

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, NOVEMBER 18, 2014**

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 Vice President Jana Haas at 7:00 p.m. Commissioners answering present to the roll call were Joseph Weber, William Yates, James Grady and Vice President Jana Haas. President Don Rosedale was absent. 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, Tyler Fuchs, Golf & Facilities Supervisor.

Guests Present: Elizabeth Makelim, History Center
Jerry Chavtal, Senior Center
Wharton Sinkler, Des Plaines Bike and Pedestrian Group
Molly Vanwees, Des Plaines Bike and Pedestrian Group

II. CHANGES TO AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

History Center Update: Elizabeth Makelim updated the Park Board on the status of upcoming events, programs, and classes at the History Center. She informed the Park Board the second floor of the Kinder House is now open. The Walking Tour Application is now available for download from the History Center Website. Elizabeth commented on the wonderful job Don Prellberg did on the front porch.

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 including the possibility of cookie decorating and popcorn at Winter Wonderland, Face Painting at the new Easter event. She stated numbers were down for the Halloween House Decorating contest and could have possibly been due to the Journal and Topics holding a contest. Friends are going to look into collaborating with the Journal next year for the Halloween House Decorating Contest. Friends of the Parks are looking into creating a donation board and having them strategically placed at the Library and facilities. Two new members joined, Dan Garcia and Debbie Hermanson, both employees of the Des Plaines Park District.

Comments:

Commissioner Haas asked Linda if the Friends of the Parks could publicize more. Linda stated she would speak to Collette Plantz for publicizing of Friends of the Parks and put out a press release. Additionally, the Friends will take pictures of the events and place them on the website.

Commissioner Haas suggested having a community meeting inviting residents for input of what they would like to participate in or type of events.

Commissioner Grady questioned why the District is discontinuing the Easter Egg Hunt since it was such a big event. Staff informed the Board they are looking at trying something new with an indoor event that would be an hour or two verses a 5 – 10 minute event.

Commissioner Weber stated while he was at the NRPA Conference he spoke with other districts and how they are changing up their events.

IV. COMMENTS FROM THE COMMUNITY:

Wharton Sinkler and Molly Vanwees members of Des Plaines Bike and Pedestrian Group attended the Board Meeting. Mr. Sinkler informed the Board the volunteer groups focus is to encourage more biking and walking within the community. Mr. Sinkler brought before the Board a suggestion of constructing a bridge over Weller Creek that would connect Cumberland Terrace and D. P. Manor and would be beneficial for not the only the group but also for the community. Board and staff both agreed it is a good idea although it has been discussed in the past and will be something to consider and follow-up on.

V. APPROVAL OF THE MINUTES

Commissioner Weber moved to approve the Regular Minutes from October 21, 2014.
Commissioner Yates seconded the motion.

Comments: None

Approved by acclamation.

Motion Carried: 4-0, 1 Absent

VI. APPROVAL OF THE VOUCHER BILLS

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

- October 10, 2014 \$222,367.22
- October 24, 2014 \$388,423.05

Commissioner Weber seconded the motion.

Comments: None

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

Motion Carried: 4-0, 1 Absent

VII. APPROVAL OF PAYROLL

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

- October 17, 2014 \$148,110.64
- October 31, 2014 \$146,203.13

Commissioner Grady seconded the motion.

Discussion: None

Roll call: Commissioners Yates, Aye; Weber, Aye :Yates, Aye; Vice President Haas, Aye

Motion Carried: 4-0, 1 Absent

VIII. M-NASR REPORT:

Executive Director Don Miletic reported to the Park Board he had nothing to add. Don mentioned MNASR are asking for assistance with their financial and health insurance calculations. Don reminded the Board of the Liponi Dinner Dance Fundraiser is Saturday, March 7.

Commissioner Haas asked about Sue Bears contract. Staff informed the Board she signed a contract for three more years.

Commissioner Grady informed the guests in attendance what MNASR stood for and what type of an organization it is.

IX. OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director Don Miletic briefly reviewed several items contained in his written report. Don stated he has spoken to Mike Lake regarding flag flying procedures and protocol. Don noted the Flag Flying Procedure was included in the Board's folder for their review. Don informed the Board the property purchase closes on November 25. Staff has been working on updating the Strategic Plan and the goal is to bring it to the January 2015 meeting. Don mentioned the Rotary Red Barrel Fund collected nearly \$2000. Don informed the Board the IPRA Conference is coming up and if any of the commissioners would like to attend please let him know.

Comments:

Commissioner Grady asked about the property purchase and the intent of the lessors. Staff informed the Board the leased spaces will continue as is. Don mentioned to the Board he spoke at the History Board meeting and the new agreement (due April 2015) between the District and History Center will likely involve moving of the artifacts to the new property freeing up much needed space at the ALC.

RECREATION DEPARTMENT

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

- The Haunted Hole-A-Ween event went very well.
- Coffee machine was installed at Prairie Lakes
- Working on cable issues at Prairie Lakes, most likely will be switching over to Comcast and will take a few weeks.
- Linda discussed the pool financials with the Board and stated the last couple of years revenues have been down to weather related issues. Chippewa operational expenses were up due to two additional weeks of operation: opening one week earlier and closing one week later.

Comments:

Commissioner Grady asked where the new Park Ridge Pool is located. Staff informed the Board it is located just south of the Community Center on Western and Touhy Avenues. Commissioner Grady asked if many groups go to the Park Ridge Pool. Staff informed the Board the residents of Park Ridge would most likely not encourage other non-resident group's into the facility.

Commissioner Weber discussed what the possibilities would be about the removal and replacement of the Lazy River. Staff informed the Board it would very costly and would entail a lot of extra work. Staff informed the Board an indoor pool would take priority over renovating Mystic Waters because of the Needs Assessment Survey result.

Commissioner Weber asked if the Community Needs Assessment Survey is every six years. Staff stated the Community Needs Assessment Survey is performed every five to six years and the last one was completed in 2012.

PARKS AND GOLF OPERATIONS

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

- The District hired Planning Resources as the design consultant for the Eaton Field project with the City of Des Plaines in which the District received HUD monies of \$81,000. Plan is to install a new playground, basketball court, soccer field, and shelter.
- McKay-Nealis is completed, opened and is being well used.
- Nice Rink installed Tuesday, November 18, 2014 at West Park and purchased another to be installed at Cornell Park.
- Next spring will be offering up Foot Golf at Lake Park.
- Light Pole inventory is underway. Debbie did a nice job inventorying, plotting on maps, and purchasing the numbers for all light poles throughout district.
- Received 2200 pounds of salt and is being stored at Oakwood.

Comments: Commissioner Haas asked how the USGFA foot golf is played. Staff informed the Board FootGolf is like soccer yet played like golf without the clubs. The balls are the size of a soccer ball and larger holes with covers over them are used. They are movable and can be relocated throughout the holes/greens on the golf course.

BUSINESS OPERATIONS

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

- Katie informed the Board a conference call was held between Speer Financial, Moody's, Don, Amy and herself. The district was awarded an Aa2 bond rating and assigned a positive outlook. During the conference call Don asked Moody's what the District needs to do to get a higher bond rating. Moody's informed Staff they would like to see a stabilization of the tax base.
- Desiree completed the PDRMA Loss Review and the District received a final score of 98.05%.
- Gene finished the Winter Spectrum and a copy will be distributed at the November 18 Board meeting. Additionally, copies will be distributed to schools on Wednesday, November 19.
- Sean, Katie, Gene and Amy met regarding the website. Staff provided several suggestions to Weblinks for revising of their modules to meet the District's needs.

Comments: Commissioner Grady asked what the Districts rating was at in prior year. Staff informed the Board it was at Aa3 and now with it being an Aa2 the District is now in line with the City's rating.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

X. OLD BUSINESS: None

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item: Amend Golf Center Budget

Executive Don Miletic reviewed the Staff Report included in the Board materials. Don informed the Board, in order for the Park District to move forward with the Ball/Equipment /Conveyor project the District needs to amend the Budget to allow additional dollars to this line item. Don noted this is a critical project and much needed. He noted the District is not looking to increase the budget, just use appropriations from other line items for the Ball Equipment/Conveyor System. Don informed the Board the District is legally able to amend the budget after six months. The budget would not increase any additional dollars above the legally approved appropriation amount. It means having the ability to move some line items around in the Golf Center Fund.

Commissioner Grady moved that the Park Board of Commissioners approve the Amending the budget of the Golf Center to allow for unused appropriations to be allocated for the Ball Equipment/Conveyor Replacement Project to increase by \$245,654.00.

Commissioner Yates seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Comments: Vice President Haas asked Staff if the dollar amount be mentioned in the motion. Staff informed the Board the dollar amount could be used in the motion. Staff stated as long as the District does not go over what was filed with the Cook County Clerk the District is fine. Staff stated the District will not exceed the legally adopted appropriation amount for the Golf Center Fund.

Both Vice President Haas and Commissioner Grady stated they would like the specific dollar amount stated in the motion.

Agenda Item 11 – B

Action Item: Golf Center Conveyor Belt

Superintendent of Parks and Planning Paul Cathey reviewed the Staff Report included in the Board materials. Paul reviewed with the Board the current status of the existing conveyor system and the yearly costs and the possibility the company the District purchases the conveyor belts from, Range Automation Systems (RAS), may no longer make them anymore and if they do the price will more than likely go up. The District currently budgets \$18,000 a year for the belts.

The screw conveyor belts wear poorly, are inefficient and the track they operate in is wearing, which creates jams often. When necessary, repairs are problematic and time consuming. When the belt fails, it breaks causing the entire floor to shut down. Additionally we cannot retrofit the current system because it is set in concrete on two floors and built into the first floor deck. The new system would have to be an overhead installation.

Staff stated after negotiating with both companies, RAS included the addition of new ball room equipment in their final proposal. Any system provided by Dorner would be more expensive and does not include the ball room renovation.

Commissioner Grady moved that the Park Board of Commissioners approve the proposal submitted by Range Automation Systems of Scottsdale, AZ, in the amount of \$299,665.00 for the provision of the ball room/conveyor system for the Golf Center Des Plaines.

Commissioner Yates seconded the motion.

Roll call: Commissioners Grady, Aye; Weber, Aye; Yates, Aye; Vice President Haas, Aye
Motion Carried: 4-0, 1 Absent

Comments: Commissioner Grady asked if the "T" boxes would have to be changed out. Staff informed the Board the boxes would not have to be switched out.

Vice President Haas asked what the projected timeline and when would it commence. Staff informed the Board it would take about two weeks for full project to be completed. Staff also stated the range will continue to stay open and the project would begin end of February, beginning March. In addition, new "T" dividers will be installed to hide and protect the pipe going into the "T" box.

Agenda Item 11 – C

Action Item: General Obligation Limited Tax Refunding Park Bonds, Series 2014 A, Ordinance #14-07

Superintendent of Business Katie Skibbe introduced Dave Phillips from Speer Financial to the Board. Mr. Philips provided information regarding the sale of the bonds and the anticipated savings for this issuance is 4.476%. Mr. Philips stated Staff's presentation to Moody's Rating Company was outstanding and this is why the District was able to get an Aa2 rating. Mr. Philips stated the District was in a good position to sell today however, with so much activity it was a wiser choice to sell tomorrow. The parameters ordinance allows the District to execute the sale on November 19, 2014. This ordinance approves the sale of the bonds, but does not approve the winning bid and will delegate authority to approve the winning bid to the Executive Director.

Staff pointed out on the staff report the Districts' initial anticipated savings was \$234,697.60 and now is anticipated to be closer to \$265,000.

Commissioner Grady moved that the Board of Commissioners adopt Ordinance #14-07 Issuance and Sale of General Obligation Limited Tax Refunding Park Bonds.

Commissioner Weber seconded the motion.

Roll call: Commissioners Grady, Aye; Weber, Aye; Yates, Aye; Vice President Haas, Aye
Motion Carried: 4-0, 1 Absent

Discussion:

Agenda Item 11 - D

Action Item: 2014 Property Tax Levy Estimate Ordinance #14-08

Superintendent of Business Katie Skibbe presented the Board with the Tax Levy for 2014. Katie informed the Board

the proposed levy will be extended against all assessed and equalized real property for collection in calendar year 2014. The total property taxes levied at this time are \$7,911,973 or a **2.11% increase** from the 2013 levy. Katie informed the Board the tax capped funds are limited to the percentage increase in the Consumer Price Index over the prior year plus growth in new property. In 2013, consumer prices rose 1.5% after a 1.7% increase in 2012.

The total levy for all capped funds (Corporate, Recreation, IMRF, Social Security, Audit, Liability Insurance, and Museum Fund) is \$5,681,447, a 2.5% increase over 2013. Katie stated other funds have increased slightly, Non-Capped funds had a modest increase of 1.5% and the Special Recreation Fund has no increase.

Katie informed the Board this has to be approved 20 days before adopting the Final Tax Levy Ordinance. Katie further noted if the District does not capture new growth in this levy now the District will never be able to get it in the future.

Commissioner Weber moved that the Park Board of Commissioners approve 2014 Property Tax Levy Ordinance #14-08 AN ORDINANCE LEVYING AND ASSESSING THE TAXES FOR THE GENERAL CORPORATE FUND, THE RECREATION FUND, THE AUDIT FUND, THE TORT IMMUNITY FUND, THE ILLINIOS MUNICIPAL RETIREMENT FUND, THE SOCIAL SECURITY FUND, THE SPECIAL RECREATION FUND, THE DEBT SERVICE FUND AND THE MUSEUM FUND PURPOSES OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS, BEGINNING MAY 1, 2014 AND ENDING APRIL 30, 2015

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Comments: None

Agenda Item 11 - E

Action Item: Intergovernmental Agreement – Seminole Park Illinois State Toll Highway Authority & City of Des Plaines

Executive Director Don Miletic presented the Intergovernmental Agreement to the Board. This agreement would allow the Illinois State Toll Highway Authority to have access through Seminole Park for a sewer project that entails enlarging the existing sewer from a 24" pipe to 30" pipe. This sewer is for drainage and moves the water away from the park. Paul and Don met with a City engineer and a few consultants regarding this project. The District has requested a six foot fence to be constructed around the worksite. Additionally, Don informed IDOT the work cannot be completed during little league season and the project is scheduled from August to October. The Park District Attorney Greg MacDonald for reviewed and he noted the agreement needed a few minor changes. The changes to the agreement are being completed by IDOT.

Commissioner Weber moved that the Park Board of Commissioners approve the Intergovernmental Agreement between the Illinois State Toll Highway Authority, The City of Des Plaines, and the Des Plaines Park District for installation of the 30 inch drainage pipe and removal of a 24 inch drainage pipe.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Discussion:

Commissioner Grady asked where the pipe is going. Staff informed the Board it is flowing underneath the tollway and dumping out on the other side of Devon.

Commissioner Haas asked if the pipe starts in our park. Staff informed the Board it does start in our park. Commissioner asked if the pipe will be pitched the same way. Staff informed the Board it will be pitched the same way and will help with the flow of water away from the ball fields and park. Staff also informed the Board a grate be installed to restrict access to pipes.

Commissioner Grady asked if it helps drain our park and the surrounding neighborhood. Staff informed him it helps drain the area around the park and does not really affect the surrounding neighborhood.

Commissioner Haas asked if there will be any damage to the District's park. Staff informed the Board as part of the agreement the park has to be fully restored to its' original state.

XII. CORRESPONDENCE: None

XIII. COMMISSIONER COMMENTS:

Commissioner Weber commented stay warm, have a fun and Happy Thanksgiving.

Commissioner Grady commented he was with his grandson at McKay-Nealis Park and had a lot of fun. The park looks great and Happy Thanksgiving.

Commissioner Yates asked staff about how much salt the District goes through. Staff informed the Board it depends on the weather conditions.

Vice President Haas commented on the tree taken down at Lake Park and staff did a good job. She also commented on the conditions of Rosemont Pool water temperature being so cold.

XIV. EXECUTIVE SESSION: None

XVI. ADJOURNMENT

A motion was made by Commissioner Grady to adjourn at 8:56 p.m.

Commissioner Yates seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried 4-1, 1 Absent

APPROVED _____

President

Secretary