

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, JULY 30, 2019**

I. CALL TO ORDER/ROLL CALL

Commissioner Jana Haas called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 5:00 p.m. Commissioners answering present to the roll call were, William Yates, James Grady, Don Rosedale and President Haas. In attendance were Executive Director, Don Miletic; Deputy Director, Paul Cathey; Superintendent of Parks & Planning, Paul Guza; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joe Weber; Operations Analyst, Jeanette Berard.

Guests: Kathy Vana, Earl Wilson

A. EXECUTIVE SESSION:

Commissioner Rosedale made a motion to go into executive session to review commissioner candidates for the Park Board vacancy at 5:00 p.m.

Seconded by Commissioner Grady.

All in favor 4-0.

Motion carried 4-0.

B. RETURN TO OPEN SESSION:

Commissioner Yates made a motion to close Executive Session and return to open session at 7:00p.m.

Seconded by Commissioner Grady

All in favor 4-0.

Motion carried 4-0.

II. CHANGES TO THE AGENDA:

Commissioner Rosedale made a motion to table Agenda Item 9-D and Agenda Item 9-E and discuss after returning from executive session as 13.B and 13.C.

Seconded by Commissioner Grady.

All in favor 4-0.

Motion carried 4-0.

III. INTRODUCTIONS/PRESENTATIONS:

A. History Center: Kathy Vana informed the Park Board that the History Center the summer program for ages 6-12 is going very well with participants. Next coffee talk is scheduled for August 8 about the Revolutionary War. Annual picnic is scheduled for Sunday August 18 from 1:00-3:00pm at the History Center. \$15 for adults, kids under 10 are free. Includes games, buffet from Mariano's and live folk music from the band White Mule. Please RSVP so they have a correct count.

B. Senior Center: Don Miletic informed the Park Board that the Senior Center had no update.

C. 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:

- A. Earl Wilson a member of the Des Plaines Public Library Board of Trustees came to learn more about the Des Plaines Park District at tonight’s meeting.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES –June 18, 2019
- B. EXECUTIVE SESSION MINUTES–June 18, 2019
 - B.1 SPECIAL MEETING MINUTES– July 2, 2019
- C. VOUCHER BILLS:

June 14, 2019	\$ 237,916.12
June 19, 2019	\$9,250.00
June 28, 2019	\$690,779.42
July 12, 2019	\$342,374.58

D. PAYROLL:

June 21, 2019	\$ 270,558.19
July 5, 2019	\$ 313,162.03

Commissioner Rosedale moved to approve the Consent Agenda as presented
Seconded by Commissioner Grady.

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

VI. M-NASR REPORT:

Executive Director Miletic stated the Trisha Breitlow the new executive director has started and they will have a meeting in August. She is sending weekly bullet points. Wednesday August 14, 5:30p-8:30p will be the Liponi 28th Annual Miniature Golf Tournament.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Continuing with Distinguished Agency Review items and these will be presented and the next few board meetings.
- Safety at Centennial Park is a concern with those who are crossing the street to visit the park. We have installed slowdown signs and caution children playing signs. The city has installed 2 playground signs, a speed sign and freshened up the crosswalk paint. We will be sending a letter from the Park Board to ask for a stop sign after tonight’s meeting. State Representative Moylan and Alderman Moylan agree with need for the stop sign for that corner. This park has become a destination park and traffic, parking and safety is now a concern for park goers.
- Will be meeting with MWRD to discuss Lake Park Shoreline on August 18 and 22.
- Looking to cross train to provide Gene additional support with the Playbook.

Discussion: Commissioner Rosedale stated that they could move the stop sign at Walnut, down to this corner. This park is extremely busy and a stop sign is much needed. Commissioner Grady stated the in Mount Prospect across from Melas Park, there was a tragedy involving pedestrian and bike safety. They now have proper signage to insure motor vehicles are aware of those crossing the street. This park also needs signs and a stop sign to make sure this does not happen here. President Haas asked if speed humps

could be installed. Director Miletic stated that two-thirds of the residents would have to vote yes and then pay for the speed humps to be installed. Once installed the city would maintain the speed humps.

B. DEPUTY DIRECTOR:

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

- Centennial Park was completed and a big thank you to all staff who were involved in this process.
- Chippewa Tennis Court Renovations are under way.
- Happy to have Paul Guza and Joe Weber as new members of his parks and recreation team.
- Prairie Lakes Parking lot repairs will begin on August 26.
- Lake Park Family Day was a great success and Lake Park is up 140 golfers for June.

Discussion: President Haas stated she went to the Indoor Pool Construction site at 3:00pm on Friday and no one was there, asked if they ended early on Fridays. Director Cathey stated they start earlier and end earlier to limit the exposure to the high temperatures.

B.1 PARKS & PLANNING DEPARTMENT:

Superintendent Paul Guza reviewed items for Park and Planning contained in his written report, in addition to:

- On boarding process is going great, plan on getting out of Oakwood and to the others sites very soon.
- Keeping turf alive during the high temperatures and little rain has been a challenge in some parks.
- Working with his department and the recreation department to create plans and procedures.
- Looking at improving the conditions of the ponds, specifically Mountain View Adventure Center will need to have the sediment removed.
- The district purchased a sidewalk grinder and will be fixing the walking areas at a number of facilities.
- Working with Ed Kelley to learn the working of the buildings before his retirement.

Discussion: President Haas asked what is the cost to remove the sediment at Mountain View and if the coloring of the water during Halloween affected the state of the pond. Deputy Director Cathey stated \$40,000, would be completed in the cooler months. And no the state of pond is not due to the coloring. Commissioner Grady asked where the water comes from. Deputy Director Cathey stated storm water and they do not have a fresh source of water for that pond.

B.2 RECREATION DEPARTMENT:

Superintendent of Recreation Joe Weber reviewed items contained in his written report, in addition to:

- Planning to replace the strength machines at the Prairie Lakes Fitness Center and install rubberized flooring throughout. The Fitness Center will be closed August 19, with an anticipated reopening after Labor Day.
- Continuing to learn the districts operations.
- Pool revenue has increased in the month of July with the shift in warmer weather.
- Jennifer Boys has been helping him learn the new roles, along with helping to run both pools and summer camps.
- Shared a brief overview of each Recreation Supervisor's reports.

Discussion: Commissioner Grady asked if he had an opportunity to meet with the Maine West Athletic Director to talk about feeder programs. Superintendent Weber stated that they are in discussions and will continue in the next months.

C. BUSINESS DEPARTMENT

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

- Finished all legal responsibilities for Budget.

- IT Manager Jacob Vilches has started at the new IT Manager.
- Prepping for audit.
- New AC unit was installed in the server room keeping it a constant 68 degrees.
- The rental survey has been sent out and receive about 25%-30% return rate. Rentals surveys have given overall good feedback.

Discussion: President Haas asked if Sean King has come back and help with technology. Superintendent Barrera stated that he did stay for a half day to do a question and answer with Jacob when he was here for a cross district meeting. President Haas stated that was nice he was accommodating to find ways to still assist.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Grady moved to accept the Financial Report for July 30, 2019 subject to audit and placing a copy on file.

Seconded by Commissioner Yates

Discussion: None

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

Motion carried 4-0.

IX. UNFINISHED BUSINESS: PLCC Indoor Pool

Executive Director Miletic stated

- The pool is moving forward and picking up pace.
- Nicor is stating that we need a 4 inch gas line to be hooked to the new meter at the cost of \$48,000. Based on the information from the architect and construction manager we will not be purchasing that and will wait to see if the line current line will work with the new meter.

Superintendent Barrera reviewed Indoor Pool Project Costs Spreadsheet and balance.

- Stated the \$48,000 possible Nicor bill has been added to the contingency budget.
- As the purchase of owner/soft costs increases over the next month these too will be added to the spreadsheet.

Discussion: President Haas stated she appreciated the snapshot of the project that the spreadsheet provides and asked if they were on time with the project. Deputy Director Cathey stated the pool should be completed June 2020.

IX. NEW BUSINESS:

A. Agenda Item 9-A: Approval of 2019 Comprehensive Master Plan

Executive Director Miletic stated that the plan has been being updated for the last 7 months by staff. This is a great TOOL to be used in conjunction with the Capital Improvement Plan and Strategic Plan to help guide us in the future. This plan was originally done in 2002 and staff has updated in 2008 and 2014. Board members were given their own copy and asked to review Section #6 which outlined some bigger projects and grants for future park and facility planning.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve the 2019 Comprehensive Master Plan.”**

Seconded by Commissioner Grady

Discussion: President Haas noted a few typos, these were fixed by staff on 7/31/2019.

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

B. Agenda Item 9-B: Approval Revenue & Cash Management Policy.

Executive Director Miletic presented Revenue and Cash Management Policy. This policy was last updated in 2008 and needed to be updated with the new information. Many of the updates documented have already been put into place. The updates will help the district to prepare for the minimum wage increases instead of going out for referendum.

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve the changes to the Revenue and Cash Management Policy**

Seconded by Commissioner Rosedale.

Discussion: President Haas noted a few typos, these were fixed by staff on 7/31/2019..

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

C. Agenda Item 9-C: Approval of IDNR OSLAD Doc 3 Resolution of Authorization– Lake Park Playground & Memorial

Executive Director Miletic presented the resolution and stated on August 1 and August 13 at Lake Park Clubhouse from 6:30pm -8:30pm will be hosting an Open Forum for the community to attend for the renovations at Lake Park and Centennial Park. We will be using JSD Professional Services to complete both the design and grant writing for both projects.

Commissioner Grady made the motion **I move the Park Board of Commissioners approve DOC-3 Resolution of Authorization for Lake Park with 50% funding by the Illinois Department of Natural Resources”**

Seconded by Commissioner Rosedale.

Discussion: None.

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

D. Agenda Item 9-D: Moving to 13.B

E. Agenda Item 9-E: Moving to 13.C

F. Agenda Item 9-F: Approval of PLCC Fitness Equipment

Superintendent Weber presented Agenda Item 9-F and reviewed the memo.

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve the purchase of Precor Vitality S Line strength machines and Tag Rubber Hex Dumbbells & Benches through Sourcewell Cooperative Purchasing Agency for a total of \$33,710.00.”**

Seconded by Commissioner Yates

Discussion: President Haas asked if this would be replacing all the fitness center equipment and what would they be doing with the old equipment. Superintendent Weber stated that they will not be replacing the newer weight machines or the cardio equipment. The company will pick up the old equipment and possibly refurbish to sell to others. Commissioner Grady expressed his concern of the cardio equipment, headset/ television functions, and cleanliness of the showers. All of which is likely connected to the lower enrollment of members. He stated the Fitness Center needs this renovation prior to the opening of the indoor pool.

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

G. Agenda Item 9-G: Approval of Indoor Pool Change Order #3

Executive Director Miletic presented Agenda Item 9-G and reviewed the memo. Change Order #3 is due to the soil reports, and the excavation needing to dig deeper.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve Change Order #3 in the amount of \$5,698.00 to Lenny Hoffman”**

Seconded by Commissioner Grady

Discussion: None

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

H. Agenda Item 9-H: Approval of Indoor Pool Change Order #4

Executive Director Miletic presented Agenda Item 9-H and reviewed the memo. Change Order #4 is due to finding two additional sewer lines that were not on the original as-builts.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve Change Order #4 in the amount of \$8,564.00 to CR Leonard”**

Seconded by Commissioner Grady

Discussion: None

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

X. CORRESPONDENCE:

- A. Bartlett Parks Foundation
- B. Messiah Lutheran Child Care Center
- C. Sue Bear Thank you
- D. Relay For Life Thank you

XI. COMMISSIONER COMMENTS:

Commissioner Grady: So far so good. Enjoying all of the facilities. The weather has been a challenge but everything is looking great.

Commissioner Yates: Maintenance has been doing a really great job. All we can do is our best.

Commissioner Rosedale: Centennial Park always has such a large amount of people there. Never through this park would be this good.

President Haas: Is it possible to have a pool pass across different households for family members who live in a different household? Executive Director Miletic said they would check the policy and procedures. Saw in another town they have the fire department come out and spray the kids, would this be possible at our park its. Executive Director Miletic said they would research this idea. Inviting staff members to the Annual Celebration after the August 20th board meeting for pizza and drinks.

XII. EXECUTIVE SESSION:

Commissioner Grady made a motion 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 at 8:21p.m.

Seconded by Commissioner Rosedale.

All in favor 4-0.

Motion carried 4-0.

XIII. RETURN TO OPEN SESSION:

Commissioner Rosedale made a motion to close Executive Session and return to open session 8:54p.m.

Seconded by Commissioner Grady

All in favor 4-0.

Motion carried 4-0.

- A. Commissioner Grady made a motion **“I move that the Park Board of Commissioners to appoint Erin Doerr to fill the commissioner vacancy for the remaining term of Joseph Weber, ending May 2021.**

Seconded by Commissioner Rosedale

Discussion: All the commissioners said we had a great pool of candidates and nobody did a poor job in their presentation. It was a good problem to have and was not an easy decision. One Commissioners asked when does she start, it was immediate based on motion but official swearing in is at the Park Board Meeting on August 20, 2019.

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

Motion carried 4-0.

B. Agenda Item: 9-D: Approval of IDNR OSLAD Doc 3 Resolution Authorization- Centennial Park Acquisition

Executive Director Miletic presented this information in Executive Session.

Commissioner Rosedale made a motion **“I move the Park Board of Commissioners approve DOC-3 Resolution of Authorization for the Centennial Park with 50% funding by the Illinois Department of Natural Resources.”**

Seconded by Commissioner Grady
Discussion: Rosedale

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

C. Agenda Item: 9-E: Approval of LWCF Doc 3 Resolution Authorization- Centennial Park Acquisition

Executive Director Miletic presented this information in Executive Session and it was decided to table this Agenda Item 9-E Approval of LWCF Doc 3 Resolution Authorization- Centennial Park Acquisition as they decided to proceed with the OSLAD funding. Staff did say the LWCF grant did require approval from the National Parks Service. It is administered through IDNR and back and forth with different agencies.

Discussion: None

All in favor 4-0.

XIV. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 8:58 p.m.
Seconded by Commissioner Grady
All in favor 4-0.
Motion carried 4-0.

APPROVED _____

President

Secretary