

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, JULY 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 Joseph Weber at 7:07 p.m. Commissioners answering present to the roll call were: William Yates, Jana Haas, James Grady and President Joseph Weber. Commissioner Don Rosedale Absent. Also in attendance were Executive Director John Hecker, Superintendent of Business and Golf Operations Don Miletic, Superintendent of Recreation Linda Traina, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks and Planning Chris Leiner, Manager of Business and Golf Operations Amy Garbacz, Manager of Golf and Facilities Brian Panek, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson.

Guests Present: Jerry Chvatal, Senior Center

**PUBLIC HEARING:**

Commissioner Yates moved to open the Public Hearing for the 2013/2014 Budget and Appropriation Ordinance #13-04. Commissioner Haas seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (1 Absent)

Motion carried.

Executive Director Hecker read a prepared report summarizing the requirements for passage of the Budget and Appropriation, cash on hand at May 1, 2013, Estimated funds to be received May 1, 2013 through April 30, 2014, Estimated expenditures through April 30, 2014, projected cash on hand at April 30, 2014, and the estimated amount of Real Estate Taxes to be received May 1, 2013 through April 30, 2014.

Executive Director Hecker asked if the Board or visitors had any questions or comments regarding the 2013/2014 Budget and Appropriation Ordinance #13-04.

There were no comments from the Board or visitors.

Commissioner Yates moved to close the Public Hearing for the 2013/2014 Budget and Appropriation Ordinance #13-04. Commissioner Grady seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (1 Absent)

Motion Carried.

President Weber declared the Public Hearing closed.

**CHANGES TO THE AGENDA:**

History Center update will be moved to the end of introduction/presentation.

**INTRODUCTIONS/PRESENTATIONS**

**Senior Center Update:** Jerry Chvatal updated the Board regarding happenings at the Frisbie Center and upcoming events.

**Friends of the Parks:** John Hecker stated the meeting was cancelled due to thunderstorm and lack of attendance.

President Weber asked how sponsorship was going for the Bike Challenge. Staff updated the board regarding the sponsorships.

**History Center Update:** None

**Commissioner Rosedale arrived at 7:15pm**

**COMMENTS FROM THE COMMUNITY:** None

**APPROVAL OF THE MINUTES**

Commissioner Yates moved to approve the Regular Minutes from June 18 , 2013 as presented.  
Commissioner Rosedale seconded the motion.

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

**APPROVAL OF THE VOUCHER BILLS**

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

- June 24, 2013           \$ 394,361.50
- July 5, 2013            \$ 391,491.43

Commissioner Haas seconded the motion.

Discussion: None

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

**APPROVAL OF PAYROLL**

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

- June 14, 2013           \$ 199,811.56
- May 31, 2013            \$ 267,213.55

Commissioner Rosedale seconded the motion.

Discussion: None

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

**M-NASR REPORT:**

Executive Director John Hecker stated there was ne meeting last month. John stated he toured with Sue Bear to view the various MNASR Day Camps and facilities. Both are very impressed with the passion of the staff and the efforts they put forth while working with the participants. The Liponi Mini Golf Outing will be Wednesday, August 14, 5:30-8:30.

**OPERATIONS REPORTS**  
**EXECUTIVE DIRECTOR:**

Executive Director John Hecker briefly reviewed several items contained in his written report. John has been working through the succession planning process and implementing. The District assisted with a group of kids from the Maine West Clinical Government class. John continues to be involved with the Accreditation process with Lincolnwood and continues to sit on a few of the panels that are reviewing other Districts for the Accreditation process. He states one of the nice aspects of being on the review panels it is a great opportunity to learn and bring back new practices to our District.

Comments:

Commissioner Yates asked about the Liponi Golf Outing. Commissioner Haas stated The Liponi Mini Golf Outing will be Wednesday, August 14, 5:30-8:30.

Commissioners and staff discussed the Radio Advertisement on WGN and consensus was to put the original version of the advertisement back on the radio.

### **RECREATION DEPARTMENT**

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

- Day Camp attendance is up 14%
- Jenn and Linda attended the National Dance Competition in Schaumburg this year.
- Josh and Karyn having an all Camp Field Day at Prairie Lakes Park
- Looking for volunteers for Fall Fest
- 2<sup>nd</sup> Annual Family Camp Out at Prairie Lakes
- Park It is being well received

Comments: Commissioner Haas asked how much the District is generating in sponsorships. Staff said the District has received monies however not at goal yet. Commissioner Haas asked if the District is targeting the same Sponsors for each event and if the District has a line item for these sponsorships. Staff informed the Board each event has separate Sponsors and the ones that use to Sponsor the Chase are being asked to sponsor the Bike Challenge. Staff informed the Board each event does have a separate line item and are tracked. Assistant Executive Director informed the Board we have a line item for scholarships in the amount of \$18,000. Commissioner Rosedale asked if the "Park It" program is going out to block parties. Staff informed the Board there has been a couple and the District will be represented at National Night Out. Commissioner Yates asked if there were going to be any CPR classes held in the near future. Staff informed him there will be no classes until fall.

### **PARKS AND PLANNING DEPARTMENT**

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

- Introduced Chris Leiner to the Board. Chris brings a lot of experience to the District.
- Chippewa pool still has some punch list items to follow up on. Meet with Cordigan Clark regarding the detention pond and arrived at a different solution. More drains will be put in to alleviate the draining problem. Waterslide issues are being addressed and Contractor has committed to come out and rectify the situation. B & E pools will come out to help close and drain the pool at end of season.
- Opened bids for the Kiwanis and Jaycee Park Playground Equipment and presented tonight.
- Going to have soil consultants do soil testing at Prairie Lakes Entry Plaza due to the amount of ground water found under bricks before District goes out to bid.

Comments: Commissioner Grady asked where is the water coming from. Staff informed Board there is no drainage in that area as of right now.

President Weber asked why there were boats in the ponds at Prairie Lakes and if it had to do with the algae. Staff informed the Board contractual spraying for algae is done, in addition to regular maintenance and there is no grass carp in those ponds.

President Weber asked if the detention pond reconstruction is being picked up by Cordigan Clark. Staff informed the Board the design will be no charge and Cordigan will be seeking prices for the reconstruction. However, the hiring of a contractor would be Districts responsibility and Districts staff will be overseeing the job.

### **BUSINESS AND GOLF OPERATIONS**

The Board heard a report from Assistant Executive Director Don Miletic on several items.

- Finalized the budget and will present as a new action item.
- Meet with department heads and discussed goals and transition of staff.
- Expand WiFi to Fitness Center and gym lobby at Prairie Lakes in August.
- New hole and sponsorship signs installed on golf course at Golf Center.
- Had a power surge that affected some of the computer equipment.
- Loyalty Tee texting has been a big hit. Have over 800 subscribers get a weekly text with specials and promotions. Have a rewards program in place.
- Still working on the Golf Center insurance claim. Would like to replace some of the turf this year.
- The tenants are finally out of the White Street house and left in bad condition. To be discussed later.

- Working on 501C-3 status for Friends of the Park.

Comments: None

## **FINANCIAL REPORT**

Assistant Executive Director Don Miletic presented the monthly financial report.

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

Commissioner Rosedale seconded the motion.

Discussion: None

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

Motion Carried: 5-0

## **UNFINISHED BUSINESS**

### **Agenda Item 10 – A**

None

## **NEW BUSINESS**

### **Agenda Item 11 – A**

#### **Action Item: Annual Budget and Appropriation #13-04**

Assistant Executive Director Don Miletic reviewed the Staff Report included in the Board Materials. Mr. Miletic noted there were no minor changes to the budget and reviewed those changes with the Board. The District is really sitting in a good financial situation. There are increases in some line items in the Corporate and Recreation funds in consideration of staffing needs as the District increases programming. A Human Resource/Risk Manager Position has been posted and will begin after Fall Fest.

Commissioner Yates moved that the Board of Commissioners approve the 2013/2014 Budget & Appropriation Ordinance 13-04

Commissioner Rosedale seconded the motion.

Discussion: President Weber questioned the deficit of Mystic Waters. Staff informed the Board there are some Capital Projects and monies that have been spent for emergency repairs.

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

Motion Carried: 5-0

### **Agenda Item 11 – B**

#### **Action Item: Capital Improvement Plan 2013-2018**

Assistant Executive Director Don Miletic reviewed the Staff Report included in the Board Materials. Mr. Miletic noted it is a changing document as future capital projects may change in priority and may be moved from one year to the next or new ones are added based on need.

Commissioner Rosedale moved that the Park Board of Commissioners approve the Capital Improvement Plan 2013-2018

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 5-0

## **Agenda Item 11 – C**

### **Action Item: Jaycee and Kiwanis Playground Equipment Purchase**

Superintendent of Parks and Planning Paul Cathey presented the Board with the Bid results of the bid opening for the purchase of playground equipment for Jaycee and Kiwanis Playground. Three manufacturers asked to participate in the bidding process: Landscape Structures (NuToys), Little Tykes (Parkreation), and Game Time (Cunningham Recreation). Three proposals submitted some of which had more than one proposal for each site. Staff had a pre-bid meeting going over the budgeted amount, details of the project site, and allotted space to fill with the playground equipment. In addition, Staff asked for equipment new and unique to the district. Little Tykes disqualified because it did not adhere to the RFP. Mr. Cathey stated NuToys who represents LandScape Structures is very reputable and provides exceptional customer service.

Commissioner Haas moved that the Des Plaines Park District Board of Commissioners approve the proposals for the purchase of playground equipment from Nutoys Leisure Products in the amounts of \$47,000.00 for Jaycee Park and \$41,500.00 for Kiwanis Park with a total purchase price of \$88,500.00.

Commissioner Grady seconded the motion

Discussion: Commissioner Grady asked if there is going to be any solar lighting like at Hoffman Parkway. Mr. Cathey stated it is not in the budget but is something staff can look into after the playgrounds are completed.

Commissioner Rosedale asked if District is addressing the flooding which occurs at Jaycee Park. Mr. Cathey stated staff will be installing drainage with flow well drains. City is already in agreement with it.

Commissioner Haas asked if adult fitness equipment is to be installed. Mr. Cathey stated it had to be cut, and opted not to put it in neighborhood parks. Mr. Cathey stated the adult fitness equipment would serve better at Lake Park or Prairie Lakes. Commissioner Haas asked timeline of projects. Mr. Cathey stated Kids Around the World will begin removal of the playground equipment from Jaycee Park August 6<sup>th</sup>, week later demolition and then flatwork and excavation. Staff will begin work towards the end of August.

Commissioner Grady asked if the MWRD has begun work at Dimucci Park yet. Mr. Cathey informed board they are running a couple of weeks behind.

President Weber asked what kind of exposure has the District received from letting Kids Around The World remove and utilize the equipment in underprivileged areas across the seas. Staff informed Board there was a feature article about Apache Park Playground equipment and it going to Africa.

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

### **CORRESPONDENCE: None**

### **COMMISSIONER COMMENTS:**

President Weber commented on the grand opening of Chippewa Pool.

Commissioner Grady addressed the great customer service of one of the pool managers at Chippewa Park. Staff handled a family who did not understand why they could not enter at a particular time. Also stated Shirley Smith very complimentary of Cornell Park.

Commissioner Haas commented on the Park It program. Staff is doing a great job and how high energy Cindy Yelich is. Also stated how much the adults enjoyed Chippewa Pool.

Commissioner Yates has heard a lot of compliments on parks, Chippewa Pool, Lake Park, etc.

Commissioner Rosedale apologized for being late.

President Weber complimented staff on the facilities and parks and welcomed Chris Lineir to the District.

**EXECUTIVE SESSION;**

A motion was made by Commissioner Rosedale at 9:07 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, the setting of a price for lease of property owned by the Des Plaines Park District, approval of closed session minutes.

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 5-0

**RETURN TO OPEN SESSION**

A motion made by Commissioner Yates to return to Open Session at 10:43 p.m.

Commissioner Rosedale seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried.

**Agenda Item 15 – A**

**Action Item: Motion for Pay Raise for the Executive Director and Car Allowance for Assistant Executive Director**

Commissioner Yates moved to increase the pay raise of Executive Director John Hecker to \$147,000 and increase the car allowance of Assistant Executive Director by \$100.

Commissioner Rosedale seconded the motion.

Discussion: None

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

Motion Carried: 5-0

**Agenda Item 15 – B**

**Action Item: Motion to Proceed with Land Acquisition**

Commissioner Rosedale moved to direct Staff to proceed with consensus reached in closed session in regards to Land Acquisition

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 5-0

**ADJOURNMENT**

A motion was made by Commissioner Rosedale to adjourn at 10:45 p.m.

Commissioner Weber seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

APPROVED\_\_\_\_\_

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President

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Secretary