

DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, DECEMBER 20, 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 William Yates, Don Rosedale, Joe Weber, and Jana Haas. 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 & Building Operations Brian Panek, HR & Risk Manager Desiree van Thorre, Marketing & Communications Manager Gene Haring, Business Manager, Todd Lehky, IT Manager Sean King and Administrative Assistant Debbie Hermanson.

Guests Present: Kathy Vana from the History Center  
Jerry Chvatal from the Frisbie Senior Center.

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

**III. INTRODUCTIONS/PRESENTATIONS**

- A. Dedicated to Excellence:** Supt. of Business, Katie Skibbe, presented Gene Haring with the Dedicated to Excellence award. Katie commented Gene has been a great asset to the Des Plaines Park District for over ten years. He has saved the District monies by finding a new way to produce the Spectrum. He was also instrumental in securing an advertisement to offset the cost of producing the Spectrum. Gene is also well known in the community and is a positive representative for the Park District.
- B. History Center Update:** Kathy Vana thanked the Park Board and District for its support and updated everyone on the upcoming events and programs for the month. She mentioned the History Center will be celebrating their 50<sup>th</sup> Anniversary and there are several events planned for the coming year. She mentioned the History Center will be having a poster contest in connection with the 50<sup>th</sup> Anniversary celebration.
- C. 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.
- D. Des Plaines Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. Revenues generated from the cookie decorating and popcorn sales exceeded \$500 for the scholarship fund. Paul reported there is approximately a \$14,000 balance in the scholarship fund. Paul said two guests speakers attended the last meeting: Josh Cantres and Patricia Frontain. Josh asked the Friends for assistance for the Soccer Program. Patricia would like to work cooperatively with the Friends. The Friends have set forth three goals they would like to achieve by the end of 2017. Recruit 4 new members, increase revenues, and add one more fundraiser.

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

**V. APPROVAL OF THE CONSENT AGENDA**

- A. Minutes November 15, 2016
- B. Executive Session Minutes November 15, 2016
- C. Voucher Bills
  - 1. November 18, 2016 \$ 188,326.02
  - 2. December 2, 2016 \$ 186,198.46
- D. Payroll
  - 1. November 11, 2016 \$ 142,713.88
  - 2. November 23, 2016 \$ 145,134.45
  - 3. December 9, 2016 \$ 129,266.29

Commissioner Yates 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

## **VI. M-NASR REPORT:**

Executive Director Don Miletic said there was nothing much to add to the report. He made mention Sue Bears evaluation is complete. He also reminded the Park Board of the upcoming Liponi Benefit being held the first Saturday of March.

## **VII. MONTHLY REPORTS**

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

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

- The Holiday Awards Dinner was amazing and was well attended.
- Crews did a great job on removing the snow.
- Attended the City Council meeting in reference to the Land Cash Ordinance. The ordinance will be reviewed by City staff again and then brought back to the City Council Meeting.
- Applied to Rivers Casino for a \$40,000 grant for “Be Active” Soccer & Health Education Initiative Program. This would assist the first 400 participants that sign up with an award of \$50 per participant. \$20,000 allocated for each of the spring and fall seasons. The Park District has not heard back from Rivers Casino yet.
- Working with City on a CDBG grant for Seminole Park.
- Two candidates filed for election in April and they are incumbents Commissioner Rosedale & Commissioner Yates.
- Reminded Park Board of the IPRA/IAPD Luncheon on Friday, January 20.
- Staff is gathering all the expenses for Blackhawk Park.

Comments: Commissioner Rosedale and President Grady commented Kiwanis received a grant from Rivers Casino in the amount of \$5000 for the Boot and Shoe program.

Commissioner Rosedale asked if staff heard anything regarding the Oakwood Property. Staff informed the Park Board nothing has been received and should hear sometime in January.

### **B. PARKS AND GOLF DEPARTMENT**

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

- Had first meeting for the Golf Center Driving Range Project with Brusseau and WT Engineering. Soil borings will need to be performed for this project to advance.
- Arndt Park sign and sidewalk were installed.
- Blackhawk Park has been put on hold due to weather. Footings are dug and will continue with installation after January 1.
- Co-operative agreement with Glenview has been approved and signed.
- Second Avenue construction is on hold due to manufacturer sending wrong piece of equipment.
- An in-house fabricated barrier has been installed on the fencing on the west end of the Lake Park ice rink.

Comments: Commissioner Haas asked if MWRD could restrict the Park District from moving forward with the Driving Range Project. Staff informed the Park Board the Park District will work with MWRD if needed. President Grady asked about the agreement with the Glenview Park District and if it would be feasible to get a cooperative agreement with Mount Prospect Park District. Staff informed the Park Board the Park District has been in contact with the Executive Director.

### **C. BUSINESS DEPARTMENT**

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

- Staff informed the Park Board cash is down due to the debt payment on the Golf Center. Staff informed the Park Board there is only three more years on this debt.
- Staff has begun working on the 2017/2018 budget. Todd has prepared specialized reports for staff to use during the budgeting process.
- Staff held an All IMRF Staff and “Active Shooter” training.
- The digital Spectrum was added to the Park District website.
- Staff has been working on the alarm radios at facilities and some alarm radios needed to be switched out.

Comments: President Grady asked if BSA software is working to the Park Districts satisfaction. Staff informed the Park Board the software is working very well.

Commissioner Weber asked if there is better recreation software that would work with BSA. Staff informed the Park Board other software is being looked at.

### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 5-0

### **D. RECREATION OPERATIONS**

Assistant Superintendent Jenn Boys reviewed the Recreation Staff report and areas highlighted included:

- Winter Wonderland was a huge success. Staff was busy setting up and taking down for this event.
- Polar Express was sold out.
- Turkey Day was a big success and all Polar Express Train trips were sold out again this year.
- Staff has been busy working on changes for summer camps and next year’s pre-school program.
- There are changes to the 2<sup>nd</sup> through 8<sup>th</sup> Grade Soccer Program. The Park District is hiring certified trainers to coach these higher grade levels which will increase the fees for this program.
- Staff is working on hiring pool staff for the 2017 pool season. Also, the Park District may be changing lifeguard agencies due to costs.
- Staff is preparing for school day off, scheduling activities and trips.
- Staff at Prairie Lakes is reviewing the fitness center equipment and the needs associated with the equipment for budget purposes.
- AiM performed at the tree lighting ceremony in downtown Des Plaines in addition to various nursing homes for the holidays.
- Staff reviewed the needs with representatives from Big Noise for the upcoming year.
- Staff is preparing for New Year’s Eve events.
- Worked with VFW to help organize for Veterans Day celebration and 75<sup>th</sup> Anniversary of Pearl Harbor.
- A great big thank you to Don Prellberg for setting up his train display and volunteering his time for the Winter Wonderland event.

### **E. MAINTENANCE OPERATIONS**

Assistant Superintendent Corrie Gyunn reviewed the Maintenance Staff report and areas highlighted included:

- Staff assisted with Winter Wonderland set-up and take-down.
- Staff has been busy with snow removal for the last couple of weeks.

- Ice rinks are up and running.
- Staff held Cold Weather and Snow Removal Training for crews.
- Staff has been busy meeting with contractors for budget purposes.
- Installed the water fountain pit at Blackhawk Park.
- Cleaned out the plumbing room and readied for the truss repairs. Any out of date or scrap able material was recycled.

Comments: Commissioner Haas asked if the Park District will be installing portable toilets at Blackhawk Park. Staff informed the Park Board portable toilets will be installed in the same manner as Eaton Field Park with staff constructing an enclosure around them.

President Grady commented regarding the recent water contamination found in schools located in various cities throughout Illinois. Staff informed the Park Board the water fountains are being replaced with fountains like those at Prairie Lakes. Staff said they will look into testing the water.

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

Assistant Superintendent Brian Panek reviewed the Golf & Facilities Staff report and areas highlighted included:

- Golf Center was rated in the Top 50 for Stand Alone Driving Ranges.
- Working with Gene and Adam on in-house 30 second advertisements.
- Currently looking for more PGA instructors. Thus far two have been offered the position and of those one has declined.
- Chili Open is January 14 and there are already 30 registered.
- Revenues are up through November at the Golf Center. This is the best November since November 2007 and the best year since 2009.
- Gift certificate promotions continue throughout the Holiday Season.
- Top Golf Pro Tracer would like to use the Golf Center driving range as a beta site. There are a few glitches that will need to be resolved prior to the Park District being a testing site.
- Peter Howard has filled the vacant Part Time IMRF position at the Golf Center. He is a prior employee who has worked in a variety of positions within the Park District.
- Jenn and I have booked all the headliners for Fall Fest 2017.
- Staff is looking at ways to increase revenue at Lake Park.
- Staff informed the Park Board that one of our past employees, Fred Allman, passed away.

Discussion: President Grady asked if the PGA Instructor gave a reason for declining the position. Staff informed the Park Board it was because he cannot use video with clients and this is an agreement the Park District and Golf Tec already have in place.

Commissioner Rosedale asked how Pro Tracer worked. Staff informed the Park Board the system is like a golf simulator and tracks the ball through a camera that is positioned behind the person at the driving station. Commissioner Haas commented on the out of town winners of the drawing at the Golf Center. Staff informed the Park Board that the Golf Center serves a many non-residents at the driving range, short game, etc.

## **VIII. UNFINISHED BUSINESS**

### **IX. NEW BUSINESS**

#### **Agenda Item: 9 – A 2016 Property Tax Levy Ordinance #16-09**

Superintendent Katie Skibbe presented Ordinance #16-09 regarding the 2016 Property Tax Levy. She noted there have been no changes since presenting Ordinance #16-08 Property Tax Levy Estimates. It has been available for public viewing for thirty (30) days.

Commissioner Haas moved that the Park Board of Commissioners approve 2016 Property Tax Levy Ordinance #16-09 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: None

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

Motion Carried: 5-0

#### **Agenda Item: 9 – B Travel & Training Expenses**

Human Resource and Risk Manager Desiree van Thorre presented Ordinance #16-10 outlining the way the Park District reimburses/pays for travel and training expenses. This is not a new procedure for the Park District however this is required by law to have an ordinance passed.

Commissioner Weber moved the Des Plaines Park District Board of Commissioners approve the Travel Reimbursement Ordinance #16-10.

Commissioner Rosedale seconded the motion.

Discussion: President Grady asked if this ordinance will be in the Park Policy and Procedures Manual. Staff informed the Park Board there will be a change made to the Park Board Policy and Regulations Manual once the ordinance is passed.

Commissioner Rosedale asked if the ordinance needs to be approved every year. Staff informed the Park Board no it will not need to be passed every year.

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

Motion Carried: 5-0

#### **Agenda Item: 9 - C Golf Fee Proposal for 2017**

Assistant Superintendent Brian Panek presented the Golf Fee Proposal for 2017. He informed the Park Board all fees will stay the same except for rounds of golf at both facilities which will increase by fifty cents (\$.50) across the board.

Commissioner Yates moved that the Park Board of Commissioners approve the proposed 2017 fees as presented.

Commissioner Weber seconded the motion.

Discussion: Commissioner Weber asked about the senior punch cards. Staff informed the Park Board the punch cards are being kept the same and can be used by anyone.

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

Motion Carried: 5-0

#### **Agenda Item: 9 - D Mountain View Mine Fee Proposal for 2017**

Assistant Superintendent Jenn Boys presented the Mountain View Mine Fee Proposal for 2017. She informed the Park Board all fees will stay the same. The only exception is to change the number of pitches to 16 per token at a cost of \$1 per token.

Commissioner Haas moved that the Park Board of Commissioners approve the proposed 2017 fees as presented.

Commissioner Rosedale seconded the motion.

Discussion: President Grady had questions regarding the batting cages and pricing. Staff informed the Park Board the batting cages are rented individually at \$40 per hour. However, if teams were to rent more than one cage per hour, there is typically a discount given. Staff assured the Park Board the Park District fees are comparable to other Park District's in the area.

Commissioner Weber expressed concerned about the pitching machine delivering all the pitches paid for (i.e. 16 for \$1). Staff informed the Park Board the Park District does compensate the patron if they are having difficulties with the batting cages.

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

**Agenda Item: 9 - E Season Pool Pass Fee Proposal for 2017**

Assistant Superintendent Jenn Boys presented the Season Pool Pass Fee Proposal for 2017. She informed the Park Board the season pool pass fees were not increased last year. Staff is asking that the Board approve an increase to the season pool pass fees by 3%. This correlates to roughly a \$1.50 to \$3.00 increase for an annual pass. There will be no increase in the daily fees.

Commissioner Rosedale moved that the Park Board of Commissioners approve the proposed 2017 fees as presented.

Commissioner Haas seconded the motion.

Discussion: Commissioner Haas asked about the in-season senior rates. Staff informed the Park Board the rate would be increased 3% just like all the other passes.

Commissioner Rosedale asked about the rates for bused in day campers. Staff informed the Park Board the \$10 per camper fee would remain the same. This rate is comparable to other Park Districts.

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

**X. CORRESPONDENCE:**

**Agenda Item: Certificate of Appreciation**

The Park District received a Certificate of Appreciation from Two Men and a Truck for participating as a site for the 2016 collection.

**XI. COMMISSIONER COMMENTS:**

Commissioner Haas Commented on the article in the Daily Herald regarding tax monies paid to the county for the Park District. Staff clarified the actual percentage of monies the Park District receives for recreation is 21.2%, not 36.2%.

Commissioner Rosedale said he had a great time at the Annual Awards Dinner. He wished everyone Happy Holidays and a Healthy New Year.

Commissioner Weber said the Park District has hosted some great events. He wished everyone Happy Holidays.

Commissioner Yates said the Park District had another great year of providing services to the community. He wished everyone Happy Holidays.

President Grady said he felt the S.W.O.T. analysis went very well. The Park District put on another great event and Happy Holidays to everyone.

**XII. EXECUTIVE SESSION**

A motion was made by Commissioner Yates at 8:24 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.

**XIII. RETURN TO OPEN SESSION**

A motion made by Commissioner Rosedale to return to Open Session at 9:31p.m.  
Commissioner Yates seconded the motion.  
All commissioners present voted in favor by acclamation.  
Motion Carried

**Agenda Item: 13 - A**

**Action Item: Semi-Annual Review of Closed Session (Executive Session) Minutes  
Destruction of Verbatim Recordings of Closed Session Minutes**

A motion was made by Commissioner Rosedale that the Park Board of Commissioners release the above listed Executive Session minutes and destruction of recordings.  
Commissioner Weber seconded the motion.

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

A motion was made by Commissioner Rosedale that the Park Board of destroy all Executive Session recordings that are 18 months or older.  
Commissioner Yates seconded the motion.

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

**XIV. ADJOURNMENT**

A motion was made by Commissioner Haas to adjourn at 9:34p.m.  
Commissioner Yates seconded the motion.  
Discussion: None  
All commissioners present voted in favor by acclamation.  
Motion Carried.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary