

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY FEBRUARY 20, 2018**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Weber and second by Commissioner Rosedale to enter into Executive Session on February 20, 2018 9:46 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 9:57 p.m. Commissioners present included President Weber, Commissioner Haas, Grady, Rosedale, and Yates. Also present was Executive Director Miletic and Superintendent of Business Barbara Barrera.

PERSONNEL

A review of positions and titles was discussed; there was only one job title change to meet the standard in the market place. Also ranges were adjusted by 2.1% which was the CPI.

A spreadsheet with each individual's salary was presented to the park board and discussion of a 3% merit pool was discussed. It was also discussed that three of our staff are at the maximum in their range and will only get adjustments based on how much the range is increased.

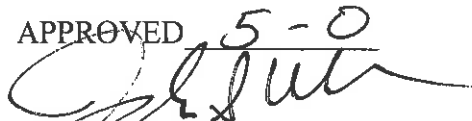
The park board was brought up to speed on staff's great efforts in decreasing health care costs. In addition, with those savings they suggested providing a benefit for our staff that currently has more than employee coverage in dental. Currently our employees have to pay the difference of the employee only coverage and any additional family member added. This change provides some relief to the employee and the Park District will still have an overall decrease by implementing this benefit to our employees.

There was discussion by the park board on all the items and staff answered questions.

ACTION TO RETURN TO OPEN SESSION

Commissioner Grady moved to close Executive Session and Return to Open Session at 10:29p.m. Commissioner Rosedale 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 APRIL 17, 2018**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Weber and second by Commissioner Rosedale to enter into Executive Session on April 17, 2017 8:47 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 8:58 p.m. Commissioners present included President Weber, Commissioner Haas, Grady, Rosedale, and Yates. Also present was Executive Director Miletic.

LEASES & LICENSE AGREEMENTS

Executive Director Miletic informed Park Board about the leases at 1340 Oakwood and that our former employee is still interested in renting till he cleans out the space. He comes into town once a month and currently uses it for storage after the passing of his mother. Recommendation is to leave the amount at \$1142 per month. The property is very dated and is between two maintenance facilities and will eventually be torn down.

Executive Director Miletic informed the Park Board of 630 Greenview which is currently being rented by an employee. Our policy for employees is to rent at 70% of market value as long as they are monitoring the adjacent park. This residency is next to West Park and the rental amount is \$1,290 per month.

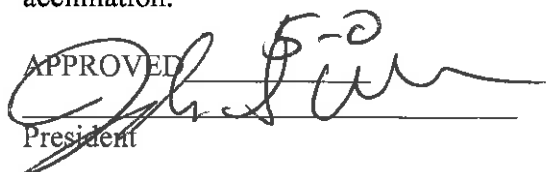
Executive Director provided the Park Board information about Awesome World Sports Inc. that is licensing our space at the Golf Center. He presented information of a 4% annual increase and informed the tenant of this amount and they have agreed.

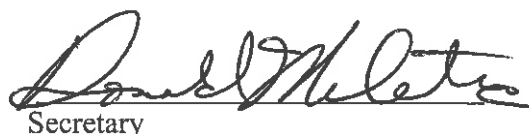
PERSONNEL

The Park Board asked Executive Director Miletic to leave the room to discuss his performance and renewal of contract. This was at 9:15pm. Executive Director was asked to return to Executive Session at 10:00 pm and his review was given and Park Board was happy with his performance and all the updates across the District. They informed him the contract, which is set to expire in 2019, will be renewed as a new contract from May 1, 2018 – April 30, 2021. In addition, a 6% increase will be given to \$162,180 and \$50 a month for car allowance increase.

ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale moved to close Executive Session and Return to Open Session at 10:07 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 JUNE 19, 2018**

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 June 19, 2018 9:20p.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 9:28 p.m. Commissioners present included: President Rosedale, Commissioner Haas, Weber, Grady, and Yates. Also present was Executive Director Miletic.

SEMI ANNUAL REVIEW OF EXECUTIVE SESSION MINTUES

Executive Director Miletic provided the Park Board with some material relating to the following items:

- Park District Code requires the Board of Park Commissioners to review on a semi-annual basis the minutes of closed session meetings to see if the need for confidentiality still exists for those minutes.
- I reviewed the Closed Session (Executive Session) Minutes and at this time deem these are appropriate to release and destroy any recordings. The list of minutes below has been kept confidential to determine if the need for confidentiality still exists. It is my recommendation that the following Closed Session Minutes be released as they no longer require confidential treatment:

Sept 18, 2001	Lease of Property/Land Acquisition
Dec 19, 2001	Potential Litigation/Land Acquisition
Jan 7, 2002	Same as above
Jan 15, 2002	Same as above
Jan 30, 2002	Same as above
May 21, 2002	Potential Litigation/Lease of Property
May 30, 2002	Potential Litigation/Land Acquisition
June 11, 2002	Same as above
June 18, 2002	Same as above
June 27, 2002	Land Acquisition/Personnel
July 16, 2002	Land Acquisition/Potential Litigation
Sept 17, 2002	Land Acquisition/Personnel/Lease of Property
Oct 15, 2002	Potential Litigation/Exec Session Minutes Review
Dec 19, 2002	Personnel
December 19, 2017	Review Closed Session Minutes/License of Property
February 20, 2018	Personnel
April 17, 2018	Personnel/License & Lease of Property

The Park board approved to release these minutes and destroy recordings. In addition, to destroy recordings of minutes older than 18 months. Executive Director Miletic did say we should also do this in open session, so we will approve in open session once we get out of executive session.

PERSONNEL

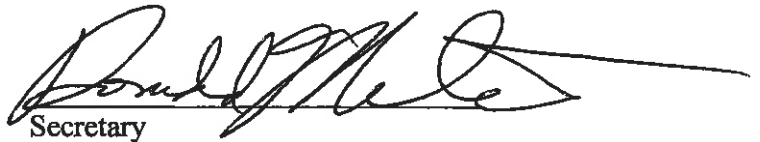
Executive Director Miletic brought the Park Board up to speed about a sudden retirement of our administrative position at the end of June and presented the park board a job description of an Operations Analyst position. There was a great deal of discussion about a need for a person that can do more projects and surveys. In addition, someone with recreation/parks background that can get more feedback on trends and be able to fill in when positions become vacant, if needed. The Park Board wanted to make sure that there is flexibility for the Executive Director but also make sure if there is a right fit that can be hired at a lower cost that can fit the role to consider it. Executive Director Miletic agreed with the board to review all options and make the fit that is best for the Park District.

ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale Haas to close Executive Session and Return to Open Session at 10:00p.m. Commissioner Yates moved to second the motion with Commissioners voting in favor by acclamation.

APPROVED 4-0

President


Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JULY 17, 2018**

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 July 8:34 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 8:42 p.m. Commissioners present included: President Rosedale, Commissioner Haas, Weber, and Grady. Commissioner Yates was absent. Also present was Executive Director Miletic.

PERSONNEL

Executive Director Miletic brought the Park Board up to speed about creation of a new position, Athletic & Facility Supervisor. This has been looked at for a while by the Executive Director and now is the time to move forward. This person would be responsible for Prairie Lakes Community Center and Mt. View Adventure in the evenings along with duties of youth sports such as soccer and basketball. There will be final approval of this position soon as staff is still working out the logistics of how this will affect other full time staff. There will be reduction in part time staff with a savings of roughly \$17,000 to help pay for this entry-level position.

Discussion: Commissioners commented that a full time presence in the evenings is important and soon having an indoor pool we need to make sure things are running smooth. There were great ideas shared by the commissioners and consensus is to move forward with this position and have the Executive Director keep the Park Board informed.

ACTION TO RETURN TO OPEN SESSION

Commissioner Haas moved to close Executive Session and Return to Open Session at 9:07 p.m. Commissioner Grady second the motion with Commissioners voting in favor by acclamation.

APPROVED 4-0-1



President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY AUGUST 21, 2018**

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Weber to enter into Executive Session on August 21, 2018 at 8:28 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 8:34 p.m. Commissioners present included: Commissioner Haas, Weber, Yates, and Grady. President Rosedale was absent. Also present was Executive Director Miletic.

PERSONNEL

Executive Director Miletic brought the Park Board up to speed about creation of a new position, Athletic & Facility Supervisor. This job description was finalized and presented, now we just need to have final action on the item in open session. Last month this was tabled due to not having enough time to finalize the job description.

Discussion: Commissioners Grady asked about the times this person will be there. Executive Director Miletic said it would vary on seasons but mainly from 1:30 to 10 pm. The goal is to have accountability in the evening hours for our largest facility. Commissioner Weber asked if duties would change for other staff. Miletic said yes, there would be some changes in other areas.

Executive Miletic informed the Park Board the Operation Analyst Position has been placed on hold at this time. There are some responsibilities of the Administrative Assistant position that was assigned to each of the Administration and Recreation Departments.

LAND

There is nothing new to report on the land located at Juno lighting, still looking into it the roughly 50 by 464 feet which we found out might belong to the Park District.

LITIGATION

There is no new information to report on the Frunza Case.

ACTION TO RETURN TO OPEN SESSION

Commissioner Grady moved to close Executive Session and Return to Open Session at 8:49 p.m. Commissioner Yates second the motion with Commissioners voting in favor by acclamation.

APPROVED



President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY DECEMBER 18, 2018**

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 December 18, 2018 8:40p.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 8:45p.m. Commissioners present included: President Rosedale, Commissioner Haas, Weber, Grady, and Yates. Also present was Executive Director Miletic.

SEMI ANNUAL REVIEW OF EXECUTIVE SESSION MINTUES

Executive Director Miletic provided the Park Board with some material relating to the following items:

- Park District Code requires the Board of Park Commissioners to review on a semi-annual basis the minutes of closed session meetings to see if the need for confidentiality still exists for those minutes.
- I reviewed the Closed Session (Executive Session) Minutes and at this time deem these are appropriate to release and destroy any recordings. The list of minutes below has been kept confidential to determine if the need for confidentiality still exists. It is my recommendation that the following Closed Session Minutes be released as they no longer require confidential treatment:

Mar 18, 2003	Lease of Property/Personnel
Jun 17, 2003	Lease of Property
Jul 15, 2003	Lease of Property/Personnel
April 20, 2010	Personnel
June 15, 2010	Lease of Property
September 18, 2012	Sale/Lease Real Estate/Review Closed Session Minute
January 15, 2013	Personnel/Review of Closed Session Minutes
June 28, 2017	Land

The Park board approved to release these minutes and destroy recordings. In addition, to destroy recordings of minutes older than 18 months. Executive Director Miletic did say we should also do this in open session, so we will approve in open session once we get out of executive session.

ACTION TO RETURN TO OPEN SESSION

Commissioner Weber to close Executive Session and Return to Open Session at 8:51 p.m.
Commissioner Grady moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED

S-C



President



Secretary