

**Des PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, AUGUST 15, 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 Jana Haas, Jim Grady, and Don Rosedale. Absent was William Yates. Also in attendance were Executive Director Don Miletic, Superintendent of Recreation Nick Troy, 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, Business Manager Todd Lehky, Human Resource and Risk Manager Nicole McNulty, IT Manager Sean King, Aquatics and Youth Manager Matt Hartnett, and Administrative Assistant Debbie Hermanson.

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS: None

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

A. Minutes of Board Meeting from July 18, 2017

B. Minutes of Executive Session: None

C. Voucher List of Bills for dates and amounts of:

July 14, 2017 \$358,187.85

July 28, 2017 \$533,785.46

D. Payroll for dates and amounts of:

July 7, 2017 \$685.00

July 21, 2017 \$675.00

July 21, 2017 \$302,917.46

August 4, 2017 \$312,108.13

Commissioner Haas moved to approve the Consent Agenda as presented.

Commissioner Rosedale seconded the motion.

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

Motion Carried: 4-0, 1 Absent

VI. M-NASR REPORT: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Working on marketing efforts. The District is considering distributing a small booklet, similar to the Oakley's Guide, highlighting special events and programs and advertising the spectrum and registration are available online. This will go out to all the residents of Des Plaines.

- Executive Director Miletic has been attending several fundraising events.

Comments: President Weber asked when the public meeting for Mohawk Park is. Staff informed the Park Board it will be October 11th with location to be determined.

B. PARKS AND GOLF DEPARTMENT

Superintendent of Parks and Golf Operations Paul Cathey reviewed items contained in his written report in addition to the following:

- The Park District is waiting on the MWRD permit to begin reconstruction of the Golf Range. All permits and bonding are in place.
- The Skate Park Expansion Project is slated to begin on October 2nd. Once the expansion is complete the existing skate/bike park equipment will be moved to the new location when time permits.
- The Park District is in receipt of \$102,000 from the City of Des Plaines for the CBDG funding for the Seminole Park renovations.
- Staff and I have been very busy gathering information for the PLCC indoor pool project.

Comments: Commissioner Haas asked what will be the effect of closing of the Golf Center Range and when will it re-open. Staff informed the Park Board the Short Game, golf course, The Pro Shop, and Club Casa will remain open and the other aspects of the Golf Center would re-open in early to mid-November.

MAINTENANCE OPERATIONS

Assistant Superintendent Corrie Guynn, Parks & Planning Operations, reviewed items contained in his written report in addition to the following:

- Peter Howard has been a Part Time employee with the Des Plaines Park District since 2011 and was hired to fill the Full Time Employee Landscape position.
- Craig Manor Park is expected to open next Wednesday; Sioux Park renovations began this week; and final clean-up of Mohawk Park is complete and now wide open to Good Avenue.
- The ALC staff vegetable garden is well established and staff has been supplying an abundance of vegetables to the food pantry. In addition, the garden area along the west wall at ALC is looking fabulous and will be a great learning tool for both the District's preschool classes and residents.

Commissioner Grady asked if the fence between Mohawk Park and the vacant property has been removed. Staff informed the Park Board the fence has been removed.

GOLF & FACILITY OPERATIONS

Assistant Superintendent Brian Panek, Golf Operations, reviewed items contained in his written report in addition to the following:

- Had the First Annual Golf Center Championship on Saturday, August, 12, with 19 participants.
- Staff completed minor renovations while the Golf Center was closed.
- September 10th Golf Center will be hosting a tail gate with a 9 am shot gun start and lunch after.

C. BUSINESS DEPARTMENT

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

- The audit was completed last week, everything went smoothly, and now waiting on the results.
- Filed the Budget and Appropriation with Cook County.
- Getting ready for upgrades to RecTrac, with demo set being worked on by Sean.
- All brochure information has been updated and entered.
- IT has had some minor issues. There has been some trouble shooting at Mystic VOIP system and 911 errors. The ALC backup battery failed after a couple of major power surges. Everything is up and functioning properly.

Comments: Commissioner Grady asked about the FOIA requests. Staff informed the Park Board it was regarding various vendor information.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

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

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

D. RECREATION DEPARTMENT

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

- PLCC annual closures: Fitness Center and locker rooms August 30 thru September 1; Gym, Racquetball Courts, and Track closed August 27 thru September 4th.
- Staff including Don Miletic, Josh and held a very successful meeting with Des Plaines Baseball.
- Thirteen new spin bikes are on order and will be settled in once PLCC reopens after the yearly downtime in August.
- Nine boats entered into the Regatta Boat race at Iroquois Pool and Glow Walk had 85 participants.
- Met with staff regarding marketing of programs.

RECREATION OPERATIONS

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

- Preparations continue for Fall Fest, meeting with History Center and Chamber.
- PDRMA visited the camps and pools and were very impressed.
- Our lifeguards came in 2nd at the Annual Life Guard challenge and overall exceeded on audits again.
- All Day Field Camp is tomorrow at PLCC
- Jeanette continues interviewing for Early Childhood positions and Pre-school afternoon program classes are filling up.
- ERC event was host to 30 staff and volunteers.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS

Agenda Item: 9 – A Prairie Lakes Indoor Pool Architectural Approval

Agenda Item: 9 – B Prairie Lakes Indoor Pool Construction Manager Approval

Executive Director Don Miletic reviewed the staff report included in the Board materials. The Park Board heard a 90 minute presentation from staff regarding community needs, Park Districts' strategic plan, financing of the project, Pro-forma presentation, Architectural presentation, Construction Management presentation, and asked for approval after all questions were answered.

Comments: All Commissioners present acknowledged staff has thoroughly researched this project and all critical and pertinent information regarding the indoor pool project has been met as discussed at the March Board meeting. Staff informed the Park Board the Park District is in an excellent position to fund the Indoor Pool project with there being no adversities to the Park District.

Commissioner Haas moved that the Park Board of Commissioners approve Cordogan Clark Architects for the A & E Fees at a rate of 7% of hard costs of the Project not to exceed \$540,400.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

Commissioner Haas moved that the Park Board of Commissioners approve Corporate Construction for Construction Management Fees at a rate of 7.5% of hard costs no to exceed \$579,000.

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

Agenda Item: 9 – C Change Order #1 - Turf Purchase Action

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. Change Order #1 is for the approval of a \$20,000 Bond for the cost of the performance and material bond. It was listed on a separate line item but mistakenly not included in the total cost of project at the June meeting.

Commissioner Grady moved that the Park Board of Commissioners approve the change order #1 in the amount of \$20,000.00 for the Performance, Labor, and Material Bond for the Golf Center Range Renovation Project.

Commissioner Rosedale seconded the motion.

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

Comments: None

Agenda Item: 9 – D Golf Center Deck Carpeting Purchase

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. Three contractors picked up bid materials and viewed the project. Only one bid was submitted which was by Scharm Floor Covering of Des Plaines, IL

After reviewing the bid and overall needs of the facility, staff recommends approving the first and second floor carpet replacement and holding off on the third floor as it is still in good condition.

Commissioner Rosedale moved that the Park Board of Commissioners approve the bid from Scharm floor covering, Des Plaines, IL for the first and second floor deck carpeting replacement, including the performance bond costs in the amount of \$53,186.00

Commissioner Haas seconded the motion.

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

Comments: Commissioner Weber asked if the coloring of the carpeting will be the same. Staff informed the Park Board the carpet is not the same color but the color scheme will work very well together.

Agenda Item: 9 – E Action Item: Temporary Special Event Alcoholic Beverage Permit/Des Plaines Friends of the Parks

Superintendent of Parks and Golf Operations Paul Cathey asked the Park Board of Commissioners approve the below motion for the Des Plaines Friends of the Parks Glow Golf event.

Commissioner Grady moved that the Des Plaines Park Board of Commissioners authorize a Temporary Special Event Alcoholic Beverage Permit for the Des Plaines Friends of the Parks for September 9, 2017 at Lake Park Golf Course and Clubhouse with a rainout date of September 23, 2017.”

Commissioner Haas seconded the motion.

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

Comments: Commissioner Haas asked how many golfers are signed up for the event at this time. Staff informed the Park Board there are still plenty of openings for this event.

Agenda Item: 9 – F Temporary Special Event Alcoholic Beverage Permit/Operation North Pole

Executive Director Don Miletic presented to the Park Board a request from Operation North Pole for a Special Event permit.

Commissioner Haas moved that the Des Plaines Park District Board of Commissioners authorize OPERATION NORTH POLE, Inc. to serve beer and wine at their October 21, 2017 Fundraiser in the Administrative and Leisure Center.

Commissioner Grady seconded the motion.

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

Comments: None.

Agenda Item: 9 – G Naming of Park and Ball Field

Executive Director Don Miletic presented to the Park Board an attachment of the Park Districts Naming/Renaming a Park Site or Facility Administrative Policy for reference to the attached motions. At this time staff feels the best name for this park is a historical name, Westfield Park. Westfield is the name that is associated with the area and is most suited for this site. We will then come back and do a final approval after 60 days.

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners agree on changing the temporary name of Second Avenue to Westfield Park and follow policy A-41 timeline for notifying the public.

Commissioner Grady seconded the motion.

Aye: 4 Nay: 0,
Motioned Carried 4-0, 1 absent
Comments: None

A request was submitted to name the northeast softball field at Chippewa Park after a long time member and major supporter in building this field, Joe Ciampi, also known as Mr. Softball. We are recommending a motion below to name the northeast field at Chippewa to Joe Ciampi Field in honor of this long time resident and advocate of Des Plaines Girls Softball. There is no timeline requirement for naming of a field and Policy A-41 relates to naming of parks and facilities.

Commissioner Haas moved that the Des Plaines Park District Board of Commissioners approve the naming of the northeast softball field at Chippewa Park to Joe Ciampi Field.

Commissioner Rosedale seconded the motion.

Aye: 4 Nay: 0,
Motioned Carried 4-0, 1 absent
Comments: None

X. CORRESPONDENCE:

Agenda Item: 10 – A Thank you from Relay for Life

Agenda Item: 10 – B Thank you from Des Plaines Public Library

XI. COMMISSIONER COMMENTS:

Commissioner Grady said he is very excited about the Indoor pool. Kudos to staff and everyone did a great job and the Park District had a wonderful summer.

Commissioner Haas thanked everyone for all their hard work. This summer has been great and the entire Park District looks great. She has received comments that the best part of living in Des Plaines is the Park District and its Parks.

Commissioner Rosedale commented the Park District had another great summer and everyone's done a great job.

President Weber received a lot of wonderful compliments from his neighbors and he is very proud of all the hard work staff is doing. He is looking forward to the Friends Glow Golf event and Fall Fest.

XII. EXECUTIVE SESSION: None

XIII. ADJOURNMENT

A motion was made by Commissioner Grady to adjourn at 9:14 p.m.
Commissioner Haas seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motioned Carried 4-0, 1 absent

APPROVED _____

President

Secretary