

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, AUGUST 16, 2016**

**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 James Grady at 7:00 p.m. Commissioners answering present to the roll call were: Commissioners Don Rosedale, Joe Weber, Bill Yates and 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, Manager of Business Operations Todd Lehky, IT Manager Sean King, Marketing and Communications Manager Gene Haring, Human Resource and Risk Manager Desire van Thorre AND Recreation Supervisor Jeanette Berard

Guests Present: Dr. Rev. William Grice III, History Center  
Tony Wierer, Senior Center  
David Enrique, Dedicated to Excellence  
Mr. & Mrs. Enrique

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

**III. INTRODUCTIONS/PRESENTATIONS**

- A. New Employee:** Linda Traina introduced Jeanette Berard a new recreation supervisor who will be handling preschool, camps, and the Administrative & Leisure Center. She came from Mt. Prospect Park District and is a graduate in education from UW of Whitewater.
- B. Dedicated to Excellence:** Jeanette Berard presented the latest winner of the dedicated to Excellence, David Enrique. He is a new Camp Director and also a building supervisor at the Administrative & Leisure Center. David is active with the children and a great asset to the District. Executive Director also mentioned he is well liked by the kids, has fun, and does an amazing job.
- C. History Center Update:** Dr. Rev. William Grice III informed the Park Board and staff of upcoming events. He thanked the Park Board and Park District on behalf of the History Center for all their support.
- D. Senior Center Update:** Tony Wierer updated the Park Board regarding upcoming programs, events, and trips at the Frisbie Center.
- E. Des Plaines Friends of the Parks:** Superintendent of Parks and Planning Paul Cathey updated the Park Board with the status of the DPFOTP. The Friends continue to prepare for the Glow Golf event and need golfers.

**IV. COMMENTS FROM THE COMMUNITY:**

Commissioner Weber made a comment about the free Des Plaines River Trail Bike ride coming up on September 10<sup>th</sup> and helmets are required.

**V. APPROVAL OF THE MINUTES**

Commissioner Rosedale moved to approve the Regular Minutes from July 19, 2016 as presented. Commissioner Weber seconded the motion.

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

**VI. APPROVAL OF THE VOUCHER BILLS**

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

- July 15, 2016                      \$ 248,138.57
- July 29, 2016                      \$ 318,311.09

Commissioner Yates seconded the motion.

Discussion: None

Roll call: Commissioners: Weber, Aye; Haas, Aye; Rosedale, Aye; Yates, Aye; President Grady, Aye  
Motion Carried: 5-0

## **VII. APPROVAL OF PAYROLL**

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

- July 22, 2016 \$ 293,041.79
- August. 5, 2016 \$ 294,493.56

Commissioner Haas seconded the motion.

Discussion: None

Roll call: Commissioners: Weber, Aye; Haas, Aye; Rosedale, Aye; Yates, Aye; President Grady, Aye  
Motion Carried: 5-0

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

Executive Director Don Miletic said the meeting at MNASR had a sensitive topic about health care and getting quotes from different vendors. By switching vendors MNASR could save dollars which would go back to the participants.

## **IX. OPERATIONS REPORTS**

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

Executive Director Don Miletic briefly reviewed items contained in his written report including:

- Additional information was given for Oakwood LWCF Grant to IDNR.
- Met with contractors for Blackhawk Park development numbers
- Discussed there was a decrease in soccer numbers and staff are working with groups such as JR. Warriors and DP America to potentially partner with.
- Auditors informed me of how the audit went and staff did a great job in preparing.
- Paul Cathey did a great job while I was on vacation.
- Lake Park is officially selling alcoholic beverages.
- Staff did a great job in opening Mystic during the week of August 15<sup>th</sup> – 19<sup>th</sup>. Due to District 207 going back to school earlier, it is difficult to staff pools.

### **• RECREATION DEPARTMENT**

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

- Reviewed programs with new staff.
- Staff attended National Night out, Park It Program, and ERC Volunteer Event. There were good turnouts at all of these events.
- Mystic Waters had extended hours, staff did a great job getting this request done.
- Fall Fest Volunteers are needed.
- Staff worked on summer evaluations.

Comments: There were none.

### **B. PARKS AND GOLF OPERATIONS**

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

- Staff was busy with pool operations and planting crews did an amazing job during these hot months.
- Cherokee Park had Kids Around the World take the equipment.
- Second Avenue will start this coming Monday with the fence being pulled.
- Turf repair at Golf Center of 12,000 square feet is complete and we anticipate a major turf renovation in 2017.
- Jr. Open had 30 golfers which is double from last year. So we were excited about this and hope it grows.
- A tree inventory with GPS is being worked on by staff.

Comments: President Rosedale asked about Kutchen & Willow tennis courts being resurfaced. Staff said yes the courts were seal coated and crack filled and look great.

### **C. BUSINESS OPERATIONS**

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

- Audit fieldwork went great and staff did an excellent job in getting everything done.
- The new Spectrum with full color is part of the new printing process. Gene did a great job in getting everything to the printer and the book looks great with less costs.
- Volunteers for Fall Fest are needed.
- Working on policy updates.
- Rectrac upgrade has been postponed as we are looking at options for software.

Comments: None

### **FINANCIAL REPORT**

Superintendent of Business Katie Skibbe presented the monthly financial report.

Commissioner Weber moved to accept the Financial Report for July 2016, subject to audit, and place a copy on file.

Commissioner Yates seconded the motion.

Discussion: None

Roll call: Commissioners: Weber, Aye; Haas, Aye; Rosedale, Aye; Yates, Aye; President Grady, Aye  
Motion Carried: 5-0

### **X. UNFINISHED BUSINESS**

### **XI. NEW BUSINESS**

**Agenda Item: 11 – None**

### **XII. CORRESPONDENCE:**

**Agenda Item: 12 – None**

### **XIII. COMMISSIONER COMMENTS:**

Commissioner Haas let everyone know of the Sunday Chippewa Pool Party and how great staff was for the Church Party that was there.

Commissioner Rosedale congratulated staff for a great summer and mentioned about the Izaak Walton Pig Roast.

Commissioner Weber thanked the Des Plaines Park District for all the best wishes on his new baby girl.

Commissioner Yates congrats to the Weber family.

Commissioner Grady congrats for a good summer with no incidents, and to Joe Weber.

### **XIV. EXECUTIVE SESSION;**

Discussion: None

### **XV. RETURN TO OPEN SESSION**

### **XVI. ADJOURNMENT**

A motion was made by Commissioner Haas to adjourn at 7:52p.m.

Commissioner Yates seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation  
Motion Carried.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary