

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, APRIL 21, 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 7:00 p.m. Commissioners answering present to the roll call were Joseph Weber, James Grady, Jana Haas, and President Don Rosedale. Commissioner William Yates was absent. Also in attendance was Executive Director, Don Miletic; Superintendent of Parks & Golf Operations, Paul Cathey; Superintendent of Business, Katie Skibbe; Superintendent of Recreation, Linda Traina; Assistant Superintendent of Golf and Facilities, Brian Panek; Business Manager, Amy Garbacz; Marketing and Communications Manager, Gene Haring; IT Manager, Sean King; Human Resource & Risk Manager, Desiree van Thorre; Administrative Assistant, Deborah Hermanson.

Guests Present: Dedicated to Excellence recipient Mary Ann Troxell, Accounts Receivable Clerk, and her husband, Jeff Troxell; Trish Romza, Alderman Dick Sayad, Alderman Jim Brookman, Dean Kelley, George Maurides, Steve Kosirog, Jan Goczowski, Glenn Heidorn, Michael Pesola, Kerstin Schreyer-Miller, Arnold Miller.

**II. CHANGES TO AGENDA: None**

**III. INTRODUCTIONS and PRESENTATIONS**

**Dedicated to Excellence:** The Dedicated to Excellence Award is given three times each year for service performed “above and beyond.” Amy Garbacz presented Mary Ann Troxell with the award and a gift card in recognition of her extra efforts handling Accounts Payable work during Diane Lawson’s recent absence. Mary Ann’s regular duties include being the Accounts Receivable Clerk, the district’s Facility Rental Coordinator, as well as assisting at the front desk. Everyone who deals with Mary Ann has expressed how helpful and delightful she is to work with. Mary Ann was given a special certificate from our local military organizations for her assistance with their rentals. Mary Ann's willingness to step up and help the Business Department was critically important, and this award is well-deserved. Congratulations, Mary Ann, and thanks for everything you do!

**History Center Update:** Arnold Miller updated the Park Board on the status of upcoming events, programs, and classes at the History Center. He thanked the Park Board and District for their support. He said the History Center is now operating with a positive fund balance, and continues with their renovations and remodeling. The Park District’s in-house dance company, Artistry in Motion, will have their annual photo shoot taken at the Kinder House on May 3rd.

**Senior Center Update:** None

**Friends of the Parks:** Superintendent of Recreation, Linda Traina, stated the Friends are in the process of developing a website, Facebook and Instagram pages, and may add a link to the Park District’s website. The Friends have begun awarding scholarships in the amount of \$50 per child. The time for the grand opening of the recently renovated McKay-Nealis Park, on May 30<sup>th</sup> will be moved to 1:00 p.m., to accommodate requests from members of the McKay family who are coming from out of town to be at the ribbon cutting ceremony.

Commissioner Jana Haas commented that Face Painting at the Easter Event went exceptionally well. Staff replied the Friends were quite busy all the way up to the end.

**IV. COMMENTS FROM THE COMMUNITY:**

Resident Michael Pesola, of 300 S. Cumberland, Des Plaines, spoke about the Blackhawk Park agreement. He said he does not feel that building a store on the corner of Golf and Mount Prospect roads is enriching lives and goes against the Park District’s motto of “Enriching lives everyday.” Mr. Pesola listed many concerns regarding the agreement, and asked why the Park District was in receipt of the Blackhawk Park Agreement prior to it being taken up by Des Plaines City Council.

Staff informed Mr. Pesola that Park Board Members would consider all his comments. Staff further informed him that Mariano’s interest in the property was in newspaper articles last year, so people were informed well in advance.

Resident Jan Goczkowski, of 163 Fletcher, Des Plaines, spoke about the Blackhawk Park Agreement. Ms. Goczkowski, who resides near the property, said she is in favor of this agreement and knows of many residents in the area who also are in favor of the agreement. She believes the community needs this development, and to renovate Blackhawk Park would benefit the community.

Resident Glenn Heidorn, of 209 Stratford Road, Des Plaines, spoke about the Nice Rink (a seasonal ice rink) at Cornell Park. Mr. Heidorn had many concerns regarding the new rink, including noise and people playing past 10 p.m. Mr. Heidorn thanked the Park District for installing a timer on the lights to turn them off at 10 p.m. Mr. Heidorn asked if the rink could be relocated to Chippewa Park.

Staff informed Mr. Heidorn that the Nice Rink does save time in preparing ice and provide more ice time for the residents of the community, and that they will be in contact with him in the future.

City of Des Plaines Fifth Ward Alderman, Jim Brookman, spoke to say he is very pleased with the Intergovernmental cooperation. Mr. Brookman said he is happy that the Park District purchased the parcel at 968 S. Second Avenue, and that we plan to make it a "pocket park," which will benefit the neighborhood. Mr. Brookman is also pleased with Agenda Item D: Intergovernmental Agreement, Park Police/City of Des Plaines. In the past, the Park District has hired private companies to perform park patrols, but since developing this agreement there has been a vast improvement attributable to the fact the Park Police are now auxiliary police from the Police Department.

#### **V. APPROVAL OF THE MINUTES**

Commissioner Jana moved to approve the Regular Minutes from March 17, 2015.

Commissioner Grady seconded the motion.

Comments: None

All Commissioners voted by acclamation.

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

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

- March 13, 2015                      \$141,916.36
- March 27, 2015                      \$227,457.68

Commissioner Weber seconded the motion.

Comments: None

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

Motion Carried: 4-0, 1 absent.

#### **VII. APPROVAL OF PAYROLL**

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

- March 20, 2015                      \$140,039.80
- April 3, 2015                         \$142,412.95

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 absent.

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

Executive Director, Don Miletic, informed the Park Board he had no more to add. Stella's report is included along with the revenues generated from the Liponi Dinner Dance. Don said, with the monies generated from the Liponi Dinner Dance fundraiser, M-NASR was able to purchase the handicap accessible bus.

Commissioner Grady asked Don to explain to the public what M-NASR stood for.

Don stated M-NASR stood for Maine Niles Association of Special Recreation and without them it would be really difficult to meet the needs of Special Recreation residents in the Districts community.

## **IX. OPERATIONS REPORTS**

### **EXECUTIVE DIRECTOR:**

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

- Don congratulated Joe Weber on his re-election
- Played FootGolf at Lake Park Golf Course for the first time and it is like playing golf but with a soccer ball.
- The OSLAD Grant for Apache Park continues and is still on hold.
- The staff are very busy with spring clean ups and startups. Staff is doing a great job and making sure things are completed.

### **RECREATION DEPARTMENT**

The Park Board heard a report from Superintendent of Recreation Linda Traina including:

- Staff is finishing the third week of NFL Play 60 at North School with 50 participants and well received.
- After spring break, Staff started up the After School Program at South, Iroquois and Orchard Schools. Between the three schools, 98 kids participated. In September, another school will be added to participate in the After School program.
- The Spring Fun Fair is on May 16<sup>th</sup> at Mountain View Mine from 10 a.m. to 1 p.m.
- Due to the beautiful weather, Mountain View Mine opened a week earlier just before spring break.
- The Employee Potluck will be tomorrow at West Park from 11:30 a.m. to 1 p.m.
- The annual Earth Day was this past Saturday and well attended. A beekeeper was at the event selling honey. Cindy did a great job on this event.
- The Easter Event went very well.

Comments: Executive Director Don Miletic commented on the Artistry in Motion Spring Showcase. Don said the performances by these dancers were amazing, the best yet. The dances were just outstanding.

### **PARKS AND GOLF OPERATIONS**

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

- The Golf Conveyor Project is completed and working very nicely. Staff did a wonderful job putting everything together to make this project run successfully. There were only a couple issues in the first two weeks but figured them out and have had no problems since.
- The District is looking for a replacement for Chris Leiner. Chris has accepted a position with the Glencoe Park District as Director of Parks. Chris has been very valuable to the success of the Parks Department these last couple of years.
- Jim Suwalski has accepted a new position at another company and will be leaving the Park District. Jim has been with the district for 8 years working at different facilities.
- Eaton Field project will be starting soon. The delivery of the playground equipment is expected to be in early May. Demolition on the park is tentatively to begin the end of next week if the weather cooperates. Still waiting on the MWRD permit but Paul does not expect any problems with receiving it.
- Staff has been very busy starting up the pools, ball fields and cleaning up parks.

Comments: None

### **BUSINESS OPERATIONS**

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

- The 2015/2016 Tentative Budget and Appropriation Ordinance #15-01 is on the agenda for tonight.
- For the last three weeks, BS&A has been here training staff on the new software. The District was fortunate to have two of the BS&A employees, one in training, which allowed for additional training if needed at other facilities.

## **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for February 2015, subject to audit, and a copy being placed on file.

Commissioner Grady seconded the motion.

Discussion: None.

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

Motion Carried: 4-0, 1 absent.

### **X. OLD BUSINESS: None**

### **XI. NEW BUSINESS:**

#### **Agenda Item 11 – A**

##### **Action Item: 2015/2016 Tentative Budget and Appropriation Ordinance #15-01**

Superintendent of Business Katie Skibbe reviewed the Staff report included in the Board materials. The final Budget and Appropriation must be approved by the end of July and will be presented for approval at the June Board Meeting. Katie reviewed several of the funds projected to be in deficit and explained the factors that led to deficit spending. Katie also reviewed several significant Capital Projects planned for the 2015/2016 Fiscal Year. The /20152016 proposed operating budget is \$14,746,535. The overall operating budget is forecasted with a Surplus of \$620,138 while the total budget, including capital and debt, has a surplus of \$139,914.

The total revenue budget for 2015/16 is \$14,886,449, a 12.5 % increase over the 2014/15 budget. The increase in revenue is the result of a planned debt issuance in 2015/16 and significant grant funding for Apache Park, Eaton Park, the ADA Sensory Room, Teen Center technology, and Creative Corners technology.

Commissioner Grady moved that the Des Plaines Park District Board of Commissioners approve the 2015/2016 Tentative Budget and Appropriation Ordinance #15-01.

Commissioner Haas seconded the motion

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

Motion Carried: 4-0, 1 absent.

Comments: Commissioner Haas stated she liked the new budget presentation with graphs and breakouts.

#### **Agenda Item 11 – B**

##### **Action Item: Purchase of 968 S. Second Avenue**

Executive Director Don Miletic reviewed the Staff report included in the Board materials. Don stated that as Jim Brookman mentioned earlier, with the cooperation between the two public entities, the City proposed to the District the opportunity to purchase the vacant land. Don stated the Park District held a public forum regarding the vacant land with the idea of establishing a pocket park. The forum went well, was well attended and the District received a lot of good feedback. The purchase price for the property is \$52,000 with a budgeted amount of \$90,000 to build a pocket park.

Commissioner Grady moved that the Park Board of Commissioners of the Des Plaines Park District Purchase the property located at 968 S. Second Avenue from the City of Des Plaines in the Amount of \$52,000”

Commissioner Weber seconded the motion.

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

Motion Carried: 4-0, 1 absent.

#### **Agenda Item 11 – C**

##### **Action Item: Purchase of 2015 Chevrolet Express 3500 Cargo Van**

Superintendent of Park and Golf Operations Paul Cathey reviewed the Staff Report included in the Board materials. Paul stated as part of our FY 2015-2016 Capital Improvement Budget, we have \$37,500.00 budgeted for the purchase of a new cargo van. We solicited a price for (1) One 2015 Chevrolet Express 3500 Cargo Van

with a lift gate through competitive bidding and only one bid was submitted. Bids packets were sent to seven different Chevrolet dealerships and the dealers were contacted in advance. Best Bus Sales of Des Plaines submitted a total bid of \$35,140. The District will not be trading in any vehicles at this time as the need to have both trucks for the building maintenance and landscape crews will enhance the efficiency of both the crews. The new cargo van with lift gate becomes part of the building maintenance crew's fleet. The cost of the lift gate is \$2,729.00 and is included in the vehicle price.

Commissioner Haas moved that the Park Board of Commissioners approve the purchase of one (1) 2015 Chevrolet Express 3500 Cargo Van from Best Bus Sales of Des Plaines IL. The total purchase price is \$35,140.00 for the vehicle. Commissioner Grady seconded the motion

Discussion: President Rosedale asked why others did not bid. Staff stated it could be a stock issue or they may not want to install a lift gate. Best Bus Sales retrofit gates all the time onto buses and vans. Commissioner Weber asked where will the vehicle be housed. Staff informed him the van would be located at the Golf Center for now.

Roll call: Commissioners Grady, Aye; Weber, Aye; Haas, Aye; President Rosedale, Aye.  
Motion Carried: 4-0, 1 absent.

#### **Agenda Item 11 - D**

##### **Action Item: Intergovernmental Agreement – Park Police/City of Des Plaines**

Superintendent of Parks and Golf Operations, Paul Cathey, reviewed the Staff Report included in the Board materials. Currently the District is at the end of a two-year contract with the City of Des Plaines Police Department to provide Park Police. The Park District and DPPD have enjoyed a very successful relationship during the past several years, and staff recommends that we continue the program for another two-year term. This agreement has some differences from previous years. We have added special event coverage, and are referring to the services provided as Park Police.

The District will pay the City of Des Plaines \$33.00 per hour for the first year of the new agreement (2015) and \$34.00 per hour the second year (2016). Previously we paid \$32.00 per hour in 2013 and \$33.00 in 2014.

Discussion: Executive Don Miletic stated Attorney Greg MacDonald has reviewed the agreement in the past. Attorney Greg MacDonald commented he has not reviewed the present agreement.

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

Commissioner Weber seconded the motion.

All Commissioners voted by acclamation.

#### **Agenda Item 11 - E**

##### **Action Item: Revisions to Employee Handbook (Personnel Manual)**

Human Resource Manager Desiree van Thorre reviewed the Staff Report included in the Board materials. Desiree stated over the course of the past year, staff have reviewed the Employee Handbook and made notations on sections that should be added, revised or deleted based on changes to labor laws, actual situations or incidents that have occurred. Shortly before the start of a new fiscal year, revisions are presented to the Board for consideration. The last revision approval by the board took place in March 2014. There have been some minor revisions and title changes.

Desiree stated the Employee Handbook will be made available to all District Employees on the District Website as a password protected download and will only be produced in hard copy for full time staff, facility locations and by special request from all others.

Discussion: Commissioner Grady asked about the exceeding Permanent Part Time and Part Time hours established by the District and what time-period does that cover. Staff informed the Park Board it is on an annual basis.

Commissioner Haas commented about cash control and security and on the Corrective Action Plan there is a line item regarding theft. Haas mentioned the section regarding theft and her thoughts were giving a verbal warning under Failure to Report Theft is a little light and feels it should be a written. She also stated staff could say they never heard their supervisor give them a warning. Staff informed the Board that the verbal warning is actually a written document and signed. Staff also stated failure to report theft is different from theft. Staff informed the Park Board there are perimeters and if staff is over or under \$10, a verbal warning is given. Commissioner Haas said she feels this is a good and the Corrective Action Plan is a good start.

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

Commissioner Grady seconded the motion.

All Commissioners voted by acclamation.

## **XII. CORRESPONDENCE: Thank you Letter to Chris Leiner**

### **XIII. COMMISSIONER COMMENTS:**

Commissioner Weber commented he is excited about where the Park District continues to go. The Parks are filling up as the warmer weather sets in and he is looking forward to enriching lives.

Commissioner Grady noted that it has been a busy season and he enjoys seeing all the programs being offered to the residents. Staff is doing a great job.

Vice President Haas attended the Earth Day Event, which was very nice and a lot of fun. There was a steady stream of patrons. She further stated she ran into the gentleman who would like to see a path put in that runs from Cumberland Park to DP Manor park. Haas thought the Second Avenue Public Forum went well and had a lot of good feedback from the residents.

President Rosedale was pleased to have residents come and speak to the District tonight.

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

A motion was made by Commissioner Grady at 8:19 p.m. to go into Executive Session, to consider matters related to Real Estate, Personnel, Litigation, Semi-Annual Review of Closed Session Minutes, and Review of Closed Session Minutes for the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Weber seconded the motion.

All Commissioners voted by acclamation.

Motion Carried: 4-0, 1 absent

A short break was taken and Executive Session started at 8:27 p.m.

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

A motion made by Commissioner Grady to return to Open Session at 9:13 p.m.

Commissioner Haas seconded the motion.

All Commissioners voted by acclamation.

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

#### **Action Item: Blackhawk Park Agreement**

Executive Director read the following motion below:

The Des Plaines Park District was approached by Abbott Land & Investment Corp (Abbott) in May of 2014. Abbott is under contract to purchase and is planning on developing 10 E. Golf Road, which is the former Coach Bus facility. Dean Kelley from Abbott is asking the Park District to consider allowing a permanent access easement south of Blackhawk Park and, with IDOT approval, a traffic signal at the intersection with Golf Road. The Park District met to discuss the Abbott development and ways to increase recreational opportunities at Blackhawk Park. The design that Abbott has agreed to pursue will be a great benefit to the area, to Blackhawk Park and will provide more recreational opportunities for the District.

Attached is a conceptual drawing and budget for the project. The drawing details the renovations to include i) permanent easements, ii) pathway and bike path, iii) soccer field, iv) picnic shelter, v) storm water management system, and vi) new landscaping, and lighting. The total project costs (including legal fees) are estimated to be \$670,337.65.

Park District's legal counsel and Abbott's legal counsel have been working to draft the necessary agreements to memorialize the project. The following agreements are being drafted and will be executed after all parties have agreed on all terms and conditions of the renovations of Blackhawk Park and 10 E. Golf Road. This project is large in scope and there will be minor changes during the process that will need to be executed and implemented by the Executive Director. All changes would be communicated to the Park Board of Commissioners. The controlling documents for the project (Project Documents) requiring Park District execution will be:

- Construction Agreement
- Reciprocal Storm Water Management, Detention and Maintenance Easement Agreement
- Bicycle Path, Pedestrian Walk Way, Water Service and Maintenance Easement
- Access, Sign and Maintenance Easement
- Temporary Construction Easement
- Agreement for Construction and Easements

Commissioner Grady made the following motion:

**“I move that the Park Board of Commissioners approve the renovation of Blackhawk Park to include i) permanent access easement south of Blackhawk Park granted to Abbott Land & Investment Corp. for access and roadway purposes, ii) allow for a future traffic signal at Golf Road based on IDOT requirements, iii) provide for a Park District pathway easement to the north of 10 E. Golf Road, and iv) approve a mutual water management system and associated easements and maintenance agreements benefitting both Blackhawk Park and 10 E. Golf Road. The Park District agrees on the conceptual design and agreements contained in the Project Documents, providing that Abbott agrees to renovate the Park at its expense with an anticipated budgeted of \$670,337.65 to include park renovations, easements, and water detention areas. The Executive Director is authorized to execute the Project Documents (as may be further amended and revised from time to time) and to execute such other agreements as are necessary to carry out the purposes hereof.**

Commissioner Weber seconded the motion.

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

Motion Carried: 4-0, 1 absent,

#### **Agenda Item: 15 – B**

##### **Action Item: Club Casa Agreement**

The terms of the agreement were discussed in executive session and were presented for approval.

A motion was made by Commissioner Weber to approve.

Commissioner seconded Haas the motion

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

Motion Carried: 4-0, 1 absent.

## **XVI. ADJOURNEMENT**

A motion was made by Commissioner Grady to adjourn at 9:23 p.m.

Commissioner Haas seconded the motion.

All Commissioners voted by acclamation.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary