

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, DECEMBER 17, 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, Don Rosedale, and President Joseph Weber. Commissioner William Yates 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, Supervisor of Special Events and Social Media Cindy Yelich.

Guests Present: Jerry Chavtal, Senior Center, Dr. William Grice III, History Center and Susan Bear of MNASR

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

Staff Presentation: Cindy Yelich, Special Events and Social Media Supervisor presented a PowerPoint Presentation regarding special events held throughout the year. Cindy Yelich has been with the Park District a little over three years. New events added included Park, It, Nerf War, Mother & Son Domino and Dinner, and in January Frosted Fairy Fest, and Family Bingo & Pizza Night. Cindy informed the Board the District is adding more family events and Facebook page following has almost tripled.

History Center Update: Dr. William Grice III thanked the Board for all their support. Wished the District a Happy Holiday Season and expressed much gratitude for all the help provided by the District. The Art Deco exhibit has ended and the new exhibit will include quilts. Open house will be hosted on December 22, 2013. Informed Board the History Center is Financially ending on a positive note.

Senior Center Update: Jerry Chavtal updated the Board on upcoming events and trips at the Frisbie Center. Assistant Executive Director Don Miletic informed the Board the Senior Center received a \$25,000 grant for upgrades.

Friends of the Parks: John Hecker informed the Board the next meeting will be Monday, January 27th. There has been no meeting the last couple of months.

MNASR: Executive Director Sue Bear gave a brief over view along with a PowerPoint presentation. She thanked the Board and District for all their support. Additionally thanked Executive Director John Hecker for his support and commitment. Sue Bear presented a plaque to the District for their 40 year commitment to the MNASR organization.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Grady moved to approve the Regular Minutes from November 19, 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 Haas moved to approve the voucher bills for the following dates and dollar amounts:

- November 8 , 2013 \$ 264,406.09
- November 22, 2013 \$ 143,533.84
- December 6, 2013 \$ 157,301.77

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

APPROVAL OF PAYROLL

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

- November 15, 2013 \$ 139,846.23
- November 29, 2013 \$ 136,722.59

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

M-NASR REPORT:

Executive Director John Hecker informed the Board he had nothing more to add to report. December Annual Board meeting was attended by all staff of MNASR.

President Weber asked about the new Director of Morton Grove. Executive Director Hecker stated Tracey Anderson came from Homewood- Flossmor Park District.

Commissioner Haas asked about the annual Fundraiser and staff informed the Board the Liponi Dinner Dance will be on Saturday, March 1.

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 informed the Board Janet Yates father passed away. Additionally, John Kiraly, retired Lake Park Supervisor, also passed away. The Central Park Dedication was well attended. Staff has started making revisions to manuals. Staff is monitoring registration and the effect of not mailing out the spectrum.

Comments: Commissioner Grady asked if the District has received complaints regarding the mailing of the Spectrum. Executive Director Hecker stated there have been a couple, however they were resolved.

ASSISTANT EXECUTIVE DIRECTOR:

Assistant Executive Director Don Miletic reviewed items in his written report. Don met with Linda and Jana Haas to discuss the reorganization of the Friends of the Park. Next Friends of the Park meeting will be on January 27. Don has been working on questions for the focus groups and meeting with Supervisory staff members. Don attended another IPRA Leadership Academy.

RECREATION DEPARTMENT

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

- Final Fall Fest revenue was \$9318.79. The Park District receives 60%, Chamber receives 25%, and History Center 15%. There will be a new agreement for either two or three years.
- North Pole Adventure (aka Polar Express) and Winter Wonderland took place.
- Winter Spectacular Dance show and Community Band Concert was held this past weekend.

- Josh met with Maine West Staff to discuss the Hershey's Track and Field event, which will be held on Saturday, May 4 and volunteers will be needed.
- Staff are working on budgets and Spring Spectrum.
- Staff is looking into reorganizing the Community Band, membership has dropped from 50 to 20.
- Staff is discussing membership types and options for Prairie Lakes Fitness Center.
- Matt Hartnett was hired as the new Aquatic and Youth Programs Manager.

Commissioner Haas commented she did attend the Winter Spectacular Dance Show. President Weber asked if staffing was included in the profit of the Fall Fest Revenue. Staff informed Board no staffing time is accounted for in the revenues generated.

PARKS AND PLANNING DEPARTMENT

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

- Staff has been busy clearing snow and making ice rinks at Lake Park , Bluett Park and Cornell Park.
- Installing an ice rink at West Park, which consists of a liner and board system.
- Kiwanis Park is open and fence removed for patron use. Staff did a great job on the projects.
- Tee box is completed with much improved drainage at the Golf Center.
- Staff trained by Start Group for confined space training.

Commissioner Grady asked why cars are parked over at Chippewa. Staff informed Board it is part of the Intergovernmental Agreement between District 62 and the Park District.

BUSINESS AND GOLF OPERATIONS

The Board heard a report from Assistant Executive Director Don Miletic on several items. Continue to update Policies and Procedures.

- Park District is in strong financial position.
- Received a letter that a small District owned property was going up for sale. The letter was forwarded to Districts attorney.

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 Haas moved to accept the Financial Report for November 2013, subject to audit, and place a copy on file.

Commissioner Rosedale seconded the motion.

Discussion: None

Roll call: Commissioners: Haas, Aye; Grady, Aye; Rosedale, 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 Ordinance #13-08

Assistant Executive Director Don Miletic presented the Board with the Tax Levy for 2013. Mr. Miletic informed the Board there is a 4.54% increase over the extended levy for 2012, which is below the 5% requirement for holding a public hearing. There are no major changes from last month. Mr. Miletic discussed how the drop in property value and how it affects the District. District is limited to the CPI of 1.7% and to be safe, the District will be levying about 1% to capture new property growth.

Commissioner Grady moved that the Park Board of Commissioners approve 2013 Property Tax Levy Ordinance #13-08 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, 2013 AND ENDING APRIL 30, 2014
Commissioner Rosedale seconded the motion.

Discussion: None

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

Agenda Item 11 – B

Action Item: Surplus Property Ordinance #13-09

Assistant Executive Director Don Miletic presented to the Board Ordinance #13-09, and stated the District will be replacing some aging equipment and has the opportunity to sell some of the old equipment instead of simply disposing of it. The copier will be sold to the Historical Society, which will increase the cash flow at the Historical Society by \$7428 a year and save them \$29,712 over the next five years. Additionally a golf cart and ball picker will be posted on Craig's List for sale.

Commissioner Grady moved that the Park Board of Commissioners adopt Sale of Surplus Property Ordinance #13-09.

Commissioner Haas seconded the motion.

Discussion: None

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

Agenda Item 11 – C

Action Item: Golf Fees

Manager of Golf Facilities Brian Panek presented the Board with a report asking for a slight increase in fees at the Golf Facilities. Staff is requesting an increase in night fees at Golf Center by a dollar for residents and non-residents. Weekend rates for non-residents would decrease by two dollars to stay competitive with other courses in the area. Lake Park rates would increase a dollar for adults, youth and senior residents. Non-resident rates would remain the same.

Commissioner Haas moved that the Park Board of Commissioners approve the 2014 Golf Fee changes as presented.

Commissioner Grady seconded the motion.

Discussion: Commissioner Grady questioned the decrease in the weekend rate. Staff informed Board the District is the only Par-3 lighted course in the area and the decrease is to stay competitive with surrounding golf courses.

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

Agenda Item 11 – D

Action Item: Strategic Plan and Environmental Plan Update

Superintendent of Parks Paul Cathey presented the Board with the Strategic and Environmental Plans for approval. The Board was given the plans last month to review. Paul noted there were changes to the titles of Goal #1, which now reads “Develop and Maintain Effective Organizational Leadership” and Goal #5, “Implementation of District ADA Action Plan”. Additionally there are new objectives added to the plans to adapt and provide outstanding services to the residents.

Commissioner Grady moved that the Park Board of Commissioners approve the 2013-2018 Strategic Plan and Environmental Plan as presented.

Commissioner Rosedale seconded the motion.

Discussion: Commissioner Grady asked about Goal #4 regarding relying on tax revenues and the possibility of losing tax dollars. Staff informed the Board taxes would be divvied up between other businesses and residents. The District represents only 4.54 % of the Des Plaines Tax bill taxes with most Districts taxing from 6% to 9%.

Commissioner Haas commented on placing the burden of increased taxes on the residents. Staff informed the Board the District could always abate the taxes.

Commissioner Haas questioned how long it took to prepare these documents and commended staff on such solid plans. Staff informed the Board the plans are an ongoing process. Additionally, there were some major changes to the plans and will be utilized as part of the Master Plan.

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

Motion Carried: 4-0, 1 Absent

CORRESPONDENCE: None

COMMISSIONER COMMENTS:

Commissioner Rosedale wished everyone Happy Holidays and thanked staff for another good year.

Commissioner Grady wished everyone Happy Holidays and congratulations for another great year.

Commissioner Haas commented the Board has no doubt regarding the abilities of all staff at the District and it is a pleasure to watch the District work as a team.

President Weber wished everyone happy holidays and to stay safe and warm.

Executive Director thanked the Board on behalf of the staff for everything they do and for allowing staff to do their jobs.

EXECUTIVE SESSION:

A motion made by Commissioner Grady at 8:50 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes from October 15, 2013 or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Rosedale seconded the motion.

Discussion: None

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

Motion Carried

RETURN TO OPEN SESSION

A motion made by Commissioner Grady to return to Open Session at 9:58 p.m.

Commissioner Rosedale seconded the motion.

Discussion: None

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

Motion Carried.

ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 9:59 p.m.

Commissioner Haas seconded the motion.

Discussion: None

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

Motion Carried.

APPROVED _____

President

Secretary