

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, JANUARY 16, 2018**

**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. Commissioner William Yates was absent. 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, Communications and Marketing Manager Gene Haring, Human Resource and Risk Manager Nicole McNulty, IT Manager Sean King, and Administrative Assistant Debbie Hermanson.

Guests: Kathy Vana– History Center

**Public Hearing**

**BINA PUBLIC HEARING: The Bond Issue Notification Act requires the Des Plaines Park District to hold a public Hearing to receive public comments on the proposal to sell bonds in an Aggregate amount not to exceed \$7,000,000.**

**Action to Open the Public Hearing**

**Commissioner Haas moved to open the Public Hearing.  
Commissioner Rosedale seconded the motion.**

**All in Favor, Opposed**

**Ayes: 4 Nays: 0 Absent: 1**

The purpose of this hearing is to receive public comments on the proposal to sell bonds, in one or more series, in an aggregate amount not to exceed \$7,000,000 for the purpose of providing for capital improvements to and maintenance of park district facilities including but not limited to renovation of various park facilities, construction and equipping of an aquatic facility, the purchase of equipment and buildings, and paying any necessary costs of issuance and expenses incident thereto.

The first series of bonds will be sold in February in the amount of \$561,385.

**Action to Close the Public Hearing**

**Commissioner Haas moved to open the Public Hearing.  
Commissioner Rosedale seconded the motion.**

**All in Favor, Opposed**

**Ayes: 4 Nays: 0 Absent: 1**

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

**III. INTRODUCTIONS/PRESENTATIONS:**

- A. History Center Update:** Kathy Vana updated the Park Board and Staff with upcoming events and school day off programs.
- B. Senior Center Update:** Executive Don Miletic distributed a list of upcoming events, programs, and Trips.

**C. Des Plaines Friends of the Parks (DPFOTP):** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. The Friends financials are looking good with a balance of just over \$60,000. Debbie secured a grant with Rivers Casino in the amount of \$36,612. Additionally, the Friends will be receiving a \$1000 donation on January 20 from Verizon. Officer positions were elected and will remain the same as last year with Kallie Haas picking up the position of Secretary. Dharmesh Patel was voted in and will be the Social Media Coordinator. Ken Rochua will stay on as a Board Member and Debbie Hermanson will continue as Board member with priority being seeking out grants, donations, and sponsorships. Paul commented one of the Board Members, Taija Sparkman, has resigned her position on the board and thanked her for her services.

#### **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 December 19, 2017
- B. Minutes of Executive Session: December 19, 2017
- C. Voucher List of Bills for dates and amounts of:
  - December 15, 2017      \$110,038.92
  - December 29, 2017      \$356,032.67
- D. Payroll for dates and amounts of:
  - December 22, 2017      \$147,517.34
  - January 5, 2018        \$136,322.32

Commissioner Haas moved to approve the Consent Agenda as presented.

Commissioner Grady seconded the motion.

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

Motion Carried: 4-0, 1 Absent

#### **VI. M-NASR REPORT:**

Executive Director Don Miletic commented there is no report to present. However he reminded the Park Board of the upcoming Liponi Dinner on Saturday, March 3.

#### **VII. MONTHLY REPORTS**

##### **A. EXECUTIVE DIRECTOR:**

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

- Don informed the Park Board a public forum will be held either May 17 or May 23 for input on a bridge connecting Cumberland Terrace with D.P. Manor.
- Working on a lot of pool project items including Park District purchases for amenities.
- Don will be meeting with our attorney to go over the Park Board Policy and Regulations Manual. Don will also confer with IAPD regarding the Policy and Regulations Manual.
- Don commented the Chambers after Hours event held at Beacon was very nice.

Commissioner Grady asked about the Park Board Policy and Regulations Manual. Executive Director Miletic informed the Park Board the Policy and Regulations Manual will be presented as an ordinance for the Park Board to approve.

##### **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 Prairie Lakes fire alarm system needs to be upgraded or replaced.
- A study is being completed on the HVAC system at PLCC.
- The PLCC south parking lot will be renovated prior to the pool being built.

Commissioner Haas commented on replacing PLCC roof with a metal roof. Staff said they are looking into replacing the roof with a metal roof.

### **MAINTENANCE OPERATIONS**

Assistant Superintendent Corrie Guynn reviewed the Maintenance Staff report in great detail including:

- The Park Board was informed of the ALC Fitness Center upgrades: painting, new floor, and will be furnished with new equipment.
- Working with Gene and Mike Lake on a memorial commemorating the mobile Wall that Heals.

Comments: Commissioner Haas asked what Mike Lake is envisioning for a monument of the Wall that Heals. Staff informed the Park Board the Park District is working with Mike on renovating the area near the Memorial Pavilion to include new vegetation and a marker/monument commemorating the Vietnam Wall that Heals.

### **GOLF & FACILITY OPERATIONS**

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

- The newly renovated driving range is a great improvement. Maintenance of the area is much easier and has substantially cut down on maintenance time.
- Chili Open was a huge success with 92 participants.
- CBS news was out this past week at the Golf Center to broadcast for the 5pm news. Ryan Sandburg and his family were at the Golf Center when the broadcast took place.
- The Golf Center was once again voted into the top 50 standalone driving ranges by the Golf Range Association of America in 2017.

Commissioner Haas asked why the substantial maintenance cut on the driving range. Staff informed the Park Board the driving range is now flat along with no pockets/holes in the range turf. The driving range project will save the Park District approximately \$8K or more a year on picking of the balls alone.

Commissioner Grady asked what the gift certificates issued by the Golf Center are good for. Staff informed the Park Board the gift certificates are only good for what the Park District has to offer: driving range, grass tee area, short games, and golf course.

## **C. BUSINESS DEPARTMENT**

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

- Budget preparation is in full swing.
- Working on debt issue which will be presented at February board meeting.

### **FINANCIAL REPORT**

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Haas moved to accept the Financial Report for December 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, Aye

Motion Carried: 4-0, 1 Absent

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

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

- Continue working on budget items.
- Met with staff on program goals.
- There were 235 participants for the New Year's Eve event.
- Dance Idol has just over 700 dancers registered.

- PLCC hosted a free fitness week the first week of January and offered incentives and promotions for both new and renewal memberships.

### **RECREATION OPERATIONS**

Assistant Superintendent Jennifer Boys reviewed the Recreation Staff report in great detail.

- There were a lot of events over the holidays and included school day off programs.
- Staff hosted the first job fair on December 21 at the Prairie Lakes Community Center.
- Staff will be present at the Chambers Veterans Job Fair.

Comments: President Weber asked about the pay scale for lifeguards. Staff informed the Park Board starting pay is \$10.50 per hour.

Commissioner Haas asked when the pools are opening. Staff informed the Park Board Chippewa will open Memorial Day weekend and the other pools the weekend after.

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

Executive Director Don Miletic presented a Power Point presentation to the Park Board. He informed the Park Board the project is still in the design phase. The Park District continues to review the budget for the pool project. The building has been squared off at the request of the Park Board and should reduce costs to the Park District. Square footage is slightly more (about 3000 square feet larger) than the first design presented but allows for better flow and meets the recommendations of the Aquatic Task Force. The parking lot will be expanded with the eight additional spaces needed and is already included in the upcoming budget. Staff is meeting with the Fire Department regarding the fire loop and a new fire panel needed for facility and will include the indoor pool. Staff will be meeting with both architect and construction manager regarding budget of the pool project.

Comments: Commissioner Haas asked about the design and aesthetics of the outside of the building and southern sun exposure. Staff informed the Park Board the southern exposure is being addressed and looking into alternatives to address the issue.

Commissioner Grady commented he would like staff to look into using more solar energy sources. Staff informed the Park Board ComEd has been contacted and is waiting for feedback on the savings.

Commissioner Rosedale asked staff how long it will take to pay the pool project if adding 10% additional square footage to the indoor pool. Staff informed the Park Board it would take approximately a year or two longer. Staff informed the Park Board the pool project will not affect the overall general capital projects in the Park District.

Commissioner Haas asked if the storage area for aquatic program supplies is sufficient. Staff informed the Park Board there would be plenty of space. We will look into storage closer to wellness pool.

Commissioner Haas asked about the soil borings. Staff informed the Park Board there will be a need for some stabilization of the area.

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

#### **Agenda Item: 9 – An Adoption of Ordinance #18-01 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 purchases. Most of the equipment is from the ALC Fitness Center and some equipment from the Parks Department.

Commissioner Rosedale moved to adopt Sale of Surplus Ordinance #18-01.

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

**Agenda Item: 9 – B Employee Handbook Revisions**

Human Resource and Risk Manager Nicole McNulty presented revisions to the Employee Handbook. The revisions were mostly clarification and added verbatim regarding the Harassment Ordinance recently passed. The Drug and Alcohol Free Workplace was updated to include all vehicles and equipment.

Commissioner Grady moved that the Des Plaines Park District Board of Commissioners approve the revisions to the 2018 Employee Handbook as presented.

Commissioner Haas seconded the motion.

Discussion: Commissioner Haas asked for staff to include property damage under the Drug and Alcohol Free Workplace on page 7 of the Employee Handbook. Executive Director Miletic said he will confer with the attorney and asked the Park Board to approve the Employee Handbook as presented.

All Commissioners present voted by acclamation.

Motion Carried. 1 Absent

**X. CORRESPONDENCE:**

Thank you letters from St. Raymond’s and First Student for the Park Districts support.

**XI. COMMISSIONER COMMENTS:**

Commissioner Grady commented he visited Prairie Lakes and everything looks great. He also visited Cornell Park skate rink and it looked to be in great shape.

Commissioner Haas visited the sled hill and commented there were a lot of kids using it. Haas asked staff how the mini Spectrum is coming along and who will be the recipients. Staff informed the Park Board it is in progress and 35,000 will be delivered to zip codes 60016 & 60018.

Commissioner Rosedale commented on the skate park at Cornell Park. He said there is very little noise coming from the park.

President Weber commented staff is doing a very good job and great start to the New Year.

**XII. ADJOURNMENT**

A motion was made by Commissioner Grady to adjourn at 8:33p.m.

Commissioner Rosedale 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