

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, JUNE 28, 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 Joe Weber at 7:00 p.m. Commissioners answering present to the roll call were: Commissioners William Yates, Jim Grady, and Don Rosedale, Absent were 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:     Brian Thoren – Dedicated to Excellence recipient.  
                          Kathy Vana & Libby Kinder-Edick – History Center

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

**III. INTRODUCTIONS/PRESENTATIONS**

**A. Dedicated to Excellence Recipient:** Corrie Guynn introduced Brian Thoren, Landscape Maintenance II Employee, as this quarters dedicated to excellent recipient. Brian began his career with the Park District as a part time employee working on the Special Projects crew. Within two years he was promoted to a Full Time employee as a valuable member of the Landscape crew. Brian’s dedication to the Park District and his extraordinary skills proves to be invaluable to the Park District. He is a true leader and uses his experience to guide the seasonal part time crews. No job is too big for Brian to handle and they are always finished in a timely and presentable manor.

**B. History Center Update:** Kathy Vana thanked the Park Board and District for its support. She updated the Park Board and staff on upcoming projects and events. Kathy informed the Park Board the History Center received the Award of Excellence from the Chamber. The Open House to celebrate the 50<sup>th</sup> Anniversary will occur on August 27<sup>th</sup>.

Don Miletic introduced Libby Kinder-Edick, a new History Board Trustee, to everyone.  
Comments: The Park Commissioners and Staff welcomed Libby.

**C. Senior Center Update:** Executive Director Don Miletic gave a brief update regarding the Senior Center. A food vendor has expressed interest in serving food at the café with limited ours. This would not be a government supplemented program. Additionally, the Senior Center is still searching for renters of the vacant space in the strip area and bank.

**D. 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 continue to prepare for the Glow Golf event being held on Saturday, September 9<sup>th</sup>. The Friends offered two Zumba classes for the ESL Academy which were well attended. Scholarships awarded thus far total \$9,600. The Friends will be participating in the parade with the Park District and they assisted at the Chase 5K.

President Weber asked who taught the Zumba classes for the Friends. Staff informed the classes were led by Park District staff, Lisa Carbello.

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

**V. APPROVAL OF THE CONSENT AGENDA**

- A. Minutes June 28, 2017
- B. Executive Session Minutes June 28, 2017
- C. Voucher Bills
  - 1. May 19, 2017 \$ 218,150.89
  - 2. May 22, 2017 \$ 47,331.79
  - 3. June 2, 2017 \$ 279,574.17
  - 4. June 5, 2017 \$ 10,299.00
- D. Payroll
  - 1. May 12, 2017 \$ 152,161.28
  - 2. May 26, 2017 \$ 162,862.63
  - 3. June 9, 2017 \$ 195,149.36

Commissioner Rosedale moved to approve the Consent Agenda as presented.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

**VI. M-NASR REPORT:**

Executive Director Don Miletic briefed the Park Board on the MNASR report. He stated the number of inclusions continues to increase. Sue Bear was with a filming company here today at the ALC filming the Sensory Room. This will be used in the future at the Liponi Dinner. Rivers Casino awarded MNASR scholarship monies for future use. Don announced the Put-Put Liponi Fundraiser will be held on August 16<sup>th</sup>.

Comments: Commissioner Grady asked who has the most participants in MNASR. Staff informed the Park Board Skokie Park District has the most.

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- Have a new marketing promotional – The “Be Active” cup selling for \$3.
- Invited Commissioners and Staff to participate in the parade.
- Passed around a new conceptual drawing of the Oakwood/Center Park. Moylan is donating money towards the Park District Scholarship fund for utilizing the park for the 4<sup>th</sup> of July.
- Introduced Nick Troy as the new Superintendent of Recreation.
- RFQ’s were sent out to architectural firms for the indoor pool project and staff is waiting on proposals for a construction manager.
- Good Avenue property – house has been removed, back filled, and waiting on top soil.

**B. PARKS AND GOLF DEPARTMENT**

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

- Bids are due for the general construction of the Golf Center range project.
- The District has prepared documents for a separate bid on the Turf Removal at the Golf Center.
- Bids for the Skate Park Expansion were been sent back out to bid.
- Seminole Park is almost complete and a small section of pathway will be added to connect to sidewalk.
- Craig Manor playground renovations are well underway.
- Miguel Gomez has been promoted to the Special Projects crew from the Landscape Crew.
- Parks & Golf Department held an extensive in-service training session which included 11 safety stations.
- Made necessary repairs to the pool boiler heater at Iroquois.

Comments: President Weber asked about the construction work IDOT performed a year ago and if there have been any issues with the storm water drainage. Staff informed the Park Board there has been no residual effect from the work.

### **C. BUSINESS DEPARTMENT**

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

- Business Department continues to prepare for the upcoming audit.
- Continue to make adjustments as needed.
- Staff continues to update for brochure, add new hires for various departments, etc.

Comments: Commissioner Grady asked about financials. Staff informed the Park Board the District is good and financially solid.

### **FINANCIAL REPORT**

Superintendent of Business Barbara Barrera presented the monthly financial report.

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

Commissioner Yates seconded the motion.

Discussion: None

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

### **D. RECREATION DEPARTMENT**

Superintendent Nick Troy reviewed items contained in his written report including the following:

- It has been a great transition into his new position.
- Have been touring all the facilities and getting acclimated to the Park District and resources.
- Discussed with Staff concerns regarding the bikes used for the cycling classes.

Comments: The Commissioners welcomed Nick to the Park District

### **E. RECREATION OPERATIONS**

Assistant Superintendent of Recreation Jennifer Boys reviewed the Recreation Staff report.

- Staff toured the Waukegan Indoor Pool to gather more information and ideas.
- All pools are in full operating mode and doing well.
- The first guard audits were performed by Jeff Ellis and all received an overall exceeds review.
- Revenue and attendance is up at the pools from last year at this time.
- Camps are running very smoothly and are well organized by Jeanette.
- Preparations for Fall Fest continue.
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### **F. MAINTENANCE OPERATIONS**

Reviewed in the Parks and Golf Departments Report.

### **G. GOLF & FACILITY OPERATIONS**

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

- 64 participants in the Father & Son tournament.

- Hire a new PGA Instructor – Robert Jan
- Junior Open will be held on Friday, July 14<sup>th</sup> at Lake Park.
- Going out to bid on Deck Carpeting.
- Received the new patrol boat for Lake Opeka.
- Interviewing and hiring a new full time staff replacement for Brian Kowalski’s position.
- Numbers for Golf Camp are increasing.
- Hosted two IJGA golf tournaments at the Golf Center this month.

Comments: President Weber asked what the schedule is for the camps. Staff informed the Park Board camps run from Monday-Friday, 9am – noon.

President asked if about team residency. Staff informed the Park Board the team comprises mainly of Park Ridge.

Commissioner Grady asked how many golf instructors the Park District has and fees charged. Staff informed the Park Board the Park District has room for two more Pro’s and the fees vary depending on the instructor.

## **VIII. UNFINISHED BUSINESS: None**

## **IX. NEW BUSINESS**

### **Agenda Item: 9 – A Board Policy and Park Regulations Manual**

Executive Director Don Miletic presented to the Park Board a report on the policy updates regarding nepotism and zero tolerance. Don reviewed the policies with the Park Board and informed them both he and staff will be meeting with the affiliate groups.

Commissioner Yates moved that the Park Board of Commissioners approve the recommended policy changes as presented.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Commissioner Grady said he is in total agreement with these policies and because the affiliate groups use our facilities and fields this behavior will not be tolerated. Staff informed the Park Board a meeting is planned in the near future to discuss the use of the facilities, fields, and the updated policies. The groups will be made aware these policies will be enforced and what the consequences would be if the policies were not followed. Staff noted the policies will include the following groups: Affiliates, Non-Profits, Outside Rentals, and Others.

### **Agenda Item: 9 – B Golf Center Turf Replacement**

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. The Park District went out to bid on June 7, 2017 and received two bids for the Golf Center Turf Renovation Project. The project involves supply, delivery, and installation of 300,00+/- square feet of synthetic turf .

Perfect Turf submitted the lowest qualifying bid and performs the same work at approximately 80% of the Top Golf locations around the world and is uniquely qualified to complete the project. Hitchcock Design Group contacted the references listed by Perfect Turf and found no issues.

Motion:

Commissioner Rosedale moved that the Park Board of Commissioners approve the bid from Perfect Turf, Wood Dale, IL, in the amount of \$609,890.00 for the purchase, delivery, and installation of synthetic turf for the Golf Center Turf Renovation Project.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Comments: Commissioner Grady questioned the warranty for the installation of the synthetic turf. Staff informed the Park Board it is warranted on the workmanship. Perfect Turf along with staff will be inspecting construction of the range base to make sure construction and conditions are specific for proper installation of the turf.

**Agenda Item: 9 – C Prevailing Wage Ordinance #17 - 04**

Superintendent of Business Barbara Barrera reviewed the staff report included in the Board materials. Each governmental agency is required by Illinois law to approve an annual Prevailing Wage Ordinance. This ordinance states that they will require any outside contractors doing public work for that agency to pay their employees working on that project the “Prevailing Wage” in that county. Prevailing Wages are attached.

Commissioner Grady moved that the Board of Commissioners adopt Prevailing Wages Ordinance #17-04.

Commissioner Yates seconded the motion.

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

Motion Carried: 3-1, 1 Absent

**Agenda Item: 9 – D Sioux Park Playground Equipment Purchase**

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. The decision to move forward with the purchase of the playground equipment from NuToys was based on several factors primarily based on the feedback received on the public meeting regarding the overall renovation and positive comments regarding the NuToys Design. This specific playground equipment was rated the highest overall in play value.

Commissioner Yates moved that the Park Board of Commissioners accept the bid from new NuToys Leisure Products, out of LaGrange, IL in the amount of \$38,000 for the Sioux Park Playground Equipment.

Commissioner Rosedale seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Comments: Commissioner Grady said it was nice to see all the input from the parents and neighbors regarding the Sioux Park playground renovation.

**X. CORRESPONDENCE:**

**Agenda Item: 10 – A Thank you letter from the Mulcrone family.**

**Agenda Item: 10 – B Thank you letter from the Optimist Club regarding the Park District donation to the Pasta Dinner.**

**Agenda Item: 10 – C Thank you letter from the Medina Park District regarding the Aim Dance Company.**

**Agenda Item: 10 – D Thank you letter from Gertrude Whitton’s Family**

**XI. COMMISSIONER COMMENTS:**

Commissioner Yates welcomed all the new employees. He is very pleased with the great job all the staff are doing.

Commissioner Rosedale commented it is a great start to a great summer and a very warm welcome to the new employees.

Commissioner Grady welcomed the new employees. He said it was very nice to receive the letter complimenting the life guards and their performance.

President Weber thanked Staff and is looking forward to another good month.

**XII. EXECUTIVE SESSION**

A motion was made by Commissioner Grady at 8:10 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 4-0, 1 Absent

**XIII. RETURN TO OPEN SESSION**

A motion made by Commissioner Rosedale to return to Open Session at 8:30 p.m.

Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried 4-0, 1 Absent

**XIV. ADJOURNMENT**

A motion was made by Commissioner Rosedale to adjourn at 8:30 p.m.

Commissioner Yates seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried 4-0, 1 Absent

APPROVED \_\_\_\_\_

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President

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Secretary