

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, JULY 15, 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 Rosedale at 7:03 p.m. Commissioners answering present to the roll call were Joseph Weber, Jana Haas, William Yates, and James Grady. Also in attendance were 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, Human Resource & Risk Manager Desiree van Thorre, Administrative Assistant Deborah Hermanson.

Guests Present: Elizabeth Makelim, History Center
Jerry Chvatal, Senior Center

CHANGES TO THE AGENDA:

INTRODUCTIONS/PRESENTATIONS

History Center Update: Elizabeth Makelim updated the Board on the status of and upcoming events at the History Center. She congratulated Don Rosedale on his recent retirement. Elizabeth thanked the Park Board for all the support from the District. She stated the History Center continues to reach out to businesses. The History Center sent a mass Email to members, friends and potential business members thanking them for their support and asking them to be generous during this half-year campaign. Elizabeth invited the Board and Staff of the upcoming event “Jazz It Up” being held Friday, September 26. She informed the Board the History Center would be getting a web application for walking tours of Des Plaines, which will allow the public to tour Des Plaines on their phones and tablets. Elizabeth announced Tom Christiansen is the new President, and the rest of the History Board will remain the same.

Senior Center Update: Jerry Chvatal updated the Board regarding upcoming events and trips. Jerry stated the Niles Senior Center is holding the Sports Challenge. Jerry congratulated both Don Rosedale on his retirement and Don Miletic on becoming the new Executive Director of the Park District.

Friends of the Parks: Superintendent Linda Traina updated the Board on future events. Linda informed the Board there was a meeting yesterday, Monday, July 14. The flyer development is finished for the glow golf “Golf in the Dark” which is being held on Saturday, September 20. Friends of the Parks are seeking sponsorships for the event. The committee discussed the annual events coming up such as the fishing derby and Halloween house contest. Linda stated the Friends are seeking out volunteers for the Fishing Derby and encouraged anyone who would like to volunteer are more than welcome to join in on the activity.

Commissioner Rosedale asked if anyone from the Izaak Walton League contacted Linda Traina regarding the fishing derby. Linda Traina informed the Board she received an email from Jake of the Izaak Walton League and they will be helping with the fishing derby.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Haas moved to approve the Regular Minutes from June 17, 2014 as presented.

Commissioner Grady seconded the motion.

All commissioners present voted in favor by acclamation.

Motion Carried: 5-0

APPROVAL OF THE VOUCHER BILLS

Commissioner Grady moved to approve the voucher bills with changes to the June 10, 2014 for the following dates and dollar amounts:

- June 10, 2014 \$ 229.00
- June 23, 2014 \$ 275,216.59
- July 3, 2014 \$ 305,958.60

Commissioner Yates seconded the motion.

Discussion: The agenda had June 10, 2014 listed at \$299.00, a correction was made to agenda.

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

Motion Carried: 5-0

APPROVAL OF PAYROLL

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

- June 13, 2014 \$213,028.64
- June 27, 2014 \$257,869.17

Commissioner Haas seconded the motion.

Discussion: None

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

Motion Carried: 5-0

M-NASR REPORT: No Report

OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director Don Miletic briefly reviewed several items contained in his written report. Don Miletic reported to the Board Tom Hejnowski, Assistant Golf Supervisor has resigned his position with the Park District and has accepted a position with the Chicago Fire Department. Tom has been with the district for approximately 12 years in various positions and for the last three as Assistant Golf Supervisor. Additionally, Lisa Haring, Part Time Public Relations, has resigned her position with the Park District and has accepted a full time position teaching at a private school. Don Miletic stated the District held both internal and external focus groups. The internal focus group was well attended and held a staff lunch afterwards. Don Miletic stated there were several good ideas and staff enjoyed themselves. Don Miletic stated he would summarize the suggestions and bring the summarizations before the Board. Don Miletic stated the external focus group did not go as well as he was anticipating approximately 50 people to show. Unfortunately, only two who came out to participate. However, it was a very positive meeting and they had some good suggestions. Don Miletic informed the Board advertisements for the focus groups are in local papers along with signage at each location. Additionally one of the women suggested placing District material in the ethnic grocery stores. For the next focus group, Cindy Yelich handed out flyers for the "Park It" program and the other side included the information for the next focus group, which will be at West Park, July 30. Don Miletic is still waiting to hear on the Apache Park OSLAD Grant and the PARC Grant for the ALC. Don Miletic is working with Staff on updating the Administrative Policy and Procedures Manual. Don Miletic met with Des Plaines City Manager regarding the many issues facing the city.

Comments: None

RECREATION DEPARTMENT

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

- Congratulations to Josh and Abby on the birth of their daughter Lillian Joy.
- Informed Board the All Camp Field Day is tomorrow from 10am-3pm.
- Shelli and Cindy will be hosting “Christmas in July” this week at Mountain View Adventure Center.
- Handed out Fall Fest postcards at the parade.

Comments: Commissioner Grady asked how this cool weather is affecting the pools. Staff informed the Board there is not much difference between last year and this years revenues. Commissioner Grady asked if the pools closed all day today and if this affected the camps. Staff informed the Board the pools opened for the camps today and closed at 3:15pm. Chippewa will be open for classes tonight.

Commissioner Weber asked if anyone else is having issues with the IPRA website. Staff informed him there may be a new domain site and to do a search for the IPRA site. Staff also stated Commissioner Weber would have to register again, and create a new password.

PARKS AND GOLF OPERATIONS

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

- Paul and Chris met with the contractors for the pre-construction meetings for the McKay-Nealis Playground Project and the Prairie Lakes Plaza. Both projects are slated to begin mid to late August. The Prairie Lakes Plaza construction will be performed in phases.
- Illinois Junior Golf Association was at Golf Center with 34 participants. The Association was very happy with the turnout and plans on hosting more events next year.
- The unlimited driving ranges promotion underway with a \$125 per month for those holding memberships. Thus far there are with 13 participants.
- River Casino rental is next Tuesday at Lake Park and staff will be preparing for this event.

Comments: Commissioner Weber asked if there were checks in place for this unlimited driving range promotion. Staff informed the Board the member must sign an agreement that if they misuse the card, revocation of their membership can occur. Staff stated a demo card is given and if the member does not return the card cancellation of the card will occur right away.

Commissioner asked about Cherokee Park and questioned what needed replacing. Staff informed the Board there was damage to the handholds on the climbing wall and the handholds are no longer available. The District had to replace the entire structure.

BUSINESS OPERATIONS

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

- Preparing for audit with Amy Garbacz
- Met with staff regarding cash control at all revenue facilities and went over cash control handling
- Gene Haring finished Fall Spectrum and sent to printers yesterday.
- Gene Haring created a staff questionnaire regarding the Districts website.
- District has been having server issues and Sean King is looking into the problem.
- PDRMA met with Desiree van Thorre and Jennifer Boys to review camp and aquatic operation and go over policies and procedures. PDRMA will meet again in August to review the golf course operations.

Comments: Commissioner Grady asked about District Policies, Revenue Policy, Investment Policy, and Business Policy updates. Staff informed the Board there would only be minor changes. Commissioner Grady asked if the updated policies would include revision dates. Staff informed the Board all dates are on the policies including prior dates. In addition, the District will seek approval from the Board on the Revenue and Investment Policies after updating. Commissioner Weber asked about the status of the reimbursement from PRDMA regarding the flooding of the turf at the Golf Center. Staff informed the Board the District did receive a call from the claims adjuster asking when the does the District plan to do the repairs. Staff informed the claims adjuster the repairs are

on hold due to all the transitioning happening at the District and delayed till now FY 2015. The District has received \$186,000 and will receive another \$180,000 once the project is complete. Commissioner Rosedale asked how the decline in real estate taxes and assessed values would affect the District.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 5-0

OLD BUSINESS: None

NEW BUSINESS : None

CORRESPONDENCE:

The District received a letter from the Maine West Clinical Government program. Staff informed the Board the students were very interested in the presentation, afterwards the students went to Mountain View and really enjoyed themselves.

COMMISSIONER COMMENTS:

Commissioner Weber stated it is good to be back and he kept a close eye on the District. He stated staff is doing a great job.

Commissioner Grady stated so far a healthy and safe summer. Congratulations to Don Miletic and your first Board meeting alone. So far so good. Commissioner Grady stated good job and a thanked the staff.

Commissioner Yates congratulated Don Rosedale on becoming President of Park Board.

Commissioner Haas commented the "Park It" at Willow Park was fabulous and what a wonderful turnout there was. Also stated she heard at least eight different languages and it was great to have so many people out. The lifeguards at Chippewa are outstanding and would be shocked if they do not win gold this year. Additionally, Chippewa staff was performing skill drills and it is amazing to see how skilled they are. One of the people in her aquatics class asked what was going on and Commissioner Haas informed them it was a skill drill and to sit back and watch how amazing they are. Commissioner Haas also commented on a Facebook post about Jordin Suwalski winning National Junior Petite of the year and it shows what a great dance program the District has.

Commissioner Rosedale commented John's party went extremely well and thanked everyone who was involved. The Izaak Walton League annual Pig Roast on Sunday, August 15, Adults \$12, Kids 6-12 \$5, Kids 5 and under are free. They will be serving roasted corn, beer and soda all day and serving pig at 3:30pm. Commissioner Rosedale also thanked Gene Haring for helping with the flyer for this event. Commissioner Rosedale reminded the Board and staff of the gathering after the next Board meeting.

EXECUTIVE SESSION;

A motion was made by Commissioner Weber at 7:54 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 Grady seconded the motion.

Discussion: None

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

Motion Carried: 5-0

CLOSE EXECUTIVE SESSION AND RETURN TO OPEN SESSION

A motion made by Commissioner Grady to return to Open Session at 8:50p.m.

Commissioner Weber seconded the motion.

All Commissioners voted in favor by acclamation.

Motion Carried 5-0

Action Item: 15 – A Land Acquisition

All commissioners agreed to act on a Land Acquisition discussed in Executive Session.

A motion was made by Commissioner Yates to act on Land Acquisition

Commissioner Grady seconded the Motion

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

Motion Carried: 5-0

ADJOURNMENT

A motion was made by Commissioner Yates to adjourn at 8:52 p.m.

Commissioner Grady seconded the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried 5-0

APPROVED _____

President

Secretary