

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
Tuesday March 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 7:00 p.m. Commissioners answering present to the roll call were, Erin Doerr, and Donald Rosedale and Jana Haas. Commissioner Yates passed away on March 5, 2021. In attendance were Executive Director Donald Miletic, Deputy Director, Paul Cathey; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber; Superintendent of Parks & Planning, Paul Guza.

Guests: Faraz Khan

**II. CHANGES TO THE AGENDA:**

None

**III. INTRODUCTIONS/PRESENTATIONS:**

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

- Everything seems to be moving forward as they prepare additional opening plans
- The staff worked and some participated in the vaccinations at the Senior Center.
- Looking to purchase a \$9,000 copier, financials look good.

**B. Senior Center:** Deputy Director Paul Cathey reviewed the information in Agenda 3 - B

- The Senior Center has been extremely busy with the vaccine distribution. Steve has done a great job organizing and working with Jewel Osco. The last round of vaccinations took place in 2 hours less time, servicing over 900 people.
- Working on how to continue to offer programming and rentals while increasing participation and revenue to start in late spring. Also looking at corporate sponsorships.
- Steve is in talks with Amita/ North Shore Healthsystems for continued vaccine distribution
- Working to with Feed my Sheep to provide them space to run their organization.
- Golf Outing is scheduled for May 21 and the Car Show is scheduled for June 6.
- Executive Director Miletic stated with the sale of Good Shepherd Lutheran Church, a donation of \$40,000 is in negotiation to the Senior Center.

**C. Des Plaines Friends of the Parks:** Superintendent Joseph Weber reviewed the information in Agenda 3 – C.

Discussion: Commissioner Haas asked the process for informing those the vaccine is available. Executive Director Miletic stated that Steve has open communication with his members, community groups and municipalities in the local area. He then spends a significant amount of time reaching out to those eligible for the vaccine.

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

If you have comments for the community, you can send them to [Jeanette.Berard@DPParks.org](mailto: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 – February 16, 2021
- B. EXECUTIVE SESSION MINUTES – February 16, 2021
  - B.1 SPECIAL MEETING MINUTES– March 1, 2021
- C. VOUCHER BILLS:
 

February 5, 2021	\$131,360.22
February 19, 2021	\$ 93,461.90
- D. PAYROLL:
 

February 12, 2021	\$157,873.12
February 26, 2021	\$155,894.81

**Commissioner Rosedale moved to accept the Consent Agenda.**

Seconded by Commissioner Haas.

Discussion: None

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

**VI. M-NASR REPORT:** Executive Director Donald Miletic reviewed the information in Agenda Item 6 – A including;

- The board meets every two months and the last meeting was on February 23, 2021 and it was 20 minutes long.
- During this meeting we updated a fund balance policy to ensure future planning for the reserves.
- Joe is currently working as the liaison for inclusion planning, specifically for the summer.
- Working to find ways to provide one on one support to our participants, while keeping the MNASR staff safe as well.

Discussion: None

## **VII. MONTHLY REPORTS**

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

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

- I would like to take a moment of silence to honor Commissioner William Yates, who was on the Park Board for more than 20 years. He was a great guy and while silent at times he was always doing his part. Talked with Jan Yates and we are looking to place a memorial bench at Cumberland Terrace or Blackhawk Park in remembrance.
- COVID-19 update we are now at 50% capacity. Staff have been doing a great job providing services to our community. We are at 86% for full time staff that have received a vaccine. We updated our COVID-19 Policy/ Procedure for those who have received a vaccine in relation to travel and quarantine.
- Budgets for the 2021/ 2022 fiscal year are going very well, will be presenting the tentative budget at the April meeting.
- Look to have the Cumberland Terrace Bridge completed this late spring/ summer, which will allow us to submit for payment of the \$152,700 grant reimbursement.
- Will be receiving the \$286,000 in developer impact fees from the City of Des Plaines. The money was anticipated to pay for the development at Centennial Park, however since that park is now completed we need to reallocate the funds to a new project.
- The DCEO is releasing the \$631,200 in Build Illinois Funds that will go to the development of Lake Park Shoreline and \$100,000 for the Good Shepherd Property.

- Good Shepherd Property will be referred to as the Lakeview Center until we decide on an official name. There is a significant amount of updates needed to be made at this facility. Will be working with the Special Projects and Building Services crews to complete the first round of updates to allow us to begin rentals.
- The Des Plaines Golf Center has been extremely busy for the last few weeks.
- Our new campaign and logo, “Connecting People, Neighborhoods and Communities” will start to be seen throughout the district and on our promotional materials.
- We are aware of the bullying situation at District 62 and we are reviewing A-24 our Behavior Management Policy/ Procedure, making sure that we are being proactive on the issue. Both students who are involved in the incident do participate in the Warriors Swim team, but we have not seen/ heard of any issues in our program. We have reached out to the families.
- Summer 2021 hiring is underway and staff have been doing a great job in recruiting efforts.
- **A few minor updates to the Employee Handbook for 2021 include; removal of Yates, updates to staffing lists, the facility Prairie Lakes Aquatic Center and the approved vacation policy about using consecutive major holidays must not be abused. In addition, unexpected closures due to emergency situations will be based on federal and state law.**

Discussion: Commissioner Doerr noted she appreciated the look into the behavior policy and based on her experiences and information from parents, swim team is going great and happy that parents can be in the facility. Executive Director Miletic stated that we are happy capacity limits changed with COVID-19 which allowed for us to have parents in the building during practice and meets. Commissioner Rosedale noted that 24 million dollars were released in PARC grant funding. Executive Director Miletic stated we were not a recipient, but with the DCEO funds of \$12,631,200 we are scheduled to receive we can still complete our planned capital project. The PARC grant awarded all indoor projects, looking back the Prairie Lakes Community Center and Fitness Center mechanical upgrades and expansion would have been a better project to submit.

### **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, seeing some record breaking numbers. Dylan has been doing a great job managing.
- The patrons are really enjoying the new targets created each season by Ken’s Crew.
- We are planning to open both golf courses next weekend based on the good weather.
- The paddle boats including the new swans that we now have on site will be ready starting April 1.
- Club Casa is now open 7 days a week.
- Window replacement is schedule for March 29 and should take about 2 weeks to install.
- Continuing to work on hiring for the upcoming season.
- Golf Tec completed their first club fitting to their clients. Appreciate all parties working together to be able to provide them with this amenity.
- Sad to report Arnie who worked for many years at the Lake Park Golf Course & Marina passed away. He was a dedicated employee and will be missed.

Discussion: Commissioner Haas asked what are our recruiting efforts. Superintendent Panek stated Facebook Ads/Boosts and Indeed spending about \$80.00, both have been very successful. President Grady asked how many swans were purchased, if we would be replacing all paddle boats to swan boats, and we should have a naming contest with the community. Superintendent Panek stated we purchased 3, and full replacements the goal, however it is 15-month waitlist. Commissioner Doerr asked if we are still planning/ booking for Fall Fest, Commissioner Rosedale asked what are the Fall Fest dates. Superintendent Panek stated yes we are still moving forward in the planning process, provided a listing of tentative bands and

stated Fall Fest will run September 17, 18 and 19. Commissioner Doerr stated the City of Des Plaines cancelled the Taste of Des Plaines for 2021.

## **B. DEPUTY DIRECTOR:**

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

- Lake Park Playground Renovation bids came in low, will discuss in Agenda Item 9.
- Kuthcen Park Tennis Court bids came in low, will discuss in Agenda Item 9.
- Cumberland Terrace Bridge Project is underway.
- Happy to announce 2 IMRF parks department staff (Alan Warda & Roberto Garcia) have been promoted to full time. Also Tim Henry received a promotion as well on the special projects crew.
- Splash Pad puddles were replaced, however the manufacture updated their colors and we will need to replace the floor tiles to match.
- Still working on the gate solution!
- Wellness Pool needs an insulation upgrade to stop the rusting on the beams.
- The Prairie Lakes Aquatic Center sign was installed on the south side of the building; lights will be coming.

Discussion: President Grady asked if the bridge will be coming in one piece. Deputy Director Cathey stated it should be coming in one or two pieces. Executive Director Miletic stated Wharton Sinkler who helped in community engagement for the bridge is moving out of the area, but once complete we will contact for grand opening.

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

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

- March is a transition month from winter to summer in all areas of parks and planning.
- Great to have new staff on board, happy for the promotions.
- Currently working on pressure testing at Mystic Waters, at this time we have not seen any issues.
- Currently working on Mountain View Course repairs.
- The Leisure Center lobby and Teen Center have had upgrades over the last few weeks.
- The Prairie Lakes Green Room and Theater have had significant upgrades over the last few weeks.
- Working on Westfield Garden Playground bids, should be out in a few weeks.
- Working on soccer, softball and baseball fields for the spring season.
- COVID -19 supplies are in good order.

Discussion: Commissioner Haas thanks the parks department for the efforts in snow removal.

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

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

- We are seeing our buildings become more active, looking forward to a great year. With the changes we have made so far, we have had great feedback from our members.
- We are looking to make some updates to the strength section of the fitness center while utilizing one of the unused racquetball courts.
- April 1 pickleball will move the outdoor courts at Chippewa Park.
- August 21 the Prairie Lakes Community Center and Aquatic Center will be shut down for annual cleaning and maintenance.
- We had made previous updated to our inclusion and behavior policies earlier this month, will continue to review on best practices.

- Hosted an “On the Spot” Hiring event at Prairie Lakes where we were able to hire 20 people, 16 of those for the aquatic department. MNASR was also onsite and were able to hire summer staff as well.
- Recreation staff are doing a great job in all areas of their departments;
  - Aquatics & Camp: Hiring push, in a better position than last year.
  - Dance: AiM scoring high in both team and individual at back to back competitions. Preparing for Dance Idol
  - Athletics- Preparing for the start of season more participants for soccer than 2019.
  - Fitness- Facility upgrades and updates to fitness classes.
  - Rentals- Continuing to book in all areas, fields, theater, rooms
  - Over 1000 members in the Prairie Lakes Aquatic Center
- Shared positive social media engagement from our Facebook and Instagram posts throughout the last month.

Discussion: President Grady asked about the walking track and pass swiping if that would be incorporated on the locker room doors. Superintendent Weber stated this is something we are looking to complete during the upgrade of the fitness center. Commissioner Doerr asked if there would be push back on utilizing one of the racquetball courts for a strength area and when would these updates be completed. Superintendent Weber stated the need for more than one court at the same time is extremely low and during the pandemic we have only had one room available and it has worked out great. This update will help to provide more opportunity to a different group in fitness including our personal trainers. President Grady commented that he utilizes the gym regularly over the last 20 years and can agree the racquetball court usage is limited. We are still in the planning process for these updates, but hope to in the next coming months.

### C. BUSINESS DEPARTMENT

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

- Bonds closed for the Sale of Good Shepherd Lutheran Church and completed a wire transfer for Ernest monies.
- We have received \$200,000 for the playground renovation at Lake Park from OSLAD.
- We hosted the biannual IMRF meeting with Fulltime staff to discuss health insurance benefits.
- Currently completing budget meetings with each department, look to have the tentative budget available at the April Board Meeting.
- Nicole and Vanessa have been working on hire in packets, the process seems to be going very well this year as we onboard over 300 new staff within in 2-4 week period of time.
- Jacob is continuing to work on software upgrades and has started work on research and development for the TEEUP upgrade. We had to complete a patch for exchange last week to avoid a potential security breach. He is also working on a WebTrac upgrade for user friendly online registration.
- The business department completed all Spectrum Entry and proofing, the update with the folders and scheduled helped in the new process being so successful.
- We are happy to announce two promotions in the business department Trish Romza from Accounting Assistant to Accounting Specialist and Peggy Mussaschio from IMRF Front Desk Associate to Fulltime Accounting Assistant. We have also adjusted all payroll function to the be handled under Human Resources with Nicole and Vanessa. All changes and cross training are going very well.

Discussion: Commissioner Haas asked if hiring another IT professional would be helpful in security purposes. Executive Director Miletic stated that we currently work with an outside firm that we contract out on specific projects or for day to day help with Jacob. This company was actually the one to give us a heads up about the patch the night it was world news. We were then able to complete the upgrade the very next

day, saving us from a potential threat. We could possibly hire an intern to assist during busy season, but the outside firm has been extremely helpful.

## **FINANCIAL REPORT**

Superintendent Barbara Barrera presented the monthly financial report.

**Commissioner Doerr moved to accept the Financial Report for March 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 4-0-0.**

## **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; gate updates, landscaping, speed humps will be completed by April 30, 2021.
- Sign installation on the south side of the building was completed last week. Parks Department will provide lighting in the coming months.

Discussion: None

## **IX. NEW BUSINESS:**

### **A. Action Item 9 - A: Approval of Lake Park Playground Renovation Project Bids**

Deputy Director Paul Cathey reviewed the information in Agenda Item 9-A including the note change in recommendation from Integral Construction to Hacienda Landscaping based on follow up reference checks. We have worked with Hacienda in the past for numerous projects and can attest to their ability to produce quality work within a timeline. The bid is also below the anticipated budget.

**Commissioner Haas made the motion “I move the Park Board of Commissioners accept the bid from Hacienda Landscaping for the Lake Park Project in the amount of the base bid of \$679,023.00.00”**

Seconded by Commissioner Rosedale

Discussion: Commissioner Haas asked why JSD was not able to find this information during the first reference check period. Deputy Director Cathey stated they noted they had previous issues but did not for see this to be a problem for future work. We also contacted the references provided and all checked out. Once the bid information became public the labor union and additional organizations reached out to share their past experiences. Based on Integral Construction not paying their subcontractors, we do not feel comfortable moving forward with them for this project. We also contacted our legal counsel Andrew Paine with Tressler, LLC and he stated we are within our rights

to accept the bid with Hacienda Landscaping. Commissioner Haas also asked why the alternative #1 was so much higher than the other bids. Deputy Director Cathey stated we are only accepting the base bid and believe there to be an error in the cost for turf installation. Commissioner Doerr asked how much money is provided by the grant and when does it need to be completed. Executive Director Miletic stated \$400,000 and we have received \$200,000 at this time, the project needs to be completed in 2 years and we hope to have it completed by the end of summer. Executive Director Miletic also stated that we may need to an MWRD permit but will be discussing with the City of Des Plaines regarding the disconnection of the stormwater sewer.

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

**B. Action Item 9 - B: Approval of Kutchen Park Tennis Court Renovation Project Bids**

Deputy Director Cathey reviewed the information in Agenda Item 9-B

Commissioner Doerr made the motion **“I move that the Des Plaines Park District Board of Commissioners to accept the bid submitted by Evans and Son Blacktop, out of West Chicago, IL for the Kutchen Park Tennis Court Renovation Project in the amount of \$56,382.60.”**

Seconded by Commissioner Haas.

Discussion: Commissioner Haas asked how many tennis courts would be available at this location. Deputy Director Cathey stated one. Commissioner Rosedale asked what is the life span of a tennis court and could there be an alternative use to this court. Deputy Director stated that tennis courts are difficult to maintain with the cracking of the surface with ice, however 10+ years is the goal. He also stated that this court is in bad shape, which is why we have seen a downswing in usage. Once this court surface is restored we anticipate high usage once again.

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

**C. Action Item 9 - C: Approval of 1340 Oakwood House Demolition Bids**

Superintendent Guza reviewed the information in Agenda Item 9-C

Commissioner Rosedale made the motion **“I move that the Des Plaines Park District Board of Commissioners to approve the bid submitted by KLF Enterprises in the amount of \$25,050.00 to demolish and restore the site at 1340 Oakwood Avenue.”**

Seconded by Commissioner Doerr.

Discussion: Commissioner Haas asked what the restoration of the project would include. Superintendent Guza stated they would disconnect water and gas lines and prepare the site with a clay base for leveling and 5inch top soil layer. Executive Director Miletic noted that the police department has been using the house for training and the fire department will also use closer to the demolition date.

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

**X. CORRESPONDENCE:**

A. Facebook Message from Resident: JoJo Baul- Lake Opeka Snow Removal

Discussion: Executive Director Miletic noted the American Legion will be hosting their fundraising event on August 7<sup>th</sup>. In addition, Home Depot is looking to complete a community project with the Chamber of Commerce with our district. I suggested updates to the Memorial Pavilion, more information will be coming soon.

**XI. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Shared a tribute story of Commissioner Bill Yates. Appreciate staff continuing to keep up with COVID-19, we have to keep moving forward. Glad we are looking into our behavior policies and continuing to improve with our intergovernmental relationships. Attended the IAPD legislative breakfast and they had glowing comments for how park districts have been supporting communities.

**Commissioner Haas:** Shared a tribute story of Commissioner Bill Yates.

**Commissioner Rosedale:** Shared a tribute story of Commissioner Bill Yates. Received a positive comment from a former YMCA user on the Prairie Lakes Aquatic Center.

**President Grady:** Shared a tribute story of Commissioner Bill Yates. COVID-19 has been going on for just about a year, staff has done a wonderful job providing for the community with so many changes each day. Thank you!

**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 8:47 p.m.

Seconded by Commissioner Haas.

**All in Favor, Opposed**

**Ayes: 4, Nays: 0**

**Motion Carried: 4-0-0**

**XIII. RETURN TO OPEN SESSION:**

Commissioner Rosedale made a motion to close Executive Session and return to open session at 9:23pm

Seconded by Commissioner Doerr.

**All in Favor, Opposed**

**Ayes: 4, Nays: 0**

**Motion Carried: 4-0-0**

**XIV. ADJOURNMENT**

Commissioner Haas made a motion to adjourn the Park Board Meeting at 9:23pm

Seconded by Commissioner Rosedale

**All in Favor, Opposed**

**Ayes: 4, Nays: 0**

**Motion Carried: 4-0-0**

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary