

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
AUGUST 17, 2021**

I. CALL TO ORDER/ROLL CALL

President Donald Rosedale 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 in person were, Erin Doerr, James Grady and Jana Haas and to be the newly appointed Commissioner Eli Williams. In attendance was Executive Director Donald Miletic; Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber; Superintendent of Revenue Facilities, Brian Panek and Project Manager, Jeanette Berard. Superintendent of Parks & Planning, Paul Guza was absent

Guests: Jan Yates

A. Office to Newly Appointed Commissioner:

I Eli Williams, 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.

II. CHANGES TO THE AGENDA:

None

III. INTRODUCTIONS/PRESENTATIONS:

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

- Looking to move money into an endowment fund.

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

- Still holding programs – masks are required for both vaccinated and non- vaccinated
- Steve continues to apply to grants and the senior center is in good financial condition.

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

- Reviewed Golf in the Dark information.
- Reviewed the scholarship application and approval process.

Discussion: Reviewed the role of the Des Plaines Park District for their role in contributing funds and representative support for the mentioned organizations.

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

Jan Yates attended this meeting share her support for the newly appointed Commissioner Williams. She also shared how much the Park District meant to Bill and how he worked to provide the best opportunities for all Des Plaines Residents.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES –July 20, 2021
- B. EXECUTIVE SESSION MINUTES–July 20, 2021
- B.1 SPECIAL MEETING MINUTES –August 2, 2021

C. VOUCHER BILLS:	
July 9, 2021	\$486,319.70
July 23, 2021	\$269,510.77

D. PAYROLL:	
July 16, 2021	\$331,515.79
July 30, 2021	\$337,185.66

Commissioner Haas moved to accept the Consent Agenda.
 Seconded by Commissioner Doerr

Discussion: None

Roll call: Commissioner Doerr, Aye; Grady, Aye; Haas, Aye; Williams, Aye; President Rosedale, Aye
Motion carried 5-0-0.

VI. M-NASR REPORT: None.

Discussion: Commissioner Haas if anyone attended the Liponi Mini Golf Event. Commissioner Doerr stated her and her family attended and it was a great time, with them winning a Raffle Prize.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Working through the Delta COVID strand and what that means for the district. We are 87% vaccinated for our full time staff. At this point we are holding on not requiring face masks or checking for vaccine cards. We are in line with what other park districts across the state are doing, waiting for the call from the Governor.
- We will not be checking vaccine cards at Fall Fest, the logistics would be too difficult.
- Continuing to work on the IGA with the City of Des Plaines for Lake Park.
- Welcome Eli to your first Park Board Meeting.
- All of our facilities are doing great, very busy with patrons. Golf Center, Mystic Waters and Mountain View continue to have an extremely successful year. This takes a lot of hard work from supervisors and staff to ensure the facilities are running efficiently.
- Continuing to work through on our open grants and prepare for the upcoming submission in September.
- Bluett Park Grand Opening was a great success. Was able to talk with each attendee where I learned many of them did not know they were residents of the Des Plaines Park District able to utilize our services and facilities. We will be sending them out a separate mailing, thanks to Joe and Gene for putting that together.
- We will be hosting the OSLAD Grant Public Forum on Thursday August 19 and 6:30pm.

Discussion: Commissioner Haas asked if they church had been fully moved out. Executive Director Miletic started they have been completely out by the second week in July.

A.1 REVENUE FACILITIES

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

- Golf Operations are continuing to run strong, with Mountain View making great improvements. The facility is still open and has brought in over \$64,000 in the month. At the Golf Center we currently have 150 memberships, which monthly brings in \$20,000.

- Continuing to hire across all departments as employees find full time jobs or head back to school.
- High school Leagues are currently occupying the Golf Center M-F from 3:30-5:30, very busy.
- Ken and his crew have almost completed all items at Lakeview Center, will be heading to Prairie Lakes next week for the shutdown, followed by extensive work at the Golf Center.
- We continue to beautify Lake Park, the Clubhouse and Lakeview via Landscaping. Glenn has been doing a great job keeping up the grounds including removal of debris.

Discussion: None

B. DEPUTY DIRECTOR:

Deputy Director Paul Cathey reviewed the items in Agenda Item 7-B& B.1 including;

- Provided an update on the status of the Lakeview Center Windows, Prairie Lakes Boiler Project, and Leisure Center Roofing. At this time each project is underway and looks to be on schedule.
- We will be going with a dark bronze for the windows of Lakeview Center, in keeping
- The shutdown for Prairie Lakes Aquatic Center will be August 23-September 6 as we look to complete a full deep clean of all 3 pools, including making updates to existing
- Huge Kudos to staff for all they have done this summer. Everyone is working very hard. Elizabeth has done a great job for her first year of summer camp, only have heard great things.
- We will be ordering fish to stock the Prairie Lakes Ponds, that will include Bass, Blue Gill and minnows.
- We are working to reduce the silt pile at Prairie Lakes and have distributed at Kylemore Greens.
- 1340 Oakwood is down we are working on a top coat and seeding.
- Westfield Gardens Playground has been demolished and they are working on grading.
- Staff have been doing a great job working at the Lakeview Center improvements.

Discussion: None

B.2 RECREATION DEPARTMENT:

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

- We have been having a very successful summer, camps have ended and we are in the countdown for the remaining days of the outdoor pools.
- Elizabeth had a great first summer, hope to be able to increase next summer.
- Mystic Waters has had a number of extremely successful days as well, with a high of \$35,000 brought in in one day. We saw challenges at the beginning but staff were able to work through.
- We currently have an RFP out for security companies for Fall Fest working in conjunction with Des Plaines Police and event staff.
- Finalized the Bluett Park Marketing target and information should be out to them tomorrow if not yet already arrived at their homes.
- We have already begun work on the Winter 2022 Spectrum and Playbook
- Closures for the Fitness Center August 23-27 and Aquatic Center August 23- September 6 for the annual cleaning and maintenance.

Discussion: Commissioner Grady asked if Bravo Services was in charge of cleaning the fitness equipment at the fitness center along with what days they are on site. Superintendent Weber stated they are onsite 7 days a week normal for 2 hours after 11:45pm and they are focused on cleaning the bathrooms, locker rooms and hallways.

C. BUSINESS DEPARTMENT

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

- Legal Items include officially filing the budget, posting on DPParks.org and providing copies to staff.
- Working with all department to secure staff for Fall Fest and the many positions including carnival booths. This year we have lost a number of past volunteers due to the current climate.
- Business staff continues to be very busy in supporting all departments. At the height of summer we had over 450 employees where normally we sit at about 190 employees. This is a large operation from onboarding each new employee to completing payroll each pay period. In addition we are processing over 1,700 bills / month for each of our payment plans.
- Lakeview Center has had the security alarm installed and preparing for the future technology needs.
- Working the COVID-19 policies and procedures with all of the new updates and information.
- The downtown TIF is scheduled to come back on the books and will bring about \$80,000 in additional revenue.

Discussion: None

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Haas **moved to accept the Financial Report for August 17, 2021 subject to audit and placing a copy on file.**

Seconded by Commissioner Grady

Discussion: None.

**Roll call: Commissioner Doerr, Aye; Grady, Aye; Haas, Aye; Williams, Aye; President Rosedale, Aye
Motion carried 5-0-0.**

IX. UNFINISHED BUSINESS:

A. None

IX. NEW BUSINESS:

A. Action Item 9 - A: Annual Review of ADA Transition Plan

Superintendent Joe Weber reviewed the information in Agenda Item 9 – A.

Discussion: Commissioner Haas asked if we will be seeing additional updates ADA required items. Executive Director Miletic stated we need to evaluate Lakeview Center.

VIII. CORRESPONDENCE:

- A. Thank you Letter: Bartlett Parks Foundation: Donation
- B. Thank you Letter: Kiwanis Club: Community Baby Shower
- C. Thank you Letter: St. John Evangelical Church: Cross Delivery

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: This was a great meeting. Welcome Eli, please feel free to reach out to the board if you need help. Summer has gone by too fast, first day of school is tomorrow. Staff works very hard to support their community groups. Fall Fest here we come!

Commissioner Grady: Welcome Eli you will catch on but if you have any questions let us know. Bill was a great commissioner. I want to commend our staff on being well trained and providing great customer service.

Commissioner Haas: Welcome aboard Eli, ask if you need anything. Live at the Lake was fabulous and it was a great kick off to summer. Glad to be working with Clean Up Give Back for Fall Fest, they are a great organization. Thank you to Colette and Gene for their creative pieces on social media they are out of this world.

Commissioner Williams: This was a good first meeting. Looking forward to the opportunity to be a part of this group. I know you all care about Des Plaines and I do as well.

President Rosedale: Eli the Park Board throughout the years have always been willing to help one another.

XII. EXECUTIVE SESSION:

Commissioner Doerr 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 7:57p.m.

Seconded by Commissioner Grady.

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

XIII. RETURN TO OPEN SESSION:

Commissioner Grady made a motion to close Executive Session and return to open session at 8:56 pm

Seconded by Commissioner Haas.

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

13-A Approve Items Discussed in Executive Session

Commissioner Doerr mad a motion to approve items discussed in executive session

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:57 p.m.

Seconded by Commissioner Haas

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary