

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, MARCH 20, 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, Bill 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. Supt. of Parks Corrie Guynn, Asst. Supt. of Golf Operations Brian Panek, Business Manager Todd Lehky, Human Resource and Risk Manager Nicole McNulty, Communications and Marketing Manager Gene Haring, IT Manager Sean King, and Administrative Assistant Debbie Hermanson.

Guests: Tony Wierer – Senior Center

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

- A. History Center Update:** Executive Director Don Miletic updated the Park Board on the progress of the renovations at the History Center. Don also addressed the Park Board he has asked Philip Mohr to contact him if anything is needed during the History Center Director's absence. The Park Board was informed a speaker presented on March 7th on the topic of Nobel Peace prize recipient Malala Yousafzai.
- B. Senior Center:** Tony Wierer updated the Park Board on upcoming programs, events, and trips. He mentioned the annual membership meeting will be held on April 19th.
- 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 have not changed. Paul stated the Friends are in receipt of applications for two prospective Board Members. The next Board meeting will be held on Monday, April 9, 2018.

Comments:

Commissioner Grady asked the Friends about the financials and how they are distributed. Paul informed the Park Board there is a set amount per child and per family. In addition, Rivers Casino Grant monies are to be used for educational purposes.

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 February 20, 2018
- B. Minutes of Executive Session: February 20, 2018
- C. Minutes of Special Meeting: March 8, 2018
- D. Voucher List of Bills for dates and amounts of:
 - 1. February 23, 2018 \$ 190,876.96
 - 2. March 9, 2018 \$ 262,218.08
- E. Payroll for dates and amounts of:
 - 1. February 16, 2018 \$158,618.03
 - 2. March 2, 2018 \$150,913.69

Commissioner Grady moved to approve the Consent Agenda as amended.

Commissioner Haas seconded the motion.

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

Motion Carried: 5-0

VI. M-NASR REPORT:

Executive Director Don Miletic commented the Liponi Dinner Dance was very successful. Don said there was discussion of a starting wage increase from minimum wage to \$10 per hour for inclusion staff. He also stated there has been discussion amongst the MNASR Board Members to increase impact fees to the Park Districts allowing for the overall increases in programming and staff.

Comments:

Commissioner Haas asked if there was a way of quantifying why the numbers of participants are increasing. Staff informed the Park Board it is likely due to population growth.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- The new Play Book (mini spectrum) has been a good marketing tool. He is looking at avenues of advertising with companies in future additions.
- Informed the Park Board the voting poll at the ALC will be relocated to Arndt Park in efforts to address the safety of our pre-school program.
- Informed the Park Board Nick will be meeting with the principal, Mike Amadei, of Iroquois Community School to facilitate camps during their intercessions. Iroquois is a year round school having 3-three week long intercessions throughout the year.
- The Park District is moving forward with ComEd on the lease agreement for the garden plots for this year.

Comments:

Commissioner Grady asked about the land cash incentive and how the dollars would be allocated for capital projects.

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:

- Informed the Park Board the Park District has entered into an agreement with Hey and Associates. They will be developing an engineering and landscape master plan for the Lake Opeka shoreline. They will assist the Park District with grant opportunities and also be working with MWRD for solutions.
- Received proposals for the Mohawk Park playground equipment. The bids for the excavation, concrete, asphalt, and drainage for this project will be out to bid April 16th. The initiative is to begin the week of May 28th with installation of playground equipment in mid to late June.
- Informed the Park Board the Park District received a grant in the amount of \$75,000 from the City of Des Plaines through CDBG for the Seminole Park Playground replacement.

Comments:

Commissioner Grady asked if the grant project, Seminole Park, has an expiration date. Staff informed the Park Board the project must be completed by end of August.

Commissioner Haas asked about the longevity of the contract with Hey and Associates. Staff informed the Park Board it is until the master plan is complete.

President Weber asked what does it encompass and would it expand the shoreline. Staff informed the Park Board the project encompasses the shoreline, storm water detention, and environmental studies of the lake. Additionally, the shoreline would not be expanded however there may be areas of the shoreline being heightened.

MAINTENANCE OPERATIONS

Assistant Superintendent Corrie Guynn reviewed the Maintenance Staff report in great detail. Included in his report were the renovations to both of the ALC locker rooms. The lockers were painted, new countertops installed and new partitions will be installed within the next week. In addition, there were office renovations completed at the PLCC which included the installation of cubicles. He informed the Park Board the Rand Park Playground equipment will be replaced this year. Tree pruning continues throughout the district per the three year pruning program. Corrie informed the Park Board of the upcoming Bio Screening to be held on April 26th. He informed the Park Board he has completed and graduated from the Leadership Academy.

Comments:

Commissioner Grady asked staff about the tree survey that was completed. Staff informed the Park Board the District has been following the plan and has planted many trees since its inception.

Commissioner Grady asked about the entrance to PLCC and if there is a plan for more foliage plantings. Staff informed the Park Board the area has been planted with perennials and it will take a couple of seasons for the plantings to become established and full sized.

GOLF & FACILITY OPERATIONS

Assistant Superintendent Brian Panek reviewed the Golf & Facilities Staff report in great detail. He and Tyler attended the 2018 Chicago Golf Show. Tyler, Ken and I attended the Golf Institute Day. Brian informed the Park Board that Lake Park golf course will open March 31st, if weather is cooperative. The very first Lake Park Family Fun Day will be held on May 20th from 11am – 2pm. There will be free golf, paddle boats, kayaks, games, and entertainment for the families to enjoy. There will also be food trucks present for the event.

Commissioner Weber asked who the food truck vendors will be at the Lake Park Family Fun Day. Staff informed them of the vendors.

C. BUSINESS DEPARTMENT

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

- Continue to work on budget for presentation at April board meeting.
- Continue working with staff on the Capital Improvement Plan and updating Strategic Plan.
- Working with staff regarding the Park District accreditation, reviewing policies and procedures.
- Continue to work with staff on the final IDNR documents for the Oakwood Land acquisition reimbursement.
- The CPI (Consumer Price Index) will remain the same as last year at 2.1%.
- The Park District received the GFOA Certification of achievement in financial reporting for 2017.

Comments: Commissioner Haas asked how staffing is going for the upcoming season. Staff informed the Park Board it is going well. Staff also reported there has been one job fair held thus far and there is an upcoming job fair next week at Maine West with more to be held in the near future.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Haas moved to approve the financial report for February 2018 and place a copy on file.

Commissioner Grady seconded the motion.

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

- Continue to update policies and procedures.
- The Park District is considering beginning an After School pilot program at South School this fall. In addition, he said he and staff will be meeting with the principal at Orchard School regarding After School programming.
- Matt, Jeanette, and Josh continue to hold job fairs.
- Jeanette has been working with Parks Department on rehabbing the ALC locker rooms.
- Jenn will be participating in the PRDMA Loss Control Review.
- On March 16th hosted the very first Aloha Event and had 30 participants.
- Mountain View Adventure Center is set to open April 6th.
- An Adult Pickle Ball Tournament is set for April.
- In June there will be an enclosed court 5 on 5 youth soccer tournament.

Comments:

Commissioner Grady asked about the Saturday morning baseball and football programs and if they were the cause of decline. Staff informed the Park Board there has been a decline in sports programs though due to more competitive third party groups. Staff has discussed options regarding sports programs with 62. President Weber asked if the Park District will be offering La Crosse. Staff informed the Park Board they have been investigating partnering with other Park Districts.

VIII. UNFINISHED BUSINESS: PLCC Indoor Pool Project

Executive Director Don Miletic distributed conceptual drawings of the outdoor aesthetic design. He commented there was a lot of valuable input from the special meeting held on March 8th Executive Director Miletic did comment about having preliminary meetings with City about design and components of the project and that working relationship with the City of Des Plaines is great. Don reiterated to the Park Board of the need to go out for another community needs assessment to make sure all the needs are being met for the community after we break ground on the indoor pool project.

Comments:

President Weber asked if the required codes are being met as suggested by the architect. Executive Director Miletic assured the Park Board they are.

IX. NEW BUSINESS:

Agenda Item: 9 – An Adoption of IMRF Resolution #18-04

Superintendent Barbara Barrera presented for adoption resolution #18-04 IMRF Form 6.75 to include Cash Payments to Health Insurance. The District does offer its employees a cash payment and has always followed these guidelines. She informed the Park Board that under the new guidelines this must now become a resolution.

Commissioner Haas moved that the Board of Commissioners adopt Resolution #18-04,” A Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings”.

Commissioner Rosedale seconded the motion.

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

Agenda Item: 9 – B Mohawk Park Playground Equipment Purchase

Superintendent Paul Cathey presented to the Park Board approval for the purchase of the Mohawk Playground purchase in the amount of \$42,462.42. Five proposals were submitted and were asked to stay within the budgeted amount of \$50,000. Paul stated to the Park Board after an extensive review by staff, Burke’s bid came in under the budgeted amount of \$50,000 after deducting the amount of the swings. Paul said the swings will be purchased separately from Game Time in order to include the Expressions Swing for the project.

Commissioner Rosedale moved that the Park Board of Commissioners accept the bid from Burke, Fon du Lac, WI in the amount of \$42,462.42 for the Mohawk Park Playground Equipment.

Commissioner Yates seconded the motion.

Discussion:

Commissioner Haas asked about the cost of the swings and if it will still be under the budgeted amount. Staff informed the Park Board the total purchase will remain under budget.

Commissioner Grady asked about the Expression Swing. Staff informed the Park Board the swing set is for the parent tot area.

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

X. CORRESPONDENCE:

Letters from City of Des Plaines – Don informed he will be drafting a letter to Mayor and City Manager and let them know how the Land Cash Contribution will be used for capital improvements Don stated the additional letters are informing the Park District there are new tax incentives to encourage new businesses to Des Plaines.

Email from the Liponi Foundation thanking the Park District for all their support.

XI. COMMISSIONER COMMENTS:

Commissioner Rosedale commented to staff to keep up the good work.
Commissioner Haas presented and passed out information to the Park Board and Staff and asked for them to consider participating in the Community Backpack Project.
Commissioner Grady commented to all to have a good day of spring.
Commissioner Yates thanked the Park Board and staff for doing a great job.
President Weber thanked everyone for a great job. He said the Play Book looks awesome. The pool project is coming along and the components look great.

XII. ADJOURNMENT

A motion was made by Commissioner Haas to adjourn at 8:43 p.m.
Commissioner Rosedale seconded the motion.
Discussion: None
All commissioners present voted in favor by acclamation.
Motion Carried 5-0.

APPROVED _____

President

Secretary