

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, JUNE 21, 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 Don Rosedale and Joe Weber. Commissioners Bill Yates and Jana Haas were Absent. Also in attendance were Executive Director Don Miletic, Superintendent of Recreation Linda Traina, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks and Planning Corrie Guynn, Manager of Business Operations Todd Lehky, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson.

Guests Present: Ellen Yearwood, History Center
Jerry Chvatal, Senior Center

PUBLIC HEARING:

Budget and Appropriation Ordinance #16-05

President Grady asked for a motion and second to Open the Public Hearing on Budget and Appropriation Ordinance #16-05

Commissioner Rosedale moved to open the Public Hearing for the 2016/2017 Budget and Appropriation Ordinance #16-05. Commissioner Weber seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (2Absent)

Motion carried.

Executive Director Don Miletic stated as required by state statute and the Park District Code, the Des Plaines Park District is required to adopt an annual Budget and Appropriation Ordinance within the first quarter of each fiscal year starting on May 1 and ending on April 30. This ordinance authorizes the Des Plaines Park District to appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities incurred by the Des Plaines Park District. The actual Budget and Appropriation Ordinance #16-05 will be approved under New Business as Agenda Item 11-A

Executive Director Don Miletic asked: "IS THERE ANYONE IN THE AUDIENCE WHO WISHES TO PRESENT TESTIMONY OR ASK QUESTIONS IN REGARD TO THE DES PLAINES PARK DISTRICT ANNUAL BUDGET AND APPROPRIATION ORDINANCE #16-05"

Hearing none Executive Director asked for a motion to close the Public Hearing for the 2016/2017 Budget and Appropriation Ordinance #16-05.

Commissioner Weber moved to close the Public Hearing.

Commissioner Rosedale seconded the motion.

Discussion: None

Roll Call:

Rosedale, Aye; Weber, Aye; President Grady, Aye

Motion Carried. 3-0, 2 Absent

President Grady declared the Public Hearing closed.

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

- A. History Center Update:** Ellen Yearwood stated the History Center is in receipt of grant monies from various sources. There are two new Board Members and 3 new Members. There is a new intern helping various projects. She thanked Executive Director Don Miletic for all his assistance.
- B. Senior Center Update:** Jerry Chvatal updated the Park Board regarding upcoming programs, events, and trips at the Frisbie Center.
- C. Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the FOTP. The Friends were present at the Spring Fun Fair selling popcorn. Paul informed the Board the Friends have awarded several scholarships and continue to receive Scholarship applications. Special Guest Patricia Frontaine was present and made a presentation. She proposed partnering with the Friends as her goals are much like the Friends. The Friends recruited volunteers for the Chase to the Taste. The Friends will be walk in the parade. The Friends continue to prepare for the Glow Golf event.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Rosedale moved to approve the Regular Minutes from May 17, 2016 as presented. Commissioner Weber seconded the motion.

All commissioners present voted in favor by acclamation. 2 Absent
Motion Carried.

VI. APPROVAL OF THE VOUCHER BILLS

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

- May 6, 2016 \$ 106,175.59
- May 20, 2016 \$ 416,469.53
- June 3, 2016 \$ 197,618.69

Commissioner Rosedale seconded the motion.

Discussion: None

Roll call: Commissioners: Weber, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 3-0, 2 Absent

VII. APPROVAL OF PAYROLL

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

- May 13, 2016 \$ 169,447.41
- May 27, 2016 \$ 183,977.54
- June 10, 2016 \$ 204,826.02

Commissioner Grady seconded the motion.

Discussion: None

Roll call: Commissioners: Weber, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 3-0, 2 Absent

VIII. M-NASR REPORT:

Executive Director Don Miletic said there was nothing to add to written report. Suzanne Bear's evaluation is in the process of being completed. Don reminded the Park Board of the Grand Opening for the Sensory Room will be on Wednesday, June 13. Don said there will be procedures written for the Sensory Room. Jennifer Gebeck, from MNASR stopped in to touch base and give the Park District some information regarding camp.

IX. OPERATIONS REPORTS

A. EXECUTIVE DIRECTOR:

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

- Met with Des Plaines Chief Kushner regarding Fall Fest and the City is willing to partnership with the Park District.
- The liquor license is up for second review with the City and once approved will be sent to the State to be approved.
- A draft of the Park Naming Policy has been completed and will be sent to the Park Board along with bullet points in the near future.
- The Park District has partnered with the Izaak Walton League for Adventure Camp overnight camping trips.
- Attended the Father/Son Golf Tournament which was a huge success.

B. RECREATION DEPARTMENT

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

- The Chase went very well.
- The swim team has 14 swimmers and the 1st meet is Wednesday, June 22 at 5pm.
- Pools were audited and exceed performance.
- The Dance recital went very well.
- Almost all camps are full other than dance and arts camps.
- Pool revenues are up for the season along with number of visits.

Comments: President Grady asked which pools were audited. Staff informed the Park Board all three exceeded. President Grady asked about Little League. Staff informed the Park Board the number of participants are down and there was a merge between the three baseball leagues.

C. PARKS AND GOLF OPERATIONS

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

- Bids were sent out for 968 S. Second Avenue playground construction, Cherokee Playground construction and Mystic Waters Pool Painting Project.
- Spring training was held for the Parks and Golf Departments. There were eight stations with 5 staff per station. All stations had various safety related and hands on training.
- Corrie completed a grant application for tree replacement due to the removal of several Ash trees.
- Dan Allen is the new Full Time Building Custodian at Prairie Lakes Community Center. He has been employed with the Park District for several years.
- Golf Rounds at Lake Park have increased by 13%.
- The Father/Son tournament at Lake Park went very well.

Comments President Grady asked where the grant money is coming from. Staff informed the Park Board the monies are coming from the U.S Forestry – Great Lakes Restoration Initiative.

Commissioner Rosedale asked about the weeds in the lake at Lake Park. Staff informed the Park Board an initial study was done on the lake and the results came back favorable. Another study will be done in a month.

President Grady asked about the increase in rounds at Lake Park. Staff informed the Park Board the Park District is offering incentives. Additionally, the fees for seniors have been extended from Monday to Friday instead of just Monday's.

Commissioner Weber asked about the liquor license. Staff informed the Park Board the license is being picked up tomorrow and will be sent to the State.

D. BUSINESS OPERATIONS

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

- Cook County issued the final tax report and the EAV has dropped by \$43.6 million. The state equalization factor dropped which could affect the EAV. New property

- IMRF issued the Park District preliminary contribution rate for 2017 and it has dropped by .85%.
- Department of Labor announced the final changes to the Fair Labor Act. This will affect the Park District.
- Katie said the Park District has an AA2 rating on the Moody's rating.
- Todd Lehkey is the new Business Manager.
- The Illinois Department of Revenue informed the Park District it overpaid corporate taxes to several government agencies throughout the state.
- Sean is working on the server at the Golf Center as it has had a couple of intermittent problems.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Rosedale seconded the motion.

Discussion: None

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

Motion Carried: 3-0, 2 Absent

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

Agenda Item 11 – A

Action Item: 2016/2017 Annual Budget and Appropriation #16-05

Superintendent of Business Operations Katie Skibbe reviewed the Staff Report included in the Board materials. Katie Skibbe briefed the Board on increases and decreases in funds of the budget with a proposed operating budget of \$15,207,512 stating the appropriation or upper limit for all funds at \$17,256,466. Katie Skibbe highlighted some of the more costly projects for the year and said there were some minor changes but nothing of significance. She said the Mohawk Project came in over budget and is being put off one more year. Katie highlighted on some Capital Projects for the upcoming fiscal year. Katie discussed other projects that might possibly be funded by grants.

Commissioner Weber moved that the Board of Commissioners approve the 2016/2017 Budget and Appropriation Ordinance #16-05

Commissioner Rosedale seconded the motion.

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

Motion Carried: 3-0, 2 Absent

Comments: There was much discussion between the Commissioners and Staff about the EAV and its effects on the Park District.

Agenda Item 11 – B

Action Item: Capital Improvement Plan 2016-2021

Superintendent of Business Operations Katie Skibbe reviewed the Staff Report included in the Board materials. This is a changing document as future capital projects may change in priority and may be moved from one year to the next or new projects may be added based on need. Katie Skibbe highlighted some of the major projects including but not limited to: 968 S. Second Avenue Playground Construction, Cherokee Park Playground Renovation, Mystic Waters Pool Painting Project and locker replacement, Lake Park pathway and the addition of a new picnic shelter at Lake Park.

Commissioner Weber moved that the Board of Commissioners approve the Capital Improvement Plan 2016-2021.

Commissioner Rosedale seconded the motion.

Discussion: President Grady questioned staff about the removal of Mohawk Park. Staff informed the Park Board Mohawk Park is slated for going out to bid in February or March with construction in spring.

Commissioner Rosedale asked about Craig Manor's Renovation being moved back. Staff informed the Park Board that there are times when other projects take priority due to conditions of equipment.

Commissioner Rosedale asked the status of the Aquatic Task Force. Staff informed the Park Board the Park District would like to get a condition study done on Mystic Waters and see what kind of impact an indoor pool would create. Staff stated the Park District needs to do this study to make a valid decision.

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

Motion Carried: 3-0, 2 Absent

Agenda Item 11 – C

Action Item: Prevailing Wage Ordinance #16-06

Superintendent of Business Operations Katie Skibbe reviewed the Staff Report included in the Board materials. Katie said each governmental agency is required by Illinois law to approve an annual Prevailing Wage Ordinance.

Comments: Commissioner Weber said this ordinance is mandated by the state and has to be accepted even though the District is not in favor of it.

Commissioner Rosedale asked if the prevailing wage of July 2015 stays in effect for the bids we received on the construction projects. Staff informed the Park Board that when the Park District goes out to bid, the contractor knows what the latest prevailing wage is.

Commissioner Weber moved that the Board of Commissioners adopt Prevailing Wages Ordinance #16-06.

Commissioner Rosedale seconded the motion.

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

Motion Carried: 3-0, 2 Absent

Agenda Item 11 - D

Action Item: Bid Approval for the Purchase of a Toro Groundmaster 4000D Manor

Assistant Superintendent of Parks and Golf Operations Corrie Guynn reviewed the Staff Report included in the Board materials. The Toro Groundmaster 4000-D Mower was budgeted for. We selected the State Joint Purchase which complies with the bidding process. It is a multi-deck machine that mows at a width of 11 feet, reducing the amount of time spent mowing larger areas. Toro warrants the machine to be free from defects in materials or workmanship for two years or 1500 operational hours, whichever occurs first. This is a replacement for other mowers.

Comments: Commissioner Weber asked if there is a maintenance schedule on these mowers. Staff informed the Park Board there is a service schedule in place and staff does take really good care of the equipment. Staff pointed out there is a lot of wear on the mowers and eventually after a few years equipment does start breaking down. The equipment is used daily.

President Grady asked if the Park District looked at other brand of machines. Staff informed the Park Board Toro is the leader in large multiple deck mowers.

Commissioner Rosedale asked if the large multi deck mowers have a propane version. Staff informed the Park Board they have not seen any yet.

Commissioner Rosedale moved the Park Board of Commissioners approve the purchase of one (1) Toro Groundmaster 4000-D Mower from Reinders for a total purchase price of \$53,908.00

Commissioner Weber seconded the motion.

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

Motion Carried: 3-0, 2 Absent

Agenda Item 11 – E

Action Item: Cherokee Park Renovation Project Bid

Superintendent of Parks and Golf Operations Paul Cathey reviewed the Staff Report included in the Board materials. Paul stated On May 31 sealed bids were opened for the Cherokee and 968 S. Second Avenue Park Renovation Project. Four bids were picked up by contractors and two were submitted. The two park projects were packaged in the same bid in an effort to obtain better pricing however they are two separate agenda items for approval.

The scope of work includes demolition, grading and excavation, drainage installation and concrete installation at both sites. Both parks will have playground equipment and site furnishings, as well as additional drainage in the playgrounds installed by Park District staff.

The bids came in higher than expected. After closely reviewing the bid packages, staff recommends moving forward with Hacienda Landscaping. Since this is a line item bid, we are recommending removing some line items in the Hacienda bid to lower the cost of the project. The lines items removed such as drainage will be rebid at a later date and the other items will be done in house. Total deleted line items came \$17,895.00.

Comment:

Commissioner Rosedale asked why Wilbert Construction bid was so high. Staff informed the Park Board that he would have to have subcontractors, which makes the total bid higher.

Commissioner Weber asked if additional draining will be able to put in at a later date if needed. Staff informed the Park Board additional drainage can be put in if needed.

Commissioner Rosedale asked if the 6” pipe would be big enough and is there a possibility of stubbing it off for future possibilities of extending the pipe. Staff informed the park Board the 6” drainage pipe is big enough and yes it could be stubbed at the end.

Commissioner Weber asked if the water from the parks flows into the storm sewer. Staff informed the Park Board presently it does not but, both newly renovated parks will have the water flow into the storm sewer.

Commissioner Rosedale move that the Park Board of Commissioners approve the bid from Hacienda Landscaping in the amount of \$41,026.15 for Cherokee Park following the deletions of line items as stated.

Commissioner Weber seconded the motion.

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

Motion Carried: 3-0, 2 Absent

Agenda Item 11 - F

Action Item: Second Avenue Park Renovation Project Bid

Superintendent of Parks and Golf Operations Paul Cathey reviewed the Staff Report included in the Board materials. Paul stated on May 31 sealed bids were opened for the Cherokee and 968 S. Second Avenue Park Renovation Project. Four bids were picked up by contractors and two were submitted. The two park projects were packaged in the same bid in an effort to obtain better pricing however they are two separate agenda items for approval.

The scope of work includes demolition, grading and excavation, drainage installation and concrete installation at both sites. Both parks will have playground equipment and site furnishings, as well as additional drainage in the playgrounds installed by Park District staff.

The bids came in higher than expected. After closely reviewing the bid packages, staff recommends moving forward with Hacienda Landscaping. Since this is a line item bid, we are recommending removing some line items in the Hacienda bid to lower the cost of the project. The lines items removed such as drainage will be rebid at a later date and the other items will be done in house. The spoils will be left on site and made into a small berm. Total deleted line items came \$13,980.00.

Commissioner Rosedale moved that the Park Board of Commissioners approve the bid from Hacienda Landscaping in the amount of \$34,872.90 for 968 S. Second Avenue following the deletion of line items as stated.
Commissioner Weber seconded the motion.

Roll call: Commissioners: Weber, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 3-0, 2 Absent

Agenda Item: 11 –G

Action Item: Pool Painting Project at Mystic Waters Aquatic Center

Superintendent of Parks and Golf Operations reviewed the staff report in the Board Packet. Sealed bids were received for the Pool Painting Project at Mystic Waters Aquatic Center. The scope of work includes brush blasting and repainting the existing surface within the zero depth and drop slide areas. Staff does not recommend Alternate 1, but recommends Alternates 2 and 3: the steel spray feature and PVC spray feature within the zero depth area will be sandblasted and repainted. The last time the pools were painted professionally was in 2008. The numbers received were well below the budgeted amount. A representative from Tnemec will come out to visually inspect the painting project.

Commissioner Rosedale moved the Park Board of Commissioners accept the bid from Muscat Painting and Decorating, out of East Dundee, IL in the amount of \$34,895.70 base bid includes Alternate 2 & 3 for the Pool Painting Project at Mystic Aquatic Center.

Commissioner Weber seconded the motion.

Roll call: Commissioners: Weber, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 3-0, 2 Absent

Agenda Item: 11 –H

Action Item: Temporary Special Event Alcoholic Beverage Permit/Rivers Casino

Executive Director Don Miletic reviewed the staff report in the Board Packet. Don stated Rivers Casino is in the process of finalizing an application to permit the serving and consumption of alcoholic beverages at their company picnic. Rivers Casino has agreed to provide adequate security, Bassett training for the alcohol servers, porta potties, certificates of insurance naming the Des Plaines Park District as additional insured.

Last year was the second year a Temporary Special Event Alcoholic Beverage Permit was granted for Rivers for their employee event. The event was a huge success, Rivers Casino was happy to be near the Casino and spend dollars in Des Plaines.

Commissioner Weber move that the Des Plaines Park District Board of Commissioners authorize a Temporary Special Event Alcoholic Beverage Permit for Rivers Casino for July 26, 2016 at Lake Park pending full compliance with all application requirements.

Commissioner Rosedale seconded the motion.

All commissioners present voted in favor by acclamation. 2 Absent
Motion Carried.

XII. CORRESPONDENCE:

Agenda Item: 12 – None

XIII. COMMISSIONER COMMENTS:

Commissioner Rosedale said he drove by Lake Park Camps and there seemed to be a lot of campers. Staff informed the Park Board the camps are at capacity. He also said he stopped at Iroquois and watched the lifeguard training. Commissioner Weber asked how many lifeguards were hired. Staff informed the Park Board there are over 80. Commissioner Weber commented the Fire Department's efforts to raise money for the burn camp "I Am Me" netted over \$4,000. The Fire Department thanked the Park District for their In Kind Donation of passes. Weber

inquired about tear away bases. Weber also stated he was at Chippewa and it looks phenomenal. He also said that the Chase to the Taste went very well.

Commissioner Grady asked if the Chase was in conjunction with the Taste. Staff informed the Park Board that it was in conjunction with the Taste.

XIV. EXECUTIVE SESSION;

A motion was made by Commissioner Weber at 8:45 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. 2 Absent
Motion Carried.

XV. RETURN TO OPEN SESSION

A motion made by Commissioner Rosedale to return to Open Session at 9:33p.m.

Commissioner Weber seconded the motion.

All commissioners present voted in favor by acclamation. 2 Absent
Motion Carried.

Agenda Item 15 – A

Action Item: Land and Water Conservation Fund Administered by the Illinois Department of Natural Resources Grant Application DOC-3 Resolution of Authorization

Executive Director Don Miletic reviewed the staff report in the Board Packet. Don stated in order to comply with the Illinois Department of Natural Resources requirements for the Open Space Land and Development Grant program, the Des Plaines Park District Board of Commissioners need to approve DOC-3 Resolution of Authorization.

DOC-3 Resolution of Authorization assures the Illinois Department of Natural Resources that the grant application authority has been endorsed by the Des Plaines Park District as Project Sponsor, and that we have the funds available to purchase the property pending 50% re-imbusement from IDNR and that we will comply with all conditions and regulations governing the grant program.

Commissioner Rosedale moved that the Park Board of Commissioners approve DOC-3 Resolution of Authorization for the Oakwood Land Acquisition, in the amount of \$660,000 being submitted to the Illinois Department of Natural Resources, with 50% funding by the Land and Water Conservation Fund in the amount of \$330,000.

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

Motion Carried: 3-0, 2 Absent

Agenda Item 15 – B

Action Item: Land and Water Conservation Fund Administered by the Illinois Department of Natural Resources Grant Application DOC-6 Assurance of Compliance

Executive Director Don Miletic reviewed the staff report in the Board Packet. Don stated in order to comply with the Illinois Department of Natural Resources requirements for the Open Space Land and Development Grant program, the Des Plaines Park District Board of Commissioners need to approve DOC-6 Assurance of Compliance.

DOC-6 Assurance of Compliance assures the Illinois Department of Natural Resources that the Des Plaines Park District as Project Sponsor, will comply with specific rules and regulations as stated in the application materials pursuant to the U.S. Department of the Interior.

Commissioner Rosedale moved that the Park Board of Commissioners approve DOC-6 Assurance of Compliance for the Oakwood Land Acquisition Grant Application in the amount of \$660,000 being submitted to the Illinois Department of Natural Resources, with 50% funding by the Land and Water Conservation Fund in the amount of \$330,000.

Commissioner Weber seconded the motion.

Roll call: Commissioners: Weber, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 3-0, 2 Absent

Agenda Item 15 – C

Action Item: Land and Water Conservation Fund Administered by the Illinois Department of Natural Resources Grant Application DI 1954 Local Agency Covered Transactions

Executive Director Don Miletic reviewed the staff report in the Board Packet. Don stated in order to comply with the Illinois Department of Natural Resources requirements for the Open Space Land and Development Grant program, the Des Plaines Park District Board of Commissioners need to approve DI 1954 Local Agency Covered Transactions.

DI 1954 Local Agency Covered Transactions certifies that the Des Plaines Park District as Project Sponsor, is not presently (or proposed to be) debarred, suspended, declared ineligible, or voluntary excluded from participation in the proposed transaction by any Federal Department or agency.

Commissioner Rosedale moved that the Park Board of Commissioners approve DI 1954 Local Agency Covered Transactions for the Oakwood Land Acquisition Grant Application in the amount of \$660,000 being submitted to the Illinois Department of Natural Resources, with 50% funding by the Land and Water Conservation Fund in the amount of \$330,000.

Commissioner Weber Seconded the motion.

Roll call: Commissioners: Weber, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 3-0, 2 Absent

Agenda Item 15 – D

Semi-Annual Review of Closed Session (Executive Session) Minutes

Destruction of Verbatim Recordings of Closed Session Minutes

The Park Board of Commissioners reviewed the closed session minutes. The list reviewed was approved and released with destruction of verbatim recordings.

Commissioner Weber moved to release the closed session minutes as agreed and destroy the verbatim recordings.

Commissioner Rosedale seconded the motion.

Roll call: Commissioners: Weber, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 3-0, 2 Absent

XVI. ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 9:36p.m.

Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation. 2 Absent
Motion Carried.

APPROVED _____

President

Secretary