

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, OCTOBER 15, 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, Don Rosedale, and President Joseph Weber. 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, Business Manager Amy Garbacz, Golf and Facilities Manager Brian Panek, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson, Recreation Supervisor Karyn Roth

Guests Present: Arnie Miller, History Center; Chris Placek, Daily Herald

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

Staff Update: Karyn Roth began her employment with the Des Plaines Park District in 2008. Prior to Des Plaines she was a Recreation Supervisor at Itasca Park District and interned at the Arlington Heights Park District. Karyn is responsible for overseeing Summer Day Camps, Creative Corners, Early Childhood Classes, Adult Programming, Youth Trips, Teen Center, Game Room, Health Club, and assists with Special Events. Karyn oversees 45 seasonal employees and is responsible for the hiring, training, and evaluating of the seasonal staff throughout the year. Karyn highlighted various activities the camps participate in in addition to new classes offered.

History Center Update: Arnie Miller updated the Board regarding programs and events at the History Center. Two part time employees were hired. Halloween Hoopla coming up and is a cooperative event with the Des Plaines Park District. The City has preliminary approved contributing \$40,000 to the History Center.

Senior Center Update: No Report

Friends of the Parks: John Hecker informed the Board the last meeting was brief. The Bike Challenge cancelled due to low participation. The next event will be the Halloween House Decorating Contest on Monday, October 28th.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Yates moved to approve the Regular Minutes from August 20, 2013 with noted changes regarding the absence of Assistant Superintendent Chris Leiner.

Commissioner Grady 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:

- September 13, 2013 \$ 123,147.08
- September 24, 2013 \$ 42,907.57
- September 27, 2013 \$ 291,526.59

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:

- September 20, 2013 \$ 151,266.14
- October 4, 2013 \$ 154,341.67

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

M-NASR REPORT:

Executive Director John Hecker informed Board last meeting was very short. M-ASR started preliminary budget process and has decided to go through the Accreditation process. M-NASR report is included in the Board Report.

OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director John Hecker briefly reviewed several items contained in his written report and continues working on the succession process with Assistant Executive Director Don Miletic. John mentioned the IMRF All Staff Meeting to be on Wednesday, October 23. John stated Linda had 10 sessions from the NRPA conference in Houston, TX live streamed.

Gene presented to Board a synopsis of the non-mailing of the Spectrum and reviewed a script given to staff so everyone has the same answer.

Comments: Commissioner Grady asked about the Eagle Scout Project potential at Sesquicentennial Park. Mr. Hecker informed the Board it is in the approval state and project would entail blazing a trail from the park down to the river.

ASSISTANT EXECUTIVE DIRECTOR:

Assistant Executive Director Don Miletic reviewed items in his written report. Don stated he has met with Superintendents and all Managers. In the next couple of month's he plans on meeting with Supervisors and other staff. Working and coordinating with Desiree regarding the IMRF All Staff meeting held on Wednesday, October 23. Don has been meeting and planning with Paul regarding the needs for ALC and Oakwood Maintenance Facility. Don discussed holding focus groups in the near future to seek out public input. Attended NRPA Conference and IPRA Leadership Academy.

RECREATION DEPARTMENT

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

- Holiday Potluck will be Thursday, December 12th at PLCC.
- Awards Dinner will be Saturday, January 11th.
- Josh in touch with Maine West regarding the Hershey's Track and Field Day.
- Karyn and Josh met with Maine Township regarding the establishment of a mentoring program at the ALC.
- October 25-27, Haunted Hole-A-Ween.

PARKS AND PLANNING DEPARTMENT

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

- Jaycee Park playground installation is completed.
- Kiwanis Park is in progress now, structure is up and footings are poured
- The Golf Center target greens are replaced due to age, weather, and flooding.
- Lake Park Marina was repaved, striped, and all boats placed back in their respective spots.
- General Contractor for the Chippewa Pool Project received final payment. A retainage is being held for the first start-up of the season next year. Also, costs were incurred due to the leak at Chippewa Pool, and either monies will be held back or it will be a change order.

Comments: Commissioner Grady asked what costs the District incurred. Paul stated rental equipment, staff, diver, and water.

BUSINESS AND GOLF OPERATIONS

The Board heard a report from Assistant Executive Director Don Miletic on several items. Working with Desiree, going over manuals and readying for the IMRF All Staff meeting.

- Reviewing the needs at the Golf Center and business plan with Brian Panek.
- Wrapping up Fall Fest numbers.
- Working on Tax Levy numbers
- Brian Panek passed his CPRP

Comments: Commissioner Grady asked if Desiree will attend training and if the District has extra parts for the golf tee up system. Don stated Desiree is already participating in training and the District does have extra components for the tee up system.

President Weber asked about the security cameras and where they will be installed. Staff informed the Board it would be expanding the security cameras we now have at Golf Center and PLCC.

FINANCIAL REPORT

Assistant Executive Director Don Miletic presented the monthly financial report.

Commissioner Rosedale moved to accept the Financial Report for September 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:

Agenda Item 11 – A

Action Item: Overview of Comprehensive Annual Financial Report 2013

Assistant Executive Director Don Miletic presented the Comprehensive Annual Financial Report. Discussed and answered questions regarding the Annual Financial Report for year ended 2013. Don stated there were no discrepancies. However, Sikich did find a deficiency in the accounting software. Staff will be monitoring and implementing new controls. Most of the funds are at a green status according to the fund balance policy.

Commissioner Haas moved that the Des Plaines Park Board of Commissioners approve the Comprehensive Annual Financial Report for year-end April 30, 2013 audited by Sikich LLP.

Commissioner Grady seconded the motion.

Discussion: Commissioner Grady asked about page 59 regarding the air pollution property. Don will find out and get back to Board.

Commissioner Haas questioned principal property taxpayers and, why some are not showing a taxable value in 2013. Don stated some have been bought out, others might have moved and some are no longer the largest taxpayers.

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

Agenda Item 11 – B

Action Item: Surplus Property Day Camp Building Ordinance #13-6

Executive Direct John Hecker presented the Board with Ordinance #13-6 regarding the Day Camp Building.

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners approve Ordinance #13-06 as presented, declaring the structure located at 2252 Lee Street as Surplus Property and no longer needed or in the best interest of the Des Plaines Park District and authorizing the demolition or removal as described in Ordinance #13-06.

Commissioner Yates seconded the motion.

Discussion:

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

Agenda Item 11 – C

Action Item: Refuse and Recycling Bid Results

Superintendent of Parks and Planning Paul Cathey reviewed the Staff Report included in the Board materials. The District received and opened three bid proposals on October 1st, 2013. Waste Management was the lowest qualified bidder.

Commissioner Grady move that the Park Board of Commissioners award the bid for Des Plaines Park District wide Refuse and Recycling Services to Waste Management of Lombard , IL in the amount of \$100,380.19.

Commissioner Haas seconded the motion

Discussion: Commissioner Grady asked if this includes recycling. Staff informed the Board recycling is included. In addition, the roll-offs for yard waste and construction will be lower than what the District had been paying in the past.

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

Agenda Item 11 – D

Action Item: Grant of License for a Temporary Construction Easement to the City of Des Plaines, Sioux Park

Executive Director John Hecker reviewed the Staff Report included in the Board materials. The grant for temporary easement would allow the City to construct an additional 24”storm sewer in Sioux Park on the north end of the park running east and west to help alleviate flooding and would include a drain structure on the northeast side of park.

Commissioner Yates moved that the Park Board of Commissioners approve the Grant of License Agreement between the City of Des Plaines and the Des Plaines Park District to construct a 24” diameter storm sewer and one storm manhole structure in Sioux Park as described in the drawing attached and marked as Exhibit A.

Commissioner Grady seconded the motion

Discussion: Commissioner Grady commented about the agreement and to make sure the City restores the park back to its’ original state.

President Weber asked about the status of Dimucci Park. Staff informed the Board the project has not started yet. Staff and Board discussed South Cul de Sac Park and Executive Director John Hecker will contact the Assistant Director of Public Works to address the construction project at that site. John stated the District would like the South Cul de Sac project be completed prior to the commencement of work at Sioux Park.

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

CORRESPONDENCE: None

COMMISSIONER COMMENTS:

Commissioner Grady stated Jaycee Park looks great and congratulations to staff on the planning and construction. Commissioner Haas commented on her experience at the NRPA Conference. Haas commented regarding reaching out to the diverse population of Des Plaines.

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

Commissioner Rosedale stated he and his wife are having a lot of fun out at the Hoffman States Park District visiting the The Northern Illinois Raptor Center. Rosedale stated it would be nice to have them come out for Fall Fest.

President Weber commented he enjoyed the NRPA Conference. He also mentioned adding to the District website googletranslation.com. Weber commented on what great staff the District has, and recognizes all the talent.

EXECUTIVE SESSION: None

ADJOURNMENT

A motion was made by Commissioner Haas to adjourn at 8:47 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

APPROVED _____

President

Secretary