

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, MARCH 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 7:05 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, Assistant Superintendent of Recreation Jennifer Boys, Manager of Golf and Facilities Brian Panek, Finance Manager Amy Garbacz, IT Manager Sean King, Marketing and Communications Manager Gene Haring.

Guests Present: Tom Christiansen, History Center;
Jerry Chvatal, Senior Center

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

History Center Update: Tom Christiansen 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. The next meeting is March 25, 2013 at 6:00 p.m.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Haas moved to approve the Regular Minutes from February 19, 2013.
Commissioner Yates 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:

- February 15, 2013 \$ 377,619.85
- February 22, 2013 \$ 5,300.02 (corrected from agenda)
- February 28, 2013 \$ 137,398.29

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:

- February 22, 2013 \$ 129,707.57
- March 8, 2013 \$ 130,583.29

Commissioner Weber 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: No report

OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director Hecker briefly reviewed several items contained in his written report.

RECREATION DEPARTMENT

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

- Dance Idol was a tremendous success with hundreds of participants, family and friends coming to the event held at PLCC.
- Staff working on Spring/Summer staffing.
- Staff working on ordering owner provided items for Chippewa Pool.
- 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:

- Planned Public Forum on april 3, 2013 at 6:30 p.m. at ALC for Jaycee and Kiwanis Park Playground Renovations.
- 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.

BUSINESS AND GOLF OPERATIONS

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

- Reviewed the 2014 Budget Summary
- Reviewed the Health Insurance Program with All eligible staff at Semi-Annual Staff Meeting
- Updated 2 of 3 residential leases
- Finalized changes to Capital Improvement Plan.
- Updated Purchase Order Procedure
- 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 February 2013, subject to audit, and place a copy on file.

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

UNFINISHED BUSINESS

No unfinished business discussed.

NEW BUSINESS

Agenda Item 11 – A

Action Item: Revisions to Board Policy and Park Regulations Manual

Executive Director John Hecker presented the Board with the proposed revisions to the 2013 Board Policy and Park Regulations Manual. The sections listed below were recommended for revision or addition to the manual:

Page Number	Section # and Policy Topic
6	Section 2.03 Mission Statement/General Goals
7	Section 3.07 Order of Business (Board Meeting Agenda)
8	Section 3.12a Electronic Remote Attendance at Park Board Meetings
17	Section 6.03 Petty Cash Funds
18	Section 6.06 Purchasing Procedures
31	Section 8.45 E-Cigarette/E-Cigar Restrictions
38	Section 13.01 Effective Date Change

Commissioner Weber moved that the Des Plaines Park Board of Commissioners adopt the revisions as presented to the 2013 Board Policy and Park Regulations.

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: Approval: Resolution #13-01 Electronic Remote Attendance at Park Board Meetings

Executive Director John Hecker presented the Board with a Resolution to authorize Park Board Members to attend Park Board Meetings by audio or video conferencing. Hecker reviewed the specific requirements and restrictions as outlined in the Open Meetings Act. Hecker also noted that the Park Board Meeting Agenda will be revised to include an action item on subsequent agendas to allow for action to permit remote attendance.

Commissioner Haas moved that the Des Plaines Park District Board of Commissioners adopt Resolution #13-01 Electronic Remote Attendance at Park Board Meetings as presented.

Commissioner Rosedale 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 – C

Action Item: Approval: Chippewa Pool Construction Contract Change Order #006 including Change Order Proposals 27 - 30

Executive Director John Hecker presented the Board with a report including support material for Change Order #006 that includes Change Order Proposals 27 – 30. A summary of that report is included below.

Change Order Proposal #27 ADD to relocate front admission window to other side of admission office	<u>DID NOT ACCEPT</u> \$956.00
Change Order Proposal #28 ADD for enhancement to Cedar Fence at Locker room exit to pool	\$ 436.00
Change Order Proposal #29 ADD for changes to Re-Design/Re-Piping Of sprinkler system due to ceiling installation in rooms #A115, A116 and A117	\$ 3,981.00
Change Order Proposal #30 ADD for closing off eaves at front entry On the sides	\$ 550.00
The Change Order Proposals above result in a net increase to the contract of:	\$ 4,967.00
Original Board Approved Construction Contract Amount:	\$2,785,500.00

REVISED CONSTRUCTION CONTRACT AMOUNT AT 02/19/13: \$2,794,686.00

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners approve Chippewa Pool Construction Contract Change Order 006 including Change Order Proposals 28 – 30 as outlined in the Staff Report dated March 19, 2013, resulting in an increase to the Construction Contract in the sum of \$4,967.00 for a total revised Construction Contract amount of \$2,794,686.00.

Commissioner Yates moved to second the motion.

Discussion: Executive Director Hecker indicated that several change orders that have been approved since the project started have moved forward so that the flow of work is not interrupted, however some of those change order additional costs have been related to additional design costs due to what staff judges to be “misses” by Architect Cordogan Clark that we will be seeking as credit on final fees paid to Cordogan Clark from the remaining balance due the Architect.

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

CORRESPONDENCE: None

COMMISSIONER COMMENTS: None

EXECUTIVE SESSION

A motion was made by Commissioner Rosedale at 8:08 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 and February 19, 2013 or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Haas 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 8:53 p.m.

Commissioner Yates seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 9:07 p.m.

Commissioner Weber seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

APPROVED _____

President

Secretary