

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
May 16, 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 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.

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 April 18, 2023
- B. EXECUTIVE SESSION MINUTES- NONE
 - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
 - April 14, 2023 \$ 338,621.52
 - April 28, 2023 \$ 288,737.58
- D. PAYROLL
 - April 07, 2023 \$ 190,811.25
 - April 19, 2023 \$ 207,286.70

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

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**

VI. M-NASR REPORT:

Superintendent Weber stated

- Bus purchase for 135K
- \$400K COVID grant

- Congratulations to Commissioner Erin Doerr for Supporter of the Year Award
- Outsourcing Business/ Payroll Processes

Discussion: Commissioner Haas asked about the Liponi Fundraising totals, Superintendent Weber said it was the second highest total.

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:

- License Agreement for Golf Center will be discussed in Executive Session
- Was contacted by the Village of Mount Prospect and they are looking at storm water storage at Bluett Park, no additional information to report.
- Mulching at the district looks great, thanks to the landscaping crews
- Glad to see solutions for the HVAC at Prairie Lakes
- Korean War Memorial will be at Lake Park from June 23-25.

Discussion: None

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:

- TOP PICK's in the Daily Herald 2023 Readers' Choice poll!
 - Des Plaines School of Dance: BEST DANCE SCHOOL/STUDIO
 - Des Plaines Dance/Art Camp: BEST CAMP
 - Des Plaines Park District: BEST Park District
 - Golf Center Des Plaines: BEST Driving Range
- Secured \$7,500 Sponsorship with Millennium Bank for the next year of Spectrum/ Playbook covers.
- Large logo at top of e-sign at Thacker entrance is being re-done. To be installed soon by Don Prellberg.
- Working with Annette and L&A for audit and filing of Des Plaines Friends of the Parks. This should be completed by March 15.
- Golf in the Dark is schedule for Saturday September 30, 2023

Discussion: Commissioner Doerr asked about the sponsorship levels and if they are in level with surrounding districts. Superintendent Berard stated yes that we did a 20 park district survey when creating our levels.

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:

- LED Lighting install in underway at the Golf Center, can already tell a difference in brightness
- MVAC Carpet update is still in progress fixing and repairing holes.
- 2 Full-time staff started and we are fully staffed at all facilities.
- Golf Center is over \$3M in revenue, the first time ever!

Discussion: Commissioner Haas asked when is Family Day. Superintendent Panek stated June 3 from 10:00a-1:00pm

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 Mystic Waters Slide Tower repair project has been completed including punch-list items. Attended a site meeting with the engineer and architect on this project.
- I have been working on the Lake Park and Fox Tail parking lot projects with Gewalt-Hamilton as well as the PLP pathway renovation project. These projects were due to be opened on May 10th.
- The air handler and control upgrade for the multi-zone AHU at PLCC was completed and seems to be working great. Many thanks to Ken Rochau for working with Old School Engineering to get this project completed.
- Senior Center Shoot out is on Friday June 16 at Lake Park

Discussion: Commissioner Haas who is Old School Engineering. Deputy Director Cathey they are a company we have used in the past for projects throughout the district. They are not only able to complete the work they understand and can building mechanical systems because they are engineers.

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:

- Pool Prep/Operations – Chippewa & Mystic Waters they are scheduled to open on time for training.
- Athletic Fields – Soccer & Ball Diamonds, this is the best year of scheduling, thanks to the athletics department.
- Continue to work on plant beds, mulching, weeding and cutting grass throughout the district.
- Reviewed the Vandalism Report – End of Fiscal year, looks to be on a downward trend, hope for it to stay that way.

Discussion: Commissioner Hass commented how great it is that our staff has the skill set to replace toilets without needing to call another company. Commissioner Grady asked about the vandalism report. Superintendent Guza stated that majority of the costs come from the Skate Park and the Fishing Pier at Lake Park as that was a special order. The insurance deductible is \$1000 with PDRMA.

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:

- Summer Camps: Over 90% full. Many sessions throughout the summer by location are at capacity. Directors meetings, site visits to locations, and final planning and preparation.
- Pools: Mystic and Chippewa Pools will be open by our next meeting. Chippewa Preseason begins Saturday, May 27. Mystic opens Saturday, June 3. LG training is going well with 20+ in each class February, March, April, and May. Continue to work through BambooHR onboarding. Arndt opening preparations are underway. Indoor Swim School has 524 current members.
- Programming and events: 5/19 12pm & 5pm Preschool Graduation at ALC, 5/25 Summer Kickoff Block Party at Mt. View, 6/3 Kiwanis Cup & Family Day at Lake Park, 6/3 Spring Soccer final game with 100 more players than last fall, 6/10-6/11 Dance Recital Under the Big Top three shows at PLCC Theater, 6/15 first Live at the Lake at Lake Park Memorial Pavilion sponsored by Tiki Terrace.

Discussion: President Doerr asked who are the sponsors for Live at the Lake. Superintendent Weber stated Tiki Terrace, Advocate Hospital, and Silvan Learning Center for a total of \$4500, which is great for year one!

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:

- The board packet includes financial information as of 04.30.2023, which is the 2023 fiscal yearend. However, the numbers presented tonight are not final. There are still outstanding expenditures, and reconciliations to complete.
- Budgeted transfers related to Capital, to Recreation for operating assistance and senior center, plus the Golf Center payment has been posted. Operating transfers from the enterprise funds to SS, IMRF have not been. More work to follow.
- Preliminary Fieldwork is scheduled for May 25th and the audit week begins July 17th.
- An additional bank account was opened to separate- OSLAD Grant dollars for Lakeview Center from OSLAD Grant dollars for ALC
- To assist with the summer busy season. Claudine Bellot has joined the business office on a PT basis. Helping with registrations, filing, paperwork

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:

- Reviewed all Annual Performance Reviews for all FT staff and received approval for merit increase recommendations. New rates have been added to BambooHR & BSA. Allocation tables have been updated to match changes in the budget for this FY.
- Hosting a Hiring Workshop at ALC where new hires/rehires that have outstanding paperwork can drop in and work with HR to get everything submitted through BambooHR. Attended a lifeguard training on 4/28 to demo how to apply with BambooHR and how to fill out the new hire/rehire paperwork.
- Followed up on open PDRMA claims – received a check for Arndt Park Window. Funbrellas and shelter at Mystic, ordered but waiting on delivery. Started a claim for the water main break and an adjuster should be coming out.
- Nicole and Jason are having a baby girl in November!

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 May 16, 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 opening 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
- On progress for an August opening

Discussion: None

C. Lake Opeka Shoreline

Deputy Director Cathey provided an update on the project includes;

- Next meeting for final comments is on Friday
- Project should continue to move forward with these changes and process to permitting.

Discussion: None

D. 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. Oath of Office to newly Re-Elected Commissioner:

I Eli Williams having been elected to the office of Commissioner of the Des Plaines Park District, in the County of Cook, State of Illinois, DO SOLEMNLY SWEAR, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Commissioner according to the best of my ability.

I Donald Rosedale having been elected to the office of Commissioner of the Des Plaines Park District, in the County of Cook, State of Illinois, DO SOLEMNLY SWEAR, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Commissioner according to the best of my ability.

President Doerr was thank for her service as President during Fiscal Year 2022/2023.

2. Nominations for President:

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

Commissioner Williams nominated Jana Haas for President for Fiscal Year 2023/2024.

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 Grady

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 Jana Haas as Board President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2023/2024.

Commissioner Grady moved to elect Jana Haas as President of the Park Board of Commissioners for the period May 16, 2023 through Unfinished Business on May 21, 2024.

Seconded by: Commissioner Williams

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays: 0

Motion carried 5-0-0.

3. Nominations for Vice-President:

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

Commissioner Grady nominated Eli Williams for Vice President for Fiscal Year 2023/2024.

President Haas 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 Grady

Seconded by: Commissioner Doerr

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5 -0-0.

President Haas requested a motion and second to elect Eli Williams as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2023/2024.

Commissioner Grady moved to elect Eli Williams as Vice President of the Park Board of Commissioners for the period May 16, 2023 through Unfinished Business on May 21, 2024.

Seconded by: Commissioner Doerr

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5-0-0.

4. Nominations for Treasurer:

President Haas asked are there any nominations for Board Treasurer?

Commissioner Doerr nominated James Grady for Treasurer for Fiscal Year 2023/2024.

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

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

Motion by: Commissioner Williams

Seconded by: Commissioner Rosedale

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5-0-0.

President Haas requested a motion and second to elect James Grady as Board Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2023/2024.

Commissioner Doerr moved to elect James Grady as Treasurer of the Board of Commissioners for the period May 16, 2023 through Unfinished Business on May 21, 2024

Seconded by: Commissioner Rosedale

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays:0

Motion carried 5-0-0.

5. Board Appointments:

President Haas 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 & Annette Curtis
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 Doerr moved to approve the appointments for Fiscal Year 2023/2024.

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 PLCC Theater Lighting Bid

Superintendent Weber reviewed the material in Agenda Item 9 – A.

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners award the Prairie Lakes Community Center Theater Lighting Project Bid to Kinasthetics, Inc. in the amount of \$89,690.”**

Seconded by Commissioner Williams

Discussion: Commissioner Doerr asked if there is a warranty on the lighting Superintendent Weber stated yes there is a 1 year warranty. President Haas asked if there will be training included. Superintendent Weber stated yes.

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

B. Action Item 9 - B: Approval of Park Board Manual Ordinance #23-03

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

Commissioner Rosedale made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the Park Board Policy & Ordinance Manual –Ordinance #23-03.”**

Seconded by Commissioner Doerr

Discussion: Commissioner Grady asked if the Foxtail employees would have training for serving alcohol. Executive Director Miletic stated yes, that is required for the restaurant service.

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

C. Action Item 9 - C: Approval of Decennial Committees on Local Government Efficiency Act

Executive Director Miletic reviewed the material in Agenda Item 9 – C, including adding Ann Faster.

Commissioner Williams made the motion **I recommend the Park Board of Commissioners approve the above Decennial Committee Members for the Local Government Efficiency Act along with the dates and times as listed above.”**

Seconded by Commissioner Doerr

Discussion: President Haas asked for a timeline for starting. Executive Director Miletic stated in September. Commissioner Grady stated having more is good in case someone misses a meeting. Commissioner Doerr asked if this would follow Open Meetings act. Executive Director Miletic stated yes.

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

D. Action Item 9 - D: Approval of Seminole Ballfield Fencing Bids

Superintendent Guza reviewed the material in Agenda Item 9 – D

Commissioner Grady made the motion **“I move the Park Board of Commissioners accept the base bid and alternate proposal from Action Fence Contractors Inc., for Seminole Park CDBG Ball Diamond Back Stop Replacements in the amount of \$36,980.”**

Seconded by Commissioner Rosedale.

Discussion: President Haas asked for the timeline of the project. Superintendent Guza stated they hope to be open mid July.

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

E. Action Item 9 - E: Approval of Prairie Lake Trail Improvement Project Bid

Deputy Director Cathey reviewed the material in Agenda Item 9 – E

Commissioner Williams made the motion **“I move the Park Board of Commissioners approve the bid submitted by Everlast Blacktop, Elgin, IL, in the amount of \$235,316.60.”**

Seconded by Commissioner Doerr

Discussion: President Haas asked if the paths have ever been done before. Deputy Director Cathey stated yes in the early 2000s. Commissioner Grady asked about the July 10th start date. Deputy Director stated they will be done in phases and sections to still allow for walkers but to be completed before soccer. There are borings that were taken out of the pathway to test for the aggregate and base.

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

F. Action Item 9 - F: Approval of Lake Park Parking Lot Renovation

Deputy Director Cathey reviewed the material in Agenda Item 9 – F

Commissioner Doerr made the motion **“I move the Park Board of Commissioners accept the bid from Chicagoland Paving Contractors for the Lake Park Parking Lot Renovation Project in the amount of the base bid of \$145,000.00**

Seconded by Commissioner Rosedale

Discussion: President Haas asked about map clarification and start time. Deputy Director stated they are still working on the planning of the start time for the right east side of the lot. Commissioner Grady noted it would be good to do the entire lot at one time so we do not ruin the new lot at a later date.

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

G. Action Item 9 - G: Approval of Lakeview Center Parking Lot Renovation

Deputy Director Cathey reviewed the material in Agenda Item 9 – G

Commissioner Grady made the motion **“I move the Park Board of Commissioners accept the bid of Chicagoland Paving Contractors in the amount of \$240,146.50 for the Lake View Center Parking Lot Renovation Project.”**

Seconded by Commissioner Doerr

Discussion: Commissioner Williams asked about Handicap Parking. Executive Director Miletic stated we meet and exceed the required amount. Commissioner Grady asked about crack filling and seal costing the east Lakeview Lot. Executive Director Miletic stated yes we will work on that lot, not in bad shape. President Haas asked about timeline. Executive Director Miletic stated after the large machines are out and remaining interior construction is minimal.

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

H. Action Item 9 - H: Approval of Leisure Center Playground Equipment

Superintendent Berard reviewed the material in Agenda Item 9 – H

Commissioner Doerr made the motion **“I move the Park Board of Commissioners approve the purchase of the playground equipment from NuToys/Landscape Structures for the Leisure Center OSLAD project in the amount of \$159,366.”**

Seconded by Commissioner Williams

Discussion: Commissioner Williams asked if this playground would be open to the public. Superintendent Berard stated yes but is heavily used by the preschool program.

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

X. CORRESPONDENCE:

A. Thank you: Youth Services Spring Gala Donation

XI. COMMENTS FROM THE COMMUNITY:

James Carl - spoke to the Park Board about the photography policy and a request for distribution of materials of his daughter. He also expressed concerns over the costumers, fundraising and pricing.

Executive Director Miletic acknowledged the concerns of all comments and provided feedback. He stated he would be in further contact with him.

XII COMMISSIONER COMMENTS:

Commissioner Doerr: Thank you for the gavel! Great meeting with good information. There are always ups and downs but we continue to learn. Thank you for all of the support during my presidency.

Commissioner Grady: Congratulations to the newly elected officials Don and Eli. Hoping for a good year as we progress through all of these projects.. Have a safe and great summer!

Commissioner Rosedale: This is the 5th time I have sworn in for this office. Start of another great year and expect many accomplishments.

Commissioner Williams: Thank you to being sworn in. Congrats Erin on a great year. Looking forward to Foxtail opening. Happy to see the public come in and express concerns, means they care and we can use feedback.

President Haas: Beautiful end to the year. We are busy moving from one project to the next! Thank you Joe for having the theater made available for the piano performance.

XIII. 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 7:59 p.m.

Seconded by Commissioner Williams
All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

XIV. RETURN TO OPEN SESSION

Commissioner Rosedale made a motion to close Executive Session and return to open session at 9:34 pm

Seconded by Commissioner Williams
All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

A. Agenda Item 14 – A: Approval of Items Discussed in Executive Session

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve items discussed in Executive Session**

Seconded by Commissioner Doerr
Discussion: None

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

XV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 9.35 p.m.

Seconded by Commissioner Williams

All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

APPROVED _____

President

Secretary