

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, AUGUST 19, 2014**

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 Rosedale at 7:03 p.m. Commissioners answering present to the roll call were Joseph Weber, Jana Haas, William Yates, and James Grady. Also in attendance were Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Recreation Linda Traina, Superintendent of Business Katie Skibbe, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Golf and Facilities Brian Panek, Business Manager Amy Garbacz, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Human Resource & Risk Manager Desiree van Thorre, Administrative Assistant Deborah Hermanson.

Guests Present: Ellen Yearwood, History Center
Tony Wierer, Senior Center

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

History Center Update: Ellen Yearwood updated the Park Board on the status of upcoming events at the History Center. She thanked the Park Board for all the support from the District. She stated the History Center continues to reach out to businesses. Ellen stated through the mass email's sent out people were generous with their donations. Ellen reminded the Park Board and Staff of the upcoming event "Jazz It Up" being held Friday, September 26. She made mention the History Center is finalizing their budget and will present to City of Des Plaines at their next meeting.

Senior Center Update: Tony Wierer updated the Park Board regarding upcoming events and trips. Tony stated the Senior Center Golf Fundraiser will be on Friday, September 12.

Friends of the Parks: Superintendent Linda Traina updated the Park Board on future events. She stated there are four foursome's registered and have two hole sponsors and 2 sponsorships thus far for the "Golf in the Dark" benefit. Speer Financial is a dinner sponsor and donated the foursome for a raffle prize prior to the event. Tickets are available at major facilities for a dollar. Shawn Killian has secured some food for the event. Linda stated the Friends are still looking for some more sponsorships and hole sponsors in addition to volunteers. Other events coming up are the Fishing Derby and the Halloween House Decorating contest.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Haas moved to approve the Regular Minutes from July 15, 2014 with the noted correction. Commissioner Grady seconded the motion.

Approved by acclamation.

Motion Carried: 5-0

APPROVAL OF THE VOUCHER BILLS

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

- July 18, 2014 \$ 218,802.43
- August 1, 2014 \$ 247,543.14

Commissioner Yates seconded the motion.

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

Motion Carried: 5-0

APPROVAL OF PAYROLL

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

- July 11, 2014 \$ 281,305.43
- July 25, 2014 \$ 284,903.90
- July 29, 2014 \$ 2,215.36
- August 8, 2014 \$ 289,206.90

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 5-0

M-NASR REPORT:

Executive Director Don Miletic reported to the Park Board that things went very well at meeting according to Sue Bear. Don Miletic stated he attended the Liponi Foundation Mini Golf Outing and grilled at the function which well attended.

OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director Don Miletic briefly reviewed several items contained in his written report. Don Miletic stated the focus group held at West Park had five people attend. He stated of those five two women had great suggestions, one being an indoor pool and the District website. The attendees of the focus group complimented the District about the parks and staff. Don Miletic stated messaging boards are installed at West Park, Golf Center, and Mountain View. Lake Park will be getting one soon. He stated summer participation numbers are up. The District held a semi-annual IMRF all Staff meeting. Staff and Don Miletic are in the process of updating Administrative Policies and Procedures binder. Rivers Casino Employee picnic went very well. Don Miletic attended Eagles Nest camp and staff did a very nice job.

Comments: Commissioner Grady asked if the updating of policies is periodically completed (i.e. smoking of e-cigs, dog in parks). Staff stated the Park Board Policies are Park Board approved. There are many Administrative Procedures, which need updating in the Administrative Policy and Procedures manual.

Commissioner Weber asked if a policy is in place for the use of medicinal marijuana. Staff stated there is a policy in place regarding such use and addressed at the last Board meeting.

RECREATION DEPARTMENT

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

- All Camp Day was a huge success and staff did a great job organizing it, was a real team effort by all Recreation Staff.
- Recreation Department just finished the "Park It" program and another great team effort by all.
- Jenn Boys and Desiree van Thorre are working hard on the PDRMA accreditation with Tim Lenac.
- Josh Cantres and Cindy Yelich teamed up with District 62 to start the NFL Play 60 challenge. The first event was at Iroquois School with over 100 children participating. This is a weekly event and held at a different District 62 school each week.
- Staff is planning for the Prairie Lakes Community Center closing and construction projects coming up.
- Linda Traina presented the Hershey's track and field results noting the District had a resident, Danny McInerey, who went on to nationals.

Comments: Commissioner Grady asked about the NFL Play 60. Staff informed the Park Board the event encompasses keeping children active for 60 minutes with various football related activities such as running, passing, etc.

Commissioner Haas asked if there was any feedback from Danny McInerey. Staff informed the Park Board Josh Cantres has been in touch with the family. Don Miletic suggested perhaps bringing Danny McInerey to the next Board meeting to share his experience.

Commissioner Grady asked about the ADA Compliance workshop and the impact to the PLCC fitness center. Staff informed the Park Board the workshop was very informative and only 10% of the equipment is to be ADA compliant and only one of the fitness centers needs to be ADA compliant. Commissioner Grady asked if the ADA compliancy is for the PDRMA accreditation. Staff informed Commissioner Grady it is state law and part of the District's Strategic Plan.

PARKS AND GOLF OPERATIONS

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

- Brian Panek and Ken Rochau have been researching conveyor belt systems for the replacement of the Golf Center driving range conveyer belt system. Due to the existing conveyor system encased in concrete, there is a need to install the conveyor system overhead. The installation of an overhead conveyor system will begin this fall and performed in phases.

- Bids received for the Prairie Lakes Community Center roof repairs.
- City Council already approved the CDBG grant amount of \$80,944 for the renovations to Eaton Field, which has a mandatory completion date of July 1, 2015. HUD still needs to approve the request.
- Kids around The World have removed the equipment from McKay- Nealis and demolition/construction will begin soon.
- Replacement of the Golf Center carpet begins next month.
- Golf Center netting replacement will consist of a retractable net that allows lifting off the ground for mowing and picking purposes.
- Removal of many ash trees continues.

Comments: Commissioner Grady asked if the city wanted to put drainage in Eaton Field. Staff informed him the City does not want to put drainage in the park.

Commissioner Haas asked if District has to spend money for Eaton Field renovations. Staff informed Park Board the District would have to spend some monies, probably another \$70,000.

Commissioner Grady asked what kind of trees are replacing the ash. Staff informed the Park Board a wide variety of trees will be planted.

President Rosedale asked what guarantee there is of the contractors completing Eaton Field renovations by July 1, 2015. Staff informed the Park Board it is something that could be stated in the contract. Furthermore, if the renovation project is contracted out, the contractor would have more resources to meet the deadline date. Staff also informed the Park Board the District will not know if HUD approved the grant until October 2014.

BUSINESS OPERATIONS

The Board heard a report from Superintendent of Business Katie Skibbe on several items.

- All audit fieldwork is complete.
- The Public Relations position filled.
- Registration has begun and Spectrum is now interactive on the website.
- Four different vendors presented staff with a demonstration of software for purchase order processing.

Comments: Commissioner Grady asked about the software companies demonstrations. Staff informed the Park Board staff is comparing the various software products and there are specific features the District is looking for.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for July 2014, subject to audit, and place a copy on file.

Commissioner Grady seconded the motion.

Discussion: Commissioner Weber asked about the financials of corporate account. Staff informed the Park Board the deficit was due to the drawdown of cash for Chippewa Pool and the buying of bonds the District issued. The positive in the Capital Fund is due to the Bond proceeds.

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

Motion Carried: 5-0

OLD BUSINESS: None

NEW BUSINESS:

Agenda Item 11 – A

Action Item: Prairie Lakes Roof Rehabilitation Project

Superintendent of Parks and Planning Paul Cathey reviewed the Staff Report included in the Board materials. Staff opened bids on August 8, 2014 with three bids submitted. The architect recommended all three contractors. Paul Cathey reported with the amount bid of \$513,325.00 is a good number for the entire project even though it is over the \$500,000 budgeted amount. If the roof repairs were completed in phases, it would cost much more. Additionally, the City of Des Plaines approved the reroofing over existing roof. A special thermoplastic membrane (TPO) will be used, and will be environmentally friendly, providing the District a “green” roof, which is part of our green initiative. The District is not accepting any of the alternatives.

Commissioner Yates moved that the Park Board of Commissioners approve the base bid submitted by Riddiford Roofing Company, Arlington Heights, IL in the amount of \$513,325.00

Commissioner Weber seconded the motion.

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

Motion Carried: 5-0

Comments:

Commissioner Weber asked if it were for just the entire flat roof. Staff informed the Park Board it is only for the flat roof and nothing else would be touched other than the possibility of replacing some insulation.

Commissioner Grady asked about the duration of the project. Staff informed the Park Board the project might take a couple of months.

Commissioner Weber asked if installation of another membrane could go over the roof after 20 years. Staff informed the Park Board there is a good possibility however not sure because of there already being two layers.

CORRESPONDENCE:

The District received a letter and results from the fish survey completed by the IDNR. The findings were very favorable.

The District received a letter from a parent thanking Jerry Stonequist and Mary Dankowski at making her son feel accepted and getting him to participate in the camp programs.

Comments: Commissioner Weber asked about the results of the fish study. Staff informed the Park Board the study completed in the spring was a preliminary and the water was still cold and this could be the reason for the low number. This winter IDNR will send a more detailed report to the District.

President Rosedale asked if the ponds at Mountain View and Prairie Lakes were stocked. Staff informed the Park Board restocking might take place next spring.

COMMISSIONER COMMENTS:

Commissioner Weber golfed at Lake Park and commented on the great shape of golf course.

Commissioner Grady commented another great summer and good year thus far.

Commissioner Haas commented the parks look great and the flowers are spectacular.

President Rosedale thanked staff for another good season.

EXECUTIVE SESSION: None

ADJOURNMENT

A motion made by Commissioner Grady to adjourn at 8:05 p.m.

Commissioner Yates seconded the motion.

Discussion: None

Approved by acclamation.

Motion Carried: 5-0

APPROVED _____

President

Secretary