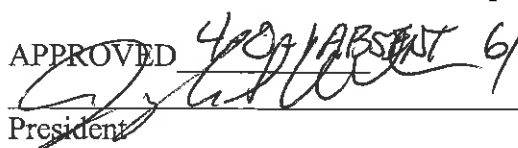
The Board reached a consensus that a second interview would be held for each candidate, both on May 29. The Board will meet at 5:00 pm to review the interview procedure with the first of two interviews to begin at 5:30 p.m. and the second interview at 6:30 pm

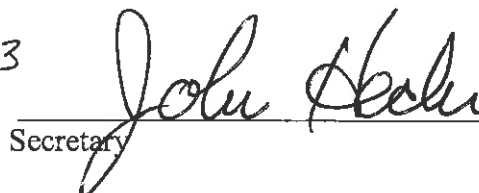
The Executive Director was asked to prepare the proper media notifications, work with the Board President in drafting a letter to each candidate and draft 3 sample real life scenarios that the candidates can respond to.

Attorney MacDonald and Executive Director Hecker left the meeting at 9:30 pm

The Board reviewed and critiqued the interviews that were conducted on May 15 and May 16, 2013 and discussed further the entire succession procedure.

The Executive Session ended at 9:58 pm.

APPROVED 4/0/1 ABSENT 6/18/13

President


Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
WEDNESDAY, MAY 29, 2013

The Des Plaines Park District Board of Commissioners convened into Executive Session on Wednesday, May 29, 2013 at 5:03PM. In the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCs 1205 Paragraph 120, pertaining to matters related to personnel, closed session minutes, litigation of 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 Weber, Rosedale, Haas, Grady and Yates. Also present was ED John Hecker.

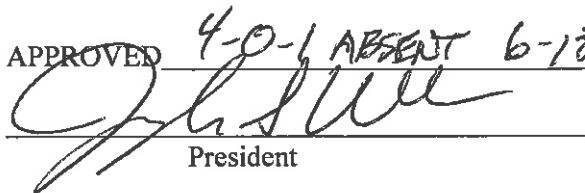
At 5:23PM ED Hecker left the Board Room.

At 5:30PM the Board conducted a second interview with a candidate for the newly created Assistant ED position.
Candidate left the Board room at 6:10PM

At 6:30PM the Board conducted a second interview with the second candidate for the newly created Assistant ED position.
Candidate left the Board room at 7:10PM

A motion was made by Commissioner Rosedale to exit Executive Session and return to the Special Meeting. Seconded by Commissioner Grady..

Executive Session terminated at 8:08PM.

APPROVED 4-0-1 ABSENT 6-18-13


President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JUNE 18, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday June 18, 2013 at 8:48 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, 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 Weber, Rosedale, Haas, and Yates. Commissioner Grady was absent. Also present was Executive Director Hecker.

APPROVAL OF EXECUTIVE SESSION MINUTES OF May 15, 2013, May 16, 2013, May 21, 2013 and May 29, 2013

Commissioner Rosedale moved to approve the Closed Session Minutes of May 15, 2013 May 16, 2013, May 21, 2013 and May 29, 2013 as presented. Commissioner Haas moved to second the motion.

Discussion: None

All Commissioners present voted in favor by acclamation.

Motion Carried

EXECUTIVE DIRECTOR SUCCESSION

The Board discussed the following items while in Executive Session:

- Review of Executive Director Succession Process
- Assistant Executive Director Job Description
- Organizational Chart and Staffing Needs
- Proposed Transition Timeline from Assistant Executive Director to Executive Director
- Release of Media Information
- Communications with Staff in regard to the Executive Director Transition

Superintendent of Business and Golf Operations Don Miletic joined the meeting at 9:20 p.m.

President Weber congratulated Don Miletic on being selected as the new Assistant Executive Director effective June 19, 2013 through June 20, 2014 and the next Executive Director as of June 21, 2014.

Agenda Item: 14 - A

PROPERTY AT 1053 ALGONQUIN ROAD

The Board heard a report from Superintendent Miletic in regard to the District's efforts in purchasing the property at 1053 Algonquin Road in Des Plaines. The property, if purchased by the Park District would provide a northern access to Winnebago Park. Although the District submitted a written offer for the property to the bank handling the foreclosure...it appears that the property has changed hands.

The Executive Session ended at 10:05 p.m.

APPROVED

President

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5-0 7-16-13

Secretary

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**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JULY 16, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday July 16, 2013 at 9:11 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, 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 Weber, Grady, Rosedale, Haas, and Yates. Also present was Executive Director Hecker and Assistant Executive Director Donald Miletic.

APPROVAL OF EXECUTIVE SESSION MINUTES OF June 18, 2013

Commissioner Rosedale moved to approve the Closed Session Minutes of June 18, 2013 as presented. Commissioner Grady moved to second the motion.

Discussion: None

All Commissioners present voted in favor by acclamation.

Motion Carried

DISPOSITION OF PROPERTY AT 1946 WHITE STREET/POSSIBLE LITIGATION

Staff reported that the tenants have vacated the property, and destroyed walls, kitchen cabinets and fixtures and left still owing the District approximately \$5,000 in back rent. Although, the District appeared in court with the tenants to seek their eviction and payment of back rent, the Judge was indicated that the District and tenants should seek an independent agreement. Pursuing the \$5,000 in back rent would involve significant legal expenses and staff recommended that our main objective is to tear the house down. Staff went thru the house with Commissioner Grady and recommends that the property be torn down. Commissioner Grady agreed with staff recommendation. After a brief discussion the Board reached a consensus that the house should be torn down and the lot graded and seeded. Staff will begin getting pricing on the demolition and the house will be razed in the Fall of 2013.

LAND ACQUISITION 1053 ALGONQUIN ROAD

In an effort to expand the accessibility to Winnebago Park to property owners along and north of Algonquin Road, the Park District has made several efforts to purchase the property adjacent to the park on the north side at 1053 Algonquin Road. In previous meetings, Staff reported that the property has recently been reported to be in foreclosure and an offer to purchase sheet was presented to the firm handling the foreclosure. Staff learned that the property has again changed hands and sold to another party, without any notification as to the status of our offer.

The Board reached a consensus in Closed Session to authorize staff to offer up to \$200,000 to the new owner for the purchase of the property.

Assistant Executive Director Donald Miletic left the meeting.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Executive Director Hecker was asked to leave the meeting while the Board reviews the results of the 2012/2013 Performance Evaluation Results compiled by Attorney MacDonald after each Board Member mailed in their completed Performance Evaluation forms.

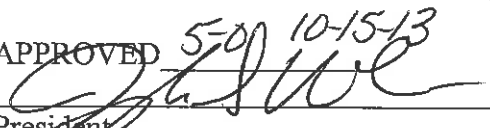
Executive Director Hecker returned to the Meeting after the Board's deliberations.

The Board reached a consensus to increase the Executive Director's salary to \$147,000 per year.


ASSISTANT EXECUTIVE DIRECTOR VEHICLE ALLOWANCE

The Executive Director recommended that the Board increase the car allowance for the Assistant Executive Director from \$400 per month to \$500 per month based on the increased responsibility level and travel requirements for the new position. The Board reached a consensus to agree with the recommendation of the Executive Director.

The Executive Session ended at 10:43 p.m.

APPROVED ^{5-0 10-15-13}


President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY DECEMBER 17, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday December 17, 2013 at 9:01 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, 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 Weber, Grady, Rosedale and Haas. Commissioner Yates was absent. Also present was Executive Director Hecker and Assistant Executive Director Donald Miletic.

APPROVAL OF EXECUTIVE SESSION MINUTES OF OCTOBER 15, 2013

Commissioner Rosedale moved to approve the Closed Session Minutes of October 15, 2013 as presented. Commissioner Grady moved to second the motion.

Discussion: None

All Commissioners present voted in favor by acclamation.

Motion Carried 4 – 0 – 1 Absent

Executive Director Hecker left the Executive Session at 9:05 p.m.

CONSIDER THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DES PLAINES PARK DISTRICT

The Board met with Assistant Executive Director Donald Miletic to review the transition process of assuming the Executive Director position on June 21, 2014, including review of an Employment Agreement drafted by Mr. Miletic. Mr. Miletic also submitted a compensation and benefit proposal for year one of the Employment Agreement for the Board's consideration.

The Board discussed elements of the Draft Employment Agreement and the Compensation and benefit proposal.

Mr. Miletic left the meeting at 9:40 p.m.

The Board reached a consensus that Commissioners Rosedale and Haas would schedule a time to meet and confer with Attorney MacDonald in regard to the proposed Employment Agreement. The Board also agreed to update Commissioner Yates on the status of the transition process. The Board also agreed that the January 21, 2014 Meeting Agenda would include an action item regarding the Executive Director transition process.

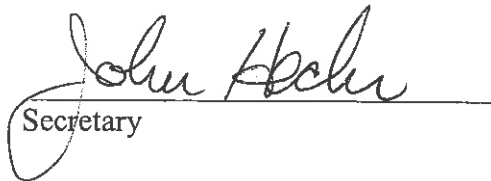
Mr. Miletic returned to the Executive Session at 9:52 p.m.

The Executive Session ended at 9:58 p.m.

APPROVED



President



Secretary