

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, May19, 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 7:03 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 Business, Katie Skibbe; Superintendent of Recreation, Linda Traina; Assistant Superintendent of Golf and Facilities, Brian Panek; Assistant Superintendent of Parks and Planning, Corrie Guynn; Business Manager, Amy Garbacz; Marketing and Communications Manager, Gene Haring; IT Manager, Sean King; Human Resource & Risk Manager, Desiree van Thorre; Administrative Assistant, Deborah Hermanson.

Guests Present: Jerry Chavtal, Senior Center

II. CHANGES TO AGENDA: Commissioner Haas asked for a change to the agenda to include the History Center appointments under Agenda Item 10 – Unfinished Business, Board Appointments.

President Rosedale asked for a motion to change the agenda.

Commissioner Grady moved to make a change to Agenda Item 10.

Commissioner Yates seconded the motion.

All Commissioners voted by acclamation.

III. INTRODUCTIONS and PRESENTATIONS

History Center Update: Executive Director Don Miletic said he attended the annual Board Meeting at West Park and said the History Center is very thankful for all the Districts hard work. Don said Shari Caine did an excellent job presenting at the annual Board Meeting and informed everyone the History Center's financial status is in good standing. Shari informed every one of the upcoming programs and events. She thanked everyone for their support and stated the volunteers have done a wonderful job in assisting the History Center with various projects. She noted there are a couple of volunteers who are working about 500 hours a year for the Center.

Senior Center Update: Jerry Chavtal updated the Park Board of upcoming events and programs.

Friends of the Parks: Superintendent of Park and Golf Operations, Paul Cathey, stated the Friends have secured a host for their website with a domain name of Friendsofpparks.org and there will be a link through the Park District's website. The Friends continue to receive several applications for scholarships thus far there have been 39 applications received and approved for processing. The Friends By-laws were drafted and will be reviewed by the committee and approved at the next meeting. Glow Golf will take place on Saturday, August 29 with a start time of 5:30 and go until 10:30. There will be a post party at Tap House beginning at 10:45pm. The Friends have secured sponsors from the Tap House (\$500), Millenium Bank (\$500), and Speer Financial (\$250). Paul mentioned the Friends have split themselves into subcommittees with everyone being accountable for an event in addition to their responsibilities for the Glow Golf event. The Friends continue to seek out volunteers, especially for the Glow Golf event.

Executive Director Don Miletic said the Friends have been working very hard preparing for the Glow Golf event and getting sponsors for this event is the key for its success. Don said the Friends website is still under construction.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Yates moved to approve the Regular Minutes from April 21, 2015.

Commissioner Weber seconded the motion.

Comments: None

All Commissioners voted by acclamation.

VI. APPROVAL OF THE VOUCHER BILLS

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

- April 10, 2015 \$108,768.76
- April 17, 2015 \$196,518.44
- April 24, 2015 \$ 95,929.59
- April 30, 2015 \$147,794.27
- May 8, 2015 \$ 34,908.06

Commissioner Haas seconded the motion.

Comments: None

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

Motion Carried: 5-0.

VII. APPROVAL OF PAYROLL

Commissioner Grady motioned to correct an error on the amount listed on the agenda for May 19, 2015, a discrepancy of \$3.00 for May 1, 2015 and moved to approve the payroll for the following dates and dollar amounts:

- April 17, 2015 \$144,732.80
- May 1, 2015 \$161,896.92

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 5-0

VIII. M-NASR REPORT: None

IX. OPERATIONS REPORTS EXECUTIVE DIRECTOR:

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

- Don said staff has been extremely busy especially during April, May and June, getting everything ready for the upcoming season.
- Continue to work on the Blackhawk Easement Agreement.
- The OSLAD Grant for Apache Park continues on hold. The District is looking at other options for this park.
- The papers for the property located at 968 S. Second Avenue is still in the hands of the attorney.
- Don sent an email to the City asking for assistance in acquiring 2 acres from the Little Fuse development. Don said, since the District does not have a Land Dedication Ordinance, he is reaching out to the Alderman to make them aware this area is already a densely populated area and there is a need for open space. Additionally, with all the housing in the area this would be a perfect place for the development of a park. The City Planning Commission already passed the project and the City Council will be voting on it.

Comments:

Commissioner Weber asked if the District would be able to go back for the OSLAD Grant monies once the project is completed. Executive Director Don Miletic said it is highly doubtful however, the state's new budget begins July. There is a very slight possibility after the state's new budget begins in July the District might receive OSLAD funding but more likely funding will be coming from HUD because the City needs to spend it very soon. Additionally, the District would not receive reimbursement for Teska because the District has already been spending money on their services.

Commissioner Weber asked staff if the District would continue with the original plan for Apache Park. Don said the District is hoping to keep the original plan. Don said Teska Associates has been working with the City through CMAP (Chicago Metropolitan Agency for Planning) to renovate the Apache Park area.

Commissioner Rosedale asked if the City is maintaining the property at 968 S. Second Avenue. Don informed the Board the District received a call regarding 968 South Second Avenue regarding the grass and weeds. Don sent an email to George Sakas, Director of Community and Economic Development for the City, letting him know the District cannot do anything with the property until it officially becomes part of the District. Don said George is going to contact Public Works to have it mowed.

Commissioner Grady asked about the email to the Alderman. Don said yes it is and each Council member was BCC the email addressing the need for open space in what will become a highly densely populated area. Don suggested in the email, since the development area needs two acres of detention, perhaps the developer could build an underground vault in the detention area for water management. The Park District could then build on top of the detention area and meet the needs of the community.

Commissioner Grady stated the District does not want a winding, gulley type piece of land like the one on River Street. Staff agreed.

Commissioner Rosedale said even if the District does not get the land from Little Fuse keep in mind other vacant properties in the area like United Stationers, which is why a Land Cash Ordinance is important.

RECREATION DEPARTMENT

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

- The District received the 2014 Gold International Aquatic Safety Award from Ellis.
- Mike Amadei, Principal of Iroquois Community School sent out an email to all the District 62 Principals regarding partnering with the District and promoting the Summer Spectrum. The Recreation Staff will be visiting each school during lunchtime to address what the Park District has to offer. Staff is in the process of drawing up a schedule.
- The annual MLB Pitch, Hit, Run was held on April 26th with 40 kids participating at the local competition and 75 for the regional competition.
- In the process of interviewing for the following positions at Prairie Lakes: Lead Front Desk Associate, Membership/Personal Trainer Coordinator, and Athletic Coordinator.
- Trainings: Lifeguard, Key Staff, and All Part Time/Seasonal Staff will be held May 21st. In addition, other Recreation Staff are holding their own specific trainings.
- The District is in need of lifeguards. Matt has been visiting local colleges and high schools to recruit staff.
- Two band members directed practices and each conducted a concert. The District sent out a survey to all the band members. It was unanimous that Al Legutki would become the new Community Band Director. He is presently the Assistant Professor of Music Education at Benedictine University.
- Numbers are up for pool passes from the previous years.
- Mountain View Adventure Center revenues are up \$256.89 compared to last year.

Comments:

Commissioner Haas asked staff about the Spring Fun Fair. Staff said it went pretty well and had about 200 in attendance. Staff said the Special Events Commission cancelled the pet parade due to the dog influenza outbreak. Staff informed the District was giving out hats at the touch a truck.

Commissioner Rosedale asked about the attendance at Late Night in the Park. Staff informed him there were approximately 50 kids that attended.

PARKS AND GOLF OPERATIONS

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

- Paul introduced the new Assistant of Parks and Planning, Corrie Guynn to the Park Board. He has park management experience from the City of Evanston and the Skokie Park District. He has had a very active first seven days of employment. Corrie is becoming quite acclimated with the District. In addition, Paul Hejnowski filled the Building Facility Maintenance Position. Paul has been with the District since 2009 first starting out at the Golf Center, then moved over to Prairie Lakes Community Center to become an IMRF custodian.

- Golf Center is now open until midnight, which began May 1st.
- Staff is going out to schools to promote FootGolf this week, Monday through Thursday.
- Eaton Field concrete and flatwork project has commenced. The pathway is cut and framed and the playground curbs and sidewalk has been poured.
- Mystic waters directional boring for the 6" new water lines has begun. The lines will bypass and eliminate the problematic supply lines to the lazy river and plunge pool that were repaired numerous times over the years. Tomorrow they will be hooking up to these new lines.
- Tomorrow I will be doing a pre-bid walk through with contractors for the asbestos abatement at the ALC and bid packets distributed.
- Park Patrol begins this Friday.
- Eaton field project is in full swing.

Comments:

Executive Director Don Miletic said he is moving forward with concrete work on the basketball court and some additional grading.

Commissioner Rosedale asked if there would be any issues with the new 1 1/2" top of blacktop over the existing basketball court. Staff informed the Park Board there would be no issues and are looking into using concrete versus blacktop.

BUSINESS OPERATIONS

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

- The new website went live May 5th. The District has received many compliments from both staff and patrons and they like the look of the new website and is easy use.
- As of May 1st Social Media is now part of the Marketing Department. Gene and Colette have done a great job with updating Facebook, Tweeter, and Instagram. Facebook reach is up 184% and engagement is up 176%
- BS&A Financial Software is finished with the installation of the software. They continue to be very helpful when issues arise.
- District is in new fiscal year and both Amy and Katie are preparing for the annual audit.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for April 2015, subject to audit, and place a copy on file.

Commissioner Grady seconded the motion.

Discussion: None.

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

Motion Carried: 5-0

X. OLD BUSINESS:

Executive Director Don Miletic thanked President Rosedale for all his great work as President and with his first year as Executive Director.

OATH OF OFFICE TO NEWLY RE-ELECTED COMMISSIONER:

Executive Director Don Miletic administered the Oath of Office to re-elect Board of Commissioner Joseph Weber. Board, Staff and audience members congratulated Mr. Weber and Commissioner Weber assumed his seat on the Park Board.

Nominations for President

Executive Director Don Miletic called for nominations for Board President.

President Rosedale nominated Jana Haas for President for Fiscal Year 2015/2016

Executive Director Don Miletic asked if there were any other nominations for President.

Hearing None, Executive Director Don Miletic deemed nominations for President to be closed.

Commissioner Grady moved to close the nominations. President Rosedale seconded the motion.
All in favor, Opposed Ayes: 5, Nays: 0
Motion Carried: 5-0

Executive Director Don Miletic requested a motion and second to elect Jana Haas as President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2015/2016.

Commissioner Yates moved to elect Jana Haas as President of the Board of Commissioners for the period May 19, 2015 thru Unfinished Business on May 17, 2016 . Commissioner Weber seconded the motion.

Discussion: None

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

Nominations for Vice-President

President Haas called for nominations for Board Vice-President.

Commissioner Weber nominated James Grady for Vice-President for Fiscal Year 2015/2016

President Haas asked if there were any other nominations for Vice-President.

Hearing None, President Haas deemed nominations for Vice-President to be closed.

Commissioner Rosedale moved to close the nominations. Commissioner Yates seconded the motion.

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

President Haas requested a motion and second to elect James Grady as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2015/2016.

Commissioner Weber moved to elect James Grady as Vice President of the Board of Commissioners for the period May 19, 2015 thru Unfinished Business on May 17, 2016. Commissioner Rosedale seconded the motion.

Discussion: None

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

Nominations for Treasurer

President Haas called for nominations for Board Treasurer.

Commissioner Rosedale nominated William Yates for Treasurer for Fiscal Year 2015/2016

President Haas asked if there were any other nominations for Treasurer.

Hearing None, President Haas deemed nominations for Treasurer to be closed.

Commissioner Grady moved to close the nominations. Commissioner Weber seconded the motion.

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

President Haas requested a motion and second to elect William Yates as Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2015/2016.

Commissioner Rosedale moved to elect Bill Yates as Treasurer of the Board of Commissioners for the period May 19, 2015 thru Unfinished Business on May 17, 2016 . Commissioner Grady seconded the motion.

Discussion: None

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

Board Appointments:

President Haas made the following appointments:

Executive Director:	Don Miletic
Board Secretary:	Don Miletic
Attorney:	Greg MacDonald
M-NASR Rep/Alt:	Don Miletic (Linda Traina/Alt)
History Center Rep/Alt:	Don Miletic (Katie Skibbe/Alt)
Senior Center Rep/Alt:	Don Miletic (Paul Cathey/Alt)
Friends of the Parks Rep:	Paul Cathey
Finance Committee:	Jim Grady, William Yates
Personnel Committee:	Don Rosedale, Jana Haas

President Haas asked for a motion to approve the Board Appointments.

Commissioner Rosedale moved to approve the Board Appointments as stated. Commissioner Grady seconded the motion.

Discussion: None

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item: Temporary Special Event Alcoholic beverage Permit/Rivers Casino

Last year was the first year a Temporary Special Event Alcoholic Beverage Permit was granted for Rivers for their employee event. The event was a huge success, Rivers Casino was happy to be near the Casino and spend dollars in Des Plaines.

The Casino asked to extend the contract an additional two hours this year.

There were no issues last year and the maintenance company that was used by Rivers Casino was excellent. It took the company one hour to clean up after the event and there were no signs that the event was ever there.

Comments:

President Haas asked if the park and golf course are going to be closed. Executive Director Don Miletic said the park & course would be open to the public but the Casino has a specific area, which includes the picnic shelter and the area used for Fall Fest.

Commissioner Grady also asked about the public using the golf course. Don said it will be open for the public along with the paddle boats and kayaks. Last year the District took down names of the golfers/boat users and charged the Casino for use of the golf course and boats. The same will be done this year. Staff informed the Park Board there were not many golfers, however paddle boats & kayaks were well used. The Casino employees are treated like any other customer, first come, first served.

Commissioner Grady moved that the Des Plaines Park District Board of Commissioners authorize a Temporary Special Event Alcoholic Beverage Permit for Rivers Casino for July 21, 2015 at Lake Park pending full compliance with all application requirements.

Commissioner Yates seconded the motion

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

XII. CORRESPONDENCE:

- A. Executive Director Don Miletic presented to the Park Board the 2014 Gold International Aquatic Safety Award from Ellis. This is a very impressive award and the District has received this award for many years now. He stated it shows how well staff is trained in their job and all the hard work and effort that goes into the trainings is acknowledged.
- B. Executive Director Don Miletic presented to the Park Board an email received from Principal Mike Amadei of Iroquois Community School. The email was sent to all District 62 school principals from Principal Amadei asking them for their assistance in pushing the Summer Spectrum. Additionally, he mentioned in his email, the District would like to arrange for staff to visit schools during the kids lunch time to promote the District.

Comments: Commissioner Grady commented on the slat wall at the train station. He said he was in the train depot and saw a mother going through the Spectrum with her children. Executive Director Don Miletic stated the wall has been up there now for about 7 months and continuously updated by Gene and Debbie. Debbie goes on a weekly basis to change out new material as Gene prepares it.

XIII. COMMISSIONER COMMENTS:

Commissioner Rosedale commented it has been an eventful year and the performance of the staff is amazing. He said Staff always makes the Park Board look good. He mentioned he was at the McKay-Nealis Park the other day and kids from Kiddie Junction were on the way to the Park. Commissioner Rosedale introduced himself and showed staff some graffiti on the equipment. The young man ran to his truck to get the graffiti remover. Commissioner Rosedale asked Paul to mention to staff that all their hard work is noticed and appreciated. Commissioner Weber is looking forward to a good summer and hopefully the pool is up and running. Commissioner Yates said staff and supervisors are doing a wonderful job. The parks look great and he said he receives compliments from his neighbors all they time. Keep up the good work and thank you. Commissioner Grady said District has had a great past and he hopes it repeats itself with a lot of good work and innovation. He is happy the new accounting program is running well. He hopes the District will have another great season and appears the District is already off to a good one. President Haas visited Eaton field this past Sunday. She said the construction looks to be moving along pretty well. She also visited McKay-Nealis Park and the park looks wonderful and is looking forward to the Grand Opening on May 30th at 1pm.

XIV. A motion was made by Commissioner Grady at 8:12 p.m. to go into Executive Session, to consider matters related to Real Estate, Personnel, Litigation, Semi-Annual Review of Closed Session Minutes, and Review of Closed Session Minutes for the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Weber seconded the motion.
All Commissioners voted by acclamation.
Motion Carried: 5-0

A short break was taken and Executive Session started at 8:25

XV. CLOSE EXECUTIVE SESSION AND RETURN TO OPEN SESSION

A motion made by Commissioner Yates to return to Open Session at 9:27 p.m.
Commissioner Rosedale seconded the motion.
All Commissioners voted by acclamation.

Agenda Item: 15 - A

**Action Item: Approval of Items discussed in Executive Session
Executive Director Compensation for 2015/2016 Approval**

A motion was made by Commissioner Weber to approve.

Commissioner Grady seconded the motion.

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

XVI. ADJOURNEMENT

A motion was made by Commissioner Rosedale to adjourn at 9:28pm
Commissioner Grady seconded the motion.

All Commissioners voted by acclamation.

APPROVED _____

President

Secretary