

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, OCTOBER 21, 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 7:02 p.m. Commissioners answering present to the roll call were Joseph Weber, William Yates, James Grady, and President Rosedale. Absent was Commissioner Jana Haas. 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: Arnie Miller, History Center  
Jerry Chavtal, Senior Center

**INTRODUCTIONS/PRESENTATIONS**

**History Center Update:** Arnie Miller updated the Park Board on the status of upcoming events, programs, and classes at the History Center. He thanked the Park Board and District for all their support. Arnie stated the History Center is in contact with contractors for the restoration of the front lobby, which was a bathroom.

**Senior Center Update** Jerry Chavtal updated the Park Board regarding upcoming events and trips.

**Friends of the Parks:** Superintendent of Recreation Linda Traina updated the Park Board on future events. The Golf in the Dark fundraiser raised approximately \$5500 for the Districts Scholarship. Linda thanked Shawn Killian, Kallie Haas, Debbie Hermanson and Don Miletic for all their hard work bringing the event together. The judging for the Halloween House Decorating contest is Tuesday, September 28.

**COMMENTS FROM THE COMMUNITY:** None

**APPROVAL OF THE MINUTES**

Commissioner Weber moved to approve the Regular Minutes from September 16, 2014.  
Commissioner Grady seconded the motion.

Approved by acclamation.

Motion Carried: 4-0, 1 Absent

**APPROVAL OF THE VOUCHER BILLS**

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

- September 12, 2014                      \$296,814.83
- September 22, 2014                      \$ 52,113.93
- September 26, 2014                      \$306,488.42

Commissioner Weber seconded the motion.

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

Motion Carried: 4-0, 1 Absent

**APPROVAL OF PAYROLL**

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

- September 19, 2014                      \$150,007.96
- October 3, 2014                            \$148,240.40

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

**M-NASR REPORT:**

Executive Director Don Miletic reported to the Park Board he had nothing to add. The last MNASR board meeting Sue Bear discussed the opportunity to tour the Multi-Sensory Room at Lisle. Executive Director Miletic said we had plans to implement this at the ALC with PARC Grant monies.

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

Executive Director Don Miletic briefly reviewed several items contained in his written report. Don stated he felt the Golf in the Dark Benefit went very well and heard many good comments on the event. Don attended the Legislative Breakfast and discussed with the Legislatures the increase in minimum wage and the impact it would have on the Park Districts. It would increase the Districts payroll by approximately \$200K-\$250K. Don stated the District did not receive the PARC Grant. Don and Paul will be going to Springfield on October 23 & 24 to present the Apache Park Project for an OSLAD Grant asking for the sum of \$251,000. Don and Paul are working with District 62 regarding salt storage.

Comments: Commissioner Grady asked if the District was able to store salt over at Mountain View or Prairie Lakes area. Staff informed the Board there is no way to keep the material secured.

**RECREATION DEPARTMENT**

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

- Employee Relation events coming up: Employee Potluck, December 11 and Awards Dinner, January 17
- Linda attended the NRPA Conference in Charlotte.
- Linda took and passed the Certified Pool Operators course and successfully passed
- Josh and Cindy continue with the NFL 60 throughout District 62
- National Women's Health and Fitness was held on September 24 with approximately 75 attending.
- Annual Punt, Pass, & Kick held on September 26 with 49 participants, 5 boys and 2 girls are advancing to sectionals on October 19.
- Preparations on way for Dance Idol are underway.

Comments: None

**PARKS AND GOLF OPERATIONS**

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

- Paul Cathey introduced Tyler Fuchs to the Board. Tyler is the new Golf and Facilities Supervisor.
- After 27 years with the Park District, Connie Turner will be retiring on Friday, October 31. There will be a celebration honoring her on Tuesday, October 28 at Prairie Lakes from 11:45 – 1:00 pm. Her expertise and dedication will truly be missed.
- The McKay Nealis playground is nearing completion.
- Golf Center and Club Casa are cross marketing each other with a November promotion.
- The installation of the new netting system at the Golf Center is complete.
- RFP's were sent out for the Eaton Field project with the City of Des Plaines. HUD funds need to be expended by July 1, 2015.

Comments: Commissioner Rosedale asked Superintendent Paul Cathey what extra work Wilbert Construction has performed. Paul stated the District is supplying the sealant and at no cost to the District, Wilbert Construction is sealing the Prairie Lakes Plaza. Additionally, he cut out and replaced areas of curbing near plaza to make the water flow better.

**BUSINESS OPERATIONS**

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

- Katie informed the Board she will present an ordinance to the Board at the next board meeting. The ordinance will have set parameters and authorize Executive Director Miletic to sell bonds on November 19<sup>th</sup>.
- Sean will be installing virtual servers at the Golf Center.
- Desiree is in the process of updating all job descriptions and will be performing a salary survey.
- Gene has been finishing up the Winter Spectrum and is being proofed.

Comments: None

## **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for September 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; President Rosedale, Aye

Motion Carried: 4-0, 1 Absent

## **OLD BUSINESS: None**

## **NEW BUSINESS:**

### **Agenda Item 11 – A**

#### **Action Item: Overview of Comprehensive Annual Financial Report 2013/2014**

Superintendent of Business Katie Skibbe reviewed the Staff Report included in the Board materials. Katie informed the Board the audit was great and Amy did a great job. All fund balances are in the green except for Special Recreation, which is in the yellow. Katie believes by next year the Special Recreation fund balance should be in the green. Much of the expense out of the Special Recreation fund was ADA upgrades for Chippewa Pool. A Representative of Sikich was not available however, if the Board would like for them to come to the next meeting it could be arranged.

Commissioner Grady moved that the Park Board of Commissioners approve the Comprehensive Financial Report for year-end April 30, 2014 audited by Sikich LLP

Commissioner Yates seconded the motion.

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

Motion Carried: 4-0, 1 Absent

#### **Comments:**

Commissioner Grady asked about the Mountain View Adventure Center depreciation. Staff informed the Board the Skate Park and Batting Cages were built after Mountain View Mine and the carpet on the course has a depreciation life of seven years.

### **Agenda Item 11 – B**

#### **Action Item: Financial Software Recommendation**

Superintendent of Business Katie Skibbe reviewed the Staff Report included in the Board materials. A committee was formed for the process of analyzing and recommending the new software solution. The core committee included Katie Skibbe, Superintendent of Business; Sean King, IT Manager; Amy Garbacz, Business Manager; Desiree van Thorre, Human Resources and Risk Manager; Julie Christoffel, Accounting Assistant; and Diane Lawson, Accounts Payable Clerk. After viewing the presentations by each software company, attending round tables, checking references and significant discussion, the committee felt that BS&A meets the needs the District is looking for. BS&A's fully integrated suite of software applications will provide a District-wide long-term solution that will improve access to financial data and reporting. BS&A has been in business since 1987. Instead of purchasing the software modules separately, the District would like to move forward and purchase the entire software package, which would save the District \$8,850.

Commissioner Grady moved that the Park Board of Commissioners approve the contract submitted by BS&A, for financial software, in the amount of \$89,415.00.

Commissioner Weber seconded the motion.

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

Motion Carried: 4-0, 1 Absent

**Comments:**

Commissioner Grady asked if the hardware is suitable for these upgrades. Staff informed the Board there is more than sufficient hardware to support the software.

Commissioner Grady asked if staff checked references and if other District are using the software. Staff informed the Board Arlington Heights Park District is in the process of installing the software and all other references were very favorable.

Commissioner Weber asked if it will be compatible with Rec Trac, Fin Trac, and Apple Trac. Staff informed the Board it would be compatible.

President Rosedale asked if there is any other fees after the purchase of the software such as technical support. Staff informed the Board there is an annual maintenance fee that was the lowest of all software companies.

**Agenda Item 11 – C**

**Action Item: Golf Center Conveyor Belt**

Superintendent of Parks and Golf Operations Paul Cathey reviewed the Staff Report included in the Board materials. Paul and staff began meeting in the spring of 2014 with representatives from Dorner Conveyor located in Hartland, Wisconsin regarding alternative methods for conveying golf balls at the Golf Center. Staff presented the Board with the issues surrounding the present screw conveyor system, which when a conveyor belt breaks it is very costly and the company that was making them for the District may longer make them or the belts will be more costly. Staff met with two vendors: Range Automation Systems (RAS) and Dorner Conveyor for proposals. Paul received a quote from RAS in the amount of \$367,560 and did not include a system for getting the balls from the washer to the conveyor . On Friday, October 14, Paul received a quote from Dorner Conveyor and it far exceeded the budgeted amount. After much discussion regarding the costs, extent of work needing to be performed Paul is recommending no action to be taken at this time. Dorner Conveyor is in the process of revising their proposal and Paul is hoping to bring it to the November board meeting

Comments: Commissioner Weber asked why the District is looking to replace the conveyor system with a new conveyor system. Staff informed the Board there is a variety of issues with the existing one: belts break every year, balls are getting chewed up from the conveyor, balls get jammed quite often, and staff has to manually fill the stations because the system does not fill ball boxes fast enough.

Commissioner Grady commented he would like to see the project proceed within the next couple of months

**CORRESPONDENCE:**

Letter from Donna Hudson thanking the District for the wonderful Park It Patrol they hired for the block party. The Staff were able to get all the kids engaged and everyone had lots of fun.

**COMMISSIONER COMMENTS:**

Commissioner Weber commented the Glow Golf was a cool unique event.

Commissioner Grady commented he was surprised about the amount of Scholarship funds raised by the Friends of the Park Glow Golf Event. He really enjoyed himself.

Commissioner Yates asked staff about how much salt the District goes through.

President Rosedale commented he would not be at the next board meeting.

**EXECUTIVE SESSION:**

A motion was made by Commissioner Grady at 8:42 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 Yates seconded the motion.

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

Motion Carried: 4-0, 1 Absent

## **CLOSE EXECUTIVE SESSION AND RETURN TO OPEN SESSION**

A motion made by Commissioner Grady to return to Open Session at 9:40 p.m.

Commissioner Weber seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried 4-0, 1 Absent

### **Agenda Item: 15 - A**

#### **Action Item: Approval of July 15, 2014 Executive Session Minutes**

A motion was made by Commissioner Grady to approve the Executive Session Minutes of July 15, 2014.

Commissioner Weber seconded the motion.

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

Motion Carried: 4-0, 1 Absent

### **Agenda Item: 15 - B**

#### **Action Item: Approval of Release of Executive Session Minutes and destruction of recordings.**

Discussion:

Minutes referenced were October 25, 2005; November 15, 2005; September 28, 2006 and October 15, 2013

Commissioner Grady moved that the Park Board of Commissioners approve the Release of Executive Session Minutes and Destruction of Recordings for October 25, 2005; November 15, 2005; September 28, 2006, and October 15, 2013.

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

Motion Carried: 4-0, 1 Absent

#### **Action Item: 15 – C Land Acquisition**

Discussion:

All commissioners agreed to act on a Land Acquisition discussed in Executive Session. As Phase I and II EPA studies have come back as the site being clean, the District will complete the purchase of property as tentatively approved in the Executive Session on July 15, 2014.

A motion was made by Commissioner Grady for the District to complete Land Acquisition as approved in the Executive Session on July 15, 2014 in the amount of \$230,000.

Commissioner Yates seconded the Motion

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

Motion Carried: 4-0, 1 Absent

## **ADJOURNMENT**

A motion was made by Commissioner Grady to adjourn at 9:45 p.m.

Commissioner Weber seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried 4-0, 1 Absent

APPROVED\_\_\_\_\_

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President

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Secretary