

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday April 20, 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 6:00 p.m. Commissioners answering present to the roll call were, Erin Doerr, and Donald Rosedale and Jana Haas. In attendance was 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; Superintendent of Parks & Planning, Paul Guza and Project Manager, Jeanette Berard

Guests: None

A. 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 6:00 p.m.
Seconded by Commissioner Haas.

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion carried 4-0-0

B. RETURN TO OPEN SESSION:

Commissioner Rosedale made a motion to close Executive Session and return to open session at 7:03 p.m.
Seconded by Commissioner Haas.

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion carried 4-0-0

II. CHANGES TO THE AGENDA:

None

III. INTRODUCTIONS/PRESENTATIONS:

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

- History Center Staff volunteered at the Senior Center Vaccine Site.

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

- 96-98% of Senior Center members are fully vaccinated, looking to make updates/increases to current programming.
- Feed My Sheep will be moving over end of June, working on a grant.
- May 21 Shoot Out at Lake Park, June 6 Car Show at Senior Center
- New board member approved.

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

Discussion: President Grady asked what grants the Senior Center is applying for and who completes them. Deputy Director Cathey stated PPE and City of Des Plaines Grants all completed by Steve and his staff. The PPE grant was approved and they will not have to pay back the loan.

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 – March 16, 2021
- B. EXECUTIVE SESSION MINUTES – March 16, 2021
 - B.1 SPECIAL MEETING MINUTES– None
- C. VOUCHER BILLS:

March 5, 2021	\$402,592.65
March 19, 2021	\$ 88,929.36
- D. PAYROLL:

March 12, 2021	\$168,550.38
March 26, 2021	\$156,217.45

Commissioner Rosedale moved to accept the Consent Agenda.

Seconded by Commissioner Doerr.

Discussion: None

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

VI. M-NASR REPORT: No Report this month

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Staff have been very busy as many of our areas are getting back on board. There are many changes and updates that have to be made each week.
- Most of our staff have been vaccinated, still offering vaccine sign up when available.
- Wednesday April 21, 2021 the Cumberland Terrace Bridge will be installed at 9:00am
- Will be working with Senator Laura Murphy on a vaccination site in June.
- Dance Recital was held in the Theater and everyone did a wonderful job.
- The Greenview property is now listed for sale.
- The updated Playbook, Seasonal Highlight Guide for Summer 2021 was presented and has been mailed to residents.
- A naming idea was shared with the Park Board for the Cumberland Terrace Bridge to be named Yates Crossing in memory of Commissioner William Yates.

Discussion: None

A.1 REVENUE FACILITIES

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

- It has been an overall busy month in the Golf Department, have hit over 2.2million balls this month, which may be listed in The Journal.
- Nilco has been caring for the courses and planning for updates on the first tee box, very happy with the product thus far.
- Grass Tees will be opening this week.
- Currently have 134 all you can hit members at the Driving Range.
- Sailing Camp at Lake Opeka are full for summer.
- Boat moorings and swan rentals have helped to increase revenues at Lake Park.
- Mountain View continues to see an increase in rounds as well, especially with opening earlier in the season.
- Glenn Simpson will begin at Lake Opeka as a Maintenance Foreman.

Discussion: Commissioner Doerr asked about the uptick in golf play. Superintendent Panek stated a combination of great weather, newly installed heaters and that COVID-19 has increased golf participation across the nation. Commissioner Rosedale what are the rates per ball. Superintendent Panek stated the range is \$0.08-\$0.13 depending on day or time. President Grady asked about the ball system at the batting changes. Superintendent Panek stated we were having issues early on because of the weather changes, have trained staff on how to make the needed adjustments on sight.

B. DEPUTY DIRECTOR:

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

- Cumberland Terrace Bridge Project is schedule for installation tomorrow.
- Kutchen Tennis Court project will have an initial construction meeting tomorrow.
- The Prairie Lakes Chiller Project was started for the first time, all automated which is very nice.
- Planning meetings for the Lakeview Center in relation to flooring, lighting, bathrooms and windows is underway.
- Completing staff evaluations for my department.
- The Floating Easter Egg Hunt was a great success, significantly better than using the gym floor.
- New Program Mermaid Tea was well received and a great addition to special events.
- Dance Recital was wonderful, looking forward to Dance Idol.

Discussion: President Grady asked about the parking lot updates. Deputy Director Cathey stated these will be on going and may cause a slight inconvenience but will be completed by summer time.

B.1 PARKS & PLANNING DEPARTMENT:

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

- Very busy in all areas of the parks and planning department.
- May 10 we will have a company out to fix the leak at Mystic Water by lining 22 feet of pipe under the drop slides.
- We are currently on time with all pool openings.
- We are currently mowing 5-6 days per week to keep up with the growing grass and adjusting for rain.
- Kick of Training was completed, looking forward to Spring Training.
- Garden Plot set up is underway and will be ready to plant shortly.
- Westfield Playground Demolition
- 1340 Oakwood is scheduled for demolition in the month of May.

- COVID -19 supplies are in good order.

Discussion: Commissioner Doerr asked about the Mystic Waters leaking pipe and associated cost. Superintendent Guza stated the leak is located under the drop slides, which means they will not be able to dig out and replace the cracked pipe. Instead they will be lining the pipes at a cost of \$19,800.00.

B.2 RECREATION DEPARTMENT:

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

- We have seen a great increase in spring programming. Athletics in 2021 has more participants than athletics in 2019.
- Memberships continue to increase with 540 in fitness, 191 track, 91 punch pass and 321 in Prairie Pass.
- Camps are already higher than in 2020 and have plans to hold at higher capacity levels this year.
- Dance Idol has made some changes with plans to be held on May 14 – May 16.
- Aquatics also seeing great numbers, Swim School has 350 participants, Swim Team 87 members and planning to add an additional 20 members when moving outdoors.
- Winter Wonderland will be scheduled to run this year as a one-day event.
- Fall Spectrum planning & input is underway with the new playbook, QR codes and WebTrac updates.
- Working with Maine West to host the feeder basketball program in the new fieldhouse.
- Planning to move forward with Fall Fest, scheduled for September 17-19.

Discussion: President Grady asked how we compete against other swim teams. Superintendent Weber stated that currently we compete virtually, racing, recording scores and comparing for placing. In the future hope to be running swim team in a traditional format in person at the aquatic center.

Commissioner Doerr asked about the drive up hours for the tree distribution. Superintendent Weber stated 3-5pm or until 50 trees are distributed. He also noted that Fall we will see an increase in facility hours.

C. BUSINESS DEPARTMENT

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

- Working on finalizing the tentative budget & appropriations for the FY 2021/2022.
- Auditors will be on site and completing work in the next few weeks.
- Working on RecTrac / WebTrac cross training meetings and demos, planning for Fall Spectrum input in early May.
- Added installment billing for the monthly breakdown, currently processing 1040 payments each month for fitness, aquatics, preschool, golf, dance and camp.
- Vanessa is being trained on payroll processing with Nicole and payroll has moved under the Human Resources Department.
- Continuing to make server upgrades across the district.
- WebTrac Splash page has been upgraded and we are working with VSI.
- Working on expanding control access doors to both the fitness center and locker rooms at Prairie Lakes.

Discussion: None

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Doerr moved to accept the Financial Report for April 20, 2021 subject to audit and placing a copy on file.

Seconded by Commissioner Haas

Discussion: None

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

II. UNFINISHED BUSINESS:

A. Prairie Lakes Aquatic Center

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

- Payout included the installation cost for the building sign.
- Remaining Cooling Landscapes and speed hump installation.

Discussion: None

III. NEW BUSINESS:

A. Action Item 9 - A: Approval of FY2021/22 Tentative Budget and Appropriation Ordinance #21-02

Superintendent Barbara Barrera y reviewed the information in Agenda Item 9-A through a PowerPoint presentation of the narrative. Also noting the TIF will be rolling off on 8/1/2021 and we anticipate \$180,000 in tax dollars back on our books.

Commissioner Rosedale made the motion “**I move that the Board of Commissioners approve Ordinance 21-02, the TENTATIVE BUDGET AND APPROPRIATION FOR THE DES PLAINES PARK DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2021 AND ENDING APRIL 30, 2022.**”

Seconded by Commissioner Haas.

Discussion: President Grady noted that it is great utilities only take up about 5% of the budget, which reflects in our energy conservation initiatives. Commissioner Haas asked for clarification on line items Business Contingency and Innovation. Superintendent Barrera noted Business Contingency is aligned with our outside technical support team. Executive Director Miletic noted Innovation is new products, projects and upgrades around the district, DPParks App, Splash Page etc.

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

B. Action Item 9 - B: Approval of Westfield Gardens Playground Equipment Proposals Bids Superintendent Paul Guza reviewed the information in Agenda Item 9-B

Commissioner Haas made the motion **“I move the Park Board of Commissioners accept the proposal from Burke playground manufacture, Option #2, for Westfield Gardens Park playground in the amount of \$59,936.00”**

Seconded by Commissioner Doerr.

Discussion: President Grady asked if an expressions swing can be added to the. Superintendent Guza will look into adding both an ADA swing and expressions swing into the blueprint.

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

C. Action Item 9 - C: Approval of Prairie Lakes Pathway and Parking Lot Improvement Bids

Deputy Director Paul Cathey reviewed the information in Agenda Item 9-C

Commissioner Doerr 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 Rosedale.

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; Haas, Aye; Rosedale, Aye; President Grady, Aye.
Motion carried 4-0-0**

D. Action Item 9 - D: Review of Strategic Plan 2019 – 2024 & Addendum for 2020

Executive Director Don Miletic reviewed the information in Agenda Item 9-D stating this plan is a road map for our district. The listing provides all of the accomplishments over the last year.

Discussion: None

X. CORRESPONDENCE:

A. None

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Excited to have won my election and to be on the board for another 6 years. I have learned a lot. It means so much to be in this seat. Everyone is hardworking and caring. Thank you!

Commissioner Haas: Thank you to the parks department who came quickly to clean up graffiti on Winnebago Park. The Windows at the Golf Center look great. Excited to announce the Food Pantry will be taking over the backpack program and putting it under their 501-c3.

Commissioner Rosedale: In honor of Bill, reminding everyone to take their Economic Interest Statement for the State of Illinois.

President Grady: I have a 1/2 of meeting to go as park board president. Our district is fine-tuned and staff did a very great job this past year navigating COVID-19. All of the hard work is appreciated. Thanks!

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION:

None

XIV. ADJOURNMENT

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

Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-0

APPROVED _____

President

Secretary