

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 15, 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, and Jana Haas. Commissioner William Yates was absent. Also in attendance were Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, 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, Business Manager, Todd Lehky and Administrative Assistant Debbie Hermanson.

Guests Present: Rev. Dr. William Grice III from the History Center  
Jerry Chvatal from the Frisbie Senior Center.

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

**III. INTRODUCTIONS/PRESENTATIONS**

**A. History Center Update:** Rev. Dr. William Grice III thanked the Park Board and Park District for its support and updated everyone on the upcoming events and programs for the month. He did make special mention of the Annual Open House being held on December 18<sup>th</sup> from 2pm – 4:30pm. In 2017 the History Center will be celebrating their 50<sup>th</sup> anniversary and a kick-Off is scheduled for 3pm on Saturday, December 18<sup>th</sup>. He said he spoke with Mr. Wessel regarding a special edition of the Journal featuring the History Center.

**B. Senior Center Update:** Jerry Chvatal thanked the Park Board and District for its support and updated everyone on the upcoming events and programs 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. Paul said the House Decorating Contest went very well and the Scouts had a lot of fun judging. The Friends are looking forward to next year. The Friends have awarded over \$8,746 in Scholarships with approximately \$6,155 being redeemed. The Friends will be present at Winter Wonderland selling popcorn and cookies (Cookie Decorating) again this year.

President Grady asked what the balance is in the Friends account. Staff informed the Park Board there is approximately \$13,000 in account.

Commissioner Haas commented on what a great job the Des Plaines Friends of the Parks are doing.

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

**V. APPROVAL OF THE CONSENT AGENDA**

A. Minutes October 18, 2016

B. Executive Session Minutes July 19, 2016

C. Voucher Bills

- |                     |               |
|---------------------|---------------|
| 1. October 21, 2016 | \$ 156,055.08 |
| 2. November 4, 2016 | \$ 320,882.78 |

D. Payroll

- |                     |               |
|---------------------|---------------|
| 1. October 14, 2016 | \$ 155,148.45 |
| 2. October 28, 2016 | \$ 160,429.77 |

Commissioner Weber moved to approve the Consent Agenda as presented.

Commissioner Haas seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Commissioner Rosedale asked if the Treasurer reviewed the Voucher and Payroll Expenditures. Treasurer Weber stated he had reviewed the expenditures.

**VI. M-NASR REPORT:**

Executive Director Don Miletic said MNASR is currently working on their budget. Mr. Miletic said there is a savings of approximately \$36,000 on health care costs by switching providers. This money will be set aside for future use. Also, a Transition Plan is being established for the Liponi Foundation succession.

Commissioner Haas asked if the Liponi Benefit will still be held next year. Staff informed the Park Board the Liponi Benefit will still be held the first weekend in March but at a different location.

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- The Fall Fest carnival contract is being reviewed by Katie and I. We met with Bill from Fantasy Amusement to discuss terms.
- The Blackhawk Park Project is moving forward and it looks like the fields will not be ready till late spring for use.
- Informed the Park Board that the new exemption law that goes into effect the beginning of December will not have a major impact on the Park District.
- Paul and I went to Springfield to make a presentation on the Oakwood Land acquisition project.
- The District continues to work with the City on the Land Cash Ordinance.
- Reminded the Park Board of the upcoming Employee Potluck and the Holiday Awards Dinner.
- The IPRA Conference will be held January 19<sup>th</sup> thru 21<sup>st</sup> and the Chamber Holiday Ball is Saturday, February 3<sup>rd</sup>.
- PDRMA denied the claim regarding the Oakwood truss repairs. District is submitting additional information for the claim.

Comments: Commissioner Haas asked about the OSLAD Grant process and if Staff were able to view other presentations. Staff informed the Park Board the Park District's presentation went very well and staff was able to view other presentations.

**B. PARKS AND GOLF DEPARTMENT**

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

- The large picnic shelter was received for Blackhawk Park. The picnic shelter footings will be installed in the next couple of weeks. Additionally, the water fountain pit and water line were installed and the water fountain will be installed this coming spring.
- Katie and I completed the audit for the Apache Park OSLAD reimbursement project. The auditors are reviewing the audit and it will be sent to IDNR within the next couple of weeks.
- Golf Center Turf project is underway. Staff is working with WT Engineering and Brusseau Group on the project.
- Cherokee Park has been completed and is open.
- Crews are working on the installation of Second Avenue Playground equipment.
- The truss repairs at Oakwood will soon begin and a Contractor is already in place for the repairs.

Comments: President Grady asked about the Golf Center Turf Project. Staff informed the Park Board they are working on it with MWRD.

Commissioner Weber asked what the benefits are of having the driving range made of artificial turf. Staff informed the Park Board there are many benefits to having artificial turf especially during inclement weather. Staff noted crews are able to pick balls and clear the driving range during the inclement weather among other things without damaging the turf.

Commissioner Haas asked about the Turf Project timeline. Staff informed the Park Board this is a project set for next fall: Mid October to November.

Commissioner Haas asked about the Nice Rink. Staff informed the Park Board crews are ready to install the Nice Rinks. Cornell Park rink will be situated a little bit further south in the park and there have been no calls to date regarding the rinks.

### **C. BUSINESS DEPARTMENT**

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

- Cook County passed an ordinance increasing minimum wage. Staff informed the Park Board that governments are exempt.
- IMRF contribution rates will be decreasing next year.
- A one year contract has been finalized with Park Ridge Summit for advertising on the back cover of the Spectrum. This will help defray the cost of publishing the Spectrum.
- The Niles Bugle did a press release on our program “Healthy Minds Healthy Bodies”.

Comments: Commissioner Haas commented on the Park Ridge Summit advertisement. Staff said the Summit is very happy to advertise with the Park District.

### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Haas seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

### **D. RECREATION OPERATIONS**

- Working closely with the Marketing Department.
- Hole-O-Ween was a huge success. Revenue doubled from last year.
- Recreation Department is planning for upcoming Holiday events.
- Turkey Day events will take place at Prairie Lakes Community Center to include, a morning workout, a Turkey Shoot for all ages along with Flag Football for all ages.
- City tree lighting is on December 2, 2016. AiM will be performing at the ceremony.
- Winter Wonderland will be held Saturday & Sunday, December 3<sup>rd</sup> & 4<sup>th</sup>.
- Sold out on all the Polar Express rides.
- AiM is performing their Holiday Program on December 9<sup>th</sup> & 10<sup>th</sup>.

President Grady asked about Flag Football being held on thanksgiving. Staff informed the Park Board if the weather is bad flag football will be held indoors and this is something that has been done in the past.

### **E. MAINTENANCE OPERATIONS**

- Mystic Waters is having a facelift by sandblasting some of the pools and repainting. Additionally the seams of the pools have been re-caulked.
- Attended OSHA training with Desiree.
- Corrie attended a two-day arborist conference in Tinley Park.
- Steve K., Brian T. and Corrie attended a Tree Expert training held by Morton Arboretum at Mann Woods.
- The 4' outfield fence at Rand Park is being replaced with a 15' high fence to alleviate some of the issues with loss of balls and keep the balls in play. Also the electrical boxes were relocated in the playing field areas.

## **F. GOLF & FACILITY OPERATIONS**

- Golf Courses are winding down for the end of season.
- Illinois Junior Golf Association has booked two events at the Golf Center for next year.
- Pavers at Golf Center have been installed.
- New mats were installed at the Golf Center hitting stations.
- Met with NILCO for an end of year wrap up meeting.
- Gift certificate promotions have begun for the Holiday Season.
- The next tailgating at the Golf Center will take place on Sunday, November 20.
- The Chili Open will be held Saturday, January 14<sup>th</sup>, 2017
- New scoreboards were installed at PLCC.
- Crews have been very busy setting up & taking down for special events this holiday season.

Discussion: Commissioner Weber asked why the difference between last year & this year in green fees. Staff commented it was due to weather.

## **VIII. UNFINISHED BUSINESS**

### **IX. NEW BUSINESS**

#### **Agenda Item: 9 – A 2016 Property Tax Levy Estimate Ordinance #16-08**

Superintendent Katie Skibbe presented Ordinance #16-08 regarding the 2016 Property Tax Levy Estimates. She gave an overview of the Tax Levy stating there will be a very slight increase due to new capturing of new property. Katie said the growth in new property is the largest increase in the past three years. However, she said EAV for 2015 has decreased slightly from 2014. She noted the Park District has very healthy fund balances.

Commissioner Haas moved that the Park Board of Commissioners approve 2016 Property Tax Levy Estimate Ordinance #16-08 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, 2016 and ending April 30, 2017.

Commissioner Weber seconded the motion.

Discussion: Commissioners Grady and Rosedale questioned how long before the new properties go onto the tax roll. Staff informed the Park Board it takes at least a year before the new properties are added to the tax roll.

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

Motion Carried: 4-0, 1 Absent

#### **Agenda Item: 9 – B Refuse & Recycling Bid Results.**

Assistant Superintendent Corrie Guynn presented the bid results to the Park Board. The bids received also include pricing for on call dumpsters related to projects and special events. Bids came in under the cost of the previous contract of \$34,454.26 per year.

Commissioner Rosedale moved the Park Board of Commissioners accept the bid from Waste Management for the three year amount of \$88,366.94 for the Refuse and Recycling Removal Service for the Des Plaines Park District for the contract years of December 2, 2016 to December 1, 2019.

Commissioner Weber seconded the motion.

Discussion: President Grady asked why Flood Brothers was disqualified. Staff informed the Park Board the Form of Proposal submitted was incorrectly filled out.

Commissioner Rosedale asked about Swank Transfer Station and dumping privileges. Staff informed the Park Board it could not dump there due to the contracted refuse companies not having a contract with Swank.

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

**Agenda Item: 9 - C IAPD Credentials Resolution**

Executive Director Miletic presented the IAPD Credentials Resolution. This resolution allows the appointed delegate to vote at the IAPD Annual Business meeting held at the IPRA/IAPD Conference in January 2017.

Commissioner Rosedale moved that the Park Board of Commissioners of the Des Plaines Park District approve the attached Credentials Resolution authorizing the delegate or the alternate listed to represent the Des Plaines Park District at the IAPD Annual Business Meeting and vote on any matters presented during the annual meeting.

Commissioner Haas seconded the motion.

Discussion: None

All in Commissioners present voted in favor by acclamation, 1 Absent

Motion Carried

**X. CORRESPONDENCE:**

**Agenda Item: None**

**XI. COMMISSIONER COMMENTS:**

Commissioner Haas congratulated Brian & Megann on their trip. She said this month is going by very quickly and wished everyone a Happy Thanksgiving.

Commissioner Rosedale thanked Gene for the flyer he created for the Turkey Shoot being held on Thursday, November 17. There will be an \$8.00 entrance fee at the door and includes dinner & beverages. He also wished fellow Commissioners and Staff a wonderful holiday.

Commissioner Weber said he is looking forward to riding the Polar Express and sent well wishes for a Happy Thanksgiving.

President Grady said the Park District has had a good fall season. He attended the Tail Gate fundraiser hosted by the Self Help Closet and Food Pantry. He wished everyone a Happy Thanksgiving.

**XII. EXECUTIVE SESSION**

A motion was made by Commissioner Weber at 8:06 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 Rosedale seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation. 1 Absent

Motion Carried.

**XIII. RETURN TO OPEN SESSION**

A motion made by Commissioner Haas to return to Open Session at 8:34p.m.

Commissioner Rosedale seconded the motion.

All commissioners present voted in favor by acclamation. 1 Absent

Motion Carried

**XIV. ADJOURNMENT**

A motion was made by Commissioner Rosedale to adjourn at 8:34p.m.

Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation, 1 absent

Motion Carried.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary