

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, FEBRUARY 17, 2015**

**I. CALL TO ORDER/ROLL CALL**

The Regular Meeting of the Board of Commissioners of the Des Plaines Park District was called to order by President Don Rosedale at 7:03 p.m. Commissioners answering present to the roll call were Joseph Weber, William Yates, James Grady, Jana Haas, and President Don Rosedale. Also in attendance was Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Katie Skibbe, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Golf and Facilities Brian Panek, Golf Operations Supervisor Tyler Fuchs, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Human Resource & Risk Manager Desiree van Thorre, Administrative Assistant Deborah Hermanson.

Guests Present: Elizabeth Makelim, History Center  
Steve Samuelson, Senior Center

**II. CHANGES TO AGENDA: None**

**III.**

**IV. INTRODUCTIONS/PRESENTATIONS**

**History Center Update:** Elizabeth Makelim updated the Park Board on the status of upcoming events, programs, and classes at the History Center. She thanked the Park Board and District for all their support. The History Center received a grant of \$15,500 for new exhibits and audiovisual upgrades.

**Senior Center Update** Steve Samuelson informed the Park Board of 2014 accomplishments including a new data management system for tracking membership and participation. The Senior Center has also expanded the hours of operation on Mondays and Thursdays to 8 p.m. to allow for more participation. The Senior Center continues to work cooperatively with various organizations to enhance the center. Steve stated, in the coming year the Senior Center hopes to expand and increase its services to the seniors.

Comments: Commissioner Haas asked what the Frisbie Centers website is. Steve Samuelson responded [frisbieseniorcenter.org](http://frisbieseniorcenter.org).

**Friends of the Parks:** Executive Director Don Miletic updated the Board on the progress of the Friends. The donation posters are up at ALC, PLCC, and Library. A meeting was held on Monday, February 16<sup>th</sup> to discuss scholarship application procedures and the Friends of the Park will be the third party involved for offering funds to the families in need of extra funding for camps and programs.

Comments: Commissioner Haas asked if the poster at Prairie Lakes Community Center could be placed on some kind of a stand or easel. In addition, could the Friends posters be rotated to the Frisbie Center and Chamber. Staff informed the Park Board it will look into placing the donation poster on an easel and the Friends will contact the Frisbie Center and Chamber regarding placing a donation poster at their sites.

**V. COMMENTS FROM THE COMMUNITY: None**

**VI. APPROVAL OF THE MINUTES**

Commissioner Yates moved to approve the Regular Minutes from January 20, 2015.  
Commissioner Grady seconded the motion.

Comments: None

All Commissioners voted in favor by acclamation.  
Motion Carried: 5-0

## **VII. APPROVAL OF THE VOUCHER BILLS**

Commissioner Weber moved to approve the voucher for the following dates and dollar amounts:

- January 16, 2015 \$ 273,848.25
- January 30, 2015 \$ 148,377.02

Commissioner Haas seconded the motion.

Comments: None

Roll call: Commissioners Weber, Aye; Haas, Aye; Grady, Aye; Yates Aye; President Rosedale, Aye

Motion Carried: 5-0

## **VIII. APPROVAL OF PAYROLL**

Commissioner Weber moved to approve the payroll for the following dates and dollar amounts:

- January 23, 2015 \$135,416.03
- February 6, 2015 \$138,217.36

Commissioner Yates seconded the motion.

Discussion: None

Roll call: Commissioners Weber, Aye; Haas, Aye; Grady, Aye; Yates Aye; President Rosedale, Aye

Motion Carried: 5-0

## **IX. M-NASR REPORT:**

Executive Director Don Miletic informed the Park Board he and staff met with Sue Bear to discuss a new ADA Sensory Room for the ALC. Director Miletic has drawn up a grant request to and applied for a \$60,000 grant to renovate for an ADA Sensory Room. Karyn Roth did a great job in putting together the grant for the Technology Upgrade to the preschool and teen center.

Commissioner Grady asked where the room would be located. Staff informed the Park Board it would be located next to the existing multi-purpose room in the west wing.

Commissioner Haas asked what will be placed into the room. Staff informed the Park Board items such as bubblers, a projection screen, and other sensory items. Additionally, the preschool and other programs would utilize the ADA Sensory Room year round and would benefit everyone.

Commissioner Rosedale asked when the District expects to hear back the results for the \$60,000 grant. Staff informed it could be as little as two weeks.

## **X. OPERATIONS REPORTS EXECUTIVE DIRECTOR:**

The Park Board heard a report from Executive Director Don Miletic including:

- The Apache Park renovation is on hold due to the holding of the OSLAD grant.
- The District was awarded a grant of \$36,000 for technology upgrades for the preschool and teen center.
- Staff and I met with principals from Iroquois, South, and Orchard Schools regarding the District involvement in the schools.
- Staff did a great job cleaning up after the winter blizzard.
- Executive Director Miletic talked with several of the Cornell Park neighbors regarding the ice rink.
- Spoke with PDRMA regarding the Penguin Plunge at Lake Park on February 28. Don informed the Park Board there is no liability on the District and participants for the plunge will be signing waivers. This is a City Event, working with the Special Events Commission.

Comments:

Commissioner Grady asked if the District can install signage stating "The District kindly asks that if you are sick please be respectful of others and stay home."

## **RECREATION DEPARTMENT**

The Park Board heard a report from Assistant Superintendent of Recreation Jennifer Boys including:

- Dance Idol was a huge success and Jenn thanks all the departments for their support.
- New benches have replaced the low modular benches.

- In March, Prairie Lakes will start excepting registrations at the front desk and there might be changes made to the front desk to accommodate the new registering procedures.
- The District made a proposal to District 62: For nine weeks, the District would hold after school programs at Iroquois, Orchard, and South Schools. The programs would be held Tuesday through Thursday on a rotational basis.
- Karyn will be attending the school districts PTO and PTA meetings.
- Cindy held two very successful back-to-back programs: Jumanji Interact on Friday, February 13 and Father Daughter Royal Ball on Saturday, February 14.

Comments: Commissioner Grady asked what the after school program involved and if the after school program would be expanded to include the other schools. Staff informed the Park Board the programs include various activities: fitness, cultural arts, sports, etc. Cindy will be the leader of the after school program. If the programs are successful the District would look into expanding to the other schools.

## **PARKS AND GOLF OPERATIONS**

The Park Board heard a report from Superintendent of Parks and Golf Operations Paul Cathey including:

- Briefed the Park Board on the specials going on at the Golf Center.
- Updated the Park Board on the conveyor ball progress, which has been timely yet moving along very well. Installation of all wiring and conduit is completed. The third floor old conveyor has been pulled and will begin installation of the piping for the new conveyor system. Delivery of the new equipment will begin next week and Range Automation is tentatively set to be at the Golf Center on March 9 to begin installation. Don Prellberg and Jim Alferes continue to work on the new tee dividers. Ken Rochau and Kevin Kelley continue to install the tee dividers as they are completed.
- Golf Center driving range had a good January.
- Eaton Field Excavation and Construction Bids go out to bid February 23. Staff has evaluated all RFP's for the Eaton Field Playground Equipment and a recommendation will be brought to the March Board meeting.
- Chris has been working on the purchasing of Eaton Field and Apache Park amenities with the HUD monies.
- Steve sent out and received three RFP's for perennials and annuals. This is the first time the District will be purchasing plants for their flowerbeds.

Comments:

Commissioner Weber asked about the Golf Center's promotion of a raffle Club Casa gift certificate. Staff informed the Park Board the gift certificate is split between the District and Club Casa.

## **BUSINESS OPERATIONS**

The Park Board heard a report from Superintendent of Business Katie Skibbe.

- Met with all Supervisors regarding the budget and went through their budget by each line item.
- Sean, Amy and I met with BS&A in January to start with the implementation process of the new software. Training will begin in April.
- Desiree and I met with Frank Smith to go over Health Insurance costs.
- Trish has put together a registration manual for the PLCC front desk.
- Business Department will be taking over the social media for the District in the near future since Cindy is becoming more involved with District 62.
- Golf Center new servers are up and running and the old servers are approximately 75% virtualized onto the new servers.

Comments:

Commissioner Grady asked is the BS&A software is all financial and who has access to it. Staff informed the Park Board the financial software is limited to only supervisor and a few staff. This software is for payroll and purchasing. Staff informed the Park Board point of sales is completed through RecTrac. More staff use Rectrac. Commissioner Weber asked if RecTrac and BS&A do interface. Staff informed the Park Board the software does interface but it is not real time updated. Staff further stated information is imported from RecTrac into BS&A.

Commissioner Haas asked if there were cameras at the front desk and had concerns on how busy the front desk gets at times and now with taking registration it will get even busier. Staff informed the Park Board there are cameras at the front desk and Shelli has budgeted for additional staff.

## **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Grady moved to accept the Financial Report for January 2015, subject to audit, and place a copy on file.

Commissioner Weber seconded the motion.

Discussion: None

Roll call: Commissioners Weber, Aye; Haas, Aye; Grady, Aye; Yates Aye; President Rosedale, Aye

Motion Carried: 5-0

## **XI. OLD BUSINESS: None**

## **XI. NEW BUSINESS:**

### **Agenda Item 11 – A**

#### **Action Item: Range Ball Bid Results**

Superintendent of Parks and Golf Operations Paul Cathey reviewed the Staff report included in the Board materials. Paul stated five proposals were solicited, with only two being submitted. The bids were for a one time purchase with a second year option for purchase of 6,250 dozen, white, premium range balls non-limited flight balls and 5,000 dozen, yellow, limited flight range balls. Staff tested each golf ball and consulted the specifications for each golf ball submitted. We also had Golf TEC hit each golf ball measuring the distance with a range launcher and judged the feel of each sample submitted. It was determined that the Srixon golf ball is superior to the Wilson Pro Staff.

Commissioner Grady moved that the Park Board of Commissioners approve the purchase of range balls from Cleveland/Srixon in the amount of \$45,062.50 for white, premium and yellow golf range balls for Year 1 and the Year 2 Option.

Commissioner Yates seconded the motion.

Roll call: Commissioners Weber, Aye; Haas, Aye; Grady, Aye; Yates Aye; President Rosedale, Aye

Motion Carried: 5-0

Comments: Commissioner Haas commented the pricing does not seem like it has changed from the last purchase. Staff informed the Park Board the yellow balls have dropped by six cents since the last purchase in 2010. In addition, they will have the Golf Center logo imprinted on them. Staff also informed the Park Board delivery will not be for four months due to production.

Commissioner Weber asked if the pricing of the yellow golf balls would be cheaper to purchase in the summer. Staff informed the Park Board they would not be cheaper because it is based on the volume purchased.

President Rosedale asked where all these balls are being stored. Staff informed the Park Board they are stored in large crates in the maintenance garage storage area.

## **XII. CORRESPONDENCE: None**

## **XIII. COMMISSIONER COMMENTS:**

Commissioner Weber commented for everyone to stay warm. Weber asked who judges the Dance Idol Competition. Staff informed him they were paid independent professional judges.

Commissioner Grady commented the facilities look great and cannot wait to get the plantings out in front of Prairie Lakes Community Center. Grady asked if the District charges for the Dance Idol. Staff informed him the dancers are charged to compete.

Commissioner Yates commented on the Facility Rental tri-fold and said it looked very nice.

Vice President Haas commented she had picked up material at the IPRA Conference and thought staff might be interested in it. Haas also asked who served food at the Dance Idol. Staff informed her Club Casa President Rosedale commented Gene did a fine job on being the MC at the Chambers Winter Ball.

#### **XIV. EXECUTIVE SESSION:**

A motion was made by Commissioner Grady at 8:06 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, and Semi-Annual Review of Closed Session Minutes, Review of Closed Session Minutes or the setting of a price for lease of property owned by the Des Plaines Park District. A short break was taken and Executive Session started at 8:16 p.m.

Commissioner Weber seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 5-0

#### **XV. CLOSE EXECUTIVE SESSION AND RETURN TO OPEN SESSION**

A motion made by Commissioner Haas to return to Open Session at 9:21 p.m.

Commissioner Grady seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 5-0

#### **Agenda Item: 15 - A**

##### **Action Item: Position and Titles for 2015/2016 & Salary Structuring for 2015/2016**

A motion was made by Commissioner Weber to approve the Position & Titles and Salary Structure for 2015/2016 as presented

Commissioner Yates seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 5-0

#### **Agenda Item: 15 – B**

##### **Action Item: Full Time Salary Administration for 2015/2016**

A motion was made by Commissioner Weber to approve the Full Time Salary Administration for 2015/2016 as presented.

Commissioner Yates seconded the motion

Roll call: Commissioners Weber, Aye; Yates, Aye; Grady, Aye; Haas Aye; President Rosedale, Abstained

Motion Carried: 4-0-1

#### **Agenda Item 15 – C**

##### **Action Item: Employee Health, Dental, Vision, and Life Insurance Benefits for 2015/2016**

A motion was made by Commissioner Yates to approve the Employee Health, Dental, Vision, and Life Insurance Benefits for 2015/2016 as presented.

Commissioner Haas seconded the motion.

Roll call: Commissioners Yates, Aye; Haas, Aye; Grady, Aye; Weber Aye; President Rosedale, Aye

Motion Carried: 5-0

**XVI. ADJOURNEMENT**

A motion was made by Commissioner Grady to adjourn at 9:25 p.m.  
Commissioner Yates seconded the motion.

All Commissioners voted in favor by acclamation.  
Motion Carried: 5-0

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary