

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, MARCH 18, 2014**

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 Parks and Planning Paul Cathey, Superintendent of Recreation Linda Traina, 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.

Guests Present: Shari Caine, History Center
Jerry Chvatal, Senior Center

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

History Center Update: Shari Caine thanked the Board and Park District for all their support. The District's staff is doing a great job on renovating the porch. Shari updated the Board on upcoming events. The History Center will be applying for grants for further projects regarding archiving.

Senior Center Update: Jerry Chvatal updated the Board regarding upcoming events and trips.

Friends of the Parks: Linda Traina informed the Board Friends of the Park is currently working with a designer to create a new logo.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Grady moved to approve the Regular Minutes from February 18, 2014 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 Rosedale moved to approve the voucher bills for the following dates and dollar amounts:

- February 17, 2014 \$ 144,585.42
- February 28, 2014 \$ 115,711.72
- March 3, 2014 \$ 300.00

Commissioner Hass 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 Rosedale moved to approve the payroll for the following dates and dollars amounts:

- February 24, 2014 \$141,578.49
- March 7, 2014 \$140,413.99

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:

No report, next meeting will be March 31, 2014. Executive Director John Hecker stated the Liponi Dinner Dance was very successful.

OPERATIONS REPORTS

EXECUTIVE DIRECTOR :

Executive Director John Hecker briefly reviewed several items contained in his written report. John Hecker informed the Board the succession process is moving along quite well.

ASSISTANT EXECUTIVE DIRECTOR:

Assistant Executive Director Don Miletic reviewed items in his written report. The PARC Grant for ALC renovations has been submitted. Don Miletic informed the Board Katie Skibbe has been hired as the new Superintendent of Business. The District has been in contact with the City of Des Plaines regarding Apache Park improvements. The city is willing to dedicate \$100,000 of CDBG Grant dollars and the Park District will be seeking an OSLAD Grant later this year.

RECREATION DEPARTMENT

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

- Shelli and Jenn are interviewing for a new Community band director.
- AIM Dance Company did very well in the Aurora competition and it will be going to nationals.
- First newsletter went out through Constant Contact and responses were very positive.

Comment: President Weber asked about the difference between Survey Monkey versus Constant Contact. Staff informed the Board that we had much better response with Constant Contact.

PARKS AND PLANNING DEPARTMENT

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

- Staff continues to be busy with snow operations.
- The District's parking lots need much repair.
- The Golf Center has major issues on the north and south sides of the parking lot with areas sinking.
- PLCC renovations are almost complete.
- Plant Sale went very well.
- Received new bus and mowing equipment.
- PLCC plaza design is updated and will be out to bid later this summer.

Comments: Commissioner Grady asked about the IDNR Fishery Agreement. Staff informed Board IDNR (among many other duties) will study the fish population and aquatic weeds of Lake Opeka at no charge to the District.

BUSINESS AND GOLF OPERATIONS

The Board heard a report from Assistant Executive Director Don Miletic on several items.

- Staff continues to work on budget.
- Golf Center numbers continue to be down due to weather.
- Staff busy with Health Insurance plans.
- Staff working on revisions to various Manuals.
- Ready for PDRMA Loss Review.

Commissioner Grady asked about the Christmas gift cards. Staff informed Board the District did very well. President Weber asked about Cost Cutters. Staff informed Board the District will continue to review the savings.

FINANCIAL REPORT

Assistant Executive Director Don Miletic presented the monthly financial report.

Discussion: None

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

Commissioner Grady seconded the motion.

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: Revisions to Board Policy/Rules and Regulations Manual

Executive Director John Hecker presented the Board Policy/Rules and Regulations Manual to the Board of Commissioners. After lengthy discussion, a recommendation was made by Executive Director John Hecker to bring the manual back to the April board meeting after making additional revisions based on Commissioner comments.

Discussion: Commissioner Grady questioned some verbiage in the manual. Staff informed the Board revisions would be made and the manual will be presented at the next Board meeting.

No action was taken at this time.

Agenda Item 11 – B

Action Item: Revisions to Employee Handbook (Personnel Manual)

Human Resource Manager Desiree van Thorre presented the updated Employee Handbook to the Board. There were no significant changes to the Employee Handbook.

Discussion: Commissioner Grady questioned the revised requirement that employees use two-hour increments for sick leave. Staff informed the Board it is necessary for bookkeeping purposes.

Commissioner Grady moved that the Des Plaines Park District Board of Commissioners approve the revisions to the 2014 Employee Handbook as presented.

Commissioner Haas seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Agenda Item 11 - C

Action Item: IDNR Lake Park Management Agreement

Superintendent of Parks and Planning Paul Cathey presented to the Board the IDNR Lake Park Management Agreement. Paul Cathey informed the Board it is in the best interest of the Park District to accept this agreement. The IDNR will assist the District at no charge with the monitoring of water quality, weed management, and fish population. In addition, the IDNR will perform spot checks to make sure patrons are adhering to Illinois fishing and boating regulations.

Discussion: Commissioner Grady asked if this would affect the Districts fishing derby. Staff informed the Board the District would inform IDNR of the upcoming events.

Commissioner Rosedale asked staff if the storm water that flows into the lake would have an adverse effect. Staff informed Board it was discussed with IDNR and there would be no adverse effects.

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners enter into a Cooperative Fishery Management Agreement with the Illinois Department of Natural Resources to manage the fishery and improve boating and recreational opportunities at Lake Park, for a period of five years beginning March 18, 2014.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Agenda Item 11 – D

Action Item: Approval of two year School District #62 Joint Agreement

Executive Director John Hecker presented the Board with the Joint Agreement between the District and School District #62. John Hecker stated nothing has changed from last year's agreement other than it will be a two-year agreement regarding facility usage of the schools and the Districts responsibility for the mowing of the school district property. This is in lieu of rental payments. Staff informed the Board this agreement is in the best interest of the residents of Des Plaines.

Discussion: None

Commissioner Haas moved that the Des Plaines Park District Board of Commissioners approve the Intergovernmental Agreement between the Board of Education of Community Consolidated School District #62, Cook County, Illinois and Des Plaines Park District regarding the use of certain School District Facilities in exchange for Des Plaines Park District contract mowing services for the period April 1, 2014 through March 31, 2016.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Agenda Item 11-E

Action Item: Approval of PLCC HVAC/Chiller Bid

Assistant Superintendent of Parks and Planning Chris Leiner presented the Board with bid results for the repair of Prairie Lakes Cooling Tower. Chris Leiner informed the Board the repair is necessary and will extend the life of the cooling tower. Five bids were sent out with one bid being submitted. Staff informed the Board that the District contracted a mechanical engineer to evaluate the cooling tower and to oversee the project. In addition, Chicago Cooling Tower is the direct service representative from the manufacturer.

Discussion: Commissioner Grady asked if this would affect the roof in terms of membrane integrity. Staff informed the Board it would not affect the roof.

Commissioner Grady moved that the Park Board of Commissioners award the bid for the repair of the Prairie Lakes Cooling Tower in the amount of \$40,920 to Chicago Cooling Tower of Niles Illinois.

Commissioner Haas seconded the motion.

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

Agenda Item 11-F

Action Item: Replacement of 1998 Chevy 3500 HD Dump Truck

Assistant Superintendent of Parks and Planning Chris Leiner presented the Board with bid results for the purchase of a new 2014 Ford F-450 Dump Truck. Staff informed the Board this was for the replacement of the 1998 dump truck, which was to be replaced in 2005. Staff informed the Board it is necessary to keep the 1998 dump truck for the additional mowing crew.

Discussion: None

Commissioner Rosedale moved that the Park Board of Commissioners approved the purchase of one (1) 2014 Ford F-450 dump truck from Bob Ridings Ford of Taylorville IL. The total purchase price without trade-in is \$39,170.00 for the vehicle.

Commissioner Grady seconded the motion.

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

CORRESPONDENCE: None

COMMISSIONER COMMENTS:

Commissioner Rosedale offered congratulations to Lisa Haring on the award for the picture she took in the Illinois Parks and Recreation magazine.

Commissioner Grady commented it will be nice to get back to normalcy.

Commissioner Haas asked staff regarding the artwork to be displayed at Lake Park by Rainbow Hospice.

Executive Director John Hecker informed the Board he has discussed with Rainbow Hospice of possibility of also placing artwork at Prairie Lakes Park.

President Weber stated his neighbor not only went to the plant sale once but twice.

EXECUTIVE SESSION-

A motion made by Commissioner Grady at 8:54 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Haas seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation. 1 Absent
Motion carried

RETURN TO OPEN SESSION

The Board re-convened to Open Session at 10:16 p.m.

Agenda Item 15-A

Action Item: Positions and Titles for 2014/2015 and Salary Structuring for 2014/2015

Agenda Item 15-A was discussed in closed session.

Commissioner Haas moved to approve the Salary Structure for 2014/2015 as presented.
Commissioner Grady seconded the motion.

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

Agenda Item 15-B

Action Item: Full Time Salary Administration for 2014/2015

Agenda Item 15-B was discussed in closed session.

Commissioner Grady moved to increase the Salary Pool for 2014/2015 in the amount of \$65,181.61 with an additional reserve of \$7,000.00 for a total of \$72,181.61.
Commissioner Haas seconded the motion.

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

Agenda Item 15-C

Action Item: Employee Health, Dental, Vision and Life Insurance Benefits for 2014/2015

Agenda Item 15-C was discussed in closed session.

Commissioner Rosedale moved to approve the Health, Dental, Vision and Life Insurance with the monthly subsidy as presented.
Commissioner Grady seconded the motion.

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

A motion was made by Commissioner Haas to adjourn at 10:19 p.m.
Commissioner Rosedale seconded the motion.
Discussion: None

All commissioners present voted in favor by acclamation. 1 Absent
Motion Carried

APPROVED_____

President

Secretary