

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

**I. CALL TO ORDER/ROLL CALL**

Commissioner Don Rosedale called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 7:00 p.m. Commissioners answering present to the roll call were Jim Grady, Jana Haas, Joe Weber, and President Don Rosedale. Commissioner Yates was absent. In attendance were Executive Director, Don Miletic; Superintendent of Recreation, Nick Troy; Superintendent of Parks & Golf Operations, Paul Cathey; Superintendent of Business, Barbara Barrera; Marketing and Communications Manager, Gene Haring; Assistant Superintendent of Parks, Corrie Guynn; Assistant Superintendent of Golf & Building Operations, Brian Panek; HR & Risk Manager, Nicole McNulty; IT Manager, Sean King.

Guests: Kathy Vana – History Center Rep  
Toni Wierer – Senior Center Rep  
Dan Berg – Sikich LLP  
Doug Rink – Corporate Construction  
Pete Hall – Corporate Construction  
Bruce Cairns – Cordogan Clark  
Cayce Horton – Cordogan Clark

**II. CHANGES TO THE AGENDA:** President Rosedale recommended to move Agenda Item 9-A Comprehensive Annual Financial Report 2017/2018 and Agenda Item 8-B PLCC Indoor Pool to after Introductions/Presentations.

Motion Made by Commissioner Haas and Seconded by Commissioner Grady to move Agenda Item 9-A Comprehensive Annual Financial Report 2017/2018 and Agenda Item 8-B PLCC Indoor Pool to after Introductions/Presentations

All in Favor 4-0-1  
Motion Carried: 4-0-1

**III. INTRODUCTIONS/PRESENTATIONS:**

- A. History Center Update:** Kathy Vana presented all the wonderful programs that are coming up with the History Center.
- B. Senior Center Update:** Toni Wierer presented all the wonderful programs that are coming up with the History Center.
- C. Des Plaines Friends of the Parks:** Paul Cathey informed the Park Board that the Glow Golf event raised over \$22,000. Amazing time and great volunteers.

**IV. COMMENTS FROM THE COMMUNITY:** None

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

A. MINUTES: September 18, 2018

B. EXECUTIVE SESSION MINUTES: None

C. VOUCHER BILLS:

September 21, 2018	\$ 201,600.10
October 5, 2018	\$ 363,390.48

• PAYROLL:

September 14, 2018	\$ 160,524.86
September 28, 2018	\$ 161,450.82

Commissioner Grady moved to approve the Consent Agenda as presented.

Commissioner Weber seconded the motion.

Roll call: Commissioner Haas, Aye; Grady, Aye; Weber, Aye; President Rosedale, Aye.

Absent: Yates

Motion carried 4-0-1

**VI. M-NASR REPORT:**

No Report

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- Executive Director added that a public community input meeting for Potawatomie Park is due to neighbors in the area wanting a park with play features and not having a park within a safe walking distance.
- Miletic mentioned attending first Presence Community Board meeting and there was a lot of discussion of Commissioner Haas Backpack Project, her name was mentioned often. Great Job.
- In the Blue folders there is an Agenda Item #8 that we will discuss about the Lake Park Monument recommendations.

Discussion: No comments.

**B. PARKS AND GOLF DEPARTMENT & OPERATIONS**

Superintendent of Parks and Golf Operations Paul Cathey reviewed items contained in his written report, in addition to:

- Superintendent Cathey updated the Park Board on Mohawk Park.
- Asst. Superintendent of Parks Guynn presented updates about NRPA conference, West Park Fence and safety surface projects, Arndt Park and Seminole Park.
- Asst. Superintendent of Golf Panek presented updates to high school using Lake Park, Frisbee Golf outing, Fall League intermural program, a filming crew at Golf Center, and Tyler passing his CPRP.

Discussion: Park Board asked questions and staff answered them.

**C. BUSINESS DEPARTMENT**

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

- Barb discussed some issues we are having with Tee Up system: it is 12 years old and Sean is working with Maden from Japan on this.

- Business Manager Position is still open and was re-advertised. The Business Office is doing great and picking up the slack.
- PDRMA accreditation work was completed and final review is coming up. Nicki has been doing a great job with help from all staff.

Discussion: No comments

## **FINANCIAL REPORT**

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Grady moved to accept the Financial Report for September 2018, subject to audit and placing a copy on file.

Commissioner Weber seconded the motion.

Discussion: None

Roll call: Commissioner Haas, Aye; Grady, Aye; Weber, Aye; President Rosedale, Aye.

Absent: Yates

Motion carried 4-0-1

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

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

- We had the Soccer Tournament at Lake Park and Josh tried to get as many teams as possible. The event was well received and not sure if we will do it again based on participation. Josh did secure \$3,000 from 3D cleaners for Winter Wonderland.
- Haunted Hole-o-ween is the next two weekends, Nancy is working on a Parent Night out Program, and Cindy has Power Play going on at the school.
- Jennifer presented great news on our guards receiving Platinum status, the backpack program, and staff is working on Camp & Pool reports for next month to present.

Discussion: Commissioners asked a few questions and staff answered them.

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

The Indoor Pool Project was moved up in the agenda. Doug Rink and Pete Hall from Corporate Construction spoke about the bidding process; we reviewed changes of roughly 1.2 million dollars due to the bids coming in higher than expected. Cayce and Bruce from Cordogan Clark did provide the Park Board with design changes and what staff is recommending. The recommendation was to get changes to drawings, work with the low bidder to reduce pricing based on the changes, send out letters of intent to lowest bidders to extent deadline of pricing once the RFPs can be sent back to them. There is still a lot of work to done and the consensus by the Park Board was to move forward with modifications to the design and work with the low bidders.

Executive Director Miletic informed the Park Board of staff's recommendations for the Lake Park Monument with Agenda Item 8A. The Park Board gave consensus with the recommendations.

## **IX. NEW BUSINESS:**

### **Agenda Item 9-A: Comprehensive Annual Financial Report 2017/2018**

This item was moved up in the agenda after presentations. Dan Berg from Sikich presented to the Park Board of Commissioners a summarized version of the audit and informed the Park Board that the audit work papers were well prepared by Barb and staff. Sikich gave the highest opinion that legally can be given for an audit and their team had no issues with management. Dan did mention with DPPD being short staffed, there were no issues. Great work by staff.

Superintendent of Business, Barb Barrera did go through her written report showing where fund balances were in relationship to our Fund Balance Policy. We are in good financial position and are positioning ourselves moving forward to continue to maintain fund balance. Lake Park continues to need some support as an Enterprise Fund but all the other funds are doing as expected.

Commissioner Haas made a motion to that the Park Board of Commissioners approves the Comprehensive Annual Financial Report for year-end April 30, 2018, as audited by Sikich LLP. Commissioner Grady seconded the motion

Discussion: Commissioner Haas asked about the interface with software systems and Partner Dan Berg did say there are always issues between Vermont Systems and BS&A but it is nothing uncommon.

Roll call: Commissioner Haas, Aye; Grady, Aye; Weber, Aye; President Rosedale, Aye.  
Absent: Yates  
Motion carried 4-0-1

**Agenda Item 9-B: Tax Levy Estimates 2019**

Superintendent of Business reviewed her report as presented and discussed the Tax Levy Estimates for 2019. These estimates must be on file for review for 20 business days and will need final approval by December for filing with Cook County. The total property taxes levied for this year are \$8,427,046 or a 1.10% increase from the 2017 extended levy.

Commissioner Haas made the motion the Park Board of Commissioners approve the 2018 Estimated Tax Levy, Ordinance #18-12, An Ordinance Levying and Assessing the Taxes for the General Corporate Fund, the Recreation Fund, the Audit Fund, the Tort Immunity Fund, the Illinois Municipal Retirement Fund, the Social Security Fund, the Special Recreation Fund, the Debt Service Fund, and the Museum Fund for purposes of the Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2018 and ending April 30, 2019.

Second by Commissioner Grady

Discussion: None

Roll call: Commissioner Haas, Aye; Grady, Aye; Weber, Aye; President Rosedale, Aye.  
Absent: Yates  
Motion carried 4-0-1

**X. CORRESPONDENCE:**

None

**XI. COMMISSIONER COMMENTS:**

Commissioner Weber: Fun time at Glow Golf another wonderful event put on by Friends of the Parks.

Commissioner Grady: Asked about the issue at Chippewa Pool that he mentioned to the Executive Director. Staff was notified and they did look at it and contacted a vendor to address it.

Commissioner Yates: Absent

Commissioner Haas: Visited the two new playgrounds, Seminole and Mohawk, and both look great.

Commissioner Rosedale: Gave some suggestions about Eaton and Arndt Park and thanked staff for all their hard work.

**XII. EXECUTIVE SESSION**

None

**XIII. RETURN TO OPEN SESSION**

None

**XIV. ADJOURNMENT**

Commissioner Weber made a motion at 9:15 p.m.

Second: Commissioner Grady

All in favor 4-0-1

Motion carried 4-0-1

APPROVED \_\_\_\_\_

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President

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Secretary