

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
February 21, 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 6:03 pm. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Jana Haas, and Commissioner Eli Williams. Commissioner Don Rosedale was absent.

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 Revenue Facilities; Brian Panek, IT Manager; Jacob Vilches and Project Manager; Jeanette Berard. Joe Weber Superintendent of Recreation was absent.

Guests: None

**II. CHANGES TO THE AGENDA:**

A. None

**III. PRESENTATIONS:**

A. None

**IV. COMMENTS FROM THE COMMUNITY:**

None

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

- A. MINUTES January 17, 2023
- B. EXECUTIVE SESSION MINUTES- NONE
  - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
  - January 06, 2023 \$ 429,023.24
  - January 20, 2023 \$ 148,274.21
- D. PAYROLL
  - January 13, 2023 \$ 195,261.06
  - January 27, 2023 \$ 195,700.74

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

Seconded by Commissioner Grady

Discussion: None

**Roll call: Commissioner Grady, Aye; Haas, Aye; Williams, Aye; President Doerr, Aye  
Motion carried 4-0-1**

**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:

- Discussed the naming of the new pool at Arndt Park. The consensus was Arndt Park Pool.
- Staff have been very busy and are doing a great job in all areas. There are a lot of time commitments, many challenges being faced and big projects in each department.
- Dance Idol and the Royal Ball were both large successful events.
- Grants main focus in on reimbursement and making sure we are meeting all of the requirements

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:

- Mountain View carpet replacement project, working with Scharm Flooring ½ of the flooring will be completed in April and the remaining ½ in September.
- TeeUp Upgrade Status with Intrepid Data, kiosk 95% complete
- Lighting Project Timeline with Comed and LED lights, planning for April/May

Discussion: President Doerr asked if there would be security at the Live at the Lake events similar to Fall Fest. Superintendent Panek stated based on the size of these events not at this time, could change based on attendance levels. Commissioner Haas if the schedule for Live at the Lake is complete. Superintendent Panek stated he is still looking for one band at this time.

### **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:

- We are contracting with Old School engineering to upgrade the largest air handler unit at Prairie Lakes Community Center. The plan is to upgrade the existing AHU with digital controls and provide more control over the 10 zones the AHU provides heat and cooling to. This will be a very good test model for the rest of the facility since the replacement of these units is cost prohibitive.
- The Mystic Waters water slide repair project is under way. The contractor has met with us several times on site and is ordering materials. Once the materials are secured the project should take about one month, depending upon weather.
- I attended the AMAZING Dance Idol event at PLCC. Kudos to Nancy for doing such a great job in planning and implementing this huge event. Also thanks to everyone in all departments that helped to make the event such a success. It is a great reflection on the Des Plaines Park District to host such an elite event!
- The Senior Center is hosting a trivia night on Saturday 2/25 at 6:00pm

Discussion: Commissioner Williams asked how many air handlers are at Prairie Lakes. Deputy Director Cathey stated 8 but this one is the largest.

### **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:

- Snow/Ice Season- good news we are done with the ice skating season, but more snow is on the way. We are down on the salt usage for this year significantly.

- Clean Up, Preparation and Park Maintenance getting a head start on the spring clean up
- Vandalism Report- good for December and January with the colder months.

Discussion: None

### **B.3 RECREATION DEPARTMENT:**

Deputy Director Cathey asked for questions on the report as presented in Agenda Item 9 – B.3. In addition he reviewed the following:

- Spectrum and Playbook for Spring 2023 went well in the marketing department.
- Interviewing for Recreation Supervisor and Aquatics Supervisor, lots of great applicants. Elizabeth Quinzio is moving up to Buffalo Grove
- Focusing on summer hiring in all areas of the Recreation Department.

Discussion: President Doerr asked if the new aquatic position would be helping with hiring of lifeguards and paperwork. Deputy Director Cathey stated yes and the HR department also assists and the new Bamboo HR program helps with the digital onboarding. Commissioner Haas mentioned the winning marketing video for hiring at conference, congratulations! Commissioner Williams stated it would be nice to have an open gym schedule available online for the use of the basketball courts at Prairie Lakes. Commissioner Grady agreed with the heavy use of the gyms by members and our programs. Commissioner Haas stated that would be nice to have for the aquatic center as well. Staff will be working on those changes. Executive Director Miletic stated we need more gym space, while it was valued low on the needs assessment it is still a priority with the increase of participants in 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:

- 2023-2024 Budget meetings with staff are ongoing. I've meet with Brian about the GC, MT View, Lake Park and LVC. I've meet with Paul Guza regarding Parks operations. And with Joe on Marketing, Dance, Camp, Aquatics and preschool. This week we'll review Athletics and fitness. Tomorrow Don, Paul and I will meet to review the CIP. Jacob has been meeting with facility managers, budgeting for their IT needs.
- PDRMA's cyber security, today we received word that more information will be email tomorrow regarding the application processes. PDRMA also posted an Incident Response Plan Outline for district use. We are comparing the outline to our draft policy and making any necessary changes. The policy will be reviewed by the risk management committee

Discussion: None

### **C.1 HUMAN RESOURCES & RISK MANAGEMENT**

Superintendent Nicole Dale asked for questions on the report as presented in Agenda Item 9 – C.1. In addition she reviewed the following:

- Working on benefit renewal – received proposals from VistaNational and reached out to other brokers to see our options.
- Lead ERC Committee Meeting – introduced new Diversity, Equity and Inclusion committee and sent out a survey to see what committees staff would like to be on this year.
- Recruiting: Mechanic I hired, interviewing for Aquatics Supervisor, interviewing for Recreation Supervisor, need to post Facility Maintenance I
- Job Fair will be held on April 7 at Prairie Lakes for summer hiring efforts.

Discussion: Commissioner Grady asked if these full time positions are getting more interest. Superintendent Dale stated yes however the industry is seeing a ton of movement and all districts are constantly hiring.

## **FINANCIAL REPORT**

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

Commissioner Williams **moved to accept the Financial Report for February 21, 2023, with the Business Department updated reports, subject to audit and placing a copy on file.**

Seconded by Commissioner Haas

Discussion: None

**Roll call: Commissioner Grady, Aye; Haas, Aye; Williams Aye; President Doerr, Aye  
Motion carried 4-0-1.**

## **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 January

Discussion: None

### **B. Foxtail on the Lake**

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

- Photo review of the progress
- Waiting until Foxtail is done with the site before we will go back and make updates to our portion of the building in the lower levels.
- The flat roof is leaking we are looking at options for repair as this could have a negative effect on their new construction.
- Will be working with Foxtail on HVAC in the lower level and transformer installation.

Discussion: None

### **C. Lake Opeka Shoreline**

Deputy Director Cathey provided an update on the project includes;

- Photo review of the progress
- Discussed the plantings along the shoreline for prairie buffer and erosion barrier. Will have signage to inform the public of the new look of the lake.

Discussion: Commissioner Grady asked if the fishing stations would be ADA accessible. Deputy Director stated yes there will be ADA accessible stations.

### **D. Algonquin Bridge Development**

Executive Director Miletic brought the plans given by the City of Des Plaines for the bridge at Algonquin. Commissioners asked many questions about the project, however staff did not have any additional information aside from the image. Recommendation that we hold a public meeting to

learn more about the project and the impact it will have on the park. Will invite the city officials and staff to attend to provide more details.

Items questioned: height of the bridge, slope of the entrance, detention, safety, cut through of the parking lot, lighting, and the wall that covers the visibility of Mountain View.

## **IX. NEW BUSINESS:**

### **A. Action Item 9 - A: Denial of the Lakeview Center Improvements HVAC Bids**

Executive Director Miletic reviewed the material in Agenda Item 9 – A

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners reject the bid from MG Mechanical in the amount of \$1,106,000.00 for the Lakeview Center Improvements HVAC Project.”**

Seconded by Commissioner Williams

Discussion: None

**Roll call: Commissioner Grady, Aye; Haas, Aye; Williams Aye; President Doerr, Aye**  
**Motion carried 4-0-1.**

## **X. CORRESPONDENCE:**

A. None

## **XI. COMMISSIONER COMMENTS:**

**Commissioner Grady:** Thank you for the birthday celebration. Please have a sign made to ask people to return their weights after use.

**Commissioner Haas:** Glad to be back. A resident was thrilled to see the silks yoga class added, sad to see it cancelled. In the packet sent home there was an information about shade coverings for playgrounds would be a nice addition.

**Commissioner Rosedale:** absent.

**Commissioner Williams:** Thanks for a great first conference, liked the exhibit hall. Good time looking forward to more.

**President Doerr:** Great conference- lots of giveaways collected! The new desk at the Fitness Center is nice.

## **XII. EXECUTIVE SESSION:**

Commissioner Grady 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 7:30 p.m.

Seconded by Commissioner Haas

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 1**

**Motion Carried: 4-0-1**

## **XIII. RETURN TO OPEN SESSION**

Commissioner Grady made a motion to close Executive Session and return to open session at 8:29pm

Seconded by Commissioner Williams

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 1**

**Motion Carried: 4-0-1**

**A. Agenda Item 14 – A: Approval of Positions/Titles and Salary Structure for 2023**

Commissioner Haas made the motion “**I move the Park Board of Commissioners approve Titles for 2023.**”

Seconded by Commissioner Grady

Discussion: None

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

**Motion carried 4-0-1.**

Commissioner Haas made the motion “**I move the Park Board of Commissioners approve Salary Structure for 2023.**”

Seconded by Commissioner Williams

Discussion: None

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

**Motion carried 4-0-1.**

**A.1 Agenda Item 14 – A.1: Approval of Salary Pool for 2023**

Commissioner Grady made the motion “**I move the Park Board of Commissioners approve Salary Pool for 2023.**”

Seconded by Commissioner Haas

Discussion: None

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

**Motion carried 4-0-1.**

**A.2 Agenda Item 14 – A.2: Approval of Health, Dental, Vision & Life Insurance for 2023/2024**

Commissioner Williams made the motion “**I move the Park Board of Commissioners approve Health, Dental, Vision & Life Insurance for 2023/2024.**”

Seconded by Commissioner Grady

Discussion: None

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

**Motion carried 4-0-1.**

**XIV. ADJOURNMENT**

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:31 p.m.

Seconded by Commissioner Haas

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 1**  
**Motion Carried: 4-0-1**

APPROVED \_\_\_\_\_

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President

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Secretary