

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, JUNE 17, 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 Vice President Jana Haas at 7:09 p.m. Commissioners answering present to the roll call were: William Yates, James Grady and Vice President Jana Haas. President Don Rosedale and Commissioner Joseph Weber were absent. Also in attendance were Executive Director John Hecker, Assistant Executive Director Don Miletic, Superintendent of Recreation Linda Traina, Superintendent of Business Operations Katie Skibbe, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks and Planning Chris Leiner, Assistant Superintendent of Golf Operations Brian Panek, Manager of Business Operations Amy Garbacz, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Administrative Assistant Deborah Hermanson.

Guests Present: Shari Caine, History Center  
Jerry Chvatal, Senior Center  
Shawn Killian, Friends of the Park

**PUBLIC HEARING:**

Commissioner Grady moved to open the Public Hearing for the 2014/2015 Budget and Appropriation Ordinance #14-6. Commissioner Yates seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (2 Absent)

Motion carried.

**As required by state statute and the Park District Code, the Des Plaines Park District is required to adopt an annual Budget and Appropriation Ordinance within the first quarter of each fiscal year starting on May 1 and ending on April 30. This ordinance authorizes the Des Plaines Park District to appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities incurred by the Des Plaines Park District.**

**The Budget and Appropriation was prepared and passed in Tentative Form as Ordinance 14-04 on April 15, 2014 and was available for public inspection from April 16, 2014 thru June 17, 2014. The Public Hearing notice was published in the Des Plaines Journal and Topics Newspaper within the required timelines.**

**Budget Summary:**

<b>Cash on Hand at May 1, 2014</b>	<b>\$12,757,812</b>
<b>Estimated Cash to be received from all sources through April 30, 2015</b>	<b>\$13,237,329</b>
<b>Estimated Expenditures through April 30, 2015</b>	<b>\$14,399,184</b>
<b>Projected Cash on Hand at April 30, 2015</b>	<b>\$11,595,957</b>
<b>Estimated amount of Real Estate Taxes to be received Thru April 30, 2015</b>	<b>\$7,519,689</b>

**IS THERE ANYONE IN THE AUDIENCE WHO WISHES TO PRESENT TESTIMONY OR ASK QUESTIONS IN REGARD TO THE DES PLAINES PARK DISTRICT ANNUAL BUDGET AND APPROPRIATION ORDINANCE 14-05**

**Official Board action on the Budget and Appropriation**

**Ordinance 14-05 is scheduled under New Business as Item 11-D**

Vice President Haas asked for a motion to close the Public Hearing for the 2014/2015 Budget and Appropriation Ordinance #14-05. Commissioner Grady moved to close the Public Hearing. Commissioner Yates seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (2 Absent)

Motion Carried.

Vice President Haas declared the Public Hearing closed.

#### **CHANGES TO THE AGENDA: None**

#### **INTRODUCTIONS/PRESENTATIONS**

**History Center Update:** Shari Caine updated the board on upcoming events and dates. Shari thanked the Board and Staff for all the work they have performed at the History Center

**Senior Center Update:** Jerry Chvatal updated the Board regarding happenings at the Frisbie Center and upcoming events.

**Friends of the Parks:** Linda Traina introduced Shawn Killian to the Board. Shawn is the new Chair of Friends of the Park. Shawn stated the Friends of the Park would like to have a Night Golf event as a fundraiser to be held end of September or beginning of October. Three new members have joined the Friends of the Park. The meetings are held the first Monday of every month except for this July.

#### **COMMENTS FROM THE COMMUNITY: None**

#### **APPROVAL OF THE MINUTES**

Commissioner Grady moved to approve the Regular Minutes from May 20, 2014 as presented.

Commissioner Yates seconded the motion.

All commissioners present voted in favor by acclamation. 2 Absent

Motion Carried.

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

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

- May 9, 2014 \$ 191,848.99
- May 23, 2014 \$ 371,379.75
- June 6, 2014 \$ 95,677.84

Commissioner Yates seconded the motion.

Discussion: None

Roll call: Commissioners: Yates, Aye; Grady, Aye; Vice President Haas, Aye

Motion Carried: 3-0, 2 Absent

#### **APPROVAL OF PAYROLL**

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

- May 16, 2014 \$ 160,484.64
- May 30, 2014 \$ 175,645.13

Commissioner Yates seconded the motion.

Discussion: None

Roll call: Commissioners: Yates, Aye; Grady, Aye; Vice President Haas, Aye

Motion Carried: 3-0, 2 Absent

**M-NASR REPORT:**

Executive Director John Hecker stated there was nothing to add to written report. MNASR is planning a mini golf fund raising outing in August.

Commissioner Grady asked what MNASR's policy is on the medical marijuana. John Hecker informed it is the same as Districts policy regarding staff.

**OPERATIONS REPORTS****EXECUTIVE DIRECTOR:**

Executive Director John Hecker briefly reviewed items contained in his written report. John Hecker congratulated Joe and Sue Weber on the birth of their daughter, Nora Grace. John Hecker thanked staff for all the work they do on a daily basis. John thanked the Board for all their support and mentioned what a great District it is. It has been a pleasure working for the past 11 years at this District. John Hecker also made mention of the passing of Clifford Hagedorn.

**ASSISTANT EXECUTIVE DIRECTOR:**

Assistant Executive Director Don Miletic reviewed items in his written report. Don Miletic thanked John Hecker and said it has been a pleasure working with him. It was amazing to see staff working as hard as they were to prepare for the opening of pools. All pools opened on time. Staff is currently putting together the cost of the repairs at Mystic, which will include contractor's pricing and staffing costs. Once those numbers are calculated they will be presented to the Board. Staff is looking into new signage for the pathways District wide. Sioux Park is complete and neighbors are very happy. Don Miletic and Paul Cathey are finishing the documentation for the OSLAD grant for Apache Park. The District will be holding three focus groups in the next three months. Chippewa detention area was aerated, seeded and is serving its' purpose.

Comments: None

**RECREATION DEPARTMENT**

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

- Presenting at the All Staff trainings
- New Park openings went well
- Dance recital was this past weekend
- District will be in the parade
- The District E-newsletter is going very well and District is getting a very good response.
- The first ever Men's Health Fitness Day was held on June 10<sup>th</sup> with 50 attendees.

Comments: None

**PARKS AND GOLF OPERATIONS**

The Board heard a report from Assistant Superintendent of Parks and Planning Chris Leiner including:

- The eight pipe repairs at Mystic Waters. Contractors and Staff were able to get repairs completed for opening day.
- A replacement water tank was installed at the Garden Plots.
- Removed many Ash trees and have since planted 35 new trees.
- Hired two Full Time employees: Miguel Gomez was promoted from his previous position as Part Time Mechanical Helper and Jared Barchenger is new to District.
- Mystic water and West Park parking lots were cracked filled, seal coated and striped.

Comments: Commissioner Grady asked Staff why a steel tank and not a plastic or fiberglass? Staff informed him it was due to vandalism and plastic or fiberglass tanks would not hold up to the vandalism.

The Board heard a report from Assistant Superintendent of Golf Operations Brian Panek including:

- All adult leagues have started and numbers are up.
- Youth golf league is starting up a week late due to school getting out later. Overall numbers are good.

- Maryville fundraiser went well and the District received good publicity from it.
- Paul Cathey and Brian Panek went up to Heartland, WI to check out their conveyor system.
- Memorial Day weekend was the launch of the kayaks and fishing boats. Fishing boat rental went very well.
- District has been meeting with Nilco regularly and the courses are looking great.
- Illinois Junior Golf Association will be hosting an event at Golf Center.

Comments: Commissioner Grady asked if staff were checking for fishing licenses and are life jackets being provided. Staff informed the Board at this time Staff is not checking for fishing license however, IDNR can come and check for licenses. Life jackets are fitted and provided by Staff to the renters of the boats and kayaks.

## **BUSINESS OPERATIONS**

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

- Final Budget is completed and will be presented tonight along with the Capital Improvement Plan.
- Installment billing for Prairie Lakes is completed.
- Desiree is working on a new performance reviews/evaluations and getting ready for PDRMA Loss review.
- Sean was able to rectify a situation the District was having with credit cards. It was an internal problem.

Comments: Commissioner Grady asked if anyone's information was compromised. Staff informed the Board it was an in house network issue and it only related to the processing time of credit cards. The network was shut down in the evening and restarted which rectified the problem.

## **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Yates seconded the motion.

Discussion: None

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye

Motion Carried: 3-0, 2 Absent

## **NEW BUSINESS**

### **Agenda Item 11 – A**

#### **Action Item: Temporary Special Event Alcoholic Beverage Permit/Friends of the Park**

Superintendent of Recreation Linda Traina reviewed the Staff Report included in the Board materials. Linda Traina and Shawn Killian, Chair of Friends of the park informed the Board is trying to hold its first ever fundraiser and would like to allow alcohol (beer and wine) at this event. The special event would consist of a Night Glow Golf at Lake Park with dinner starting at 5:30pm and last no later than 11pm., alcohol would not be served after 10:30pm. A Des Plaines Park District Staff who is Basset trained would be responsible for serving the alcohol.

Commissioner Yates moved that the Des Plaines Park District Park Board of Commissioners authorize a Temporary Special Event Alcoholic Beverage Permit for the Friends of the Parks for date to be determined in September/October at Lake Park Golf Course and Clubhouse.

Commissioner Grady seconded the motion.

Discussion: Vice President Haas asked why Friends are requesting an open date. Staff informed the Board it would be too close to the Chamber event and did not want any conflict in sponsorship. Vice President Haas asked what dates are the Friends of Park looking at holding this event. Staff stated it would be towards the end of September or beginning of October.

Commissioner Grady asked why only nine holes verses the 18. Staff informed nine holes for this event would be plenty and glow sticks are being used to light the holes.

Commissioner Grady asked why not use the Golf Center as it is already a nine hole course. Staff informed the Board it is a lighted course and the District does not want to interrupt the operations over at the Golf Center.

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye

Motion Carried: 3-0, 2 Absent

#### **Agenda Item 11 – B**

##### **Action Item: McKay-Nealis Park Playground Renovations**

Assistant Superintendent of Parks and Planning Chris Leiner reviewed the Staff Report included in the Board materials. Bids were opened on June 4, 2014 with Kenneth Company being low bid for the excavation and concrete work. Kids Around the World will remove the equipment and staff will install drainage, equipment, fall surfacing and shelter.

Commissioner Yates moved that the Park Board of Commissioners approve the bid submitted by Kenneth Company, of Lemont, IL for the McKay-Nealis Playground Renovation Project in the amount of \$37,372.00” Commissioner Grady seconded the motion.

Discussion: None

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye

Motion Carried: 3-0, 2 Absent

#### **Agenda Item 11 – C**

##### **Action Item: Prairie Lakes Re-Bid Plaza**

Assistant Superintendent of Parks and Planning Chris Leiner reviewed the Staff Report included in the Board materials. Eleven bids were sent out with two being received. Some minor changes were made to the design of the plaza and courtyard.

Commissioner Grady moved that the Park Board of Commissioners of the Des Plaines Park District approve the bid submitted by Wilbert Construction for the Prairie Lakes Entry Plaza Project in the amount of \$114,119.00 for the base bid and \$11,800.00 for Alternate #1, for a project total of \$125,919.00.

Commissioner Yates seconded the motion

Discussion: Vice President Haas asked what the time frame is. Staff informed the Board it will be completed in August and performed in phases to make the community center accessible at all times. Commissioner Grady asked why it is so wet under there. Staff informed Board there is no drainage under the bricks and the new plaza will have drainage with the proper laying of aggregate material to allow for drainage.

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye

Motion Carried: 3-0, 2 Absent

#### **Agenda Item 11 - D**

##### **Action Item: 2014/2015 Annual Budget and Appropriation Ordinance#14-05**

Superintendent of Business Operations Katie Skibbe reviewed the Staff Report included in the Board materials. Katie Skibbe briefed the Board on increases and decreases in funds of the budget with a proposed operating budget of \$14,399,189.00 stating the appropriation or upper limit for all funds at \$16,361,236. Katie Skibbe highlighted some of the more costly projects for the year.

Commissioner Yates moved that the Board of Commissioners approve the 2014/2015 Budget and Appropriation Ordinance #14-05

Commissioner Grady seconded the motion.

Discussion: Commissioner Grady asked about the balances and deficits. Staff stated it was due to transfers from the Chippewa project.

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye  
Motion Carried: 3-0, 2 Absent

**Agenda Item 11 - E**

**Action Item: Capital Improvement Plan**

Superintendent of Business Operations Katie Skibbe reviewed the Staff Report included in the Board materials. Katie Skibbe highlighted some of the major projects including: Golf Center upgrades, McKay-Nealis Park, Mystic Waters, and Prairie Lakes Roof Replacement.

Commissioner Grady moved that the Board of Commissioners approve the Capital Improvement Plan 2014-2019. Commissioner Yates seconded the motion.

Discussion: None

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye  
Motion Carried: 3-0, 2 Absent

**Agenda Item 11 - F**

**Action Item: Prevailing Wage Ordinance #14-06**

Superintendent of Business Operations Katie Skibbe reviewed the Staff Report included in the Board materials. Katie Skibbe stated each governmental agency is required by Illinois law to approve an annual Prevailing wage Ordinance.

Commissioner Grady moved that the Board of Commissioners adopt Prevailing Wages Ordinance #14-06. Commissioner Yates seconded the motion.

Discussion: Vice President Haas commented that she does not feel this is being fiscally responsible but the District has to comply.

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye  
Motion Carried: 3-0, 2 Absent

**Agenda Item 11 - G**

**Action Item: Golf Range Netting Renovation and Repairs at Golf Center**

Assistant Superintendent of Parks and Planning Chris Leiner reviewed the Staff Report included in the Board materials. Chris Leiner stated only two bidders expressed interest and submitted bids. This project includes replacing all the netting and components at driving range. The netting will consist of two separate sections, which will include the ability to raise the bottom of the netting 10 feet to allow for plowing.

Commissioner Grady moved that the Board of Commissioners award the bid for Renovation & Repair of the Range Netting at the Golf Center to Midwest Netting Solutions of Glenview, in the amount of \$68,515. Commissioner Yates seconded the motion.

Discussion: Commissioner Grady asked what the initial budget was. Staff stated to the Board it was initially \$40,000 but after further research and knowing other components were needed to raise and lower the netting for plowing, this increased the cost.

Vice President Haas asked about the time line. Staff informed the Board the District would like to start this project as soon as possible.

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye  
Motion Carried: 3-0, 2 Absent

**CORRESPONDENCE: None**

**COMMISSIONER COMMENTS:**

Commissioner Grady thanked John for his service and it is amazing to see how many people know & respect him. It has truly been a pleasure working with you.

Commissioner Yates was glad to work with John and hopes he takes more time to enjoy his passion to fly.

Vise President Haas thanked John for his dedication, fairness, leadership, ethical business practices, enthusiasm, and bringing the District to a professional level to earn accreditation. Also, thank you to Kelly and the kids for their giving of your time.

**EXECUTIVE SESSION;**

A motion was made by Commissioner Grady at 8:29 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 Yates seconded the motion.

Discussion: None

Roll call: Commissioners Grady, Aye; Yates, Aye; Vice President Haas, Aye

Motion Carried: 3-0, 2 Absent

**RETURN TO OPEN SESSION**

A motion made by Commissioner Yates to return to Open Session at 8:58p.m.

Commissioner Grady 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. (2 Absent)

Motion Carried

**ADJOURNMENT**

A motion was made by Commissioner Yates to adjourn at 8.59 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation. (2 Absent)

Motion Carried

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary