

**Des PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, MAY 16, 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, Superintendent of Business Barbara Barrera, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks Corrie Guynn, Assistant Superintendent of Golf & Building Operations Brian Panek, Human and Resource Manager Nicole McNulty, IT Manager Sean King, Communications and Marketing Manager Gene Haring, and Administrative Assistant Debbie Hermanson.

Guests Present:     Shari Caine – History Center  
                          Jerry Chvatal – Senior Center  
                          Gary Vinzart – Resident

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

**III. INTRODUCTIONS/PRESENTATIONS**

**A. History Center Update:** Shari Caine thanked the Park Board and District for its support and for allowing the History Center to utilize space at PLCC for their Annual Meeting held on Wednesday, May 10. She updated everyone on the upcoming events, programs, and projects for the months to come.

Comments: Commissioner Rosedale commented the Annual Meeting was a great event and well attended. He asked how many posters were submitted for the poster contest. Shari said there were 50 posters submitted.

**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. The Friends will be present at the Park District Spring Fun Fair selling popcorn and water. They are seeking out volunteers to help at the Chase 5K on the 17<sup>th</sup> of June along with the Glow Golf event being held on Saturday, September 9<sup>th</sup>. The Friends will hold the Fishing Derby at Fall Fest but with shortened hours. Kallie has connected the Friends with a website that aids in seeking out volunteers.

**IV. COMMENTS FROM THE COMMUNITY:**

Gary Vinzart, resident and former co-owner of 504 Good Avenue spoke in front of the Park Board. He asked what the Park District intentions were for the property. Staff informed him the property will be utilized for both the Fire and Police Departments' training. Mr. Vinzart said it was a great idea to utilize the property for municipal training. Staff informed Mr. Vinzart the house is being razed the week of June 5 with the property opening up to connect to Mohawk Park. Mr. Vinzart also addressed the Park Board and staff regarding the organization he belongs to called the Skokie Valley Sail and Power Squadron which is a local chapter of the United States Power Squadron. He said this is an educational boating program that promotes and educates individuals on boating safety and to contact him if the Park District is interested.

**V. APPROVAL OF THE CONSENT AGENDA**

A. Minutes April 18, 2017

B. Executive Session Minutes April 18, 2017

C. Voucher Bills

- |                   |               |
|-------------------|---------------|
| 1. April 21, 2017 | \$ 187,998.23 |
| 2. April 28, 2017 | \$ 186,133.03 |
| 3. May 5, 2017    | \$ 179,828.21 |

D. Payroll

- |                   |               |
|-------------------|---------------|
| 1. April 14, 2017 | \$ 156,321.38 |
| 2. April 28, 2017 | \$ 153,838.39 |

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. He highlighted the number of inclusions have dramatically increased.

Comments: Commissioner Haas asked if MNASR are hiring for only summer positions. Staff informed the Park Board it is only for summer.

Commissioner Haas asked if the Sensory Room is being utilized by other groups. Staff informed the Park Board it is utilized by other groups and MNASR is working with other Park Districts to utilize the room. President Grady asked if the Grant Monies from Rivers Casino are distributed only to Des Plaines based organizations. Staff informed the Park Board it is allocated for Des Plaines based organizations. Staff informed the Park Board MNASR is working with Rivers Casino regarding other projects.

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- The new hires were introduced. Superintendent of Business Barbara Barrera and Human Resource and Risk Manager Nicole McNulty.
- Continue to work with IDNR for submittals to NPS.
- Distributed to the Park Board a conceptual drawing on Craig Manor renovations.
- Grand opening for Cherokee and Second Avenue Parks are scheduled for June 24th.
- Staff has been instructed to draft local fundraiser procedures.
- Both Fire and Police training are in progress at 504 Good Avenue for the month of May.
- Don commented on the Russian Special Event that took place at Lake Park Memorial Pavilion.
- July is Parks and Recreation Month and the Mayor will be presenting a proclamation at the July 3<sup>rd</sup> Council Meeting.
- Reminded the Park Board the NRPA Conference will be at the end of September.
- Staff and I met with a pool construction manager to review the process regarding the construction of the indoor pool at Prairie Lakes. A Public Forum will be held at a later date.

Comments: President Grady asked about Craig Manor reconstruction and the storm water vault to be installed by the City. Don informed the Park Board the City will restore the Park to like new conditions once the vault is installed.

Commissioner Weber asked if anything can be built on top of the vault. Staff informed the Park Board there should be no issues but will confirm with the city.

**B. PARKS AND GOLF DEPARTMENT**

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

- Several bids were opened for Park District projects and will be discussed during the action items.
- Quotes for the storm water project at Seminole Park were received.
- Craig Manor reconstruction will begin the first week of June with the removal of the playground equipment by Kids Around the World.
- The Skate Park will be relocated and a cut through will be created between the soccer field parking lot and the southwest parking lot. This is a two phase project MWRD determined there was enough detention area to move forward with the project.

- Golf Center turf replacement project is moving forward. Park District will be going out to bid in June for a July opening. Project set to begin September and end the first week of November.

Comments: Commissioner Haas asked how long it would take to remove the playground equipment at Craigs Manor. Staff informed the Park Board approximately one week. 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 warranted 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**

Superintendent Barbara Barrera reviewed items contained in her written report and the following:

- Finalizing up year-end reports.
- Business Department continues to prepare for the upcoming audit.
- IT is getting equipment up and running for the pool season.

Comments: The Park Board of Commissioners welcomed Barb to the Park District.

### **FINANCIAL REPORT**

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for April 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.

- All full time staff evaluations have been completed.
- Staff continues to interview and hire for the upcoming season.
- Pre-School graduation is coming up.
- Staff is working on input for the Fall Spectrum.
- Readyng the pools for the upcoming season.
- Staff has been busy preparing for the Chase 5k Race.
- Part Time and Key Staff trainings will begin next week.
- ERC had a very successful event with great participation.
- Mountain View Adventure Center had a very successful month.
- Winter Wonderland will be moved to PLCC this upcoming year.

Comments: President Grady asked about life guard staffing. Staff informed the Park Board the District is continuing to interview, hire, and train. Commissioner Haas asked how registration was going for summer camps. Staff informed the Park Board West Park Camp is full and several other camps are reaching capacity.

President Gray asked what the budget was for the Park District Scholarship Program. Staff informed the Park Board \$18,000 and all scholarship monies have been awarded.

Commissioner Weber asked if pool early bird registration is online. Staff informed the Park Board it has been on line for a while though first time registrants must come in for proof of residency and to register the household.

## **E. MAINTENANCE OPERATIONS**

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

- At Mystic Waters the following was completed: Admission office new windows, new shade structure, new lockers in the locker rooms.
- Staff repaired the backstop at Arndt Park.
- Curb was cut and path installed at Lake Park allowing for access between park and Abbott Laboratories.
- The boundary fences will be extended to the sidewalks at the Second Avenue Park.
- Wellness Committee held Biometric Screenings on April 26 with 28 participants.
- The Parks Department morning stretching program continues with great participation.
- Installation of a grill and bike racks are scheduled to be installed within the next week at Blackhawk Park.
- The front entrance flower bed of Prairie Lakes has been planted with perennials making it self-sustaining. In addition, a perennial garden has been planted in the courtyard between the two wings at the ALC. Staff is working with Jeanette to make it an educational opportunity for preschool.
- Continue with tree replacement throughout the Park District.

Comments: None

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

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

Items highlighted are the following:

- Father Son Golf Tournament to be held on Sunday, June 18.
- Golf Center - Grass tees are open and in great shape.
- Pier extensions ordered for Lake Park and are waiting for delivery.
- Tandem Kayak is in use now.
- Junior special (18 and under) is beginning June.
- "Youth on the Course" is being implemented encouraging youth golf. Discounted fees for a minimal \$10 membership which is being reimbursed by the CGA.
- Memberships are up at the Golf Center.
- Brian Kowalski has accepted a position with the Rolling Meadows Park District.

Comments: None

## **VIII. UNFINISHED BUSINESS:**

Executive Director Don Miletic thanked President Grady for all his great work as President and with his first year as Executive Director.

### **OATH OF OFFICE TO NEWLY RE-ELECTED COMMISSIONER:**

Executive Director Don Miletic administered the Oath of Office to re-elect Board of Commissioner Donald Rosedale and William Yates. Board, Staff and audience members congratulated Mr. Rosedale and Mr. Yates as they assumed their seat on the Park Board.

### **Nominations for President**

Executive Director Miletic called for nominations for Board President.

Commissioner Rosedale nominated Joe Weber for President for Fiscal Year 2017/2018

Executive Director Miletic asked if there were any other nominations for President.

Hearing None, Executive Director Miletic asked for nominations for President to be closed.

Commissioner Yates moved to close the nominations. Commissioner Rosedale seconded the motion.

All in favor, Opposed      Ayes: 5, Nays: 0  
Motion Carried: 5-0

Executive Director Miletic requested a motion and second to elect Joseph Weber as President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2017/2018  
Commissioner Rosedale moved to elect Joseph Weber as President of the Board of Commissioners for the period May 16, 2017 thru Unfinished Business on May 15, 2018. Commissioner Yates seconded the motion.

Discussion:

All in favor, Opposed      Ayes: 5, Nays: 0  
Motion Carried: 5-0

#### **Nominations for Vice-President**

President Weber called for nominations for Board Vice-President.

Commissioner Grady nominated Donald Rosedale for Vice-President for Fiscal Year 2017/2018.

President Weber asked if there were any other nominations for Vice-President.

Hearing None, President Weber asked for nominations for Vice President to be closed.

Commissioner Grady moved to close the nominations. Commissioner Haas seconded the motion.

All in favor, Opposed      Ayes: 5, Nays: 0  
Motion Carried: 5-0

President Weber requested a motion and second to elect Donald Rosedale as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2017/2018

Commissioner Haas moved to elect Donald Rosedale as Vice President of the Board of Commissioners for the period May 16, 2017 thru Unfinished Business on May 15, 2018. Commissioner Yates seconded the motion.

Discussion:

All in favor, Opposed      Ayes: 5, Nays: 0  
Motion Carried: 5-0

#### **Nominations for Treasurer**

President Weber called for nominations for Board Treasurer.

Commissioner Rosedale nominated Jana Haas for Treasurer for Fiscal Year 2017/18.

President Weber asked if there were any other nominations for Treasurer.

Hearing None, President Weber asked for nominations for Treasurer to be closed.

Commissioner Rosedale moved to close the nominations. Commissioner Yates seconded the motion.

All in favor, Opposed      Ayes: 5, Nays: 0  
Motion Carried: 5-0

President Weber requested a motion and second to elect Jana Haas as Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2017/2018.

Commissioner Rosedale moved to elect Jana Haas as Treasurer of the Board of Commissioners for the period May 16, 2017 thru Unfinished Business on May 15, 2018. Commissioner Yates seconded the motion.

Discussion:

All in favor, Opposed      Ayes: 5, Nays: 0  
Motion Carried: 5-0

Board Appointments:

President Weber made the following appointments:

Executive Director:                      Don Miletic

Board Secretary:                          Don Miletic

|                           |                         |
|---------------------------|-------------------------|
| Attorney:                 | Greg MacDonald          |
| M-NASR Rep:               | Don Miletic             |
| History Center Rep:       | Don Miletic             |
| Senior Center Rep:        | Don Miletic             |
| Friends of the Parks Rep: | Paul Cathey             |
| Finance Committee:        | Jana Haas               |
| Personnel Committee:      | Joe Weber, Don Rosedale |

## IX. NEW BUSINESS

### **Agenda Item: 9 – A Approval of Craig Manor Renovation Bids**

Superintendent of Parks and Golf Operations Paul reviewed the Staff report included in the Board materials. Bids were received on June 5 for the Craig Manor Renovations with scope of work to include: excavation, demolition of the existing play area, construction of new sidewalks, playground curb, and the *alternate* bid for construction of a new basketball court. The City will reimburse the Park District for the sidewalk installation along Madelyn Drive which connects the city sidewalk along the front of the park. Park District staff will install the play equipment and other site furnishings. Three bids were received with Innovation Landscape being the lowest qualified bidder. At this time staff is not recommending to accept the alternate bid of the sidewalk and basketball court due to the storm water vault construction. The sidewalk and basketball court will be completed at a later date.

Commissioner Haas moved that the Park Board of Commissioners approve the bid from Innovation Landscape for the Craig Manor Park Renovation Project in the amount of \$55,986.50 for base bid only.

Commissioner Grady seconded the motion

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

Comments: Commissioner Grady asked about the company submitting the bid. Staff informed the Park Board Innovation Landscape was formally known as Fuerte and they have performed work for us previously which we were very pleased with.

### **Agenda Item: 9 – B Seminole Park Revitalization Project – Basketball Court Reconstruction**

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. The City of Des Plaines awarded the Park District Community Development Block Grant (CDBG) Funds in the amount of \$100,000.00. With a portion of those CDBG funds the District wishes to purchase and install a “Free Game Court” at Seminole Park in the location of the existing basketball courts which are in serious disrepair. The Free Game Court allows for soccer, basketball, in-line hockey and volleyball to be played in an enclosure with walls and built in goals. Therefore a new configuration of asphalt court is proposed which can accommodate both basketball and the Free Game Court.

Two Bids were submitted on April 28th for the project. The lowest qualified bidder was Evans and Son Blacktop. They have performed work for the Park District previously including work on the West Park project. They have very good references and we have been very pleased with their past work.

Motion:

“Commissioner Grady moved that the Park Board of Commissioners approve the bid from Evans and Sons Blacktop, West Chicago, IL, for the Seminole Park Basketball Reconstruction Project in the amount of \$39,129.00.”

Commissioner Yates seconded the motion.

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

Comments: Commissioner Grady had a question about a specific item on the drawings. Staff informed the Park Board it is for storm water drainage.  
Commissioner Haas asked what the timeline is. Staff informed the Park Board work will begin in June.

**Agenda Item: 9 – C Approval Purchase of Kompan Free Game Court – Seminole Park**

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. The Kompan Free Game Court, a multi-sport court, will be purchased with the grant monies awarded by the City of Des Plaines. This is a unique court and there is only one company that constructs this type of court. Other Park Districts have installed it and these courts are very popular.

Commissioner Grady moved that the Park Board of Commissioners approve the purchase of one Kompan Free Game Court for the Seminole Park Revitalization Project in the amount of \$39,780.60.

Commissioner Haas seconded the motion.

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

Comments: Commissioner Rosedale asked what is included in the grant monies awarded by the City. Staff informed the Park Board the asphalt base, multi-sport court, installation and other site amenities along with engineering costs for the revitalization project.  
President Weber commented this is a very unique project to come into the Park District area.

**Agenda Item: 9 – D IMRF Authorized Agent Appointment Resolutions #17-03**

Executive Director Don Miletic reviewed the Staff Report included in the Board materials. Don requested the Park Board name Superintendent of Business Barbara Barrera as authorized IMRF agent.

Commissioner Grady moved that the Des Plaines Park Board of Commissioners approve the Appointment of Barbara Barrera as Authorized Agent Resolution #17-03.

Commissioner Rosedale seconded the motion.

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

Comments:

**X. CORRESPONDENCE:**

**Agenda Item: 10 – A Copy of the letter distributed to the Good Avenue neighbors from Fire Chief Wax.**

**Agenda Item: 10 – B Thank you letter from the History Center for the Park District hosting their Annual Meeting in the Prairie Lakes Theater and also thanked Gene Haring for his assistance.**

**Agenda Item: 10 – C Letter from PDRMA – The Park District has received the highest accreditation possible and has received a monetary award in the amount of \$3,000 over the past two years..**

**XI. COMMISSIONER COMMENTS:**

Commissioner Yates had no comment.

Commissioner Haas reminded staff that the head Pharmacist would like to form a partnership with the Des Plaines Park District and offers to bring a nutritionist out to speak. Haas commented the Park District had a great spring and is looking forward to a great summer.

Commissioner Rosedale commented the Sons of the American Legion are looking for volunteers to place flags at All Saints Cemetery on Saturday, May 27<sup>th</sup>.

Commissioner Grady said he had a good year as president and was a pleasure working with Staff. It has been a good team effort and looking forward to a great summer.

President Weber commented thanked Staff for all their efforts.

## **XII. EXECUTIVE SESSION**

A motion was made by Commissioner Grady at 8:20 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 Rosedale to return to Open Session at 9:03 p.m.

Commissioner Haas seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried 5-0

## **XIV. ADJOURNMENT**

A motion was made by Commissioner Rosedale to adjourn at 9:03 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried 5-0

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary