

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, JANUARY 21, 2014**

**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 Joseph Weber at 7:04 p.m. Commissioners answering present to the roll call were: Jana Haas, James Grady, Don Rosedale, William Yates and President Joseph Weber. Also in attendance was Executive Director John Hecker, Assistant Executive Director Don Miletic, Superintendent of Park and Planning Paul Cathey, Superintendent of Recreation Linda Traina, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks and Planning Chris Leiner, Business Manager Amy Garbacz, Golf and Facilities Manager Brian Panek, IT Manager Sean King, Human Resource and Risk Manager Desiree van Thorre, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson, Athletic Supervisor Josh Cantres, Part Time Public Relations Lisa Haring.

Guests Present: Tom Christiansen, History Center, Alisa Fallon and Family.

**President Weber as for a motion to open the BINA PUBLIC HEARING: The Bond Issue Notification Act requires the Des Plaines Park District to hold a public Hearing to receive public comments on the proposal to sell bonds in an Aggregate amount not to exceed \$ 2,000,000.**

**Commissioner Yates motioned to open the Public Hearing.  
Commissioner Rosedale seconded the motion.**

**Assistant Executive Director Don Miletic presented a report to the Board and Public regarding the proposal of selling bonds. Included in the presentation was the documentation from Speer Financial, Incorporated. The District would then purchase its own bonds, which would save the District monies and would collect its own interest.**

President Weber asked if there were any comments from the public and there were none.

Commissioner Yates motioned to close the public hearing of January 21, 2014.  
Commissioner Rosedale seconded the motion.

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

**CHANGES TO THE AGENDA:**

President Weber noted there would be a change to the agenda with the addition of 3D under presentations.

**INTRODUCTIONS/PRESENTATIONS**

**History Center Update:** Tom Christiansen thanked the Board and District for all their support. Tom passed a flyer around and commented on some of the events, which were coming up.

**Senior Center Update:** No report

**Friends of the Parks:** No report

**Staff Presentation:** Josh Cantres, Athletic Supervisor presented to the Board news of Alisa Fallon's National win in Denver, Colorado for the Punt, Pass, and Kick in her age group. Alisa was the winner of the District's Punt, Pass, and Kick held back in September 2013 and continued to advance all the way to Nationals. Josh stated she has been in our programs for several years and is an outstanding athlete and person and congratulated Alisa on all she has accomplished.

President Joe Weber presented Alisa Fallon with a plaque proclaiming her as Des Plaines Park District champion and role model.

Alisa Fallon thanked the District and stated she not only accomplished the gold for herself but also enjoyed having an opportunity to represent both the Des Plaines Park District and the City of Des Plaines.

**COMMENTS FROM THE COMMUNITY:** None

### **APPROVAL OF THE MINUTES**

Commissioner Haas moved to approve the Regular Minutes from December 17, 2013 with correction to page 28 omitting Commissioner Haas comment regarding attending Winter Spectacular.  
Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.  
Motion Carried.

### **APPROVAL OF THE VOUCHER BILLS**

Commissioner Yates moved to approve the voucher bills for the following dates and dollar amounts:

- December 20, 2013     \$ 126,905.03
- January 7, 2014       \$ 163,283.55

Commissioner Rosedale seconded the motion.

Discussion: None

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

### **APPROVAL OF PAYROLL**

Commissioner Yates moved to approve the payroll for the following dates and dollar amounts:

- December 13, 2014     \$ 129,727.34
- December 27, 2014     \$ 135,730.95
- January 10, 2014       \$ 123,603.10

Commissioner Haas seconded the motion.

Discussion: None

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

### **M-NASR REPORT:**

Executive Director John Hecker informed the Board he had nothing more to add to report. Mr. Hecker reminded the Board of the upcoming Liponi Dinner Dance, which will be on Saturday, March 1, 2014.

### **OPERATIONS REPORTS**

#### **EXECUTIVE DIRECTOR:**

Executive Director John Hecker briefly reviewed several items contained in his written report. Mr. Hecker reviewed the material that was included in the blue folder. He also stated registration is down by 16% compared to last year. He stated staff is monitoring registration very closely and have discussed other options of getting the Spectrum out. Mr. Hecker stated that District 62 has changed their distribution of material by non-for-profit organizations.

Comments: Commissioner Haas made a comment regarding the printed copies of Spectrum and the need to get them out better. Staff informed the Board they were distributed to private schools, pre-schools, Good Shepherd Church and are planning to target other businesses.

Commissioner Grady asked staff if Spectrum could be placed at Jewel, Aldi's and K-mart. Staff informed the Board they will check into it.

#### **ASSISTANT EXECUTIVE DIRECTOR:**

Assistant Executive Director Don Miletic reviewed items in his written report. Continue to work on succession plan. On Monday, January 6, the District closed due to the cold weather. The Master Plan continues to be updated by Don, Paul, and Gene and will be brought to the next Board meeting. Don stated he attended various meetings throughout the community. The copier was replaced at the Historical Society and will save them thousands of dollars. Don stated he is working on an agenda for Friends of the Parks and looking into some fund raising ideas such as hosting a nightglow ball event at the Golf Center this summer. Lisa Haring put together a slide presentation and will publicize throughout the District.

Commissioner Grady asked about the options for emailing information to the residents. Staff informed the Board the resident has the option to opt out of receiving emails for marketing and promotions however; they will still get their registration receipts by email.

President Weber asked staff how frequently the District sends out emails. Staff informed there has been three major target emailing is for online Spectrum, login and password information, and registration is beginning. Staff also sends target emails out through Supervisor specific programs.

President Weber asked about the Iroquois School incident. Staff informed board the District had over 400 kids from Iroquois School due to a pipe burst at the school.

#### **RECREATION DEPARTMENT**

The Board heard a report from Superintendent of Recreation Linda Traina on several items including:

- Prairie Lakes and ALC fees will be brought to next Board Meeting.
- Karyn Roth ran a new program for pre-school children, which was a New Year's Eve party and was well attended.
- Garden Plot registration process changes include all renters must register in person. Returning resident renters must register by February 28<sup>th</sup>, registration for new resident renters begins March 10<sup>th</sup> and non-resident renters begins March 24<sup>th</sup>. The water tanks will be repositioned to be closer to the path for easier access by staff for filling. Additionally, the tanks will be filled three times per week instead of six times per week and there was a slight increase in the fees. Lastly, one row of plots was eliminated near the houses in hopes of reducing the complaints from the residents.

Commissioner Haas inquired about the number of plots a renter could rent. Staff informed Board only two plots per renter.

Commissioner Grady asked if it were necessary to raise the senior rates. Staff informed the Board fees were already changed and a letter was sent out to the renters in November and seniors only pay half.

Commissioner Rosedale questioned the filling of the water tanks and if they will be filled on a rotating basis. Staff informed the Board tanks would be filled Monday, Wednesday and Friday in the early afternoon unless something comes up.

President Weber asked the definition of senior. Staff informed Board the age is 60.

#### **PARKS AND PLANNING DEPARTMENT**

The Board heard a report from Superintendent of Parks and Planning Paul Cathey including:

- Staff has been busy clearing snow and weather related concerns.
- Prairie Lakes had blower motor go out in one of the unit heaters and one of the water pipes on the booster unit froze, which resulted in loss of water pressure. Staff was able to thaw it out without incidence.
- There was a frozen pipe at Arndt Park and at Chippewa Park, the sprinkler system froze. Staff mounted an electric wall heater in Chippewa
- Staff did a great job with the rinks.
- Working with Don and Staff on Master Plan and upcoming capital projects.
- Mowing contract will include the school properties only and in doing so staff can maintain the Districts parks.

- Working with IDNR on a fishery management program agreement and will be brought to Board meeting next month. The IDNR will provide free Bio Feedback and enhance fishing at Lake Opeka. The IDNR will analyze the water quality, aquatic vegetation, and fish population control. The IDNR will also populate the lake with fish at no cost to the District.

Commissioner Yates asked if it would affect the Districts special events. Staff informed the Board anyone 16 and under does not need a fishing license. Staff will check with IDNR regarding the need for a permit for special events.

Commissioner Yates asked if the District still sells buttons for fishing. Staff informed the Board the selling of buttons was stopped a while back and that is why IDNR is willing to work with the District.

Commissioner Haas question staff regarding the walk through of ALC with Cordogan & Clark. Staff informed the Board nothing to report yet however, they did come back to do another walk through and take measurements. President Weber asked staff if this agreement with the IDNR could potentially put the District in a better situation for grants for the shoreline. Staff commented to the Board it does and gives the District a resource and the IDNR representative has made some suggestions already.

### **BUSINESS AND GOLF OPERATIONS**

The Board heard a report from Assistant Executive Director Don Miletic on several items. Staff has been busy working on budgets. Met with insurance brokers and do not have numbers yet.

- Sean has been busy with various IT projects.
- Desiree is becoming more acclimated with her position.
- Chili open was well attended.
- \$13,000 worth of gift certificates over the holidays.

Commissioner Rosedale asked if there is public Wi-Fi at the Golf Center. Staff informed the Board the Golf Center does not have public Wi-Fi\_\_\_33. Staff informed the Board both the Golf Center and ALC have only one line coming into facility where as Prairie Lakes had two separate lines.

### **FINANCIAL REPORT**

Assistant Executive Director Don Miletic presented the monthly financial report.

Commissioner Rosedale moved to accept the Financial Report for December 2013, subject to audit, and place a copy on file.

Commissioner Grady seconded the motion.

Discussion: None

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

### **UNFINISHED BUSINESS: None**

### **NEW BUSINESS:**

#### **Agenda Item 11 – A**

#### **Action Item: Investment Policy Update**

Assistant Executive Director Don Miletic presented the Board with the Investment Policy Update. The Investment Policy was last updated in 2011. Changes to the Investment Policy include allowing the District to purchase non-rated bonds and give purchasing authority to both the Executive Director and/or Superintendent of Business. Don also stated the Don stated since the District is issuing bonds this year he would like the District to purchase its own bonds, thus the District would make the interest money and not the bank.

Commissioner Grady moved that the Park Board of Commissioners approve the Investment Policy as of January 21, 2014.

Commissioner Haas seconded the motion.

Discussion: Commissioner Grady asked if it is a new law. Staff informed Board it is a new act allowing for the purchase of non-rated bonds. Commissioner Grady asked how this affects the audit. Staff stated the auditors are fine with it and other park districts are doing it.

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

### **Agenda Item 11 – B**

#### **Action Item: Resolution #14-01 to Purchase Municipal Bonds**

Assistant Executive Director Don Miletic presented to the Board Resolution #14-01 to Purchase Municipal Bonds. This resolution would allow the District to purchase its own bonds next year.

Commissioner Grady moved that the Park Board of Commissioners approve Resolution #14-01, a resolution of the Board of Commissioners of the Des Plaines Park District authorizing the use of the Park District's money to purchase municipal bonds.

Commissioner Rosedale seconded the motion.

Discussion: None

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

**CORRESPONDENCE:** None

#### **COMMISSIONER COMMENTS:**

Commissioner Grady said to stay warm and to let staff know they are doing a great job.

Commissioner Haas commented she stopped by ice rink at West Park. The Nice Rink looks like a great system and well used.

Commissioner Rosedale commented to let the crews know they are doing a great job on snow removal.

President Weber commented he is looking forward to seeing everyone at conference.

#### **EXECUTIVE SESSION:**

A motion made by Commissioner Grady at 8:21 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes from December 17, 2013 or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Haas seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried

#### **RETURN TO OPEN SESSION**

A motion made by Commissioner Yates to return to Open Session at 10:44 p.m.

Commissioner Rosedale seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

### **Agenda Item 15 – A Approve Executive Director Employment Agreement**

Commissioner Rosedale motioned to approve the Executive Director Employment agreement as presented.  
Commissioner Grady seconded the motion.

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

Discussion: Commissioners and Assistant Executive Don Miletic commented the Executive Director Employment Agreement will be brought to the February 18, 2014 Board meeting after Districts attorney reviews it and put on agenda as an action item.

**ADJOURNMENT**

A motion was made by Commissioner Grady to adjourn at 10:47 p.m.

Commissioner Yates seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

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Secretary