

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, OCTOBER 18, 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 James Grady at 7:00 p.m. Commissioners answering present to the roll call were: Commissioners Don Rosedale, Joe Weber, Jana Haas and William Yates. Also in attendance were Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, and Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks Corrie Guynn, Assistant Superintendent of Golf Operations Brian Panek, HR & Risk Manager Desiree van Thorre, Marketing & Communications Manager Gene Haring, and Business Manager Todd Lehky

Guests Present: Tom Christiansen from the History Center
Jerry Chvatal from the Frisbie Senior Center.

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

- A. History Center Update:** Tom Christiansen thanked the Park Board and District for its support and updated everyone on the upcoming events for the month. He did make special mention of the 50th anniversary of the History Center next year and planning is underway. Also Sue McGovern is leaving the History Center to accept a full time position.
- B. Senior Center Update:** Jerry Chvatal thanked the Park Board and District for its support and updated everyone on the upcoming events for the month.
- C. Des Plaines Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. The group is working on the Halloween Contest with the boys & girl scouts judging homes this year. The Journal & Topics are still a partner along with Camera Club. The group is also preparing for Winter Wonderland. Commissioner Grady asked how much has been given out for scholarships and Paul Cathey informed him of a number but would verify it at the next board meeting.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Haas moved to approve the Regular Minutes from September 20, 2016 as presented. Commissioner Rosedale seconded the motion.

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

VI. APPROVAL OF THE VOUCHER BILLS

Commissioner Weber moved to approve the voucher bills for the following dates and dollar amounts: Commissioner Haas seconded the motion.

- September 23, 2016 \$ 169,376.85
- September 29, 2016 \$ 54,629.00
- October 7, 2016 \$ 279,458.63

Discussion: None

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

VII. APPROVAL OF PAYROLL

Commissioner Weber moved to approve the payroll for the following dates and dollar amounts:
Commissioner Haas seconded the motion.

- September 16, 2016 \$ 159,043.17
- September 30, 2016 \$ 160,543.57

Discussion: None

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

VIII. M-NASR REPORT:

Executive Director Don Miletic said MNASR finalized their health benefits and are leaving PDRMA health care. There is a budget meeting on September 22nd and next board meeting on November 7th.

IX. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- The History Center did a great job in putting together information in regards to the Oakwood Grant. It was submitted last week for review.
- A SWOT analysis is scheduled for December 14th with staff and the board and this will be used to update strategic plan.
- Katie and I reviewed the carnival contract and continue to work on this item for 2017.
- There will be a consent agenda for next meeting. We will combine minutes and voucher list of bills and payroll expenditures with one roll call. If a board member would like to pull an item from the consent agenda, they can do so if they wish.
- Miletic put in for PDRMA board of directors and inquired about the Chamber board.
- Assisted a follow colleague in the hiring of a Superintendent of Recreation for NEDSRA.
- Attended Community Relations meeting.

Comments: None

B. PARKS AND GOLF DEPARTMENT

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

- Blackhawk Park will install shelter and playground in late November and finish up around Christmas.
- Cherokee Park is 90% complete and should open up this coming weekend.
- Second Ave Park we are hoping to have completed by first week of December. Don and Paul also met with Paul Meincke about a gate. He is excited about having access to the park and we are happy to help make it happen.
- Golf Center Turf project is underway and we are looking at ways to simply replace the turf and improve the base without needing MWRD permits. This is a maintenance replacement project.

Comments: None

C. BUSINESS DEPARTMENT

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

- The audit went well and Todd assisted on the statistical section. The MD&A is where each of you can find the summary of the audit and conditions/outlook of the district.
- We have had some issues with Plug & Play our credit card vendor and Windows XP machines. We have eight computers across the district and Sean is working hard to resolve issues or do a work around.
- Human Resources have been busy with requirements and personnel issues.
- Gene gave a presentation of the new tag line that we are trying to promote "Be Active" He provided information of the wording and images that will soon to be across the Park District.

Comments: Commissioner Grady commented that he like the photos and Commissioner Haas said good idea about the Be Active push.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for September 2016, subject to audit, and place a copy on file.

Commissioner Yates seconded the motion.

Discussion: None

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

D. RECREATION OPERATIONS

- Haunted Hole-ween will begin this weekend. Shelli and staff have been working hard to make the place look great.
- Family Fun & Fitness Event was held and each participant received a passport. The participant would then take the passport to each activity station to have the passport stamped. When the participant completed the passport and they turned it in to receive a Nutritious and Fitness Journal. The climbing wall was used as an activity.
 - Madeline May came out and gave free blood pressure and free personal trainer. There were also vendors that came out.
- Blake is our new Intern and is working on new youth programs and the Jr. Leaders program.
- NRPA conference brought ideas for Jennifer and Cindy to share with staff.
- AiM is doing their costume sale and it was not as big as last year. AiM also held some team building events with dance team this year.

E. MAINTENANCE OPERATIONS

- Desiree and Corrie attended an eight hour OSHA Training
- Sandblasting of Mystic is almost complete and lazy river is being done by In-house staff.
- Tennis Courts at Seminole Park have been repaired/painted. Willow and Kutchen tennis courts were done earlier this year.
- Wellness Committee held a step contest everyday for Fall Fest and Jeanette won the Fit Bit. There were 23 employees that participated with close to 92 miles walked.

F. GOLF OPERATIONS

- PLCC had two scoreboards purchased and should be installed soon.
- Pavers at Golf Center for front entrance way are scheduled in the next few weeks and the work is needed.
- Golf Ball in front of the golf center was repainted.
- Steve Krotz's crew did a lot of hard work on the landscaping at the Golf Center
- Met with Nilco and talked about how the course was kept in great condition and how to improve on that for next year.
- Tailgating event had 12 people attend; it was the first one and hope to grow on this.
- Fees down at Lake Park, Kayaks are doing well.
- Alcohol sales at Lake Park had zero issues, sales were not large but it was a half year by time we were able to obtain license.
- Kids are free with paying adult at Lake Park for October and extended it to November.
- New Adjustable Baskets are on order for the ALC gym.

Discussion: Commissioner Weber asked when the Golf Ball was last painted. Staff replied about two years ago.

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

Agenda Item: 11 – A An Overview of Comprehensive Annual Financial Report 2016

Superintendent Katie Skibbe explained the audit went well and introduced Dan Berg from Sikich to present on the Audit. Dan Berg presented the audit and spoke about the changes to GASB 68 and the liability reporting for IMRF. He explained page 4 of the audit in detail and gave highlight of the District overall. The District received the highest opinion the auditors are legally allowed to give. Dan and his staff enjoy coming to work here and reiterated to the Park Board that he works with staff here to do the audit but works for the Park Board of Commissioners. He can be reached at any time. He said no issues were reported.

Superintendent Skibbe went over fund balances and her memo. She also was glad to have the audit behind her and thanked all staff for their hard work.

Commissioner Weber moved to approve the Comprehensive Annual Financial Report for year-end April 30, 2016 audited by Sikich LLP.

Commissioner Haas seconded the motion.

Discussion: Commissioner Weber asked about Depreciation expense. Dan Berg explained the enterprise funds and depreciation. Commissioner Weber also asked will IMRF have a good year. Dan Berg said the assumptions are that IMRF will earn 7.5% a year return. Last year that was not the case but it is a wait and see for this year.

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

Agenda Item: 11 – B Sale of Surplus Property

Superintendent Skibbe presented the ordinance to sell the old Konica Minolta Copier. If the Park District cannot sell it then it will be disposed of properly.

Commissioner Weber moved to adopt Sale of Surplus Ordinance #16-07.

Commissioner Rosedale seconded the motion.

Discussion: None

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

Agenda Item: 11- C Board Policy & Park Regulations Manual Revisions.

Executive Director Miletic presented two changes, one to Section 8.10 about closing hours and ensuring full time staff or a building supervisor is on duty to supervise operations and secure PLCC and ALC. Also Section 8.18 which involved grilling. He recommended no grilling in our parking lots.

Commissioner Haas moved to approve changes the Board Policy & Park Regulations Manual section 8.10 closing hours and defer section changes to 8.18 to a later time.

Commissioner Rosedale seconded the motion.

Discussion: Commissioner Haas recommended we take a look at all the grilling across the Park District and have staff come with a recommendation at next month's meeting. A discussion between staff and

commissioners about section 8.18 was conducted and agreed to bring it back when the next change of the manual is needed. There is no urgency at this time for this change.

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

XII. CORRESPONDENCE:

Agenda Item: 12 – Holy Family of Nazareth Thank you letter

Executive Director Miletic commented on Sister Clare Marie asking for a donation about a fund raising event. We supplied a pool pass membership and health club membership and she was very happy.

XIII. COMMISSIONER COMMENTS:

Commissioner Haas spoke to Paul Meinke and said he was very happy and thanked staff that a gate would be installed for access to the Park. Haas also stated Cherokee Park looks great.
Commissioner Rosedale informed everyone Dr. Wright passed away. He was a commissioner for 26 years and we lost a good friend of the parks.
Commissioner Weber said belated birthday to the Dons. NRPA was fantastic conference and he encouraged more staff to go. Also to go online and view “I’m a Parks and Rec kid!”
Commissioner Yates stated he thinks our parks department has been doing a great job renovating the parks and overseeing Blackhawk Park. All the employees have been doing a great job.
Commissioner Grady said he believes the conventions are extremely important to the industry and certain staff should be going to these things. The Conventions are really beneficial to staff and the district. Education and mingling with people in your industry is extremely important. Congrats for a great summer

XIV. EXECUTIVE SESSION

XV. RETURN TO OPEN SESSION

XVI. ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 8:17p.m.
Commissioner Weber seconded the motion.
Discussion: None
All commissioners present voted in favor by acclamation.
Motion Carried.

APPROVED _____

President

Secretary