

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, October 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 Jana Haas at 7:00 p.m. Commissioners answering present to the roll call were: Vice President James Grady, Commissioner Don Rosedale, Commissioner Joe Weber, Commissioner William Yates, and President Jana Haas. Also in attendance were Executive Director Don Miletic, Superintendent of Recreation Linda Traina, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, Asst. Superintendent of Recreation Jennifer Boys, Asst. Superintendent of Golf Operations Brian Panek, Human Resources and Risk Manager Desiree van Thorre, Administrative Assistant Deborah Hermanson,

Guests Present: Mike Charewicz

Glen Heidorn

Dan Berg, Sikich LLP

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

A. History Center Update:

Mike Charewicz thanked the Park Board and the Park District for all their support and generosity. He elaborated on how well the History Center is doing. Mike said the History Center is seeking out a new vendor for credit card POS. He said the History Center is looking at expanding the building in the future.

B. Senior Center Update:

Executive Director Don Miletic updated the Park Board on upcoming activities, programs, and trips the Senior Center will be offering.

Commissioner Grady asked what the hours are at the Senior Center Resale Shop. Staff informed him of the hours.

C. Friends of the Parks: Superintendent of Parks and Planning Paul Cathey updated the Park Board regarding the Fishing Derby. Turn out for that event went well with just over 100 participants. The Eaton Field Park Grand Opening went well even though it was a cold day. The Des Plaines Friends of the Parks (DPFOTP) distributed flyers along with treats. Paul said the next events coming up are the Halloween House Decorating contest with a cut-off date of September 22nd and judging will be on Tuesday the 27th. Alden, Lee Manor, Oakton Pavilion, and the Frisbie Senior Center will be judging the homes. The next event will be the cookie decorating at Winter Wonderland.

Commissioner Grady asked how many members are there now. Staff informed the Park Board there are about 12 of which nine attend regularly. However, at the (DPFOTP) major events like the Glow Golf and Fishing Derby, there are more people who volunteer to help.

Commissioner Haas asked how the 501(c)3 is moving along. Miletic informed the Park Board the attorney still is reviewing the paperwork and he will follow up with her this week.

Glen Heidorn, a guest, asked who is able to join the Des Plaines Friends of the Park. Staff informed the Park Board any one can join, is open to the public and meets first Monday of the month.

IV. COMMENTS FROM THE COMMUNITY:

Glen Heidorn, resident of Cornell Park area, presented to the Park Board his concerns about the Nice Rink at Cornell Park for the upcoming season. He would like the Park Board to consider moving the Nice Rink somewhere else perhaps to Chippewa Park. He has concerns regarding the pucks, noise, and the possibility of a puck going through a neighbor's window or hitting resident's cars. Executive Director Don Miletic said a survey was created and will be distributed to the immediate neighbors of Cornell Park who are affected. Miletic stated the District is looking into other options by promoting West Park for hockey play. The Park Board and Staff thanked Glen Heidorn for his comments.

V. APPROVAL OF THE MINUTES

Commissioner Rosedale moved to approve the Regular Minutes from September 22, 2015 as presented. Commissioner Weber seconded the motion.

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

VI. APPROVAL OF THE VOUCHER BILLS

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

- September 11, 2015 \$134,968.02
- September 25, 2015 \$198,293.91
- September 29, 2015 \$ 37,904.10

Commissioner Grady seconded the motion.

Discussion: None

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

Motion carried: 5-0

VII. APPROVAL OF PAYROLL

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

- September 18, 2015 \$154,487.07
- October 2, 2015 \$155,343.48

Commissioner Grady seconded the motion.

Discussion: None

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

Motion carried: 5-0

VIII. M-NASR REPORT:

Executive Director Don Miletic reported there was not much more to add from his report. MNASR continues to work on their budget and he will be attending a budget meeting this week. Miletic said he and Staff have been working on the Sensory Room. Thus far, the fire panel has been removed and relocated. The Park District has ordered the equipment for the room and the Flaghouse has completed the design for the room. There will be an air conditioning unit installed and Miletic said the Park District is within the \$75,000 budget.

IX. OPERATIONS REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Don Miletic briefly reviewed items contained in his written report including:

- Updates regarding Apache Park: There will be a change order created for the removal of the Splash Pad's utilities and the drinking fountain. Additional work needs to be completed for MWRD's requirement for the drainage of rainwater, which requires additional excavation, adding more stone under pavers and adding a storm drain connection. By eliminating the utilities, it will reduce the project by about \$37,000. There was lengthy discussion regarding the Splash Pad, drinking fountain, and expanding the basketball court.
- The Blackhawk Easement agreement with Mariano's was reviewed by attorney's and signed.
- Discussions with District 207 regarding the replacement of the Thor-Guard at Maine West.
- Working with District 207 on hosting a job fair at Maine West. Desiree and other staff would conduct interviews at Maine West.
- Work began on the 1350 Oakwood property in preparation for the History Center artifacts.
- Been working on the Silver Sneakers program with Linda and the legal addendum for the contract with the attorney.

Comments: There was lengthy discussion amongst the Park Board and Staff regarding the Apache Park Project. Staff informed the Park Board there was a discussion with the Contractor regarding the costs of the utilities and found there was a markup because of it being sub-contracted. Staff said to the Park Board the District could save considerable amount of monies by bidding the water fountain out at a later time. Executive Director Miletic will direct staff to get quotes for the water fountain and look at options for the Splash Pad to be at Lake Park.

B. RECREATION DEPARTMENT

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

- Linda and Pool staff had a brainstorming meeting and developed a survey to distribute to the Districts past Lifeguards.
- Working on Winter Spectrum .
- Held first annual Family Fitness day and was well attended.
- Haunted Hole-A-Ween will be this weekend and the District is looking for volunteers if anyone is interested.
- Linda distributed comparison reports on the pool financials and admissions, which stemmed from 2012 through 2015. She said this year's pool season started with a cold and rainy June but we ended ahead with a good July and August.

Comments: Commissioner Rosedale asked about the Chippewa Pool expenses. Staff informed the Park Board it is due to more staffing needs. Commissioner Rosedale asked if the depreciation of Chippewa Pool is included. Staff informed the Park Board there is depreciation but it is not recorded in this particular report.

C. PARKS AND GOLF OPERATIONS

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

- Last week the construction went up and the layout in place at Apache Park. The contractors broke ground on Thursday and are excavating for the pathway.
- Making improvements to storage space at 1350 Oakwood Property.
- Staff and the History Center are clearing the items from the storage room here at the ALC so we can move items over to Oakwood.
- During Thanksgiving break an ADA door will be installed between the preschool room and what is now the history storage area. Then during winter break, the floors will have asbestos abated and re-floored.
- Both golf courses are doing well and rounds are up. November specials are going on: Individuals put \$40 on their card at the driving range and they then automatically entered into a drawing for an Apple Watch. The driving range numbers are up.

- FootGolf at Lake Park is doing well and have had another soccer club fundraising event with 40 participants. They are booking again for next year.
- All golf leagues are over for the season.

Comments:

Commissioner Grady asked about the condition of Mystic Waters equipment and was it inspected once it closed down. Staff informed the Park Board everything looks good and the waterslide stairs are holding up. Staff did inform the Park Board that the slide tubes need a little touch up and need to consider options down the road. Staff further stated that the repairs made this past spring to the water supply line have worked out really well.

President Haas asked how staff is keeping track of the number of people purchasing the November Special. Staff informed the Park Board by the number of drawings filled out and approximately 150 thus far.

D. BUSINESS OPERATIONS

The Board heard a report from Superintendent of Business Operations Katie Skibbe on several items.

- The District has transferred some money out of the Illinois Funds and transferred it into First Midwest where CD's will be purchased at a higher rate than the District is getting.
- Audit will be presented tonight along with the Estimated Tax Levy.
- Sean has been working very hard on the cable upgrades with Comcast.
- Planning to upgrade the phone system either end of November or beginning December. The District is experiencing issues more frequently with the phone system and will need to upgrade the software and some equipment.
- Colette and Adam had a great idea to put together a little video with staff cheering on the Cubs. The video is currently on the Districts website.

Comments:

Commissioner Rosedale asked about the Illinois Funds the monies were transferred from. Staff informed the Park Board it is a money market fund use to have a good interest rate. Staff further informed the Park Board the monies from corporate and state taxes go into this fund. Dan Berg, from Sikich LLP, informed the Park Board the monies in the Illinois Funds are secured and backed.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Yates seconded the motion.

Discussion: None

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

Motion carried: 5-0

X. UNFINISHED BUSINESS

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item: Overview of Comprehensive Annual Financial Report 2015

Superintendent of Katie Skibbe presented the Board with the Overview of Comprehensive Annual Financial Report 2015. Katie reviewed and commented on the fund balance policies and there balances. All funds are in the

Green with the exception of Lake Park. Katie reported to the Park Board the Corporate Fund has had an increase of \$300,439.00 over last year's fund balance. Katie reviewed the expenditures with the Park Board and most all funds were under budget. The Golf Center was over budget due to the conveyor system. Staff decided it was in the best interest to complete the system all at once because it would save the District a considerable amount of money. Mystic's budget was over budget due to the major repair of the water line. Katie reviewed the Total Fund Performance and the Park District does have a surplus of \$185,174 for the total year- end.

Dan Berg of Sikich LLP reviewed the audit with the Park Board and said the Des Plaines Park District goes above and beyond what needs to be submitted. The Park District's audit is submitted to Government Finance Officers Association (GFOA) and receives Certificate of Achievement for Excellence in Financial Reporting. This year was challenging because of the two different software programs but staff did an exceptional job gathering all the necessary materials in a timely manner. Dan further stated, the IMRF is a good pension fund, and is a self-funding pension fund.

Commissioner Grady moved that the Park Board of Commissioners approve the Comprehensive Annual Financial Report for year-end April 30, 2015 audited by Sikich LLP

Commissioner Weber seconded the motion.

Discussion:

Commissioner Weber asked if there was an increase in the rental fees due to the increase in revenues. Staff informed there have been no increases in fees just patron usages.

Commissioner Weber asked what is the Park District's total EAV? Staff informed the Park Board the total Equalized Assed Value of the District is \$1,477,147,657

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

Motion carried: 5-0

Agenda Item 11 – B

Action Item: 2015 Property Tax Levy Estimate Ordinance #15-06

Superintendent of Business Katie Skibbe presented the Board with the Tax Levy for 2015. Katie informed the Board the proposed levy will be extended against all assessed and equalized real property for collection in calendar year 2015. The total proposed property tax levy at this time is \$7,911,691 or a 1.40% increase from the 2014 levy. Katie informed the Board the tax capped funds are limited to the percentage increase in the Consumer Price Index over the prior year plus growth in new property. In 2014, consumer prices rose .80% and in 2013 there was an 1.5% increase.

The total levy for all capped funds (Corporate, Recreation, IMRF, Social Security, Audit, Liability Insurance, and Museum Fund) is \$5,740,664, a 1.7% increase over 2014. Katie stated other funds have increased slightly, by 1.8% and 2.0% respectively to capture the increase in CPI as well as new potential growth.

The District's Property/Casualty Program contributions to PDRMA will be raised and the Liability Insurance levy is being raised by 1.80%. The Audit levy is showing a modest 0.50% increase due to cost containment and good fund balances. Costs in the Social Security Fund will rise significantly if the minimum wage is increased by the State Legislature. This fund has a fund balance and the 2015 levy will not be increased. The Museum Fund levy is showing no increase as there is currently no intention of increasing the contributions to the History Center.

Non-Capped Funds have a total levy of \$2,171,027, a 0.58% increase. The Special Recreation levy increased slightly last year (\$1,888). This levy will remain stagnant until the District's EAV increase.

Katie informed the Board the estimated tax levy has to be approved 20 days before adopting the Final Tax Levy Ordinance. Katie further noted if the District does not capture new growth in this levy now the District will never be able to get it in the future.

Commissioner Grady moved that the Park Board of Commissioners approve 2015 Property Tax Levy Estimate Ordinance #15-06 an ordinance levying and assessing the taxes for the general Corporate Fund, the Recreation

Fund, the Audit Fund, the Tort Immunity Fund, the Illinois Municipal Retirement Fund, the Social Security Fund, the Special Recreation Fund, the Debt Service Fund, and the Museum Fund for purposes of the Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2015 and ending April 30, 2016.

Commissioner Yates seconded the motion.

Discussion:

Commissioner Grady asked staff about capturing new property like Mariano's. Staff said the District is planning on it in the year it is available to capture the growth.

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

Motion carried: 5-0

XII. CORRESPONDENCE: None

XIII. COMMISSIONER COMMENTS:

Commissioner Weber commented he was out watching the soccer program over at Prairie Lakes and stated the fields look great.

Commissioner Grady stated when he is riding his bike around the parks look good and the grounds look spectacular. It is a good reflection of the Park District.

President Haas said Blackhawk Park looked really nice and can't imagine what it will look like once it is renovated. She made mention of the Self Help Closet Food Pantry Tailgating Party on Sunday, November 22 at 12pm. Cost per ticket is \$35 in advance and \$40 at the door and is being held at Club Casa.

XIV. EXECUTIVE SESSION;

A motion was made by Commissioner Grady at 8:35 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.

Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

XV. RETURN TO OPEN SESSION

A motion made by Commissioner Grady to return to Open Session at 9:04 p.m.

Commissioner Rosedale seconded the motion

XVI. ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 9:05 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVED_____

President

Secretary