

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, APRIL 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 Joseph Weber, James Grady, William Yates, Don Rosedale, and President Jana Haas. Also in attendance was Executive Director, Don Miletic; Superintendent of Parks & Golf Operations, Paul Cathey; Superintendent of Business, Katie Skibbe; Superintendent of Recreation, Linda Traina; Assistant Superintendent of Recreation Jenn Boys; Assistant Superintendent of Parks, Corrie Guynn, Assistant Superintendent of Golf and Facilities, Brian Panek; Business Manager, Amy Garbacz; Marketing and Communications Manager, Gene Haring; IT Manager, Sean King; Human Resource & Risk Manager, Desiree van Thorre; Recreation Supervisor, Karyn Roth; Recreation Supervisor, Cindy Yelich; Administrative Assistant, Deborah Hermanson.

Guests Present: Dedicated to Excellence recipient Laura Mezza, Early Childhood teacher, and her family

History Center Report: Paulette Tabor

Frisbie Senior Center Report: Jerry Chavtal

II. CHANGES TO AGENDA: None

III. INTRODUCTIONS and PRESENTATIONS

Dedicated to Excellence: The Dedicated to Excellence Award is given three times each year for service performed “above and beyond.” Karyn Roth presented Laura Mezza with the award in recognition of her being an outstanding Spanish, Bilingual, and Early Childhood teacher. Laura goes above and beyond to make each child feel comfortable in class. Karyn shared several favorable comments from parents regarding Laura’s performance.

History Center Update: Paulette Tabor updated the Park Board on the status of upcoming events, programs, and classes at the History Center. She thanked the Park Board and District for their support. She said the History Center will be present at the Park District’s celebration of Earth Day, Saturday, April 23. The Fire Department exhibit opens May 17th for their 125th anniversary. The History Center will be open during the Taste of Des Plaines Saturday, June 18th.

Senior Center Update: Jerry Chavtal updated the Board of upcoming events and classes.

Des Plaines Friends of the Parks: Superintendent of Parks and Golf Operations, Paul Cathey commented the Friends have awarded 32 scholarships in 2016 thus far. A total of \$5,777 has been awarded for 2015 & 2016. The Friends netted \$110 in donations for the popcorn and face painting. The Glow Golf event is Saturday, August 27. They already are in receipt of several raffle/silent auction items.

Comments: President Haas commented that Face Painting at the Easter Event went exceptionally well and looked like everyone was having a blast. Haas asked if the \$5,777 in scholarships were redeemed. Paul informed the Park Board not all of the scholarships have been redeemed. President Haas suggested having buttons for the volunteers. Paul commented the Friends will look into it.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Weber moved to approve the Regular Minutes from March 15, 2016.

Commissioner Rosedale seconded the motion.

Comments: None

All Commissioners voted by acclamation.

VI. APPROVAL OF THE VOUCHER BILLS

Commissioner Yates moved to approve the voucher for the following dates and dollar amounts:

- March 11, 2016 \$ 183,353.60
- March 25, 2016 \$ 123,583.51

Commissioner Grady seconded the motion.

Comments: None

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

Motion Carried: 5-0

VII. APPROVAL OF PAYROLL

Commissioner Grady moved to approve the payroll for the following dates and dollar amounts:

- February 26, 2016 \$ 3,715.20
- March 18, 2016 \$ 145,355.14
- April 1, 2016 \$ 138,260.19

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 5-0

VIII. M-NASR REPORT:

Executive Director, Don Miletic reported the MNASR Board and Morton Grove Park District agreed on the lease agreement for the next five years. Miletic said the MNASR Board will revisit the lease when it comes time to renew.

Comments: Commissioner Weber asked if MNASR is solely funded by programming, support of other Park Districts, donations, and fundraisers. Staff confirmed that is correct and is based on agencies EAV. President Haas asked how much money the Liponi Dinner Dance generated. Staff informed the Park Board it raised around \$35,000.

IX. OPERATION REPORTS EXECUTIVE DIRECTOR:

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

- Mariano's ground breaking will be on Monday, April 25 at 7:30am. Construction is already proceeding.
- The Park Forum for Cherokee and Second Avenue Parks was very successful.
- The Sensory Room should be completed this week.
- Met with Mike Lake regarding bringing the Vietnam Traveling Wall to Lake Park the summer of 2017.
- New signage has been installed at ALC for Creative Corners and the School of Dance.
- Land Cash Resolution was passed by the City of Des Plaines. This will benefit the Park District but Board Zoning Ordinance needs to be changed first.
- Continue to look for funding to repair the Lake Park Shoreline.

Comments:

RECREATION DEPARTMENT

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

- Josh Cantres is back from FMLA.
- The Peace Pole Project is completed and the poles look great.
- Apache Park Grand Opening is scheduled to take place on Saturday, May 2nd.
- Matt Hartnett has been very busy with lifeguard training, interviewing/hiring new staff, and job fares.
- Karyn Roth and Josh Cantres hosted the Supervisor Symposium in Elk Grove.
- Karyn Roth purchased interactive toys for the ALC Lobby.

- Mountain View Adventure Center is open on the weekends only through April weather permitting. May 2nd will begin opening at 4 p.m. during the weekdays with weekend hours extended.
- Cindy Yelich applied for a \$1,000 PowerPlay grant and the Park District was awarded the grant.
- Cindy Yelich and Jenn Boys worked with Paul Cathey to draft bid specifications for a portable climbing wall.
- There are 16 new Silver Sneaker members for a total of 56 and there are 91 more fitness members than last year at this time. There are 3 Healthy Minds Healthy Bodies participants.
- Earth Day will be celebrated on Saturday, April 23.

Comments: President Haas asked how long the Healthy Minds Healthy Bodies program will run. Staff informed the Park Board this program is a one year program and allows for 15 personal training sessions. Staff further said the veteran would have to attend a certain number of trainings a month in order to keep the membership. President Haas asked how many lifeguards have been hired thus far. Staff informed the Park Board there are 68 lifeguards hired. Staff continues to set-up and hold interviews.

PARKS AND GOLF OPERATIONS

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

- Steve Krotz and his crew relocated 32 trees from Blackhawk Park and planted them in several parks throughout the Park District.
- Special Projects crew did an outstanding job renovating the rooms at the ALC which included the Sensory, History Center, and Multipurpose rooms. The Sensory Room equipment is being installed this week.
- Staff installed drainage for the Lake Park Volleyball Courts.
- Preparing for the Apache Park Grand Opening.
- A pathway has been installed at Lake Park connecting the pathway by the bandshell and the original path. It runs along the Optimist Picnic Shelter making the shelter ADA accessible.
- Delivery and staging of plants which will begin May 6th and continue through June 6th.
- The new conveyor system at the Golf Center has saved the Park District over \$32,000 in staff costs.
- Since April 2009, the month of March 2016 saw the most balls hit (1,376,422).
- Golf Center revenue is up by \$150,000 and expenses are down.

Comments: Commissioner Rosedale asked how the leak detection was going at Mystic Waters. Staff informed the Park Board there was a leak detected in the line for the lazy river.

BUSINESS OPERATIONS

The Park Board heard a report from Superintendent of Business Katie Skibbe including:

- Amy Garbacz has resigned her position with the Park District. The job has been posted.
- The phone system upgrade is complete.
- Open enrollment for insurance is completed. Also offered optional life insurance this year to employees.
- The printing process for the Spectrum Brochure will be changing and will save the Park District approximately \$15,000.

Comments: Commissioner Grady asked if it is a lighter weight spectrum would it be less postage. Staff informed the Board it would be less postage for the ones the Park District mails.

President Haas thanked Amy for her service to the Park District. Commissioner Grady asked if there is a date set for Amy's farewell party. Staff informed the Park Board that there is a tentative date set but will finalize later.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Grady moved to accept the Financial Report for March 2016, subject to audit, and a copy being placed on file.

Commissioner Yates seconded the motion.

Discussion: None.

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

Motion Carried: 5-0

X. OLD BUSINESS: None

XI. NEW BUSINESS:

Agenda Item 11 – A

Action Item: 2016/2017 Tentative Budget and Appropriation Ordinance #16-03

Superintendent of Business Katie Skibbe reviewed the Staff report included in the Board materials. The final Budget and Appropriation must be approved by the end of July and will be presented for approval at the June Board Meeting. Katie reviewed several of the funds projected to be in deficit and explained the factors that led to deficit spending. Katie also reviewed several significant Capital Projects planned for the 2016/2017 Fiscal Year. The 2016/2017 proposed operating budget is \$15,160,739.

The total revenue budget for 2016/2017 is \$13,817,964, an 8.2 % decrease over the 2015/2016 budget. The decrease in revenue is the result of debt issued in 2015/2016 and significant grant funding for Apache Park, Eaton Park, the ADA Sensory Room, Teen Center technology, and Creative Corners technology all in 2015/2016.

Discussion: Commissioner Weber questioned some of the totals. Staff informed the Park Board that it includes place holders for some Capital Projects. There was a lengthy discussion between Commissioners and Staff. President Haas asked about the School of Dance budget. Staff informed the Park Board the Park District does follow the Revenue Policy.

Commissioner Yates moved that the Des Plaines Park District Board of Commissioners approve the 2016/2017 Tentative Budget and Appropriation Ordinance #16-03.

Commissioner Weber seconded the motion

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

Motion Carried: 5-0

Agenda Item 11 – B

Action Item: Revisions to Employee Handbook (personnel Manual)

Human Resource and Risk Manager Desiree van Thorre presented the Employee Handbook to the Park Board. Desiree noted there were a few minor changes to the handbook.

Commissioner Weber moved that the Des Plaines Park Board of Commissioners approve the revisions to the 2015 Employee Handbook as presented.

Commissioner Grady seconded the motion.

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

Motion Carried: 5-0

Agenda Item 11 – C

Action Item: Bid Approval for Cherokee Park Playground Equipment

Superintendent of Park and Golf Operations Paul Cathey reviewed the Staff Report included in the Board materials. Request for Proposals were received on March 25, 2016 for the Cherokee Park Playground Renovation Project. Four RFPs were submitted for the purchase of the playground which has a budget of \$45,000.00 for the equipment only. Paul informed the Park Board the RFP's were reviewed very carefully, which included play values, creativity, and other variables. All vendors were given the budgeted amount.

Commissioner Rosedale moved that the Park Board of Commissioners accept the proposal submitted by Reese Recreation (Option 2) in the amount of \$45,000.00 for the Cherokee Park Playground Renovation Project.

Commissioner Yates seconded the motion.

Discussion: President Haas asked what the time line is on this project. Staff informed the Park Board the project is slated for renovation after July 7th.

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

Motion Carried: 5-0

Agenda Item 11 - D

Action Item: Bid Approval for Second Avenue Playground Equipment Purchase

Superintendent of Parks and Golf Operations, Paul Cathey, reviewed the Staff Report included in the Board materials. Request for Proposals were received on March 25, 2016 for the Second Avenue Park Playground Renovation Project. Four RFPs were submitted for the purchase of the playground which has a budget of \$35,000.00 for the equipment only. Paul informed the Park Board the RFP's were reviewed very carefully, which included play values, creativity, and other variables. All vendors were given the budgeted amount.

Commissioner Weber asked what the rocks are made out of. Staff informed the Park Board the material is that of a hard plastic.

Commissioner Grady asked if a swing like the one at Eaton can be placed at these new playgrounds. Staff said they would look into it. There was lengthy discussion between Staff and Commissioners.

Commissioner Weber made mention of a residents idea promoting the Expression swing in the spring. Staff said they would look into it.

President Haas commented she had a resident behind Second Avenue ask about the drainage. Staff informed the Park Board the Park District will make sure there is proper drainage.

Commissioner Weber asked what the time line is for this Park. Staff stated it will begin after Cherokee is near completion.

Commissioner Rosedale moved that the Park Board of Commissioners accept the proposal submitted by Reese Recreation (Option 2) in the amount of \$35,000.00 for the Second Avenue Park Playground Renovation Project.

Commissioner Yates seconded the motion.

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

Motion Carried: 5-0

Agenda Item 11 - E

Action Item: Bid Approval for Mystic Waters Pool Painting

Superintendent of Parks and Golf Operations Paul Cathey reviewed the Staff Report included in the Board materials. On April 8, 2016 sealed bids were opened for the Mystic Waters Pool Painting Project. We have this project planned and budgeted for the fall of 2016. The project entails sand blasting the existing paint down to bare concrete and applying three coats of pool paint in the zero depth and plunge pools. Bids were solicited from several contractors and only two were submitted. Of the two bids one did not bid correctly and only bid on one pool. The other bid is over the Park District's budget of \$60,000. Paul recommends rejecting the bids and place the project back out for competitive bidding.

Commissioner Grady moved that the Park Board of Commissioners reject all bids for the Mystic Waters Pool Painting Project.

Commissioner Weber seconded the motion.

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

Motion Carried: 5-0

Agenda Item 11 - F

Action Item: Bid Approval for the Purchase of a 2016 24' Mobile Climbing Wall

Superintendent of Parks Linda Traina reviewed the Staff Report included in the Board materials. As part of an overall Rivers Casino Grant of \$45,250.00, we went out to bid for the Purchase of 2016 New 24' Mobile Climbing Wall. Out of the four bid packets that were sent to vendors, two bids were submitted. These bids were opened on April 8, 2016 at the Administrative and Leisure Center. Linda showed a video to the Park Board of the climbing wall.

Comments: Commissioner Weber asked how the belay system works. Staff explained to the Park Board the wall is an automated belay system which means that no person is needed to get the rock climbers down. It is a weight based system and fully automatic. There was a lengthy discussion between the Commissioners and Staff regarding the climbing wall.

Commissioner Grady moved that the Park Board of Commissioners award the bid for the Purchase of a 2016 24' Foot Mobile Climbing Wall to Vertical Reality FG, Inc. from Palmetto Bay, Florida in the amount of \$30,500.00.

Commissioner Weber seconded the motion.

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

Agenda Item 11 - G

Action Item: Sale of Surplus Property Ordinance #16-04

Superintendent of Business Katie Skibbe reviewed the Staff Report included in the Board materials. The Park District has replaced some aging equipment throughout the District and has the opportunity to sell some of its old equipment instead of simply disposing of it. The Park District's goal is to sell as many of the listed items and deposit the proceeds into the Capital Fund for future capital purchases.

Discussion: President Haas asked if the equipment is going to be auctioned or placed on EBay. Staff informed the Park Board the mower and golf cart will be placed on Govdeals.com.

Commissioner Weber moved that the Board of Commissioners adopt Sale of Surplus Property Ordinance #16-04.

Commissioner Yates seconded the motion.

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

XII. CORRESPONDENCE:

Agenda Item 12 – A Thank You Letter from Credit Union

Executive Director Don Miletic gave a synopsis regarding the thank you letter from the Credit Union.

Agenda Item 12 – B Gold International Aquatic Staff

President Haas commented congratulations and great job.

XIII. COMMISSIONER COMMENTS:

Commissioner Rosedale commented he is looking forward to summer.

Commissioner Weber informed the Park Board and Staff the Des Plaines Fire Department is hosting a fundraiser on May 21st for Burn Camp "I Am Me" and it will be held in Edison Park.

Commissioner Yates commented to continue the great work.

Commissioner Grady asked when the Chase to the Race is. Staff informed him it is June 18th. Grady commented have a happy and safe summer.

President Haas commented she is looking forward to the Apache Park Grand Opening and hopes there is a great turnout.

XIV. EXECUTIVE SESSION:

A motion was made by Commissioner Grady at 8:51 p.m. to go into Executive Session, to consider matters related to Real Estate, Personnel, Litigation, Semi-Annual Review of Closed Session Minutes, and Review of Closed Session Minutes for the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Yates seconded the motion.

All Commissioners voted by acclamation.

Motion Carried: 5-0

XV. CLOSE EXECUTIVE SESSION AND RETURN TO OPEN SESSION

A motion made by Commissioner Grady to return to Open Session at 10:04 p.m.

Commissioner Weber seconded the motion.

All Commissioners voted by acclamation.

Agenda Item: 15 - A

Action Item: Approve Items in Executive Session

A motion was made by Commissioner Weber to approve Executive Director's Compensation for 2016/2017.

Commissioner Rosedale seconded the motion.

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

Motion Carried: 5-0

XVI. ADJOURNEMENT

A motion was made by Commissioner Grady to adjourn at 10:06 pm.

Commissioner Yates seconded the motion.

All Commissioners voted by acclamation.

APPROVED _____

President

Secretary