

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, DECEMBER 15, 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 Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, Asst. Superintendent of Recreation Jennifer Boys, Asst. Superintendent of Golf Operations Brian Panek, Business Manager Amy Garbacz, Communication and Marketing Manager Gene Haring, Human Resources and Risk Manager Desiree van Thorre, IT Manager Sean King, Golf & Facilities Supervisor Tyler Fuchs, Administrative Assistant Deborah Hermanson, Special Projects Supervisor Don Prellberg, Special Projects Employee Tim Alferes

Guests Present: Rev. Dr. William Grice III, Jerry Chavtal

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

A. Dedicated to Excellent recipient Tim Alferes

Special Projects Supervisor Don Prellberg presented the Dedicated to Excellence Award to Tim Alferes. Tim is very deserving of the Dedicated to Excellence Award because of his outstanding work, creativeness, and dedication. He is extremely smart, always willing to learn and help others, extremely artistic, and picks up skills very easily. In 2004, Tim was hired by the Recreation Department under the direction of Sara Hupe where he worked as a camp counselor and helped with youth programs. In 2006, Tim transferred to the Parks Department as an Early Bird undertaking the tasks of cleaning pools. Two years later, he became part of the landscape crew and in 2009 became part of the Special Projects crew where he has remained. Tim was very instrumental in the renovation of Mckay-Nealis, Eaton Field and ALC Gym renovations. He has been extremely helpful assisting at the Festival and Fall Fest events.

B. History Center Update:

Rev. Dr. William Grice III sent condolences to the Lewis family from both he and the History Center. He stated that Ron Lewis was an outstanding person. He stated his children had the privilege of having been lead through camps and programs by Ron. He said the Park District is a real asset to the History Center and thanked the Park Board and District for all their support. Rev. Grice III invited everyone to the Annual Holiday Open House on Sunday, December 20 from 2:00 to 4:30pm. The new exhibit will be opening in February 2016. He made mention that the Joy of History Campaign is in progress and the History Center has board member openings. He wished everyone a happy, healthy and spiritual holiday season.

C. Senior Center Update:

Jerry Chavtal updated the Park Board on upcoming activities, programs, and trips the Senior Center will be offering. He said the Senior Center and Two Men and a Truck are working cooperatively to get donations. Call if you have anything to donate and Two Men and a Truck will pick it up Tuesday, January 12. For pickup, you must call the Frisbie Center to register for a pickup of the donations. Jerry wished everyone Happy Holidays.

D. Friends of the Parks: Superintendent of Parks and Planning Paul Cathey updated the Park Board regarding upcoming events. Paul said the Friends had an outstanding turnout at Winter Wonderland for

the cookie decorating and by 1pm Sunday, they ran out of cookies. Paul stated the volunteers from the Maine West Girls Basketball Team were outstanding with this event and very helpful. The Friends continued to sell popcorn the rest of the day on Sunday and they netted just over \$300 for the scholarship fund from both days.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Rosedale moved to approve the Regular Minutes from November 17, 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:

- November 20, 2015 \$197,223.18
- December 4, 2015 \$124,964.99

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:

- November 13, 2015 \$143,187.00
- November 27, 2015 \$143,217.49

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 motioned to approve the Healthy Minds & Healthy Body's (a program for Veterans). Miletic said MNASR will be the host, and the Park District would be a sponsor site. Staff informed the Park Board the program will initially start out as a six-month program and if all requirements are fulfilled the participant would be able to extend their membership for a full year. Don stated he was nominated to become the Board President for MNASR beginning 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 on the loss of Ron Lewis
- Miletic has been working on the Aquatics Task Force on the development of business plan to present to the Park Board in the next few months. He visited the Chicago Swim School and watched their operations.
- Miletic said the Park District received the contract for the Silver Sneakers program. The Park District will be reimbursed \$2.50 per visit by the member's insurance company through the Silver Sneakers

program. The Park District is hoping to have it up and running by mid-January. The ALC Fitness Center will also implement this program.

- Miletic said he and Paul are reviewing Capital Projects for the next FY.
- Gene and Don Prellberg have been working on additional Creative Corner signage.
- Miletic said the tenant at 1350 Oakwood is out and the Park District has complete occupancy of this property. Staff did a great job moving the History Center into their new storage area.
- Miletic said he ran into Chief Kushner and discussed having Homeland Security training done at the Park District in the next month.
- Miletic said he is working on updates for the Park Board Policy Manual and will present the manual to the Park Board in January for review and approval.

Comments: Commissioner Weber asked what the rates are for the fitness memberships. Staff informed the Park Board of the rates.

A. RECREATION DEPARTMENT

The Park Board heard a report from Asst. Superintendent of Recreation Jenn Boys on several items including:

- Jenn informed the Park Board there were over 800 photos taken with Santa and said there was over a thousand people in attendance at Winter Wonderland over the weekend, which was the biggest turnout the Park District has ever had. Jenn thanked everyone on his or her efforts and thanked Don Prellberg for sharing his train collection for this event.
- Staff attended the Cities Tree Lighting Ceremony and had a craft table there for the kids. Additionally AiM performed at the ceremony.
- The Park District had four sold out Polar Express trains over two weekends.
- On Thanksgiving, Staff arranged for a Turkey Shoot, Flag Football, and fitness classes at PLCC.
- Staff will hold an Open House on January 2nd & hosting a Job Fair on January 9th at PLCC.
- Annual Awards Dinner is on January 16th.
- Shelli and Jenn met with MNASR to discuss parameters for the Healthy Mind Healthy Body's program.

Comments: None

B. PARKS AND GOLF OPERATIONS

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

- Paul said the Golf Center was in the top 50 for golf courses rated by Golf Range Assoc. of America. Golf Center had another great month with an increase in revenues & hit balls from last years.
- Chili registration is going and the event will take place on Saturday, January 9th.
- The ALC asbestos removal will take place next week with the flooring installation right after in the preschool room and the old history storage room. The installation of a door between the two rooms is complete.
- Apache Park is looking great and installation of the wiring and footings will be in January. New LED lighting and poles will be installed with a completion date of spring 2016.
- Ongoing work in the sensory room includes electrical, installation of HVAC, framing out, and then drywall. Items for the sensory room have started coming in.

Comments:

Commissioner Grady asked about Apache Park Grand Opening. Staff informed the Park Board the Apache Park opening will be in May. Staff also mentioned neighbors are beginning to make upgrades to their homes.

Commissioner Haas congratulated Paul on becoming a grandfather.

C. BUSINESS OPERATIONS

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

- Phase 1 of the phone upgrade will begin tonight on the new phone system, which only includes the server.
- BS&A was here giving budget training to staff.
- Had first user group meeting with other BS&A users.
- Desiree finished all Flexible Spending enrollees.
- The Golf Center, Lake Park, and FootGolf are advertised in the Mount Prospect business directory.

Comments:

Commissioner Grady asked how old the server was and what equipment needed to be replaced Staff informed the Park Board the server is 8 years old and only the switches, router, and the server are being replaced not the phones.

Commissioner Weber asked what the typical life of a server is. Staff informed the Park Board server life is approximately 6 years.

President Haas asked what the cost is of this upgrade. Staff informed the Park Board the cost is \$45,000 and it is system wide.

Commissioner Grady asked if the property at 1350 Oakwood Avenue has a phone. Staff informed the Park Board there currently is no phone in that building. In the near future, installations of both a phone and alarm system are planned.

Commissioner Grady asked if the phone would be wireless. Staff informed the Park Board it would be a LAN line phone.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for November 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: None

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item: 2015 Property Tax Levy Ordinance #15-07

Superintendent of Business Katie Skibbe reviewed the Staff Report included in the Board materials. Katie informed the Board there was a minor change from the previous Tax Estimate Levy Ordinance presented at November's Board Meeting and was available to the public. Katie noted there was no change in the amount levied and was a matter of moving some funds from the Social Security Fund into Corporate and Recreation funds.

Commissioner Weber moved that the Park Board of Commissioners approve 2015 Property Tax Levy Ordinance #15-07 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 Grady seconded the motion.

Roll call:

Commissioners Grady, Aye; Weber, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye

Motion Carried: 5-0

Comments: None

Agenda Item 11 – B

Action Item: 2016 Proposed Fee Increases

Executive Director Don Miletic said staff instead of the Department Heads would give the proposed fee presentation.

Rental Fees:

Business Manager Amy Garbacz presented the proposed rental fee increases to the Park Board. She said rental fees are going up slightly between \$3-6 with the largest increase being the picnic shelters. There will be no change in the setup fees at Arndt, West, and Cumberland Terrace. The kitchen charges at PLCC will remain the same.

Comments:

Commissioner Weber asked why the difference in price for the setup fees at the buildings. Staff informed the Park Board it is due to staff having to go to Arndt & West to set-up and open/close the buildings.

There was lengthy discussion between the Commissioners and Staff regarding if there were issues with the facility renters. Staff informed the Park Board there is a security deposit and the Park District has the right to withhold the security deposit if they do not abide by the contract and rules.

Golf Fees:

Asst. Supt. of Golf and Facilities Brian Panek presented the proposed fee increases to the Park Board. Brian said the last fee increases have been since 2012, 2013, & 2014. The fees would increase \$.50 at both Lake Park and the Golf Center for all rounds of golf and FootGolf. The 10 play passes would remain the same along with the annual membership at both golf courses. The Non-Resident rate will remain the same at Lake Park.

Comments:

Commissioner Rosedale asked about the Non-Resident Fees. Staff informed the Park Board that most of golf courses are steering away from the Resident/Non-Resident fee structure.

Fitness Center Fees:

Asst. Supt. of Recreation Jenn Boys presented the Park Board with both the ALC and PLCC Fitness center fees. Jenn said the proposed membership fees are rising slightly: 3% at ALC and between 3-5% at PLCC depending on membership type. The last increase for PLCC was in 2013 and ALC was in 2014. The Park District is proposing to raise daily rates by \$2-3, to encourage more people to opt for a membership. The daily rates are in line with other Districts.

Comments:

President Haas asked if there were many people paying daily rates. Staff informed the Park Board there are a few. There was a lengthy discussion between the Commissioners and Staff regarding PLCC fitness membership rates.

Commissioners questioned what other Districts charge, and what they have to offer.

Commissioner Rosedale asked what was included in the fitness membership. Staff informed the Park Board of all the benefits that go with the memberships.

Commissioner Grady asked about the walking track. Staff informed the Park Board other Districts do have a charge and the Des Plaines Park District does not.

Field Court Fees:

Asst. Supt. of Recreation Jenn Boys presented the Park Board with proposed Field Rental fees. Jenn said the proposed fees are rising slightly by \$2 for Baseball/Softball and Soccer field rentals and a \$10 increase from the new rate for non-residents. Jenn said the last increase was in 2013. There would be a \$75.00 charge for lining the fields out of season. Jenn informed the Park Board of other changes regarding the proposed fee changes.

Comments:

Commissioner Weber asked about Soccer Club affiliates and if what their fees are. Staff informed the Park Board the Park District does not have a Soccer Club affiliate. This is something staff is working on. Staff is in the process of updating the Affiliate Policy. The Commissioners and Staff had a lengthy discussion regarding the rental of the fields.

Pool Fees:

Asst. Supt. of Recreation Jenn Boys presented the Park Board with proposed Pool changes and increases for 2016. These would include changes in hours, fees and the addition of charging for large coolers. Daily fee would increase by \$1 at Mystic, add a twilight rate of a \$2 discount after 6pm, and the youth/senior rate would remain the same. Additionally children two (2) years old and under would be free. There will be no increase to pool pass fees.

Comments:

Commissioner Grady questioned how staff would know the child's age. Staff informed the Park Board staff would ask.

Commissioner Rosedale questioned why Chippewa and Iroquois entries rates are the same. Staff said it was to keep the rates the same across the board. There was much discussion between the Commissioners and Staff regarding Iroquois entry rates.

President Haas recommended, after Commissioner Grady suggested, keeping the children's rate at \$5, senior rate to remain at \$6, and adult rates would increase by \$1 for both resident/non-resident at Iroquois Pool.

Prairie Lakes Theater Fees:

Asst. Supt. of Recreation Jenn Boys presented the Park Board with proposed changes and increases for Prairie Lakes Theater. She explained to the Board the need for these changes. This would include an addition of a charge of \$100 per day if the Park District has to turn away business. There is a proposed increase due to the cost of replacing equipment. Additionally rental fees are broken down into Prime Time and Non-Prime Time, which the Park District did not have before.

Comments:

Commissioner Rosedale asked if the Park District offers a reduced rate. Staff informed the Park District does offer discounted rates for long-term rentals. Discussion ensued between the Commissioners and Staff regarding the fees.

Commissioner Weber moved that the Park Board of Commissioners approve the proposed 2016 fees as presented with the exception of the Iroquois Pool daily rate change.

Commissioner Rosedale seconded the motion.

Roll call:

Commissioners Grady, Aye; Weber, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye

Motion Carried: 5-0

Agenda Item 11 – C

Action Item: IAPD Credentials

Executive Don Miletic reviewed the Staff Report included in the Board materials. Per the policy adopted by the Illinois Association of Park Districts, the Des Plaines Park District Board of Commissioners must pass the attached resolution on credentials to ensure voting eligibility at the IAPD Annual Business meeting held in conjunction with the State Conference. Miletic will be the delegate and Paul Cathey will be the 1st Alternate.

Commissioner Weber 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 Yates seconded the motion.

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

XII. CORRESPONDENCE:

Agenda Item 12 – A Letter from IPRA Recipient of Exceptional Workplace Award for 2015

Executive Director Don Miletic gave a synopsis regarding the Exceptional Workplace Award.

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

Executive Director Don Miletic gave a synopsis regarding the thank you letter from Homeland Security and Emergency Management.

XIII. COMMISSIONER COMMENTS:

Commissioner Rosedale wished everyone a happy and safe holiday season.

Commissioner Weber wished everyone a happy and safe holiday season. He commended everyone on the Winter Wonderland event. It was a nice event.

Commissioner Yates said happy holidays to everyone including the Board and hopes everyone is safe.

Commissioner Grady wished everyone a Merry Christmas. He said he hopes the season changes soon so the District can prepare ice.

President Haas said she went past Apache Park and the pavers and concrete looks wonderful. She said when it is complete it will be a magnificent park. She wished everyone a Merry Christmas.

XIV. EXECUTIVE SESSION;

A motion was made by Commissioner Yates at 8:28 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.
Motion Carried.

XV. RETURN TO OPEN SESSION

A motion made by Commissioner Rosedale to return to Open Session at 9:40 p.m.

Commissioner Grady seconded the motion

Commissioner Yates made a motion to approve items discussed in Executive Session relating to Real Estate, Personnel, and/or Litigation.

Commissioner Rosedale seconded the motion

All commissioners present voted in favor by acclamation.

Motion Carried.

Discussion: Additional discussion about the upcoming Employee Relations event at the Golf Center on Thursday the 17th was discussed. Commissioners asked to keep them informed about arrangements for the passing of Ron Lewis.

XVI. ADJOURNMENT

A motion was made by Commissioner Grady to adjourn at 9:45 p.m.
Commissioner Weber seconded the motion.

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

APPROVED _____

President

Secretary