

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, APRIL 16, 2019**

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 6:00 p.m. Commissioners answering present to the roll call were Jim Grady, Jana Haas, Joe Weber, Bill Yates, and President Don Rosedale. In attendance were Executive Director, Don Miletic; Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Parks Planning, Corrie Guynn; Superintendent of Recreation, Nick Troy; Operations Analyst, Jeanette Berard; Marketing and Communications Manager, Gene Haring.

Guests: Paul Hejnowski, Sesar Botello, Mike Charewicz, Jack Robinson, Dick Sayad Kathy Vana

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

- A. Prairie Lakes Heroes:** Don Miletic recognized the swift efforts made by the Prairie Lakes Community Center team that saved the life of a Fitness Center member. Both Paul Hejnowski and Sesar Botello completed CPR/AED response with assistance from Nancy Suwalski and Marcus Hardy. The quick action and appropriate protocol is due to the quality training provided to all Des Plaines Park District employees.
- B. Community Center Honor Roll:** Don Miletic recognized the significant partnerships of 3 City of Des Plaines Alderman with the Community Honor Roll Award. Mike Charewicz, Jack Robinson, and Dick Sayad have helped to contribute in the growth and development of the Des Plaines Park District throughout their terms on city council. Each of these Alderman have supported projects, land purchase, ordinances and the overall vision of a progressive park district designed to meet the needs of the Des Plaines community.
- C. History Center:** Kathy Vana informed the Park Board of the next session of the Hands on History program schedule on Civil War May 1st and 5th. The History Center will be hosting a summer program that meets on Wednesdays each week while they are out of school. Thursday June 13 at 1:30pm the History Center will be hosting a coffee talk to preview the Des Plaines Park District 100 year anniversary. The formal opening of the exhibit and reception will be held at 6:00pm.
- D. Senior Center:** Don Miletic informed the Park Board of the information listed on Agenda Item 3-D.
- E. Des Plaines Friends of the Parks:** Paul Cathey informed the Park Board of the information listed on Agenda Item 3-C.

IV. COMMENTS FROM THE COMMUNITY:

None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES –March 19, 2019
- B. EXECUTIVE SESSION MINUTES– March 19, 2019
 - B.1 SPECIAL MEETING MINUTES– February 28, 2019
- C. VOUCHER BILLS:

March 22, 2019	\$ 222,181.34
March 25, 2019	\$ 1,427.49
April 5, 2019	\$ 259,499.73
- D. PAYROLL:

March 15, 2019	\$ 151,514.17
March 29, 2019	\$ 159,871.91

Commissioner Yates moved to approve the Consent Agenda as presented.

Seconded by Commissioner Grady.

Roll call: Commissioner Haas, Aye; Grady, Aye; Weber, Aye; Yates, Aye; President Rosedale, Aye.
Motion carried 5-0.

VI. M-NASR REPORT:

Executive Director Miletic indicated they have selected a new Executive Director Trisha Breitlow to start in the middle of June. Commissioner Haas and Weber asked for background. Executive Director Miletic informed them she worked at both NWSRA and the Deerfield Park District and comes with experience within the field. Commissioner Grady asked if there will be a celebration for Sue Bear. Executive Director Miletic said he will provide more information but the date will be June 20th.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- The Aquatic Center Groundbreaking had a large turnout of guest including state and local officials.
- Meeting with District 62 Paul Hertel to review the intergovernmental agreement.
- Updated the Park Board Policy & Ordinance Manual.
- Provided a resident rate postcard to 4,000+ homes west of Wolf Road. These homes are Mt. Prospect Park District Residents with Des Plaines addresses and would qualify for resident rates.
- Excited to have Paul Cathey promoted to Deputy Director and Corrie Guynn promoted to Superintendent of Parks and Planning.
- Continue to work on Lake Park Shoreline project and agreement with the City of Des Plaines.

Discussion: Commissioner Grady asked about the storm water drain on Lee Street and if we had an ordinance with the City of Des Plaines. Executive Director Don Miletic stated that are looking into the status of us being grandfathered in with the City of Des Plaines.

B. DEPUTY DIRECTOR:

Deputy Director Paul Cathey reviewed items contained in his written report, in addition to:

- Change orders for construction on the Indoor Pool Project expected to be presented at the next board meeting.
- At the next board meeting we should have park design concepts for Potawatomie Park to present.
- Updated fire alarm system is almost complete at Prairie Lakes.

- Continuing to plan for personnel within the operations and maintenance departments for the Indoor Pool Project.

Discussion: Commissioner Haas asked how many days is Doug Rink at the construction site. Deputy Director Cathey stated that he is not on site; the Construction Manager Pete Hall is on site 5 days a week during all working construction hours. Commissioner Grady asked when they would begin to dig for the actual pools and the quality of the dirt. Deputy Director Cathey stated after they complete the pouring of the exterior and some of the interior walls will they begin to dig for the pool. He also stated the quality of the dirt varies and in some areas they needed to add gravel.

B.1 PARKS & PLANNING DEPARTMENT:

Superintendent Corrie Guynn reviewed items contained in his written report, in addition to:

- Cyclical pruning was completed, primarily out at the Golf Center by the contractor with our staff following behind and chipping up the brush.
- Ed Kelley's staff has begun pressure testing at Mystic and so far has found no issues.
- The Chippewa tennis court improvement bid goes out tomorrow and is due back on May 1st.
- The Cumberland Terrace playground RFP was completed and sent it out to the usual manufacturers. These are due on April 26th.
- Overseeing the construction at Centennial Park daily, as well as attending weekly construction meetings with our landscape architect.

Discussion: Commissioner Haas asked what type of summer help is the park department looking to hire. Superintendent Guynn stated early bird pool shifts and 18 year olds to work in landscape department.

B.2 RECREATION DEPARTMENT:

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

- Jennifer Boys stepping in to fill in the vacant Recreation Supervisor position. Carolanne Smith was hired as the Recreation Supervisor and her first day will begin on April 18th.
- Distinguished Agency Review will be held on April 26.
- Cricket Pitch installation at Prairie Lakes will wait until the middle of June due to the recent conditions of the field.
- Middle School soccer league has about 8-10 participants at each school, who without scholarships and location of practices would never have been able to participant in the program.

Discussion: Commissioner Haas informed the Park Board of the award presented to Nick Troy and Cindy Yelich on April 15th from District 62 for the PowerPlay! Programs held at South and Orchard Place schools. Superintendent Troy passed the award and congratulated Commissioner Haas on her award as well for the Backpack Program. Commissioner Weber asked if there are singing or acting programs for 5 year olds. Superintendent Troy said he will look into it. Commissioner Grady asked if the district is aware the families who live near Bluett Park are not park district receiving mailings. Marketing and Communications Manager Gene Haring said he will look into it.

C. BUSINESS DEPARTMENT

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

- Will begin interview for the Information and Technology Manager next week.

Discussion: Commissioner Grady asked if we visit Oakton Community College for a job fair.

Superintendent Guynn and Superintendent Barrera stated that jobs are posted electronically there.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for April 16 2019, subject to audit and placing a copy on file.

Seconded by Commissioner Grady.

Discussion: None.

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

Motion carried 5-0.

IX. UNFINISHED BUSINESS:

Executive Director Miletic and Superintendent Barrera reviewed the Indoor Pool Project Costs Spreadsheet and balance.

- Discussed anticipated change orders due at the next board meeting.
- Discussed Pay Out #4 through 3/31/2019.

Discussion: Commissioner Grady asked the amount of money spent to date. Superintendent Barrera showed him the breakdown on the spreadsheet.

D. NEW BUSINESS:

Action Item 9-A: Approve Tentative 2019/20 Budget and Appropriation Ordinance #19-01.

Superintendent Barrera presented her report and informed the park board of the Tentative 2019/20 Budget and Appropriation Ordinance #19-01 through her PowerPoint presentation.

Commissioner Hass made the motion **“I move that the Board of Commissioners approve Ordinance 19-01, the TENTATIVE BUDGET AND APPROPRIATION FOR THE DES PLAINES PARK DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020.”**

Seconded by Commissioner Yates.

Discussion: Commissioner Grady asked is the money for River Casino was from real estate tax.

Superintendent Barrera said yes and was used for capital improvements will now be used for operations.

Commissioner Rosedale asked if the impact fees from the Ellenwood Project could be used within this budget. Superintendent Barrera said they cannot until we have a project, when we do we can reallocate the funds. The district is aware of the new projects within the city and hopes to acquire additional revenue throughout the next fiscal year. Commissioner Haas asked when we would see the development taxes from the new expansions on Lee Street and Northwest Highway. Executive Director Miletic said about 1-2 years. Commissioner Haas asked the total amount of debt services the district will be in. Superintendent Barrera stated roughly \$10 million and Executive Director Miletic said the pool project will be paid off in December 2026 and the districts accounts all are healthy and in the green status show on the PowerPoint.

Commissioner Weber asked what are included in the operation costs and service charges. Superintendent Barrera stated that Recreation Program Fees and Pass Memberships.

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

Motion carried 5-0.

Commissioner Hass made the motion **“I move that the Board of Commissioners approve the tentative Capital Improvement Plan for Fiscal Year 2019/20 through Fiscal Year 2023/24.”**

Seconded by Commissioner Grady.

Discussion: Commissioner Haas asked for a capital plan and budget spreadsheet. Superintendent Barrera said that one will be provide next board meeting.

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

Motion carried 5-0.

Agenda Item 9-B: Approve Park Board Policy and Ordinance Manual #19-02

Executive Director Miletic present the Park Board Policy Ordinance Manual #19-02 with changes and updates made on policies highlighted.

Commissioner Yates made the motion **“I recommend the Park Board approves the Park Board Policy & Ordinance Manual – Ordinance #19-02.”**

Seconded by Commissioner Grady.

Discussion: None

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

Motion carried 5-0.

X. CORRESPONDENCE:

A. District 62 Students Succeed Community Partnership Award

B. IAPD PowerPlay! Grant

XI. COMMISSIONER COMMENTS:

Commissioner Weber: Enjoy the weather.

Commissioner Grady: Seeing a nice assemble of staff sitting at the board table. Barb did a nice job on the budget presentation. Hope everything goes well with the Mystic Waters start.

Commissioner Haas: Very excited to see the new changes around the district.

Commissioner Yates: This is a super busy time and thank you for all of the hard work. The pool project will be major.

President Rosedale: Driving past all of the work sites and everything looks great. Visited a presentation at North Eastern University and met a Donna who works with the Healthy Minds and Healthy Bodies program and spoke highly of Shelli Sarg and her efforts within the program.

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION:

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:55 p.m.

Seconded by Commissioner Yates

All in favor 5-0.

Motion carried 5-0.

APPROVED _____

President

Secretary