

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, November 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 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: Tom Christiansen, Paulette Tabor, Jerry Chavtal, Lucy Campos

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

A. History Center Update:

Tom Christiansen thanked the Park Board and the Park District for all their support and generosity. Tom introduced the new History Board Member, Paulette Tabor, to the Park Board and Staff. The History Center is very thankful for the outstanding job they did relocating the artifacts to the 1350 Oakwood storage location. Tom reminded the Park Board of upcoming events. The History Center has had a very good turnout for their events such as Dia de los Muertos and Teacher Appreciation Tea time. The History Center will roast chestnuts on Saturday, December 5 at Winter Wonderland. Tom said Dr. Rev. William Grice III extends an invitation to the Park Board and staff to join him at his house on December 9th for refreshments. The Holiday Open House for the History Center will take place on Sunday, December 20th. Tom reminded the Park Board of the upcoming event at Club Casa, Tailgate Party for the Self Help Closet and Food Pantry, Sunday November 22 beginning at 11:30am.

B. Senior Center Update:

Jerry Chavtal updated the Park Board on upcoming activities, programs, and trips the Senior Center will be offering. Winter Wonderland will be held on Saturday, December 5th & Sunday, December 6th between the hours of 10am – 4pm.

C. Friends of the Parks: Superintendent of Parks and Planning Paul Cathey updated the Park Board regarding upcoming events and the 501(c)3 status. The Friends along with residents from Alden, Lee Manor, and Oakton Pavilion judged the Halloween Decorating Contest on Tuesday, October 27th and the house from last year won again this year. The Friends are considering a couple of new categories to the house-judging contest. The Friends will be present at Winter Wonderland for cookie decorating on both Saturday and Sunday, December 5th and 6th.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Rosedale moved to approve the Regular Minutes from October 20, 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:

- October 9, 2015 \$238,043.27
- October 23, 2015 \$198,336.16
- November 6, 2015 \$237,744.32

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

- October 16, 2015 \$153,126.63
- October 30, 2015 \$148,433.90

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. The MNASR Board is looking at implementing a fund policy and Miletic will be in charge of drafting the fund balance policy. Miletic said MNASR may be the host Healthy Minds & Healthy Body's (a program for Veterans), and the Park District would be a sponsor site.

President Jana Haas asked when the Liponi Dinner Dance is. Staff informed the Park Board the fundraiser would be held At White Eagle again. Commissioner Rosedale said it is on Saturday, March 5th, 2016

IX. OPERATIONS REPORTS

A. EXECUTIVE DIRECTOR:

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

- Miletic informed the Park Board the Nice Rink Survey was distributed and many of the residents are in favor of the rink.
- Signage will be installed encouraging the hockey players to use either West or Lake Parks for hockey play. The smaller rink will be installed at Cornell Park and the larger at West Park with hockey goals in place.
- The Aquatic task force will meet on December 4th to review the survey's that were submitted.
- The new door will be in next week that will be installed between the preschool room and old History Center Storage Room.
- The History Center artifacts were moved from the ALC to the 1350 Oakwood property. Staff did a fantastic job coordinating this move in conjunction with the History Center.
- Finalized the Des Plaines Friends of the Parks 501(c)3 documentation and is ready to be sent out.
- The Sensory Room items were purchased.
- The Silver Sneakers program is finalized and their legal counsel is reviewing at this time. This program allows members to have a free membership and the District will be reimbursed through Silver Sneakers up to 10 visits.

Comments: Commissioner Grady asked about the Historical Society move. Staff informed the Park Board almost all of the items were relocated to the 1350 Oakwood property and Historical Society and the larger items will be placed on pallets, and stored in the Oakwood cold storage building.

B. RECREATION DEPARTMENT

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

- Polar Express will take place on November 29th and December 6th with two trips on each day. Both dates and times are at capacity.
- Staff is preparing for Winter Wonderland.
- Josh Cantres and Karyn Roth both attended the Professional Development School.
- Haunted Hole-A-Ween was well attended with over 200 visitors even though it rained the one day.
- Linda informed the Park Board AiM Dancers will be performing in the McDonald's Thanksgiving Parade.

Comments:

Commissioner Grady asked if there were any upgrades to the batting cages. Staff informed the Park Board there have been some minor repairs or upgrades occurring annually.

President Haas asked about the four new Early Childhood hires. Staff informed the Park Board the Recreation Department is planning on expanding and offering new classes.

President Haas commented on the possible use of other facilities such as churches.

Commissioner's and Staff had a lengthy discussion on the After School Program, Teen Center/Game Room and the Early Childhood classes.

Commissioner's and Staff had a discussion regarding the upcoming Polar Express.

C. PARKS AND GOLF OPERATIONS

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

- Paul complimented staff and the History Center on the move of artifacts from ALC to the 1350 Oakwood property. They did an outstanding job.
- The Apache Park project is moving along quite nicely. All walks have been poured, limited site grading has been done and footings have been completed for both shelters. The small shelter has been erected and the large shelter is almost complete.
- Quotes were obtained for water service at Apache Park for the drinking fountain and quotes for a concrete basketball court.
- The ice rinks will be set-up early in December. As discussed earlier, the West and Cornell ice rinks are going to be switched.
- The HVAC has been ordered for the Sensory Room.
- Striping has been completed at Golf Center and minor repairs were made to the PLCC parking lot by staff.
- During Thanksgiving break, installation of the ADA door between the preschool room and the history storage room will be completed. Then during winter break, the floors will have asbestos abated and re-floored.
- Parks employees have had various trainings: Brush Chipper Safety, Snow Plow Training & Safety, and Chainsaw. ComEd will be coming out to do a training on electrical.
- With the efficiency of the new ball conveyor and ball washer system, thus far the District has been able to save \$18,948.88 this fiscal year. The balls will be changed out on Friday, November 20th.

Comments:

Commissioner Grady asked about the ball change and if it were necessary. Staff informed the Park Board it is necessary because they are the yellow balls for winter play.

D. BUSINESS OPERATIONS

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

- Sean worked with Comcast on installing all the networking equipment. The District has moved from AT&T to Comcast and the District has seen a difference in communication speed across the network.
- Sean is looking into a new spam software program.
- Still planning to upgrade the phone system either end of November or beginning December.

- The Winter Spectrum will be out tomorrow.
- Staff has begun developing new procedures using RecTrac's gift certificate tracking.
- Desiree has been working on the new hire packet and the Affordable Care Act.

Comments:

Commissioner Grady asked about the gift certificates and if there is expiration dates on them. Staff informed the Park Board there is an expiration date on the current ones, which is typically a year after issuance however, we do still honor them. The new gift certificates will not have an expiration date on them.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for October 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: Apache Park Project, Change Order #1

Superintendent of Parks and Golf Operations, Paul Cathey, presented Change Order #1 to the Park Board. Paul stated several changes are proposed to the Apache Park project due to Metropolitan Water Reclamation District (MWRD) requirements for storm water detention and drainage. Per the new Watershed Management Ordinance (WMO) we were required to excavate additional soil and add more stone under the pavers for storm water storage. Also required is additional storm water drainage, which ties into the sewer in the street. Due to the additional costs related with this, as well as the WMO requirements for the splash pad, the splash pad has been removed from this project. Staff went over the deductions and additions with the Park Board. There will be an overall savings of \$33,797.00. Miletic said the water fountain and basketball court could be installed at a later, which will still keep the project under budget.

Commissioner Grady moved that the Park Board of Commissioners approve Change Order #1 for the Apache Park Project, resulting in a NET CREDIT of \$33,797.00. The NEW contract sum is \$262,494.00.

Commissioner Rosedale seconded the motion.

Discussion:

Commissioner Grady asked if staff is documenting and taking pictures of this project. Staff informed the Park Board everything is being well documented and MWRD will do a final inspection.

Commissioner Rosedale asked if the District is covered years down the road in case MWRD changes their requirements. Staff informed the Park Board the permit is good for the next three years.

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

XII. CORRESPONDENCE:

Agenda Item 12 – A Certificate from Two Men and A Truck

Certificate thanking the Park District for participating in the winter clothing donation.

XIII. COMMISSIONER COMMENTS:

Commissioner Rosedale reminded everyone of the Self Help Closet and Food Pantry Tailgate Fundraiser this Sunday, November 22 and of the Turkey Shoot at the Izaak Walton League, Thursday, November 19. Commissioner Rosedale also thanked the District for providing a room at PLCC for the Izaak Walton Board Meeting.

Commissioner Weber went over to Prairie Lakes Community Center. He received many compliments from people. He also complimented the staff on how great the building looks and kudos to both the Park and Recreation staff.

Commissioner Yates visited Eaton and Apache Park. The both parks are looking fabulous. Staff is doing a great job and he is looking forward to moving the hockey rink to West Park.

Commissioner Grady commented on Dave Herzog’s Marionettes show that was held at the Kiwanis meeting and would like the District to consider a Marionettes show for little kids. Thank you for another good year and season. President Haas commented everything looks great and hopes the holidays are good to everyone.

XIV. EXECUTIVE SESSION;

A motion was made by Commissioner Yates at 8:09 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 Rosedale to return to Open Session at 8:27 p.m.

Commissioner Grady seconded the motion

Commissioner Grady made a motion to approval of review of closed session minutes.

Commissioner Yates second the motion

All commissioners present voted in favor by acclamation.

Motion Carried.

Discussion: None

XVI. ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 8:28 p.m.

Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVED _____

President

Secretary