

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, MARCH 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 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, Treasurer William Yates, and President Jana Haas. Also in attendance were Executive Director Don Miletic, Superintendent of Recreation Linda Traina, Superintendent of Business Operations Katie Skibbe, Asst. Superintendent of Recreation Jennifer Boys, Asst. Superintendent Corrie Guynn, Asst. Superintendent Brian Panek, Business Manager Amy Garbacz, Human Resource and Risk Manager Desiree van Thorre, IT Manager Sean King, Administrative Assistant Deborah Hermanson

Guests Present: History Center, Tom Christiansen  
Senior Center, Jerry Chavtal

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

**III. INTRODUCTIONS/PRESENTATIONS**

**A. History Center Update:**

Tom Christiansen thanked the Park Board and Park District for all their support. Tom updated the Park Board of the History Center's upcoming events including Easter Egg Traditions on Saturday, March 26. On Tuesday, April 12 the History Center will be sponsoring the networking after hours and Coffee Talk is on Thursday, April 14.

**B. Senior Center Update:**

Jerry Chavtal informed the Park Board of several events and classes that are being held at the Senior Center. Executive Director Don Miletic informed the Park Board the Senior Center bought out the bank lease and they are looking for renters to fill the vacancies.

Commissioner Grady asked Jerry about the computer class and cost. Jerry informed the Park Board the cost is \$30 for non-members.

**C. Friends of the Parks:**

Executive Director Don Miletic updated the Park Board on the Des Plaines Friends of the Park progress. The Friends will be Face Painting and selling popcorn at the Easter Festival on March 26. To date they were able to secure 18-20 volunteers from Maine Township. The Illinois Tax Exempt number was applied for. The Friends of the Parks has awarded 77 scholarships with 58 being redeemed. There is about \$12,000 in the fund to be awarded. Cindy Yelich was present at the last Friends Board meeting. She presented the Friends with an opportunity to get additional funding by helping with The Chase Race. The Friends were present at the soccer placement night and handed out scholarship forms. The Friends continue to work on the Glow Golf event.

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

## **V. APPROVAL OF THE MINUTES**

Commissioner Rosedale moved to approve the Regular Minutes from February 16, 2016 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:

- February 1, 2016 \$ 26,031.85
- February 12, 2016 \$159,962.32
- February 26, 2016 \$222,771.95

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:

- February 19, 2016 \$144,648.39
- March 4, 2016 \$143,593.21

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 stated there was no meeting this month. At the Loconi Dinner Dance Fundraiser, staff from MNASR expressed their gratitude for the Park District establishing a sensory room. He informed the Park Board the sensory room should be completed in the next couple of weeks.

Commissioners commented how they were thanked by staff and guests for making the sensory room a reality.

## **IX. OPERATIONS REPORTS**

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

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

- Staff did a great job presenting at the IMRF meeting. Representatives from the health insurance broker presented the different packages available to all full time employees.
- Met with city staff regarding the Chase to the Taste 5K run/walk.
- A Health and Wellness Committee was formed. Corrie Guynn is the Chairman.
- Met with Senator Laura Murphy and Jan Shakowsky's aide, Andrew, to discuss grant opportunities for the Lake Park Shoreline.
- Presented a Powerpoint to the Board of the three parks that are going to be renovated: 968 Second Avenue, Cherokee and Mohawk. Don gave an overview of each park and what the plan is for the renovations of each park.

There was a lengthy discussion between Commissioners and Staff over the park plans.  
Commissioner Grady asked about the sidewalks and is there a need to have them so winding.

Comments:

Commissioner Grady mentioned deterioration started when the City had the storm water run into the lake. Staff informed the Park Board the Park District has already contacted the city.

Commissioner Weber stated there may be other potential opportunities.

## **B. RECREATION DEPARTMENT**

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

- The Apache Peace Pole project is moving along quite nicely with about 2/3 of the poles painted.
- Staff has been very busy with getting ready for the Chase. Volunteers are needed for this event.
- Jennifer, Corrie, Steve, and Karyn met with a representative from Lurvey's to discuss a possible nursery program utilizing our greenhouse.
- Hosted another job fair on Saturday, March 12 and had between 15-25 people attend.
- Soccer placement was held Monday, March 14. There are just over 300 children registered for the soccer program with most being registered at fields in the central area.
- Matt conducted two CPR Classes and of those there were seven new staff.
- Placed ads in LinkedIn, InDeed, and Craigslist to name a few. Have also placed out banners and lawn signs. There are a couple more job fairs coming up and will visit Maine West during their lunch hours.
- There are now 40 Silver Sneakers members and 5 prime members.
- The second Healthy Minds and Healthy Bodies started up this past Sunday.
- Linda handed out flyers advertising upcoming Lifeguard classes.

Comments:

Commissioner Weber asked if you have to register to paint the peace poles. Staff informed the Park Board registration is required.

Executive Director Don Miletic elaborated on the new structure of the soccer program. Soccer goals have been installed at Bluett, Craig Manor, Chippewa, Lake Park, Arndt, and Eaton Field, in addition to Prairie Lakes. The goal is to get registration numbers up in the North and South areas.

Commissioner Rosedale asked if there are any rules regarding heading the soccer ball. There was a lengthy discussion amongst Commissioners and Staff.

Commissioner Grady asked if the pickup games are still continuing at Eaton Field. Staff informed the park Board Staff will continue to monitor all sites where the soccer goals are.

President Haas asked when the soccer practices are held. Staff informed the Park Board the practices are held during the evening and the days and times are up to the coaches.

Commissioner Weber made mention he told Franklin Park Park District to forward lifeguard applicants to the Des Plaines Park District.

## **C. PARKS AND GOLF OPERATIONS**

The Board heard a report from Asst. Superintendent of Golf Operations Brian Panek including:

- Started interviewing for a fourth golf instructor. Will be adding two additional golf instructors bring the Park District up to six golf instructors.
- Purchased additional 15,000 square feet of artificial turf and have it on hand. Will start making repairs as soon as the weather cooperates.
- Secured pricing on signage for the holes at Lake Park. It includes both golf and Footgolf yardage. Will be ordered after May 1 and installed.
- Up over 600,000 golf ball hits. February was a good month at the Golf Center for financials.
- Golf Center golf course opened up last week and Lake Park will open as soon as the weather breaks.
- Tyler is connecting with D62 schools and Plainfield school will have an intramural program of Footgolf.
- Yacht Club held their first meeting and had new members sign up. They are now pleased with the controlled weed situation.
- Tyler has been in touch with all the Des Plaines schools to get a teachers league going at the golf course.
- Jenn and Brian have secured the band line up.

Comments: None

The Board heard a report from Asst. Superintendent of Parks Corrie Guynn including:

- Submitted two grants this month: one for the Great Lakes Restoration for the Emerald Ash Bore tree restoration and the other to ComEd Power and Safety Municipal Grant for replacement of two of the Thor Guards. Asking for \$15,000 to plant 428 trees and \$10,000 to purchase two Thor Guards and 3 AED's.
- At no cost to the Park District there is a new recycling bin in southwest corner of the south parking lot. The Park District will receive five dollars per ton.
- Will be purchasing two new propane ride mowers with the possibility of receiving a grant for \$2500 each.
- Don Prellberg is finishing up the pre-school and multi-purpose rooms. The rooms look fabulous.
- Staff has been busy hiring summer staff with only a couple more spots to fill.

Comments: None

#### **D. BUSINESS OPERATIONS**

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

- The sale of the GO Bonds occurred on March 1. Journal entry has been completed.
- Met with the Recreation and Parks department to go over budgeting.
- Sean completed the third phase of the phone upgrade project. A Fourth phase will be completed as soon as the correct hardware comes in.
- IMRF Staff meeting was held and went very well.

Comments:

Commissioner Weber asked staff if the video Colette made could be used at the IPRA Conference showcase. Staff informed the Park Board the Park District will look into it.

#### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for March 2016, 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:** None

**XII. CORRESPONDENCE:** None

**XIII. COMMISSIONER COMMENTS:**

Commissioner Rosedale had no comment.

Commissioner Weber had no comment.

Commissioner Yates had no comment.

Commissioner Grady said the Des Plaines Park District was well represented at the Liponi Dinner Dance Fundraiser.

President Haas asked what the dumpster is doing near the Lake Park Playground. Staff informed the Park Board all the wood chips are being removed and replaced with new wood chips.

President Haas asked about the new equipment being purchased with a grant that will be used for after school programs and Park It. Staff informed the Park Board the Park District sought Legal Counsel to make sure the Park District does not have to go out to bid because it is a specialty item and only four manufacturers make it.

**XIV. EXECUTIVE SESSION;**

A motion was made by Commissioner Rosedale at 8:07 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 Grady 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 Grady to return to Open Session at 9:21 p.m.

Commissioner Rosedale seconded the motion

All commissioners present voted in favor by acclamation.

Motion Carried.

Discussion: None

**A. Action Item: Employee Health, Dental, Vision and Life Insurance Benefits for 2016/2017**

A motion was made by Commissioner Rosedale to approve the Employee Health, Dental, Vision, and Life Insurance Benefits for 2016/2017 as presented.

Commissioner Grady seconded the motion.

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

Discussion: None

**XVI. ADJOURNMENT**

A motion was made by Commissioner Rosedale to adjourn at 9:22 p.m.

Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVED \_\_\_\_\_

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President

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Secretary