

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
May 17, 2022**

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, Commissioner Erin Doerr, Commissioner Jana Haas, Commissioner Eli Williams and Commissioner James Grady.

In attendance was Executive Director; Donald Miletic, Deputy Director; Paul Cathey, Director of Business; Annette Curtis; Superintendent of Revenue Facilities; Brian Panek, Superintendent of Parks & Planning; Paul Guza; Superintendent of HR& Risk Management; Nicole Dale Superintendent of Recreation; Joseph Weber , Assistant Superintendent of Recreation; Jennifer Boy, Aquatic Manager; Matt Hartnett, Public Relations Coordinator; Colette Plantz and Project Manager; Jeanette Berard.

Guests: Jennifer Proonsapaya, Pat Beauvais, Denise Hansen, Hartnett Family Jenna M , -did not sign in

II. CHANGES TO THE AGENDA:

None

III. PRESENTATIONS:

Presented Dedicated to Excellence to Matt Hartnett

IV. COMMENTS FROM THE COMMUNITY:

Pat Beauvais 547 Webford Street spoke to the Park Board about developer impact fees and encouraging the Des Plaines Park District to not award credits.

Jenna M at 1975 Illinois Street Des Plaines- spoke to the Park Board about the condition of Arndt Park including garbage ,landscaping, and the related vandalism/ delinquent acts at the park.

Jennifer Proonsapaya at 1666 Fairwall Avenue Des Plaines- spoke to the Park Board about the condition of Arndt Park and other parks throughout Des Plaines and the related vandalism/ delinquent acts at the park.

Executive Director Miletic acknowledged the concerns of all comments and provided feedback.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES – April 19, 2022
- B. EXECUTIVE SESSION MINUTES–None
 - B.1 SPECIAL MEETING MINUTES –None
- C. VOUCHER BILLS:

April 01, 2022	\$348,058.16
April 15, 2022	\$200,367.96
April 29, 2022	\$187,194.67
- D. PAYROLL:

April 08, 2022	\$160,318.12
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April 22, 2022

\$178,168.87

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:

Superintendent of Recreation Joe Weber provided information on MNASR's goal to purchase an ADA bus, priced at \$100K. MNASR is also continuing to recruit and hire inclusion aids for the summer.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Staff have been busy and doing a great job in all areas of the district.
- We are looking at other options for landscaping including contractual and hiring of 16 & 17 year olds.
- Continue to work with DCEO and IDNR for grant project agreements.
- Joe, Jenn, Matt and team have done a great job hiring lifeguards- the \$18 increase for Mystic Waters was a needed push.
- Working with HR on the Park Patrol Program, vests have come in.
- Horseshoe Pits were removed at Arndt Park, working to have them at Izaak Walton.
- New Spectrum is out. Bonnie did a great job. Staff stated the process went smoothly.
- Looking to inquire about a partnership with the Cook County Forest Preserve and donating a portion of Beck Lake for a smaller fenced in Dog Park.
- Memorial Day Ceremony will be held at Lake Park Memorial Pavilion on Monday May 31 at 11:00a.
- All scholarship have been distributed at this time, funds redeemed is a little over 50%.
- Increased memberships at Prairie Lakes Aquatic Center, Prairie Lakes Fitness Center and Golf Center Des Plaines.
- We continue to work on hiring maintenance to care of the parks and facilities.
- Working on the weed maintenance at Lake Opeka, Clarke Aquatics is scheduled to be on site next week.
- Upgrades to the Leisure Center include new donated state of the art hand dryers and sensor lighting.
- Inquiring on solar opportunities at the district, new location is the west mounds at Prairie Lakes Community Center.
- New hires this month include: IT Help Desk and Facility Maintenance II at the Prairie Lakes Aquatic Center.
- Loss Control with PDRMA will be underway this year
- Continue Policy and Manual Updates
- After budget is complete will begin work on the Audit with Lauterbach & Amen
- IT is continuing to work on Cyber Security and PCI compliance.
- Dance Department continue to have great successes in their competitions.
- Summer Camp numbers are looking very good for the upcoming season.
- In the final stretch of fully implementing Nova Time.
- Will be looking into the graffiti protocol with the City of Des Plaines Police Department.

Discussion: Commissioner Williams asked about working with the Naperville Park District. Project Manager Berard stated they provided their current Sponsorship Agreement for the district to use as a reference to create our own for future partnerships.

A.1 HISTORY CENTER REPORT

Executive Director Miletic shared there is no History Center Report this month.

Discussion: None

A.2 FRIENDS REPORT

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 - A.2.

Discussion: None

A.3 REVENUE FACILITIES

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 - A.2.

Discussion: Commissioner Doerr asked about the sound system at Lake Park Memorial Pavilion. Superintendent Panek stated they received a grant from Rivers Casino for \$15K for this new system. It will be a wonderful addition to the pavilion and help with sound quality for performances and presentations.

B. DEPUTY DIRECTOR:

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – B.

Discussion: None

B.1 SENIOR CENTER REPORT:

Executive Director Miletic shared there is no Senior Center Report this month, but the

Discussion: None

B.2 PARKS & PLANNING DEPARTMENT:

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – B.2

Discussion:

B.3 RECREATION DEPARTMENT:

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – B.3

Discussion: Commissioner Haas noted with the higher gas prices we should expect to see more people staying in town and frequenting our pools and facilities.

C. BUSINESS DEPARTMENT

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – C

Discussion: None

C.1 HUMAN RESOURCES & RISK MANAGEMENT

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – C.1

Discussion: Commissioner Haas asked for clarification on geo-fencing and time clocks. Superintendent Dale noted this will be a feature for employees working at Rand Park, Arndt Park and West Park who do not have access to a time clock. They will be able to punch in via their phones when they are within a certain distance of the facility, and the geo fencing will be put in place for the zone.

FINANCIAL REPORT

Executive Director Miletic presented the monthly financial report prepared by Director of Business.

Commissioner Haas **moved to accept the Financial Report for May 17, 2022 subject to audit and placing a copy on file with an adjust noted.**

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**

IIX. UNFINISHED BUSINESS:

A. Arndt Aquatic & Recreation Facility

Deputy Director Paul Cathey reviewed the current status of the Arndt Aquatic & Recreation Facility including updates to the overall site plan, pool decking and roofing

- Commissioner Grady asked if final plans will be brought to the board prior to approval. Deputy Director Cathey stated yes.

B. Foxtail on the Lake

Executive Director Don Miletic reviewed the current status of Foxtail

- Continue to work with the Architects on the renovation planning, the project looks to have increased to \$5M with an anticipated opening date on February 2023. The costs are requiring an overview by the Foxtail Group to adjust what is necessary. The costs to the park district will be primarily HVAC for our area, sprinkler installation of entire building due to liability, and some remodeling of park district space. Additional permitting will be required by MWRD for addition of kitchen and decking, with concrete pad below deck.

Discussion: None

C. Annual Reorganization of the Park District Board of Commissioners

- President Rosedale was thanked for his service as President during the Fiscal Year 2021/20222.

1. Nominations for President:

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

Commissioner Haas nominated Erin Doerr for President for Fiscal Year 2022/2023.

**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 Rosedale

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5-0-0.

Executive Director Miletic requested a motion and second to elect Erin Doerr as Board President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2022/2023.

Commissioner Haas moved to elect Erin Doerr as President of the Park Board of Commissioners for the period May 17, 2022 through Unfinished Business on May 16, 2023.

Seconded by: Commissioner Grady

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays: 0

Motion carried 5-0-0.

2. Nominations for Vice-President:

President Doerr asked are there any nominations for Board Vice President?

Commissioner Grady nominated Jana Haas for Vice President for Fiscal Year 2022/2023.

President Doerr 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 Williams

Seconded by: Commissioner Grady

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5 -0-0.

President Doerr requested a motion and second to elect Jana Haas as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2022/2023.

Commissioner Grady moved to elect Jana Haas as Vice President of the Park Board of Commissioners for the period May 17, 2022 through Unfinished Business on May 16, 2023.

Seconded by: Commissioner Williams

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5-0-0.

3. Nominations for Treasurer:

President Doerr asked are there any nominations for Board Treasurer?

Commissioner Grady nominated Eli Williams for Treasurer for Fiscal Year 2022/2023.

President Doerr asked are there any other nominations for Board Treasurer?

Hearing None, I am asking for nominations for Treasurer be closed.

Motion by: Commissioner Haas

Seconded by: Commissioner Grady

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5-0-0.

President Doerr requested a motion and second to elect Eli Williams as Board Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2022/2023.

Commissioner Haas moved to elect Eli Williams as Treasurer of the Board of Commissioners for the period May 17, 2022 through Unfinished Business on May 16, 2023.

Seconded by: Commissioner Erin Rosedale

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5-0-0.

4. Board Appointments:

President Doerr 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 – Joseph Weber**
- 7. Des Plaines Friends of the Park – Brian Panek & Jeanette Berard**

Commissioner Grady moved to approve the appointments for Fiscal Year 2022/2023.

Seconded by: Commissioner Williams

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays: 0

Motion carried 5-0-0.

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of Sexual Harassment Ordinance #22-03

Superintendent Dale reviewed the information in Agenda Item 9 – A

Commissioner Grady made the motion “**I move that the Des Plaines Park District Board of Commissioners approve the Sexual Harassment Ordinance #22-03 as presented.**”

Seconded by Commissioner Rosedale

Discussion: Commissioner Haas asked if staff were included on updates. Superintendent Dale stated they are involved in the Employee Manual updates, this information was reviewed by our attorney Andrew Paine and aligns appropriately with other districts. It is a blend of PDRMA & Tressler. Commissioner Haas stated that this new order would help staff find help with HR vs finding the Board President. President Doerr asked where staff would receive this new information. Superintendent Dale stated they are provided at the annual full time meetings and part time staff receive a PowerPoint with test to review each year.

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

B. Action Item 9 - B: Approval of Revisions to Employee Handbook (Personnel Manual), Crisis Management Manual, and Safety Manual

Superintendent Dale reviewed the information in Agenda Item 9 – B

Commissioner Williams made the motion “**I move that the Des Plaines Park District Board of Commissioners approve the revisions to the 2022 Employee, Crisis, and Safety Handbooks as presented.**”

Seconded by Commissioner Grady

Discussion: President Doerr asked if full time staff working holidays receive any benefits. Superintendent Dale stated they receive compensation time. She also asked if the preschool receives active shooter training. Superintendent Dale stated they do and have directions in each classroom.

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

C. Action Item 9 - C: Review of Strategic Plan 2019 – 2024 & Addendum for 2021

Executive Director Miletic Reviewed the material in Agenda Item 9 - C

D. Action Item 9 - D: Approval of Policy A-3 Capital Assets Definition

Director Curtis reviewed the information in Agenda Item 9 – D

Commissioner Williams made the motion **I move that the Des Plaines Park District Board of Commissioners approve the change to Policy A-3 Capital Asset Definition as presented.**”

Seconded by Commissioner Haas

Discussion: None

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

Motion carried 5-0-0

E. Action Item 9 - E: Approval of Park Board Policy & Ordinance Manual #22-04

Executive Director Miletic reviewed the information in Agenda Item 9 – E

Commissioner Haas made the motion **I move that the Des Plaines Park District Board of Commissioners approve the change to Policy A-3 Capital Asset Definition as presented.”**

Seconded by Commissioner Williams

Discussion: None

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

X. CORRESPONDENCE:

- A. Frisbie Senior Center: Thank you Donation
- B. Rivers Trails Park & Recreation Foundation: Thank you Donation
- C. Prairie Lakes Fitness Center Upgrade: Positive Feedback Recumbent Bikes

XI. COMMISSIONER COMMENTS:

Commissioner Grady: It was an interesting night, good they showed up to voice their concerns. Hiring issues is now very chronic in the world.

Commissioner Haas: I thought we were following No Mow May for the butterflies! The parks will look a lot better soon. The community backpack programs have over 200 kids. We will be doing a Christmas in July to help continue to fill the shelves.

Commissioner Rosedale: It was a fun year, Erin will do a great job. Everyone is proud to serve on this board. Battery operated cars will be widespread this year.

Commissioner Williams: Thanks to staff for their hard work, we can defiantly see the effort.

President Rosedale: Love the energy in the room. 1 year ago I was elected to this board. Love the people who are sitting at this table. Keep moving forward and doing good work!

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 9:29 pm

Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary