

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, FEBRUARY 19, 2013**

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 Jim Grady at 7:02 p.m. Commissioners answering present to the roll call were: Joseph Weber, Don Rosedale, William Yates, Jana Haas and President James Grady. Also in attendance were Executive Director John Hecker, Superintendent of Business and Golf Operations Don Miletic, Superintendent of Parks & Planning Paul Cathey, Superintendent of Recreation Linda Traina, Manager of Golf and Facilities Brian Panek, Finance Manager Amy Garbacz, IT Manager Sean King, Marketing and Communications Manager Gene Haring.

Guests Present: Pat Grzbeniek, History Center;
Jerry Chvatal, Senior Center

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

History Center Update: Pat Grzbeniek updated the Board on the status of the History Center.

Senior Center Update: Jerry Chvatal updated the Board regarding happenings at the Frisbie Center.

Friends of the Parks: Commissioner Grady updated the Board on future events and contests: Chippewa Pool Grand Opening, Annual Clean Up the Park, fine tuning the Fishing Derby during Fall Fest & Halloween House Decorating Contest. Friends of the Park are looking for donations of fishing rods.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Haas moved to approve the Regular Minutes from January 15, 2013.
Commissioner Rosedale seconded the motion.

Discussion: None.

All commissioners present voted in favor by acclamation.
Motion Carried.

APPROVAL OF THE VOUCHER BILLS

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

- January 18, 2013 \$1,194,056.96
- February 1, 2013 \$ 117,570.91

Commissioner Yates seconded the motion.

Discussion: Roll call: Commissioners Weber, Aye; Yates, Aye; Rosedale, Aye; Haas, Aye. President Grady, Aye
Motion Carried: 5-0

APPROVAL OF PAYROLL

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

- January 11, 2013 \$ 116,644.93
- January 25, 2013 \$ 130,804.47
- February 8, 2013 \$ 130,464.89

Commissioner Haas seconded the motion.

Discussion: None.

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

Motion Carried: 5-0

M-NASR REPORT

Executive Director John Hecker stated he attended the MNASR basketball tournament held on Sunday, February 17 at Niles West High School and was amazing with the participation of 15 teams. The Liponi Dinner Dance is on Saturday, March 2 at 6pm and held at the White Eagle, all Commissioners and Administrative Staff signed up.

OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director Hecker briefly reviewed several items contained in his written report, including:

- Several staff members attended the IAPD & IPRA conference January 24-26.
- Ron Vine will be in attendance to review the Community Needs Finding Report.
- Meet with ATT reps regarding a possible tower on property. Staff has not heard from them yet.
- Discussed e-cigarettes and what Districts position is on it.
- Staff reviewing manuals for possible revisions.
- Discussed voting on the financial report.

RECREATION DEPARTMENT

The Board heard a report from Superintendent of Recreation Linda Traina on several items including:

- Informed the Board the Chase will not be held this year due to the fact there is no date set for the City of Des Plaines Summer Fling. The additional costs involved and the remapping of a race route would be very costly and not financially beneficial for the Scholarship Fund.
- Staff continues working on the budgets.

PARKS AND PLANNING DEPARTMENT

The Board heard a report from Superintendent of Parks and Planning Paul Cathey on several items including:

- Design Perspectives was hired for the renovation projects, which includes Kiwanis Park, Jaycee Park, and Prairie Lakes main entrance. These projects are scheduled for FY 2013/14 with an anticipated completion date of late fall 2013.
- Updated the Board on the progress of Chippewa Pool. Focus is on the interior of the facility now. Most of the mechanical system installed in the mechanical building and light pole bases have been poured. Water Technology Inc. was on site to perform second inspection of the pool mechanical & piping systems.
- Lake Park Club House is renovated with updates to bathrooms, new storage areas, and painting of floors and walls. The Memorial Pavilion bathrooms renovated with new fixtures and partitions.

President Grady commented on Cumberland Terrace and a renter being extremely pleased with the facility.

BUSINESS AND GOLF OPERATIONS

The Board heard a report from Superintendent of Business and Golf Operations Don Miletic on several items.

- Reviewed the financial status of the District
- Working on budgets and met with Department Heads for review.
- Working on cross marketing with Golf Center & Lake Park and developing promotionals.

FINANCIAL REPORT

Superintendent of Business and Golf Operations Don Miletic presented the monthly financial report.

Commissioner Rosedale moved to accept the Financial Report for January 2013, subject to audit, and place a copy on file.

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 5-0

UNFINISHED BUSINESS

No unfinished business discussed.

NEW BUSINESS

Agenda Item 11 – A

Action Item: Employee Handbook Revisions

Executive Director John Hecker presented the Board with the proposed revisions to the 2013 Employee Handbook. Two suggested revisions include a Social Media Policy and the additional wording regarding FMLA. On page 24 of the Employee Handbook, under FMLA, section A, added "...in writing through their immediate supervisor or through the Superintendent of Business and Golf FMLA...".

Commissioner Weber moved that the Des Plaines Park Board of Commissioners approve the revisions as presented to the 2013 Employee Handbook as presented.

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 5-0

Agenda Item 11 – B

Action Item: Chippewa Pool Change Orders

Executive Director John Hecker presented the Board with Chippewa Pool Change Orders #005, which included the addition of underground conduit from mechanical room to light poles for PA speaker system, lock for pool hatch and a VOIP Patch Panel.

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners approve Chippewa Pool Construction Contract Change Order #005 including Change Order Proposals 24-26 as outlined in the Staff Report dated February 19, 2013, resulting in an increase to the Construction Contract in the sum of \$3,967.00 for a total revised Construction Contract amount of \$2,789,719.00.

Commissioner Yates seconded the motion.

Discussion: Commissioner Yates amended the motion due to a typo error in the motion. Written as #004 and should have been #005. Motion amended to reflect Change Order #005.

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

Motion Carried: 5-0

Agenda Item 11 – C

Review of 2012 Community Survey Findings

Ron Vine presented the findings for the Community Survey. 80% of households indicated they used the parks. Top findings were expanding the Prairie Lakes Fitness Center and adding an indoor aquatics fitness center. In addition, increase bike and walking paths/trails, add more adult fitness classes, wellness programs, a dog park, nature programs and interactive playgrounds. Survey found a high satisfaction in the quality and maintenance of parks and facilities. There has been a drop drop in program participation since 2006. The survey also revealed class times are not accommodating and household fees are a little high. Also, found the library is a widely utilized facility for programs due to them being offered for free.

Discussion: President Grady made comment the District is land locked especially when it comes to developing walking and biking trails. Grady commented about the support of an aquatic facility yet residents do not want to financially support. Ron Vine commented the indoor aquatic facility is extremely important to the community. Commissioner Rosedale asked how the community sample was picked. Mr. Vine responded the list is purchased and survey's sent out to random households. President Grady asked if more information was taken from the downtown area due to the age population. Mr. Vine stated the correlation between respondents and statistics of Des Plaines is comparable.

CORRESPONDENCE:

None

COMMISSIONER COMMENTS

Commissioner Haas: Rosemont pool is still very chilly. Swim Supervisor has been trying to work with the Rosemont Park District and School about the temperature of the water. Very hard to get an accurate reading. Also met with some local girl scouts trying to get earn badges.

Commissioner Rosedale: Attended the Chambers Winter Garden Ball...very nice.

Commissioner Yates: Nothing

Commissioner Weber: In honor of the Westminster Dog Show, Joe enrolled his dog obedience class with his dog and is doing very well.

President Grady: Friends of the Park continues on and hopes as time goes on would like to see a foundation come about.

EXECUTIVE SESSION

A motion made by Commissioner Rosedale at 8:54 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, Semi-Annual Review of Closed Session Minutes, Review of Closed Session Minutes from January 15, 2013 or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Yates seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

RETURN TO OPEN SESSION

A motion made by Commissioner Rosedale to return to Open Session at 10:10 p.m.

Commissioner Yates seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

Agenda Item 15-A

Salary Ranges for 2013/2014

Commissioner Yates moved that the Board of Commissioners approve the Salary Structure for 2013/2014.

Commissioner Weber seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

Agenda Item 15-B

Employee Salaries for 2013/2014

Commissioner Rosedale moved that the Board of Commissioners approve the salary Pool for Full-Time employees for 2013/2014 in the amount of \$61,775.61 with an additional reserve of \$7,000 for a total of \$68,775.61.

Commissioner Haas seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

Agenda Item 15-C

Employee Health, Dental, Vision and Life Insurance benefits for 2013/2014

Commissioner Rosedale moved that the Board of Commissioners approve the Employee Health, Dental, Vision and Life Insurance as presented.

Commissioner Weber seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

ADJOURNMENT

A motion was made by Commissioner Grady to adjourn at 10:15 p.m.

Commissioner Rosedale seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

APPROVED _____

President

Secretary