

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, AUGUST 18, 2015**

**I. 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 Jana Haas at 7:00 p.m. Commissioners answering present to the roll call were: Vice President James Grady, Treasurer William Yates, Commissioner Joe Weber, Commissioner Don Rosedale and President Jana Haas. Also in attendance were Executive Director Don Miletic, Superintendent of Recreation Linda Traina, Superintendent of Parks & Golf Operations Paul Cathey, Superintendent of Business Operations Katie Skibbe, Assistant Superintendent of Recreation Jennifer Boys, Assistant Superintendent of Parks and Planning Corrie Guynn, Assistant Superintendent of Golf Operations Brian Panek, Manager of Business Operations Amy Garbacz, IT Manager Sean King, Human Resource and Risk Manager Desiree van Thorre, Marketing and Communications Manager Gene Haring, and Administrative Assistant Deborah Hermanson.

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

**II. CHANGES TO THE AGENDA: None**

**III. INTRODUCTIONS/PRESENTATIONS**

- A. History Center Update:** Elizabeth Makelim updated the Park Board regarding upcoming events and programs the History Center will be holding. She said the Summer Adventure Program has been very successful. Renovations are occurring this week at the History Visitor's Center, thus it is closed. They are painting and having new carpeting installed. The History Center received a grant for \$1000 from "Art for More". Elizabeth thanked the Park Board and District for all their support.

**Comments:**

Commissioner Weber asked about the circulation of the Cobweb. Elizabeth informed him they are at the Visitor's Center, mailed out, and on the History Center website.

- B. Senior Center Update:** Jerry Chvatal updated the Park Board regarding upcoming programs, events, and trips at the Frisbie Center.

- C. Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the Des Plaines FOTP. Still looking for golfers and Gene did an email blast out to Park District participants. Paul said redemption amounting to \$1970 in scholarship awards and the Friends are in receipt of two more scholarship requests. Debbie has done an outstanding job seeking out sponsorships and getting gift certificates for raffle and silent auction prizes. To date there are 29 golfers. Paul informed the Park Board the Friends are in receipt of their Employee Identification Number for the 501(c) 3 and Don is in the process of filling out the 1023 form for the IRS.

Commissioner Yates asked how much it is to golf. Staff informed the Park Board the various pricing for golf and dinner.

**IV. COMMENTS FROM THE COMMUNITY: None**

**V. APPROVAL OF THE MINUTES**

Commissioner Yates moved to approve the Regular Minutes from July 21, 2015 as presented. Commissioner Grady seconded the motion.

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

## **VI. APPROVAL OF THE VOUCHER BILLS**

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

- July 17, 2015 \$ 432,603.99
- July 31, 2015 \$ 188,653.52

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 5-0

## **VII. APPROVAL OF PAYROLL**

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

- July 24, 2015 \$ 292,881.89
- August 7, 2015 \$ 296,426.04

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 5-0

## **VIII. M-NASR REPORT:**

Executive Director Don Miletic reported he was not at the past meeting but the Board Report is included. Don and Paul met with Sue Bear and her staff on August 11<sup>th</sup> to begin planning of the sensory room here at the Leisure Center. Don said Sue and her staff are quite excited, and questioned how much money they had for equipment they are starting to pick out with the help of Flag House, a consulting company, that designs rooms like these. Don said the budgeted amount is \$50,000. Don said he is hoping to have the Sensory Room completed by February.

Comments: None

## **IX. OPERATIONS REPORTS**

### **A. EXECUTIVE DIRECTOR:**

Executive Director Don Miletic briefly reviewed items contained in his Board Report including:

- An Aquatic Survey went out to approximately 6100 households with 648 responses. Staff has also mailed out to households. Once the data is compiled, he said would be forwarding on the results along with some of the comments regarding Iroquois Pool.
- Don and Paul met with Teska & Associates today to finalize the bid docket for the Apache Park Project. Don said the Apache Park Project is moving forward, and will be receiving \$200,000 from the City in HUD monies. The project may be scaled down a little bit by not installing the splash pad this year, but all plumbing will be stubbed in.
- Don said the attorney is reviewing Mariano's documents at this time. Don attended the fourth ward meeting regarding Mariano's and said the meeting was well attended. Approximately 200 people attended the meeting and the majority of the people were in favor of the construction of Mariano's.
- The Golf Tec License Agreement is completed and sent to the attorney for review.
- Don stated repairs to the pathway at Cheyenne Park are completed. Paul described to the Park Board what the details of the repairs consisted of at Cheyenne Park.
- Don stated there has been a lot of complimenting phone calls, emails, and face-to-face talks about the staff and facilities and how great they are.
- Don stated the Park Board might be getting a letter from Marty Moylan regarding IAPD.

Comments:

Commissioner Grady asked if the project included the plumbing for Apache Park. Staff informed the Park Board it does include the plumbing.

Commissioner Grady asked where they held the fourth ward meeting. Staff informed the Park Board the meeting was at a church.

Commissioner Grady commented on the condition of Cheyenne path and sidewalk and said there is a vast improvement.

## **B. RECREATION DEPARTMENT**

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

- Announced Matt Hartnett and his wife had a baby boy on August 11, Patrick Matthew.
- The camp numbers were great this year and staff added a couple of additional different camps than in past.
- Staff informed the Park Board of the reduced pool hours and closed Iroquois Pool for the end of season. Mystic will close after this coming weekend and Chippewa's last day is Labor Day.
- Recreation Department is working with the Maintenance Crew on clearing out the rooms for the asbestos abatement at the Leisure Center. Staff has been able to purge a lot of stuff.
- The District offered a new program at Chippewa Pool called the H2O night. It is a drop-in for middle school kids and the last two held went very well (64 for the second night, 80 for the last night).
- Received a US Lacrosse grant for a Soft-Stick Program and Josh has ordered the equipment.
- Staff worked hard coordinating Camp Field Day and everyone had a good time. The weather cooperated and this was the best Field Day ever.
- Placed the order for the Smart Technology, which River's Casino Grant money made this possible.
- A new Family Fitness Day at Prairie Lakes will take place September 26<sup>th</sup> and Women's National Health day will by September 30<sup>th</sup>.
- Cindy held a National Hot Dog Day and was social media driven. Cindy and staff handed out 600 hot dogs to residents at various parks throughout the District. Staff also visited a few camps where they did various activities.
- Received a \$1000 grant from the Elks Club, which will help the after school Power Play Program and it has already started at Iroquois Community School.
- Revenues from Mountain View are slightly down from last year and the pool numbers in July were great so the District should be catching up.

Comments: Commissioner Grady asked about H2O Night. Staff informed the Park Board it is a Middle School Drop-in Pool Party at Chippewa Park and starts after the pool closes and runs from 6:30-8:30pm. Commissioner Grady asked how late Mountain View stays open. Staff informed the Park Board Mountain View would be open through the end of October for Haunted-Hole-O -Ween in addition to the reduced hours of operation.

President Haas commented she followed the hot dog around and said everyone was having a great time including the staff. She commented it was a lot of fun and kudos to staff.

## **C. PARKS AND GOLF OPERATIONS**

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

- The Park District is going out to bid on Friday, August 21<sup>st</sup> for the Apache Park Project and brought to the Park Board on Tuesday, September 22<sup>nd</sup> for approval.
- The Parks Department has had a few in-service trainings including Back Training, Heat Stress, and 3-Points of Contact. Corrie started something new this year regarding training for utility locations. He had Nicor come out and instructed the crews on what to do if they hit a gas line.
- The promotions being held during August at the Golf Center include "One Free Round for Foursome" and "Kids Get a 25% Bonus on Range Card every Saturday and Sunday"
- There were 327 rounds of FootGolf played for the month of July.
- The District held a Junior Open at Lake Park on Friday, July 17<sup>th</sup> and all youth leagues & lessons have ended.

- Eaton Field opened July 17<sup>th</sup> and staff is finishing up with the gazebo roof and some other site amenity furnishings. Paul said he has received many compliments regarding Eaton Field Park. Additionally, Paul complimented staff on an outstanding job they performed on this project. The Landscape Crew will continue to water the plantings as needed.
- The asbestos project at the ALC will be completed the latest this coming Friday, August 21<sup>st</sup>. Once this is completed, a new dance floor will go in the multipurpose room and tile into the Game Room & Teen Center. Additionally, all the rooms in the west wing will be replaced other than the dance room.

Comments: President Haas asked about all the vandalism. Staff informed the Park Board some of the vandalism is from previous events such as the ADA swing at Apache Park, and tabletops at various parks.

Commissioner Grady commented on the rounds of FootGolf. Staff informed the Park Board there was one outing of 110 campers but the rest of the rounds were public.

Commissioner Weber commented on the tabletops and ADA swing. Staff informed the Park Board the tabletops needed replacement due to burn marks or from people pulling back the rubber. Additionally, staff informed the Park Board the ADA swing damage at Apache Park was totally a different incident from the Cherokee Park incident. Staff did inform the Park Board the ADA swing was not a safety issue but more of appearance.

Commissioner Rosedale commented Eaton Park looks marvelous and questioned if benches were going into the playground area. Staff informed the Park Board there will be benches installed in the playground area and a picnic table installed near the playground. Additionally, pouring of a concrete pad under the gazebo with benches installed and pouring of a couple of small ramps coming down from the pathway into the playground for ADA access. Staff noted that the playground is ADA accessible now however, over time it could potentially become a maintenance issue with the wood chips.

#### **D. BUSINESS OPERATIONS**

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

- Katie said she and Amy completed the audit fieldwork for the year. It was a bit challenging with the two different software's but luckily the auditor's worked with both software program's before and were highly complementary of the staff and quality of audit paperwork. Katie made mention of a couple of comments from the audit which, will be presented at the next Board Meeting.
- Fall spectrum is out and registration started Monday, August 17<sup>th</sup> for residents. The numbers look good thus far.
- The Day Camps held a food drive, Gene and Karyn dropped off the donated food at the food pantry today.
- With the purchase of the equipment for the preschool and teen center, ALC will be offering public Wi-Fi. Once the asbestos removal is completed, Sean will be working on the installation of Wi-Fi.
- Since the Districts' contract is up with AT&T and pricing comparison, the District will be switching from AT&T to Comcast, which will save the District monies and provide four times the speed.

Comments: Linda said the Park District is still looking for Fall Fest volunteers, so if anyone is interested to please contact her or Jenn.

President Haas commented on the audit and said it does not appear there was anything of significance.

#### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for July 2015, subject to audit, and place a copy on file.

Commissioner Grady seconded the motion.

Discussion: None

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

Motion Carried: 5-0

**X. UNFINISHED BUSINESS: None**

**XI. NEW BUSINESS:**

**Agenda Item 11 – A**

**Action Item: Fund Transfer Resolution #15-04**

Superintendent of Business Katie Skibbe presented Fund Transfer Resolution #15-04 to the Park Board. Katie explained why the funds should be going into the Capital Projects fund and not into the GO Bond Fund. This resolution allows the auditors to make an adjusting entry to move \$400,000 in cash from the GO Bond Fund to the Capital Projects Fund. Executive Director Don Miletic explained the Golf Center paid a portion of its debt to the GO Bond Fund instead of the Capital Projects Fund, thus the reason there is more in cash reserves than necessary to pay the District's debt obligations. Staff informed the Park Board, in 2019 the Golf Center will be paid off.

Commissioner Yates moved that the Park Board of Commissioners approve Resolution #15-04 GO Bond Fund Transfer.

Commissioner Weber seconded the motion.

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

Motion Carried: 5-0

**Comments:**

Commissioner Grady asked where the Golf Center Debt payment is going to this year.

Katie informed the Park Board the payment will be going to the Capital Projects Fund.

Commissioner Weber asked once the Golf Center Debt is gone, what happens to the levying of taxes.

Staff the Park Board the District will always carry debt. The District does not want to go to high or low and the goal is to keep debt services equal to previous years.

**XII. CORRESPONDENCE:**

**Agenda Item: 12 – A Letter from Des Plaines Park District Yacht Club**

Executive Director Don Miletic said he received a letter from Diana K. of the Des Plaines Yacht Club thanking the Park District for their efforts to control the weeds at Lake Opeka. Don said it has increased safety as the boats are not getting stuck, it has increased membership participation, and enabled the Park District to offer successful learn to sail programs.

**Agenda Item: 12 – B Letter from Saddle and Cycle**

Executive Director Don Miletic said he received an email from a resident commending the manager of Mystic Waters, Vince, on how attentive he is when he brings the camp to Mystic Waters. Vince always goes "above and beyond" for Saddle and Cycle camp.

**Agenda Item: 12 – C Letter from a Des Plaines Resident**

Executive Director Don Miletic said he received an email from a resident commending the manager of Mystic Waters, Bart, for assisting and calming her son down. Her son received three bloody noses the day they were at Mystic Waters. She stated in her email what great staff there is at Mystic Waters.

**XIII. COMMISSIONER COMMENTS:**

Commissioner Rosedale asked staff regarding the incident at Lake Park Sunday, August 16<sup>th</sup>. Executive Director Don Miletic said he along with fellow staff were aware of the sailboat situation at Lake Park. Staff informed the Park Board the mass on a sailboat had broken, and the sailboat over turned. The family swam to shore and everyone was well.

Commissioner Weber commented on pictures he saw on the website regarding pool parties at Chippewa. He mentioned that Gene is a community hero, congratulations on that. Commissioner Weber said he

visited Mystic Waters the other day and there was an unruly guest. Commissioner Weber said staff handled the situation very professionally. He said the pools and parks look great.

Commissioner Yates had no comments.

Commissioner Grady said there were visitors from out of town who commented to him how great the staff were at Chippewa Pool and the attentive of the Life Guards. Commissioner Grady asked staff about the path on the north side of Chippewa Park and if it belongs to the District because there is a resident that cuts the bushes and throws them in the park. Staff informed the Park Board the path is the sub-divisions. Grady commented on the bushes and the safety of those using the path. Staff said it is the responsibility of the residents to trim their own bushes and that the Landscape Crew picks up the branches and debris thrown into the parks.

President Haas said she attended a pool party at Chippewa Pool. President Haas commented how attentive the guards are and she was highly impressed. President Haas commented on the Monarch Garden at Central Park, and how beautiful the garden looks! She thanked staff for all their hard work and dedication.

**XIV. EXECUTIVE SESSION:**

A motion was made by Commissioner Grady at 8:08 p.m. to go into Executive Session, to consider matters related to Real Estate, Personnel, Litigation, Semi-Annual Review of Closed Session Minutes, and Review of Closed Session Minutes for the setting of a price for lease of property owned by the Des Plaines Park District.

Commissioner Rosedale seconded the motion.

All Commissioners voted by acclamation.

Motion Carried: 5-0

A short break was taken and Executive Session started at 8:14 p.m.

**XV. CLOSE EXECUTIVE SESSION AND RETURN TO OPEN SESSION**

A motion made by Commissioner Rosedale to return to Open Session at 8:27 p.m.

Commissioner Rosedale seconded the motion.

All Commissioners voted by acclamation.

**XVI. ADJOURNMENT**

A motion was made by Commissioner Weber to adjourn at 8:28 p.m.

Commissioner Rosedale seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVED \_\_\_\_\_

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President

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Secretary