

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 16, 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 7:00 p.m. Commissioners answering present to the roll call were Joseph Weber, Jana Haas, James Grady and President Rosedale. Absent was Commissioner William Yates. 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, and Administrative Assistant Deborah Hermanson. Commissioner Haas left at 7:45 pm.

Guests Present: Tom Christiansen, History Center
Jerry Chavtal, Senior Center
Danny McNerny and Family

CHANGES TO THE AGENDA: Special Guest Danny McNerny will be late arriving.

INTRODUCTIONS/PRESENTATIONS

History Center Update: Tom Christiansen updated the Park Board on the status of upcoming events at the History Center. He thanked the Park Board and District for all their support. Tom mentioned the History Center second floor is now open for tours.

Senior Center Update: Jerry Chavtal updated the Park Board regarding upcoming events and trips.

Friends of the Parks: Superintendent of Recreation Linda Traina updated the Park Board on future events. The Golf in the Dark fundraiser is progressing well. Thus far \$2400 has been raised in sponsorships and 48 golfers registered. The Friends received several raffle prizes from various businesses and for silent auction prizes. Linda stated the fishing derby went well at Fall Fest and thanked President Rosedale for the donation of fishing poles. Linda also thanked the Izaak Walton League for their assistance and for the bait, they provided for the fishing derby.

Special Guest: Hershey's Track and Field National winner Danny McNerny commented on his experience at the national event held in Hershey, Pennsylvania. Danny and his family had a wonderful experience. Danny looks forward to other challenges hosted by the District.

COMMENTS FROM THE COMMUNITY: None

APPROVAL OF THE MINUTES

Commissioner Weber moved to approve the Regular Minutes from August 19, 2014.

Commissioner Grady seconded the motion.

Approved by acclamation.

Motion Carried: 4-0, 1 Absent

APPROVAL OF THE VOUCHER BILLS

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

- August 15, 2014 \$ 235,378.40
- September 1, 2014 \$ 245,603.73

Commissioner Haas seconded the motion.

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

Motion Carried: 4-0, 1 Absent

APPROVAL OF PAYROLL

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

- August 22, 2014 \$ 259,554.38
- September 2, 2014 \$169,921.66

Commissioner Weber seconded the motion.

Discussion: None

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

Motion Carried: 4-0, 1 Absent

M-NASR REPORT:

Executive Director Don Miletic reported to the Park Board there were two MNASR Counselors who received "Way to Go" awards for assisting the District's Day Camp Counselors with two of its camp participants. Additionally two visually impaired Des Plaines residents received Scholarships for a trip MNASR was having.

OPERATIONS REPORTS

EXECUTIVE DIRECTOR:

Executive Director Don Miletic briefly reviewed several items contained in his written report. Don stated he is working with the Frisbie Senior Center to try to refinance the note that is due June 2015. The District is cooperating with the Police Department regarding the woman who was found in the Prairie Lakes Pond. MWRD is scheduled to begin construction at Dimucci Park in October. Don is working with IDOT regarding the filling of the 24" drain and the installation of a 30" drain at Seminole Park.

Comments: Commissioner Grady asked if there was something wrong with Eaton Field drainage.

President Rosedale commented the drainage from Eaton Field goes into the O'Hara Lakes. Commissioner Rosedale discussed with Staff the River Road and sewer projects, which are going on throughout Des Plaines.

RECREATION DEPARTMENT

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

- The new Community Band Leader will be moving in December.
- Jenn and Linda conducted a Customer Service Training session.
- Fall Fest revenues increased this year prior to last and was the second most successful since its beginning.

Comments: Executive Director Don Miletic informed the Park Board there was an increase in sponsorship from last year with Rivers Casino being the biggest sponsor of \$7500 and the bands increased their sponsorships to \$2500. He stated instead of sending letters out he and Barbara Ryan visited the sponsors.

Commissioner Grady asked about the costs of the bands for Fall Fest. Staff informed the Park Board the costs vary from \$750 to \$4500 depending on the band.

PARKS AND GOLF OPERATIONS

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

- Great efforts on departments working together for Fall Fest and there were more volunteers from the Parks Department this year.
- A new Golf Supervisor was hired and his name is Tyler Fuchs. Tyler has experience as the Events Coordinator at Brunswick zone and interned at Top Golf.
- The Prairie Lakes Plaza is 50% complete with pavers in place and the contractor is now working on the other side.
- The layout of McKay-Nealis Playground is underway and now that Fall Fest is over the crew will begin to pour the footings and install the gazebo.
- The Prairie Lakes Roofing Project has begun.
- The installation of the new netting system has begun at the Golf Center.

Comments: Commissioner Rosedale commented on how great the eastside of Lake Park looked on Monday after Fall Fest and the staff did an excellent job cleaning up after Fall Fest.

Commissioner Grady asked if the planters were going to be placed back in the plaza area of Prairie Lakes. Staff informed the Park Board the planters will be utilized elsewhere.
President Rosedale asked where the water is going from the Prairie Lakes roof. Staff informed the Park Board with the new plaza, drainage was installed and the water will drain into the ponds.

BUSINESS OPERATIONS

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

- Colette Plantz has filled the Public Relations position and is doing a great job.
- Next month information will be presented for the 2006 GO Bonds to refinance Districts debt.
- Installation of a new alarm at Prairie Lakes.
- Credit card system went down for 24 hours and staff is looking into the possibility of a back system.
- Gene & Sean will be redesigning the website soon.

Comments: Commissioner Weber asked if the credit card system went down at all the sites. Staff informed the Park Board all sites were not operating correctly thus the reason for researching a backup system.

Additionally, Staff contacted other Park Districts using the same credit card system and they were down too.

Commissioner Grady asked about the Whistleblower Policy. Staff informed the Park Board our auditors suggested the implementation of such a policy and provided a sample to be customized to the District. The Park District then revised to the Park District needs.

President Rosedale asked about the issues of ATM machines provided at Fall Fest. Staff informed the Park Board issues were resolved and they were operating Saturday and Sunday.

FINANCIAL REPORT

Superintendent of Business Katie Skibbe presented the monthly financial report.

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

Commissioner Grady seconded the motion.

Discussion: Commissioner Weber asked about the financials of corporate account. Staff informed the Park Board the deficit was due to the drawdown of cash for Chippewa Pool and the buying of bonds the District issued. The cash balance in the Capital Fund is due to the bond proceeds.

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

Motion Carried: 3-0, 2 Absent

OLD BUSINESS: None

NEW BUSINESS:

Agenda Item 11 – A

Action Item: Prairie Lakes Community Center Plaza Change Order #1

Superintendent of Parks and Planning Paul Cathey reviewed the Staff Report included in the Board materials. The brick pavers in the original contract were quoted at a unit price and should have been quoted in square footage. This would increase the cost of the project. Instead of increasing the amount of the contract, Staff is requesting the reduction in the contract amount and the District will purchase the pavers on their own.

Commissioner Grady moved that the Park Board of Commissioners approve Change Order #1, a Credit in the amount of \$1,214.96, which reduces/changes the original contract amount to \$124,704.04.

Commissioner Weber seconded the motion.

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

Motion Carried: 3-0, 2 Absent

Comments:

Commissioner Weber asked why the adjustment to the contract was necessary if the contracted amount was already accepted. Staff informed the Park Board the contractor has already done additional extra work and the pavers needed purchasing to continue the work.

President Rosedale asked were the pavers purchased from the supplier who quoted the wrong amount. Staff informed the Park Board the pavers were purchased from a different supplier.

Agenda Item 11 – B

Action Item: Prairie Lakes Community Center Plaza Change Request

Superintendent of Parks and Planning Paul Cathey reviewed the Staff Report included in the Board materials.

Commissioner Grady moved that the Park Board of Commissioners approve the purchase of the brick pavers as an Owner Item in the amount of \$4,410.00, which is an additional expense of \$3,195.00 because of the \$1,214.96 from Agenda Item 11-A.

Commissioner Weber seconded the motion.

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

Motion Carried: 3-0, 2 Absent

Comments:

President Rosedale questioned what the increase was in pricing. Staff informed the Park Board the increase was only three cents and the ability to have the pavers shipped immediately in order to keep the project moving.

Agenda Item 11 – C

Action Item: IMRF Authorize Agent Resolution #14-07

Superintendent of Business Katie Skibbe reviewed the Staff Report included in the Board materials. Katie requested the Park Board name her authorized IMRF agent.

Commissioner Weber moved that the Park Board of Commissioners approve the appointment of Katie Skibbe as Authorized Agent Resolution #14-07.

Commissioner Grady seconded the motion.

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

Motion Carried: 3-0, 2 Absent

Comments:

CORRESPONDENCE: None

COMMISSIONER COMMENTS:

Commissioner Weber commented on what a great Fall Fest it was this year and staff appeared to enjoy hosting the event.

Commissioner Grady commented great job on the Fall Fest and the carnival was good this year. Everyone looked like they were having fun.

President Rosedale asked staff to let their staff know they make our jobs as Commissioners easier.

EXECUTIVE SESSION: None

ADJOURNMENT

A motion made by Commissioner Grady to adjourn at 8:42 p.m.

Commissioner Weber seconded the motion.

Discussion: None

Approved by acclamation.

Motion Carried: 3-0, 2 Absent

APPROVED _____

President

Secretary