

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, APRIL 17, 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 Parks & Golf Operations Paul Cathey, Superintendent of Business Barbara Barrera, Asst. Supt. of Recreation Jennifer Boys, Communication and Marketing Manager Gene Haring, and Administrative Assistant Debbie Hermanson.

Guests: Kathy Vana – History Center
Maine West Varsity Basketball Players:
Alisa Fallon, Ellie Contella, Catherine Johnson, Jocelyn Jacob, Jessica Riedl, Angela Dugalic, & Rachel Kent
Maine West Head Coach Kim de Marigny

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

- A. Maine West Varsity Girls Basketball:** Executive Director Don Miletic presented the Maine West Varsity Head Coach, Staff, and Players each with a Certificate of Achievement for their outstanding performance at the State Championships by coming in Third Place. Miletic acknowledged to the team how proud the Park District and Community are of their achievement and said they are role models for future athletes at Maine West. Coach Kim de Marigny thanked the Park District for their support as all of the players have been involved in the Park District programs. Commissioner's and Staff congratulated all team members and staff on their success.
- B. History Center Update:** Kathy Vana updated the Park Board on upcoming events at the History Center. She informed the Park Board Philip Mohr, Senior Curator, has done an outstanding job as Acting Director as he continues to perform the duties of both jobs. Kathy reminded the Park Board and Staff of the upcoming Memorial Honoring Shari Caine. It will be at the History Center from 1-4pm on Sunday, April 22. Additionally, the Annual Meeting will be held on Wednesday, May 2nd, 6:30pm at the Methodist Campground.
Comments: Commissioner Haas commented on what a great job Philip Mohr is doing at the History Center. Executive Director Miletic agreed and said he checks in with Philip on a weekly basis to see if he needs anything.
- C. Senior Center:** Executive Director Don Miletic reported on senior center activities.
- D. Des Plaines Friends of the Parks (DPFOTP):** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. Rosemary Slivka from D62 attended the last Friends Board Meeting and is very enthused that the Friends have scholarships to offer for the early childhood classes as the District has over two hundred children on their waiting list for pre-school. The Friends are gearing up for the Glow Golf event: inventoried all glow golf equipment, generated save the dates and letters to sponsors and donors will soon be mailed out. Paul stated the Friends voted in a new Board Member, Sergio Gonzalez. Face Painting as the Easter Eggs-Travaganza was a huge success. The next Board meeting will be held on Monday, May 7, 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 March 20, 2018
- B. Minutes of Executive Session: None
- C. Voucher List of Bills for dates and amounts of:
 - 1. March 23, 2018 \$116,434.56

2. April 6, 2018	\$279,801.48
D. Payroll for dates and amounts of:	
1. March 16, 2018	\$147,401.24
2. March 30, 2018	\$145,335.98

Commissioner Haas moved to approve the Consent Agenda as amended.

Commissioner Grady 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: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Millennium Bank will be the new sponsor for the Dash and is advertised on the back cover of the Playbook.
- Met with City review Committee on City Comprehensive Plan and discussed including the Park District in different areas of the plan.
- The new development on Ellinwood will bring in impact fees and can be used for the Oakwood Park Project.

Comments:

Commissioner Rosedale expressed concerns regarding Fall Fest. Staff assured the Park Board the History Center will continue to contribute in its entirety.

President Weber asked about the development on Ellinwood regarding impact fees. Staff acknowledged the development would get some credits back because they are including some features for providing recreational components.

Commissioner Haas asked if the Park District would be getting impacts fees for the developments located at the Littlefuse and south of First Midwest Bank. Staff informed the Park Board it would not because the development was in progress before the Land Cash Ordinance was passed by the City.

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:

- Continue to meet with Heys & Associates regarding Lake Park shore restoration.
- The Park District will be getting reimbursed \$7,777 from a GLRI (Great Lakes Restoration Initiative) grant for the trees they have been planting throughout the parks.
- The mechanical system at PLCC needs upgrades and an action plan is being established.
- In the process of putting together action plan for the Districts parking lots and pathways.
- An “Adopt-A-Bed” and “Adopt-A-Park” program has been established.
- Met with the owner of Wild Bird Shack regarding hosting programs at Lake Park.
- Art Classes will be held at Lake Park next season.
- Began pressure testing Mystic Waters for possible leaks in the water supply to pools.

Comments: Commissioner Haas asked about the Peace Pole possibilities at Lake Park and other parks. Staff informed the Park Board they will look into it.

Commissioner Grady asked about the Lake Opeka Shoreline project and if the companies have access to grant possibilities. Staff informed the Park Board they are very knowledgeable and perform various studies and the companies do seek out grants that may be available.

C. BUSINESS DEPARTMENT

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

- Tentative Budget will be presented tonight.
- Servers at ALC will be upgraded this coming month.
- Continue to work with staff on both Distinguished Agency Accreditation and PDRMA Loss Review.
- Waiting to hear from IDNR regarding reimbursement for the Oakwood Land acquisition.
- Received preliminary rate notice from IMRF for 2019 and it is projected to decrease from 13.47% to 10.55% in 2019.
- Preliminary meeting with the Auditors.

Comments: Commissioner Haas asked if the IMRF rates will affect the budget. Staff informed the Park Board all adjustments have been made to the budget.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Haas moved to approve the financial report for March 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

Asst. Superintendent Jennifer Boys reviewed items contained in the written report in addition to the following:

- Met with a potential intern for the summer.
- Jeanette and Corrie graduated from the Leadership Academy.
- Debbie and I continue to work on the Distinguished Agency accreditation process. We were accepted and waiting to be assigned a mentor.
- Matt and Jeanette continue to attend job fairs at the high schools. They have also been busy hiring.
- The very first Pickleball tournament will be held the weekend of April 28th.
- Locker room renovations are complete and a open house was held for the Fitness Center.
- Earth Day will be held at the Greenhouse this coming weekend.
- The Optimist Club will be hosting a Spaghetti Dinner this Sunday, April 22 from 3-6pm.

Comments: President Weber asked staff about the La Crosse program. Staff informed the Park Board that even though there was interest for a program, the season for La Crosse conflicts with baseball. Staff will continue to investigate other options to provide a La Crosse program.

Executive Director Miletic informed the Park Board of the increase of membership at Prairie Lakes Fitness Center of over 1000 members which is a big increase since 2014 when there was just over 600. There are 250 Silver Sneaker Members.

VIII. UNFINISHED BUSINESS: PLCC Indoor Pool Project

Executive Director Don Miletic shared financial numbers with the Park Board and he thanked Barb for putting the numbers together. He said the estimated cost of the pool will be approximately \$11 million dollars due to change in scope and construction costs rising, it will be funded by two Bond issues. The length of time to pay off the pool will be approximately eight years thus saving the Park District a considerable amount of money in interest. Don assured the Park Board the indoor pool project will not take away from any other future capital projects. Don said he met with the architect and city today regarding building and fire codes. He said he wants to make sure there are no glitches in the architectural and engineering drawings when they are submitted for approval.

Commissioner Haas asked staff if they have reached out to Athletico for a partnership in funding for the pool. Staff informed the Park Board Athletico would want their own separate area of roughly 2000 to 3000 square feet which was too costly and not enough room to build.

IX. NEW BUSINESS:

Agenda Item: 9 – 2018/2019 Tentative Budget and Appropriation Ordinance #18-05

Superintendent Barbara Barrera presented the Tentative Budget and Appropriation. She said the Park District is required to approve and adopt its annual budget and appropriation ordinance prior to or within the first quarter of the fiscal year, which is July 31, 2018. Once approved, a certified copy of the ordinance; along with, the estimate of revenues is then filed with the Cook County Clerk's Office.

The 2018/19 tentative budget reflects total expenditures and other financing uses of \$29,132,595. The annual budget serves as the tool used to manage day-to-day operations and to ensure fiscal accountability; whereas, the appropriation represents the legal limit on spending. The 2018/19 Tentative Appropriation totals \$31,567,834.

Discussion: President Weber asked if we know what our bond rating is. Staff informed the Park Board the Park District is in a good financial state.

Commissioner Haas asked about the Oakwood Land and if it were included in this proposed budget. Staff informed the Park Board it was included in the 2017 budget.

Commissioner Haas moved that the Board of Commissioners approve the 2018-2019 Tentative Budget & Appropriation Ordinance #18-05.

Commissioner Grady 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 Board Policy & Ordinance Manual #18 – 06

Executive Director Don Miletic presented the Board Policy & Ordinance Manual #18-06 to the Park Board. The Park District had its Board Policy & Regulations Manual reviewed by its legal counsel and staff contacted IAPD on how to best approve this manual as an ordinance. There have been some minor changes since last time the Park Board reviewed it. Changes included the addition of the Harassment Policy, changes to include kayaks and new Lake Park hours, and permitting for our parks & facilities. There was some discussion on asking the public in the future Community Needs Assessment, there feeling on "No Smoking" in the Parks accept Golf Course Facilities. The Park District is asking to approve the attached ordinance that references the manual in its entirety.

Discussion:

Commissioner Haas commented the school districts have implemented the "No Smoking" on their grounds and feels it would be a positive if the Park District did the same.

President Weber asked how the smoking is handled at Fall Fest and would it affect the attendance. Staff informed the Park Board there is a designated area for smokers already in place.

Commissioner Grady asked if the park Districts attorney looked at the manual. Staff informed him he did.

Commissioner Rosedale moved that the Park Board approve the Board Policy & Ordinance Manual – Ordinance #18-06 as presented.

Commissioner Yates seconded the motion.

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

Motion Carried: 5-0

X. CORRESPONDENCE:

Flyer regarding the History Center Memorial Open House in remembrance of Shari Caine, Sunday April 22
Thank you note from Arthritis Foundation

Information distributed regarding District 207 Proposed Building Improvements. The Park Board and Staff discussed the possible impact of the funding of these projects on the residents. Additionally, there was discussion about all these new developments and how it might affect the school populations.

XI. COMMISSIONER COMMENTS:

Commissioner Rosedale commented to staff the Izaak Walton League will be holding its Blue Meadow Fest this Saturday, April 21 from 9am – 2pm.

Commissioner Haas said the Community Backpack Project has officially been signed up with District 62.

Commissioner Grady commented he hopes it warms up soon so we can enjoy the parks.

President Weber informed the Park Board and Staff he will be out of town the next couple of weekends and will be missing the upcoming events. He said he attended the Dance showcase and the dancers were outstanding.

XII. EXECUTIVE SESSION

A motion was made by Commissioner Rosedale at 8:47 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Grady 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 10:07 p.m.

Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried

Agenda Item: 13 - A

Action Item: Pro Shop Agreement

A motion was made by Commissioner Haas that the Park Board of Commissioners to approve the Pro Shop Agreement

Commissioner Grady seconded the motion.

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

Motion Carried: 5-0

Agenda Item: 13 - B

Action Item: B. Oakwood Lease Agreement

A motion was made by Commissioner Rosedale that the Park Board of Commissioners to approve the Oakwood Lease Agreement

Commissioner Yates seconded the motion.

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

Motion Carried: 5-0

Agenda Item: 13 - C

Action Item: Greenview Lease Agreement

A motion was made by Commissioner Grady that the Park Board of Commissioners to approve the Greenview Lease Agreement

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: 13 - D

Action Item: Executive Director Compensation Review

A motion was made by Commissioner Rosedale that the Park Board of Commissioners to approve the Executive Director Compensation Review.

The terms of the Executive Director's contract were to expire in 2019 and was renewed from May 1, 2018 – April 30, 2021 with the Park Board approving a 6% increase to \$162,180 with an increase of \$50 a month car allowance. This is the average for park district executive directors in the area.

Commissioner Grady seconded the motion.

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

Motion Carried: 5-0

XIV. ADJOURNMENT

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

Commissioner Yates seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried 5-0.

APPROVED _____

President

Secretary