

**Des PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, JULY 18, 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 Vice President Don Rosedale at 7:03 p.m. Commissioners answering present to the roll call were: Commissioners Jana Haas, Jim Grady, and Don Rosedale. Absent were President Joe Weber and 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, Communications and Marketing Manager Gene Haring, and Administrative Assistant Debbie Hermanson.

PUBLIC HEARING:

Budget and Appropriation Ordinance #17-05

Vice President Rosedale asked for a motion and second to Open the Public Hearing on Budget and Appropriation Ordinance #17-05

Commissioner Haas moved to open the Public Hearing for the 2017/2018 Budget and Appropriation Ordinance #17-05. Commissioner Grady seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (2 Absent)

Motion carried.

Executive Director Don Miletic stated as required by state statute and the Park District Code, the Des Plaines Park District is required to adopt an annual Budget and Appropriation Ordinance within the first quarter of each fiscal year starting on May 1 and ending on April 30. This ordinance authorizes the Des Plaines Park District to appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities incurred by the Des Plaines Park District. The actual Budget and Appropriation Ordinance #17-05 will be approved under New Business as Agenda Item 9-A.

Vice President Rosedale asked: "IS THERE ANYONE IN THE AUDIENCE WHO WISHES TO PRESENT TESTIMONY OR ASK QUESTIONS IN REGARD TO THE DES PLAINES PARK DISTRICT ANNUAL BUDGET AND APPROPRIATION ORDINANCE #17-05"

Hearing none Vice President Rosedale asked for a motion to close the Public Hearing for the 2017/2018 Budget and Appropriation Ordinance #17-05.

Commissioner Haas moved to close the Public Hearing.

Commissioner Grady seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (2 Absent)

Motion carried.

Vice President Rosedale declared the Public Hearing closed.

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS

A. History Center Update: Kathy Vana thanked the Park Board and District for its support. She informed the Park Board the History Center has not been impacted by the flood. She updated the Park Board and staff on

upcoming projects and events. The 50th Anniversary picnic will be held on site Saturday, August 27th from noon – 4pm. In addition there will be new exhibits featuring pictures of the young men who were casualties during the Vietnam War and the History of Holy Family.

- B. Senior Center Update:** Tony Wierer gave a brief update regarding the Senior Center with its upcoming events and programs. Tony informed the Park Board the Café will re-open on Monday, July 24th and serve between the hours of 8:30am – 1:30pm.

Commissioner Grady asked who the new vendor was for the Café. Executive Director will find out who will be vending operations of the Café and inform the Park Board.

- C. Des Plaines Friends of the Parks (DFOTP):** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. Zumba classes for the ESL were such a success they offered two more classes. The friends continue to prepare for the Glow Golf event being held on Saturday, September 9th. The Friends are signing up with Amazon Smile as another tool for receiving funds for the scholarship fund. The Friends have no more monies to be distributed from the scholarship fund.

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 June 28 2017
- B. Minutes of Executive Session from June 28, 2017
- C. Voucher List of Bills for dates and amounts of:
- | | |
|---------------|--------------|
| June 16, 2017 | \$160,272.03 |
| June 30, 2017 | \$272,653.04 |
- D. Payroll for dates and amounts of:
- | | |
|---------------|--------------|
| June 23, 2017 | \$293,903.17 |
| July 7, 2017 | \$314,251.55 |

Commissioner Grady moved to approve the Consent Agenda as presented.
Commissioner Haas seconded the motion.

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

Motion Carried: 3-0, 2 Absent

VI. M-NASR REPORT:

Executive Director Don Miletic briefed the Park Board on the MNASR report. He reminded the Park Board of the upcoming Liponi mini golf fundraiser being held on August 16th. Sue Bear mentioned to Don MNASR received \$17,500 in scholarship monies from Rivers Casino.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Staff will be conducting interviews for architectural services for the indoor pool project.
- An intergovernmental meeting group has been initiated by District 62 which Don will be attending.
- July 4th parade was fun and went well.
- Golf Center is flooded and once the waters recede staff will evaluate the conditions of the golf course.
- Golf Center claim for Business interruption due to the flooding of the river will be filed.
- Don briefed the Park Board on projects Gene Haring is working on.

- Don passed around a copy of the Fall Spectrum. The Spectrum will be available July 31st and is online now.

Commissioner Grady asked how many copies is the District printing of the Spectrum. Staff informed the Park Board 6000 due to the fact school is not in session at this time.

B. PARKS AND GOLF DEPARTMENT

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

- Continue with the Golf Center Range Project:
Went out to re-bid on the Golf Range Turf Construction.
- Bids for the Skate Park Expansion were sent back out to bid.
- Met with Mike Lake and Bob Christiansen for the Wall that Heal needs.
- Seminole Park Free Game Court is complete and in use.

Comments: Commissioner Haas asked if staff could increase Park Patrol at Seminole Park. Staff informed the Park Board Park Patrol will be contacted and a request made to increase visibility.

MAINTENANCE OPERATIONS

Assistant Superintendent Corrie Guynn informed the Park Board of operations in the Parks and Planning.

- Craig Manor construction is underway and checked on daily. Drainage is being installed, layout configured and installation of the playground equipment has begun.
- Playground equipment is ordered for Sioux Park. Wilbert construction will be performing the concrete.
- Spring training day went very well.
- The ERC event went very well and 14 eligible employees qualified for the wellness challenge.
- Cleanup went very well at Mohawk Park. Hazardous trees were removed and chipped.
- Arndt Park new signage was installed along with a new flower bed configuration around it.
- Hired a new Landscape I employee to fill the recent vacancy.
- Fall Fest preparations continue and I met with Commander Flanagan and John Pluta regarding security, crossing guards and traffic control.
- Ed ordered new trucks for replacement of the trucks that are over ten years old in the fleet.

GOLF & FACILITY OPERATIONS

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

- Lake Park Junior Open was held on Friday, July 14th at Lake Park and had 32 participants.
- New range mats were installed.
- Foot Golf has been going very well and several outside camps have been using the facilities.
- Golf Tec has updated their signage.
- Staff has been investigating introducing more junior leagues.
- A new employee was hired for the replacement of Brian Kowalski.
- Ken and Dan participated in a seminar regarding cleaning products.
- Due to Golf Center being closed there has been an increase in play at Lake Park.

Vice President Rosedale and Commissioner Grady addressed concerns about the Golf Center flooding. Staff informed the Park Board the maintenance building was sand bagged from the inside and equipment was removed prior to the flooding. Due to the depth of the water staff has not been able to inspect the maintenance facility nor the rest of the course. This will be a big cleanup project once the water recedes.

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.
- Barb created a new cash comparison analysis for future use. It compares previous FY year to present FY balances.
- Some new reporting procedures are in place with specified dates.
- Business Department is in full swing as it is the middle of summer.
- 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 June 2017, subject to audit, and place a copy on file.

Commissioner Grady seconded the motion.

Discussion: None

Roll call: Commissioners: Haas, Aye; Grady, Aye; Vice President Rosedale, Aye; Weber and Yates, Absent
Motion Carried: 3-0, 2 Absent

D. RECREATION DEPARTMENT

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

- Staff including Don Miletic, Josh and myself will be meeting with Des Plaines Baseball tomorrow.
- Staff and I have been reviewing the layout of the Fitness Center and placement of equipment.
- Thirteen new spin bikes are on order and will be settled in once PLCC reopens after the yearly downtime in August
- There were eight boats entered into the Regatta Boat race at Iroquois Pool and was a great event.
- Met with Josh regarding marketing the soccer program.
- The last Live at the Lake will be Thursday, July 20 featuring the Polkaholics.
- Aim Dance Nationals went extremely well.

RECREATION OPERATIONS

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

- Preparations continue for Fall Fest.
- Meeting with History Center and Chamber
- Out lifeguards came in 2nd at the Annual Life Guard challenge
- The life guards exceeded on Audits at all pools.
- All Day Field Camp is tomorrow at PLCC
- Jeanette has been busy interviewing for Early Childhood positions
- ERC planned for the 4th of July Parade
- Planning end of Summer Event being held on Sunday August 6th in the evening.

VIII. UNFINISHED BUSINESS: None

IX. NEW BUSINESS

Agenda Item: 9 – A 2017/2018 Budget and Appropriation Ordinance #17-05

Superintendent of Business Barbara Barrera reviewed the staff report included in the Board materials. The Park District is required to prepare an Annual Budget and Appropriation Ordinance each year and it must be adopted within the first quarter of the fiscal year, which ends July 31, 2017. Once approved, a certified copy of the ordinance and the estimate of revenues will then be filed with the Cook County Clerk's Office. Barb stated there are no significant changes from the tentative budget presented in March 2017.

Barb highlighted some major upcoming projects and stated the Park District is financially sound and in good standing.

Commissioner Haas moved that the Park Board of Commissioners approve the 2017/2018 Budget & Appropriation Ordinance 17-05.

Commissioner Grady seconded the motion.

Roll call: Commissioners: Haas, Aye; Grady, Aye; Vice President Rosedale, Aye; Weber and Yates, Absent
Motion Carried: 3-0, 2 Absent

Agenda Item: 9 – B Golf Center Turf Renovation Project Bid

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. One bid was received for the project and there was a big discrepancy in the engineers estimated costs and the contractors. When discussing the project with other prospective bidders they stated that they were concerned with the tight time frame of the project which runs from September 25th to November 4th. Staff feels it is in the best interest of the Park District to reject Martam Constructions bid and go out for re-bid immediately with a longer time frame for completion of the project.

Commissioner Grady moved that the Park Board of Commissioners reject the bid of Martam Construction, Elgin, IL in the amount of \$896,671.15 for the Golf Center Range Renovation Project.

Commissioner Haas seconded the motion.

Roll call: Commissioners: Haas, Aye; Grady, Aye; Vice President Rosedale, Aye; Weber and Yates, Absent
Motion Carried: 3-0, 2 Absent

Comments:

Agenda Item: 9 – C Golf Center Range Renovation Project - Construction

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. This is a re-bid due to the original bid date only producing one bidder whose bid was substantially above the engineer's estimate of \$654,324.00.

The project entails the demolition of the range turf, grading and removal of the top two inches of stone and sand, installation of under-drains, storm sewers, and the creation of rain gardens and berms of soil from the excavation on site. The general contractor will prepare the range for the installation of range turf by Perfect Turf, whose bid was approved at the last Park Board meeting.

Cooling Landscape Concepts was the lowest bidder and interviews of references were completed by staff and both the design and engineering contractors on Cooling. Staff informed the Park Board Cooling Landscape Concepts were the contractors who renovated the Prairie Lakes fields and Staff was very pleased with their work.

Commissioner Grady moved that the Park Board of Commissioners approve the bid of Cooling Landscape Concepts, Cherry Valley, IL in the amount of \$636,165.00 for the base bid and \$13,200.00 for Alternate #5, for a net bid amount of \$649,365.00.

Commissioner Haas seconded the motion.

Roll call: Commissioners: Haas, Aye; Grady, Aye; Vice President Rosedale, Aye; Weber and Yates, Absent
Motion Carried: 3-0, 2 Absent

Agenda Item: 9 – D Golf Center Range Renovation Demolition Bids

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. Bids were accepted and opened for the demolition project of the range turf only to determine the most cost effective way to remove the driving range turf. It was also included in the general construction contract of the Range Renovation Project. After extensive review of all bids submitted, it was determined that including the removal of the range turf in the general construction contract would be the most cost effective and save the Park District approximately \$40,000.

Commissioner Grady moved the Park Board of Commissioners reject all bids submitted for the Golf Center Range Demolition Project.

Commissioner Haas seconded the motion.

Roll call: Commissioners: Haas, Aye; Grady, Aye; Vice President Rosedale, Aye; Weber and Yates, Absent
Motion Carried: 3-0, 2 Absent

Agenda Item: 9 – E Approval Prairie Lakes Skate Park Addition Bid Results

Superintendent of Parks and Golf Operations Paul reviewed the staff report included in the Board materials. Paul reminded the Park Board this project is a re-bid. Three bids were submitted with Wilbert Construction being the lowest qualified bidder on this project. The existing skate park will be expanded by relocating the existing bike park equipment to this location. Staff recommends moving forward on this project as bid.

Commissioner Grady moved the Park Board of Commissioners accept the bid from Wilbert Construction, Des Plaines, IL in the amount of \$72,480.00 for the Prairie Lakes Skate Park Expansion Project.

Commissioner Haas seconded the motion.

Roll call: Commissioners: Haas, Aye; Grady, Aye; Vice President Rosedale, Aye; Weber and Yates, Absent
Motion Carried: 3-0, 2 Absent

Comments:.

X. CORRESPONDENCE: None

XI. COMMISSIONER COMMENTS:

Commissioner Grady said he visited Chippewa Pool and Park and everything looked great and staff was doing an excellent job.

Commissioner Haas reminded the Park Board and Staff of the upcoming Putt for the Pantry on Saturday, August 12. She said Park It was at Winnebago Park and the park looked wonderful. She mentioned Friends of the Park should have material to present at these functions.

Vice President Rosedale said Lake Park looks beautiful and the new Arndt Park bed plantings by the sign look fantastic.

XII. EXECUTIVE SESSION: None

XIII. ADJOURNMENT

A motion was made by Commissioner Haas to adjourn at 8:20 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried 3-0, 2 Absent

APPROVED _____

President

Secretary