

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
December 22, 2025

The Board of Park Commissioners held a special meeting on December 22, 2025 in the Park District Administrative Office. President Zimmerman called the meeting to order at 5:21 pm. Commissioners Gilbertson, Herzog, Jeske and Redmann were present.

Commissioner Jeske moved to approve the agenda as presented. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

The process to fill the executive director's position was discussed. This included information provided by Legal Counsel John Ward regarding the legal aspects of the process. Commissioner Redmann moved to utilize the Park District's staff and legal counsel to assist in filling the position. Commissioner Herzog seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Gilbertson moved to adopt the following proposed timeline that was presented to fill the position.

Date	Task
December 22, 2025	Special Board meeting to choose method to fill the position (with or without an executive placement services) to assist with process. If the decision is to NOT use executive placement services, then the following steps will be taken:  Update job analysis, job description and the job announcement.  Determine hiring compensation range as part of the job announcement.  Required documents needed for a complete application include cover letter, resume and BPRD application.
January 2, 2026	The Board approves the hiring plan.
February 2	Advertising for the position begins.
February 3-6	Deadline for applications.
February 9-12	Initial screening of applications completed. Use legal counsel to conduct this step.
February 19	Board members are provided the applications of candidates who met the minimum qualifications. Board members individually review candidates using a screening form.
	Enter into executive session at the end of the Board meeting to select candidates for interviews.

February 20-24	President Zimmerman contacts finalists to schedule interviews.
March 5-6	Interview candidates and Conduct General Management In-Basket exercise.
March 13	Aim to have GMIB scores, credit check results
March 19	Enter into executive session at the end of the Board meeting to discuss results of interviews, GMIB, and credit checks. Select candidates to conduct reference checks on.
March 20-23	Conduct reference checks.
March 25	Special Board meeting to make a hiring decision and determine compensation
March 26	Board president extends offer to candidate, contingent upon background check and negotiates compensation.
March 30	Hiring complete with acceptance by candidate, successful compensation and background check. Starting date is determined.

Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Herzog moved to advertise the hiring range as \$132,285 - \$198,427 annually. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

The next regular Park Board meeting is scheduled for January 15, 2026 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:39 pm.