

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
January 17, 2023**

I. CALL TO ORDER/ROLL CALL

President Erin Doerr called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 6:00 pm. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Don Rosedale, and Commissioner Eli Williams. Commissioners answering present to the roll call electronically was Commissioner Jana Haas.

In attendance was Executive Director; Donald Miletic, Deputy Director; Paul Cathey, Director of Business; Annette Curtis, Superintendent of HR& Risk Management; Nicole Dale, Superintendent of Parks & Planning; Paul Guza, Superintendent of Recreation; Joseph Weber, IT Manager; Jacob Vilches, Aquatics Manager; Matt Hartnett, Recreation Supervisor; Elizabeth Quinzio and Project Manager; Jeanette Berard. Superintendent of Revenue Facilities; Brian Panek was absent.

Guests: Des Plaines Jr. Warriors Cheerleaders, Coaches and Families

II. CHANGES TO THE AGENDA:

A. Dedicated to Excellence will not be presented at the board meeting.

III. PRESENTATIONS:

- A. Des Plaines Jr. Warrior Cheerleaders Congratulations
- B. 2022 Aquatic & Camp Recap: Matt Hartnett and Elizabeth Quinzio presented a PowerPoint Presentation.

IV. COMMENTS FROM THE COMMUNITY:

None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES- December 13, 2022
- B. EXECUTIVE SESSION MINUTES- December 13, 2022
 - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
 - December 09, 2022 \$ 380,322.20
 - December 23, 2022 \$ 272,016.87
- D. PAYROLL
 - December 02, 2022 \$ 181,876.17
 - December 16, 2022 \$ 190,258.95
 - December 30, 2022 \$ 180,990.94

Commissioner Williams moved to accept the Consent Agenda with changes made to the Executive Session Minutes.

Seconded by Commissioner Rosedale

Discussion: None

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

VI. M-NASR REPORT:

Superintendent Weber stated there was no report.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

In addition he reviewed the following:

- Good news, Advance Capital payment from the State came for our IDNR grants. \$1,150,000.00
- Foxtail on the Lake is working on submitting grants with the City of Des Plaines
- Strategic and Master Planning are underway- Strategic Plan updates will be shared at the April Board Meeting.
- Lakeview Center Improvements will have some updates to the memos due to more scopes of the bids.
- Staff are already underway for summer hiring along with Aquatics Supervisor and Mechanic I.
- For IAPD Conference please download the app to help with session planning
- Chamber Garden Ball will be on April 14

Discussion: None

A.3 REVENUE FACILITIES

Superintendent Panek asked for questions on the report as presented in Agenda Item 9 - A.3.

In addition he reviewed the following:

- LED Lighting upgrade is underway in planning, and should be completed within 10 weeks. There is a grant with ComEd that would cover most of the \$280,000 upgrade.
- TeeUp Upgrade is moving along with staff and Intrepid Date, should be live in Mid-May
- Gift Certificate Sales were very good 367 for a total of \$25K. January continues to be a very busy month at the range.

Discussion: Commissioner Grady asked about the new tee up system and if the cards would transfer over. Superintendent Panek stated yes they are currently working through the process with Intrepid Data and Business Department. They will be working on training with staff and will begin to post notice during the month of March. If you do not have phone you will use a 6 digit code tied to your household account. Each time you come to the range you will get a new code to ensure there is no stealing of cards. Club Casa is also looking at the option of serving at the hit stations.

B. DEPUTY DIRECTOR:

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

In addition he reviewed the following:

- The Lake Opeka lift station electrical has been completed and the pumps will undergo a test run at the end of month. Following that the project will be completed.
- I am looking into the replacement of the flat roof at the Lakeview Center under a cooperative purchase agreement.
- The Lake Park shoreline project is still in design and we should receive 30% review of construction drawings soon.
- Trivia night at the Senior Center in February 25, save the date!

Discussion: None

B.2 PARKS & PLANNING DEPARTMENT:

Superintendent Paul Guza asked for questions on the report as presented in Agenda Item 9 – B.2. In addition he reviewed the following:

- Reviewing/updating Supervisors upcoming tasks and projects
- We have been dodging the snow and cold, but in the next few weeks we anticipate some action.
- Rinks should be opening as it is going to be cold. They are ready for cold weather!
- Horticulture work – getting a head of spring tasks
- Mechanic I is on the 2nd round of interviews

Discussion: None

B.3 RECREATION DEPARTMENT:

Superintendent Joe Weber asked for questions on the report as presented in Agenda Item 9 – B.3. In addition he reviewed the following:

- The Marketing Department is working on finalizing the Spring Spectrum and Playbook. The Recreation Department is beginning to plan programs and special events for the summer season.
- Summer Operations for hiring is underway- this is going to be a large team effort to accomplish
- ERC Holiday Party was a great time, thank you for attending.
- NYE Event was great, over 300 people attended
- Prepping for Dance Idol February 3-February 5, should be the biggest event yet!
- Live at the Lake will have concerts for 10 weeks throughout the summer.
- Royal Ball will be held on February 11
- Fitness Memberships are doing great
- Day off of School at Prairie Lakes continue to have strong numbers.
- Working on budgeting with in the Recreation Department.

Discussion: Commissioner Grady asked about pickleball in the gym. Superintendent Weber stated the current hours are M/W/F 8:30a-12:00pm, but typically they play from 6:00a-1:00p. They are not all Des Plaines Residents. They can purchase a gym and courts membership or pay the daily fee and sign in at the front desk. More gym space is always needed especially for our own programs.

C. BUSINESS DEPARTMENT

Director of Business Annette Curtis asked for questions on the report as presented in Agenda Item 9 – C. In addition she reviewed the following:

- Business Department is currently proofing the Spectrum. We will be updating some of the programs to accrual accounting on 1/31. This will save time with Journal Entries and pullovers.
- Jacob has been working on Cyber Security for the PDRMA review. At this time we are updated all of the systems and are currently PCI compliant. He is also creating an emergency response plan. Please complete your Knowb4 trainings.
- Budget meeting will be starting soon, going to better this year as I am well prepared on the processes of the district.
- Property taxes are in, about \$500,000 left to collect

Discussion: Commissioner Haas noted that the report the Business Department was last years. Executive Director Miletic stated they will send the update copy on Wednesday morning. The financials are correct.

C.1 HUMAN RESOURCES & RISK MANAGEMENT

Superintendent Nicole Dale asked for questions on the report as presented in Agenda Item 9 – C.1

- Second round interviews for Mechanic I this week, 3 first round Aquatic Supervisor interviews scheduled

- Completed W-2 and 1099 reporting, they are available for pick up
- BambooHR training scheduled next week with supervisors – go over onboarding, new hires and rehires, and work on getting summer jobs posted.

Discussion: None

FINANCIAL REPORT

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

Commissioner Williams **moved to accept the Financial Report for January 17, 2023, with the Business Department updated reports, subject to audit and placing a copy on file.**

Seconded by Commissioner Rosedale

Discussion: None

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

VIII. UNFINISHED BUSINESS:

A. Arndt Aquatic & Recreation Facility

Deputy Director Cathey provided an update on the project includes;

- Photo review of the progress

Director of Business Curtis provided an update on the project payout for December.

Discussion: Commissioner Grady asked about the drains. Deputy Director Cathey stated they completed installation for the pool and building.

B. Foxtail on the Lake

Executive Director Don Miletic provided an update on the project includes;

- Photo review of the progress
- Working on a ComEd / Electrical Plan for the building. Will need to install the electrical panel outside vs inside of the storage closet in aluminum boxes.
- Working on a lower level AC plan with Foxtail
- Nicor will have a split meter

Discussion: Commissioner Grady asked why the transformer location and plan was not part of the original drawings. Executive Director Miletic stated that ComEd makes their decision onsite/ not always what was recommended by the architect, they are the final say so. Commissioner Williams asked about the HVAC system. Executive Director Miletic stated they are looking to share equipment for the lower level and pay for the portion of the increase of work/ upgrade. Will work on a separate plan for the upper level next.

C. Lake Opeka Shoreline

Executive Director Miletic stated no update at this time next meeting is scheduled for later in the month.

Discussion: None

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of 2023 Proposed Rental Fees

Director of Business Annette Curtis reviewed the material in Agenda Item 9 – A including that we have a very high use of rentals with both residents and non-residents.

Commissioner Grady made the motion **“I move that the Park Board of Commissioners approve the proposed 2023 rental fees as presented, effective January 17, 2023.”**

Seconded by Commissioner Williams

Discussion: Commissioner Grady stated the rates are each 7%. Commissioner Williams asked if you can rent the gym for less than an hour. Superintendent Weber stated it is per hour- not enough time to get in and out in 30 minutes.

**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 Lakeview Center Sprinkler Project Bid

Executive Director Don Miletic reviewed the material in Agenda Item 9 – B.

Commissioner Grady made the motion **“I move the Park Board of Commissioners accept the base bid of \$185,210.00 submitted by Shamrock Fire Protection.”**

Seconded by Commissioner Williams

Discussion: Commissioner Rosedale asked Don what was budgeted for this project. Executive Director Miletic stated \$250K-\$275K without the fire pump that was approved by the Fire Department. President Doerr asked if two bid packages were ok. Executive Director Miletic stated yes only need 2, and that is expected as this is a specialized type of work.

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

C. Action Item 9 - C: Approval of Lakeview Center Improvement Bids

Executive Director reviewed the material in Agenda Item 9 – C.

C.1 HVAC Bids

Executive Director Miletic stated at this time it is recommend to table this portion of the project until the next board meeting. The lowest bidder retracted their bid and it was incorrectly scoped. The next bid is over \$1M and over the allotted budget for this portion of the project.

Discussion: Commissioner Grady asked if this would be presented at the next board meeting. Executive Miletic stated yes or will host a special board meeting- need to review all options.

C.2 Boiler Bids

Executive Director Miletic shared an update to the original board packet. The lower bidder had to retract their bid as it was incorrectly scoped. The next lowest bid is from Oakbrook Mechanical.

Commissioner Williams made the motion **“I move that the Des Plaines Park District Board of Commissioners accept the bid from Oakbrook Mechanical in the amount of \$157,500.00 for the Lakeview Center Improvements Boiler Project.”**

Seconded by Commissioner Rosedale

Discussion: Commissioner Williams asked if Hayes Mechanical was given the opportunity to scope their bid correctly. Executive Director Miletic stated yes but they could not get their number under the bid of Oakbrook Mechanical.

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

C.3 Electrical Service Bid

Executive Director Miletic shared there will likely be a Change Order as they did not scope the newest requirement from ComEd for the aluminum cabinets for service. They will also not install the new transformer until all work is completed. They will be directional boring from Lee Street for the new service.

Commissioner Haas made the motion **“I move that the Des Plaines Park District Board of Commissioners accept the bid from Tandem Construction in the amount of \$137,950.00 for the Lakeview Center Improvements Electrical Service Project.”**

Seconded by Commissioner Grady

Discussion: None

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

C.4 ADA Bathroom Bids

Executive Director Miletic shared will be working on the rental/ programming portion of the building. Will be using the upper room as well for yoga programming. Talked about tabling this portion of the project with the cost, but know we need to complete it at some point so will be moving forward tonight with the recommendation.

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners accept the bid from Construction Inc in the amount of \$199,000.00 for the Lakeview Center Improvements ADA Bathroom Project.”**

Seconded by Commissioner Williams

Discussion: Commissioner Grady and Williams stated that is best to complete this project in full and not to table. Commissioner Haas asked where these bathrooms are located. Executive Director stated the main floor. Commissioner Grady stated we need to figure out the HVAC plan before redoing the bathrooms so they are not ruined.

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

D. Action Item 9 - D: Approval of Mystic Water Slide Tower Repair

Deputy Director Paul Cathey reviewed the material in Agenda Item 9 – D.

Commissioner Williams made the motion **“I move the Park Board of Commissioners approve the bid from Crossroads Construction for the Mystic Waters Slide Tower Repairs in the amount of the base bid of \$277,800.00.”**

Seconded by Commissioner Grady

Discussion: Commissioner Williams asked about the 15% contingency. Deputy Director Cathey stated that will be lowered to 10% and only plan to use 5% if that for bidding/drawings. This is an emergency repair to the towers and will come from the Mystic Waters Fund Balance. The top platform will also need to be included. Hoping to have this be completed by April so they pool can test and open for the summer.

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

X. CORRESPONDENCE:

- A. Des Plaines Chamber of Commerce: Donation Thank you
- B. Des Plaines Garden Club: Donation Thank you- they will also be a partner on plant

XI. COMMISSIONER COMMENTS:

Commissioner Grady: Had a very nice time at the Holiday Party- Joe's outfit was unforgettable. Earned 3 badges on the Knowb4 trainings.

Commissioner Haas: Thank you for the fruit basket/ texts- making good progress over the past 5 weeks. Want to mention a resident comment about the Wellness Pool and kids in the pool. Happy New Year.

Commissioner Rosedale: Thankful for how well Jana is healing, hope you continue to feel better.

Commissioner Williams: Sad I missed the Holiday Party- but was in Miami for a week! Looking forward to the IPRA/IAPD Conference. Happy New Year!

President Doerr: Happy New Year! We had a good meeting. Made my day to see the cheer team come in with happy faces. The volunteer coaches do a great job for our community giving their time and teaching them. Lots of good things happening, looking forward to March!

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:18pm

Seconded by Commissioner Williams

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary