

**Des PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, DECEMBER 19, 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, Communications and Marketing Manager Gene Haring, Administrative Assistant Debbie Hermanson and Building Maintenance Supervisor Ken Rochau.

Guests: Brian Wolf – History Center
Tony Wierer – Senior Center
Des Plaines Friends of the Parks: Kallie Haas, Shawn Killian, and Dharmesh Patel

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

A. Community Honor Role Induction:

Executive Director Don Miletic presented the Des Plaines Friends of the Parks with a plaque and inducted them onto the Community Honor Roll. Don stated the Friends have done an outstanding job supporting the community and all their efforts have made an impact on the success of the foundation. He gave detailed examples of their success.

B. History Center Update: Brian Wolf updated the Park Board and Staff with upcoming events and school day off programs. He wished everyone happy holidays.

C. Senior Center Update: Tony Wierer updated the Park Board and staff with ongoing programs and upcoming special events.

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. The Friends were awarded a grant from Rivers Casino in the amount of \$36,612. Additionally, the Friends generated just over \$800 in revenue from the cookie and ice cream cone decorating they hosted. Officer positions are up for election in January and a notice was posted on the Friends website. The next meeting will be January 8, 2018.

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 November 21, 2017

B. Minutes of Executive Session: None

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

November 17, 2017 \$ 617,307.19

December 1, 2017 \$ 183,993.03

D. Payroll dates and amounts of:

November 24, 2017 \$ 151,474.17

December 8, 2017 \$ 140,129.04

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 Stella has retired but will continue as Liaison between the Liponi Foundation and MNASR. He reminded the Park Board of the upcoming Liponi Dinner Dance Fundraiser on Saturday, March 3, 2018.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Reviewed the handouts in the Commissioners folders.
- The PLCC Indoor Pool public forum went well. There were a lot of good questions asked.
- Don attended Alderman Chester's Ward meeting. Don commented Iroquois pool will be kept open as long as possible barring any unforeseen issues with the pool. The Park District will send out another Community Assessment Needs Survey to see if we are meeting the needs of its residents.
- The Holiday Awards Banquet was a great event and staff did an excellent job hosting it.
- The Holiday Potluck was a huge success.
- The Park Board Policy and Regulations Manual will be adopted as an ordinance at the January board meeting.
- Don informed the Park Board the City will be installing a sidewalk in the front of ALC on the west side of Birch Street right in front of the sign. The Park District will install a sidewalk on the north side of the playground connecting the sidewalk along Maple to the existing sidewalk on the north side of the ALC.

Commissioner Haas asked if a splash pad in the south end of town is a consideration and would this feature be free. Executive Director Don Miletic commented the splash pad would be free to its residents and is something we need to gather more input from residents.

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:

- The Golf Center opened on November 22 and overall had a very busy Thanksgiving weekend.
- Some drainage work still needs to be completed at the Golf Center which will occur this spring. There are still some punch list items that need to be completed by the contractor.
- Surplus sale of property went well. Sold a couple of trucks, mowers, and a lot of fitness equipment.

Commissioner Grady asked staff to look into the Park District being greener with the new addition and using new technology. He would like the architect to seek alternative forms of HVAC. Staff agreed and will have the architect seek out costs for solar HVAC and other green options and will report back.

Commissioner Weber commented the Golf Center looks fantastic with all of the updates.

Commissioner Grady asked how the Friends and the Park District coordinate the scholarships.

C. BUSINESS DEPARTMENT

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

- RecTrac upgrade was completed and Staff utilizing it on December 4.
- Meeting with Staff from all departments for budget preparation. Staff is working on the budget line items being more detailed.
- Working on the close out of the Golf Center business interruption claim.
- There will be two debt issuances this year for the capital improvement program. The first will occur in February and the second will be later in the spring at which time the indoor pool project will be rolled into. By splitting it up like that it will save the Park District money.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Haas moved to accept the Financial Report for November 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:

- Winter Wonderland was well received with over 1000 attendees. Staff is already preparing for next years' event with a slight change up of staging Santa, activities, etc.
- Polar Express was a huge success and was sold out by September.
- Staff working on upgrading the ALC Health Club with new equipment.
- Free fitness classes will begin on Tuesday, January 2 with an Open House being held on Saturday, January 6.

Commissioner Haas asked if the Park District would be able to expand the Polar Express offerings to more than four trains. Staff said they will inquire to the possibility of adding more trains however staff believes it is limited to four trains.

Commissioner Grady asked how the Friends and the Park District coordinate the scholarships. Staff informed the Park Board the Friends scholarships are promoted by both the Park District and the Friends. This year both the Park District and the Friends ran out of funds. Staff informed the Park Board.

VIII. UNFINISHED BUSINESS: PLCC Indoor Pool Project

Executive Director Don Miletic handed out additional drafts of the preliminary pool layout and commented key staff continues to meet with the Architect and Engineers. Discussion ensued regarding the features and different components of the project. Staff and Park Board discussed eliminating some architectural features and squaring off the new addition to save on costs.

Paul informed the Park Board there were a wide variety of results on the sample borings. There is evidence of ground water traveling beneath the area where the pool is to be built. Additional borings will be done on the site. Because of the findings, more excavation will have to be performed with the addition of a solid rock bed put in place in addition to shoring up the area. There was discussion regarding how to manage the soil, which is clean, with the least amount of cost to the Park District. Also discussed that existing detention should meet needs for new construction thus saving dollars.

Comments: President Weber asked if the underground water can be moved through the storm sewer. Staff informed the Park Board it cannot. President Weber asked with the ground water being present is there a need for a detention. Staff informed the Park Board there is no need for a detention area but installation of a couple of ejector pumps will need to be put in place.

Commissioner Haas asked if the locker rooms will be sufficient. Staff informed the Park Board there will be ample locker rooms but will revisit sizes.

President Weber asked if the Park District is meeting the standards for the number of lockers for patrons using the facilities. Staff informed the Park Board yes it is meeting the standards.

Commissioner Grady asked for staff to submit a more detailed drawing of the project with dimensions of each area and rooms. Staff will have Architect add dimensions to the drawings, this is still preliminary drawings.

IX. NEW BUSINESS:

Agenda Item: 9 – A Adoption of Ordinance #17-10 Sexual Harassment Policy

Superintendent Barbara Barrera presented Ordinance #17-10 Sexual Harassment Policy. Barb said on November 16, 2017, the Governor signed SB402/Public Act 100-0554 into law. Per IAPD's Legislative Update, "the new law is primarily intended to impose new sexual harassment training and other requirements

on legislators, state employees and registered lobbyists. However, one provision of the new law also amends the State Officials and Employees Ethics Act to require units of local government to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment". Per the law, the adoption of the new sexual harassment policy by ordinance or resolution must be made no later than January 15, 2018.

The District currently has a Harassment Policy and Harassment Reporting Policy as part of its Employee handbook that includes sexual harassment, the District's policy on sexual harassment must be adopted in the form of an ordinance. Staff reviewed the existing policies; modified and updated the title and contents; combined the policies into the Sexual and Other Forms of Harassment Policy; and prepared it as an ordinance for the Board's approval.

Commissioner Haas moved move that the Park Board of Commissioners approve Ordinance #17-10, AN ORDINANCE ESTABLISHING A SEXUAL AND OTHER FORMS OF HARASSMENT POLICY OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS.

Commissioner Grady seconded the motion.

Discussion: Commissioner Rosedale asked what happens if the harassment is reported. Staff informed the Park Board an investigation is started.

Commissioner Haas asked if this was done to help with prosecution. Staff informed the Park Board the law was passed to make people aware and accountable for their actions in addition to setting standards.

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

Agenda Item: 9 – B Proposed Pool Fees

Superintendent Nick Troy presented his report. Nick commented pool fees will only increase for non-residents and the cooler fee will increase. He noted there are no other fee increases and these fees are in line with neighboring Park Districts.

Commissioner Rosedale moved that the Des Plaines Park District Board of Commissioners approve the 2018 Aquatic Fees as proposed.

Commissioner Grady seconded the motion.

Discussion: President Weber asked if the increases were only for non-residents. Staff confirmed it was only for non-residents.

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

Agenda Item: 9 – C Facility Rental Fees

Superintendent Barbara Barrera presented her report. Barbara commented staff completed a review of rental fees and performed a market analysis to determine if fee increases are appropriate. Based on the market analysis, staff is proposing the following increases in fees, effective January 1, 2018 as presented in the written report.

Discussion: Commissioner Grady asked about non-resident fees. Staff informed the Park Board the non-resident fee is double the resident rate. Commissioner Grady asked what happens if there is bad weather when renting a picnic pavilion. Staff informed the Park Board that the Park District works with the patron.

President Weber asked about the Garden Plots. Staff informed the Park Board at this time ComEd will not renew the lease.

President Weber asked what areas Good News Church rent. Staff informed the Park Board Goods News rents the gym and approximately three other rooms.

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

X. CORRESPONDENCE:

Agenda Item 10 – A Thank You Card to Nancy Suwalski

XI. COMMISSIONER COMMENTS:

Commissioner Yates had no comments.

Commissioner Grady commented he really enjoyed and had a great time at the Holiday Awards Dinner.

Commissioner Haas wished happy holidays to all.

Commissioner Rosedale commented he had a great time at the Holiday Awards Dinner and Happy Holidays to all.

President Weber commented he had a great time at the Holiday Awards Dinner and wished everyone happy holidays.

XII. EXECUTIVE SESSION

A motion was made by Commissioner Grady at 8:32 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 8:50 p.m.

Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried

Agenda Item: 13 - A

Action Item: Semi-Annual Review of Closed Session (Executive Session) Minutes

Destruction of Verbatim Recordings of Closed Session Minutes

August 19, 2003	Lease of Property/Personnel/Possible Litigation
March 17, 2009	Personnel
May 19, 2009	Commissioner Vacancy
September 21, 2010	Semi-Annual Review/Lease of Property/Personnel
May 15, 2013	Personnel
May 16, 2013	Personnel
May 21, 2013	Personnel
May 29, 2013	Personnel
October 21, 2014	Sale/Lease of Real Estate/Review Closed Session Minutes
March 15, 2016	Personnel
June 21, 2016	Land Acquisition/Personnel/Review of Minutes
July 19, 2016	Personnel
April 18, 2017	Personnel
March 21, 2017	Land Acquisition/Personnel

A motion was made by Commissioner Rosedale that the Park Board of Commissioners release the above listed Executive Session minutes and destruction of recordings.

Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried.

A motion was made by Commissioner Grady that the Park Board of Commissioners destroy all Executive Session recordings that are 18 months or older.

Commissioner Haas seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried.

XIV. ADJOURNMENT

A motion was made by Commissioner Rosedale to adjourn at 8:51p.m.
Commissioner Grady seconded the motion.
Discussion: None
All commissioners present voted in favor by acclamation.
Motion Carried 5-0.

APPROVED _____

President

Secretary