

DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, JANUARY 20, 2015

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 7:02 p.m. Commissioners answering present to the roll call were Joseph Weber, James Grady, Jana Haas, and President Don Rosedale. Commissioner William Yates 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.

Guests Present: Tom Christiansen, History Center
Jerry Chavtal, Senior Center

II. CHANGES TO AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

Community Honor Roll Inductee: Executive Director Don Miletic presented Tom Christiansen with the Community Honor Roll Award. Don thanked Tom for his many years of dedication and involvement with the community. Tom has been an alderman for the City of Des Plaines, is on the special events committee, Chamber Santa Claus, Fall Fest, Historical Society, Izaak Walton, he has also volunteered at the Self Help Closet and Food Pantry.

History Center Update: Tom Christiansen 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.

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. She stated positions on the Friends of the Parks Board are appointed: President, Shawn Killian, Vice President, Kallie Haas, Treasurer, Trish Romza, and Secretary, Debbie Hermanson. Linda stated the Friends of the Park will be offering face painting at the Park District's Easter Event for a donation to the Scholarship Fund. Also, donation posters are being placed at the Library, PLCC, and ALC.

Comments: None

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Haas moved to approve the Regular Minutes from December 16, 2014.
Commissioner Grady seconded the motion.

Comments: None

All Commissioners voted in favor 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:

- December 5, 2014 \$ 326,317.18
- December 8, 2014 \$ 14,274.04
- December 19, 2014 \$ 121,595.57
- January 5, 2015 \$ 128,648.34

Commissioner Haas seconded the motion.

Comments: None

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

Motion Carried: 4-0, 1 Absent

VII. APPROVAL OF PAYROLL

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

- December 12, 2014 \$128,759.14
- December 26, 2014 \$134,138.16
- January 9, 2015 \$122,660.05

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

VIII. M-NASR REPORT:

None

IX. OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

The Park Board heard a report from Executive Director Don Miletic including:

- Don will be touring the District with Senator Dan Kotowski on January 21st.
- The District is now utilizing a space in the 1350 Oakwood property.
- The District has been awarded the OSLAD Grant for Apache Park.
- Don met with Superintendent Jane Westerhold of District 62 regarding student involvement at the District and representatives from Rand Park Dog Club regarding set-up for training.

Comments:

Commissioner Weber congratulated staff on receiving the OSLAD grant.

President Rosedale commented on the ice rink at Cornell Park. Staff informed the Park Board a timer has been placed on the light and is set to go off at 10pm.

Commissioner Grady asked if there is a possibility of moving the ice rink from Cornell Park to Chippewa Park. Staff informed the Park Board there are no plans to move the ice rink.

Commissioner Weber asked how frequently the ALC gym floor is being cleaned. Staff informed the Park Board the gym floor is cleaned daily.

RECREATION DEPARTMENT

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

- Linda thanked the Park Board for attending the Awards Banquet.
- PLCC hosted their first annual Fitness Open House, which included the use of fitness center, yoga/cycling classes, and group classes.
- Staff has been attending Maine West Basketball games to promote the Park District. Artistry In Motion will be performing at the next MW basketball game during half-time.
- Staff has been preparing for and entering budget.

Comments: None

PARKS AND GOLF OPERATIONS

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

- The golf ball conveyor belt system project is in progress. Staff finished running pipe and cable to ball room and Pinnacle is scheduled to come out and replace the existing conduit. Installation is set for the beginning of March.
- Staff continues to work on the new "T" dividers.
- Updated the Park Board on the Eaton Field and Apache Park Projects and the money from HUD will be used to purchase owner items
- Staff updated the 5 year Capital Improvement Plan and includes the asbestos abatement plan for the ALC.
- Ice rinks are up and in great shape.
- Staff is working on the annual and perennial plant beds with an emphasis on establishing Monarch Butterfly gardens, using lower maintenance plant material, consolidating beds and incorporating more perennials within the existing beds.

Comments:

Commissioner Weber asked if the abatement will be done in phases. Staff informed the Park Board it will be phased over approximately five years.

Commissioner Grady asked if the playground manufacturer have been contacted. Staff informed the Park Board the manufactures have been contacting the District since the announcement of the OSLAD Award.

Commissioner Haas asked about flower beds being redesigned. Staff informed the Park Board with the retirement of Connie Turner, the District will be going out to bid for plant material. This will also cut down on costs.

Commissioner Grady asked about the flowers in the island at PLCC front entrance. Staff informed the Park Board there will be plantings there.

Commissioner Weber asked about the Apache Park Sign. Staff informed the Park Board the sign had to be removed due to the extensive graffiti on it and will be placed back when the weather warms up.

President Rosedale asked if Cumberland Terrace is asbestos free. Staff informed the Park Board there is no asbestos in the building.

BUSINESS OPERATIONS

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

- Continue to work on 2015/16 budget and 2015-2019 Capital Improvement Plan .
- W-2's and 1099's were distributed and mailed out.
- Website construction continues to move forward.
- The new accounting virtual server set-up is complete and BS&A has remotely installed the back-end software.
- Golf Center virtualization project is ongoing and several critical pieces of equipment are on backorder.
- Desiree is working on the salary budget.

Comments:

Commissioner Grady asked if the servers were generic or custom made. Staff informed the Park Board the servers' internal components are custom.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

X. OLD BUSINESS: None

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item:

Executive Director Don Miletic reviewed the Board Policy and Park Regulations Manual and requested to update the manual to include additional language to numbers:

3.17 Primary Functions/Powers of Board of Commissioners

Item D. Establishment of Facility Fees

8.43 Sledding and Ice Skating

8.37 Public Meetings

Additionally, there are some minor changes to titles and a few typos.

Commissioner Grady moved that the Park Board of Commissioners of the Des Plaines Park District approve the updates to the Board Policy and Park Regulations Manual as presented.

Commissioner Haas seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Comments:

Commissioner Grady asked if all ice rinks close at 10pm and if there is signage stating closing time. Staff informed the Park Board the ice rinks and sled hill has signage. Discussion ensued regarding basketball, tennis courts and the skate park at MVAC lighting and closings. Staff stated the parks close at dusk unless otherwise stated on the signs.

Agenda Item 11 – B

Action Item: Approval of Auditor

Superintendent of Business Katie Skibbe reviewed the Staff Report included in the Board materials. Staff recommends that the District approve an extension on the contract for professional auditing services with Sikich LLP for the fiscal years ending April 30, 2015 and April 30, 2016. Renewing our agreement with Sikich will facilitate upcoming audits that will need to take into account our change in financial software. Sikich has experience with both MSI and BS&A.

Commissioner Weber moved that the Board of Commissioners approve the re-appointment of Sikich LLP as the District's auditors for an additional two years.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Comments:

Commissioner Grady asked what MSI and BS&A stood for. Staff informed the Park Board MSI is Municipal Software Incorporated and BS&A stands for Bellefeuil, Szure, and Associates.

Agenda Item 11 – C

Action Item: Aquatic Facilities – Recommendation of Pool Pass Fee Increase

Superintendent Linda Traina reviewed the Staff Report included in the Board Report. For the District to remain fiscally responsible, it is our recommendation to increase resident pool pass fees by no more than \$4.40 for the early bird rates and no more than \$6.30 for in-season rate. There has not been an increase in fees since 2013 and this increase will help offset the cost of wage increase, various aquatic supplies and help maintain the bottom line for the aquatics program.

Commissioner Weber moved that the Board of Commissioners increase the pool pass rates for residents and non-residents as presented for Chippewa/Iroquois and Mystic Waters.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Comments:

Commissioner Grady asked how the fees compare to the surrounding are Park Districts. Staff informed the Park Board they are right in line with other Districts.

Commissioner Weber mentioned the concern of having too many day campers thus limiting the ability of pass holders having entrance into the pools. Staff assured the Park Board there is a daily limit of day campers and they have to vacate the pools at 2pm. Commissioner Weber asked Staff if there is a way to generate a report regarding the number of pass holders in each family. Staff stated it would have to be counted manually.

XII. CORRESPONDENCE:

2014 Loss Control Award – Level A accredited and awarded \$1,500.

Thank you letter from a resident regarding Districts school day off programs when schools closed due to extreme cold conditions.

XIII. COMMISSIONER COMMENTS:

Commissioner Weber commented he attended the Optimist Tree Lot and was very impressed. He also stated he had a great time at the Awards Dinner.

Commissioner Grady commented he hopes the District has another great year and hopes everyone stays healthy.

Vice President Haas commented Eaton Park Public Forum went very well and the awards dinner was wonderful.

President Rosedale commented the awards dinner was very nice and great job to all.

XIV. EXECUTIVE SESSION:

A motion was made by Commissioner Grady at 8:37 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. A short break was taken and Executive Session started at 8:53 p.m.

Commissioner Haas seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 4-0, 1 Absent

XV. CLOSE EXECUTIVE SESSION AND RETURN TO OPEN SESSION

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

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 : Haas, Aye; President Rosedale, Aye

Motion Carried: 4-0, 1 Absent

XVI. ADJOURNEMENT

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

Commissioner Haas seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried: 4-0, 1 Absent

APPROVED_____

President

Secretary