

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, NOVEMBER 19, 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 7:03 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 Manager Amy Garbacz, Golf and Facilities Manager Brian Panek, IT Manager Sean King, Human Resource and Risk Manager Desiree van Thorre, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson.

Guests Present: Jerry Chavtal, Senior Center

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

History Center Update: No Report

Senior Center Update: Jerry Chavtal updated the Board on upcoming events and trips at the Frisbie Center. Winter Wonderland is the weekend of December 7th & 8th.

Friends of the Parks: John Hecker informed the Board the next meeting will be Monday, November 25th. The Halloween House Decorating Contest was on Monday, October 28th with three groups judging. There were 12 houses that participated.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Yates moved to approve the Regular Minutes from October 15, 2013 as presented. Commissioner Haas seconded the motion.

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

APPROVAL OF THE VOUCHER BILLS

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

- October 11, 2013 \$ 180,337.18
- October 25, 2013 \$ 257,185.75
- October 28, 2013 \$ 7,195.00

Commissioner Haas seconded the motion.

Discussion: None

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

APPROVAL OF PAYROLL

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

- October 18, 2013 \$ 147,338.49
- November 1, 2013 \$ 142,819.89

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

M-NASR REPORT:

Executive Director John Hecker informed Board MNASR is in the finalization phase of the budget. MNASR Board is in the process of performance review for Executive Director Sue Bear. John informed the Board Sue Bear met with staff Monday, November 18th to review the ADA Transition Plan and update staff with new requirements. Linda Traina is the designated ADA Compliance Officer.

Commissioner Grady asked if there is an additional cost for MNASR to meet with staff. Mr. Hecker informed the Board it is part of the annual fee we pay MNASR.

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. Veterans Day ceremony well attended and the VFW will utilize the theater at Prairie Lake in the future.

Comments: Commissioner Haas asked about the status of the Eagle Scout Project at Sesquicentennial Park. Mr. Hecker informed the Board it is approved and will most likely occur between now and early spring.

ASSISTANT EXECUTIVE DIRECTOR:

Assistant Executive Director Don Miletic reviewed items in his written report. Attended Legal Symposium with Greg Mac Donald. Don discussed holding focus groups in the near future to seek out public input. Attended NRPA Conference and IPRA Leadership Academy. The White Street house is demolished and open space looks great. Debbie Hermanson saved the District a substantial amount of money by seeking out the lowest qualified contractor for the White Street house project. Don stated he will be meeting with all Supervisors within the next month and he has been transitioning with the Recreation Department. Working with Lisa Haring on developing a Power Point presentation for the focus groups. Met with Mayor, History Center and Frisbie Center to discuss cooperation arrangements.

RECREATION DEPARTMENT

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

- Mystic Waters and Mountain View Adventure Financials included.
- Holiday Potluck will be Thursday, December 12th at PLCC.
- Awards Dinner will be Saturday, January 11th.
- Great turn out for the Haunted Hole-A-Ween.
- The District Report card is included and District raised the score from 57.6% to 90%.
- Beverage vending contract should be finalized next week.
- Garden Plot letters were sent out. There are changes to the agreement: price increase, registration process, residency requirements.
- Jennifer Boys won an award, IPRA Facility Management Section Professional of the Year Award.
- Had four kids that went to the NFL team championship for the Punt, Pass, and Kick competition. District will find out in a few weeks if they move on to the national level.

President Weber asked if verbage has changed on the Garden Plot agreement. Staff informed the Board verbage has changed on the residents agreements.

Commissioner Haas and Grady asked about the Fall Fest wrap up meeting. Staff informed the Board the committee is in agreement with the way beer sales will be handled next year.

PARKS AND PLANNING DEPARTMENT

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

- Arndt Park Field House extensively vandalized with windows broken and building tagged substantially.
- Kiwanis playground is almost complete.
- Chippewa Pool financial log is attached and closed out now. The project is under budget by \$55,171.30.
- Golf Center grass tees were renovated and regraded.
- The Strategic Plan was given to Board for review and Paul noted changes between last year and this year. Plan will be brought to the December Board Meeting.

BUSINESS AND GOLF OPERATIONS

The Board heard a report from Assistant Executive Director Don Miletic on several items. Working with Desiree on updating some policies and procedures. Amy is working on transitioning some risk management items to Desiree regarding PDRMA.

- Staff working on changing over banking to Village and Trust.
- Sean working on upgrading all site alarms, five have been completed.
- Received half the insurance claim for the Golf Center.
- Staff conitnues to work on promotions for Golf Center

Comments: Commissioner Haas asked about the insurance claim being posted as revenue. Staff informed Board it is just a place marker and will create a code for insurance reimbursement.

FINANCIAL REPORT

Assistant Executive Director Don Miletic presented the monthly financial report.

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

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

UNFINISHED BUSINESS: None

NEW BUSINESS:

Agenda Item 11 – A

Action Item: 2013 Property Tax Levy Estimate Ordinance #13-07

Assistant Executive Director Don Miletic presented the Board with the Tax Levy Estimates for 2013. Mr. Miletic is proposing a 4.54% increase over the extended levy for 2012. District is limited to the CPI of 1.7% plus any new property growth or 5%, whichever is less. Much of the taxes received will go to replenishing the Special Recreation Fund. This has to be approved 20 days before adopting the final Tax Levy Ordinance. Mr. Miletic noted the majority of the levy will not affect the taxpayers of Des Plaines but are targeting new property and growth. Mr. Miletic further noted if the District does not capture this levy now the District will never be able to get it in the future.

Commissioner Yates moved that the Park Board of Commissioners approve ORDINANCE #13-07 TAX LEVYING ESTIMATES FOR THE GENERAL CORPORATE FUND, THE RECREATION FUND, THE AUDIT FUND, THE TORT IMMUNITY 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, 2013 AND ENDING APRIL 30, 2014

Commissioner Grady seconded the motion.

Discussion: Commissioner Haas asked how the lower assessment of the casino is going to affect the District. Staff informed the Board the residents will end up paying more because of the reduction in casino taxes.

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

Motion Carried: 4-0, 1 Absent

Agenda Item 11 – B

Action Item: 2014 E450 Glaval Universal Bus 24 Passenger Bid

Superintendent of Parks and Planning Paul Cathey presented the Board with the bid from Best Bus Sales of Des Plaines, IL. Paul noted three bids mailed out with one received. The District has purchased from Best Bus Sales before, and staff feels comfortable purchasing from them again. Paul stated the base bid of the bus was \$61,402.00 less the trade in of \$6,500.00 for a total bid of \$54,902.00.

Commissioner Haas moved that the Park Board of Commissioners award the bid for (1) 2014 E450 Glaval Universal 24 Passenger Bus to Best Bus Sales of Des Plaines, IL in the amount of \$54,902.00.

Commissioner Yates seconded the motion.

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

Motion Carried: 4-0, 1 Absent

CORRESPONDENCE: None

COMMISSIONER COMMENTS:

Commissioner Grady wished everyone a Happy Thanksgiving.

Commissioner Haas commented there are still Self Help Closet tailgate tickets available for purchase.

EXECUTIVE SESSION: None

ADJOURNMENT

A motion was made by Commissioner Yates to adjourn at 8:44 p.m.

Commissioner Haas seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried.

APPROVED _____

President

Secretary