

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, JANUARY 19, 2016**

**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, Treasurer William Yates, and President Jana Haas. Also in attendance were Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Recreation Linda Traina, Superintendent of Business Operations Katie Skibbe, Asst. Superintendent of Recreation Jennifer Boys, Asst. Superintendent Corrie Guynn, Business Manager Amy Garbacz, Marketing and Communications Manager Gene Haring, Human Resources and Risk Manager Desiree van Thorre, IT Manager Sean King, Golf & Facilities Supervisor Tyler Fuchs, Administrative Assistant Deborah Hermanson

Guests Present: Elizabeth Makelim, Des Plaines History Center,

**II. CHANGES TO THE AGENDA: None**

**III. INTRODUCTIONS/PRESENTATIONS**

**A. History Center Update:**

Elizabeth Makelim presented the History Center report to the Park Board and informed them of upcoming events. Wednesday, February 17<sup>th</sup> is the opening date for the new exhibit and on February 18<sup>th</sup>, there will be a talk on "Identifying the architecture of your own home". The History Center is receiving a grant from the Arlington Heights Questers to renovate and restore the maid's room on the second floor. Elizabeth informed the Park Board Kathy Vana is a new member of the History Center Board.

**B. Senior Center Update: None**

**C. Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board regarding upcoming events. The Friends will be face painting at the Easter Festival on March 26 from 10am – Noon. The Friends are reaching out to the District 62 and the Self Help Closet & Food pantry informing them of the scholarship opportunities.

Commissioner Grady asked about the Friends financials and how tracked. Staff informed the Park Board tracked by check register and there is a monthly financial statement.

President Haas asked what last year's golf event netted. Staff informed the Park Board it was close to \$11,000. Staff informed the Park Board the Friends have awarded approximately \$3000 in scholarship monies.

President Haas asked if someone could speak at various organizations regarding the Friends efforts with the possibility of partnership. Staff informed the Park Board they will look into it.

Commissioner Weber asked how many participants were at the golf event. Staff informed the Park Board there were 66 golfers.

**IV. COMMENTS FROM THE COMMUNITY: None**

**V. APPROVAL OF THE MINUTES**

Commissioner Yates moved to approve the Regular Minutes from December 15, 2015 as presented. Commissioner Rosedale 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:

- December 18, 2015 \$257,333.43
- December 30, 2015 \$ 76,029.97

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:

- December 11, 2015 \$134,764.12
- December 24, 2015 \$137,259.00
- January 8, 2016 \$123,609.28

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: None**

## **IX. OPERATIONS REPORTS**

### **A. EXECUTIVE DIRECTOR:**

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

- I have been working with staff on the Capital Improvement Plan and Capital Budgets.
- Met with attorney to review MWRD permits for Blackhawk Park project and adjusted the plan slightly.
- Linda and I met with Rosemont Park District to amend the inter-local government agreement. There were a couple of minor changes. Agreement will take affect February 1, 2016.
- Josh Cantres and I have been working together to expand the soccer program to local parks. The Park District would purchase additional U10 soccer goals for those parks.
- Cindy Yelich put together a physical education grant request. Grant is worth approximately \$42,000 and would be used to purchase portable athletic equipment.
- The Plainfield School Principal has reached out to Cindy regarding the after school program PowerPlay. The District will now have four schools involved in the PowerPlay.
- The Park District is officially offering the Silver Sneakers program.
- Healthy Minds & Healthy Bodies program with MNASR is moving forward.
- Job Fairs at Prairie Lakes and Maine West were very successful.
- Liponi Annual Dinner Dance is Saturday, March 5.
- Met with the Maine West Athletic Director and Principal to discuss opportunities to partner: i.e. volunteers, jobs, etc. Miletic said here are students in the Athletic Leadership Program and National Honors Society who need community service hours.

Asst. Superintendent of Recreation Jennifer Boys presented the Strategic Plan updates to the Park Board. Jennifer said the Strategic Plan is a road map for the Park District. There are eight strategic goals and within those goals are objectives. She gave a synopsis of what the Park District has accomplished. She said some objectives will always be ongoing, some objectives are achieved and removed, and new objectives are added as determined by staff and the committee. The Strategic Plan is reviewed by the Strategic Committee three times per year and will be presented to the Park Board every year for review and then every three years for Park Board approval which is part of the IAPD accreditation process. Jennifer said the Strategic Plan is presented to staff at the semi-annual IMRF meetings.

Comments: Commissioner Grady asked about the Social Media Coordinator and his role with the Park District. Staff informed the Park Board he is responsible for the social media Facebook and Instagram postings. The Social Media Coordinator also responds to questions and posts from the community. There was a lengthy discussion between the Park Board and Staff.

President Haas asked about the accreditation process and if the Strategic Plan needs to be an agenda item. Staff informed the Park Board the Strategic Plan will be brought before the Park Board in January 2017 for Park Board approval.

## **B. RECREATION DEPARTMENT**

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

- The District mailed Apache Park Peace Pole postcards to the residents in the Apache Park Area.
- A lifeguard class was held and there are more classes coming up.
- Have two members enrolled in the Silver Sneakers program at PLCC and one enrolled at ALC.
- Held an Open House at Prairie Lakes from January 2<sup>nd</sup> to January 9<sup>th</sup>. Staff decided to extend the date of the Open House to encourage more new memberships and renewals. Had a total of 18 new annual members, 23 renewals, and 13 EFT. Additionally, PLCC hosted free Fitness Week from January 3<sup>rd</sup> through January 9<sup>th</sup>.
- Dance Idol will be held February 5<sup>th</sup> through 7<sup>th</sup> at Prairie Lakes. Competition will be on the 5<sup>th</sup> and 6<sup>th</sup> with master classes held on the 7<sup>th</sup>.
- Staff held job fairs at both Maine West and Prairie Lakes. There was a good turnout with some prospective candidates.
- PowerPlay will be offered at Plainfield School at the beginning of February.

Comments:

Commissioner Haas commented on inappropriate music being played during the free classes held during the free fitness week. Staff informed the Park Board they would look into it.

Commissioner Grady asked about the parking situation for Dance Idol in February. Staff informed the Park Board additional parking is located by the soccer fields. Staff said the Park District is looking into the possibility of relocating the PLP bike park near the MVAC skate park thus allowing for a possible access drive to the soccer field parking lot from the west parking lot.

## **C. PARKS AND GOLF OPERATIONS**

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

- Staff ordered new restroom dividers for the second floor bathrooms at the Golf Center and hoping to have them installed the beginning of February. Flooring for the Golf Center bathrooms has been included in the Capital Project Plan.
- More of the golf range carpet will be replaced this year and the Park District is looking into purchasing more carpet from TopGolf at a reduced rate. This is a temporary fix until the whole range can be replaced with new carpeting.
- The directional boring for the light poles is occurring this next coming week at Apache Park. The plan is to have the light poles installed by the end of this week or beginning of next week.
- Ongoing work in the sensory room includes framing out and drywall.
- ALC abatement is complete and new flooring installed in the preschool room.
- There were 64 golfers for the Chili Open.
- Nice Rinks are up and look great. Crews are still working on making ice at Bluett Park.
- Purchases of holiday gift certificates for the Golf Center totaled more than the last two years combined for a total of \$33,638.00.

Comments:

Commissioner Grady asked about Top Golf and the turf to repair the range. Staff informed the Park Board the cost would be much less purchasing the turf from Top Golf because they have an abundance of it. The cost would be around \$.80 versus \$1.25 a square foot. Staff informed the Park Board this will be the last time for making repairs.

President Haas asked if there is insurance money left. Staff informed the Park Board there is insurance money from the claim however, some of it was used to make the necessary repairs.

#### **D. BUSINESS OPERATIONS**

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

- Staff will be presenting the reissuance of rollover bonds at the February meeting. The District will look at purchasing the bonds because the Park District would then collect the interest. The bonds will have a face value of a little over \$1 million and be two year bonds.
- Amy and Desiree worked together on sending out 596 W-2's.
- Amy and I visited the Arlington Heights Park District to go through the W-2 process with a trainer from BS&A. Additionally, Amy, Sean and I hosted Palatine Park District for a demonstration of BS&A. Discussed the strengths and weaknesses of the software and answered many question. We got much insight into the business practices of both Park Districts.
- The Phase 1 of the phone upgrade is complete with the upgrading of the hardware and software. Phase 2 is scheduled for this Thursday, January 21<sup>st</sup> with the upgrading end of life equipment (i.e. routers).
- Staff is trying something new this year with opening up registration a month earlier for camp. Gene is working on a marketing strategies and a campaign promoting this earlier registration opportunity.

Comments:

Commissioner Grady asked questions about early registration and how its' handled. Staffed informed the Park Board it gives residents the ability to register early by a specific date and allows for a payment plan of three installments: 1/3 down payment, then a 1/3 in May and last installment before the start of camp.

#### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Grady 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:** None

**XI. NEW BUSINESS:** None

#### **XII. CORRESPONDENCE:**

##### **Agenda Item 12 – A Letter from PDRMA – 2015 Loss Control Award**

Executive Director Don Miletic gave a synopsis regarding 2015 Loss Control Award. Don stated the money awarded goes directly back into the safety budget.

##### **Agenda Item 12 – B Homeland Security and Emergency Management Thank You Letter**

Executive Director Don Miletic gave a synopsis regarding the thank you correspondence from a resident regarding how clear the Lake Park pathway is.

**Agenda Item 12 – C PowerPlay Flyer**

Executive Director Don Miletic informed the Park Board Plainfield School is now part of the PowerPlay program. Don stated the District continues to extend the PowerPlay program and hopes to have it in every school in the near future.

**XIII. COMMISSIONER COMMENTS:**

Commissioner Rosedale said he had a great time at the Annual Awards Banquet.  
Commissioner Weber said Annual Awards banquet was great with the 50’s theme and he looks forward to attending swim class with his daughter.  
Commissioner Yates apologized for missing the Annual Awards Banquet due to him having to work. Staff is doing and great job and keep up the good work.  
Commissioner Grady enjoyed the Banquet and said it was nice.  
President Haas said she went past Cornell Park and the Nice Rink looks good. She said it is a great addition to the residential area and it is necessary for the District to keep the rink there.

**XIV. EXECUTIVE SESSION;**

A motion was made by Commissioner Grady at 8:02p.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 Rosedale 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 8:54 p.m.

Commissioner Yates seconded the motion

All commissioners present voted in favor by acclamation.

Motion Carried.

Discussion:

**XVI. ADJOURNMENT**

A motion was made by Commissioner Grady to adjourn at 8:55 p.m.

Commissioner Rosedale seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVED\_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary