DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY FEBRUARY 16, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on February 16, 2016 at 8:04 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 8:19 p.m. Commissioners present included: President Haas, Commissioners Grady, Rosedale, Yates, and Weber. Also present was Executive Director Miletic and Superintendent of Business Skibbe.

DISCUSSION OF EXECUTIVE SESSION MINUTES OF JANUARY 19, 2016
The minutes were reviewed and no discussion or corrections needed.
Commissioner Rosedale made motion and Commissioner Weber seconded motion;

All in Favor 5-0
Approved

PERSONNEL
Superintendent Skibbe presented the Position & Titles for 2016/2017 along with the new Salary Structure for 2016/2017. There were no changes to the Position & Titles and if there was a new position which needed to be created this could be changed at a later time. The salary ranges went up .08% the CPI.

Superintendent Skibbe presented the proposed increases in the full time salary pool which was 2.86% increase over last year. The amount requested is 4% lower than the prior year due to some staff reaching their maximum pay scale and will only be entitled to the CPI increase. The total for the full salary increase pool is $68,827.32 which includes a $4,365.61 for quartile adjustments for staff that are in the first two quartiles of their range. Part time salary increases will be approximately $37,422.16, depending on staffing levels. If needed there is also $7,000 reserve for outstanding performance or changes in positions by the Executive Director.

Commissioners made the following comments:

- Staff needs to understand increases may not always be there and we have to be careful of the impact it has to the overall budget.
- Another comment was how this overall increase compares with the rise in health care costs.

Executive Director replied that a salary survey was attached with increases of other park districts and local governments in Des Plaines and we are in line with other increases. Superintendent Skibbe and Executive Director Miletic did comment that our overall expenses for salaries are in line for a government agency. We do look at the overall costs as part of the budget and feel we

are not out of range when it comes to salaries and benefits. Superintendent Skibbe mentioned we are working on health care costs and do not have those numbers yet. The employees will be picking up a good share of the cost which will offset some of their increase.

Executive Director Miletic briefly updated Park Board on an existing Personnel matter.

ACTION TO RETURN TO OPEN SESSION

Commissioner Grady moved to close Executive Session and Return to Open Session at 8:55 p.m. Commissioner Yates moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5-0

President

Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY MARCH 15, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on March 15, 2016 at 8:07 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 to visit the new preschool & sensory rooms and at 8:30 p.m. Commissioners present included: President Haas, Commissioners Grady, Rosedale, Yates, and Weber. Also present was Executive Director Miletic, Superintendent of Business Skibbe, HR & Risk Manager Desiree van Thorre.

DISCUSSION OF EXECUTIVE SESSION MINUTES OF FEBRUARY 16, 2016
The minutes were reviewed and no discussion or corrections needed.
Commissioner Rosedale made motion and Commissioner Grady seconded motion;

All in Favor 5-0
Approved

PERSONNEL
Superintendent Skibbe presented the Employee Health Insurance, Dental, Vision, Life Insurance, and Voluntary Life Insurance. Superintendent Skibbe present to the Park Board that we looked into other options for health care and did not find a significant savings. The savings were a few thousand overall but each employee would have a few thousand less in coverage. As we determined Health insurance is important and the costs of the increases were split 1/3 to employees and 2/3 to the Park District, which we felt was fair. The overall cost to employees can be 13% to 19% of the premium depending on selection of a health plan. Executive Director Miletic indicated that our employees pay more than the City at 12% and health insurance is one reasons we have employees stay with the park district. Also our self-funding plan saved us roughly $25,000.

Superintendent Skibbe brought up that Dental is decreasing this year by 8.98%. These savings helped with overall increase in health insurance. Also Vision and Life Insurance is staying the same as we are in year two of our two year contract. We are providing a new service to all employees, an additional Voluntary Life Insurance which we did have participation.

Executive Director Miletic informed the Park Board staff did a great job and spent many hours.

Commissioners commented on a few items in each area, staff was directed to research a new tier level for health insurance when new employees come into the district. Staff said they would talk to our broker about this and report back.

Commissioners thanked staff for all their hard work and agreed this is an important benefit for our employees.

Executive Director Miletic briefly updated Park Board on an existing Personnel matter.

ACTION TO RETURN TO OPEN SESSION
Commissioner Grady moved to close Executive Session and Return to Open Session at 9:21 p.m. Commissioner Rosedale moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5 - 0

President

Secretary

PERSONNEL
Executive Director Miletic briefly updated Park Board on an existing Personnel matter with Linda Traina and that the separation agreement is final with a date of October 14th.

The Park Board met to discuss the Executive Director review and Executive Director Miletic left for a period of roughly 20 minutes. He returned and review was conducted with overall good comments along with areas for improvements. He was given a 5% raise to $147,000. The board also directed him to have attorney Greg MacDonald update his contract from a 1.5 year contract to a 3 year contract. Executive Director thanked the Park Board.

ACTION TO RETURN TO OPEN SESSION
Commissioner Grady moved to close Executive Session and Return to Open Session at 10:04 p.m. Commissioner Weber moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5-0

President

Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY APRIL 19, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on April 19, 2016 at 8:51 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 8:56 p.m. Commissioners present included: President Haas, Commissioners Grady, Rosedale, Yates, and Weber. Also present was Executive Director Miletic.

DISCUSSION OF EXECUTIVE SESSION MINUTES OF MARCH 15, 2016
The minutes were reviewed and no discussion or corrections needed.
Commissioner Weber made motion and Commissioner Rosedale seconded motion;

All in Favor 5-0
Approved

LAND & REAL ESTATE
Executive Director Miletic informed the Park Board that he has been working with State Representative Marty Moylan on the four lots on Oakwood. He informed them that he has contacted IDNR about LWCF Funds for Lake Park Shoreline but found out these federal funds in Illinois can only be triggered with an acquisition project, not existing land developments. So he started thinking of ways to use these funds for an acquisitions thought of the Oakwood land. He is currently working on finding out more information on the land.

Executive Director Miletic informed the board he would like to pursue communications with the owners of 1053 Algonquin for an easement along the west side of their property. If the owner does not want to sell, maybe we can negotiate a 10 foot easement to the Winnebago Park.

CITY OF DES PLAINES
Executive Director Miletic informed the Park Board that staff and he looked into the programing of the downtown theatre. He explained that there are many risks for this venture and not sure at this time if we have the necessary skill sets to operate a music venue in downtown Des Plaines that would be profitable. It is very costly, roughly a 1.4 million dollar annual budget which would have majority of revenues coming for alcoholic sales. We have not ruled it out but at this time is something we should see if it fits in our mission. Comments from the commissioners were, Does it fit in our mission? Do we want to take over a city's problem just because we are successful? Let's still keep an open mind to partnerships but there are still a lot of hided risks to consider.

PERSONNEL
Executive Director Miletic briefly updated Park Board on an existing Personnel matter with Linda Traina and that the separation agreement is final with a date of October 14th.

The Park Board met to discuss the Executive Director review and Executive Director Miletic left for a period of roughly 20 minutes. He returned and review was conducted with overall good comments along with areas for improvements. He was given a 5% raise to $147,000. The board also directed him to have attorney Greg MacDonald update his contract from a 1.5 year contract to a 3 year contract. Executive Director thanked the Park Board.

ACTION TO RETURN TO OPEN SESSION
Commissioner Grady moved to close Executive Session and Return to Open Session at 10:04 p.m. Commissioner Weber moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5-0

President

Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY MAY 17, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on April 19, 2016 at 8:51 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 8:56 p.m. Commissioners present included: President Haas, Commissioners Grady, Rosedale, Yates, and Weber. Also present was Executive Director Miletic.

DISCUSSION OF EXECUTIVE SESSION MINUTES OF APRIL 19, 2016
The minutes were reviewed and no discussion or corrections needed.
Commissioner Weber made motion and Commissioner Rosedale seconded motion;

All in Favor 5-0
Approved

PERSONNEL
Executive Director Miletic informed the Park Board about the departure of Kevin Thomas, our building custodian II position. He was given the option to resign or be terminated based on inappropriate behavior and harassment. This employee has had numerous opportunities here at the Park District and staff investigated the situation. It was determined there was more than enough to proceed with termination. We contact PDRMA and worked with Laner Munchin our Human Resources attorney and they agreed. Keven Thomas resigned from his position and we are not protesting his unemployment claim.

Executive Director Miletic presented the revised contract to the Park Board and it included language for a 3 year contract verses a 1.5 year contract. There was no discussion and would need to be approved outside of executive session.

REAL ESTATE
The small property that was donated behind Kingston Property is being sought by the new property manager Kingston Properties. Executive Director Miletic mentioned he spoke to their representative and said there is not much that can be done there. He also was concerned if we donated the property back will it now look bad for the Park District if other residents in the area cannot use the property. Executive Director Miletic said he would look into this further and maybe have staff place some picnic benches in the open space for residents to use. He also asked for commissioners to take a look at the site and give any suggestions as this park does not have much overall use.

ACTION TO RETURN TO OPEN SESSION

Commissioner Grady moved to close Executive Session and Return to Open Session at 10:04 p.m. Commissioner Weber moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 3-0-2

President

Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JUNE 21, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on June 21, 2016 8:45 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 8:52 p.m. Commissioners present included: President Grady, Commissioners Rosedale, and Weber. Absent were Commissioners Haas and Yates. Also present was Executive Director Miletic and Superintendent of Parks & Golf Operations Paul Cathey.

DISCUSSION OF EXECUTIVE SESSION MINUTES OF MAY 17, 2016
The minutes were reviewed and no discussion or corrections needed.
Commissioner Weber made motion and Commissioner Rosedale seconded motion;

All in Favor 3-0-2
Approved

REAL ESTATE
Executive Director brought the Park Board of Commissioners up to speed on the Oakwood Property and discussed if the Park Board is still interested in proceeding with the LWCF Grant administered through IDNR. Staff has been working on gathering information such as a plat of survey, premise plat, and option agreements to purchase the land from three owners. Miletic did inform the Park Board that we will need to come out of Executive Session and approve a few documents from IDNR to proceed with the grant application process. Also we would be conducting a public meeting at the library to gather more feedback from the residents and provide a conceptual design of the future park which would consist of .69 acres of land on Oakwood and Center. All these items are needed to get the grant and the purchase of the land at this time is contingent on getting the LWCF Grant.

There was also discussion about the United Stationers Property and making sure this is in the Park District Boundaries. Executive Director Miletic did state the Park District attorney did review that the United Stationers PIN's are in the Park District Boundaries.

PERSONNEL
Executive Director Miletic did inform the Park Board that Linda Traina is retiring in October and made her announcement to her staff earlier in the week.

ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale moved to close Executive Session and Return to Open Session at 9:33 p.m. Commissioner Weber moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5-0

President

Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JULY 19, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on July 19, 2016 8:17 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 8:29 p.m. Commissioners present included: President Grady, Commissioners Rosedale, Haas, Yates, and Weber. Also present was Executive Director Miletic.

DISCUSSION OF EXECUTIVE SESSION MINUTES OF JUNE 21, 2016
The minutes were reviewed and no discussion or corrections needed.
Commissioner Rosedale made motion and Commissioner Weber seconded motion;

All in Favor 5-0 Approved

PERSONNEL
Executive Director Miletic informed the Park Board of Commissioners he has been reviewing staffing needs and with the recent resignation of a custodial staff member, the Park District was able to hire a new staff member with a savings of $38,913 due to lower salary and single coverage health care. He informed the Park Board he would like to promote an employee from Permanent Part Time position who is already working 1700 hours per year to a full time custodial position. The increase in cost will be $11,171 as this employee is already receiving health insurance and there is a minimal cost to the District. The overall expenses are still down and Executive Director Miletic believes it will be a huge benefit for the district because of the flexibility and need for additional help in this area.

The consensus from the Park Board was to proceed with adding this full-time position and understand that the additional costs would not exceed our existing staffing budget. Also it would provide for additional needed services.

ACTION TO RETURN TO OPEN SESSION
Commissioner Haas moved to close Executive Session and Return to Open Session at 8:46 p.m. Commissioner Yates moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5-0

President

Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY NOVEMBER 15, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on November 15, 2016 8:06 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 8:14 p.m. Commissioners present included: President Grady, Commissioners Rosedale, Haas, and Weber. Yates Absent. Also present was Executive Director Miletic.

PERSONNEL
Executive Director Miletic informed the Park Board of Commissioners about a permanent part-time staff that was let go from the District. The staff member disagreed with the reasoning and I informed the board that she may seek legal options.

Executive Director Miletic informed the Park Board that a 30 day assessment was done by administrative staff about not filling the Superintendent of Recreation position at this time. There will be a 60, 90, and 180 day assessment to determine the impacts of not having this position. Miletic indicated there has not been any impact to operations at this time and continues to monitor the impact. The current savings is roughly $10,000 per month including benefits.

LAND/LEASED PROPERTY
Executive Director Miletic brought the Park Board of Commissioners up to speed on the Blackhawk Development project with Mariano's. There are a few issues that we need to work out with the contractor and Dean Kelley. Paul and I have been asking for timelines to let us know when work is being done on our land so we ensure the work is good and to our standards. We also had to contact our attorney to work on getting a performance bound and review conditions of the site.

Executive Miletic informed the Park Board that someone thought the Park District should acquire the land by the corner of Wolf & Rand Road. The corner lot is near Cheyanne Park and Chippewa Park and has no real value to the Park District. The consensus was the Park District is not interested in pursuing as it would just cost us additional dollars and we have two parks nearby.

Executive Miletic informed the Board about a situation with Des Plaines Rotary and Club Casa. He spoke to Club Casa owner about it and they were looking into the situation.

ACTION TO RETURN TO OPEN SESSION

Commissioner Haas moved to close Executive Session and Return to Open Session at 8:34 p.m. Commissioner Rosedale moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5-0

President

Secretary

DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY DECEMBER 20, 2016

The Des Plaines Park District Board of Commissioners made a motion by Commissioner Grady and second by Commissioner Rosedale to enter into Executive Session on December 20, 2016 8:24 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 8:33 p.m. Commissioners present included: President Grady, Commissioners Rosedale, Haas, Yates, and Weber. Also present was Executive Director Miletic and Superintendent Skibbe.

PERSONNEL
Executive Director Miletic and Superintendent Skibbe presented the Park Board with a written letter from a staff member which was part of the SWOT exercise. It was a disturbing letter that was brought to our attention by the consultant and we felt PDRMA should know of the letter. Also, staff felt that the Board should be informed as it was discussed with Greg James.

LITIGATION
The Park Board was informed that the family of Frunza filed a motion of wrongful death from the incident that happened on December 18, 2016. Executive Director Miletic informed the Park Board we are following the instructions from legal counsel and if there are any questions please direct them to me.

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES
Executive Director Miletic presented a list of closed session minutes and reviewed them with the Park Board. There was one set of minutes that were removed as it pertained to land acquisition and the Park Board deemed it should remain as closed minutes.

LAND ACQUISTION
Executive Director Miletic informed the Park Board of a property that is for sale just east of Mohawk Park. This part of town does not have an adequate park to meet the needs of the residents and Mohawk Park is an odd shaped park to begin with. The property at 504 Good Avenue would expand the park to the east and allow access from Lyman Avenue and Good Ave. This would be beneficial to the Park District. There was discussion and a recommendation by Executive Director Miletic to offer $140,000 even though the listing was at $199,900. The Park Board came to a consensus and all thought this land is a value to the Park District. They informed Executive Director Miletic should keep them informed of the progress.

ACTION TO RETURN TO OPEN SESSION

Commissioner Rosedale moved to close Executive Session and Return to Open Session at 9:31 p.m. Commissioner Yates moved to second the motion with Commissioners voting in favor by acclimation.

APPROVED 5-0

President

Secretary