

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, JANUARY 17, 2017**

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 7:01 p.m. Commissioners answering present to the roll call were: Commissioners William Yates, Don Rosedale, Joe Weber, and Jana Haas. Also in attendance were Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks Corrie Guynn, Assistant Superintendent of Golf & Building Operations Brian Panek, HR & Risk Manager Desiree van Thorre, Marketing & Communications Manager Gene Haring, IT Manager Sean King and Administrative Assistant Debbie Hermanson.

Guests Present: Elizabeth Makelim from the History Center

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

A. History Center Update: Elizabeth Makelim thanked the Park Board and District for its support and updated everyone on the upcoming events and programs for the month. She reminded the Park Board and staff of their upcoming 50th celebrations and poster contest for grades Kindergarten through High School. Deadline for the poster contest is Wednesday, March 15th. The Journal and Topics will be working with the History Center to create a special edition of historical events for their 50th Anniversary.

B. Senior Center Update: Executive Director Don Miletic informed the Park Board the Cumberland Café at the Senior Center will be closing. Don also mentioned the Frisbie Center continues to seek out tenants to fill vacant spaces in the strip.

Commissioner Rosedale asked if the Meals on Wheels program will be affected. Staff informed the Park Board it will not be affected. Staff noted the Café is underperforming and costing the Senior Center a considerable amount of monies.

C. Des Plaines Friends of the Parks: Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. Paul reported a balance budget of over \$17,000 with a dedicated \$3,500 for expenditures for events. Paul said Kallie met with D62 ESL Department regarding ways to create awareness of the Friends and also offer assistance to families in need.

President Grady asked what programs the scholarships are used for. Staff informed the Park Board the scholarships are used for a wide variety: camps, soccer, tennis, creative corners, dance classes, etc.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE CONSENT AGENDA

A. Minutes December 20, 2016

B. Executive Session Minutes December 20, 2016

C. Voucher Bills

1. December 16, 2016 \$ 97,993.57

2. December 30, 2016 \$ 113,660.55

D. Payroll

1. December 23, 2016 \$ 144,749.82

2. January 6, 2017 \$ 125,335.83

Commissioner Weber moved to approve the Consent Agenda as presented.

Commissioner Yates seconded the motion.

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

VI. M-NASR REPORT: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- The OSLAD Grant for the Oakwood Avenue Project was a success. Don contacted the residents in the area that expressed interest in being informed of the results.
- The ERC Committee has been restructured to include three sub-committees.
- Commissioners Weber, Haas and I toured Waukegan Park District's new indoor pool.
- Reviewed Board Policy and park Regulations Manual.
- Attended a meeting at the City regarding impact fees on new construction.
- Utilizing Basecamp for upcoming projects and this is spearheaded by Katie in the Business Department.

Comments: President Grady asked about the frequency of the ERC meetings. Staff informed the Park Board the committees typically meet on a monthly basis.

B. PARKS AND GOLF DEPARTMENT

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

- Blackhawk Park continues to move along quite well. The footings for the shelter and pad for the drinking fountain will be poured within the next week.
- WT Engineering compiled information for the Golf Center Driving Range project and sent to MWRD for review.
- Received and reviewed the Wetland Delineation Study performed by ENCAP for the Golf Center. Further delineation is needed for the Army Corp. of Engineers
- The District is investigating installing an additional pier.

Comments: Commissioner Haas asked about the additional piers at Lake Park. Staff informed the Park Board the Park District is looking to install additional piers which will be of great value for both staff and patrons. It will make entering and exiting the lake off the boats much easier and safer.

Commissioner Weber asked about the Club Casa plumbing. Staff informed the Park Board this is an ongoing issue and the sewer is rod out about three times a year.

Commissioner Rosedale asked if the sewer issue is due solely to grease build-up. Staff informed the Park Board there are additional factors like sand build-up in the sewer and staff has found much of the problem is near the street.

C. BUSINESS DEPARTMENT

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

- Made the first payment for the GO Bonds. Because we are the debtor and creditor the monies moved between the GO Bond Fund and Corporate Fund.
- Additional monies were sent to IMRF to help lower the District's contribution rate.
- Met with staff to discuss revising some of the District's processes to accommodate the new sweetened beverage tax which becomes effective July 1st, 2017.
- Attended a demonstration from ACTIVE Net recreation software. The demonstration went well however the cost would be very pricey. The District will stay with RecTrac and upgrade as needed.
- Todd and Desiree are working on the end of year forms for tax season 2016.
- Staff has been busy with the marketing of Creative Corners, social media posts, etc.
- Sean is working on adding "T" times to RecTrac for the Golf Center and will become live beginning March.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Yates seconded the motion.

Discussion: None

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

D. RECREATION OPERATIONS

Assistant Superintendent Jenn Boys reviewed the Recreation Staff report and areas highlighted included:

- Staff has been busy working on budgets.
- A Job Fair was held on Saturday, January 7.
- An Open House was held on Saturday, January 7 at PLCC. Free classes, open gym and discounts were offered during this event and extended into the following week. There were a total of 52 new members and 72 renewals during this one week period.
- A new trainer/dietician was hired for PLCC Fitness Center.
- At PLCC the Sunday Indoor Soccer has begun. Additionally, on Wednesdays, the PLCC gym is host to the new Adult Open Pickleball.
- Dance Idol will be held Friday & Saturday, February 3rd and 4th.
- PowerPlay has begun at South, Iroquois and Orchard schools.
- The Family New Year's Eve event was a big hit.

President Grady asked how the new trainers and/or dietician are promoted. Staff informed the Park Board through Open House, Spectrum, orientation, and word of mouth.

Commissioner Weber asked at what age is a child allowed to go into the fitness center. Staff informed the Park Board teen's ages 14 & 15 are allowed but must be accompanied by an adult and have a membership.

E. MAINTENANCE OPERATIONS

Assistant Superintendent Corrie Gyunn reviewed the Maintenance Staff report and areas highlighted included:

- District wide Wellness Challenge was very successful with 24 participants.
- The lighting at PLCC is being replaced with LED fixtures. This is a considerable savings on electric.
- Staff continues to work on budgets.
- The light fixtures were raised in the Dance Room.
- Heating units at ALC are being replaced.
- Installed protective fabric netting on the west side of the Lake Park ice rink.
- Rehabbed the Oakwood lunch room.

Comments: Commissioner Haas asked if ComEd gives rebates or grants for the old light fixtures. Staff informed the Park Board they have done grants in the past with ComEd and will review any available grants if feasible..

F. GOLF & FACILITY OPERATIONS

Assistant Superintendent Brian Panek reviewed the Golf & Facilities Staff report and areas highlighted included:

- Chili Open was a success with 82 participants.
- This year marks the most balls hit for the calendar year on the driving range.
- The Golf Center had another successful year of selling Gift certificates.
- Hired another two Golf Instructors for the Golf Center bringing the total to five instructors by June 2017.
- Met with Nilco for the upcoming season.
- Adjustable basketball standards were installed at ALC.

- Repairs at facilities which included: whirlpools and MVM Room ceiling tiles were replaced at PLCC.
- Lead testing was performed at the ALC with negative results.

Comments: President Grady said a patron is asking about a clock being placed outside the sauna at PLCC Health Club. Staff informed the Park Board they will look into it.

VIII. UNFINISHED BUSINESS: None

IX. NEW BUSINESS

Agenda Item: 9 – A Purchase of 504 Good Avenue, Des Plaines, IL

Executive Director Don Miletic presented the Park Board with a motion to purchase the property located at 504 Good Avenue, Des Plaines, IL. As part of the Des Plaines Park District Strategic Plan, it is in the best interest of the Park District to purchase any available land for the use of open space and public recreation.

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners approve the purchase of 504 Good Avenue, Des Plaines, IL, also known as PIN #09-15-300029-0000 in the amount of \$175,000.

Commissioner Yates seconded the motion.

Discussion: Commissioner Haas amended the motion to include “Des Plaines, IL”. Therefore the motion reads as “...purchase of 504 Good Avenue, Des Plaines, IL, also known as PIN #09-15-300029-0000 in the amount of \$175,000.”

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

X. CORRESPONDENCE:

Agenda Item: Letter from PDRMA

The Park District received a letter from PDRMA informing the Park District of its achievement for obtaining the highest loss control award with a Level A Accreditation and a cash award of \$1,500.

Staff informed the Park Board the award is deposited into the safety budget.

XI. COMMISSIONER COMMENTS:

Commissioner Haas commented on the recent tour she had of the indoor pool at the Waukegan Park District. She said she brought with her a lot of good ideas.

Commissioner Rosedale thanked staff for their quick and hard work on the Oakwood LWCF Grant.

Commissioner Weber thanked the staff for their hard work.

Commissioner Yates had no comment.

President Grady commented on the staff’s efforts on obtaining the LWCF Grant for the Oakwood Avenue.

XII. EXECUTIVE SESSION: None

XIII. ADJOURNMENT

A motion was made by Commissioner Yates to adjourn at 8:16p.m.

Commissioner Rosedale seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVED _____

President

Secretary