

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday January 19, 2021**

I. CALL TO ORDER/ROLL CALL

President James Grady called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 7:00 p.m. Commissioners answering present to the roll call were, Erin Doerr, and Donald Rosedale and Jana Haas. Commissioner Yates was absent. In attendance were Executive Director Donald Miletic and Project Manager, Jeanette Berard. In attendance via ZOOM Virtual Platform Deputy Director, Paul Cathey; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber and Superintendent of Parks & Planning, Paul Guza.

Guests: Faraz Khan via ZOOM Virtual Platform

A. BINA PUBLIC HEARING:

The Bond Issue Notification Act requires the Des Plaines Park District to hold a public Hearing to receive public comments on the proposal to sell bonds in an aggregate amount not to exceed \$3,000,000.

Action to Open the Public Hearing

Commissioner Haas moved to open the Public Hearing.
Commissioner Rosedale seconded the motion.

All in Favor, Opposed

Ayes: 4 Nays: 0 Absent: 1

The Board of Park Commissioners of the Des Plaines Park District, Cook County, Illinois, will hold a public hearing on January 19, 2021 at 7:00 p.m. The hearing will be held at the David L. Markworth Board Room at the Administrative and Leisure Center located at 2222 Birch Street, Des Plaines, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds, in one or more series, in an aggregate amount not to exceed \$3,000,000 for the purpose of providing for real estate acquisition and capital improvements to and maintenance of park district facilities including but not limited to renovation of various park facilities, the purchase of equipment and buildings, and paying any necessary costs of issuance and expenses incident thereto.

Community members may also submit comments or participate in the hearing virtually through ZOOM. Please contact Jeanette.berard@dpparks.org for access to the ZOOM Meeting Link.

Dated December 29, 2020.

Action to Close the Public Hearing

Commissioner Rosedale moved to open the Public Hearing.
Commissioner Haas seconded the motion.

All in Favor, Opposed

Ayes: 4 Nays: 0 Absent: 1

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

A. History Center: Executive Director Donald Miletic reviewed the information in Agenda 3 – A

B. Senior Center: Executive Director Donald Miletic reviewed the information in Agenda 3 – B

- Paul Cathey will replace Donald Miletic on the Senior Center Board for 2021

Des Plaines Friends of the Parks: Superintendent of Recreation Joseph Weber reviewed the information in Agenda 3 - C

- **OFFICER ELECTION NOTICE**

January 15th, 2021

Notice is hereby given that the Des Plaines Friends of the Parks will be having an open election of the following officer positions at their February Board meeting: Vice President and Treasurer. Any member of the general public is eligible to run for either officer position. If you would like to be considered for election you must give notice to the Friends of the Parks Secretary one of the following ways: calling 847-391-5089; emailing friends@desplainesfriendsoftheparks.org; or by going in-person to 2222 Birch Street, Des Plaines (Des Plaines Leisure Center) and dropping off written notification of your intentions. You will need to clearly state which office you wish to run for as well as providing your name, current address, phone number, and email address. All signups for running must be in by 5 p.m. Friday January 29th. Any further questions can be directed to the contact info above.

Discussion: President Grady asked if a new store was added to the Senior Center Complex. Executive Director Miletic stated not that he is aware of. Commissioner Rosedale asked if there was any information about the new owners of House of Szechwan. Executive Director Miletic stated they have signed a 5 year lease. Commissioner Doerr asked if the Des Plaines Friends of the Park are posting about the openings on their park board. Superintendent Weber noted that is posted on their website and social media and in our Spectrum Guide.

IV. COMMENTS FROM THE COMMUNITY: None

If you have comments for the community, you can send them to Jeanette.Berard@DPParks.org, or call in at 7:00pm at 847-390-4910

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

A. MINUTES – December 15, 2021

B. EXECUTIVE SESSION MINUTES – December 15, 2021

B.1 SPECIAL MEETING MINUTES– None

C. VOUCHER BILLS:

December 11, 2020	\$351,182.49
December 24, 2020	\$538,174.12

D. PAYROLL:

December 18, 2020	\$136,010.49
December 31, 2020	\$134,954.71

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.
Motion carried 4-0-1.

VI. M-NASR REPORT: Executive Director Donald Miletic stated;

- Looking to find ways to work with participants one on one, currently only holding virtual classes.
- Superintendent Weber will be working with MNASR to plan for summer 2021.

Discussion: President Grady noted how challenging it must be for those participants to only be allowed to meet virtually and not in person.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Donald Miletic reviewed the items in Agenda 7 – A including;

- We have moved into Tier 2 as of yesterday, Superintendent Weber will provide more information during his time.
- Congratulations on the Chili Open. We had 103 attendees. Great article written in the Journal.
- Sent a letter to MWRD about the disconnection of the storm water pipe at Lake Park. We are asking for an extension from the August 21, 2021 date, based on the status of the Build Illinois Bond Funding on hold. May need additional help from the City of Des Plaines.
- Budget cycle has begun, looking to add a Part-time IMRF horticulturist back on staff to help with the landscape maintenance crew work load.
- We did not renew IPRA memberships for this year or will we be attending the annual conference to save on expenditures. We do have access to NRPA and their online training platform so staff can maintain continuing education credits.
- Playbook will have a redesign and reduction of pages for Summer 2021. We are looking to encourage our residents to use DPParks Mobile App, register online or pick up a full sized Spectrum. The Recreation and Golf Departments are very excited to be working on this new design.
- Website will also be updated as it is very cumbersome to the user. With the creation of the App we were able to fix the long standing issues with WebTrac.
- Completed our grant filing with IDNR for this quarter.
- The BeActive! Campaign will be replaced with “Connecting People, Neighborhoods and Communities” and will debut this summer.
- Garden Plots registration has opened for returning renters.
- IMRF Book has been completed, each of you have a copy to reference.
- Scholarship program opened January 1, 2021.

Discussion: None

A.1 REVENUE FACILITIES

Superintendent Brian Panek reviewed the items in Agenda Item 7-A.1 including;

- The Chili Open was a great outdoor event. Club Casa was able to open and provide lunch outside for those attending.
- The Golf Center had another successful month and continues to make more revenue than the previous year.
- Was previously operating at 50% capacity . Moved to 100% when we moved into Tier 3 on yesterday 1/18 at 4:00pm.
- Club Casa is currently closed, looking to have them reopen at 25% in the next few weeks.
- Looking to change the current tee time provider GolfTrac to Lightspeed to provide a better service to both patrons and staff.
- New Heaters have been installed on floors 1 & 2, they make a large difference in the cold weather.

- Continuing to monitor Nilco at both the Golf Center and Lake Park, there contract expires October 31, 2021.
- Planning to open Mountain View and Lake Park earlier this year, getting a jump start on promotional material and seasonal hiring.
- Building Services are working on finishing up projects at Prairie Lakes.

Discussion: Commissioner Haas asked if a 15 year old can work at the Golf Center. Superintendent Panek stated you have to be at least 16 years old. Superintendent Weber stated you can apply to be a Lifeguard or Swim Instructor at the age of 15.

B. DEPUTY DIRECTOR:

Deputy Director Paul Cathey reviewed the items in Agenda Item 7-B including;

- A lot of communication has been going on with the updates to Tier 2. Staff has been working through all of the changes and these will continue to come in the next few weeks.
- The puddles have been installed at the Splash Pad, two work great, one needs sequencing adjustment.
- Fencing at the Prairie Lakes Aquatic Center have arrived, we are still waiting on the contractors to install.
- Reviewing the construction documents with JSD for Lake Park Playground renovation. All looks to be good, needed to make an adjustment on the splash pad, will have one less feature due to the size of the current water line. Submitted these documents to the City of Des Plaines for permitting. This project will be going out to bid in February.
- Gathering quotes for the tennis court repairs and pathways. Will be renovating Kutchen Park this fiscal year. Will be looking to install a pathway from Thacker to the Aquatic Center so patrons do not walk in the main entrance drive.
- Working on Capital Budget Planning and park renovations.
- Spectrum Process and Playbook scheduling will be seeing updates for Summer 2021.
- Looking to schedule a one week closing of the Prairie Lakes Aquatic Center in July or August for the annual maintenance and cleaning.
- Updating the Environmental Committee, Policy and Plan.

Discussion: Commissioner Doerr asked for clarification on the American Red Cross Agreement. Superintendent Weber noted that we completed a Request for Proposal for our current lifeguard certification company. We will be saving on average \$5,000 per year by working with this American Red Cross, while still providing a superior product to the public.

B.1 PARKS & PLANNING DEPARTMENT:

Superintendent of Park & Planning Paul Guza reviewed the items in Agenda Item 7-B.1 including;

- We are prepared for snow removal with rock salt, plows, snow blowers, and route planning. Completed a snow tour with staff.
- Working on opening the ice rinks, with the warmer weather it has been challenging, but everything should be ready by the end of the week.
- With the warmer weather have been able to continue working on fall shrub work, taking down of the holiday lights and servicing the vehicles in the fleet.
- Working with Supervisors on budgets and planning a schedule for projects to complete throughout this next year.
- Working on the Operational Manuals for departments.
- Explanation of the maintenance work to be completed with the Prairie Lakes Aquatic Center shut down.

- We had to order more N95 masks, but now are in good stock with all COVID-19 supplies.

Discussion: None

B.2 RECREATION DEPARTMENT:

Superintendent of Recreation Joseph Weber reviewed the items in Agenda Item 7-B.2 including;

- We have been very busy working on operation updates and communications to our members in relation to Tier 2 guidelines. This process takes time in going through and understanding the language of the guidelines. It also takes a lot of teamwork to reopen programs and facilities, including adjustments to previously entered RecTrac information. Thank you to all departments for your help!
- Winter class registration begins on January 20 with classes starting within the next 2 weeks or less.
- Reservations will continue for members, however we can increase the number of spaces available.
- Lap Lane Reservations will reduce with the inclusion of aquatic programming. This information will be communicated to all members who have been use to the lap lane schedule during Tier 3.
- We continue to communicate changes of programming through the website, social media, email and DPParks App.
- Creative Corners Preschool continues to be in session, no changes.
- School of Dance was able to go back in person today 1/19 one day after moving into Tier 2.
- Indoor Pickleball will reopen on 1/22.
- Dr. Pepper Snapple has removed all equipment form our facilities and PepsiCo is finishing up their distributions to our facilities.

Discussion: President Grady asked how many people can swim in a lap lane at one time. Superintendent Weber stated 2 people is the maximum and is one of the updates we have made in Tier 2. Commissioner Haas stated that it was very impressive that we could service over 700 reservations each week for aquatic center swimmers. She asked how many of these swimmers were former YMCA members. Superintendent Weber stated he will have the front desk staff ask to gain that information from members. Commissioner Doerr asked about the Fall Fest planning meeting and if we plan to work with the Des Plaines Police Department and new chief this year? Executive Director Miletic stated they will have a few officers on duty during Fall Fest, but we would hire an external company to run security.

C. BUSINESS DEPARTMENT

Superintendent Barbara Barrera reviewed the items in Agenda Item 7-C including:

- Completing annual and quarterly reporting for payroll.
- Completed AiM invoicing with Nicki and Nancy.
- Finished up on Spring Spectrum input, and now working towards Summer Spectrum. With the timeline adjusted, Nicki has been cross trained to run payroll while Julie is inputting.
- Next budget season has started, departments have begun submitting information with individual meetings scheduled for the future weeks.
- Working with Tier 2 Mitigations for the opening of facilities and programs with RecTrac.
- Vanessa Torres that new HR Coordinator started and has been training and streamlining the hiring process with Nicki.
- Jacob is continuing to work on software upgrades and has started work on research and development for the TEEUP upgrade.
- Working on AT&T billing resolutions.
- Completed the PDRMA property appraisal over the last few weeks. Renewal will be hiring and insurance rates have gone up with the number of natural disasters across the country this year.

Discussion: None

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Doerr **moved to accept the Financial Report for December 15, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Rosedale.

Discussion: Commissioner Rosedale ask if the new COVID relief plan would continue to raise the minimum wage in a faster timeline. Superintendent Barrera noted we are tracking this information and will no more soon. Executive Director Miletic stated the current rate is \$11.00 per hour as of January 1, 2021. This is why we have planned for fee increases each year to cover this additional cost.

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.
Motion carried 4-0-1

IX. UNFINISHED BUSINESS:

A. Prairie Lakes Aquatic Center

Executive Director Donald Miletic reviewed the Indoor Pool Project Costs Spreadsheet.

- Paying down retainers and finalizing payouts, would like to complete payout by the end of the fiscal year.
- Will be adding speed humps in the west parking lot of the Prairie Lakes Aquatic Center to help reduce traffic speeds with the new connection.

Discussion: Commissioner Haas stated how wonderful this document has been for this project. Even if you are unable to see the project in person, you can track the progress through this document.

IX. NEW BUSINESS:

- A. **Action Item 9 - A:** Approval of Park Ridge Exchange of Services 2021-2024 Intergovernmental Agreement

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

Commissioner Rosedale made the motion **“I move that the Des Plaines Park District Board of Commissioners to approve the Exchange of Services Intergovernmental Agreement between Park Ridge Park District and the Des Plaines Park District for the period January 1, 2021 through January 1, 2024”.**

Seconded by Commissioner Doerr.

Discussion: Commissioner Rosedale asked where this information is advertised. Executive Director Miletic stated it is listed in the Spectrum and on the website.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; President Haas, Aye.
Motion carried 4-0-1

X. CORRESPONDENCE:

A. Comment from Resident: Anonymous Prairie Lakes Aquatic Center

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Happy New Year everyone! Appreciate the flexibility and hard work during these times and with the changes. Sad when the buildings are slow. Hope to be back to normal soon. Stay positive. We are all better together and shop Des Plaines.

Commissioner Haas: Any indication that we will be able to provide our staff with vaccinations. Executive Director stated we asked to be put on the District 62 list, about 50% of our teachers stated they would be vaccinated.

Commissioner Rosedale: Santa in the woods at Izaak Walton had given out over 1000 bags and 600 cars. We had to shut it down due to the amount of cars on River Road. Thank you to the Des Plaines Police on helping.

Commissioner Yates: Absent.

President Grady: Hopefully in a few months things will settle down. Staff are doing a very good job, even when things change drastically. Good Job and Stay Safe.

XII. EXECUTIVE SESSION:

Commissioner Rosedale 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 8:22 p.m.

Seconded by Commissioner Haas.

All in favor 4-0-1

Motion carried 4-0-1

XIII. RETURN TO OPEN SESSION:

Commissioner Rosedale made a motion to close Executive Session and return to open session at 9:04 pm

Seconded by Commissioner Haas.

All in favor 4-0-1

Motion carried 4-0-1

A. Agenda Item 13 - A: Approval of Items Discussed in Executive Session

Commissioner Rosedale made a motion to approve the items discussed in Executive Session. **“I move the park board of commissioners approve the sale of bonds for the purchase of 1177 E. Howard Street Des Plaines, 60018.”**

Seconded by Commissioner Haas.

Discussion: None

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

Motion carried 4-0-1

XIV. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 9:05 pm

Seconded by Commissioner Haas
All in favor 4-0-1
Motion carried 4-0-1

APPROVED _____

President

Secretary