

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
Tuesday February 18, 2020**

**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 7:01 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; Operations Analyst, Jeanette Berard; HR & Risk Manager Nicole McNulty. Superintendent of Recreation, Joe Weber was absent.

Guests: None

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

**III. INTRODUCTIONS/PRESENTATIONS:**

**A. History Center:** None

**B. Senior Center:** None

**C. Des Plaines Friends of the Parks:** Deputy Director Paul Cathey reviewed information in Agenda Item 3 – C. In addition to making \$944.00 at Dance Idol. The Friends of the Parks Board has two board vacancy positions, Aris and David two volunteers will be filling out board member applications. The board also approved \$3,000 for the 2020 fiscal year for PowerPlay! scholarships.

**IV. COMMENTS FROM THE COMMUNITY: None**

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

A. MINUTES – January 21, 2020

B. EXECUTIVE SESSION MINUTES – NONE

B.1 SPECIAL MEETING MINUTES– NONE

C. VOUCHER BILLS:

January 10, 2020	\$ 456,735.66
January 23, 2020	\$ 564,321.80
February 7, 2020	\$ 206,248.24

D. PAYROLL:

January 17, 2020	\$ 148,293.92
January 31, 2020	\$ 161,510.20

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

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 the Liponi Event will be held on Saturday March 7, 2020.

## **VII. MONTHLY REPORTS**

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

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

- Happy Birthday Nicole!
- Indoor Pool Grand Openings: VIP Soft Opening & Ribbon Cutting will be held at 6:15p-8:30p on Wednesday July 8. The Grand Opening will be held on Saturday 18<sup>th</sup>.
- Barb is doing an excellent job on budget and budget meetings with departments.
- Playbook was completed and sent out early to residents, all should have received it in the mail.
- Submitted an MWRD grant for the Lake Park Shoreline for \$1.2 million.
- Dance Idol was amazing a great team effort and Daddy Daughter event was great too.
- February 26, 6:15p at Prairie Lakes we will hold a Public Forum for Bluett Park
- Starting to hire for summer staffing and provide our job postings to Chamber Members.
- Print Advertisement is being evaluated with Recreation and Golf departments.
- Spoke with Links Technology to discuss the features of adding an Des Plaines Park District APP, this would allow a dashboard for all park district information to be accessible on patron phones. It would also include a push notification feature to communicate updates, events, deals, etc.
- Scholarship program is now detailed out between DPFOTP and DPPD. A better partnership and more detail is coming from this area.

Discussion: Commissioner Grady asked when the equipment at Bluett Park was installed. Deputy Director Cathey stated it was installed in 2002. President Haas asked when we would find out if the MWRD or PARC grants would be announced, Executive Director stated we do not know, they release that information when they have completed the evaluation process.

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

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

- Adding Free Game Court to Bluett Park would help in preparing an ice skating rink.
- Cumberland Terrace Bridge has been selected and they are in the design process. The next step is permitting from IDNR and MWRD. Planning to go out to bid late March early April. Construction to start in August.
- Prairie Lakes parking lot bid will be presented at the next board meeting with construction completed in May.
- Working on design/plan with Cordogan & Clark for: Leisure Center roof with a solar panel component and Prairie Lakes Fitness Center expansion.
- Golf Center is up \$135,118.33 for pre-paid cards over 2019.
- Westfield Gardens is the other park to be renovated in 2020.
- Dance Idol and the Royal Ball were both very successful events.

Discussion: Commissioner Grady asked what the surface of the Free Game Court and how it would drain the ice. Deputy Director Cathey stated concrete with, 1% pitch and drainage pipes. Commissioner Grady said during the Public Forum to ask the neighborhood if they want the Free Game Court. Executive Director stated they will be having a slide show during the Public Forum to show the potential features. President Haas stated there is a possibility to have 3 Free Game Courts (Seminole Park, Arndt – if PARC Grant approved, and Bluett Park). Commissioner Rosedale stated the basketball backboard at Teton Park is in need of repair. Deputy Director Cathey stated they are aware and is on the Capital Improvement Plan and they are working to get to it.

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

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

- Dance Idol was a huge team effort that included the setup, day of and cleanup.
- Keeping up with snow removal.
- Tree Pruning will begin at the north end of town.
- Servicing equipment before Spring.
- Greenhouse flooring is being installed.
- Lake Park Clubhouse carpet is being installed.
- Prairie Lakes Shower hot water line will be installed soon, work will be completed overnight to not disrupt service.
- Working to create a Preventative Maintenance Plan for all buildings.

Discussion: Commissioner Grady asked where the underground storage tank is located at Lake Park, how much it holds and how long it has been there. Superintendent Guza stated on the South end of the Lake Near the maintenance garage and 1000 gallons. Deputy Director Cathey stated the tank has been there longer than he has been at the district.

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

Deputy Director Paul Cathey reviewed items contained in Superintendent of Recreation Joe Weber's written report, in addition to:

- Working on budgets with all staff
- Athletic Affiliate meeting is scheduled for March 3 at 7:15p at Prairie Lakes
- Looking to update hours at Prairie Lakes, increase in time and will follow a year round schedule.
- Working with the police department and Maine West to plan for the Dash 5k, more details still be finalized. This update will help the police department with closing intersections.
- Continuing to work on the Live at the Lake concert series update. Updates to name, bands and Lake Park Clubhouse interior/exterior.

Discussion: Commissioner Doerr asked if the former Dash was the one that lead into the Taste of Des Plaines. Executive Director Miletic stated yes. President Haas stated the update to Prairie Lakes hours will give max programming potential for the new pool.

## **C. BUSINESS DEPARTMENT**

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

- Sent in 2020 Exempt Property Affidavit.
- Completing all department budget meetings.
- Payee Positive Pay is live.
- Jacob has been updating technology features; Phase 1 of the server upgrade is complete, Phase 2 email and email security is complete, updated Backup Drive.
- Nicole working on benefit renewal for April 1 2020 and interviewing for the Aquatics Supervisor position.
- Met with Gosia and VSI at conference to discuss/plan membership pass options for the new pool

Discussion: Commissioner Grady asked the number of servers and if the enterprise buildings have their own. Superintendent Barrera stated the main server is at the Leisure Center and sends the information to the other buildings. They have recently increased the speed for Prairie Lakes in preparation with the new pool. The next step would be to have a fiber connection for both Prairie Lakes and Golf Center. Jacob is working to get a quote from WOW and Comcast for the cost of this expensive upgrade along with discount incentives and reduced rates for being a new customer or resigning. The current Comcast contract is in its final year.

## **FINANCIAL REPORT**

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Rosedale **moved to accept the Financial Report for February 18, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Yates

Discussion: None

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

Motion carried 5-0

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

Executive Director Miletic reviewed the Indoor Pool Project Costs Spreadsheet and: Change Orders will continue to be presented at upcoming board meetings. These changes are part of the construction process and the contingency budget provides the ability to have the funds for them.

Discussion: None

## **IX. NEW BUSINESS:**

### **A. Agenda Item 9-A: Approval of Prairie Lakes Indoor Pool Change Order #5**

Executive Director Miletic reviewed the information in Agenda Item 9-A.

Commissioner Yates made the motion **“I move the Park Board of Commissioners approve Change Order #5 in the amount of \$4,534.60 to Jack Frost Ironworks, Inc.”**

Seconded by Commissioner Grady

Discussion: None

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 Prairie Lakes Indoor Pool Change Order #6**

Executive Director Miletic reviewed the information in Agenda Item 9-B and explained this Change Order was an IDPH requirement.

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve Change Order #6 in the amount of \$9,045 to Stuckey Construction Company.”**

Seconded by Commissioner Doerr

Discussion: None

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**

HR & Risk Manager Nicole McNulty reviewed the information in Agenda Item 9-C.

Commissioner Rosedale made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the revisions to the 2020 Employee Handbook as presented.”**

Seconded by Commissioner Grady

Discussion: None

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

**X. CORRESPONDENCE:**

- A. Self Help Food Pantry
- B. St. Emily's School
- C. OSLAD Lake Park Renovations Award Letter
- D. OSLAD Centennial Park Expansion Award Letter
- E. Journal Article Arndt Aquatic & Recreation Facility- PARC Grant Submission
- F. Dance IDOL Thank you for Technology Setup

**XI. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Nice at time at conference meeting and networking with other park districts. Had a great time. Attended Legislative Breakfast with Don. Attended Dance Idol amazing event, people were happy and having a great time, loved seeing Prairie Lakes that packed. Happy February!

**Commissioner Grady:** At the Elks Club over heard people talking about how great Dance Idol was. Visited Lake Opeka on Sunday, looked beautiful at sunset, with lots of people in the park. That is a great facility.

**Commissioner Yates:** Very fortunate with the weather not many snow storms, very lucky.

**Commissioner Rosedale:** Wild Game Dinner this Thursday at Izaak Walton, thanks to DPPD staff for coming. Thank you Don for helping to transport food for the Kiwanis Food Fight.

**President Haas:** Staff's plates are full juggling it all. Thankful to have all in charge and appreciate all you do. Dance Idol was very busy. We continue to grow our big events because we run them successfully. Brilliant plan with the Lake Park Clubhouse and summer music series.

**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 8:13 p.m.

Seconded by Commissioner Doerr

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 9:42 p.m.

Seconded by Commissioner Rosedale

All in favor 5-0.

Motion carried 5-0.

#### **A. Agenda Item 13 – A Approval of Positions & Title Grades & Salary Structure 2020/21**

Executive Director Miletic reviewed the items in Agenda Item 13-A from closed session.

Commissioner Rosedale made the motion **“I move that the Park Board of Commissioners approve the Position Titles & Grades 2020/21.”**

Seconded by Commissioner Doerr

Discussion: In Executive Session.

All in favor 5-0.

Motion carried 5-0.

Commissioner Rosedale made the motion **“I move that the Park Board of Commissioners approve the Salary Structure 2020/21.”**

Seconded by Commissioner Grady

Discussion: In Executive Session.

All in favor 5-0.

Motion carried 5-0.

#### **B. Agenda Item 13 – B Approval of Salary Administration 2020/21**

Executive Director Miletic reviewed the items in Agenda Item 13-B from closed session.

Commissioner Grady made the motion **“I move that the Park Board of Commissioners approve the Salary Administration 2020/21.”**

Seconded by Commissioner Doerr

Discussion: In Executive Session.

All in favor 5-0.

Motion carried 5-0.

#### **C. Agenda Item 13 – C Approval of Health, Dental, Vision & Life Insurance Renewal**

Executive Director Miletic reviewed the items in Agenda Item 13-C from closed session.

Commissioner Rosedale made the motion **“I move that the Park Board of Commissioners approve the Health, Dental, Vision and Life Insurance Renewal.”**

Seconded by Commissioner Grady

Discussion: In Executive Session.

All in favor 5-0.

Motion carried 5-0.

#### **XIV. ADJOURNMENT**

Commissioner Grady made a motion to adjourn the Park Board Meeting at 9:48 p.m.

Seconded by Commissioner Yates

All in favor 5-0.

Motion carried 5-0.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary