

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday May 18, 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. In attendance was 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 and Project Manager, Jeanette Berard

Guests: Ken Rochau & Family, Doerr Family

II. CHANGES TO THE AGENDA:

None

III. INTRODUCTIONS/PRESENTATIONS:

A. Dedicated to Excellence: Superintendent of Revenue Facilities presented this award to Ken Rochau, Building Services Supervisor.

B. History Center: No Report

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

- May 21 Shoot Out at Lake Park
- May 23 hosting another vaccination event for 12-15 year olds.
- June 6 Car Show at Senior Center

D. Des Plaines Friends of the Parks: Project Manager Jeanette Berard reviewed the information in Agenda 3 – C. Superintendent Joseph Weber reviewed information from the Thursday May 13, 2021 Golf in the Dark planning meeting.

- The meeting was held at Golf Center Des Plaines
- Took inventory of current Golf in the Dark supplies, will need to order more
- Reviewed plan for website management and registration processes with Paypal
- Will be looking to incorporate a financial software for future tracking
- Submitted a grant request for the Maine West Feeder Basketball program financial aid support.

Discussion: None

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 –April 20, 2021
- B. EXECUTIVE SESSION MINUTES–April 20, 2021
 - B.1 SPECIAL MEETING MINUTES –None
- C. VOUCHER BILLS:
 - April 2, 2021 \$203,662.91
 - April 16, 2021 \$ 68,819.12

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|----------------|--------------|
| April 30, 2021 | \$196,732.78 |
| April 30, 2021 | \$ 70,000.00 |
| D. PAYROLL: | |
| April 9, 2021 | \$154,793.48 |
| April 23, 2021 | \$167,429.38 |
| May 7, 2021 | \$172,908.80 |

Commissioner Haas moved to accept the Consent Agenda.

Seconded by Commissioner Rosedale

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 Miletic reviewed the information in Agenda 6- A.

- MNASR held a board meeting this month
- They provided a statistical report for each district, this was nicely done.
- Maintaining COVID-19 best practices when in our facilities.

Discussion: Commissioner Doerr asked if about contribution level changing based on use. Executive Director Miletic noted that we reduced payment from \$300,000 to \$270,000, hoping this summer to be more involved than last year. President Grady and Commissioner Haas asked about shutting down or cleaning standards for COVID-19 in the pool. Superintendent Weber noted that after each grouping of swim users (1.5 hours) the facility is shut down and all areas sanitized multiple times throughout the day.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Staff are moving along working hard, they are doing a great job with the hiring push. It has been extremely hard to find lifeguards. I went on Fox 32 news to provide them more information on this shortage. We are looking to hire another 20-25 lifeguards, we should be able to accomplish this and all pools are still on schedule to open.
- All departments are doing a great job getting ready for the start of summer.
- Budget will be presented in July for approval as we are still making changes with the COVID-19 changes.
- Lake Park Shoreline & Storm Water Management Intergovernmental Agreement was submitted to the City of Des Plaines at a 60% 40% split.
- We completed a naming survey for Good Shepherd Lutheran Church, with Lakeview Center being the overall choice.
- Public Forums scheduled for the Park It Events.
- We are looking to submit the DCEO grant for \$631,000 for Lake Park Shoreline restoration.
- The Pro Shop signed the 3-year option in their current contract.
- We received the Centennial Park appraisal approval today, we have a few items to complete. We then can submit for reimbursement and demo the house.
- Received the Fantasy Amusement agreement for Fall Fest.
- I will be the president of 3 board in 2022, Des Plaines History Center, Des Plaines Chamber of Commerce and Kiwanis Club.

- Looking to name the Cumberland Terrace Bridge after Commissioner Yates. The planned name is Yates Crossing and a memorial plaque would be installed on the bridge.
- Staff are working on the agreement with District 62 and the use of gyms.
- CDC mask regulations have changed, and we are taking our time with our next steps in facilities. Kids in preschool, camp and sports will continue to be required to wear masks.
- The Greenview property sale should be completed on June 2nd.
- Board Vacancy is open for applications; at this time, we have not received any.
- Continuing to work on Sponsorship opportunities.

Discussion: Park Board Commissioners were in agreeance on the naming of the Cumberland Terrace Bridge. Commissioner Haas noted having more information about Commissioner Yates and his service on the plaque. Commissioner Haas asked if was appropriate to reach out to people to see if they are interested in submitting. Executive Director Miletic stated yes.

A.1 REVENUE FACILITIES

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

- Staff is doing a great job and we are busy at all facilities.
- The Golf Center continues to be very busy as we have extended the hours this month. The range has hit 1.9 million balls this past month. Grass tees are open and very busy. Memberships continue to be up.
- The window replacement project is complete; they will be fixing the sidewalk soon. Ken and his crew replaced the awning at Club Casa saving them about \$8,000 in additional costs.
- Nilco is doing a great job keeping up with turf/ greens maintenance this year.
- The tee time update in RecTrac/WebTrac have made a huge difference for customers signing up.
- Glenn has been doing a great job at Lake Park. We are excited to have Steve Krotz help out 3 days a week with the planting beds specifically at the Flight 191 Memorial and the Memorial Pavilion.
- Ordered materials for Lakeview Center to complete the ceiling tiles, lighting and flooring.
- Finalized bands for Live at the Lake concert series with the new concept of pavilion and greens series.
- We extended the hours at Mountain View Adventure Center until 9:00pm
- Dance Idol was very busy but everything went smooth. Staff enjoyed the new set up.
- Ken and crew completed the punch list items at 630 Greenview.

Discussion: Commissioner Doerr asked about the dual permit signage at the Golf Center. Superintendent Panek he is waiting for the City of Des Plaines to approve the final project and remove.

B. DEPUTY DIRECTOR:

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

- Cumberland Terrace Bridge Project was completed May 7th, the site looks great.
- The Prairie Lakes Chiller project is complete, we are working through punch list items and training. The boiler portion of this project bids came in over \$100,000 the budgeted amount.
- District 62 will be letting our programs utilize their gyms and facilities in fall 2021.
- We have hired a landscape 1 replacement and he will start next week.
- Kutchen Tennis Court project has had the asphalt installed, we need to wait 18 days for color coating, court should be open by the first week in June.
- Staff are doing a great job in the hiring efforts for lifeguards. This is a very large challenge to staff Mystic Waters.
- We have also seen a staffing shortage and hiring challenge in the park department for landscape.

- Paving at Prairie Lakes South Parking lots will begin on May 24-27 and will be a traffic challenge during the process.

Discussion: Commissioner Haas noted that a walking pathway may need to be installed at the Cumberland Terrace Bridge to connect to the newly installed sidewalk.

B.1 PARKS & PLANNING DEPARTMENT:

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

- The Parks Department is focused on the opening of our all outdoor pools. Chippewa has water in the pool and will be ready for Memorial Day Weekend. Mystic Water's leak was fixed but we still have an issue with the dive well holding pressure, the company will be out to fix. Iroquois will be up and running on time.
- 1340 Oakwood is waiting for the water to be disconnected
- Lakeview Center bathrooms have been demoed and are in the prepping stages for framing.
- The landscape crew is working on weed control, mowing and garbage pickup.
- Mountain View Mine saw updates to the course and plantings around the facility.
- Perennial bed maintenance is underway across the district, Chris, Liz and crew are doing a great job!
- Working hard to keep up with the athletic field maintenance for softball, baseball and soccer.
- Garden Plots were ready to go early this year and are almost sold out.
- The tree of life and memorial bench program is extremely busy, we are installing one almost every day.
- We have hired 19/20 early birds to work at all of the pools this summer.
- COVID -19 supplies are in good order.

Discussion: Commissioner Doerr asked when the sediment bag would be removed at Prairie Lakes Fields. Superintendent Guza noted it is still drying out, should be completed by end of July and then the soil will be moved to other sites around the City of Des Plaines. President Grady noted that he saw many kids outside of Chippewa Pool looking at the water, they are excited to swim this summer!

B.2 RECREATION DEPARTMENT:

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

- We are in the summer crunch time as we prepare for all areas.
- Chippewa Pool is scheduled to open Memorial Day weekend.
- We are excited to have Gene join the Recreation Department. I sat down with him and Colette as we discussed some of the future marketing plans.
- We continue to monitor and make adjustments on pool, facility and camp capacity limits based on the newly approved guidelines.
- We are facing staffing challenges , however our supervisors are doing a great job recruiting.
- Excited to announce that Elizabeth Quinzio has accepted the Recreation Supervisor position, in charge of Creative Corners and Summer Camp. Carolanne Smith is excited to be going back into teaching this fall.
- I have been working with Gene to finalize Fall Playbook
- MNASR will be on site providing resources for summer camp this year.
- Dance Idol was a great success, thanks to all departments for their support for this large event we hosted over 1600 dancers.
- Continuing to work with Chris on utilizing the new Maine West Field House for the Jr. Warriors feeder team. Would like to offer scholarships opportunity through Friends of the Parks.
- The Theater has been very busy with full and front of stage rentals.

- Swim School has 95 monthly memberships

Discussion: President Grady asked about the use of the climbing wall and storage. Superintendent Weber noted staff was recently training on this equipment and will be using at special events and for the summer camp program. The climbing wall is stored at Mystic Waters in the off season. Commissioner asked if bamboo fishing poles could be used for the camps. Superintendent Weber said yes. Commissioner Doerr asked about the new fitness room at Prairie Lakes. Superintendent Weber noted the equipment would be strength related. Commissioner Doerr also commented on the field usage at Arndt Park with outside groups using lighting trucks. Executive Director Miletic stated we were unaware of this unpermitted use, and if it is seen the future to please report.

C. BUSINESS DEPARTMENT

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

- Working on finalizing the end of the fiscal year with vendors.
- Planning meeting for audit was completed on May 15, Lauterbach and Amen will be back on site July 16.
- Fiscal year 2021/2022 will be presented at the July Park Board meeting. Each department is underway making adjustments to the budget based on the new guidelines and openings in the last few weeks.
- For the 2020 Tax levy we will be capturing about \$300,000 additional dollars in real estate tax bills in the month of May 2021 and will be filing in fiscal year 2020/2021. Normally we do not but with the property tax payment extension
- All areas of the department are very busy, as staff learns new roles and responsibilities.
- We processed over 1200 bills for memberships and payment plans this month.
- Business Department is working on Spectrum Entry in RecTrac
- Nicole and Vanessa have been training on payroll functions. Jacob Nicole and myself met to review new payroll software. On average it should take 90-120 days to install and transfer information.
- Very excited to announce Nicole McNulty has accepted the Assistant Superintendent of Business position. She has worked extremely hard leaning the new process and will do great in this new role.
- Jacob has been extremely busy in the last 10 days, specifically at the Golf Center. We had a major switch issue that brought the entire system down. He worked with SNI and were able together everything up and running within 2 days. Jacob has also been busy setting up all of the outdoor pool offices and preparing for the start of the season
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Discussion: President Grady asked where Jacob's office is located. Superintendent Barrera stated his office is at the Leisure Center, however he travels from site to site especially during the peak seasons.

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Doerr moved to accept the Financial Report for May 18, 2021 subject to audit and placing a copy on file.

Seconded by Commissioner Rosedale

Discussion: Commissioner Haas asked about the status of Club Casa. Superintendent Panek noted they are very busy in both the restaurant and banquet room. Notable they had a very busy week and just purchased new patio furniture.

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

IIX. UNFINISHED BUSINESS:

A. Prairie Lakes Aquatic Center

Superintendent Barbara Barrera reviewed the Indoor Pool Project Costs Spreadsheet.

- Payout included the speed humps.
- Remaining Cooling Landscapes

B. Annual Reorganization of the Park Board

1. Oath of Office to Newly Re-Elected Commissioner:

I Erin Doerr, having been elected to the office of Commissioner of the Des Plaines Park District, in the County of Cook, State of Illinois, DO SOLEMNLY SWEAR, that I will support the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Commissioner according to the best of my ability.

- President Grady was thanked for his service as President during the Fiscal Year 2020/2021

2. Nominations for President:

Executive Director Miletic asked are there any nominations for Board President?

Commissioner Haas nominated Donald Rosedale for President for Fiscal Year 2021/2022.

Executive Director Miletic asked are there any other nominations for Board President?

Hearing None, I am asking for nominations for President to be closed.

Motion by: Commissioner Haas

Seconded by: Commissioner Doerr

Discussion: None

All in Favor, Opposed

Ayes:4 Nays:0

Motion carried 4-0-0.

Executive Director Miletic requested a motion and second to elect Donald Rosedale as Board President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2021/2022.

Commissioner Haas moved to elect Donald Rosedale as President of the Park Board of Commissioners for the period May 18, 2021 thru Unfinished Business on May 17, 2022.

Seconded by: Commissioner Doerr

Discussion: None

All in Favor, Opposed

Ayes:4 Nays:0

Motion carried 4-0-0.

3. Nominations for Vice-President:

Executive Director Miletic asked are there any nominations for Board Vice President?

Commissioner Grady nominated Erin Doerr for Vice President for Fiscal Year 2021/2022.

**Executive Director Miletic asked are there any other nominations for Vice President?
Hearing None, I am asking for nominations for Vice President to be closed.**

Motion by: Commissioner Haas

Seconded by: Commissioner Grady

Discussion: None

All in Favor, Opposed

Ayes:4 Nays:0

Motion carried 4-0-0.

Executive Director Miletic requested a motion and second to elect Erin Doerr as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2021/2022.

Commissioner Haas moved to elect Erin Doerr as Vice President of the Park Board of Commissioners for the period May 18, 2021 thru Unfinished Business on May 17, 2022.

Seconded by: Commissioner Grady

Discussion: None

All in Favor, Opposed

Ayes:4 Nays:0

Motion carried 4-0-0.

4. Nominations for Treasurer:

Executive Director Miletic asked are there any nominations for Board Treasurer?

Commissioner Doerr nominated Jana Haas for Treasurer for Fiscal Year 2021/2022.

**Executive Director Miletic asked are there any other nominations for Board Treasurer?
Hearing None, I am asking for nominations for Treasurer be closed.**

Motion by: Commissioner Grady

Seconded by: Commissioner Doerr

Discussion: None

All in Favor, Opposed

Ayes:4 Nays:0

Motion carried 4-0-0.

Executive Director Miletic requested a motion and second to elect Jana Haas as Board Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2021/2022.

Commissioner Grady moved to elect Jana Haas as Treasurer of the Board of Commissioners for the period May 18, 2021 thru Unfinished Business on May 17, 2022.

Seconded by: Commissioner Erin Doerr

Discussion: None

All in Favor, Opposed

Ayes:4 Nays:0

Motion carried 4-0-0.

5. Board Appointments:

President Rosedale made the following appointments for the following committees:

1. **Executive Director** – Donald Miletic
2. **Des Plaines Park District Attorney** – Andrew Paine; Tressler LLC
3. **History Center Representative** – Donald Miletic
4. **Senior Center Representative** – Paul Cathey
5. **Board Secretary** – Donald Miletic
6. **M-NASR Representative** – Donald Miletic
7. **Des Plaines Friends of the Park** – Joseph Weber & Jeanette Berard

Commissioner Grady moved to approve the appointments for Fiscal Year 2021/2022.

Seconded by: Commissioner Doerr

Discussion: None

All in Favor, Opposed

Ayes:4 Nays:0

Motion carried 4-0-0.

IX. NEW BUSINESS:

A. Action Item 9 - A: Rejection of Prairie Lakes Boiler Replacement Project Bids

Deputy Director Paul Cathey Reviewed the information in Agenda Item 9 – A.

Commissioner Grady made the motion **“I move the Park Board of Commissioners reject the bids submitted for the Prairie Lakes Boiler Replacement Project.”**

Seconded by Commissioner Haas.

Discussion: Commissioner Doerr asked why the costs were so high. Deputy Director Cathey stated the project was over engineered and the type of boilers selected in the bid requirements are very expensive.

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

Motion carried 4-0-0

B. Action Item 9 - B: Approval of Park Board Policy & Ordinance Manual #21-03

Executive Director Miletic reviewed the information in Agenda Item 9-B

Commissioner Haas made the motion **“I move the Park Board of Commissioners table the approval of Park Board Policy & Ordinance Manual #21-03.”**

Seconded by Commissioner Grady.

Discussion: All board members expressed the need for more information about the type of liquor licenses, insurance requirements, permitting, policies, procedures all in relation to the sale of alcoholic beverage to be held at Lakeview Center, Live at the Lake and Mountain View Miniature Golf Course. The request for more detailed supplementary information will be presented to the board for further review following this board meeting. The Park Board will then review and decided on approval of Park Board Policy & Ordinance Manual #21-03 at the June Board Meeting.

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

X. CORRESPONDENCE:

- A. Email from Renter: CYT Chicago: Prairie Lakes Theater
- B. Email from Resident: Marcia Alban: Prairie Lakes Aquatic Center
- C. Email from Resident: Bryan Gildemeister: Cumberland Terrace Playground & Bridge

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Very happy to have won my election. Looking forward to attending the IAPD Boot Camp for elected officials excited to bring back knowledge gained from this training.

Commissioner Grady: It has been so nice getting out to see the parks. Hopefully all of this will be over and we will be back at 100% for opening. Staff did a fabulous job jumping through hoops for all of the guidance.

Commissioner Haas: Sad to have heard the passing of Karen Toff. See if River Casino would like the church named after them for a sponsorship fee. The parks are looking great, I know with the no rain this will be challenging in the next few weeks.

President Rosedale: A board member of Izaak Walton passed this last week and will be hard to replace. Make sure to live your life!

Commissioner Grady: It has been so nice getting out to see the parks

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION:

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 9:35pm.

Seconded by Commissioner Haas

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-0

APPROVED _____

President

Secretary