

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday December 17, 2019**

I. CALL TO ORDER/ROLL CALL

Commissioner Jana Haas called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 6:57 p.m. Commissioners answering present to the roll call were, James Grady, Don Rosedale, Erin Doerr, William Yates and President Haas. In attendance were Executive Director, Don Miletic; Deputy Director, Paul Cathey; Superintendent of Parks & Planning, Paul Guza, Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joe Weber; Operations Analyst, Jeanette Berard.

Guests: None

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

A. History Center: None

B. Senior Center: Executive Director Miletic stated the annual Christmas Lunch is from 11:00a-2:00p on December 25, volunteers are welcome to help serve.

C. Des Plaines Friends of the Parks: Deputy Director Paul Cathey reviewed information in Agenda Item 3 – C. In addition to making \$1150.00 at Winter Wonderland. President Haas asked what the Friend’s next event is. Deputy Director Cathey stated Dance Idol for concession sales. Commissioner Doerr asked for a copy of the past recipient letter and application for the Dual Agency Scholarship.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES – November 19, 2019
- B. EXECUTIVE SESSION MINUTES – NONE
 - B.1 SPECIAL MEETING MINUTES– NONE
- C. VOUCHER BILLS:

November 15, 2019	\$3,042,021.42
November 27, 2019	\$ 240,715.11
- D. PAYROLL:

November 22, 2019	\$ 158,081.36
December 6, 2019	\$ 151,058.94

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

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0.

VI. M-NASR REPORT: Executive Director Miletic stated Executive Director of MNASR is doing well and is making some new changes; BS&A software was just installed. They are working to update the rental

agreement with the Morton Grove Park District for their shared space. He also provided balance sheets to the organizations the district supports, MNASR, Des Plaines History Center and Frisbee Senior Center.

Discussion: President Haas asked how the MNASR Executive Director creates her to do list. Executive Director Miletic stated the Board assigns goals, the Executive Director reviews and modifies and the Board reapproves.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Drafted procedures for the Theatre ticket sales for both park district programs and rentals. Dance Show on December 14, 2019 at 2:30pm had 335 tickets sold, only 312 seats available.
- Working towards an all-inclusive pool pass
- Arndt Park PARC Grant meeting for layout of the facility with Cordogan & Clarke, was very good hope to have a full concept before the end of the year.
- Passed out tentative results from the email Pool Survey.
- Talked with the Grant Administrator from the IDNR, stated the project was competitive and to break it apart. The PARC grant would consist of fieldhouse, pool, and parking lot. The OSLAD Grant available in spring for playground, shelters, walking path, exercise, free game court.
- Funds are low for the PARC grant, hoping to see the state add more based on the number of projects submitted.
- Lake Park Shoreline still looking for additional funds.
- Completed a DISC assessment for administration, looking to incorporate within other departments.
- Spring Spectrum and Playbook with focus primarily on the new pool.

Discussion: Commissioner Grady asked if there were primary design for the Arndt Park, Executive Director said they are in the beginning stages and will forward when documents become available.

B. DEPUTY DIRECTOR:

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

- The Golf Center Des Plaines stairs are anticipated to be finished by the end of December 2019 south stairs are complete.
- Held a Customer Service Committee meeting looking to update the manual in the coming months.

Discussion: None

B.1 PARKS & PLANNING DEPARTMENT:

Superintendent Paul Guza reviewed items for Park and Planning contained in his written report, in addition to:

- Ed Kelley is back in the office, while he was out Paul was able to learn a lot about his position.
- Due to lack of snow staff were able to clean up and prepare all flower beds for next season, they will now be ahead of the game come spring 2020.
- All Ball Diamonds are updated.
- Greenhouse Flooring is being installed.
- Working to create a Preventative Maintenance Plan.
- Working with waste management and how the overall district can improve on recycling.

Discussion: None

B.2 RECREATION DEPARTMENT:

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

- Recent Events; Thanksgivings, Polar Express, Dance Show Tis' the Season and Winter Wonderland.
- Winter Wonderland had a great turn out, staff worked really well together and the community organizations all came together to help.
- Hosting Iroquois Intersession at the Prairie Lakes Community Center.
- Working with the police department to host a 5k from Maine West to Lake Opeka, more details still be finalized.
- Provided Staff updates on each department.

Discussion: Commissioner Grady asked if the Distinguished Agency was in the paper and if we will receive a plaque. Executive Director Miletic stated yes we were in the paper and will receive the plaque at IAPD/IPRA Conference luncheon on January 25, 2020. President Haas asked how many participants attended Winter Wonderland and that the cross marketing for events and community organizations were great. Superintendent Weber stated there were 593 paid participants 10 % up from last year. Commissioner Doerr stated that she had a library contact who would want to be a part of the even next year.

C. BUSINESS DEPARTMENT

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

- Completing the remaining legal fillings.
- Budget Cycle is now open.
- Bond Sales officially closed on December 5, 2019.
- Renewed current Electricity Contract after having an RFP. Received discount incentives and reduced rates for resigning.
- Phase 1 of the server upgrade is complete, Phase 2 will begin in January 2020.
- HR & Risk Manager working on benefit renewal for April 1 2020.
- Business staff has been attending a wide range of trainings.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Rosedale **moved to accept the Financial Report for December 17, 2019 subject to audit and placing a copy on file.**

Seconded by Commissioner Grady

Discussion: Commissioner Grady asked if the new pool would be on its own server and if there would be swipe card access into the pool deck. Superintendent Barrera stated the server will be upgraded and additional installation features will help increase speed at Prairie Lakes. The main server will still be at the Leisure Center. Executive Director Miletic stated the swipe card access for the pool will be a future goal. Patrons will scan in at the pool desk front counter and be buzzed in.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0

IX. UNFINISHED BUSINESS: PLCC Indoor Pool

Executive Director Miletic reviewed the Indoor Pool Project Costs Spreadsheet and:

Track windows will not need to be replaced the tinted film can come off

Cement fiber board on south area had a slight issue with placement, fixed and received a credit from the construction company.

Discussion: None

IX. NEW BUSINESS:

A. Agenda Item 9-A: Approval of Proposed Outdoor Pool Season Rates & Daily Fee Increases for 2020

Superintendent Weber reviewed the information in Agenda Item 9-A for the needed increases due to minimum wage. Executive Director stated that we are looking at increases across the board for all revenue sources primarily due to minimum wage increases that are expected.

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the 2020 Outdoor Pool Season Rates and Daily Fees as presented.”**

Seconded by Commissioner Doerr

Discussion: President Haas stated the increase are not surprising based on the mandatory minimum wage increases; we need to be able to pay for the quality of staff to maintain the appropriate safety throughout the district. Commissioner Doerr asked how often the rates are increased. Executive Director Miletic stated every other year, based on minimum wage increasing a \$1.00 each year, the fees will need to be adjusted annually at a minimum of \$0.50. Commissioner Grady stated the district should be prepared public relation wise to provide more clarification to the general public about the impact in minimum wage.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0

B. Agenda Item 9-B: Approval of Proposed Rental Fee Increases for 2020

Superintendent Barrera reviewed the information in Agenda Item 9-B and stated the rates have not been updated since January 2018. The set up fees were revamped to account for the number of people, set up and clean up. These have not been adjusted since 2015. Increases in fees are \$4.00-\$5.00/ hour or \$8.00/day. All fee increases look at the cost of operation. Large increase at the Leisure Center in total rental revenue with Good New Church on Sundays.

Commissioner Rosedale made the motion **I move that the Park Board of Commissioners approve the proposed rental fees as presented, effective January 1, 2020.”**

Seconded by Commissioner Grady

Discussion: Commissioner Grady asked if we were able to rent the Climbing Wall, staff will be looking into this with PDRMA. Commissioner Haas asked if we pay ComEd for the Garden Plots, Executive Director Miletic stated no and we are not in a contract, ComEd approves us to use the land and we maintain the property.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0

C. Agenda Item 9-C: Approval of Proposed Fitness Membership Fee Increases for 2020

Superintendent Weber reviewed the information in Agenda Item 9-C including the revamping of the current racquetball and locker rooms pass to Gym and Court pass, to account for pickle ball members.

Commissioner Doerr made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the 2020 Prairie Lakes Fitness, Prairie Lakes Gym & Court & ALC Health Club Membership Fees as presented.”**

Seconded by Commissioner Yates

Discussion: Commissioner Doerr asked when the rates would go into effect. Superintendent Weber stated May 1, 2020. Commissioner Haas stated to market signing up early or extending current memberships to save money. Executive Director Miletic stated they want to have flexibility to do incentives and discount based on the current Golf Center Model.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0

Staff also reviewed tentative information about global park district indoor pool/ fitness pass and all access outdoor /indoor pool pass. Commissioner Rosedale asked if the passes will expire. Superintendent Weber stated these will including rolling rates and based on when you sign up or what type of pass. Commissioner Grady wants to make sure pass fees and projected user visits are analyzed. President Haas wants the value to be assigned correctly to the produced members will receive with the new pool. Staff stated this information will be included in the final proposed fees and pass options at the next board meeting. The new pool and pass information will be in Spring & Summer Spectrum and available at the facilities.

D. Agenda Item 9-D: Approval of Approval of proposed Golf Fee Increases for 2020

Deputy Director Cathey reviewed the information in Agenda Item 9-D stating we would not raise Golf Center rates until 2021 since the fees were increased this year. All other fees will increase 10% or less.

Commissioner Rosedale made the motion **“I move that the Park Board of Commissioners approve the proposed golf fees as presented, effective January 1, 2020.”**

Seconded by Commissioner Grady

Discussion: President Haas if paddle boats and kayaks were doing well. Deputy Director stated yes but we can always do more. Patrons enjoyed the new two person kayak.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0

E. Agenda Item 9-E: Approval of Proposed Theatre Rental Fee Increases for 2020

Superintendent Weber reviewed the information in Agenda Item 9-E in addition to Category B refers to the companies in Des Plaines who receive in district rates and Category C (the majority of the users) and who pay the out of district rate.

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the 2020 Prairie Lakes Theatre Rental Fees as presented.”**
Seconded by Commissioner Rosedale

Discussion: President Haas asked the last time the fees were adjusted and if the theatre was booked through the rest of the year. Executive Director Miletic 4-5 years and yes the theatre is booked. Commissioner Grady stated there always seem to be new shows and what the set up for each shows looks like for park district staff. Deputy Director Cathey stated the cleaning company cleans each night, the show picks up after themselves and the park district staff paints the stage and completes routine maintenance/cleaning. Commissioner Rosedale asked to check on the shows occupancy. Commissioner Doerr asked when the rates would increase, Superintendent Weber stated when they renew the contract.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0

F. Agenda Item 9-F: Approval of PARC-3 Resolution of Authorization of Arndt Aquatic and Recreation Facility

Executive Director reviewed the information in Agenda Item 9-E.

Commissioner Grady made the motion **“I move that the Park Board of Commissioners of the Des Plaines Park District adopt PARC-3 Resolution of Authorization as presented.”**

Seconded by Commissioner Rosedale
Discussion: None

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye.
Motion carried 5-0

X. CORRESPONDENCE:

A. Sisters of Holy Family of Nazareth

Discussion: None

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Christmas Lodge was a very nice time, great atmosphere and to network. Koko participated in the Dance Show and it was great to see the family bonds created. Great teamwork on Winter Wonderland with staff and the community. Merry Christmas and Happy New Year!

Commissioner Grady: The party was fun, left early and did not get out to the dance floor. Holiday lights at Prairie Lakes are really nice. Good Health to everyone!

Commissioner Yates: Safe and healthy New Years. We have wonderful staff and employees. Everyone knows what jobs need to be done.

Commissioner Rosedale: Christmas Lodge looked great. Dance Show was really nice. Merry Christmas and Happy Holidays. In the New Year 2020 we will continue to excel.

President Haas: Seconded on to Commissioner Yates’s comments. Thank you for 20 years of service award ceremony for Don and Bill. Merry Christmas!

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 8:25 p.m.

Seconded by Commissioner Rosedale.

All in favor 5-0.

Motion carried 5-0.

III. RETURN TO OPEN SESSION:

Commissioner Grady made a motion to close Executive Session and return to open session at 8:51p.m.

Seconded by Commissioner Rosedale

All in favor 5-0.

Motion carried 5-0.

A. Agenda Item 13 – A Approval of Release of Executive Session Minutes

Executive Director Miletic reviewed the items in closed session and the following minutes were discussed to be released and no longer needed confidentiality.

October 19, 2010	Sale of Real Estate/Personnel (Partial Release)
July 17, 2012	Sale or Lease of Real Estate
November 27, 2012	Sale/Lease of Real Estate/Review Closed Session Minutes
April 16, 2013	Personnel/Review of Closed Session Minutes (Partial Release)
June 18, 2013	Personnel/Lease of Property/Land Acquisition
July 16, 2013	Personnel/Lease of Property/Land Acquisition
December 16, 2014	Personnel/Lease of Property/Land Acquisition
January 20, 2015	Personnel/Lease of Property/Land Acquisition
August 18, 2015	Personnel/Lease of Property/Land Acquisition
September 22, 2015	Personnel/Lease of Property/Land Acquisition
October 20, 2015	Personnel/Lease of Property/Land Acquisition
December 15, 2015	Personnel
January 19, 2016	Personnel
May 17, 2016	Personnel/Land Acquisition
December 20, 2016	Land Acquisition/Potential Litigation/ Review Closed Session Minutes
October 15, 2019	Board Directives/Personnel/Litigation (Partial Release)

Commissioner Grady made the 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

Discussion: None

All in favor 5-0.

Motion carried 5-0.

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

Seconded by Commissioner Rosedale
Discussion: None

All in favor 5-0.
Motion carried 5-0.

XIV. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 8:52 p.m.

Seconded by Commissioner Doerr

All in favor 5-0.
Motion carried 5-0.

APPROVED _____

President

Secretary