

**Des PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, OCTOBER 17, 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, William Yates and Don Rosedale. 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, Asst. Superintendent Jennifer Boys, Assistant Superintendent of Golf Operations Brian Panek, Communications and Marketing Manager Gene Haring, Prairie Lakes Manager Shelli Sarg, Golf Center Supervisor Tyler Fuchs, and Administrative Assistant Debbie Hermanson.

Guests:      Elizabeth Makelim – History Center                      Debra Holmen and Family  
                 Tony Weier – Senior Center                                      Arnie and Joan Ritz  
                 Dan Berg – Sikich, LLC

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

**III. INTRODUCTIONS/PRESENTATIONS:**

**A. Dedicated to Excellence:**

There were two of the Dedicated to Excellence Awards: Debra Holmen and Arnie Ritz.

1. Prairie Lakes Manager Shelli Sarg presented the award to Supervisor and Lighting Tech Debra Holmen. Debra has been an employee of the Park District since 2006. Shelli commented, Debra works very well with everyone including outside theater groups and is very helpful and extremely knowledgeable with the theatrical equipment.

Debra commented how much she enjoys her job and appreciates the Park District giving her the opportunity to grow in the position of the theatrical and lighting tech position.

2. Assistant Superintendent of Golf Operations presented the award to Arnie Ritz. Arnie has been an employee with the Park District for the last 25 years. He began working for the Park District at Mountain View Mine in the concession stand and has been in several positions since including ice rink attendant, weekend custodian opening buildings and lately Lake Park Golf Course Supervisor. Brian commented Arnie is a great asset to the Des Plaines Park District. He is very dependable, is always willing to help out and has demonstrates great customer service skills.

Arnie thanked the Park Board and Park District. He said he really enjoys working for the Park District.

**B. History Center Update:** Elizabeth Makelim thanked the Park Board and District for its support. Elizabeth commented the History Center really appreciates the partnership with the Park District for Fall Fest. She updated the Park Board and staff on upcoming crafts, projects and events coming up in November.

**C. Senior Center Update:** Tony Wierer updated the Park Board on upcoming events and programs for the coming month.

**D. Des Plaines Friends of the Parks (DFOTP):** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. Paul said the final revenues generated by the Glow Golf event totaled \$15,412 and waiting on an additional \$650 to be submitted. He also informed the Park Board of upcoming events. There Friends will be co-hosting with Journal and Topics the Halloween and Christmas House Decorating contests. The next meeting will be Monday, November 6 at 6pm.

Commissioner Grady asked if the Glow Golf total revenue included expenses. Paul commented there were some minor expenses that were not included.

**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 September 19, 2017

B. Minutes of Executive Session: None

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

September 8th, 2017	\$230,237.17
September 15th, 2017	\$23,972.50
September 22nd, 2017	\$165,271.98
September 25th, 2017	\$10,699.80
October 6th, 2017	\$374,848.35

D. Payroll dates and amounts of:

September 15th, 2017	\$160,927.51
September 29th, 2017	\$160,834.40

Commissioner Haas moved to approve the Consent Agenda as presented.

Commissioner Grady seconded the motion.

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

Motion Carried: 5-0

**VI. M-NASR REPORT:**

Executive Director Don Miletic commented there was no report and the next meeting will be held Tuesday, October 24 at 10am. Don commented that Sue Bear will be attending one of the Park District's board meetings in the near future for an annual update.

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- The Joe Ciampi Softball Field Dedication and the Wall that Heals Ceremony went very well.
- Don continues to review marketing initiatives with staff.
- ComEd will not be renewing the lease for the Garden Plots.
- Don informed the Park Board the Holiday Party will be held on December 16<sup>th</sup>.
- New Parks openings will be set for this spring: Blackhawk, Sioux, and Craig Manor.

Commissioner Weber said he is very happy with the naming of the Second Avenue Park now referred to as Westfield Park.

**B. PARKS AND GOLF DEPARTMENT & OPERATIONS**

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

- Golf Range project is going very well. The turf is to be rolled out tomorrow as work on drainage and grading continue. There is a change order being presented tonight which will decrease the cost of the project.
- MVAC skate park renovations commenced on October 16, 2017.
- Sioux Park renovations are coming along very well and is over half completed.
- The second tailgater had 31 golfers in attendance.

Executive Director Miletic invited the Park Board of Commissioners to visit the Golf Center and view the progress of the renovations.

### **C. BUSINESS DEPARTMENT**

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

- The Park District audit will be presented tonight.
- Fall Fest financials are being finalized.
- Staff has been busy training on the upgraded version of RecTrac.

### **FINANCIAL REPORT**

Superintendent of Business Barbara Barrera presented the monthly financial report.

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

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 5-0

### **D. RECREATION DEPARTMENT & OPERATIONS**

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

- Jenn, Matt, Nicki, and I have been working on 2018 pool operations, needs, and ideas.
- Staff has been meeting with MNASR regarding greenhouse programming.
- PLCC staff has been heavily promoting the Silver Sneakers program.
- The School of Dance is up 50 participants.
- Staff informed the Park Board a parade at South School is set for 9am on Thursday, October 19.

Commissioner Grady commented on the School of Dance and how much he is impressed with their talent.

### **VIII. UNFINISHED BUSINESS: PLCC Indoor Pool Project**

Executive Director Don Miletic showed a PowerPoint presentation regarding the conditions of Iroquois Pool. Don pointed out several deficiencies regarding the pools structure/liner, mechanical room and equipment. The pool is not ADA accessible. Don contacted District 207 about partnering for a deep well pool in addition to using the lap pool for swim meets.

Commissioner Grady asked if there is a pool safety appraiser to review Iroquois Pool. Staff informed the Park Board there are companies that review the conditions of pools, however it is very evident Iroquois Pool is beyond its usefulness.

### **IX. NEW BUSINESS:**

#### **Agenda Item: 9 – A 2017 Property Tax Levy Estimate Ordinance #17 - 06**

Superintendent Barbara Barrera presented Ordinance #17-06 regarding the 2017 Property Tax Levy Estimates. She gave an overview of the Tax Levy stating there will be a very slight increase due to new capturing of new property. Barbara said the growth in new property is slightly less than last years. However, she said EAV for 2016 increased by 1.5 million due to the triennial reassessment of property combined with the State equalization factor.

Commissioner Rosedale moved that the Park Board of Commissioners approve 2017 Property Tax Levy Estimate Ordinance #17-06 an ordinance levying and assessing the taxes for the general Corporate Fund, the Recreation Fund, the Audit Fund, the Tort Immunity Fund, the Illinois Municipal Retirement Fund, the Social Security Fund, the Special Recreation Fund, the Debt Service Fund, and the Museum Fund for purposes of the Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2017 and ending April 30, 2018.

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 5-0

**Agenda Item: 9 – B Change Order #1, Range Renovation Project – Construction**

Superintendent Paul Cathey presented Change Order #1 for the Golf Center Range Renovation Project. Paul reviewed the content of his memo to the Park Board and stated the change order will save the Park District \$17,026.00 in material costs and labor. Paul informed the Park Board WT Engineering approved the product specified to be used in place of the poured in place concrete drain.

Commissioner Yates moved that the Park Board of Commissioners approve Change Order #1 for a deduction in the amount of \$17,026.00, changing the contract amount to \$632,339.00.

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

Commissioner

**Agenda Item: 9 – C An Overview of Comprehensive Annual Financial Report 2017**

Superintendent Barbara Barrera commented the audit went very well and introduced Dan Berg from Sikich to present on the Audit. Dan Berg presented the audit and stated the Park District is financially sound. Revenues exceeded budget in nearly every fund with a couple of exceptions. Dan and his staff enjoyed working with the staff here and reiterated to the Park Board that he works with staff to do the audit but works for the Park Board of Commissioners. He can be reached at any time. He said no issues were reported.

Barbara went over fund balances and her memo. She thanked all staff for their hard work.

Commissioner Rosedale moved to approve the Comprehensive Annual Financial Report for year-end April 30, 2017 audited by Sikich LLP.

Commissioner Haas seconded the motion.

Discussion: Commissioner Grady asked about the Golf Center depreciation and who determines the depreciation of the assets. Barb explained the enterprise funds, assets, and the depreciation formulas used. Commissioner Haas asked about deficiencies of software totals. Dan Berg commented the deficiencies are in the processing and are not an error but are software issues.

Commissioner Rosedale asked if other Park Districts have had issues with the software compatibility. Dan Berg commented other Park Districts have had the same issues.

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

**Agenda Item: 9 – D Sale of Surplus Property**

Superintendent Barbara Barrera presented the ordinance to sell the surplus property as listed. Attached is a description of items to be disposed of and the proceeds will be deposited into the Capital Fund for future capital purchasing.

Commissioner Grady moved to adopt Sale of Surplus Ordinance #17-07.

Commissioner Rosedale seconded the motion.

Discussion: None

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

**X. CORRESPONDENCE:**

**Agenda Item: 10 – A Letter from a Pre-school Parent**

**Agenda Item: 10 – B 2017 Gold International Aquatic Safety Award**

**XI. COMMISSIONER COMMENTS:**

Commissioner Haas thanked the Parks Department for the wonderful job they do. She commented while at the NRPA conference, she attended a seminar on retaining your life guards and will share the information with staff.

Commissioner Yates had no comments.

Commissioner Grady said he found the NRPA Conference very interesting and enjoy the seminars he attended.

Commissioner Rosedale commented he was glad to hear everything went well last month.  
President Weber commented the NRPA Conference was good and Second Avenue looks great. A resident complimented the Park District regarding Chippewa Pool and all the hidden Parks.

**XII. EXECUTIVE SESSION: None**

**XIII. ADJOURNMENT**

A motion was made by Commissioner Yates to adjourn at 9:10 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motioned Carried 5-0

APPROVED \_\_\_\_\_

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President

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Secretary