

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, MAY 20, 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 7:06 p.m. Commissioners answering present to the roll call were, Don Rosedale, William Yates, Jana Haas, James Grady, President Joseph Weber. Also in attendance were Executive Director John Hecker, Assistant Executive Director Don Miletic, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Recreation Linda Traina, Superintendent of Business Katie Skibbe, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Golf and Facilities Brian Panek, Business Manager Amy Garbacz, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson.

Guests Present: Jason Mata (Mystic Manager) & Family  
Rev. Dr. William Grice III, History Center  
Michael Navana, Risk and Safety Manager Rivers Casino

**CHANGES TO THE AGENDA:**

**INTRODUCTIONS/PRESENTATIONS**

**Dedicated to Excellence:** Jennifer Boys presented Jason Mata with the Dedicated to Excellence Award for his outstanding work and commitment to the Des Plaines Park District. Jason began working for the District in June 1998 and proved to be a true leader. Throughout the year's he has quickly excelled up the ranks and is now the Manager of Mystic Waters. He took a year off to work for Jeff Ellis as an aquatic safety auditor. Because of his dedication and an exceptional work ethic, Jason is very deserving of this award.

**History Center Update:** Rev. Dr. William Grice updated the Board on the status of the History Center. He thanked the Board for the assistance from the Park District and commended staff on the outstanding job they did on the repairs made to the History Center front porch. He stated the History Center is reaching out to businesses, working on other fund raising opportunities and seeking grants.

**Senior Center Update:** None

**Friends of the Parks:** Superintendent Linda Traina updated the Board on future events. Linda stated the Family Fun Fair was well attended. Two or three new members have joined Friends of the Parks. The park Grand Openings are set for Saturday, June 14 at Jacyee will be from 9:30am-10:30am and Kiwanis 11:00am -12:00pm. Assistant Executive Director Don Miletic stated he has been in touch with an attorney to try to set up a 501C-3 for Friends of the Park.

**COMMENTS FROM THE COMMUNITY:** None

Changes to the agenda was brought back by Executive Director John Hecker and asked for a motion to move agenda action item 11 - F Temporary Special Event Alcoholic Beverage.

Commissioner Rosedale moved to move Action Item: 11 - F Temporary Special Event Alcoholic Beverage Permit up to current position in board meeting.  
Commissioner Yates seconded the motion.

Discussion: None

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

**Action Item: 11 – F**

**Temporary Special Event Alcoholic Beverage Permit/Rivers Casino**

Executive Director John Hecker presented to the board a request for a Temporary Special Event Alcoholic Beverage Permit for Rivers Casino. John Hecker stated that Michael Navara, Risk and Safety Manager for the casino, is here to answer any questions. Rivers Casino is in the process of applying for a permit to serve alcohol at Lake Park. This event is scheduled for Tuesday, July 22 between the hours of 10 AM and 6 PM. This is a company picnic event which includes food, the serving of alcoholic beverages, children's games, dunk tank, inflatables and exclusive use of boats and golf course. The Casino will provide a third party catering service as bartenders with the appropriate training, along with security, and provide certificate of insurance naming the Des Plaines Park District as additionally insured. The District and Casino agreed to the serving of alcoholic beverages, two drink maximum, will occur adjacent to the food tent next to Memorial Pavilion. Rivers Casino will be charged the standard corporate organization fees. John Hecker stated he is recommending the board approve this temporary special event permit pending all requirements are met. Linda Traina stated with it being a Tuesday the day camps will be moved off site that day.

Commissioner Rosedale moved that the Park Board of Commissioners authorize a Temporary Special Event Alcoholic Beverage Permit for Rivers Casino for July 22, 2014 at Lake Park pending full compliance with all application requirements.

Commissioner Yates seconded the motion.

Discussion: Commissioner Grady asked approximately how many people are attending. Michael Navara stated about 500 guests. Commissioner Grady asked about the parking situation. Michael Navarra stated he hopes there will be enough parking on-site, however the casino will shuttle guests between Lake Park and the casino, in addition they would be able to use Good Shepherd parking lot.

Commissioner Haas suggested getting in touch with Citizens on Patrol to help with traffic.

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

**APPROVAL OF THE MINUTES**

Commissioner Haas moved to approve the Regular Minutes from April 15, 2014 as presented.

Commissioner Rosedale seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried: 5-0

**APPROVAL OF THE VOUCHER BILLS**

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

- April 11, 2014           \$ 130,116.30
- April 25, 2014           \$ 164,943.56
- April 30, 2014           \$ 26,806.86

Commissioner Grady seconded the motion.

Discussion: None

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

- April 18, 2014 \$ 146,855.93
- May 2, 2014 \$ 153,843.37

Commissioner Grady seconded the motion.

Discussion: None

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

**M-NASR REPORT:** No Report

**OPERATIONS REPORTS**

**EXECUTIVE DIRECTOR:**

Executive Director John Hecker briefly reviewed several items contained in his written report and continues working with Assistant Executive Director Don Miletic on succession planning. John Hecker stated he is performing outside sales and has been delivering packets to businesses throughout Des Plaines. He is continuing to work with two Eagle Scout projects at Sesquicentennial Park (trail to river) and Lake Park (beautification /landscape). John Hecker also stated he completed the staff evaluations and has made informal presentations to eight businesses in the Des Plaines area, contacted via email or phone calls to 11 businesses and has attended 4 meetings/presentations. John Hecker reminded board and staff that May 25<sup>th</sup> will be the 35<sup>th</sup> anniversary of the crash of flight 191.

Comments: President Weber asked if there might be a parking issue or security needed for May 25<sup>th</sup>. Staff stated they do not believe there will be.

**ASSISTANT EXECUTIVE DIRECTOR:**

Assistant Executive Director Don Miletic reviewed items in his written report. Don Miletic welcomed Katie Skibbe to the District. Don Miletic has been reviewing job duties and projects with Katie Skibbe. He has been attempting to contact Wheeling Park District for a possible Chevy Chase Cooperative Agreement. He attended IAPD legislative conference, conducted annual reviews and working on other projects geared towards the master plan. Don Miletic has been in contact with the City regarding Sioux Park. Trees have been planted and grass sod will be down this week. IDNR wanted more information for the PARC grant, which is a good sign for the grant. Don Miletic commented on the Hershey’s Track and Field event, in addition to how busy staff is preparing for summer.

Comments: None

**RECREATION DEPARTMENT**

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

- Attended Breakfast with the Bunny, Easter Egg Hunt, Earth Day, Hershey’s Track and Field event and Spring Fun Fair.
- Informed board there are 47 members on the Community Concert Band
- Jennifer Boys and Matt Hartnett are very busy hiring and getting things ready for preseason.
- Training this week for seasonal staff
- June 10 will be Men’s Health and Fitness between the hours of 4 PM and 7 PM
- Lisa Haring completed a project of a photo gallery at PLCC

Comments: Commissioner Grady asked if online registration has increased. Staff informed the Board there has been about a 10% increase from last session.

### **PARKS AND GOLF OPERATIONS**

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

- Found five broken pipes at Mystic Waters and are in the process of making repairs.
- A leak was detected at Chippewa Pool and will be repaired under warranty.
- A new A/C has been installed at Mystic Waters.
- Kayak's and fishing boats are now in place for renting at Lake Park. Staff will be putting in beach area tomorrow for launching kayak's.
- IDNR did an electro fishing survey of Lake Opeka and fishing looks great. Written results will be sent to the District in the fall.
- MVM staircase on course has been rebuilt.
- Park Patrol starts this weekend.

Comments: Commissioner Grady asked if IDNR would stock fish at Prairie Lakes. Staff informed the Board IDNR would not stock anything less than 1 acre and District is not allowed to transfer from one body of water to another body of water. Staff did inform the Board that the South Pond at Mountain View will probably be restocked at a later date.

### **BUSINESS OPERATIONS**

The Board heard a report from Superintendent of Business Katie Skibbe on several items.

- Finishing up budgets.
- Preliminary audit will begin on May 29.
- Been busy meeting with new staff.
- Gene and Sean have selected a new website host.
- ALC and Prairie Lakes fitness passes have been converted and are able to be processed online.

Comments: None.

### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Haas seconded the motion.

Discussion: None

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

Commissioner Rosedale Abstain

Motion Carried: 4-0-1 Abstain

### **ANNUAL BOARD RE-ORGANIZATION**

President Weber was thanked for his service as President during the Fiscal Year 2013/2014

#### **Nominations for President**

Assistant Executive Director Don Miletic called for nominations for Board President.

Commissioner Yates nominated Don Rosedale for President for Fiscal Year 2014/2015

Assistant Executive Director Miletic asked if there were any other nominations for President.

Hearing None, Assistant Executive Director Miletic deemed nominations for President to be closed.

Assistant Executive Director Don Miletic requested a motion and second to elect Don Rosedale as President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2014/2015  
Commissioner Grady moved to elect Don Rosedale as President of the Board of Commissioners for the period May 20, 2014 thru Unfinished Business on May 19, 2015. Commissioner Haas seconded the motion.

Discussion: None

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

### **Nominations for Vice-President**

President Rosedale called for nominations for Board Vice-President.

Commissioner Weber nominated Jana Haas for Vice-President for Fiscal Year 2014/2015

President Rosedale asked if there were any other nominations for Vice-President.

Hearing None, President Rosedale deemed nominations for Vice-President to be closed.

President Rosedale requested a motion and second to elect Jana Haas as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2014/2015.

Commissioner Weber moved to elect Jana Haas Vice President of the Board of Commissioners for the period May 20, 2014 thru Unfinished Business on May 19, 2015. Commissioner Yates seconded the motion.

Discussion: None

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

### **Nominations for Treasurer**

President Rosedale called for nominations for Board Treasurer.

Commissioner Weber nominated James Grady for Treasurer for Fiscal Year 2014/2015

President Rosedale asked if there were any other nominations for Treasurer.

Hearing None, President Rosedale deemed nominations for Treasurer to be closed.

President Rosedale requested a motion and second to elect James Grady as Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2014/2015.

Commissioner Yates moved to elect James Grady as Treasurer of the Board of Commissioners for the period May 20, 2014 thru Unfinished Business on May 19, 2015. Commissioner Weber seconded the motion.

Discussion: None

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

### **Board Appointments:**

President Rosedale made the following appointments:

Executive Director: John Hecker until June 20, 2014, 5pm  
Don Miletic will assume position on June 20, 2014, 5:01pm

Board Secretary: Don Miletic

Attorney: Greg MacDonald

M-NASR Rep/Alt: Don Miletic(Linda Traina/Alt)

History Center Rep/Alt: Don Miletic(Linda Traina/Alt)

Senior Center Rep/Alt: Don Miletic (Katie Skibbe/Alt)

Friends of the Parks Rep: Jim Grady

Finance Committee: Jim Grady, Joe Weber

Personnel Committee: Don Rosedale, Jana Haas

**NEW BUSINESS**

**Agenda Item 11 – A**

**Action Item: IDNR Grant Application DOC-3 Resolution of Authorization-Apache Park**

Assistant Executive Director Don Miletic reviewed the Staff Report included in the Board materials. Don Miletic stated this DOC-3 Resolution of Authorization is needed for the Apache Park Development Grant through the OSLAD program. Don Miletic provided a visual concept of Apache Park, which is in rough draft.

Commissioner Haas moved that the Park Board of Commissioners of the Des Plaines Park District approve the DOC-3 Resolution of Authorization for the IDNR/OSLAD Grant Application being submitted for the Apache Park Neighborhood Plan Project.

Commissioner Grady seconded the motion.

Discussion: None

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

**Agenda Item 11 – B**

**Action Item: IDNR Grant Application DOC-6 Assurance of Compliance**

Assistant Executive Director Don Miletic reviewed the Staff Report included in the Board materials. Don Miletic stated this DOC-6 Assurance of Compliance is needed for the Apache Park Development Grant through the OSLAD program. This document assures IDNR that the Des Plaines Park District and the city of Des Plaines as project sponsors will comply with all of the conditions and regulations governing the grant program.

Commissioner Grady moved that the Park Board of Commissioners of the Des Plaines Park District approve the DOC-6 Assurance of Compliance for the IDNR/OSLAD Grant Application being submitted for the Apache Park Development Project.

Commissioner Haas seconded the motion.

Discussion: None

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

**Agenda Item 11 – C**

**Action Item: IDNR Grant Application DI 1954 Local Agency Covered Transactions**

Assistant Executive Director Don Miletic reviewed the Staff Report included in the Board materials. Don Miletic stated this DI 1954 document certifies that the Des Plaines Park District and the city of Des Plaines as Project Sponsors is not presently (or proposed to be) debarred, suspended, declared ineligible, or voluntarily excluded from participation in the proposed transaction by any Federal Department or agency.

Discussion: None

Commissioner Weber moved that the Park Board of Commissioners of the Des Plaines Park District approve the DI 1954 Local Agency Covered Transactions or the IDNR/OSLAD Grant Application being submitted for the Apache Park Development Project.

Commissioner Grady seconded the motion

Discussion: None

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

**Agenda Item 11 - D**

**Action Item: Prairie Lakes Plaza Renovation Bid**

Superintendent of Parks and Golf Paul Cathey reviewed the Staff Report included in the Board materials. Paul Cathey stated one bid was received for the Prairie Lakes Entrance Plaza project on May 6, 2014. The bid submitted by Wilbert Construction for \$124,887.50 was above the pre-bid cost estimates of \$103,000 given by Brusseau Design Group. Although the base was near the budgeted amount of this project and with receiving only one bid and no other bids to compare to Paul Cathey believes it is in the best interests of the District to rebid this project.

Commissioner Grady moved that the Des Plaines Park District Board of Commissioners reject the bid from Wilbert Construction in the amount of \$124,887.50.

Commissioner Yates seconded the motion.

Discussion: None

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

Motion Carried: 5-0

**Agenda Item 11 - E**

**Action Item: McKay-Nealis Park Playground Equipment Purchase**

Superintendent of Parks and Golf Paul Cathey reviewed the Staff Report included in the Board materials. Paul Cathey stated three bids were received for the McKay-Nealis Park Playground Equipment Purchase on April 25, 2014. All vendors were given the budgeted amount for the play equipment and were asked to provide the most creative design filling the space as designed and meeting all specifications. Paul Cathey informed the Board the District purchases the swings and other amenities. After carefully reviewing the three bids and drawings staff recommends that the Park Board accept the proposal submitted by Nutoys.

Commissioner Haas moved that the Des Plaines Park District Board of Commissioners accept the proposal submitted by NuToys in the amount of \$64,369 or the McKay-Nealis Playground Renovation Project.

Commissioner Yates seconded the motion.

Discussion: Commissioner Grady asked Staff what the age group is for the equipment. Staff informed the Board that the two separate play structures are suited for ages 2 to 5 and 6 to 12. President Rosedale asked staff if there was going to be a walking path behind the playground. Staff informed Board there will be no walking path around the playground but there will be a good-sized walking path to the playground. Commissioner Haas asked what kind of play base would be under play equipment. Staff informed the Board it will be woodchips.

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

Motion Carried: 5-0

**CORRESPONDENCE: None**

**COMMISSIONER COMMENTS:**

Commissioner Grady stated that the District has a good group of staff and is looking forward to a great summer. Commissioner Haas commented what a great job Josh did at organizing the Hershey's track and field event. It was a wonderful event and really enjoyed seeing everyone having fun and encouraging each other.

Commissioner Yates thanked Paul for getting the parks into shape so quickly and wanted to let the District employees know what a great job they are doing.

Commissioner Weber thanked the district and he really enjoyed the year. He commented it has been just great working with the staff this year.

President Rosedale questioned the staff if the Thorguard is up and running. Paul Cathey stated that the Thorguards are up and running but they are looking at replacing the one at Mystic Water.

**EXECUTIVE SESSION;**

A motion was made by Commissioner Grady at 8:51 p.m. to go into Executive Session to consider matters related to Real Estate, Personnel, Litigation, and Semi-Annual Review of Closed Session Minutes, Review of Closed Session Minutes or the setting of a price for lease of property owned by the Des Plaines Park District. Commissioner Haas seconded the motion.

Discussion: None

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

**RETURN TO OPEN SESSION**

A motion made by Commissioner Yates to return to Open Session at 10:25p.m.

Commissioner Weber seconded the motion.

Discussion: The Board directed Staff to move forward on any consensus reached in Closed Session.

All Commissioners voted in favor by acclamation.

Motion Carried 5-0

**ADJOURNMENT**

A motion was made by Commissioner Grady to adjourn at 10:27 p.m.

Commissioner Yates seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried 5-0

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary