

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 17, 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 7:04 p.m. Commissioners answering present to the roll call were: Jana Haas, James Grady, William Yates, and President Joseph Weber. Commissioner Don Rosedale was absent. Also in attendance was Executive Director John Hecker, Assistant Executive Director Don Miletic, Superintendent of Park and Planning Paul Cathey, Superintendent of Recreation Linda Traina, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks and Planning Chris Leiner, Business and Golf Operations Manager Amy Garbacz, Golf and Facilities Manager Brian Panek, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson, Special Events & Social Media Supervisor Cindy Yelich, Youth Program Coordinator Ron Lewis.

Guests Present: Jerry Chvatal, Senior Center; Elizabeth Makelim, History Center; Meeghan Panek and Mrs. Panek

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

Dedicated to Excellence: Assistant Director Don Miletic presented Golf and Facilities Manager, Brian Pank, with the Dedicated to Excellence Award. Hired in April 2002 as the District's Athletic Supervisor, Brian is determined to make a difference within the District. He comes to work everyday with heart and passion and is always seeking out what is best for the District. Brian is very ambitious, takes his job very seriously, and always looking to make money for the District.

History Center Update: Elizabeth Makelim updated the Board regarding happenings at the History Center. She also thanked the District for their support and letting the History Center be a part of Fall Fest. The the big fall fundraiser, Jazz It Up, is being held on Friday, September 21st, 6pm at the Elks Club. The City Council will consider funding for the History Center at the City Council Meeting be held on Monday, October 7, 2013.

Commissioner Rosedale arrived at 7:17pm

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

Friends of the Parks: John Hecker informed the Board there has been no meeting since the last board meeting. John informed the Board Noreen Newton is resigning her position with the Friends of the Park. Held Fishing Derby at Fall Fest and well attended with at least 90 attendees. The Halloween House Decorating contest is coming up in October. Next meeting is Monday, September 23. The Bike Challenge was announced at the City Council Meeting.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Haas moved to approve the Regular Minutes from August 20, 2013 with noted changes regarding staff present/absent and under expenditures roll call. Both should read as follows:

Paul Cathey was present for August 20th Board meeting.

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

Motion Carried: 5-0

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:

- August 16, 2013 \$ 324,569.50
- August 30, 2013 \$ 233,419.76

Commissioner Rosedale seconded the motion.

Discussion: None

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

- August 9, 2013 \$ 266,296.18
- August 23, 2013 \$ 245,489.28
- September 6, 2013 \$ 157,014.42

Commissioner Grady seconded the motion.

Discussion: None

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

M-NASR REPORT:

Executive Director John Hecker informed Board the summer was very active for MNASR. It was accident and incident free. MNASR is very appreciative of the use of the Des Plaines Park District facilities.

OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director John Hecker briefly reviewed several items contained in his written report and continues working very closely with Assistant Executive Director Don Miletic. Finalized everything with the White Street House, signage is up and letters went to residents in the vicinity. Training is a limited duration ending on or before October 31st. Additionally, John informed the Board the winter spectrum not mailed out unless the individual wants a hard copy. District is promoting online access to Winter Spectrum.

Comments: Commissioner Grady asked who took down the aluminum siding. Mr. Hecker indicated the abatement company Vortex took it. President Weber asked if Police are utilizing it for training. Mr. Hecker informed Board they would be. Commissioner Rosedale asked staff about the court appearance. Mr. Hecker informed the Board the individual is not allowed on Park District property.

ASSISTANT EXECUTIVE DIRECTOR:

Assistant Executive Director Don Miletic reviewed items in his written report including the hiring of Desiree van Thorre as the Human Resources & Risk Manager. Don informed the Board he attended the IPRA Leadership Academy, worked on updates to Master Plan with staff, and coordinated the teardown of the White Street House with Debbie. Met with Superintendents, set-up meetings with Managers, and will meet with Supervisors prior to June of next year. He is reviewing the PARC Grant with the

possibility of utilizing it for upgrades to ALC. In addition, Lisa Haring is now reporting to him and she is working on feature articles with Recreation Department staff to promote District programs and events.

RECREATION DEPARTMENT

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

- Great weekend with Fall Fest other than Sunday. Great effort with from all departments.
- Staff working on the Bike Challenge.
- Cindy Yelich has been promoted to a Full Time employee in the position of Special Events & Social Media Supervisor.
- In the process of looking for another Aquatics Manager/Supervisor.
- Shelli Sarg working with Madeline May regarding National Women's Health and Fitness day to be held on Wednesday, September 25th, from 3-7 pm.
- Accepted three RFP's for our soda vending.

Comments: Mr. Hecker informed Board what an amazing job Linda performed regarding the Fall Fest.

PARKS AND PLANNING DEPARTMENT

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

- Jaycee Park playground equipment partially installed and received shelter Tuesday, September 17th.
- Kids Around the World removed Kiwanis playground. There is a change in the demolition. Albrecht enterprise will be doing the demo.
- Asphalt contractor began work on the marina Tuesday, September 17th.
- Chippewa detention pond completed with four flow wells installed. He reported the detention pond is working well.
- Bidding out for a contract on refuse and recycling. Bid specifications can be found online.

Comments: Paul acknowledged what a great job Linda did in the planning and how staff, particularly Don and Ed, made sure the grounds were in top shape. Mr. Hecker commented the Parks Department performed an amazing job with every thing.

BUSINESS AND GOLF OPERATIONS

The Board heard a report from Assistant Executive Director Don Miletic on several items. Don reiterated on what a great job Linda did with the planning of Fall Fest and an amazing job the staff performed. Fall Fest is a great time for staff to bond. Don commented on the unfortunate weather on Sunday.

- Received check from PDRMA in amount of \$185,314 for the turf replacement at the Golf Center. This is half the amount. Met with adjusters again and informed them District was not planning to replace for several years. Reimbursement for the remaining balance will not be until November if adjusters agree to amount.
- Informed Board still have a weed problem at Lake Park however it has only been one year since the grass carp were placed into lake.
- Rounds and revenues are up at Lake Park. Staff are vending on the east side at Lake Park with ice cream.
- Met with Civil Engineer regarding the driving range and what is a feasible solution for the flooding problem.

Comments: Commissioner Grady asked about the expansion of golf tees. Staff informed the Board grass tees at Golf Center extended further to east to allow for turf to rest.

FINANCIAL REPORT

Assistant Executive Director Don Miletic presented the monthly financial report.

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

Commissioner Yates 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: None

NEW BUSINESS: None

CORRESPONDENCE: Mr. Hecker stated he placed information into Board member's folder regarding the Cost Cutters.

COMMISSIONER COMMENTS:

Commissioner Grady stated the District had another successful Fall Fest. Nice to see all the volunteers and is quite an effort the District puts out. Staff is great and cheerful, kudos to all.

Commissioner Haas commented another great Fall Fest and great job by the staff.

Commissioners Yates mentioned he stopped by Fall Fest Friday night about an hour, very proud of staff and all they do.

Commissioner Rosedale thanked Gene for the updates on Fall Fest. Commissioner Rosedale apologized for being late due to attending a wake. He ran into Charlie Davis who says hello to every one. Commissioner Rosedale also shared the news of his daughter & son-in-law giving birth to a little boy named Miles.

President Weber commented what a great job staff did and he enjoyed seeing all staff come together to put on such a great event.

EXECUTIVE SESSION: None

ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 8:19 p.m.

Commissioner Haas seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

APPROVED _____

President

Secretary