

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, MAY 17, 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 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; Administrative Assistant, Deborah Hermanson.

Guests Present: Shreel Patel

History Center Report: Mike Charewicz

Frisbie Senior Center Report: Jerry Chavtal

**II. CHANGES TO AGENDA: None**

**III. INTRODUCTIONS and PRESENTATIONS**

**History Center Update:** Mike Charewicz updated the Park Board on the status of upcoming events, programs, and classes at the History Center. He said Philip Mohr gave an exceptional presentation at the annual meeting and that staff is doing a wonderful job at the History Center. Mike informed the Park Board the History Center opened up an exhibit for the Fire Departments 125<sup>th</sup> anniversary and will be on display from May through September. Mike said the monies received from the Rivers Casino grant is being used for technology upgrades. Mike informed the Park Board Lee Murdock, a folk songs story teller, will be performing on June 18<sup>th</sup> from 2pm-3pm. He also informed everyone there is a community photo project going on through July and the History Center is asking the residents of Des Plaines to share any old photos of their neighborhood with them.

**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 68 scholarships awarded to 37 families in 2016 thus far. The Friends will be present and selling popcorn at the Spring Fun Fair. The Friends continue to look for volunteers for the 5k Chase to the Taste. Preparations continue for the Golf in the Dark event.

Comments: None

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

**V. APPROVAL OF THE MINUTES**

Commissioner Rosedale moved to approve the Regular Minutes from April 19, 2016.

Commissioner Grady 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:

- April 8, 2016                      \$152,705.71
- April 22, 2016                     \$192,202.96
- April 28, 2016                     \$127,861.93

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

- April 15, 2016 \$143,055.96
- April 29, 2016 \$152,487.93

Commissioner Grady 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 he attended the Annual Recognition Dinner at MNASR. He said the Optimist Club received the High Honors award. Don informed the Park Board there will be training on May 24 for the Sensory Room and he is working with Sue Bear to set-up a Grand Opening date for the room. Don said Skokie and Morton Grove Park Districts will now be starting up a Healthy Minds Healthy Bodies program through MNASR as Des Plaines Park District did. We currently have 4 out of 5 veterans enrolled.

Comments: None

## **IX. OPERATION REPORTS**

### **EXECUTIVE DIRECTOR:**

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

- Apache Park grand opening went very well.
- Working with the Business Department to hire a new Business Manager.
- Updating and working on various Capital Projects.
- The Park District Park Pursuit team came in 4<sup>th</sup> place and also won the "Spirit" award.
- Still need more volunteers for the 5k Chase to the Taste.
- Don asked the Commissioners to review the Community Honor Roll nominees.

Comments: None

### **RECREATION DEPARTMENT**

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

- April 23<sup>rd</sup> was Earth Day and a very large crowd attended.
- Spring soccer ends this week.
- The Rock Climbing wall was delivered this past Thursday. There will be training offered to learn how to operate.
- Matt lead a Life Guard class this past weekend with 31 in attendance.
- Community Concert held its' first concert this past Sunday
- Pitch, Hit, and Run contest is this weekend.
- Karyn set-up a cooperative program with Lurvey's. A master gardener will be at the Garden Plots once a month to answer questions. There will also be a couple of classes held at the ALC Greenhouse that people can register for.
- A new intern, Erich Bear, will begin work this week.

Comments:

Commissioner Grady asked if you had to have a garden plot to attend the seminars at the garden plots. Staff informed the Park Board no garden plot is needed to attend the seminars.

### **PARKS AND GOLF OPERATIONS**

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

- Bids are out for Cherokee Park and Second Avenue Park construction with a bid opening set for May 31<sup>st</sup>.
- Went out to bid for the Mystic Waters Pool Painting Project.
- The leak at Mystic Waters has been repaired and is being filled. The leaks in the pool drain line will be repaired after the swim season.

- Chippewa Pool is filled and ready for the swim season.
- Two path additions were completed at Lake Park.
- Steve Krotz and his crew have been busy planting trees.
- As of May 1<sup>st</sup>, the Golf Center is now operating on extended summer hours.
- Wellness Committee kicked-off a Health Challenge that runs through the end of the calendar year. Parks Department staff has begun a morning stretching program. Corrie gave a synopsis of what the challenge entails and what is involved with the stretching program.

Comments: Commissioner Weber asked if Mystic Waters was pressure tested. Staff informed the Park Board it was tested. Commissioner Weber asked how much water is being lost with the drain lines leaking. Staff informed the Park Board no water will be lost because it drains the pool.

Commissioner Grady asked about the waterslide tower ladder. Staff informed the Park Board it looks great. Commissioner Grady commented on the tree plantings. Staff informed the Park Board native trees are being planted where the Ash trees were removed.

### **BUSINESS OPERATIONS**

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

- A new Business Manager was hired and will begin work on June 7<sup>th</sup>. He comes from Crowe Horwath auditing firm.
- Amy Garbacz last day with the Park District will be Tuesday, May 24<sup>th</sup>.
- Amy and I have been working on the paperwork for the audit. The preliminary audit will be Friday, May 20<sup>th</sup>.
- Gene Haring has been placing advertisements in a variety of publications.
- New scheduling software for the pools has been purchased and installed.
- Desiree reviewed all staff evaluations.

Comments: None

### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for April 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. UNFINISHED BUSINESS:**

### **ANNUAL BOARD RE-ORGANIZATION**

Executive Director Don Miletic thanked President Jana Haas for a great year and for always being available to answer questions.

Executive Director Miletic called for nominations for Board President.

Commissioner Rosedale nominated James Grady for President for Fiscal Year 2016/2017

Executive Director Miletic asked if there were any other nominations for President.

Hearing None, Executive Director Miletic asked for nominations for President to be closed.

Commissioner Rosedale moved to close the nominations. Commissioner Weber seconded the motion.

All in favor, Opposed      Ayes: 5, Nays: 0

Motion Carried: 5-0

Executive Director Miletic requested a motion and second to elect James Grady as President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2016/2017

Commissioner Rosedale moved to elect James Grady as President of the Board of Commissioners for the period May 17, 2016 thru Unfinished Business on May 16, 2017. Commissioner Weber seconded the motion.

Discussion:

All in favor, Opposed      Ayes: 5, Nays: 0

Motion Carried: 5-0

#### Nominations for Vice-President

Executive Director Miletic called for nominations for Board Vice-President.

Commissioner Haas nominated William Yates for Vice-President for Fiscal Year 2016/2017. Executive Director Miletic asked if there were any other nominations for Vice-President.

Hearing None, Executive Director Miletic asked for nominations for Vice President to be closed.

Commissioner Haas moved to close the nominations. Commissioner Rosedale seconded the motion.

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

Executive Director Miletic requested a motion and second to elect William Yates as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2016/2017

Commissioner Haas moved to elect William Yates as Vice President of the Board of Commissioners for the period May 17, 2016 thru Unfinished Business on May 16, 2017. Commissioner Rosedale seconded the motion.

Discussion:

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

#### Nominations for Treasurer

Executive Director Miletic called for nominations for Board Treasurer.

Commissioner Yates nominated Joseph Weber for Treasurer for Fiscal Year 2016/17. Executive Director Miletic asked if there were any other nominations for Treasurer.

Hearing None, President Grady asked for nominations for Treasurer to be closed.

Commissioner Yates moved to close the nominations. Commissioner Rosedale seconded the motion.

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

Executive Director Miletic requested a motion and second to elect Joseph Weber as Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2016/2017.

Commissioner Yates moved to elect Joseph Weber as Treasurer of the Board of Commissioners for the period May 17, 2016 thru Unfinished Business on May 16, 2017. Commissioner Rosedale seconded the motion.

Discussion:

All in favor, Opposed Ayes: 5, Nays: 0

Motion Carried: 5-0

#### Board Appointments:

President Grady made the following appointments:

Executive Director:	Don Miletic
Board Secretary:	Don Miletic
Attorney:	Greg MacDonald
M-NASR Rep:	Don Miletic
History Center Rep:	Don Miletic
Senior Center Rep:	Don Miletic
Friends of the Parks Rep:	Paul Cathey
Finance Committee:	William Yates, Joe Weber
Personnel Committee:	Don Rosedale, Jana Haas

#### **XI. NEW BUSINESS:**

#### **XII. CORRESPONDENCE:**

##### **Agenda Item 12 – A Thank You Letter regarding Healthy Minds Healthy Bodies**

Executive Director Don Miletic gave a synopsis regarding the thank you letter. He stated that Morton Grove, Skokie, and Park Ridge Park Districts will be starting up Healthy Minds Healthy Bodies programs.

#### **XIII. COMMISSIONER COMMENTS:**

Commissioner Rosedale commented Apache Park grand opening went very well and said he heard a lot of good comments. Mariano's ground breaking ceremony went well with a good turnout. The employee potluck was good.

Commissioner Haas thanked Amy for her services. She commented on the Apache Park opening and said she is amazed that every park grand opening gets better than the last one. Commissioner Haas commented she would like to see the Peace Pole Project in every park when they are being redeveloped.

Commissioner Weber asked when the MLB Pitch, Hit, Run will take place. Staff informed the Park Board it will take place on Sunday, May 22<sup>nd</sup> starting at noon  
Commissioner Yates had no comment.  
President Grady commented that he is very happy with everything the Park District does and it is positive for the community. He commented on the Apache Pole Peace Pole Project.

**XIV. EXECUTIVE SESSION:**

A motion was made by Commissioner Haas at 7:49 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 Rosedale 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 Yates to return to Open Session at 8:15 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 contract from a one and half year contract to a three year contract.

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 Rosedale to adjourn at 8:16 pm.

Commissioner Weber seconded the motion.

All Commissioners voted by acclamation.

APPROVED\_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary