

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
April 18, 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 Jana Haas, Commissioner Don Rosedale, Commissioner Eli Williams.

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

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 March 21, 2023
- B. EXECUTIVE SESSION MINUTES- NONE
 - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
 - March 03, 2023 \$ 332,787.63
 - March 17, 2023 \$ 275,321.57
 - March 31, 2023 \$ 552,299.98
- D. PAYROLL
 - March 10, 2023 \$ 189,594.94
 - March 24, 2023 \$ 190,105.82

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; Rosedale, Aye; Williams, Aye; President Doerr, Aye
Motion carried 5-0-0**

VI. M-NASR REPORT:

Superintendent Weber stated

- Sorry to report that Tom Byczek, MNASR finance manager has passed.
- Reminder: April 26 from 5:30-8:30pm is MNASR's 2023 Recognition Night
- No meeting. Next Meeting 4/25/23

Discussion: Commissioner Haas asked about the upcoming MNASR event. Superintendent Weber stated will be held on April 26 at the Skokie Park District.

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:

- A lot going on within the district. April and May tend to be the busiest time for Park and Recreation as we prepare for the start of summer.
- Working on the Decennial Committee Act to which we need to select residents to be on the committee with the park board. Recommended residents are listed on the Act. These will be special board meetings during October, November and December to review financial policy within the district.
- The city approved us to receive our full impact fees of \$177K from the developers for the Journal & Topics Property. To date we have received just over a million dollars and have provided 500K in credits to developers.
- Community Connections meeting was a great night, might have hope to see more people but overall received great feedback from the community.
- Congratulations to Jeanette on her promotion

Discussion: President Doerr asked about the bridge status. Executive Director Miletic stated no change at this time, the project stands as to moving forward. Commissioner Grady noted someone asked him why he was against the bridge and he said he preferred an underpass at that location.

A.2 ADMINISTRATION

Superintendent Berard asked for questions on the report as presented in Agenda Item 9 - A.2.

In addition she reviewed the following:

- Held first meeting with Bonnie and Colette about the Marketing Plan for the district. Will continue to review current process over the next two months and work with other departments to ensure we are supporting effectivity and efficiently. Excited to be a part of the team! Marketing Meetings will be held at 2:30pm Every Tuesday- expect on board meeting weeks will schedule for Fridays
- Were approved to waive "Agreed Upon Procedures" until final close out of the IDNR grants.
- Provided an update on the Des Plaines Friends of the Parks last meeting with the voting on bylaw amendments and president / secretary appointment.

Discussion: Commissioner Doerr asked where the marketing department would be located. Superintendent Berard stated the are at Prairie Lakes and I will travel there for a meeting and to work out of that office once a week.

A.4 REVENUE FACILITIES

Superintendent Panek asked for questions on the report as presented in Agenda Item 9 - A.4.

In addition he reviewed the following:

- The facilities have been extremely busy with the warm weather, great start to the season.
- Mountain View Carpet Replacement has been completed on half of the course, Special Projects helped to make repairs to the course simultaneously.

- Two open full-time positions update, Building Custodian and Golf Supervisor, overall in extremely good shape with staff at all of the Golf Facilities. Hope to have the open positions working by mid May.
- Range Ball update with current options available. Srixon single core is not available at this time. New options will go up in price, testing 3 types on the range including Callaway.

Discussion: Commissioner Haas asked if this will go out to bid. Superintendent Panek stated no as the balls are extremely hard to find and secure, inventory is low with long wait times from the supply chain. Commissioner Grady asked where the golf balls come from. Superintendent Panek stated overseas.

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 Iroquois Pool demolition is complete. The site has been filled and topsoil added. Seed and blanket will be done the week of April 10th. Working with the school district on the water service for the site.
- I met with Solitude Lake Management and Dylan regarding the plan for Hazardous Algae Bloom prevention and aquatic week management for Lake Opeka. Will be moving forward with the installation of aerators. More information for this will be discussed during Unfinished Business.
- The Mystic slide tower repairs are moving along very well and will be done in time for the pool opening. Once the weather is consistently good they will begin painting of the tower structure

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:

- Spring park mulching – PLCC/PLAC/MVM/Cornell/Seminole/ALC/West/Bluett/Arndt/DiMucci
- Habitat improvements/reintroduction at PLCC/MVM – Bat Boxes, Owl Boxes, Wood Duck Box, Blue Bird House, Leopard Frogs, Bull Frogs, Toads and Turtles. Savana, Upland and Wet prairie plantings
- Pool Prep – Chippewa & Mystic Waters, Painting

Discussion: Commissioner Haas asked about the locations of the bat boxes and stated she has one to donate. Superintendent Guza stated along western try line. Commissioner Rosedale provided information on the mason bee and if that would be something to incorporate in the Habitat Improvements.

B.3 RECREATION DEPARTMENT:

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

- Hiring
Lifeguards have 27 fully onboarded though our new system. We are familiarizing ourselves with BambooHR during our busing hiring season. An additional 27 returning lifeguards candidates are completing onboarding through BambooHR
37 new lifeguard candidates are registered for Lifeguard Certification classes and/or completing onboarding through BambooHR
Totaling 91 Lifeguards or 30% onboarded

Aquatic Operations and Camp Counselors are ~50% fully onboarded

- Dance Spring Showcase April 15-16 saw 3 shows on Saturday and Sunday at PLCC. Each time slot was near capacity. Over 100 performers. 87 dances. 5 graduates.
- All Summer Camps are approximately 75% full with the final Early Bird pricing to close up at the end of this month.

Discussion: Commissioner Haas asked how the job fairs went. Superintendent Weber stated 20-30 applicants at Maine East, 20-30 at Maine South and 60 at Maine West. Our Job fair provided about 50 applicants. Continue to follow up with email and phone calls from these applicants. President Doerr asked where Camp Opeka will be held during the summer. Superintendent Weber stated the Lake Park Clubhouse. President Doerr asked about those past Iroquois users and what option will we provide for them this summer. Superintendent Weber stated the punch pass option is available for this summer.

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:

- Year end is quickly approaching. All membership fees for PLCC and ALC have been updated in Rectrac for May 1st. Reminder emails have been sent regarding recording expenses to the correct fiscal year. We are beginning to work with L&A on audit preparation.
- First installment 2022 property tax revenue has started coming in to date \$5,097,906.
- The latest safety lunch focused on Cyber Security for emails. What to look for, and how to determine if it's a phishing type email. An IT On Call policy was shared with staff. The policy outlines IT responsibilities for weekend and special event coverage. Facility staff were trained on how to reboot the system in the event of a power outage or such. First step-notify IT.

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:

- Hiring update: Building Custodian I hired & starting May 15, Golf & Facilities Supervisor interviews scheduled this week – almost fully staffed! Gosia and Candice both started in recreation and we've been going through orientation with them with Benefits, BambooHR, and NOVAtime.
- Performance reviews – reviewing and getting merit increases approved
- PDRMA Loss Control Review Update - \$500 incentive for our first meeting – Focus on Facility Security Audit/Training. Goals: new supervisors attend proper PDRMA management training, and new pool at Arndt Park has proper signage and safety measures in place
- Working with the Recreation Department to help the summer hires complete all of the required paperwork before starting work in June. This tends to be a difficult process even with the electronic version with them turning in, brining with or completing each of the sections, specifically the I9 Form.

Discussion: Commissioner Haas asked about the locations of the New Full Time Hires. Candice will be at the Leisure Center overseeing camps and preschool. Gosia will be at Prairie Lakes Aquatic Center overseeing swim school and that facility during the summer. Commissioner Grady asked about a laptop outside of the Fitness Center. IT Manager Jacob Vilches stated that it is locked down and used for checking passes and monitoring the fitness center and gym during the busy evening hours.

FINANCIAL REPORT

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

Commissioner Williams **moved to accept the Financial Report for April 18, 2023, with the Business Department updated reports, subject to audit and placing a copy on file.**

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.**

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: Commissioner Grady asked about the miscalculation for the dirt removal and hauling from Cordogan Clark and Erickson Engineering. Executive Director Miletic stated he has questioned this to them ask well we have been able to work it out but it has been challenging for Deputy Director Cathey. Thankfully staff has been working on ways to save dollars by hauling and transporting dirt onsite.

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
- Lots of progress within the building and hoping to open in June.
- Commissioners are welcome to take a tour of the facility

Discussion: None

C. Lake Opeka Shoreline

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

- Photo review of the progress
- New layout for the shoreline to include more rip rap and less vegetation and native plantings on the east side of the lake.
- Pathway improvements are now part of the project
- Less fishing stations that originally planned but with more access to the water without the living shoreline, fishing will not be impacted.
- Currently over budget but working with Stantac to design to stay within
- Will be adding aerators throughout the lake as a phase 1, working with solitude
- Phase 2 will be adding the sonar tracking hub on the surface of the lake

Discussion: Commissioner Haas asked about the aerators and how they would be positioned in the lake. Deputy Director Cathey stated they will have 3 electrical sites (north, west and south) with multiple aerators coming from each. The will be weighted and sit at the bottle of the lake and would not interfere with boating or fishing.

IX. NEW BUSINESS:

- A. Action Item 9 - A: Approval of Tentative Budget and Appropriation Ordinance #23-01**
Director of Business Annette Curtis reviewed the material in Agenda Item 9 – A including a PowerPoint presentation. The final budget will be made available at the June Board Meeting.

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve Ordinance #23-01t, the TENTATIVE BUDGET AND APPROPRIATION FOR THE DES PLAINES PARK DISTRICT FOR THE FISCAL YEAR BEGINNING IN MAY 1, 2023 AND ENDING APRIL 30, 2024**

Seconded by Commissioner Haas

Discussion: Commissioner Grady asked when the new Welkin building will go on the tax roll. Director Curtis stated normally takes 2 years will check with the county. Commissioner Haas asked how the interest of the CD’s are being used. Director Curtis stated they are currently letting them accrue interest in the bank account.

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 Sale of Surplus Ordinance #23-02**

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

Commissioner Haas made the motion **“I move the Park Board of Commissioners adopt Sale of Surplus Ordinance #23-03.”**

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. Action Item 9 - C: Review of Strategic Plan 2019-2024 & Addendum for 2022**

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

Discussion: None

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

Superintendent Dale 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 revisions to the 2023 Employee, Crisis and Safety Handbooks as presented.**

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.

X. CORRESPONDENCE:

- A. Thank you: School District 62: Scholarship Assistance
- B. Thank you: MNASR: Donation Basket

XI. COMMISSIONER COMMENTS:

Commissioner Grady: Hoping and praying for a safe and successful summer. Hope that my golf game improves!

Commissioner Haas: Glad to be back! Thank you Don for you diligence on making sure we received our full impact fees, that programs benefits the park district greatly. Looking at the Vandalism Report, the skate park seems to be a targeted area, what can or are we doing to reduce. IT Manager Jacob Vilches stated they have installed cameras with nose and sound activation, also receiving notifications the police are checking in on the site daily. Superintendent Brian Panek stated they have seen less damage in the last few weeks. Executive Director Miletic stated he put a call into the police chief to increase their presence at Mountain View

Commissioner Rosedale: As we are racing to the finish line, reminder to everyone to complete your income taxes. Ready for another wonderful summer.

Commissioner Williams: Had a great time at the Chamber Ball. Thanks to staff for all of your hard work. And thank you to Annette for providing a breakdown on the budget and financials for the district. Excited for all of these projects to be completed. Hoping for a great summer!

President Doerr: Had a nice time at the Chamber Ball, received lots of compliments about the park district. Hosting a 3v3 middle school basketball tournament on May 13 Prairie Lakes with the Des Plaines Youth Commission. Congratulations to Don Rosedale and Eli Williams on their reelection.

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION

None

XIV. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 8:03 p.m.

Seconded by Commissioner Haas

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary