

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 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 7:03 p.m. Commissioners answering present to the roll call were: Commissioners Don Rosedale, Joe Weber, and Jana Haas. Absent was Commissioner Bill Yates. 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, and Administrative Assistant Deborah Hermanson

Guests Present: Elizabeth Makelim, History Center

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

- A. History Center Update:** Elizabeth Makelim informed the Park Board and staff of upcoming events. She thanked the Park Board and Park District on behalf of the History Center for all their support. She also thanked the Park District for putting together a wonderful Fall Fest.
- B. Senior Center Update:** None
- C. Des Plaines Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. The Friends had another successful Glow Golf event and the fishing derby went well. The Friends will be judging for the Halloween House Decorating contest and the next event will be the Cookie Decorating during Winter Wonderland and will be selling popcorn.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE MINUTES

Commissioner Rosedale moved to approve the Regular Minutes from August 16, 2016 as presented. Commissioner Weber seconded the motion.

All commissioners present voted in favor by acclamation. 1 Absent
Motion Carried.

VI. APPROVAL OF THE VOUCHER BILLS

Commissioner Weber moved to approve the voucher bills for the following dates and dollar amounts: Commissioner Haas seconded the motion.

- August 12, 2016 \$211,376.68
- August 26, 2016 \$213,096.12
- September 9, 2016 \$213,124.90

Discussion: None

Roll call: Commissioners: Weber, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 4-0, 1 Absent

VII. APPROVAL OF PAYROLL

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

Commissioner Haas seconded the motion.

- August 19, 2016 \$284,264.90
- September 2, 2016 \$187,724.55

Discussion: Commissioner Weber noted an adjustment of \$20.00 in favor of the Park District on September 2, 2016 payroll.

Roll call: Commissioners: Weber, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye
Motion Carried: 4-0, 1 Absent

VIII. M-NASR REPORT:

Executive Director Don Miletic said he attended two MNASR meetings this month. MNASR will be changing from PDRMA to Vista for health insurance. This will be saving MNASR approximately \$46,000 a year. There was a 6-1 vote to accept Vista's proposal. One staff member and a Board member had some concerns regarding the possibility of the premium going up substantially next year. Don addressed their concerns. A resolution was signed to leave PDRMA Health Care.

IX. OPERATIONS REPORTS

A. EXECUTIVE DIRECTOR:

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

- Goods News Church will be renting ALC & PLCC till end of year.
- Met with Marketing Staff to discuss new marketing slogan – Des Plaines Park District “Be Active” or “DP Active”.
- Soccer numbers are down. I met with Jenn to discuss the soccer program and what can be done to increase participation.
- Met with the City Zoning Board regarding the Land Cash Ordinance. It will be presented at the October Zoning Board meeting. Hoping to have the zoning ordinance passed by end of year.
- IDNR will be coming out on September 22 to look at Apache Park. The Oakwood Property will also be looked at that same day by IDNR.
- IMRF Holiday Party will be on Saturday, December 17.
- Will be meeting with Chuck Balling & Charlie Williams on December 14 from 9am – 11am to discuss a SWOT Analysis.
- Staff did a great job in opening Mystic during the week of August 15th – 19th. Due to District 207 going back to school earlier, it is difficult to staff pools.

Comments: President Grady and Commissioner Weber commented on the soccer program.

President Grady asked about the Swat Analysis and if it was part of the Master Plan. Staff informed the Park Board this analysis reviews the Districts strength, weaknesses, opportunities, etc.

President Grady asked if the church rental will cause any problems in the future regarding other churches rentals. Staff informed the Board it would not.

B. RECREATION DEPARTMENT

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

- The District had a great weekend and Fall Fest was a huge success. All Departments pulled together and did a great job.
- Matt will be attending the Leadership Academy and Jenn is involved in IPRA Pro Connect.
- Jeanette got the Creative up and running and has a lot of ideas to add to the pre-school program.
- Josh tried a couple of sports trips this season. Cub's trip did really well.
- Shelli will be hosting the Women's Health Fair on Wednesday, September 28th from 5pm – 8pm
- Nancy has been doing a fantastic job with the Dance Program & AiM. AiM performed at the Metro at Friday Night's Live and at Fall Fest.
- Linda presented the pool revenues and this year has been the best since 2012.
- Cindy's “Park It” patrol has been a very big hit and continues to grow by attending various community events throughout the summer.

Comments: President Grady asked if there is a reason why group attendance is down and if there is a way to see if the groups are going somewhere else. Staff informed the Park Board there is a good possibility the groups are cutting costs.

Commissioner Rosedale asked if there is a way of tracking the group attendance. Staff said they will have staff look into it.

C. PARKS AND GOLF OPERATIONS

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

- Glow Golf event was a huge success. Paul thanked staff for volunteering and hard work.
- Brian and I attended the Leadership Academy.

- Kudos to all staff who worked the Fall Fest. Everyone worked hard to make it a huge success. Paul commended Linda on all her hard work to make Fall Fest a huge success.
- Crew's will resume installing playground equipment at Cherokee Park.
- Second Avenue drainage has been installed and concrete work is now finished. Playground equipment will be installed after Cherokee is completed.
- Blackhawk Park playground equipment has been received along with the picnic shelter.

Comments: President Grady asked when the walking path will be installed at Blackhawk Playground. Staff informed the Park Board the District is working on getting a schedule for the construction of the park and playground.

Commissioner Haas asked staff about the Maryville mentoring program. Staff informed the Park Board the program is designed to acclimate students into the work field. The program is Monday – Friday, two hours a day and the student would be working along a mentor from Maryville performing light custodial work.

Commissioner Weber asked about the selling of alcohol at Lake Park. Staff informed the Park Board it has been slow.

Commissioner Haas asked about the vandalism to the slide at Woodlawn. Staff informed the Park Board it started out as a very small hole that was burnt into the slide and got bigger which became a safety issue.

D. BUSINESS OPERATIONS

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

- The carnival, beer, pop and water sales were the best year since inception.
- ALC Wi Fi is up and running now.
- Met with Jenn, Desiree, and Julie regarding using Basecamp for the Spectrum now.
- Finalizing the audit which will be brought to the October Board meeting.
- Facebook reached 7,000 people regarding the Free Fitness week at PLCC.

Comments: Commissioner Haas commented on the Volunteer T-shirts and said they looked great and really stood out. Executive Director Miletic commented on how everyone pitched in for Fall Fest. Linda embedded in our heads where everyone needed to be. He said Todd did great as a first timer and Sean stepped in to fill the role in beer tent and elsewhere. It was a big success and Team effort!

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Haas seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

Agenda Item: 11 – None

XII. CORRESPONDENCE:

Agenda Item: 12 – None

XIII. COMMISSIONER COMMENTS:

Commissioner Haas thank Linda Traina for her services and for her involvement with the community. Her leadership with the Fall Fest has been outstanding.

Commissioner Rosedale said that Fall Fest was wonderful. Congratulations to all who volunteered for the event. He mentioned perhaps we could get some better lighting on the north end of Lake Park because the Fest lighting really brought out the beauty of the park. Rosedale congratulated Linda on her retirement.

Commissioner Weber complimented staff on an outstanding job they did on Fall Fest and Linda for her leadership for the event. The District had another really good summer and another job well done by staff. He congratulated Linda on her retirement.

President Grady complimented staff on Fall Fest and it being a signature activity for the Park District. He commented on the outstanding job Paul and staff did on a rescue at Lake Park. No one was injured. Grady thanked Linda for her years of service at the Park District and congratulated her on her retirement.

XIV. EXECUTIVE SESSION;

A motion was made by Commissioner Weber at 8:05 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. 1 Absent
Motion Carried.

XV. RETURN TO OPEN SESSION

A motion made by Commissioner Rosedale to return to Open Session at 8:55p.m.

Commissioner Weber seconded the motion.

All commissioners present voted in favor by acclamation. 1 Absent
Motion Carried

XVI. ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 8:56p.m.

Commissioner Haas seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation. 1 Absent
Motion Carried.

APPROVED_____

President

Secretary