

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, FEBRUARY 18, 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 7:03 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 Parks and Planning Paul Cathey, Superintendent of Recreation Linda Traina, 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.

Guests Present: Alfonso Hurtado and family
Dave Phillips of Speer Financial
Steve Samuelson, Senior Center

CHANGES TO THE AGENDA: None

INTRODUCTIONS/PRESENTATIONS

Dedicated to Excellence: Paul Cathey, Superintendent of Parks, presented Alfonso Hurtado with this award. Alfonso started out part time in May 1999 as a landscaper, went to full time the following September. He has been chosen because of his hard work and dedication. He is on Steve Krotz's team taking care of 54 parks doing a variety of work. He plans on retiring this June.

History Center Update: John Hecker gave an update of events being held.

Senior Center Update: Steve Samuelson updated the Board on how the funds that the District gives are used in the daily operations. The Center expanded a Health and Wellness program in 2013. An Eagle Scout helped build an outdoor patio and 2 bocce courts. The Center also made quite an investment in technology upgrades. Starting in March the center will have evening hours twice a week. One of the commissioners asked how the Cumberland Café was doing and it is reported that it loses money but many seniors would not have meals otherwise. March 8th Rotary club will host Trivia Night at the Senior Center.

Friends of the Parks: Linda Traina informed the Board that along with Shawn Killian she is trying to restructure and renovate the program to become a foundation based committee.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Yates moved to approve the Regular Minutes from January 21, 2014 as presented. Commissioner Rosedale 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:

- January 17,2014 \$ 180,322.94
- January 31,2014 \$ 165,362.04

Commissioner Hass 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 motioned to make corrections to the minutes because of a typo error on January 24th dollar amount.

Discussion: None

Commissioner Yates moved to approve the payroll for the following dates and dollars amounts with mentioned corrections:

- January 24, 2014 \$132,798.08
- February 7, 2014 \$142,036.25

Commissioner Rosedale seconded the motion.

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 presented a new brochure that MNASR distributed and also reminded the Board to attend the Liponi Dinner Dance on March 1st.

OPERATIONS REPORTS

EXECUTIVE DIRECTOR :

Executive Director John Hecker briefly reviewed several items contained in his written report. He is pleased to announce that the School District has approved to distribute Spectrums. Registration is currently down 9.8% compared to last year, with weather being a main factor.

ASSISTANT EXECUTIVE DIRECTOR:

Assistant Executive Director Don Miletic reviewed items in his written report: working with Paul Cathey and Gene Haring on PARC Grant and the Master Plan, which will be presented later. The survey regarding the Administrative and Leisure Center was successful and most responders agree the building is in need of upgrades and improvements. Don Miletic worked with Park Ridge Park District to renew an agreement to share programs and facilities. Dance Idol and Daughter/Daddy dance was a great success.

Comments: Commissioner Weber asked what Constant Contact is. Staff informed the Board Constant Contact is a business which provides a software program that allows companies such as ours, to email surveys. Staff also stated the District is able to utilize this company so the emails the District sends are not labeled spam.

RECREATION DEPARTMENT

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

- Will be using Constant Contact to send out a District Newsletter starting March 1st to patrons.
- Intern, Matt Holden from ISU, started will be here through May.

Comment: Commissioner Haas asked how the cooking classes were going. Staff informed the Board 80% filled. Commissioner Haas suggested knowing the menu beforehand.

PARKS and PLANNING DEPARTMENT

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

- Busy with winter weather.
- Opened Bids for mowing of the school district properties and Mystic Waters.
- PLCC Plaza will be the similar in design and will be ready for review soon.
- Plant sales on March 14-15th
- Day Camp building is partially down.

Comments: Commissioner Grady asked what roof is leaking. Staff informed the Board Prairie Lakes Roof is leaking.

Commissioner Weber asked if the mowing is being outsourced, how will this affect employment? Staff responded the District will only need an additional part time employee to mow thus saving the district money. Staff also informed the Board the District would not have to buy a \$70,000 piece of equipment.

BUSINESS AND GOLF OPERATIONS

The Board heard a report from Assistant Executive Director Don Miletic on several items.

- Staff working on budgets
- Health insurance numbers were received
- IMRF had a good return of 21% return.
- W2's are out
- Working on Applitrack for summer positions
- Golf Center is down in numbers due to weather.
- Continue to update Policies and Procedures.

FINANCIAL REPORT

Assistant Executive Director Don Miletic presented the monthly financial report.

Discussion: None

Commissioner Yates moved to accept the Financial Report for February 18, 2014 subject to audit, and place a copy on file.

Commissioner Rosedale seconded the motion.

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

UNFINISHED BUSINESS

Agenda Item 10-A MWRD/Dimucci-Lowenberg Revised Easement Agreement

Superintendent of Parks and Planning Paul Cathey presented to the Board the revised MWRD Temporary Easement Agreement. MWRD is asking the Board to extend the Temporary Construction Easement at Dimucci-Lowenberg Park from October 2014 thru March 2015. There is an addendum attached regarding informing the residents of the area of the construction and other changes as requested by District.

Discussion: None

Commissioner Grady moved that the Park Board of Commissioners approve the Temporary Construction Easement as proposed by the Metropolitan Water Reclamation District at Dimmuci-Lowenberg Park including the attached Addendum to the Temporary Construction Easement for the period October 1, 2014 through March 31, 2015.

Commissioner Haas seconded the motion

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

NEW BUSINESS:

Agenda Item 11 – A

Action Item: General Obligation Limited Tax Park Bonds Series 2014 Ordinance #14-02

Assistant Executive Director Don Miletic introduced Dave Phillips from Speer Financial to discuss the purchasing of the District's own bonds.

Discussion: Commissioner Weber asked if other Districts purchase their own bonds. Dave Phillips informed the Board other Districts do purchase their own bonds.

Commissioner Rosedale moved that the Board of Commissioners adopt Ordinance #14-02 An Ordinance providing for the issuance of an aggregate \$846,420 General Obligation Limited Tax Refunding Park Bonds, Series 2014 of the Des Plaines Park District, Cook County, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds.

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 11 – B

Action Item: Master Plan Approval

Assistant Executive Director Don Miletic presented the updated Master Plan to the Board.

The plan was last updated in 2010. Paul Cathey and Don Miletic have been working on this plan since August with weekly meetings. The Administrative & Leisure Center along with Iroquois Pool are in need of renovations and replacement. Apache Park Area Steering Committee is part of a City initiative and is also added to the list. The one big item from 2010 was completion of Chippewa Pool. Staff informed the Board of the following changes and or additions:

- Administrative and Leisure Center
 - 1.4 million needed to bring the building up to date
 - New roof (\$500,000), Asbestos removal (\$150,000), & Air Conditioning
 - \$2.5 million opportunity from Park Grant - if we receive possible future indoor pool if we can improve this building and would meet a big need in the community.
 - \$14,000,000 to replace this building and figures for an infrastructure renovations and a new gym came in at \$7,000,000
- Apache Park
 - Will seek out this year for a \$200,000 OSLAD grant
 - Possibilities include walking track, enhance the open land , Soccer Field, &Garden Plots
- Iroquois Pool
 - The pool is past its useful life. Would like to have a committee to discuss options
- Arndt Park
 - Renovations are needed and a possible aquatic site.
 - Large picnic shelter built for residents.
- Lake Park
 - Club house improvements
 - If the Church property becomes available, the district should pursue.
- Prairie Lakes
 - New Roof
 - Dog Run
 - Possibly an indoor Pool
- Oakwood
 - Parking situation, look for open land to purchase
- Rand and Mystic
 - Slides need replacing however, the tower and stairs do not need to be replaced
- Mohawk Park
 - Need to look at this park for future renovation

Discussion: Commissioner Grady suggested incorporating the tree maintenance program along with the Emerald Ash Borer treatment and reforestation plan. Staff agreed to incorporate the tree program into the next Master Plan.

Commissioner Grady moved that the Board of Commissioners approve the updated Master Plan 2014.

Commissioner Haas seconded the motion.

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

Agenda Item 11 - C

Action Item: PARC3 Authorized Resolution

Executive Director John Hecker presented to the board the need to adopt the PARC-3 Resolution of Authorization for applying for the Park and Recreational Facilities Construction Grant Program. The process for this program involved a great deal of work, which included having the Administrative and Leisure Center examined for existing conditions and updating the master plan for submittal for the grant. Don Miletic and Paul Cathey have been working on the Master Plan and the Administrative & Leisure Center condition and needs for the past six months.

Discussion: Commissioner Haas wanted to know if the District sends someone physically to make a presentation. Staff informed the Board no one needs to be present and Joe Brusseau is the architect preparing and submitting the grant on behalf of the District.

Commissioner Haas moved that the Park Board of Commissioners of the Des Plaines Park District adopt PARC-3 Resolution of Authorization as presented.

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 11 – D

Action Item: ALC Health Club Fees and Structure

Superintendent of Recreation Linda Traina presented the Board with changes for the ALC fitness membership. Fees have not been raised since 2008. Changes to the fees and structure include:

- A slight fee increase
- Offer on-line registration.
- Offer only monthly and annual membership, eliminate the six month membership
- Couple membership offered which would offer a discount of 50% to the second member.
- Offer discount of 50% off Fitness/Cycling classes
- EFT (Electronic Fund Transfer) option with no fee
- 25% discount for individual training
- \$2 off daily Prairie Lake fitness
- Add a student rate for 14+ age to use this facility as long as they go through initial training and 14-16 year olds will need to be supervised by their parent while using facility

Staff stated there are 48 paying members enrolled at ALC Health Club and by offering these incentives the District hopes to get more members. Staff noted the increase would start May 1st.

Discussion: Commissioner Yates asked what determines a couple. Staff informed the Board anyone living together in the same household.

Commissioner Grady asked what other Park Districts fees are and were they compared to the Districts fees. Staff informed the Board no comparison completed due to the uniqueness of this facility.

Commissioner Rosedale moved that the Park Board of Commissioners approve the 2014 Restructure of the Leisure Center Health Club Memberships and the associated fee changes.

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 11-E

Action Item: PLCC Health Club Fee structure

Superintendent of Recreation Linda Traina presented the Board with changes for the Prairie Lakes Fitness Center Membership. A 25% discount will be given to all families of four and six month memberships when they renew for an annual or EFT membership. Changes to the fees and structure include:

- Eliminate the Fitness Center/Racquetball Memberships and include Racquetball in fitness membership and keep Racquetball/Locker Room Only option.
- Eliminate EFT fee for annual members.
- Combine senior and student rate
- Daily racquetball admission
- Offer only monthly and annual membership, eliminate the six month membership
- Couple membership offered which would offer a 50% discount for each additional member.
- Offer discount of 25% off fitness classes
- EFT (Electronic Fund Transfer) option with no fee
- 25% discount for fitness assessment and personal training.
- 50 % Discount on Group Fitness/Cycling classes
- Slight fee increases for family of three and four members

Discussion: None

Commissioner Yates moved that the Park Board approve the 2014 Restructure of the Prairie Lakes Fitness Center Membership and the associated fee changes.

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 11-F

Action Item: Mowing Contract

Assistant Superintendent of Parks and Planning Chris Leiner reported to the Board 6 bids were received and opened on February 3rd for a Two-Year Mowing Contract. TLC Group was the lowest bid for the Mowing contract at \$65,245.52 to mow school properties. A decision was made to switch school properties to a mowing contract and keep District employees in our parks. Chris Leiner stated by keeping staff in District's parks and not having to buy a new piece of equipment will save the District money in the long run.

Commissioner Rosedale moved that the Park Board of Commissioners award the bid for a two year mowing contract in the amount of \$65,245.52 to The TLC Group of Clarendon Hills.

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 11-G

Action Item: Sale of Surplus Property Ordinance #14-03

Assistant Executive Don Miletic presented the Board Ordinance #14-03, which is for the Sale of Surplus Property. The District will be selling or trading V#22, a 15 passenger van and the selling or auctioning of the Jacobsen HR 15 mower.

Commissioner Haas moved that the Park Board of Commissioners adopt Sale of Surplus Property Ordinance #14-03.

Commissioner Grady seconded the motion.

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

Motion Carried: 5-0

CORRESPONDENCE: None

COMMISSIONER COMMENTS:

Commissioner Haas received a comment that our paths were clear of snow for patrons to walk. Kudos to Staff. Commissioner Grady commented it will be nice for winter to be over so employees can get out to District parks and do what they do best.

EXECUTIVE SESSION-

A motion made by Commissioner Grady at 9:13 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, or the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Rosedale seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion carried

RETURN TO OPEN SESSION

A motion made by Commissioner Rosedale to return to Open Session at 9:46 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried

Agenda Item 15-A

Action Item: Incoming Executive Director's Employment Agreement

Agenda Item 15-A was discussed in closed session and all the changes were made by Attorney Greg MacDonald.

Commissioner Rosedale to accept the Incoming Executive Director Employment Agreement commencing on June 21, 2014 with a base salary of \$135,000 and a term of 18 months.

Commissioner Haas seconded the motion.

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

Motion Carried: 5-0

A motion was made by Commissioner Rosedale to adjourn at 9:48 p.m.

Commissioner Haas seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried

APPROVED _____

President

Secretary