

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
March 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 6:01 pm. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner Eli Williams and Commissioner Don Rosedale. Answering present to the roll call via electronic communication was Commissioner Jana Haas. Commissioner James Grady arrived at 6:02 pm.

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; Superintendent of Recreation, Joseph and Project Manager, Jeanette Berard

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 February 21, 2023
- B. EXECUTIVE SESSION MINUTES- February 21, 2023
 - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
 - February 03, 2023 \$ 738,701.61
 - February 17, 2023 \$1,720,680.61
- D. PAYROLL
 - February 10, 2023 \$ 198,771.59
 - February 24, 2023 \$ 194,035.84

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

Seconded by Commissioner Rosedale

Discussion: None

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

VI. M-NASR REPORT:

Superintendent Weber stated they are working on Strategic Plan and save the date for April 26 for a recognition reception

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:

- Staff are extremely busy in all departments as there is a lot going on within the district. Attending lots of meetings to get it all done and be prepared for the start of summer!
- Working on Grants, Budget and Capital Improvement Plan
- Disconnection of Lake Opeka is complete!
- History Center Annual meeting is on 4/18 at Friendship Park Conservatory
- Spoke about West Park and the “Off Leash Dog Park” that residents are using the outfields for. Staff will work to enforce dogs must remain on a leash within our parks. Looking at Dog Park locations within Des Plaines and think Blackhawk Park would be the best as it already has a parking lot, water source and the current field is only used by outside renters and it is not next to any homes. Would look to have two fenced in sections 25lbs and under and the rest for the larger dogs. Would pay a yearly fee and would be given a key fob. Would need to create a policy and procedure along with collection of vaccination records. The Park Board was in agreement of trying this plan.

Discussion: President Doerr asked if we would monitor the dog park. Executive Director Miletic stated no it would be self-policed by patrons but any issues. Commissioner Haas asked about the soccer rental. Staff stated the condition of the field is poor from the dirt that was provided from Marino’s construction. They can find another location for this renter. The current field and conditions would still be monitored and cared for by the district even with the dogs using it is not a mud pit. Commissioner Grady asked what other things are needed for the site. Deputy Director Cathey stated aside from the fence the largest item needed is water. But there is already a water line and drinking fountain on the site so they can use that to wash off the dogs. Commissioner Williams asked about the cost of this project. Executive Director Miletic stated the would research the cost of the fence / gate / and key fob system.

Discussed the current status of the Algonquin Bridge. Glad commissioners were able to come out and express their concerns about the project to City Council. We would have liked to receive more information about the project beforehand, they stated they provided some details in 2008 with Jon Hecker, unfortunately no bridge details were shared at that time just rail road crossing enhancement. Commissioner Grady and Commissioner Williams are for an underpass. President Doerr is concerned about the cut through and the parking lot safety. At this time with the federal funding this project looks to be moving forward. Commissioner asked for Don to speak with the attorney and see what options we have available if any and report back to the board.

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:

1. Lake Park/MVAC Opening Dates are planned for April 1.
2. GC February Review – RECORD BREAKING NUMBERS ☺
3. Live at the Lake Fall Fest Entertainment Completed

Discussion: None

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 Arndt Park Pool project is moving along very well. All pool walls have been poured, the masons have been building up the walls and the west building is almost done
- The Iroquois Pool demolition is scheduled for March 20th and should take two to three weeks to complete.
- The Mystic slide tower repairs are moving along. We had another coordination meeting with the consultant and contractor and figured the best means and methods for the repair of two complicated areas. The project is expected to be within the approved budget.
- Frisbe Senior Center is working on a new strategic plan and mission statement, focusing more on intergenerational.

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:

- Updating Tree Inventory from 2012 and 2016 will provide information on age diversity etc throughout the district
- Park ID Sign maintenance, 43 signs out in the parks replace every 5-7 years
- Spring Prep – Equipment, Turf, Trash, Athletics and Pools

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:

- Hiring: All In! is the moto for the summer hiring for this season. Will be hosting a job fair on 4/7.
- Spectrum and Playbook have been received. Great start to Spring Registration!
- Working on Capital Items purchases

Discussion: President Doerr asked how the new hires are doing. Stated great Gosia started and Candice will be starting in April

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- Capital has been reviewed, and entered in to BSA. Along with funding via grants, and transfers. On the operations side- all areas have completed entry and I'm reviewing for any missing items, budgeting transfers, and generally coming to understand the bottom lines. And will be giving reports to Don for review. Thanks to all of the staff and department for working diligently on the budets
- PDRMA Cyber Security application is still on hold.
- Tee up- I've been working with Intrepid data on accounting GL step up, cash handling and credit card processing.

Discussion: Commissioner Williams asked for insight on the new Tee Up system at the Golf Center and if GolfTec would be able to use. Superintendent Panek stated yes they are still about to use 2 of the bays it is in their contract. Top Tracer Tracking will be part of phase #2 of this project.

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:

- Hiring update: Aquatics Supervisor hired, Recreation Supervisor hired, Facility Maintenance I hired, interviewing for Building Custodian I, Maine South job fair tomorrow
- Semi-Annual IMRF Meeting – sexual harassment training, hazard communication, ergonomics, and benefit information
- BambooHR – training function for full time staff

Discussion: Commissioner Rosedale asked the salary for lifeguards in relation to the new house bill. Superintendent Dale stated \$18 for Mystic Waters and \$15 for Chippewa and Indoor Pool. Executive Miletic stated the increase to \$22.50 would hurt park districts across Illinois, IAPD is currently work to ensure this does not go through.

FINANCIAL REPORT

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

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

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.**

VIII. UNFINISHED BUSINESS:

A. Arndt Aquatic & Recreation Facility

Deputy Director Cathey provided an update on the project includes;

- Photo review of the progress
- Still on target for August 1

Director of Business Curtis provided an update on the project payout

Discussion: None

B. Foxtail on the Lake

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

- Photo review of the progress
- Working on the boiler installation, ADA bathrooms, electrical, abatement and windows

Discussion: None

C. Lake Opeka Shoreline

Deputy Director Cathey stated there is no progress update at this time

Discussion: None

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of Seminole Park Ball Diamond Renovations Bid

Superintendent Paul Guza reviewed the material in Agenda Item 9 – A

Commissioner Williams made the motion **“I move the Park Board of Commissioners accept the proposal from Sportsfields Inc. for Seminole Park ball diamond renovations in the amount of \$58,000.”**

Seconded by Commissioner Rosedale

Discussion: Commissioner Williams asked about the field type. Superintendent Guza stated they will be grass turf.

**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 Seminole Park Ball Concrete Flat Work Bid

Superintendent Paul Guza 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 \$36,210.00 and alternate #1 \$9,720.00 from Hacienda Landscaping, for Seminole Park CDBG concrete work in the amount of \$45,930.00.”**

Seconded by Commissioner Rosedale

Discussion: Commissioner Haas asked for the project timeline. Superintendent Guza stated early April and hope to be completed in July.

**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 Arndt Park Bids

C.1 Approval of Fencing Bid

Director Cathey reviewed the material in Agenda Item 9 – C.1

Commissioner Williams made the motion **“I move the Park Board of Commissioners accept the bid submitted by Peerless Fence for the Arndt Park Pool Project in the amount of \$135,744.00.”**

Seconded by Commissioner Haas

Discussion: Commissioner Grady asked what type of fence would be installed. Director Cathey stated black vinyl coated chain link around the detention and decorating metal fencing along the pool.

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

C.2 Approval of Landscape Bid

Director Cathey reviewed the material in Agenda Item 9 – C.2

Commissioner Grady made the motion **“I move the Park Board of Commissioners accept the bud submitted by Semper Fi Land, Inc. in the amount of \$296,000.00 for the landscaping portion of the Arndt Park Pool Project.”**

Seconded by Commissioner Williams

Discussion: President Doerr asked if a permit would be require. Director Cathey stated this was in the original permit for the project.

**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 Lakeview Center Emergency Roof Repair

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

Commissioner Williams made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the Lakeview Center Emergency Roof Repair contract in the amount of \$317,000.00 from Tremco/Riddiford.”**

Seconded by Commissioner Grady

Discussion: President Doerr asked if Foxtail is using the same company. Executive Director Miletic stated yes after we told them who we would be using to complete the work also the same company District 62 uses. Commissioner Grady asked about the type of product will be put on the roof. Deputy Director Cathey stated is a strong coating to seal in the roof. Very strong used at Leisure Center. Commissioner Haas asked about the permit process. Executive Director stated working on Foxtail portion currently under their permit, DPPD submitted their permit.

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

X. CORRESPONDENCE:

- A. Saint Zachary Church: Donation Thank you
- B. Northwest Municipal Credit Union: Rental Thank you

XI. COMMISSIONER COMMENTS:

Commissioner Grady: Glad we went to the city council meeting. Erin did a great job speaking and presenting our concerns on the bridge with Don and Eli. Hope we have a great spring and summer. Lots of progress in all departments.

Commissioner Haas: Feeling better. These projects are coming along. Sad to see Iroquois but looking forward to Arndt and Foxtail.

Commissioner Rosedale: Glad to be here!

Commissioner Williams: Happy First day of spring. Looking forward to a good year of busy parks and pools.

President Doerr: Good Meeting. Glad we went to the city on behalf of the district and did what was needed. Volunteered at the MNASR Bocce Ball Tournament – great time and wonderful to see all of the participants.

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 7:43 p.m.

Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary