

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
TUESDAY, MAY 21, 2019**

I. CALL TO ORDER/ROLL CALL

Commissioner Don Rosedale called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 6:00 p.m. Commissioners answering present to the roll call were Jim Grady, Jana Haas, Bill Yates, and President Don Rosedale. In attendance were Executive Director, Don Miletic; Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Parks Planning, Corrie Guynn; Assistant Superintendent of Recreation, Jennifer Boys; Operations Analyst, Jeanette Berard; Marketing and Communications Manager, Gene Haring.

Guests: Kathy Vana

II. CHANGES TO THE AGENDA:

Don Miletic read the letter of resignation from Commissioner Joseph Weber.

III. INTRODUCTIONS/PRESENTATIONS:

- A. History Center:** Kathy Vana informed the Park Board that the History Center will be hosting there summer program that meets on Wednesdays each week while they are out of school. The program will be free as the VFW will be the sponsor. Thursday June 13 at 1:30pm the History Center will be hosting a coffee talk to preview the Des Plaines Park District 100 year anniversary. The formal opening of the exhibit and reception will be held at 6:00pm. On June 15 they will be serving “pies on the porch” to coincide with the Taste of Des Plaines and at 2:00pm there will be a pie eating contest.
- B. Senior Center:** Don Miletic informed the Park Board of the information listed on Agenda Item 3-B. They are still in talks with the Rainbow Group on the purchase of land to the east. Commissioner Grady asked if they would purchase or lease the land. Director Miletic stated purchase.
- C. Des Plaines Friends of the Parks:** Paul Cathey informed the Park Board of the information listed on Agenda Item 3-C. In addition he thanked Kallie Haas for her efforts to find and provide an immense amount of volunteers at recent events. Commissioner Haas asked if there was deadline for unused scholarships money. Director Cathey stated there was a timeline which depended on when the money was awarded.

IV. COMMENTS FROM THE COMMUNITY:

None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES –April 16, 2019
- B. EXECUTIVE SESSION MINUTES–None
- B.1 SPECIAL MEETING MINUTES–None
- C. VOUCHER BILLS:
- | | |
|----------------|---------------|
| April 19, 2019 | \$ 449,325.03 |
| April 26, 2019 | \$ 94,416.55 |
| May 3, 2019 | \$ 517,875.75 |
- D. PAYROLL:
- | | |
|----------------|---------------|
| April 12, 2019 | \$ 161,436.77 |
|----------------|---------------|

April 26, 2019	\$ 156,610.40
May 10, 2019	\$161,572.89

Commissioner Yates moved to approve the Consent Agenda with the adjustment to the main agenda to read \$517,875.75 not \$518,875.75.
Seconded by Commissioner Haas.

Roll call: Commissioner Haas, Aye; Grady, Aye; Yates, Aye; President Rosedale, Aye.
Motion carried 4-0.

VI. M-NASR REPORT:

Executive Director Miletic indicated the celebration for Sue Bear will be June 20th from 4:30pm-7:30pm. In addition the Lincolnwood Park District will be filling a vacancy, Laura McCarty is going to Deerfield Park District and was the Board President of MNASR. The MNASR Board will be working on a transition plan for her vacancy.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Don Miletic reviewed items contained in his written report, in addition to:

- Explained the district's schedule of events sheet for May–August
- Updated Strategic Plan and had the Park Board review.
- Met with the grant administrator with IDNR and will find out more information by August for the Weller Creek Bridge.
- Working on Centennial Park Grand Opening Plan with the City of Des Plaines.
- Hosting the Potawatomie Park Open Forum at West Park on May 30 at 6:30pm.

B. DEPUTY DIRECTOR:

Deputy Director Paul Cathey reviewed items contained in his written report, in addition to:

- For the Indoor Pool will be going with Sound Inc. for the audio systems.
- For the Indoor Pool we will be going with Principle for alarm and card systems.
- Continuing to plan for personnel and interviews within open Superintendent positions.
- Completed the Lake Opeka shoreline repairs.
- Completed Bluett Park drainage.

Discussion: Commissioner Grady asked if we planted more trees, Director Cathey stated yes. Commissioner Haas asked who is trained on the new Lake Park safety boat, Director Cathey started all staff and supervisors at Lake Park. President Rosedale asked about the building process of the Indoor Pool, Director Cathey stated everything was being completed to standard code. Director Miletic included that at the IAPD Legislative Conference they met with Senator Laura Murphy and talked about having an engineer that works with MWRD come out and look at the Lake Park shoreline. He also included that the Paint and Sip programs at Lake Park was in the neighborhood section of the Daily Herald and has been a great success with partnering of the Des Plaines Arts Council.

B.1 PARKS & PLANNING DEPARTMENT:

Superintendent Corrie Guynn reviewed items contained in his written report, in addition to:

- Pressure tested Mystic Waters pool pipes with two leaks located and repaired. Filling today with the hope of circulation on Thursday.
- Upgraded drainage in the sand play area at Mystic.

- Our staff has installed the matting, the layout was completed, and equipment installation has begun. The contractor has been working on the grading and installation of the basketball hoop and zip line as well as grading. The drainage connection to the street will be started tomorrow. I have been overseeing progress at Centennial Park and attending weekly construction meetings.
- The Rivers Casino grant work has begun; greenhouse panels were replaced, staff helped with equipment deliveries, and planting around greenhouse is scheduled for late summer.
- The shoreline concrete work has been completed at Lake Park. Staff has completed backfilling and will work to get grass there. An approximately 100 foot long section of shoreline had eroded into the lake over the winter. In its place, a concrete “boardwalk” has been poured. This is a much needed improvement and will almost certainly be the new popular spot for fisherman and people wanting to sit and enjoy the lake.
- ALC and Jaycee fencing was completed. ALC has fence around the entire playground and Jaycee has fence as a border along the playground and street
- Rand Park backstop-west replaced and east repairs this week in between games.
- Wellness-multi district challenge in September still happening/Miletic open in August.
- Thanked the Deputy Director Paul Cathey for his guidance as a mentor within the parks department, he thanked Director Don Miletic for the opportunities provided to accomplish his goals and he thanked the Park Board for their support.

Discussion: Director Cathey wished Superintendent Guynn much success as he moves into his new role as the Superintendent of Parks & Planning with the Skokie Park District. Director Cathey thanked him for his work ethic, drive and going above and beyond each day, for the parks department for the last four years. Director Miletic also thanked Corrie for his hard work over the years and wished him well in his new position.

B.2 RECREATION DEPARTMENT:

Assistant Superintendent of Recreation Jennifer Boys reviewed items contained in her written report, in addition to:

- Thanked Superintendent Guynn for all his hard work and help over the years supporting the Recreation Department.
- Recreation Department has started their seasonal staff trainings for summer 2019.
- Matt is continuing to work on hiring lifeguards and pool staff, set to open Chippewa Pool Memorial Day Weekend.
- Carolanne has continued training and learning her new position as she preps for summer programming.
- Spring Fun Fair was a great success, Josh worked with the Des Plaines Community Foundation for them to sponsor the free bike helmet giveaway.
- Showcased the AiM Dance Company 6 foot trophy they won at their last competition. They are heading to nationals in New Lenox.

Discussion: None

C. BUSINESS DEPARTMENT

Superintendent Barbara Barrera reviewed items contained in her written report, in addition to:

- New IT Manager Kenneth Bates is scheduled to begin work on June 1.

- Continuing to work on finalizing the FY 2019/2020 budget to present at the June Board Meeting, the tentative budget is posted at the Leisure Center front desk.
- Nicki is continuing to work on the hiring process with interviews and recruiting.
- Gosia and Mary Ann are continuing to work on a post rental survey to provide feedback from renters. Discussion: Commissioner Haas asked if they looked at how others park districts complete rentals, Superintendent Barrera stated they went to a round table discussion with other a park districts and this is how they came up with the survey idea.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Yates moved to accept the Financial Report for April 16 2019, subject to audit and placing a copy on file.

Seconded by Commissioner Haas.

Discussion: None.

Roll call: Commissioner Haas, Aye; Grady, Aye; Yates, Aye; President Rosedale, Aye.

Motion carried 4-0.

IX. UNFINISHED BUSINESS: PLCC Indoor Pool

A. Executive Director Miletic reviewed Change Order Spreadsheet.

Superintendent Barrera reviewed Indoor Pool Project Costs Spreadsheet and balance.

Discussion: Commissioner Haas asked we would see an increase in prices for the building of the pool due to the tariffs. Commissioner Rosedale and Director Cathey stated that those costs are already built into the price. Director Miletic stated there will always be unforeseen or unexpected additional costs, but the bulk of the pool costs are budgeted and accounted for with the contracts.

B. Annual Re-organization of the Park District Board.

1. OATH OF OFFICE TO NEWLY RE-ELECTED COMMISSIONER:

- I Jana Haas, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the offices of the Des Plaines Park District commissioner according to the best of my ability.
- I James Grady, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the offices of the Des Plaines Park District commissioner according to the best of my ability.

2. Nominations for President:

- Executive Director Miletic asked: Are there any nominations for Board President?
Commissioner Yates nominated Commissioner Jana Hass for President for Fiscal Year 2019/2020.
- Executive Director Miletic asked: Are there any other nominations for Board President?
Hearing None, I am asking for nominations for President to be closed.

Motion By: Commissioner Grady

Seconded: Commissioner Yates

All in Favor, Opposed Ayes: 4 Nays:0

- Executive Director Miletic stated: I request a motion and second to elect Commissioner Jana Haas as Board President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2019/2020.

Commissioner Yates moved to elect Commissioner Jana Haas as President of the Park Board of Commissioners for the period May 21, 2019 thru Unfinished Business on May 19, 2020.

Commissioner Grady seconded the motion.

Discussion: None

All in Favor, Opposed Ayes: 4 Nays:0

3. Nominations for Vice-President:

- President Haas asked: Are there any nominations for Board Vice President?
Commissioner Rosedale nominated Commissioner William Yates for Vice President for Fiscal Year 2019/2020.
- President Haas asked: Are there any other nominations for Vice President?
Hearing None, I am asking for nominations for Vice President to be closed.

Motion By: Commissioner Rosedale

Seconded: Commissioner Grady

All in Favor, Opposed Ayes:4 Nays:0

- President Haas stated: I request a motion and second to elect Commissioner William Yates as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2019/2020.

Commissioner Rosedale moved to elect Commissioner William Yates as Vice President of the Park Board of Commissioners for the period May 21, 2019 thru Unfinished Business on May 19, 2020.

Commissioner Grady seconded the motion.

Discussion: None

All in Favor, Opposed Ayes:4 Nays: 0

4. Nominations for Treasurer:

- President Haas asked: Are there any nominations for Board Treasurer?
Commissioner Yates nominated Commissioner James Grady for Treasurer for Fiscal Year 2019/2020.
- President Haas asked: Are there any other nominations for Board Treasurer?
Hearing None, I am asking for nominations for Treasurer be closed.

Motion By: Commissioner Rosedale

Seconded: Superintendent Barrera

All in Favor, Opposed Ayes:4 Nays:0

- President Haas stated I request a motion and second to elect Commissioner James Grady as Board Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2019/2020.

Commissioner Rosedale moved to elect Commissioner James Grady as Treasurer of the Board of Commissioners for the period May 21, 2019 thru Unfinished Business on May 19, 2020.

President Hass seconded the motion.

Discussion: None

All in Favor, Opposed Ayes: 4 Nays:0

5. Board Appointments:

- President Haas made the following appointments for the following committees:

Executive Director:	Don Miletic
Attorney Park District Legal:	Andrew Paine; Tressler LLC
Attorney Real Estate:	Pluymert, MacDonald, Hargrove & Lee
History Center Representative:	Donald Miletic
Senior Center Representative:	Donald Miletic
Board Secretary:	Donald Miletic
M-NASR Representative:	Donald Miletic
Des Plaines Friends of the Park Rep:	Paul Cathey & Jeanette Berard

All in Favor, Opposed Ayes:4 Nays:0

Discussion: President Haas thanked Commissioner Rosedale was thanked for his service as President during the Fiscal Year 2018/2019.

IX. NEW BUSINESS:

Action Item 9-A: Approval of Strategic Plan 2019-2024 & 2018 Addendum

Director Miletic presented the board with the Strategic Plan 2019-2024 & 2018 Addendum and asked for approval. He stated this is an on-going process and is utilized as a road map. In addition to the Strategic Plan we will be looking to update the Master Plan and complete another community needs assessment.

Commissioner Rosedale made the motion **“The Park Board of Commissioners approves the Strategic Plan 2019 – 2024 as presented with the correct to the misspelling on page 22 section 6.05and have reviewed the addendum of accomplishments from the prior strategic plan.”**

Seconded by Commissioner Yates.

Discussion: Commissioner Grady asked if the pool would be an enterprise fund, Director Miletic said no. Commissioner Grady asked for a total amount of grant funding provided to the Des Plaines Park District, Director Miletic said we will work on finding the total amount.

Roll call: Commissioner Grady, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye.
Motion carried 4-0.

Agenda Item 9-B: Approval of Intergovernmental Agreement with the Board of Education

Community Consolidated School District 62 and the Des Plaines Park District; regarding the use of certain school district and park district facilities.

Executive Director Miletic presented the Intergovernmental Agreement, highlighting the addition of Exhibit C to include the use of soccer goals.

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the Intergovernmental Agreement between the Board of Education of Community Consolidated School District 62, Cook County, Illinois and the Des Plaines Park District regarding the use of certain School District and Park District Facilities for the period April 1, 2019 thru March 31, 2022”**

Seconded by Commissioner Yates.

Discussion: President Haas asked if we could extend the agreement 5 years, Director Miletic stated that 3 years is the agreed length of the contract.

Roll call: Commissioner Grady, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye.
Motion carried 4-0.

Agenda Item 9-C: Approval of Sale of Surplus Property Ordinance #19-03

Superintendent Guynn presented the Surplus Property Ordinance #19-03.

Commissioner Grady made the motion **“I move that the Board of Commissioners adopt Sale of Surplus Property Ordinance #19-03 with the addition of 16’ Carolina Skiff and Trailer for \$1000.00.”**

Seconded by Commissioner Yates.

Discussion: Director Cathey asked to have the 16’ Carolina Skiff and Trailer be added to the surplus list for \$1000.00

Roll call: Commissioner Grady, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye.
Motion carried 4-0.

Agenda Item 9-D: Approval of Chippewa Tennis Courts Improvements Bid

Superintendent Guynn presented the bids for the Chippewa Tennis Courts Improvements.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve the low bid from Chicagoland Paving Contractors, Inc. for the Chippewa Tennis Court Improvement project in the amount of \$100,000.”**

Seconded by Commissioner Yates.

Discussion: President Haas asked if the pickleball equipment is included in the price, Superintendent Guynn answered yes. Commissioner Grady asked how we will tell people about the new courts, Director Cathey stated through printed material, social media, word of mouth with the current attendees who play at Prairie Lakes gym.

Roll call: Commissioner Grady, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye.
Motion carried 4-0.

Agenda Item 9-E: Approval of Cumberland Terrace Playground Equipment.

Superintendent Guynn presented the bids for the Cumberland Terrace Playground Equipment Improvements including pictures of the new equipment.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners accept the purchase of the Cumberland Terrace Playground Equipment from Burke, located in Fon du Lac, WI in the amount of \$53,014.00”**.

Seconded by Commissioner Grady.

Discussion: President Haas asked about the layout, Superintendent Guynn stated the layout of the park would be the same we are just making improvements on the equipment.

Roll call: Commissioner Grady, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye.
Motion carried 4-0.

Agenda Item 9-F: Approval of Vehicle Purchase for Bus Replacement.

Superintendent Guynn presented the bids for the vehicle bus replacement.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners accept the bid for a 2019 12+2 Passenger Bus with Rear Wheelchair Lift from Best Bus Sales in Des Plaines for the amount of \$67,755”**.

Seconded by Commissioner Yates.

Discussion: President Haas asked if the purchase of the bus had to be completed at this time or if it could wait, Superintendent Guynn stated that based on the 14 year age of the vehicle, the repairs needed and the distance the bus travels it is in the best interest to replace. President Haas asked if this could be rebid out, Superintendent Guynn stated this was the second time they rebid the replacement and numbers can back on target. He also stated the bus would be replaced in the next 3-4 months.

Roll call: Commissioner Grady, Aye; Yates, Aye; Rosedale, Aye; President Haas, Aye.
Motion carried 4-0.

X. CORRESPONDENCE:

XI. COMMISSIONER COMMENTS:

Commissioner Grady: A lot of changes in the district, but the ship is still moving. We will miss Superintendent Guynn but wish him luck on his future endeavor. He appreciates seeing Assistant Superintendent of Recreation Jennifer Boys at the table. Everyone have a safe summer.

Commissioner Yates: None

Commissioner Rosedale: Wishing Superintendent Guynn all the best. On Saturday May 25 the American Legion will be at All Saints Cemetery at 8:45am to place flags on the graves, looking for volunteers. On Saturday June 15 the Isaac Walton will be hosting a river bed clean up with “Clean up Give Back” looking for volunteers.

President Haas: Thanks to Superintendent Guynn all of his efforts over the years, they have not gone unnoticed. Thank you to Joanne Dunn a neighbor to Winnebago Park for her efforts in providing immediate clean up to the park after it was vandalized with garbage. Appreciate that she

XII. EXECUTIVE SESSION:

Commissioner Grady made a motion to go into executive session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes, or the setting of a price for lease of property owned by the Des Plaines Park District at 8:47 p.m.

Seconded by Commissioner Rosedale.

All in favor 4-0.

Motion carried 4-0.

XIII. RETURN TO OPEN SESSION:

Commissioner Grady made a motion to close Executive Session and return to open session at 9:28p.m.

Seconded by Commissioner Yates.

All in favor 4-0.

Motion carried 4-0.

XIV. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 9:28 p.m.

Seconded by Commissioner Grady

All in favor 4-0.

Motion carried 4-0.

APPROVED _____

President

Secretary