

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
TUESDAY, JUNE 18, 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, Bill Yates, Don Rosedale and President Haas. In attendance were Executive Director, Don Miletic; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joe Weber; Operations Analyst, Jeanette Berard; Marketing and Assistant Superintendent of Golf Operations, Brian Panek.

Don Miletic stated the Commissioner Jim Grady would be 20 minutes late, arrived at 7:20pm.

Guests: Kathy Vana, Mike Guill

**OPEN PUBLIC HEARING**

Budget and Appropriation Ordinance

President Hass asked for a motion and second to Open the public Hearing on Budget and Appropriation Ordinance #19-04

Motion by Commissioner Yates

Second by Commissioner Rosedale

Discussion: None

All in Favor, Opposed

Ayes: 3 Nays: 0

Executive Director Miletic stated as required by state statute and the Park District Code, the Des Plaines Park District is required to adopt an Annual Budget and Appropriation Ordinance within the first quarter of each fiscal year starting on May 1 and ending on April 30. This ordinance authorizes the Des Plaines Park District to appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities incurred by the Des Plaines Park District.

Executive Director Miletic stated the Budget and Appropriation was prepared and passed in Tentative Form as Ordinance #19-01 on April 16, 2019 and was available for public inspection from April 17, 2019 thru June 18, 2019. The Public Hearing notice was published in the Des Plaines Journal and Topics Newspaper within the required timelines.

Executive Director Miletic read the budget summary:

Cash on Hand at May 1, 2019	\$24,623,116
Estimated Cash to be received from all sources through April 30, 2020	\$17,498,109
Estimated Expenditures through April 30, 2020	\$28,120,371
Projected Cash on Hand at April 30, 2020	\$14,000,854
Estimated amount of Real Estate Taxes to be received thru April 30, 2020	\$8,427,046

President Haas asked is there anyone in the audience who wishes to present testimony or ask questions in regard to the Des Plaines Park District Annual Budget and Appropriation Ordinance #19-04?

President Haas stated Official Board action on the Budget and Appropriation Ordinance #19-04 is scheduled under New Business as Item 9-A.

President Haas asked for a motion and second to close the Public Hearing on Budget and Appropriation Ordinance #19-04.

Motion by Commissioner Rosedale

Second by Commissioner Yates

Discussion: None

All in Favor, Opposed

Ayes: 3 Nays: 0

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

## **III. INTRODUCTIONS/PRESENTATIONS:**

**A. History Center:** Kathy Vana informed the Park Board that the History Center had a very successful “pies on the porch”. They sold all of the pies, and those who purchased the pies had to come inside to be out of the rain and she the Des Plaines Park District 100 year exhibit. Kathy was also interviewed by the Daily Herald about the exhibit. The summer program for ages 6-12. Next coffee talk is scheduled for July 11 about Queen Victoria and Ellie Carlson will come dressed as Queen Victoria, \$3.00 donation at the door. Book Discussion on July 17, reading Al Capone’s Beer Wars. Annual picnic is scheduled for Sunday August 18 from 1:00-3:00pm at the History Center. \$15 for adults, kids under 10 are free. Includes games, buffet and live folk music from the band White Mule.

President Haas stated the Des Plaines Park District 100 Year Anniversary Exhibit Coffee Talk was excellent and staff did a wonderful job on their pieces and presentation. Kathy stated the staff is excited the have Siobhan Heraty as a member of the History Center team.

**B. Senior Center:** Don Miletic informed the Park Board that the Senior Center had their Car Show over the weekend and raised \$1800. The Park District will pay in advance the cash contribution through December now. This has been done in the past to help with cash flow.

**C. Des Plaines Friends of the Parks:** Jeanette Berard informed the Park Board of the information listed on Agenda Item 3-C.

## **IV. COMMENTS FROM THE COMMUNITY:**

Mike Guill introduced himself as a member of the community living in Des Plaines the greater part of his life, and currently lives here with his soon to be family of 4. Works at Lawson Products, formally located in Des Plaines and is in charge of sales operations and management. He submitted an application for the Park Board vacancy and is looking to learn more about the Des Plaines Park District at tonight’s meeting.

## **V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

A. MINUTES –May 21, 2019

B. EXECUTIVE SESSION MINUTES–May 21, 2019

B.1 SPECIAL MEETING MINUTES– May 15, 2019

C. VOUCHER BILLS:

May 17, 2019                      \$ 241,529.53

May 31, 2019                      \$913,187.62

D. PAYROLL:

May 24, 2019                      \$ 184,782.60

June 7, 2019                      \$ 200,076.85

Commissioner Rosedale moved to approve the Consent Agenda as presented  
Seconded by Commissioner Yates.

Roll call: Commissioner Rosedale, Aye; Yates, Aye; President Haas, Aye.  
Motion carried 3-0.

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

Executive Director Miletic indicated the celebration for Sue Bear will be June 20<sup>th</sup> from 4:30pm-7:30pm. They will be having their annual mini golf event.

## **VII. MONTHLY REPORTS**

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

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

- Asked for the final count for commissioners for the 4<sup>th</sup> of July float.
- Congratulated Joe Weber on his new position as the Superintendent of Recreation and happy to have his support and ideas for improvements throughout the district.
- Thanked Barb Barrera for all of her IT support over the last few months, excited to have Jacob Vilches join at the IT Manager.
- Potawatomi Park Open Forum was a spirited interaction amongst those who live within the community. Sent out emails to those who attended, both in favor and against the park development. The email asked for feedback on the future park development and open space layout. Emails with photos of ideas were sent back to Don and he shared them with the board. At this time the district will be tabling topic and not going to push for an OSLAD grant at this time. The architectural design of the park and money spent for the rendering was not wasted and will be used for another park.
- We are looking at applying for an OSLAD grant for the Lake Park playground and Memorial Pavilion this year.
- We are looking at applying of a Park Grant with the State of Illinois for updates to Arndt Park as a whole. The construction would need to be completed within 3 years of receiving the funds and would only begin after the indoor pool was complete.
- The Blue Sky development will be going up, and the district will receive about \$100,000 in impact fees.
- Working with the City of Des Plaines to complete a video testimonial of the park district and this can help when applying for NRPA Gold Medal Agency.
- Assessing a plan for smoking in the parks as we prepare for the legalization of marijuana.
- Looking to cross train to provide Gene additional support with the Playbook.

Discussion: President Haas asked where Jacob comes from. Superintendent Barrera stated City of South Elgin. President Haas also stated that the Potawatomie Park Open Forum was interesting to learn about what that community would like the development to look like.

### **B. DEPUTY DIRECTOR:**

Executive Director Miletic reviewed items contained in Deputy Director Paul Cathey's written report as he was out of town, in addition to:

- Centennial Park construction update, making a lot of headway.
- Indoor Pool Project construction slightly behind schedule with the 23 days of rain in May.
- Chippewa Pool had a heater issue, and Mystic Waters has broken slides. Staff is doing their best to fix these issues.
- Robert and landscape maintenance is doing their best with him being new, the weather and being short staffed.

Discussion: President Haas stated that Centennial Park was coming along very nice and enjoys seeing the daily updates.

### **B.1 PARKS & PLANNING DEPARTMENT:**

Assistant Superintendent Brian Panek reviewed items for Golf Operations and Building Services contained in his written report, in addition to:

- Flight 191 was a great event with the help of Gene and Robert
- New Patrol Boat at Lake Park
- Clarke Aquatics did not see growth of weeds in Lake Opeka, this is the 3 year in the row, great for the yacht club.
- Dad & Me had 75 golfers and was extremely successful after moving over to the Golf Center.
- 2 new full time building services staff, Brian Thorne and Matt Nissler joined the team this month.
- Golf Center is up \$38,000 even with the rainy start to the season.
- Lake Park Family Day will be Sunday June 23 from 11:00am-2:00pm
- Hosted a post D62 Competitive Soccer League event with Chris Poole, and a lot of new families utilized the features including footgolf at Lake Park.

Discussion: President Haas asked what was on the schedule for Lake Park Family Day, Assistant Superintendent Panek explained the options.

### **B.2 RECREATION DEPARTMENT:**

Superintendent of Recreation Joe Weber reviewed items contained in his written report, in addition to:

- Looking forward to the next years to come to positively impact this community.
- Spent the last 5 days on boarding with staff, working or visiting the special events.
- Shared a list of upcoming events
- Shared a brief overview of each Recreation Supervisor's reports
- Met with Distinguished Agency and Video Testimonials
- Matt and Jennifer are working through current weather and mechanical pool challenges.

Discussion: None

### **C. BUSINESS DEPARTMENT**

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

- Working on completing Final Budget and after approval the follow up legal responsibilities.
- IT Manager Jacob Vilches began on Wednesday, will be meeting with Sean in the next few weeks for more training on our systems.
- Hired a Part Time IMRF front desk assistant who will work 3 days a week throughout the year. This will aide in assistance during the busy times.

Discussion: None

### **FINANCIAL REPORT**

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Grady moved to accept the Financial Report for May 21, 2019, subject to audit and placing a copy on file.

Seconded by Commissioner Yates

Discussion: None

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

Motion carried 4-0.

### **IX. UNFINISHED BUSINESS: PLCC Indoor Pool**

A. Executive Director Miletic reviewed Change Order Spreadsheet.

- \$70,000 savings in by ordering the Waterplay Equipment ourselves and not going through third party sales.
- There might be an increase in cost of a matching brick color. The cost is roughly \$5,000.
- Nicor is stating that we need a 4 inch gas line to be hooked to the new meter at the cost of \$48,000. Based on the information from the architect and construction manager we will not be purchasing that and will wait to see if the line current line will work with the new meter.

Superintendent Barrera reviewed Indoor Pool Project Costs Spreadsheet and balance.

Discussion: Asked if we would be storing the Waterplay equipment, Executive Director Miletic stated yes and it is at Oakwood at this time.

### **IX. NEW BUSINESS:**

#### **A. Action Item 9-A: Action Item 9 - A: Approval of 2019/2020 Budget and Appropriation Ordinance #19-04**

Superintendent Barrera reviewed the FY 2019/2020 Budget and Appropriation Updates.

- The tentative budget of about \$28,600,000.00 was lowered to the final budget of amount \$28,100,000.00.
- She reviewed the Capital Improvement Plan and projects like Centennial Park and the Indoor Pool Project who are between fiscal years.
- Looking at making updates to Mountain View ponds at about \$40,0000.00, Prairie Lakes Parking Lot Asphalt and more facilities that needs updates.

Commissioner Grady made the motion **“I move that the Board of Commissioners approve Ordinance 19-04, an ordinance adopting a budget and appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities for the General Corporate Fund purposes, for the Recreation Fund, for the Audit Fund, for the Tort Immunity Fund, for the Special Recreation Fund, for the Illinois Municipal Retirement Fund, for the Social Security Fund, for the Museum Fund, for the Debt Service Fund, for the Capital Improvement Fund, for the Mystic Waters Aquatic Fund, for the Lake Park Fund, for the Adventure Golf Fund, for the Golf Center Des Plaines Fund, of the Des Plaines Park District, Cook County, Illinois, for the fiscal year beginning May 1, 2019 and ending April 30,2020.”**

Seconded by Commissioner Rosedale

Discussion: Commissioner Grady asked if the paving of the PLCC parking lot was budgeted with the pool. Director Miletic started that the front lot only was budgeted separately from the pool budget.

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

Commissioner Rosedale made the motion **“I move that the Board of Commissioners approve the Capital Improvement Plan for Fiscal Year 2019/20 through Fiscal Year 2023/24.”**

Seconded by Commissioner Grady

Discussion: None

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

## **B. Agenda Item 9-B: Action Item 9 – B Approval of Prairie Lakes Community Center Asphalt Improvement Project**

Executive Director Miletic presented the bids for the asphalt repairs. Stated they would have spent a lot of money to parch all of the areas that needed it.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve the low bid, including the alternate from TAT Enterprises based in Kingston, IL for the PLCC Asphalt Improvement Project in the amount of \$114,735.00.”**

Seconded by Commissioner Yates.

Discussion: Commissioner Rosedale asked if construction traffic would be entering on the new pavement. Executive Director Miletic stated they would not and only enter off Algonquin Road.

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

**C. Agenda Item 9-C: Approval of Prairie Lakes Indoor Pool Change Order #2**

Executive Director Miletic presented the Change Order spreadsheet and additional costs listed on the memo

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve Change Order #2 in the amount of \$49,091.98”**

Seconded by Commissioner Yates.

Discussion: Commissioner Grady asked if the additional cost for spoils was removing more dirt. Executive Director Miletic stated they were and will do their best to keep it all on site.

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

**D. Agenda Item 9-D: Introduction of Comprehensive Master Plan Information Only**

Executive Director Miletic presented the following: At the Park Board Meeting, I will present each of you with a thumb drive and hard copy of the Master plan that can be reviewed on your computer at home. Please provide some feedback and input on the plan, if you feel some is needed. If you have ideas for the future, that we can incorporate, this is your time to do so. We feel it is a good plan without spending \$30,000 for an outside group to redo. It serves its purpose and we are proud of what the team has done to update it. If you have recommendations please email it to me and we will review and incorporate in the Master Plan. Final approval will be at the July 30 2019 board meeting.

Discussion: None

**Agenda Item 9-E: Approval of Environmental Plan & IPRA Environmental Report Card**

Operations Analyst Jeanette Berard presented Environmental Plan, Introduced the new Green Team and IPRA Environmental Report Card.

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve the Environmental Plan and IPRA Environmental Report Card.”**

Seconded by Commissioner Rosedale.

Discussion: Commissioner Grady asked if we have a tree inventory system, for location and type of tree. Executive Director Miletic stated yes that former Superintendent Guynn put the GIS system into place and has documented more than 700+ trees have been planted since 2014.

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

**X. CORRESPONDENCE:**

A. St. Andrews Lutheran School in Park Ridge

B. Optimists Club of Des Plaines \$500 Scholarship Donation & Thank you note for the pasta dinner

C. Flight 191 Thank you Card for NRPA

**XI. COMMISSIONER COMMENTS:**

**Commissioner Grady:** Welcome aboard Joe Weber. Summer is just starting to kick in and is a busy time.

**Commissioner Yates:** Asked the possible Golf Road Park Development with Cook County Forest Preserve and has there been any progress. Executive Director said none at this time. **Commissioner**

**Rosedale:** On Saturday June 15 the Isaac Walton hosted a river bed clean up with “Clean up Give Back” with 75 volunteers attended. This is a busy time of year, but he knows that everyone can handle it.

**President Haas:** Thanks to Jason Mata for quickly fixing the pool heating issue at Chippewa Pool. It has rained a lot but they are making up time at Centennial Park. Putt for the Pantry is schedule for Saturday August 10 from noon 4:00 p.m.

**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 8:48 p.m.

Seconded by Commissioner Rosedale.

All in favor 4-0.

Motion carried 4-0.

**XIII. RETURN TO OPEN SESSION:**

Commissioner Rosedale made a motion to close Executive Session and return to open session 9:42p.m.

Seconded by Commissioner Yates.

All in favor 4-0.

Motion carried 4-0.

**XIV. Commissioner Grady made a motion “I move that the Park Board of Commissioners release the above listed Executive Session minutes and destruction of the recordings.”**

Seconded by Commissioner Rosedale

All in favor 4-0.

Motion carried 4-0.

**XV. Commissioner Grady made a motion “I move that the Park Board of Commissioners destroy all executive session recordings that are 18 months or older.”**

Seconded by Commissioner Rosedale

All in favor 4-0.

Motion carried 4-0.

**XIV. ADJOURNMENT**

Commissioner Grady made a motion to adjourn the Park Board Meeting at 9:44 p.m.

Seconded by Commissioner Rosedale

All in favor 4-0.

Motion carried 4-0.

APPROVED \_\_\_\_\_

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President

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Secretary