

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
October 19, 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 6:55 p.m. Commissioners answering present to the roll call in person were, Erin Doerr, James Grady and Jana Haas and 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; Superintendent of Parks & Planning, Paul Guza and Project Manager, Jeanette Berard.

Guests: Jen from Lauterbach & Amen LLP

II. CHANGES TO THE AGENDA:

Commissioner Haas made the motion **“I move the Park Board of Commissioners move Agenda Item 9 – A to be presented before Agenda Item 7 – A.”**

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.**

III. PRESENTATIONS:

None

IV. COMMENTS FROM THE COMMUNITY:

None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

A. MINUTES – September 21, 2021

B. EXECUTIVE SESSION MINUTES–None

B.1 SPECIAL MEETING MINUTES –None

C. VOUCHER BILLS:

September 17, 2021 \$328,935.04

October 1, 2021 \$523,924.82

D. PAYROLL:

September 10, 2021 \$180,953.80

September 24, 2021 \$185,608.75

October 8, 2021 \$184,960.52

Commissioner Grady moved to accept the Consent Agenda.

Seconded by Commissioner Haas.

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:

No Report

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Working on the \$10 million grant with DCEO and IDNR. Meeting scheduled next week to talk about the plan and if an alternative bond issuance will be required for the Arndt Park Renovation Project.
- Lakeview Center lower level usage plan completed by Cayce at Cordogan Clark & Associates and sent to the City of Des Plaines. Based on the plumbing code she stated we are in line, however we received an email back this evening that they are still reviewing but do see an issue that would not allow us to move forward with the bathroom renovations.
- The sale of 630 Greenview required another postponement due to an issue with the FHA loan. Hope to have it sold by the end of the month.
- Golf in the Dark brought in about \$15,000, which is amazing, and a great event. The new balls made such a difference! Trish and Jeanette are now on the board. At this time, all board member seats are filled.
- The license agreement for the restaurant group received approval from our attorney. I provided the restaurant group a copy on Saturday 10/16. I hope that we will have a lease agreement to present next month. Their goal would be to open by Fall Fest 2022.

Discussion: Commissioner Haas noted that she spoke with Mayor Andrew Goczkowski and he asked her for a status update of the Lakeview Center project and permits. He said he would be happy to help if there are issues and to contact him directly. Commissioner Haas stated she would reach out to him and discuss the project and the latest email correspondence.

A.1 HISTORY CENTER REPORT

No Report

A.2 REVENUE FACILITIES

Superintendent of Revenue Facilities Brian Panek reviewed the items in Agenda Item 7-A.2 including;

- All Golf Operations are going extremely well for revenue budgeted for FY 21/22 Lake Park is at 86%, Mountain View is at 125% and Golf Center is at 69%.
- The anticipated closed date for Mountain View will be October 31 at 5:00pm basing off the forecasted weather.
- Golf Operations staffing will be strong for the winter season. We will transfer a few staff to Prairie Lakes. This change will provide additional hours throughout the winter and will keep good staff employed with the district. Executive Director Miletic noted that some individuals may be enrolled in IMRF. Available hours would go 950 hours to 1450 hours, which greatly helps our current staffing shortage.
- Don, Dylan and I attended a Track Man Demo at Heritage Oaks Golf Course. We would like to see this system implemented at Golf Center. The system will provide golfers the ability to track balls on their own personal devices. There are other companies available; Track Man is what the professionals use. Overall this is not a gaming system, however there are options to add elements for the younger golfers.

Discussion: Commissioner Haas asked about ball tracking. Superintendent Panek stated each ball is tracked through radar located on the roof and the sides of the range, information is then sent to the personal smart device. Commissioner Doerr asked if golfers have requested this type of program. Superintendent Panek stated yes. Commissioner Haas asked if Paint & Sip would be running through the winter at Lake Park. Superintendent Panek stated yes, and the last class was completely full. Commissioner Doerr noted that she likes the cross training of part time staff among departments.

B. DEPUTY DIRECTOR:

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

- Lakeview Center window project scheduled to start November 1. There was a supply chain issue with a specific brand on delay; a similar product in stock was purchased.
- Cumberland Terrace Parking Lot project; scheduled to start in the next few weeks.
- Prairie Lakes Boiler Project; scheduled to be completed by the end of the week.
- Chippewa Tennis Court lights; scheduled bid opening on 10/20, 8 poles with 2 LED lights for each.

Discussion: Commissioner Grady asked if the heat at Lakeview Center is operational. Deputy Director stated yes. We are looking into thermostat pricing at that facility. Commissioner Doerr asked for the Winter Wonderland plan. Deputy Director Cathey stated the walk thru event held in 30-minute time slots would require pre-registration similar concept to 2020. Commissioner Doerr asked about the DPPD buses at Maine West. Executive Director Miletic stated MW Athletic Department borrowed the buses to transport athletes to their games as a team. Currently there is a bus driver shortage.

B.1 SENIOR CENTER REPORT:

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

- Trivia night is on 10/23, we have seats open at our table, if you would like to join let me know.
- They are getting back into programming and offering more to the members.
- The board will be working with an outside firm on future strategic planning.

Discussion: Commissioner Doerr asked about the status of the House of Szechwan. Deputy Director Cathey stated they are asking for a rent abatement, as they were unable to acquire any PPP loans due to opening in 2020 vs 2019. President Rosedale stated as the property owners they may be able to apply for loans, as they are not receiving full rent. Deputy Director Cathey noted each business (Senior Center & House of Szechwan) want to find a positive resolution and continuing working together in the future.

B.2 PARKS & PLANNING DEPARTMENT:

Superintendent of Parks & Planning Paul Guza reviewed the items in Agenda Item 7-B.2 including;

- October is a transition month for the Park Department as we plan for the arrival of winter.
- The position of Facility Maintenance II is open and interviews will be taking place soon.
- The bids for the demolition for 1355 Oakwood is on the agenda and anticipate it being down before the end of the season.
- Westfield Gardens playground is progressing along; I hope to have it completed in the next few weeks.
- We are looking for ways to stay ahead of the supply chain delays by purchasing needed supplies and keeping an inventory. This will allow us to fix issues in real time, instead of waiting weeks for supplies to arrive.

Discussion: Commissioner Haas asked if we anticipate Iroquois Pool will be open for summer 2022. Superintendent Guza stated yes, they are doing everything to maintain the existing pool until they can complete the Arndt Park Renovation Project.

B.3 RECREATION DEPARTMENT:

Superintendent of Recreation Joseph Weber reviewed the items in Agenda Item 7-B.3 including;

- Golf in the Dark was successful and had fun participating and helping to prepare for the event.
- Trunk or Treat will be held on October 30 from noon until 3:00pm at Prairie Lakes North Lot.
- Winter Wonderland will be held on December 4 from 5:00-8:00pm at the Prairie Lakes North Lot. This will include lights, entertainment, characters, Santa Claus and more.
- Currently interviewing for a Recreation Supervisor, focused on Special Events.
- A new position is available for an Athletics Supervisor.
- Program Highlights: Very busy in the Recreation Department; 400 in School of Dance, Waitlists for Swim School, Creative Corners is in full swing, working on fitness and aquatic memberships, new sports teams and leagues. We are dealing with a hiring shortage and trying to find ways to entice new employees or keep our current ones.

Discussion: Commissioner Doerr asked about the District 62 request for equipment. Superintendent Weber stated we lean them smaller pieces of equipment for them to run their own field day. Commissioner Doerr asked if the new special events position would be working with the schools. Superintendent Weber stated yes and will be responsible for the climbing wall. Commissioner Doerr asked if those who attend events or activities at our buildings ever come back and ask for tours or become members. Superintendent Weber stated yes and that he has given a many of tours during or after these types of event. Commissioner Haas asked about the feedback received from the Strength Rom. Superintendent Weber stated yes feedback has been great with the new room and available equipment. Normally 5-6 people working out at a time. Commissioner Grady noted that after the Health & Wellness Fair with Advocate Lutheran General, he gave a tour to one of their fitness professionals and she was blown away with the Prairie Lakes Aquatic Center, specifically the Wellness Pool.

B.4 FRIENDS FOUNDATION REPORT:

Project Manager Jeanette Berard reviewed the items in Agenda Item 7-B.4 including;

- Additions to the board include Trish Romza and Jeanette Berard
- Website has been updated and reflects all new information
- Met and discussed plans for Golf in the Dark for 2022
- Planning for what volunteer opportunities they can complete with the Park District.

Discussion: None

C. BUSINESS DEPARTMENT

Superintendent of Business Barbara Barrera reviewed the items in Agenda Item 7-C including;

- Legal filings for audit are almost complete.
- Noting that aside from Golf Operations, Pool Operations are also up in expected revenue for this fiscal year.
- Fall Fest was a huge event and still finalizing numbers. The revenue generated was incredible.
- Working with Jacob and Nicole on software updates for our payroll system. This project will take about 120 days to full implement.
- Nicole and Vanessa have spent a significant amount of time in hiring procedures for open positions.
- Jacob is working on many upgrades throughout the district ranging from software to new options for the fitness center.

Discussion: President Rosedale asked the status of replacement taxes. Superintendent Barrera stated they will be significantly higher this year. The figure is based on delay in tax payment and increase in businesses

in Des Plaines. Commissioner Grady noted when the new apartment complex in downtown Des Plaines is open that will also influence the tax roll.

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Haas **moved to accept the Financial Report for October 19, 2021 subject to audit and placing a copy on file.**

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.**

II. UNFINISHED BUSINESS:

None

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of Comprehensive Annual Financial Report for Year Ended April 30, 2021

Superintendent Barrera reviewed the information in Agenda Item 9 – A.

Jen from Lauterbach & Amen LLP reviewed Letter of Transmittal and noted this was a clean audit and was very impressed with the work put in by Superintendent Barrera and staff. This is the Park Districts 25th year of winning of GFOA.

Commissioner Haas made the motion **“I move that the Park Board of Commissioners approve the Comprehensive Annual Financial Report for Year-end April 30, 2021, as audited by Lauterbach & Amen, LLP.”**

Seconded by Commissioner Grady

Discussion: Commissioner Haas asked where our district stands comparatively to others of our size. Jennifer noted that the Des Plaines Park District is in very good standing with extremely healthy fund balances. Especially with what we have seen throughout out the pandemic, many other districts saw more challenges. Executive Director Miletic thanked Superintendent Barrera for her dedication and hard work on this audit.

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

B. Action Item 9 - B: Approval of 2021 Tax Levy Estimates-Truth In Taxation Law Resolution # 21-02

Superintendent Barrera reviewed the information in Agenda Item 9 – B including a discussion of how the percentage of 4.98% was determined to capture all new tax levy funds.

Commissioner Haas made the motion **“I move that the Park Board of Commissioners approved 2021 Truth in Taxation Law Resolution #21-02”**

Seconded by Commissioner Williams

Discussion: Executive Director Miletic stated that much of the money coming back on the tax rolls will be applied to help in the staffing shortage to provide more competitive wages, instead of the originally planned capital projects. This includes seeing an increase to minimum wage or to more highly required jobs (lifeguards in the summer) and will help to keep our jobs relevant. Commissioner Haas noted the ending of the TIF is good timing for us. These funds will allow us to keep our facilities open and not have to make day or hour decreases due to low staffing.

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

C. Action Item 9 - C: Approval of Arndt Park Architect Selection Process

Executive Director Miletic reviewed the information in Agenda Item 9 – C.

Commissioner Doerr made the motion **“I recommend the Park Board of Commissioners select Cordogan Clark at 7% cost of construction for architecture, interior design, building mechanical engineering, structural engineering, aquatic engineering, civil engineering, and landscape design services for a new Arndt Aquatic & Recreation Park.”**

Seconded by Commissioner Grady

Discussion: Commissioner Doerr asked the cost of demolishing the existing /Iroquois Pool. Executive Director Miletic sated about \$400,000 to demo and return the site to preexisting condition. Commissioner Grady asked who owns the land. Executive Director Miletic stated it is the school district’s property if we are not using as a pool location. Executive Director Miletic stated the project is anticipated to cost 7 million, meeting with IDNR to discuss distribution of grant funding and the potential to issue bonds on 10/27.

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

D. Action Item 9 - D: Approval of Change Order #1 Lake Park Renovation

Executive Director Miletic reviewed the information in Agenda Item 9 – D, the update is due to a location change on the original plan for the splash pad. We are still on hold for the MWRD permit.

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve Change Order #1 for a credit of \$34,444.00 to Hacienda Landscaping.”**

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.**

E. Action Item 9 – E : Approval of 1355 Oakwood House Demolition Bids

Superintendent Guza reviewed the information in Agenda Item 9 – E.

Commissioner Williams made the motion **“I move the Park Board of Commissioners approve the bid submitted by Albrecht Enterprises in the amount of \$30,550.00 to demolish and restore the site at 1355 Oakwood Avenue.”**

Seconded by Commissioner Haas

Discussion: Commissioner Haas asked the budget for the project. Superintendent Guza stated \$40,000 but if asbestos is found could increase the bid price 5-6 thousand but will still be under budget. Commissioner Doerr asked if Des Plaines Police & Fire will be using this house for training. Superintendent Guza stated yes.

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

Motion carried 4-0-0-1 Abstain.

F. Action Item 9 - F: Approval of Prairie Lakes Fitness Center Treadmill Replacement

Superintendent Weber reviewed the information in Agenda Item 9 – F.

Commissioner Haas made the motion **“I move the Park Board of Commissioners approve the purchase of six Matrix Endurance Line Treadmills through National Cooperative Purchasing Alliance for a total of \$27,937.80.”**

Seconded by Commissioner Williams

Discussion: Commissioner Grady asked how many treadmill will be available. Superintendent Weber stated for FY2021/2020 they will remove the 7 existing treadmills and replace with 6 new treadmills anticipated to be completed in December 2021. For FY2022/2023 they will purchase an additional 2 performance treadmills and install in May of 2022 for a total of 8 treadmills in the Prairie Lakes Fitness Center. All of these will include plug in or Bluetooth capabilities that will link to 6 larger TVs to be installed in the next month. Commissioner Doerr asked if there is a warranty on the treadmills. Superintendent Weber stated yes a 3-year warranty. President Rosedale asked if there is a plan for the surplus property. Superintendent Weber stated yes a Sale of Surplus Ordinance. Commissioner Williams asked for a brief description on the style of performance treadmills.

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

G. Action Item 9 - G: Approval of Nilco Landscaping Three Year Contract

Superintendent Panek reviewed the information in Agenda Item 9 – D.

Commissioner Williams made the motion **“I move the Park Board of Commissioner approve the three-year contract beginning November 1, 2021 – October 31, 2024 with Nilco Landscaping as presented.”**

Seconded by Commissioner Grady

Discussion: Commissioner Grady noted they did a great job on the Hole 1 Tee Boxes, recommend to update the remaining 8 holes as well. He also asked who owned the garage to the north of the course. Superintendent Panek stated Nilco is the tenant and stores all of their landscaping equipment.

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

X. CORRESPONDENCE:

- A. Thank you Letter: Sisters of the Holy Family of Nazareth: Donation
- B. Thank you Letter: Winfield Park District: Donation
- C. Thank you Letter: Putt for the Pantry: Donation & Support

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Attended the Legislative Breakfast, interesting to learn about Illinois. Don has been on top of all the changes throughout the pandemic, over all great meeting. It was wonderful to see Maine West Homecoming students utilizing our Lake Park and Central Park for photos. Helping Charcoal Delights at a career fair on 11/3 at the library.

Commissioner Grady: Sorry I missed being able to volunteer at Fall Fest. I was glad to see everyone working very hard. Great job by staff. This is a premier event. Having a lot of people attend is a great problem to have. Big Congrats to all.

Commissioner Haas: Glow Golf was a lot of fun volunteering and of course winning! Great job by all staff. Our park district is the best park of Des Plaines and people continually make those comments. Please take pride in that.

Commissioner Williams: I enjoyed attending Glow Golf with friends and coworkers. Tomorrow will be my first time golfing at the Golf Center. This is now my third meeting and I am learning a lot about all that we do. Thank you to all of the staff.

President Rosedale: Once again we made it through summer. Each April there is a to do list for the summer and how we are going to be able to accomplish all of this. And each year you continue to do it. It is amazing what we can do together.

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION

None

13-A Approve Items Discussed in Executive Session

None

XIV. ADJOURNMENT

Commissioner Doerr made a motion to adjourn the Park Board Meeting at 8:50p.m.

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary