

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 22, 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 Jana Haas at 7:00 p.m. Commissioners answering present to the roll call were: Vice President James Grady, Commissioner Don Rosedale, Commissioner Joe Weber, and President Jana Haas. Commissioner William Yates was absent. Also in attendance were Executive Director Don Miletic, Superintendent of Recreation Linda Traina, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, Administrative Assistant Deborah Hermanson, Cultural Arts Supervisor Nancy Suwalski, and Artistic Co-Director of the Dance Company Laura Witter.

Guests Present: Brian Witter, Rev. Dr. William Grice III

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

A. Dedicated to Excellence Presentation

Cultural Arts Supervisor Nancy Suwalski presented Laura Witter with the Dedicated to Excellence award. Laura has worked for the Park District for the last 13 years first as a dance instructor and later became Artistic Director of the Dance Company. Nancy said Laura was very instrumental in the development and growth of the Artistry in Motion, which is now in its twelfth season. Laura is an amazing individual who goes beyond. She is always there in a moment's notice whether to work on unexpected projects, dance recitals or meetings. Laura's passion and dedication has made the School of Dance what it is today. Her cheerful and positive attitude brings out the best in the people she works with and teaches. Laura is a team player and is always looking for ways to make the Park District dancers shine. Laura takes her job seriously and sets high standards for herself staff and participants. Laura is a tremendous asset to the Des Plaines Park District.

Executive Director Don Miletic and the Park Board thanked Laura for her dedication.

B. History Center Update:

Rev. Dr. William Grice III thanked the Park Board and the Park District for all their support and generosity. He said Director Shari Cane wanted to make sure the Park District knows how thankful the History Center is for allowing them to participate in the Fall Fest. Rev. Dr. Grice informed the Park Board of upcoming events the History Center will be hosting. He informed the Board on Sunday, November 22 at noon is the Self Help Pantry's Annual Tailgate Fundraiser.

C. Senior Center Update: None

D. Friends of the Parks: Superintendent of Parks and Planning Paul Cathey updated the Park Board regarding the Golf in the Dark event. Paul said the event went very successful and it raised approximately \$10,602. There were quite a few golfers and volunteers. The Friends were successful in acquiring sponsors and seeking donations for food, beverages, and raffle/auction prizes. Paul said he was following the Fishing Derby on Facebook because he could not attend and said it looked like everyone was having a good time. Paul said the next events coming up are the Halloween House Decorating contest along with the cookie decorating at Winter Wonderland.

Don said the Friends are a total separate entity from the Park District and he hopes they are able to continue to do good work by providing scholarships for the children in the community. Don informed the Park Board the attorneys still have the paperwork for the 501(c)3.

President Jana Haas commented on the Fishing Derby hosted by the Friends. She said there were about 110 people there and that everyone was having a great time. Jana said the Friends should provide Spectrums at the Fishing Derby next year. Jana said she dropped some at their table this year and they were gone in no time.

Commissioner Rosedale asked if the Friends needed more poles for next year. Paul said the Des Plaines Friends of the Parks could sure use them.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Weber moved to approve the Regular Minutes from August 18, 2015 as presented. Commissioner Rosedale seconded the motion.

All commissioners present voted in favor by acclamation. 1 Absent
Motion Carried.

VI. APPROVAL OF THE VOUCHER BILLS

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

- August 14, 2015 \$ 185,041.89
- August 28, 2015 \$ 316,418.00

Commissioner Rosedale seconded the motion.

Discussion: None

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

Commissioner Yates: Absent

Motion carried: 4-0, 1 absent

VII. APPROVAL OF PAYROLL

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

- August 21, 2015 \$ 278,794.53
- September 4, 2015 \$ 174,561.83

Commissioner Grady seconded the motion.

Discussion: None

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

Commissioner Yates: Absent

Motion carried: 4-0, 1 absent

VIII. M-NASR REPORT:

Executive Director Don Miletic reported there was not much more to add. Don said they did discuss the Sensory Room and that the MNASR budget meeting is coming up. Don said he ran into the group from Flaghouse at NRPA Conference, this is the company providing the equipment for the Sensory Room.

President Jana Haas asked if Flaghouse is the only company that makes equipment for Sensory Rooms. Don informed the Board even though the company is slow, the outcome will be well worth it especially after seeing SEASPAR Special Recreation in Lisle

President Jana Haas commented she ran into Sue Bear while at conference. Sue is very concerned and excited about getting the Sensory Room. Don said he is hoping to have the Sensory Room done by March 2016.

IX. OPERATIONS REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Don Miletic briefly reviewed items contained in his written report including:

- Don passed out a spreadsheet regarding the Fall Fest numbers. Everything went well on Saturday and Sunday at Fall Fest especially the carnival. Cindy Yelich made a suggestion on Sunday to have an express line for wristbands to clear up some of the congestion at the booths. After discussing with Katie, staff formed two express wristband lines, which helped to clear the lines up immediately.
- There was only one incident with a nine year old girl being lost, she was found to be with her friend and parents of her friend. The mother of the little girl had a slight panic attack and EMS took care of her. Don said overall it was a very successful event and it was great seeing everyone with smiles on their faces.
- Don said the District is still working on the GolfTec license agreement. The District wants to make sure it is a solid agreement with no ramifications in the future.
- The 968 S. Second Avenue property was acquired last Tuesday, August 11. The property was treated to kill the vegetation and a seed blanket was placed over it. The property will be utilized as open space and will be put into the Capital Improvement Plan for next year.
- Don said he strongly voiced concerned regarding PDRMA using monies from the Fund Reserves to buy a 7.7 million building. They do need more space as they only have 10,000 sq. feet and the consulting firm addressed the need for a 20,000 sq. foot building.
- Aquatics Task Force has had approximately 800 responses to the survey. Don said he would like to get more responses, so staff will be sending out more surveys randomly and staff will compile responses in November.

Comments: President Haas said staff made the right call by closing down Fall Fest on Friday. Don said he had been watching the radar and did not want to put patrons or staff in harm's way. Don said he called it quick enough so that everyone could leave before the storm hit.

Commissioner Rosedale agreed it was a good call on Don's part because the District does not want any tragedies.

Commissioner Weber agreed it was a good idea to break down early, go home, be safe and then regroup the next morning.

Linda said Don Prellberg had several comments about maintenance keeping the grounds so clean and people were thanking him. She said it is nice that people noticed how detailed things were. President Haas said because the Staff kept the grounds so clean it inspired the patrons to keep the grounds clean.

Commissioner Weber asked about the number of responses on the Community Needs Assessment. Staff informed the Park Board 5,000 random surveys were sent out, with 10% being returned. Staff further said the District sent out the Aquatics Survey to all the participants of the Park District.

B. RECREATION DEPARTMENT

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

- Linda thanked everyone for all their help and efforts at Fall Fest. It was much appreciated! She said if anyone has suggestions or complaints, or saw something when you were walking around please let her know.
- The District had a good financial pool season this year. The District exceeded last year's numbers and the budgeted amount also for this year.
- Job well done by Matt & Jenn with extending the pool season.
- Held two open houses: School of Dance & Preschool.
- All fall programs are up and running.
- After school Power Play just ended at Iroquois School with 45 participants. Last week Power Play started at South School with 30 registered participants and Orchard Place has 36. Cindy is working on North and Central Schools schedule.

- To increase membership at Prairie Lakes and ALC Fitness Center staff is working on a Silver Sneaker Program, which involves residents to work with their insurance company to get a free membership. The Park District would get reimbursed through the health insurance for the Silver Sneaker program as long as they attend 10 times a month.
- The other program the District is working on cooperatively with MNASR is the Healthy Minds/Healthy Bodies for Veterans. It is currently under review by MNASR and MNASR would be the point of intake for the Healthy Minds/Healthy Bodies. It would be free and include personal training.
- Two upcoming events at Prairie Lakes: Family Fitness on Saturday, September 26 and Women's Health and Fitness on Wednesday, September 30.

Comments: Commissioner Grady asked the membership level of the Silver Sneaker Program. Staff informed the Park Board it would be a basic membership and only cover the Fitness Centers. President Haas commented on the NRPA Conferences opening ceremony and the Surgeon General initiative on "Walking". She asked staff how the District can promote this program. Staff said this is something the District could promote at the upcoming openings being held at the Fitness Center. Commissioner Weber commented about how towns are closing down streets to promote and allow its residents to walk and participate in a variety of fitness programs such as a Zumba and Yoga Classes (Pop Up Parks). Executive Director Miletic said he will discuss with staff the idea of having "Pop Up Parks". Park Board and Staff discussed what a benefit it would be to connect the northwest part of Des Plaines with the rest of the town, and the fact there is no easy way because of the "S" curve and railroad tracks.

C. PARKS AND GOLF OPERATIONS

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

- On Thursday, September 10th, four bids were opened for the Apache Park Project.
- Repairs amounting to 30,000 square feet at the Golf Range.
- Paul said that Fall Fest was a fantastic event and it was a great joint effort between everyone.
- The District has performed a lot of floor finishing here at the Leisure Center and abatement of the history and preschool room will be performed in the winter.
- Crews will be moving the history center storage over to the 1350 Oakwood Avenue building.
- Paul reviewed the vandalism report with the Board.
- Revenues and ball hitting are up at the Golf Center and Lake Park. FootGolf has helped revenues and there will be four FootGolf outings from Maine Township High School gym classes next week. There have been 724 rounds of FootGolf up till the end of August.

Comments: None

D. BUSINESS OPERATIONS

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

- Amy and Katie are finishing up the audit and will present at next Board meeting.
- Amy, Sean, and Katie met with ZingCard Payment System regarding the upcoming card processing changes, which go into effect October 1.
- RecTrac is in the process of upgrades. The District is postponing the upgrade until October 2016.
- Gene is finishing up the Spectrum.
- Colette and Gene were busy all weekend with various social media updates regarding Fall Fest. Adam took some good video footage at Fall Fest and posted to Facebook.
- Sean and Katie met with Comcast to get new data lines changed. This should be completed by the end of October.
- We had a lot of great comments on Facebook regarding Fall Fest.
- Sean was very busy setting up the Smart Boards as it was a little more involved than Staff thought.
- Katie said all facilities were up in revenue this past August.

Comments: None

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for June 2015, subject to audit, and place a copy on file.

Commissioner Grady seconded the motion.

Discussion: None

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

Commissioner Yates: Absent

Motion carried: 4-0, 1 absent

X. UNFINISHED BUSINESS

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item: Sale of Surplus Property Ordinance #15-05

Superintendent of Katie Skibbe presented the Board with the Sale of Surplus Property Ordinance #15-05. The District has replaced some aging equipment throughout the District and has the opportunity to sell some of its old equipment instead of simply disposing of it. The Park District's goal is to sell as many of the listed items and deposit the proceeds into the Capital Fund for future capital purchases. The two pieces of equipment are the Dance Dance Revolution and a Karaoke Machine.

Commissioner Weber moved move the Board of Commissioners adopt Sale of Surplus Property Ordinance #15-05.

Commissioner Grady seconded the motion.

Discussion: Commissioner Weber asked how they are listed. Staff informed him they are put on Craig's List.

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

Commissioner Yates: Absent

Motion carried: 4-0, 1 absent

Agenda Item 11 – B

Action Item: Apache Park Project

Superintendent of Parks and Golf Operations Paul Cathey presented the Board with the bid results for the Apache Park Project. On September 10, 2015 four sealed bids were received and opened for the Apache Park Project. This project has a budget of \$400,000.00 and is a joint venture between the City of Des Plaines and the Park District. The low bid was received from Hacienda in the amount of \$296,291.00. Staff is not recommending installation of the splash pad at this time.

Commissioner Grady moved the Park Board of Commissioners accept the bid from Hacienda Landscaping, Inc., Plainfield, IL in the amount of \$296,291.00 for the base bid for the Apache Park Project.

Commissioner Weber seconded the motion.

Discussion: Commissioner Grady asked about the fencing being only 3 feet higher. Staff informed him the fence is more of a barrier to keep the ball and to slow the kids down from entering the street. Staff said they would look into the cost difference for a 4' fence.

Commissioner Grady asked about installing cameras in the park. Executive Director Don Miletic has already talked to Chief Kushner about the park and its renovations. There was much discussion between the Park Board and Staff over installing cameras. Don said he will contact Chief Kushner and see what the options are.

President Haas asked about the installation of the splash pad. Don informed the Park Board he has already spoke to the City about the need for additional dollars to complete the whole project if CDBG funds are available

through HUD. President Haas asked what the City is contributing towards this project. Don informed the Park Board the City was going to be contributing \$100,000 but due to the loss of the OSLAD Grant, they are now contributing \$200,000. The District contribution is \$200,000. The District in July spent \$58,000 to purchase the Gazebo's, outdoor fitness equipment and park amenities.

Commissioner Rosedale asked how much of the project monies are going towards the utilities. Staff informed him approximately \$20,000 for the installation of utilities.

The Park Board and Staff all agreed that by increasing the lighting at Apache Park this may be a deterrent in itself.

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

Commissioner Yates: Absent

Motion carried: 4-0, 1 absent

XII. CORRESPONDENCE:

Agenda Item: 12 – A Correspondence Letter from City of Des Plaines

Executive Director Don Miletic gave synopses regarding the letter received from the City of Des Plaines Police Department. Don said they thanked the District for participating in this year's National Night Out event.

Agenda Item: 12 – B Correspondence Letter from Self Help Closet

Executive Director Don Miletic said he received a letter thanking the District for their participation in the "Putt for the Pantry" fundraiser.

Agenda Item: 12 – C Correspondence E-mail from a Resident

Executive Director Miletic said he received an e-mail from a resident who lives near Central Park. The resident appreciates and thanks the District on how nice everything looks not only at Central Park but also at all our facilities.

XIII. COMMISSIONER COMMENTS:

Commissioner Rosedale said what a great job staff did at Fall Fest.

Commissioner Weber commented he received an e-mail from an insurance company asking if the District has a need for volunteers who would like to do charity work on October 10th between the hours of 10:30am – 3p.m.

Commissioner Weber asked staff to contact him if they had a need for some volunteers that day. Commissioner Weber also asked about the traffic on Touhy and Lee and if that was all our traffic. Staff informed the Park Board there was something going on at All State Arena all weekend of Fall Fest.

Commissioner Grady commented on the rainout on Friday for the Fall Fest. However, on Sunday he was amazed with the number of people who came out to watch the last band and hopes the District was able to get a picture from backstage. Staff informed the Park Board they did get a picture from back stage. Commissioner Grady also walked down to the carnival and said many good things about Fall Fest.

President Haas said for next year the District needs to have a couple of spray bottles of water for the beer tent for cleanup and some bee traps. President Haas asked if the District should consider eliminating Friday night for Fall Fest. Staff commented to the Board the tents are already up and if we lose one night then the District will only have one day and will not be able to recoup what was lost. Additionally, the Fantasy Amusement Contract for the carnival ends this year so the District will be negotiating a new contract this year. Staff said this will be brought up at the next Fall Fest meeting. Staff also reminded the Park Board about the Grand Opening of Eaton Field Park on Saturday, October 3 at 10 a.m.

XIV. EXECUTIVE SESSION;

A motion was made by Commissioner Grady at 8:31 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, and 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

All commissioners present voted in favor by acclamation. 1 Absent

Motion Carried.

XV. RETURN TO OPEN SESSION

A motion made by Commissioner Rosedale to return to Open Session at 9:12 p.m.

Commissioner Grady seconded the motion.

Discussion: The Board directed Staff to move forward on any consensus reached in Closed Session.

All commissioners present voted in favor by acclamation. 1 Absent
Motion Carried.

XVI. ADJOURNMENT

A motion was made by Commissioner Weber to adjourn at 9:12 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation. 1 Absent
Motion Carried.

APPROVED _____

President

Secretary