

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, MARCH 17, 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 7:01p.m. Commissioners answering present to the roll call were Joseph Weber, William Yates, James Grady, Jana Haas, and President Don Rosedale. Also in attendance was Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Katie Skibbe, Superintendent of Recreation Linda Traina, Assistant Superintendent of Golf and Facilities Brian Panek, Assistant Superintendent Chris Leiner, Business Manager Any Garbacz, Marketing and Communications Manager Gene Haring, IT Manager Sean King, Human Resource & Risk Manager Desiree van Thorre, Administrative Assistant Deborah Hermanson.

Guests Present: Ellen Yearwood, History Center

II. CHANGES TO AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

History Center Update: Ellen Yearwood updated the Park Board on the status of upcoming events, programs, and classes at the History Center. She stated the History Center is very grateful to the Park Board and District and stated the District is the biggest partner and funder of the Center. Ellen said the History Center received a grant from Rivers Casino for technology upgrades. She further stated staff is doing an excellent job and the History Center is running very smoothly.

Senior Center Update: Executive Director Don Miletic updated the Park Board and said that the Senior Center is looking to fill the vacant area in the strip mall, and may use an outside group to help fill the vacancy. Don stated the balloon payment note of approximately 2.4 million dollars comes due in June and the appraisal amount came in at approximately 3.4 million dollars. The Frisbie Senior Center President and CEO, Stephen Samuelson, is working with Ben Franklin Bank to secure some financing.

Friends of the Parks: Superintendent Linda Traina stated the Friends are a very active group now. They have finalized the face painting, which will be going on during the District's Easter Egg Festival on Saturday, April 4th. They have secured 10 volunteers from Maine East and South High School Art Departments. The face painting supplies were donated by a member of the Friends of the Park. Linda stated the Summer Camp Scholarship donation boards only generated \$75. Boards were placed at Prairie Lakes Community Center, the Leisure Center, and the Library. The Friends have finalized the t-shirt color and logo/motto placement. Members of the Friends will purchase their own t-shirts. The Friends have developed sub-committees, which include Holiday Events, Scholarship Allocation, and Fishing Derby. The Glow Golf event will be divided into areas of responsibility. The Glow Golf is scheduled for August 29, with a rain date of September 12. Friends are currently working on a website.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Yates moved to approve the Regular Minutes from February 17, 2015.
Commissioner Weber seconded the motion.

Comments: None

All Commissioners voted 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:

- February 13, 2015 \$ 227,641.68
- February 27, 2015 \$ 203,870.87

Commissioner Haas seconded the motion.

Comments: None

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

Motion Carried: 5-0

VII. APPROVAL OF PAYROLL

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

- February 13, 2015 \$ 10,811.75
- February 20, 2015 \$143,017.50
- March 6, 2015 \$134,898.50

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 5-0

VIII. M-NASR REPORT:

Executive Director, Don Miletic, informed the Park Board there was no MNASR report. Don stated the Liponi Dinner was great and thanked everyone for attending. The next MNASR Board meeting will be March 30.

IX. OPERATIONS REPORTS EXECUTIVE DIRECTOR:

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

- The Aquatic Task Force Committee held its first meeting and the committee is putting together a survey to distribute to the public for their input.
- The District received a grant in the sum of \$60,000 for an ADA Sensory Room.
- Prior to the renovations an asbestos abatement will be performed August 17 through August 28 at which time the ALC will be closed other than the business department and administration area.
- Continue working with District 62 regarding after school programs: Orchard Place, Iroquois and South Schools.
- Continue to work with IAPD regarding the securing of the OSLAD funding for Apache Park.
- The ALC gym looks great since updating: painted entire gym and removed all of the tape other than the lines for the basketball courts.
- McKay-Nealis Park grand opening is set for Saturday, May 30th at 10 a.m.
- Increased the number of Spectrums printed. Registration this week has increased from the previous registration.
- Spoke at a 4th grade health class. The kids were very enthusiastic and had a lot of questions and good ideas.

Comments:

Commissioner Grady asked who picks the schools for the "After School Programs." Executive Director Miletic informed the Park Board that an initial meeting with Superintendent Jan Westerhold led to the Principals of these schools working with Park District staff to start an after school program. This is a pilot program, and if it fares well the District would like to expand it to all D62 schools.

Commissioner Grady stated there is a real need at North School for the "After School Program". Executive Director Miletic will have staff work with North School. Staff also informed the Park Board the Play 60 will be at North School in the coming weeks.

RECREATION DEPARTMENT

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

- Staff continues to work with District 62 on the Play 60 and After School Programs. Staff is trying to be more proactive and be seen at the schools.
- Josh and Matt went to Maine West High School and Elk Grove High School to recruit for summer staff. Because of Maine West's new schedule for the upcoming year, staff is reaching out to Elk Grove High School for recruitment.
- Staff is preparing Mountain View Adventure Center to open the week of April 6.
- Prairie Lakes started accepting registrations at the front desk on March 16th and went well.
- The Community Band has two band members who are interested in becoming the new the Conductor. Each of them will lead the band, and the members will vote on which one they would like have as the Conductor.
- Jennifer and Nancy attended the Dance Olympus Competition in Aurora, and AiM performed very well. 58 dances qualified for Nationals. Other dance companies complimented AiM on their performances.
- Don and Linda met with Rosemont Park District Director of Parks & Recreation, Karen Stephens, from Rosemont regarding the Rosemont Pool issues. Staff reviewed other operations at other Park Districts regarding air and water temperatures. After the second visit to Rosemont pool, staff found the Pool to be in line with the air and water temperatures of other Districts.
- Parks & Golf Operations is now overseeing the sailing program.

Comments: Commissioner Haas commented that with the weather warming up, the pool air and water temperature situation should get better. Staff informed that the Park Board the District continues to work with the Rosemont Park District to monitor concerns and correct problems with the pool.

PARKS AND GOLF OPERATIONS

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

- The new golf ball conveyor system is well underway. Range Automation is in the process of installing the third floor conveyor system and installation on first floor this evening. Staff is performing outstanding customer service by manually filling the tee boxes. Revenue has increased over the same period last year, as has the number of golf balls hit. The golf course and short game area are open and numbers are up. Materials are on hand for the Lake Park FootGolf holes are in and will be installed when weather and ground conditions are better.
- Lake Park will open in two weeks, weather permitting.
- Received the shipment of range balls yesterday.
- Parks Department is in the process of hiring a Part Time Horticultural Specialist.
- A new shade structure was installed at Mystic Waters.
- Staff is in the process of dismantling the Nice rinks.

Comments:

Commissioner Rosedale commented on the range balls.

BUSINESS OPERATIONS

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

- The District received the Certificate of Achievement from the Government Finance Officers Association's for Excellence in Financial Reporting. This is the highest form of recognition in governmental accounting and financial reporting an agency can receive.
- Scheduled staff to work with the Prairie Lakes front desk for registration support this week. Amy and Katie met with Shelli and Jenn regarding cash control, and we will continue to monitor procedures and make adjustments as needed.
- Moving forward with BS&A converting all payroll Friday, March 20. Conversion of the other modules will take place next Friday, March 27. Sean and Amy have been working closely with BS&A to make sure time reporting software imports are going properly into the new software. Sean updated FinTrac this past Sunday. This payroll will run as usual and will act as a test to make sure everything is imported properly. The new time reporting software is set to begin on Friday, April 18th. In addition, staff is working on changing all the account numbers to coincide with the new software.
- Transitioning Social Media to the Marketing Department.
- Continue to work on 2016 budget, which will be presented at the next Board meeting.

Comments: None

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for February 2015, subject to audit, and a copy being placed on file.

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 5-0

X. OLD BUSINESS: None

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item: Eaton Field Playground Equipment Purchase

Superintendent of Parks and Golf Operations Paul Cathey reviewed the Staff report included in the Board materials. Paul stated four proposals were received, including where pictures of the play equipment. All vendors were informed of the budgeted amount of \$72,500 for play equipment. Designs were scored on the following criteria: creative design, play value, aesthetics, filling the space as designed, and meeting all specifications. Each vendor is also required to provide certification of compliance with ADA, USCPSC and ASTM standards.

Note: There was a correction to the motion of this Agenda Item. Originally stated for Park Board to accept (option 2) in the amount of \$72,282.62.

Commissioner Grady moved that the Park Board of Commissioners accept the proposal submitted by Cunningham Recreation (Option 1) in the amount of \$72,361.25 for Eaton Field Park Playground Renovation Project.

Commissioner Haas seconded the motion.

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

Motion Carried: 5-0

Comments: Commissioner Rosedale asked staff what the difference is between Option 1 and Option 2. Staff informed the Park Board all vendors submitted two options and both options submitted by Cunningham Recreation scored the highest with, option 1 being preferred because of the amount of play value.

Commissioner Grady commented on how closely the vendors RFP's were.

Commissioner Rosedale asked why Little Tykes equipment was not considered. Staff informed the Park Board Little Tykes equipment did not conform to the area of what the District had specified.

Agenda Item 11 – B

Action Item: Eaton Field Park Renovation Construction Bid Results

Superintendent of Parks and Golf Operations Paul Cathey reviewed the Staff report included in the Board materials. Paul stated five sets of bid documents were picked up and contractors were sent invitations to bid. Of those, only two bids were received: Wilbert Construction and Team Reil. Wilbert Construction was the lowest qualified bidder. Wilbert Construction has done work for the District on previous projects, and we have always been happy with the quality. This project has HUD funding in the amount of \$80,944.00 from the City of Des Plaines. The proposed overall budget for this project, excluding HUD funding, is \$189,952.01. The total project budget, including HUD funds, is \$270,896.01.

Staff is recommending the following:

Alt. B: \$1,250.00 Wood enclosure footings for board on board fence

Alt. C: \$1,400.00 Footing removal for playground equipment

Alt. D: \$47,550.00 Concrete pathway

Alt. E: \$4,995.00 Concrete driveway to portable washroom enclosure

Deduct for Alternate D, asphalt path: \$42,359.85

Deduct for Alternate E, asphalt driveway: \$3,947.16

Deduct Line Item G. 1: \$6,900.00 Turf restoration (will be performed in house)

Commissioner Haas moved that the move that the Park Board of Commissioners accept the bid of Wilbert Construction in the amount of the base bid of \$136,975.86, plus the following Alternates B, C, D and E with Deductions for a contract amount of \$138,963.85.

Commissioner Weber seconded the motion.

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

Motion Carried: 4-0, 1 Abstain

Commissioner Grady asked about the parking at Eaton Field Park. Staff informed the Park Board that parking is only available on the street, and the concrete driveway is to access the portable washrooms.

Commissioner Haas asked what the timeline is. Staff informed the Park Board construction should begin in May. Staff stated the District is waiting to hear from the City of Des Plaines Civil Engineer if a MWRD permit is needed.

Commissioner Rosedale asked if the soccer fields are in need of grading. Staff informed the Park Board they are not.

Commissioner Grady asked about the HUD money. Staff informed the Park Board the money needs to be spent by July 1st and between the playground equipment, site amenities, and shelter it will most definitely be spent prior to that date.

XII. CORRESPONDENCE: None

XIII. COMMISSIONER COMMENTS:

Commissioner Weber commented he had a great time at the Liponi dinner. Weber spoke with Sue Bear and Jennifer of MNASR and they are excited about the construction of a Sensory Room at the Leisure Center.

Commissioner Yates spoke with Stella, and commented she appreciates the Park District and Park Board for all they do.

Commissioner Grady commented he really enjoyed the Liponi Dinner.

Vice President Haas thanked staff for efforts with the Rosemont Pool situation. Haas also asked if there would be a way of videotaping the construction of the Sensory Room. Staff informed the Park Board they will look into it.

President Rosedale commented he spoke with Sue Bear at the Liponi Dinner and she is very excited about the creation of the Sensory Room. Rosedale also mentioned he visited with Commissioner Davis and he sends his regards. President Rosedale also stated he feels it is very important that everyone attend the future public meeting to show the District's support of the pending project.

XIV. EXECUTIVE SESSION: None

XVI. ADJOURNEMENT

A motion was made by Commissioner Grady to adjourn at 8:07 p.m.

Commissioner Weber seconded the motion.

All Commissioners voted by acclamation.

Motion Carried: 5-0

APPROVED _____

President

Secretary