

**Des PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, APRIL 18, 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, Joe Weber, Don Rosedale, and Jana Haas. Also in attendance were Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks Corrie Guynn, Assistant Superintendent of Golf & Building Operations Brian Panek, and Administrative Assistant Debbie Hermanson.

Guests Present: Kathy Vana – History Center
 Jerry Chvatal – 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, programs, and projects for the months to come including celebration of the History Centers 50th Anniversary. Annual meeting will be on Wednesday, May 10th at 6:30pm. Kathy informed the Park Board the White Street house has been sold.

B. Senior Center Update: Jerry updated the Park Board on the upcoming events and classes being held by the 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. There has been a large uptake in scholarship applications totaling 54 recipients from 26 families. The Face Painting and Cookie Decorating the Friends held at Eggs-travaganza went extremely well.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE CONSENT AGENDA

A. Minutes March 21, 2017

B. Executive Session Minutes March 21, 2017

C. Voucher Bills

1. March 24, 2017 \$ 139,627.51

2. April 7, 2017 \$ 187,633.66

D. Payroll

1. March 17, 2017 \$ 137,092.35

2. March 31, 2017 \$ 135,349.58

Commissioner Yates moved to approve the Consent Agenda as presented.

Commissioner Weber 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:

Executive Director Don Miletic briefed the Park Board on the MNASR report and said the budget and audit were the main discussions at the last meeting.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Regarding Blackhawk Park, the escrow account has increased from \$75k to \$105K for punch list items that need to be fixed
- Paul and I interviewed and hired a new HR Manager, Nicole McNulty.
- Continue to work on resubmittals to IDNR for NPS on the Oakwood Grant. Monies were awarded to the Park District is waiting on NPS for final decision.
- The Park District closed on the Oakwood Land Purchase. The project timeline is: development of plans to begin in fall 2017 with construction in spring of 2018.
- City had first reading on Land Cash Ordinance April 17 which was approved. The second reading will be in the near future. Don said the new development on Old River and Golf Roads would bring in additional funds to the Park District for future developments.
- Met with Commissioner Haas and a south side Des Plaines resident regarding addition of water features on the south end of town. There was discussion of other potential ideas.
- Grand opening for Cherokee and Second Avenue Parks will be announced some time this spring.
- Reviewing resume and applications for Supt. of Business and Supt. of Recreation.

Comments: President Grady asked if there have been any meetings with contractors for the pool. Don informed the Park Board he will be setting up an appointment with a General Contractor.

B. PARKS AND GOLF DEPARTMENT

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

- Reviewed design options with the Park Board and explained the necessity to provide for proper drainage of storm water and volume control. Staff asked the Park Board for a consensus to move forward with the renovation project as presented for all purposes including longevity of the turf. The renovation would take place in September/October of this year with a re-open date of November.
- Public forum for Craig Manor renovations was well attended.
- Asphalt repairs on the Golf Center parking lot and at Lake Park are underway.

Comments: Commissioner Grady asked if the land on the end of the south parking lot would be conducive for a rain garden. Staff informed the Park Board the grades of the land would not work.

Commissioner Haas asked if monies were still available from the PDRMA reimbursement for the turf replacement. Staff informed the Park Board the Park District had \$180K left from the insurance reimbursement.

Commissioner Weber asked about the warranties and life span of the turf along with projected down time. Staff informed the Park Board the turf is warrantied for 8 years and would last longer with the additional drainage and improved base. Staff said down time for the Golf Center would be approximately five weeks: the last week of September through end of October weather permitting.

C. BUSINESS DEPARTMENT

Executive Director Don Miletic presented the Board report on behalf of the Superintendent of Business.

- Don informed the Park Board Katie Skibbe, Superintendent of Business, has accepted a position with the Glenview Park District as Deputy Director.
- Business Department is getting ready for the upcoming audit.
- Don reviewed the financials for the prospective bonds on the pool. Don said the Park District has monies in reserve and is in a good financial position to move forward on the pool project.
- Staff will continue to work out of Basecamp District wide.
- Sean has been busy working on internet/email issues the last couple of days.

Comments: Commissioner Weber asked if the internet issues affected the Park District. Staff informed the Park Board it was an intermittent issue and was resolved within 36 hours. It did affect staff communication. The Park District Domain Name expiration was discussed.

FINANCIAL REPORT

Executive Director Don Miletic presented the monthly financial report.

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

Commissioner Haas 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 in great detail.

- Several successful events were held this past month.
- Jeanette & Matt continue to interview and hire for the upcoming season.
- An Intern has been hired for the summer.
- Earth Day is being held at the Methodist Campground on Saturday, April 22.
- MVAC opened early and saw an increase in attendance & revenues from last year's numbers.
- A new piece of equipment, "New Step", was installed at the PLCC fitness center and is handicap accessible.
- 24 dancers from AiM qualified for Nationals this year which is being held in Wisconsin Dells.

Comments: None

E. MAINTENANCE OPERATIONS

Assistant Superintendent Corrie Gyunn reviewed the Maintenance Staff report in great detail.

- The pad is poured for the new Lake Park Shelter at the south end of the park. Shade structure is to be delivered within the next two weeks with installation by the contractor mid-May. The shelter will have readily available electric and a grill. Additionally, electric has been installed at the Optimist Shelter.
- Staff has been working on installing the footings for a shade structure at Mystic. The structure should be received in the next few days. Pressure testing for the pools is going well.
- Received delivery of replacement trees and PLCC front entrance will see a new bedding design.
- Sioux Park renovations are going out to bid with construction beginning in August.
- Second Avenue Park is open, looks great, and working with residents to extend the wood fencing.
- Interviews and hiring is almost complete for the seasonal positions.

Comments: Commissioner Rosedale asked staff about the drainage at Second Avenue Park. Staff informed the Park Board there are no drainage issues.

Commissioner Rosedale asked if there is another piece that goes to the rock formation at Second Avenue Park. Staff informed the Park Board no other components are to be added and the holes need to be filled as weather permits.

All Commissioners commented on the outcome of Second Avenue Park and how beautiful it looks.

Staff informed the Park Board the fencing at Second Avenue is going to be extended down the north and south property lines but at a shorter height.

Commissioner Weber asked staff about the light at Winnebago Park. Staff informed the Park Board it is ComEd's light fixture and pole however, the Park District will look into it.

F. GOLF & FACILITY OPERATIONS

Assistant Superintendent Brian Panek reviewed the Golf & Facilities Staff report in great detail. Items highlighted are the following:

- Staff was trained and Tee Times software went live this past month at both golf courses.
- Thursday, September 14 is the upcoming Chamber Golf Outing at Chevy Chase.
- Staff reviewed “All you can hit” membership program. There is an increase in memberships and revenues.
- Ball change occurs tomorrow at the Golf Center.
- Boat mooring rentals are almost at capacity.
- Golf Center grass tees were re-established and paid for by NILCO.
- Current pictures of the High School golf teams are displayed at the Golf Center instead of the old players.

Comments: Commissioner Weber asked if the kayaks are in the water yet. Staff informed the Park Board the kayaks are not yet in and the Park District is waiting on the tandem kayaks

Commissioner Haas asked about “All you can hit balls” and how they are monitored. Staff informed the Park Board the cards have members picture on the cards and cards are kept at the front desk.

President Grady asked how staff is handling the card holders when the golf range is closed for improvements. Staff informed the Park Board the card holder will not be charged during the down time. President Grady asked when the Park District last purchased golf balls for the driving range. Staff informed the Park Board the balls were recently purchased and are purchased with a two year agreement.

VIII. UNFINISHED BUSINESS: None

IX. NEW BUSINESS

Agenda Item: 9 – A Approval of Craig Manor Playground Equipment Purchase

Superintendent of Parks and Golf Operations Paul reviewed the Staff report included in the Board materials. Six RFP's were received of which none were of concepts the Park District was seeking. Staff reported the Park District is committed to construct an inclusive playground for the disabled based on the residents' comments and needs. Staff reported it was necessary to increase the amount to be spent on the playground to fulfill obligations.

Commissioner Rosedale moved that the Park Board of Commissioners accept the bid from NuToys Leisure Products, out of La Grange, IL in the amount of \$74,430.00 for the Craig Manor Playground Equipment.

Commissioner Yates seconded the motion

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

Motion Carried: 5-0

Comments: Commissioner Rosedale asked what material is being used for the base of the playground. Staff informed the Park Board it would be engineered wood fiber.

President Grady asked if there was a census on how many handicapped individuals there are near Craig Manor. Staff informed the Park Board there is a need for a handicap playground in this area.

Commissioner Rosedale asked if the additional cost will come out of the ADA fund. Staff informed the Park Board 20 % of the cost of the playground will come out of the ADA funds.

Agenda Item: 9 – B Approval of Pick-up Truck Purchase

Assistant Superintendent of Parks Corrie Guynn reviewed the Staff report included in the Board materials. The Park District seeks to purchase a pick-up truck through the State of Illinois Central Management Services (Joint Purchase Program for State and Local Government Agencies). The cost covers the basic and power train warranties, long bed, bed liner, plow, and lift gate.

Commissioner Haas moved that the Board of Commissioners approve the purchase of one (1) 2017 Ford F350 Regular Cab 4x4 Pickup with 8 foot long bed truck to also include a bed liner, plow and life gate from Bob Ridings Incorporated in the amount of \$37,748.00.

Commissioner Rosedale seconded the motion.

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

Comments: Commissioner Haas asked if the other truck was sold yet. Staff informed the Park Board it has not. Commissioner Rosedale asked if it were part of the surplus property from last meeting. Staff informed the Park Board it was listed as Surplus Property at the last Board meeting.

Agenda Item: 9 – C Approval for Dump Truck Purchase

Assistant Superintendent of Parks Corrie Guynn reviewed the Staff report included in the Board materials. The Park District seeks to purchase a dump truck through the State of Illinois Central Management Services (Joint Purchase Program for State and Local Government Agencies). The cost covers the basic and power train warranties.

Commissioner Yates moved that the Board of Commissioners approve the purchase of one (1) 2017 Ford F350 Regular Cab 4x4 Truck Chassis with Dump Body from Bob Ridings Incorporated in the amount of \$46,683.00.

Commissioner Weber seconded the motion.

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

Comments: President Grady asked if the new vehicles are diesel or gasoline. Staff informed the Park Board the trucks are gasoline. President Grady asked if the Park District will be purchasing propane vehicles in the future. Staff informed the Park Board there are no plans to purchase propane vehicles in the near future. The Park District does not have facilities/accommodations for a propane station.

X. CORRESPONDENCE:

Agenda Item: 10 – A Thank you from Mayor Matt Bogusz for assisting with the diaper drive.

Agenda Item: 10 – B Thank you from Maine District 207 for attending the Job Fair.

XI. COMMISSIONER COMMENTS:

Commissioner Haas commented Second Avenue looks great. She also commented Blackhawk is well used since its opening. Haas also mentioned she will not be in attendance at the June meeting.

Commissioner Rosedale commented Second Avenue is well used and met a lot of grandparents while visiting the Park. Blackhawk looks fabulous and is very crowded with children when he drives past there.

Commissioner Weber commented Mariano's and Blackhawk looks great. All the other parks look great and kudos to staff.

Commissioner Yates also commented how well Mariano's & Blackhawk Park look and a lot of people are using it. Yates said it is very good for the neighborhood.

President Grady commented Blackhawk and McKay Nealis Park look great. Grady said everything looks great and running well.

XII. EXECUTIVE SESSION

A motion was made by Commissioner Rosedale at 8:40 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.

Motion Carried 5-0

XIII. RETURN TO OPEN SESSION

A motion made by Commissioner Weber to return to Open Session at 9:27 p.m.

Commissioner Rosedale seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried 5-0

Agenda Item: 13 – A Approval of Executive Director Review and Compensation

Review and Compensation for the Executive Director was discussed in detail in Executive Session. A 4% increase was given with a yearly salary of \$153,000.00

Commissioner Weber made a motion to except the increase of 4% to the Executive Directors yearly salary totaling \$153,000 for Fiscal Year 2017/2018.

Commissioner Yates seconded the motion.

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

Motion Carried: 5-0

XIV. ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 9:28 p.m.

Commissioner Haas seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried 5-0

APPROVED _____

President

Secretary