

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday February 16, 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 6:30 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. In attendance at the return to regular session at 7:00 p.m. Deputy Director, Paul Cathey; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber; Human Resources and Risk Manager, Nicole McNulty and Project Manager, Jeanette Berard. Superintendent of Parks & Planning, Paul Guza was absent.

Guests: Anthony Miceli, Speer Financial, Inc

A. EXECUTIVE SESSION:

Commissioner Haas 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 6:30 p.m.
Seconded by Commissioner Rosedale.

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion carried 4-0-1

B. RETURN TO OPEN SESSION:

Commissioner Haas made a motion to close Executive Session and return to open session at 7:00 p.m.
Seconded by Commissioner Rosedale.

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion carried 4-0-1

II. CHANGES TO THE AGENDA:

Commissioner Haas made the motion to move Agenda 9 – A to be presented before introductions and presentations.
Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-1

III. INTRODUCTIONS/PRESENTATIONS:

A. History Center: Executive Director Donald Miletic reviewed the information in Agenda 3 – A, there meeting this month was postponed.

B. Senior Center: Executive Director Donald Miletic stated the Deputy Director Paul Cathey will now be the Senior Center Liaison for the Des Plaines Park District. His first board meeting is scheduled for February 17.

- The Senior Center has been extremely busy with the vaccine distribution. Steve has done a great job organizing and working with Jewel Osco. Thank you to the DPPD staff for their assistance in helping to make this event successful.

C. Des Plaines Friends of the Parks: Project Manager Jeanette Berard reviewed the information in Agenda 3 – C.

Discussion: Commissioner Doerr asked to see a fund balance sheet at the next meeting for Friends of the Park. This information will be provided at future meetings.

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 – January 19, 2021
- B. EXECUTIVE SESSION MINUTES – January 19, 2021
 - B.1 SPECIAL MEETING MINUTES– None
- C. VOUCHER BILLS:

January 8, 2021	\$230,223.47
January 22, 2021	\$205,867.71
- D. PAYROLL:

January 15, 2021	\$138,287.56
January 29, 2021	\$149,283.60

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 there is no report this month.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Bluett Park’s new Ice Rink was installed this year and they have had great ice so far this season.
- Throughout the COVID-19 Pandemic staff have been doing a wonderful job accommodating our patrons. The adjustments to phases and tiers happen quickly and staff do a great job making changes within a few days or even hours!
- Staff have been working on budget for fiscal year 2021/2022.
- Good Shepherd Church contract is almost complete. We should close on the property in May 2021.
- Playbook is seeing some modifications, will be incorporating QR codes. These updates will help with the efficiency of Spectrum and Playbook input and design. These updates are a cross departmental effort.

- Will be attending the City Council meeting on Monday March 15 to discuss the disconnection of the storm water pipe from Lake Opeka. Discussed with MRWRD about our permitting for Lake Park Splash Pad. Paul Cathey noted that the city discussed splitting the cost of the disconnection, would be about \$300,000 cost to the district. MWRD stated that the City of Des Plaines receives storm water management funds from them each year and this should fall under the City.
- 630 Greenview house will go on the market March 18
- Garden Plot registration has opened.
- We continue to grow with our APP users, up 99 for the month of January.
- Received \$5,000 in COVID-19 relief funds from Cook County.

Discussion: President Grady noted that the Des Plaines Park District has always worked very well with other agencies. Hoping this will be taken into account with the MWRD, City of Des Plaines as storm water management is their responsibility.

A.1 REVENUE FACILITIES

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

- The Golf Center had another successful month and continues to make more revenue than the previous year. Slower with the colder weather and snow, but still busy! We have hit 2.3 million more balls so far this year, 100 unlimited memberships. With the replacement of the heaters on floors 1 and 2 we have seen a huge difference in play in colder temperatures.
- Met with Nilco to discuss plans for the upcoming season, we will be replacing older equipment and working on leveling tee boxes.
- Club Casa opened on 1/28, open 11am-8:00pm.
- Preparing for the upcoming season with hiring pushes.
- PepsiCo finished the installation of all machines and products in our facilities.
- Currently booking bands for Fall Fest and our Summer Concert Series at Lake Park.
- Will be running App Only Specials for March's "More bang for your buck", hope to increase users.
- Building Services are working hard to have the Golf Center up and running by 9:00am during these past snow storms.

Discussion: Commissioner Rosedale asked what are the Fall Fest dates. Superintendent Panek stated September 17, 18 and 19. Commissioner Haas asked if Good News Church was back utilizing our facilities. Superintendent Panek stated no, and Superintendent Barrera stated that we have reached out but their congregation is not yet comfortable.

B. DEPUTY DIRECTOR:

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

- Lake Park Playground Renovation, Kutchen Tennis Court and the Boiler replacement at Prairie Lakes are out to bid and should be presented at the next two board meeting.
- The Chiller installation project has been completed at Prairie Lakes.
- Working with a girl scout on a project at the Prairie Lakes Ponds with interpretive signage and fishing line disposal area.
- Met with Steve Samuleson at the Senior Center, will be attending my first board meeting on Wednesday February 17.
- Working through the phase and tier updates for COVID-19. Gene has been updating the website keeping our patrons informed in real time.
- Joe and Gene are working through the Playbook design for Summer 2021.
- With the changes to phases we have also seen an increase of usage at Prairie Lakes Community Center, fitness center and gym are both busy!

Discussion: None

B.1 PARKS & PLANNING DEPARTMENT:

Deputy Director Paul Cathey reviewed Superintendent of Park & Planning Paul Guza's report in Agenda Item 7-B.1 including;

- Paul Guza is absent tonight because he and the parks department have been working extremely hard with all of the snow removal, starting at 3:00am this morning. They have been doing a wonderful job keeping up with the constant snow during this past month.
- Ice Rinks will be open tomorrow, February 17. Staff did not have enough time today to complete.
- Leisure Center improvements are underway. Currently completing the lobby and Teen Center.
- Westfield Garden Playground and 1340 Oakwood Demolition are out for RFQ.
- Hired a Part Time IMRF Horticulturist to help with plantings beds.
- We are in good stock with all COVID-19 supplies.

Discussion: President Grady asked if is easy to change a tennis court into pickleball court. Deputy Director Cathey stated it is possible if you are completely reconstructing the court. Looking to add 3 pickleball courts to Seminole Park when we redo their 2 tennis courts with HUD money. We are also completing a light study for the Chippewa Courts.

B.2 RECREATION DEPARTMENT:

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

- Wanted to commend the Parks Department on a job well done with all of the snow removal.
- Building Services have done a wonderful job to the updates throughout Prairie Lakes Community Center.
- Business Department has been essential in getting registration ready for the next round of classes.
- Employee Relations Committee is looking at planning another luncheon and appreciation gift to our staff who have been working very hard during this pandemic.
- Commissioner Yates looks very good in this photo.
- Working with Gene on the Playbook updates, excited for this new publication.
- Athletics have been preparing for the start of leagues and classes, along with affiliate reservations.
- Working on updating the Prairie Lakes Theater Rental Policy.
- Continue to work on hiring efforts for summer 2021. Working with Maine West for virtual interviews. Working with City of Des Plaines to play our hiring video on their local channel.
- I just put the order in for the Earth Day Tree Giveaway. This was one of the first socially distant activities we were able to complete during the stay at home order last year.
- Registration for summer camp and preschool is underway.
- We are completing website updates across all departments.
- Dance Idol is planned to run during the month of May.
- We are hosting our first Wibit Night on February 19.
- All of our trainers have been certified with Red Cross and the first lifeguard training is scheduled for 2/26.
- Shared positive social media engagement from our Facebook and Instagram posts throughout the last month.

Discussion: President Grady asked about including a tree identification project throughout our park during Arbor Day. Commissioner Doerr noted that she spoke with Maureen Stern at the Chamber

networking event and she stated the City of Des Plaines would not be hosting a Fourth of July parade this year.

C. BUSINESS DEPARTMENT

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

- Completed 2021 Exempt Property Affidavit.
- Currently completing budget meetings with each department, look to have the tentative budget available at the April Board Meeting.
- Completed annual Tax Reporting Printing, distribution, and filing of W-2, 1099-NEC, and 1095-C forms for calendar year 2020 has been completed.
- Completed the PDRMA Property Appraisal and Pollution Reports. requested that members review, verify and ensure all locations were listed on the coverage schedule – including providing PINs and acreage for each location. This was a huge project tracking PINs and acreage for all parcels; especially, for those parks where parcels were acquired decades ago and as several acquisitions. This project entailed sifting through deeds, minutes, working on the Cook County Viewer GIS site, converting square feet to acres, and cross-referencing with our exempt property list and list of parks. This document is now up to date and can be used for future project planning and tracking for the district.
- Nicole has been working on benefits renewals for the district which was presented this evening.
- Complete golf installment billing for memberships.
- Jacob is continuing to work on software upgrades and has started work on research and development for the TEEUP upgrade.
- Julie Christoffel's last day with the park district will be on February 24, she has accepted a position with Glenview Park District. We will be taking the next week to work with transition planning.

Discussion: None

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Doerr moved to accept the Financial Report for February 16, 2021 subject to audit and placing a copy on file.

Seconded by Commissioner Rosedale.

Discussion: None

**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.

- No pay out for this month
- Items still remaining; Sign installation, gate updates, landscaping, speed humps will be completed by April 30, 2021.
- Yearly maintenance will be completed in July before warranties expire.

Discussion: None

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of Ordinance #21-01 General Obligation Limited Tax Park Bonds, Series 2021A

Superintendent of Business Barbara Barrera and Anthony Miceli from Speer Financial reviewed the information in Agenda Item 9-A including the results from the bond hearing on February 16, 2021.

Commissioner Rosedale made the motion **“I move that the Des Plaines Park District Board of Commissioners accept Peoples National Bank of Kewanee, Kewanee, Illinois, as the best bid received in relation to the sale of the District’s General Obligation Limited Tax Park Bonds, Series 2021A.”**

Seconded by Commissioner Haas.

Discussion: None

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

Commissioner Haas made the motion **“I move that the Des Plaines Park District Board of Commissioners to approve Ordinance No. 21-01, “AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF \$1,515,200 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2021A OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS, AND FOR THE LEVY OF A DIRECT TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS.”**

Seconded by Commissioner Doerr.

Discussion: None

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

B. Action Item 9 - B: Approval of Glenview Exchange of Services 2021-2024 Intergovernmental Agreement

Executive Director Miletic reviewed the information in Agenda Item 9-B, no changes to the current practice. Superintendent Panek stated that Glenview residents are the number one users of the Golf Center Des Plaines.

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

Seconded by Commissioner Doerr.

Discussion:

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-1

C. Action Item 9 - C: Approval of Mt. Prospect Exchange of Services 2021 Intergovernmental Agreement

Executive Director Miletic reviewed the information in Agenda Item 9-C, this agreement will only be for 2021. Mt Prospect Park District will not be opening one of their outdoor pools this year or selling pool passes.

Commissioner Doerr made the motion **“I move that the Des Plaines Park District Board of Commissioners to approve the Exchange of Services Intergovernmental Agreement between Mt. Prospect Park District and the Des Plaines Park District for the period January 1, 2021 through December 31, 2021.**

Seconded by Commissioner Haas.

Discussion: President Grady asked if they would be interested in an exchange of services for the Mt. Prospect Golf Course. Executive Director Miletic stated they are not interested in discounting of services.

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-1

D. Action Item 9 - D: Approval of Golf Center Window Replacement Project Bids

Superintendent of Revenue Facilities Brian Panek reviewed the information in Agenda Item 9-D including the bids coming under the \$85,000 budgeted amount.

Commissioner Rosedale made the motion **“I move that the Des Plaines Park District Board of Commissioners to approve the bid for the Golf Center Window Replacement Project from Des Plaines Glass, located in Des Plaines Illinois in the amount of \$64,150.00.”**

Seconded by Commissioner Haas.

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. Facebook Message from Resident: patehorn3 – Ice Rink & Park Maintenance

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Nice meeting, happy everyone was able to come in. Toured the Prairie Lakes Community Center upgrades with Joe, looks really nice. Thankful people are in the buildings, appreciate the work from staff with events, snow and keeping us safe. Attended the Chamber meeting that was good to talk with others in the community.

Commissioner Haas: Looking forward to sunshine. Can't wait to hear about the updates to the Park it Program as it is one of my favorite. Project Manager Jeanette Berard reviewed the tentative plan for the Park It! Showcase this summer. Happy Birthday President Grady.

Commissioner Rosedale: Good to see you all, not a huge fan of Zooming. Commissioner Yates looks great in that photo.

Commissioner Yates: Absent.

President Grady: We have great equitable plans for our staff and lots of hard work from Barb and Nicole for putting benefit packages together. Appreciate all of the research that goes into it as well. We need to get through the rest of the year. Hope to be in warm weather soon!

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 8:29 p.m.

Seconded by Commissioner Haas.

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-1

XIII. RETURN TO OPEN SESSION:

Commissioner Doerr made a motion to close Executive Session and return to open session at 8:54pm
Seconded by Commissioner Rosedale.

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-1

A. Agenda Item 13 - A: Approval of Positions Titles & Grades & Salary Structure 2021/22

Commissioner Haas made a motion to approve positions titles, grades and salary structure 2021/22.
Seconded by Commissioner Rosedale.

Discussion: None

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

Motion Carried: 4-0-1

B. Agenda Item 13 - B: Approval of Full- Time Salary Administration 2021/22

Commissioner Doerr made a motion to approve full-time salary administration 2021/22.
Seconded by Commissioner Haas.

Discussion: None

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

Motion Carried: 4-0-1

C. Agenda Item 13 - C: Approval of Health, Dental, Vision & Life Insurance for 2021/22

Commissioner Rosedale made a motion to approve health, dental, vision and life insurance for 2021/22.

Seconded by Commissioner Doerr.

Discussion: None

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

Motion Carried: 4-0-1

XIV. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 8:58 pm

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-1

APPROVED _____

President

Secretary