

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, APRIL 16, 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 7:00 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: Pat Grzebieniak, History Center;  
Jerry Chvatal, Senior Center  
Jessica Dang & Jane Acker, MCYAF

**CHANGES TO THE AGENDA:** President Grady noted one change to the Agenda under Introductions/Presentations letter "A" is to be removed.

**INTRODUCTIONS/PRESENTATIONS**

**History Center Update:** Pat Grzebieniak 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 including Park Clean Up, Sesquicentennial Park and Chippewa Pool Grand Openings. The next meeting is April 22, 2013 at 6:00 p.m.

**MCYAF:** Jessica Dang and Jane Acker updated the Board with a Power Point presentation regarding a survey they performed over the summer at various events & festivals. Most patrons are supportive of the wrist band and would like to see a stronger policy on wrist band usage

**COMMENTS FROM THE COMMUNITY:** None

**APPROVAL OF THE MINUTES**

Commissioner Haas moved to approve the Regular Minutes from March 19, 2013 with the noted change to the Voucher Bill.

Commissioner Yates seconded the motion.

Discussion: President Grady noted under the Voucher Bills the February 28, 2013 had a slight discrepancy; \$137,398.29 should be \$137,398.35.

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:

- March 15, 2013           \$288,011.85
- April 1, 2013            \$143,160.88

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:

- March 22, 2013        \$129,652.97
- April 5, 2013         \$128,839.85

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:** Executive Director John Hecker updated the Board regarding the success of the Liponi Dinner Dance, netting approximately \$33,000.00. Stella thanks the Board for all the support the foundation receives from the District.

## **OPERATIONS REPORTS**

### **EXECUTIVE DIRECTOR:**

Executive Director Hecker briefly reviewed several items contained in his written report. Mr. Hecker mentioned the District is working with National Cost Reduction Corporation regarding looking at ways save dollars. This company would negotiate pricing with companies we utilize. Director Hecker also addressed the Board regarding the possibility of subsidizing the use of Beck Lake and promote to our residents.

Comments: Commissioners discussed and think it is a good idea and to move forward with the initiative of subsidizing fee for residents who want to use Beck Lake Dog Park.

## **RECREATION DEPARTMENT**

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

- The Fall Fest Agreement
- Purchasing of the Chippewa Owner Items
- Very successful turnout for the Easter Egg Hunt
- Sesquicentennial Grand Opening will be Saturday, May 4

## **PARKS AND PLANNING DEPARTMENT**

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

- Chippewa Pool progress: If weather cooperates we will get the pool 3 weeks late for final finishing by staff
- Held a public forum for the Jaycee and Kiwanis Park redevelopment.
- Resurfacing of Lake Park Marina towards the end of this summer.
- Work being completed at Mystic Waters
- New tee mats installed at Lake Park
- Reviewed the conceptals for the front entrance of Prairie Lakes Community Center. Project will be going out to bid soon. Much discussion ensued.
- Reviewed the vandalism report and discused vandalism at Dimmuci.

## **BUSINESS AND GOLF OPERATIONS**

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

- Working on staff evaluations
- Started promos for the golf courses
- Started up youth golf instruktural programs at both Golf Center and Lake Park
- Security alarm installed at Oakwood

## **FINANCIAL REPORT**

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

Commissioner Rosedale moved to accept the Financial Report for March 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**

### **Agenda Item 10 – A**

#### **Action Item: Revisions to Board Policy and Park Regulations Manual**

Executive Director John Hecker presented the Board with the proposed revision to Section 8.37 Public Meetings that would clarify the Park District's stance on allowing local elected officials and candidates for local public office the use of park district rooms, facilities, and park sites and any associated charges for such use and restrictions for that use.

Commissioner Rosedale moved that the Board of Park Commissioners approve the revision to the Board Policy & Park Regulations Manual to include Section 8.37 Public Meetings 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

## **NEW BUSINESS**

### **Agenda Item 11 – A**

#### **Action Item: 2013/2014 Tentative Budget and Appropriation Ordinance #13-02**

Superintendent of Business and Golf Operations Don Miletic reviewed the Staff Report included in the Board materials. Mr. Miletic presented a digital review of the Ordinance and went over each fund describing significant changes from the previous year and noted the District does have a balanced budget.

Commissioner Rosedale moved that the Park Board of Commissioners approve Ordinance #13-02 the 2013/2014 Tentative Budget and Appropriation.

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

### **Agenda Item 11 – B**

#### **Action Item: Approval: Chippewa Pool Construction Contract Change Order #007 including Change Order Proposals 31-35**

Executive Director John Hecker presented the Board with a report including support material for Change Order #007 that includes Change Order Proposals 31-35. A summary of that report is included below.

**Change Order Proposal #31: VOID**

**Change Order Proposal #32: VOID**

<b>Change Order Proposal #33:</b>	ADD for Floor Drain Pipe and Fittings to serve RPZ in filter room	\$ 1,011.00
<b>Change Order Proposal #34:</b>	ADD for Hardie Plywood on back of front entrance gable	\$ 1,012.00
<b>Change Order Proposal #35:</b>	ADD for upgraded “look” for front entrance panels	\$ 825.00
The Change Order Proposals above result in a net increase to the contract of:		<b>\$ 2,848.00</b>
<b>Original Board Approved Construction Contract Amount:</b>		<b>\$2,785,500.00</b>

**REVISED CONSTRUCTION CONTRACT AMOUNT AT 02/19/13: \$2,797,534.00**

Commissioner Weber moved that the Des Plaines Park District Board of Commissioners approve Chippewa Pool Construction Contract Change Order #007 including Change Order Proposals 31 – 35 as outlined in the Staff Report dated April 16, 2013, resulting in an increase to the Construction Contract in the sum of \$2,848.00 for a total revised Construction Contract amount of \$2,797,534.00.”

Commissioner Yates seconded 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

**Agenda Item 11 – C**

**Action Item: Approval: Intergovernmental Agreement for the Provision of Security Services at All Park District Facilities Between the City of Des Plaines and Des Plaines Park District**

Superintendent of Parks and Planning Paul Cathey presented the board with an Intergovernmental Agreement for Provision of Security Services between the City of Des Plaines and District. One of the changes noted in the agreement is changing Park Patrol to Park Police. The agreement will include the policing of Special Events at a set hourly rate. The agreement will be a term of two years.

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners approve the Intergovernmental Agreement for the Park Police program as provided by the City of Des Plaines

Commissioner Haas moved to second the motion.

Discussion: Commissioner Grady asked if Attorney Greg McDonald reviewed the agreement. Staff informed Board agreement was sent to him for review. There are no significant changes to the agreement other than changing verbage and the inclusion of special events.

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

Motion Carried: 5-0

**Agenda Item 11 – D**

**Action Item: Approval: Intergovernmental Agreement School District #62 and Des Plaines Park District Facility Use Agreement April 1, 2013 thru March 31, 2014**

Executive Director John Hecker presented the board with an Intergovernmental Facility Use Agreement between District #62 and the District. This agreement will be a one-year term. Staff is analyzing costs related to mowing and the overall benefits of the District using their facilities.

Commissioner Haas moved that the Des Plaines Park District Board of Commissioners approve the Intergovernmental Agreement between the Board of Education of Community Consolidated School District 62, Cook County, Illinois and the Des Plaines Park District regarding the use of certain School District and Park District Facilities for the period April 1, 2013 thru March 31, 2014.

Commissioner Weber moved to second the motion.

Discussion: Commissioner Grady asked if District #62 has accepted the agreement. Executive Director Hecker stated they have although they questioned why only a one-year agreement. Staff informed District #62 it was a matter of labor and the outcome of Obama Care.

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

**Agenda Item 11 – E**

**Action Item: Safety Manual Revisions**

Executive Director John Hecker presented the Board of Commissioners with revisions to the Safety Manual for review and approval as submitted in the Staff Report. Included are copies of the pages with significant changes in bold text.

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

Commissioner Rosedale seconded the motion.

Discussion: Commissioner Haas questioned the back ground check completion process. Staff informed the Board it has always been in place and only the verbage was changed. Commissioner Grady questioned if the new legislation about hazing applies to Park Districts and if we have a policy on it. Staff informed Board the District does have a Behavior Policy in place, however will look further into the matter.

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

**Agenda Item 11 – F**

**Action Item: Crisis Management and Emergency Response Plan Revisions**

Executive Director Hecker reviewed the Staff Report included in the Board Materials. Safety Committee Chair Jennifer Boys and Safety Committee reviewed the current Crisis Management and Emergency Response Plan the past couple of months to determine what (if any) revisions were needed. Director Hecker stated he included only the specific (pages) and text that is recommended to be revised, added or removed for 2013. The entire manual can be sent to you as a pdf file if you prefer or printed. The recommended revisions in the manual are in **bold text**.

Commissioner Weber moved that the Park Board of Commissioners approve the revisions to the Crisis Management and Emergency Response Manual as presented.

Commissioner Haas seconded the motion.

Discussion: None

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

Motion Carried: 5-0

### **Agenda Item 11 – G**

#### **Action Item: Temporary Easement Agreement, MWRD: Dimucci-Lowenberg Park**

Superintendent of Parks and Planning Paul Cathey presented the Board with the Temporary Easement Agreement to MWRD at Dimucci-Lowenberg Park. Paul informed the Board both Executive Director John Hecker and he met with MWRD regarding their request for temporary easement. There is a permanent easement running through Dimucci-Lowenberg Park and this work would definitely help the neighborhood. This was brought before legal council. The District set very specific deadlines and conditions. Work to be completed by MWRD is the lining of the storm sewer to eliminate the horrific odor that is occurring in the neighborhood. This temporary easement, if granted will run from October 1<sup>st</sup>, 2013 to March 31<sup>st</sup>, 2014. The MWRD will stage construction on the District's property and provide adequate fencing and security around the construction area.

Commissioner Rosedale moved to table Agenda Item 11-G until May 21, 2013.

Commissioner Weber seconded the motion.

Discussion: Commissioner Grady questioned where would they park their equipment. Staff informed Board it would be kept on Park property fenced in. Commissioner Grady has concerns regarding the sidewalk being ripped out and not available for residential use. Staff informed the Board the reasoning for the timing of work being completed October through March was because it would have less effect on the residents in the neighborhood due to the season. Commissioner Rosedale questioned the date of 2017. Staff informed the Board it is only if the work was to be postponed. Staff also informed Board the Park will remain open. Staff will meet with MWRD and discuss pouring of a temporary path, securing of the equipment and construction area, and informing neighbors of the work to be completed

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

Motion Carried: 5-0

**CORRESPONDENCE:** The district received two thank you letters. One from Northwest Municipal Credit Union for use of Prairie Lakes Community Center for the annual Luncheon and the other was Liponi Foundation for the donation of items for their raffle. In addition, the lifeguard staff received the "2012 Gold International Aquatic Safety Award".

#### **COMMISSIONER COMMENTS:**

Commissioner Haas commented on senior programming at the Frisbie Center and the possibility of acquiring light weights and/or bands for seniors to use at the facility.

Commissioner Rosedale congratulated Commissioner Grady and Haas on the recent win of the election.

Commissioner Weber congratulated Commissioner Grady and Haas and also commented on another good month for the District.

#### **EXECUTIVE SESSION;**

A motion was made by Commissioner Yates at 9:25 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 or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Rosedale seconded the motion.

Discussion: None

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

Motion Carried: 5-0

**RETURN TO OPEN SESSION**

A motion made by Commissioner Weber to return to Open Session at 10:30 p.m.

Commissioner Yates seconded the motion.

Commissioner Rosedale moved the Board approve the destruction of the Closed Session Verbatim Recordings for the meetings listed in the staff report.

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 10:30 p.m.

Commissioner Weber seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary