

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, DECEMBER 16, 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 President Don Rosedale at 7:00 p.m. Commissioners answering present to the roll call were Joseph Weber, William Yates, James Grady, Jana Haas, and President Don Rosedale. 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: Dr. Rev. William Grice III, History Center  
Jerry Chavtal, Senior Center

**II. CHANGES TO AGENDA: None**

**III. INTRODUCTIONS/PRESENTATIONS**

**History Center Update:** Dr. Rev. William Grice III updated the Park Board on the status of upcoming events, programs, and classes at the History Center. He informed the Park Board the work on the front of the house has concluded. Dr. Rev. William Grice III stated the Strategic Plan continues to be developed. He thanked the Park Board and District for their ongoing support and Happy Holidays to all.

**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 the progress of the Friends of the Park. At Winter Wonderland the Friends had cookie decorating and sold popcorn which went well and raised over \$200 for the Scholarship Fund. Kallie and Kristina Haas are working on a proto-type donation board and be placed at the Library, ALC and Prairie Lakes. Board elections for the Friends of the Park will take place at the January meeting.

Comments: None

**IV. COMMENTS FROM THE COMMUNITY: None**

**V. APPROVAL OF THE MINUTES**

Commissioner Yates moved to approve the Regular Minutes from November 18, 2014.  
Commissioner Weber seconded the motion.

Comments: None

All Commissioners voted in favor by acclamation.  
Motion Carried: 5-0

**VI. APPROVAL OF THE VOUCHER BILLS**

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

- November 7, 2014 \$1,305,663.41
- November 21, 2014 \$ 158,895.27

Commissioner Yates seconded the motion.

Comments: None

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

## **VII. APPROVAL OF PAYROLL**

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

- November 14, 2014 \$143,225.04
- November 28, 2014 \$139,277.13

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 5-0

## **VIII. M-NASR REPORT:**

Executive Director Don Miletic reported to the Park Board he had nothing significant to add. Don mentioned he was nominated for treasurer for next year. He stated MNASR has transported over 26,000 participants. Don reminded the Park Board of the Liponi Dinner Dance Fundraiser on Saturday, March 7.

Commissioner Weber questioned if the contract for Sue Bear was renewed. Executive Director Don Miletic informed the Park Board the contract was finalized.

## **IX. OPERATIONS REPORTS**

### **EXECUTIVE DIRECTOR:**

Executive Director Don Miletic briefly reviewed several items contained in his written report. Don stated at the January Board Meeting the Strategic Plan will be presented. Don toured the District with State Representative Marty Moylan. The District is in the process of developing an Aquatics Task Force.

Comments: None

### **RECREATION DEPARTMENT**

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

- The Thanksgiving Day activities included: Flag Football, Community Walk and Free Fitness Workout.
- Winter Spectacular was a big hit.
- Dodge Ball Fridays and North Pole Adventure Trains are very popular and well attended.
- Josh and Cindy continue with the NFL Play 60

Comments:

Executive Director Don Miletic stated Dr. Greg Sarlo donated a very nice piano, which was used for the Winter Spectacular Show.

Commissioner Grady asked about the open gym at PLCC for little kids. Staff informed the Park Board open gym for five and under has started up at PLCC and began two weeks ago.

Commissioner Haas asked if the District has been in contact with Rhonda Popko regarding classes. Staff stated Rhonda is willing to hold two or three workshops during the day throughout the year.

### **PARKS AND GOLF OPERATIONS**

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

- Staff will be meeting with Range Automated Systems next week via conference call regarding the progression of the Golf Center conveyor system. Staff will begin installing the electrical wires and move the data wires all of which are to be encased in conduit. Staff continues to work on the new "T" dividers.
- Updated the Park Board on the Eaton Field Project. On January 14 at 6:30 a public forum will be held in the ALC Board Room for public input on the Eaton Field Renovations. Debbie Hermanson will be passing out flyers to the neighbors surrounding the Eaton Field Park. Staff created a survey for the residents to fill out. The flyer will be available both electronically on the Districts website and in paper form.
- Lake Park Club House will be available for rental as of January 2015.
- Chili Open will be on January 10th.

Comments:

Commissioner Grady asked if the District paid for the survey of the Eaton Field boundaries. Staff informed the Board a complete Plat of survey of the parcel was completed. Staff also stated that of the HUD money the District receives through the city, only 10% is reimbursable for professional services.

Commissioner Haas asked staff if they have heard anything about the OSLAD grant for Apache Park. Staff informed the Board the District has heard nothing thus far.

Commissioner Weber asked what the capacity is of the Lake Park Club House. Staff informed the Board the basement allows for 36 individuals and the upstairs area table count will remain the same.

Commissioner Weber asked what the plans are for promoting FootGolf. Staff informed the Board they will be contacting the schools and ask to allow staff to present the FootGolf at their schools. Staff also stated banners will be hung at Lake Park and be promoted throughout the District via Spectrum, website, brochures, etc.

## **BUSINESS OPERATIONS**

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

- The District received 24 bids on the bonds with a gross savings of \$330,995.11.
- Amy, Sean, and Katie met with BS&A for our project kickoff meeting. Katie informed the Board of the implementation schedule along with topics covered during typical training. BS&A has begun extracting data from MSI for the conversion process.
- Staff is working on budgets
- Received updated design for the website and are currently making small changes and gathering feedback from staff.
- Capital Improvement Plans being worked on by all departments.
- At least 30 new corporate employees have registered with the District, since John Hecker went around to local businesses.

Comments:

Katie Skibbe mentioned there is a correction to the Business Report. Under Amy Garbacz the report states there were 30 new household registrations. It should read 30 new corporate registrations were entered, these are the people who are non-resident but work for a company here in Des Plaines.

## **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Haas seconded the motion.

Discussion: None

Roll call:

Commissioners Grady, Aye; Weber, Aye; Yates, Aye; Haas, Aye; President Rosedale, Aye

Motion Carried: 5-0

## **X. OLD BUSINESS: None**

## **XI. NEW BUSINESS:**

### **Agenda Item 11 – A**

#### **Action Item: IAPD Credentials**

Executive Don Miletic reviewed the Staff Report included in the Board materials. Per the policy adopted by the Illinois Association of Park Districts, the Des Plaines Park District Board of Commissioners must pass the attached resolution on credentials to ensure voting eligibility at the IAPD Annual Business meeting held in conjunction with the State Conference.

Commissioner Haas moved that the Park Board of Commissioners of the Des Plaines Park District approve the attached Credentials Resolution authorizing the delegate or the alternate listed to represent the Des Plaines Park District at the IAPD Annual Business Meeting and vote on any matters presented during the annual meeting.

Commissioner Grady seconded the motion.

Approved by acclamation.

Motion Carried: 5-0

Comments: None

#### **Agenda Item 11 – B**

##### **Action Item: 2014 Property Tax Levy Ordinance #14-09**

Superintendent of Business Katie Skibbe reviewed the Staff Report included in the Board materials. Katie informed the Board there were no changes from the previous Tax Estimate Levy Ordinance presented at November's Board Meeting and was available to the public.

Commissioner Weber moved that the Park Board of Commissioners approve 2014 Property Tax Levy Ordinance #14-09 an ordinance levying and assessing the taxes for the General Corporate Fund, the Recreation Fund, the Audit Fund, the Tort Immunity Fund, the Illinois Municipal Retirement Fund, the Social Security Fund, the Special Recreation Fund, the Debt Service Fund, and the Museum Fund for purposes of the Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2014 and ending April 30, 2015.

Commissioner Yates seconded the motion.

Roll call:

Commissioners Grady, Aye; Weber, Aye; Yates, Aye; Haas, Aye; President Rosedale, Aye

Motion Carried: 5-0

Comments:

Commissioner Haas asked about the \$30,000 regarding the IMRF liability. Staff informed the Board the line item is for this fiscal year and moving forward.

#### **XII. CORRESPONDENCE:**

Executive Director stated the District received three thank you letters from preschoolers thanking Don Prellberg for installing the new see saw at the ALC playground and also received a thank letter from the Washington Tornado Relief Fund regarding the donations.

#### **XIII. COMMISSIONER COMMENTS:**

Commissioner Weber commented Happy Holidays to all and stay warm out there.

Commissioner Yates commented he hoped everyone had a good Thanksgiving and wished everyone a Merry Christmas and Happy New Year.

Commissioner Grady commented he had his first Polar Express ride. It was a lot of fun and well organized by the staff. Have a Merry a Merry Christmas.

Vice President Haas commented Winter Wonderland was a nice event and well attended. Thank you to all the staff for their involvement and Merry Christmas to all.

President Rosedale commented he attended the Holiday Potluck and enjoyed himself. Happy Holidays to all and thank you for everything you do for the District.

#### **XIV. EXECUTIVE SESSION:**

A motion was made by Commissioner Grady at 7:49 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 Haas seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 5-0

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

A motion made by Commissioner Yates to return to Open Session at 9:25 p.m.

Commissioner Weber seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 5-0

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

#### **Action Item:**

A motion was made by Commissioner Grady to proceed with items discussed in executive session relating to Real Estate, Personnel, Litigation, and the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Weber seconded the motion.

Roll call:

Commissioners Grady, Aye; Weber, Aye; Yates, Aye; Haas, Aye; President Rosedale, Aye

Motion Carried: 5-0

## **XVI. ADJOURNEMENT**

A motion was made by Commissioner Weber to adjourn at 9:27 p.m.

Commissioner Grady seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 5-0

APPROVED \_\_\_\_\_

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President

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Secretary