

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, FEBRUARY 21, 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 7:00 p.m. Commissioners answering present to the roll call were: Commissioners William Yates and Jana Haas. Absent were Commissioners Don Rosedale and Joe Weber. 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, Business Manager Todd Lehky, HR & Risk Manager Desiree van Thorre, Marketing & Communications Manager Gene Haring, IT Manager Sean King and Administrative Assistant Debbie Hermanson.

Guests Present:     Kathy Vana – History Center  
                          Jerry Chavtal – Senior Center

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

**III. INTRODUCTIONS/PRESENTATIONS**

- A. History Center Update:** Kathy Vana thanked the Park Board and District for its support. She updated everyone on the upcoming events and programs for the months to come including celebration of the History Centers 50<sup>th</sup> Anniversary.
- B. Senior Center Update:** Jerry Chavtal informed the Park Board of the upcoming events at the Frisbie Senior Center.
- C. Des Plaines Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP.

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

**V. APPROVAL OF THE CONSENT AGENDA**

- A. Minutes January 17, 2017
- B. Executive Session - None
- C. Voucher Bills
  - a. January 13, 2017           \$ 309,425.48
  - b. January 27, 2017         \$ 71,995.16
  - c. February 1, 2017         \$ 3,000.00
  - d. February 10, 2017        \$ 233,938.80
- D. Payroll
  - a. January 20, 2017         \$ 134,570.76
  - b. February 3, 2017         \$ 138,825.85

Commissioner Yates moved to approve the Consent Agenda as presented.  
Commissioner Haas seconded the motion.

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

**VI. M-NASR REPORT: None**

## **VII. MONTHLY REPORTS**

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

Executive Director Don Miletic presented items in his written report and the following:

- Craig Manor Public Meeting being held on 6:30 P.M. March 1<sup>st</sup> at West Park.
- The closing for 504 Good Ave. Des Plaines on Friday March 24<sup>th</sup>.
- Researched additional data on Impact Fees.
- Thank staff for all the hard work and getting ready for the summer.

Comments: None

### **B. PARKS AND GOLF DEPARTMENT**

The Superintendent of Parks & Golf Operations presented items in his written report and the following:

- Discussion about ADA improvements with a resident near Craig Manor took place and this resident will be at the public Meeting.
- The turf project at the Golf Center may require some additional detention and looking at costs.
- Paul stated how busy staff are and doing a great job.

Comments: None

### **C. BUSINESS DEPARTMENT**

The Superintendent of Business Katie Skibbe presented items in her written report and the following:

- Katie discussed the issue with the IT Infrastructure's SANs and how we are planning on replacing them.
- Katie thanked all department staff for working with her on budgets.

### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Haas moved to accept the Financial Report for January 2017, subject to audit, and place a copy on file.

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 3-0-2

### **D. RECREATION OPERATIONS**

Assistant Superintendent Jennifer Boys presented the Recreation Staff report in great detail.

Comments: None

### **E. MAINTENANCE OPERATIONS**

Assistant Superintendent Corrie Gyunn presented the Maintenance Staff in great detail.

Comments: None

### **F. GOLF & FACILITY OPERATIONS**

Assistant Superintendent Brian Panek presented the Golf & Facilities Staff in great detail.

Comments: President Grady asked about the turf replacement project and the timeline. Staff responded.

**VIII. UNFINISHED BUSINESS: None**

**IX. NEW BUSINESS**

**Agenda Item: 9A – Approve Intergovernmental Agreement – Park Police/City of Des Plaines**

Superintendent of Parks and Golf Operations presented the agreement for police services and commented on the great partnership we have with the City of Des Plaines Police Department. The agreement is for a two year period 2017- 2018 and Paul discussed how it is similar to our past agreement with a no fee adjustment.

Commissioner Yates made a motion to approve the Intergovernmental Agreement for the Park Police program as provided by the City of Des Plaines for 2017 – 2018.

Commissioner Haas seconded the motion.

Discussion: None

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

Motion Carried: 3-0-2

**Agenda Item 9B – Mystic Waters Locker Bid Approval**

Assistant Superintendent of Parks Operations Corrie Guynn read the memo for the locker replacement at Mystic Waters.

Commissioner Haas made a motion to approve the bid from Commercial Specialties Incorporated, out of Rolling Meadows, IL in the amount of \$42,399.00 for the Locker Replacement Project at Mystic Aquatic Center.

Commissioner Yates seconded the motion.

Discussion: President Grady questioned the age of the lockers, staff informed him they are the original set of lockers. Commissioner Haas asked when will the project be completed, staff informed her that we want to get it done before opening.

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

Motion Carried: 3-0-2

**Agenda Item 9C – Approval of the Auditor**

Superintendent of Business Katie Skibbe presented to the board a three year contract with Sikich LLP our current auditors. The first year increase is 1%, then the next two years will have a 3% increase each year.

Commissioner Yates made a motion to approve the re-appointment of Sikich LLP as the District's auditors for an additional three year period 2016 – 2019 in the amounts listed on the report.

Commissioner Haas seconded the motion.

Discussion: President Grady commented that the auditors do a nice job and this seems reasonable for an increase. Staff informed the President Grady it is a standard increase and Sikich does do a thorough job.

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

Motion Carried: 3-0-2

**Agenda Item 9D – 2017 Truck Purchase**

Assistant Superintendent of Parks Operations Corrie Guynn read the memo as presented.

Commissioner Haas made a motion to approve the purchase of the one 2017 Ford F350 4x4 Stake Body Dual Rear Wheel truck from Bob Ridings Incorporated in the amount of \$34,058.

Commissioner Yates seconded the motion.

Discussion: Commissioner Yates asked about the process to sell the old vehicle. Staff informed the commissioner. President Grady asked about the lift gate on the new truck, staff informed the Board we will get an aftermarket lift.

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

#### **X. CORRESPONDENCE:**

##### **Agenda Item: Certificate of Achievement for Excellence in Financial Reporting**

Executive Director commented on the great work by staff to obtain this achievement. It takes a great deal of time and he is thankful for the hard work.

#### **XI. COMMISSIONER COMMENTS:**

Commissioner Haas had complimented staff on adjusting their schedule with the warm weather and asked about when the exact opening of Mariano's will be.

Commissioner Yates mentioned how great Blackhawk Park looks and people in the area are very excited. He also said staff is doing a great job.

President Grady commented on Golf Center being busy during this nice weather, spoke about the Des Plaines Warriors program and the Maine West girls' basketball team. They are having a great season and hopes for great things.

#### **XII. EXECUTIVE SESSION:**

A motion was made by Commissioner Haas to go into executive session to consider matters related to Real Estate, Personnel, Litigation, and Review of Closed Session Minutes, the setting of a price for lease of property owned by the Des Plaines Park District, or Semi-Annual Review of Closed Minutes at 8:14p.m.

Commissioner Yates seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried. 3-0-2

#### **XIII. RETURN TO REGULAR SESSION**

A motion to return to Regular Session was made by Commissioner Haas and seconded by Commissioner Yates at 9:23pm.

Motion Carried 3-0-2

##### **Action Item 13-A Positions & Titles for 2017/2018 & Salary Structure**

Commissioner Yates made a motion the Park Board of Commissioners approve the Salary Structure as presented.

Commissioner Haas seconded the motion

Motion Carried 3-0-2

**Action Item 13-B Full Time Salary Administration for 2017/2018**

Commissioner Haas made a motion to the Board of Park Commissioners increase the Salary Pool and Quartile Adjustments for Full-Time employees for 2017/2018 in the amount of \$72,119.16 an additional reserve of \$7,000 for a total of \$79,119.16.  
Commissioner Yates seconded the motion.

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

**Action Item 13-C Employee Health, Dental, Vision, and Life Insurance Benefits for 2017/2018**

Commissioner Yates made a motion the Park Board of Commissioners approve the Health, Dental, Vision and Life coverage as presented.  
Commissioner Haas seconded the motion.

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

**XIV. ADJOURNMENT**

A motion was made by Commissioner Yates to adjourn at 9:25p.m.  
Commissioner Haas seconded the motion.  
Discussion: None  
All commissioners present voted in favor by acclamation.  
Motion Carried.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

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Secretary