

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
June 20 2023**

I. CALL TO ORDER/ROLL CALL

President Jana Haas 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 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 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: James Carl

II. CHANGES TO THE AGENDA:

A. Commissioner Grady made a motion to discuss Lakeview Center fencing in Agenda Item 9 – D
Seconded by Commissioner Williams

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

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 May 16 , 2023
- B. EXECUTIVE SESSION MINUTES- May 16 , 2023
 - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
 - May 12, 2023 \$1,953,687.00
 - May 26, 2023 \$1,196,313.91
- D. PAYROLL
 - May 05, 2023 \$ 212,269.63
 - May 17, 2023 \$ 224,751.93

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

Seconded by Commissioner Doerr

Discussion: None

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

VI. M-NASR REPORT:

Superintendent Weber stated

- Next Board Meeting is 6/27
- Liponi Fundraising Event: July 15 Chicago Dogs, August 16 Mini Golf at Skokie Park District

Discussion: President Haas asked how are the summer staffing levels. Superintendent Weber stated they are working very hard to provide services to all summer camps, staff can still be a challenge. Commissioner Doerr asked if the park district yearly monetary contributions have increased. Superintendent Weber stated they have remained the same.

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:

- Korean War Memorial will be at Lake Park from Friday June 23- Sunday June 25 with the American Legion
- Staff continue to do a great job this summer during both the hot and cold weather we have been having. The park district continues to be very busy in all departments!
- The draught has caused Lake Opeka and the Golf Center Pond to be extremely low. Hoping for a good rain soon.
- There are many projects going on out at Lake Park as we continue to enhance!
- There is no History Center Report at this time.

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:

- DCEO \$2M Grant was released, the remaining of the open grants!
- Reviewed scholarship redemption
- Park it at Rand Park on July 13 from 5:30-6:30p
- Social Media platforms had an increase of 31.6% for this month
- Golf in the Dark planning is underway

Discussion: None

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:

- Range Balls have arrived and two month's early and the white balls are in the system
- GC Irrigation has issues and they are currently turning on the system manually. Hopefully have new controls will be in there in 2 weeks.
- Special Events going on this summer. Family Day, Dad & Me, Live at the Lake, Senior Center Outing, IJGA outing.

Discussion: Commissioner Grady asked where the water comes from for the golf center irrigation center. Superintendent Panek stated from the well and the pond but right now a truck because the well is dry.

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:

- Contracts, insurance and bonds have been received for the three asphalt projects at Lake Park, Lake View Center and Prairie Lakes Park. Attended construction meetings with Chicagoland Paving, Everlast Blacktop and Gewalt-Hamilton for asphalt projects. Work for these projects is anticipated to begin late June and July. Planning for the staging of each of these projects.
- Paul and I are working on the Winnebago Playground renovation project for this fall.
- The aeration equipment was delivered to Lake Park for Lake Opeka. There were 11 pallets of equipment unloaded and stored.
- Utrizorb for the blue green algae were be added to Lake Opeka
- Senior Center Golf Outing was the second largest revenue of \$12.5K

Discussion: President Haas asked if the lower lake level has helped or hurt the lake treatments. Deputy Director said no effect, this a new treatment. Commissioner Grady asked is Lake Opeka is spring fed. Executive Director Miletic said it is fed by ground water.

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:

- Seminole Park Improvements – Ball Diamond Renovation, Concrete Flatwork, and temporary irrigation has been installed.
- Rand Playground Completion , 3800 bags of mulch
- Athletic field renovations/improvements – PLCC Soccer Fields & Ball Diamond maintenance
- Busy with draught and preserving the parks, temporary irrigation has been installed at Arndt Park sled hill.

Discussion: None

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:

- Facility: Openings are completed with great response and Shutdowns meeting are underway August 21- September 1, will have coop with Mt. Prospect Park District.
- Camps: are near capacity and room was made for additional participants at West, Sports, and Dance
- Events: Kiwanis with over 150 participants with Iroquois taking the championship & Dance Recital with 6 shows ended the season
- Swim instruction is going great, Gosia is doing a nice job for her first year.
- Prairie Lake Soccer Fields are undergoing soccer goal mouth field renovations

Discussion: President Haas mentioned a maintenance request in the Prairie Lakes Aquatic Center woman's locker room. Commissioner Grady mentioned a maintenance request in the Chippewa Pool men's locker room. Commissioner Grady mentioned receiving great feedback about the outdoor pool punch passes. Commissioner Grady asked for details on the shutdown cleaning. Superintendent Weber stated 2 weeks to close the pool for painting, cleaning, equipment service and 1 week for the fitness center for cleaning and equipment service.

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 very busy and they are catching up with the increase in volume during the summer season. Staff has done a great job.
- Auditors have sent the board members that SASS 99 Questionnaire please fill out.
- Pool financial report will be in the next month's board packet.
- Continue to monitor cash and distributions within accounts. Opened 4 CDs with 5.1-5.3% interest rates.

Discussion: President Haas asked about Jacob and the IT work at Arndt Park. Director Curtis stated work is underway and all supplies are on site.

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:

- Conducted 1st and 2nd round interviews for the HR Coordinator position. Ellie Asa has accepted the position. Her first day will be June 21st.
- Assisted Arndt & West camps with setting up NOVAtime on their phone so they can clock in and out while on site.
- Onboarding new hires and rehires into BambooHR, BSA and NOVAtime. Running I-9's, background checks, checking sex offender registry, and adding to IL child support website. I've added approximately 100 staff. Our 6/16 payroll was 200 people more than our 6/2 payroll.
- Working with the City of Des Plaines Police Department with Don on issues during the summer.

Discussion: President Haas asked about any new PDRMA claims. Superintendent Dale stated no new claims only waiting payment for some outstanding.

FINANCIAL REPORT

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

Commissioner Grady moved to accept the Financial Report for June 20, 2023, with the Business Department updated reports, subject to audit and placing a copy on file.

Seconded by Commissioner Doerr

Discussion: None

**Roll call: Commissioner Doerr, Aye; Grady, Aye; Williams Aye; President Haas, 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
- Still on target for opening August 3

Director of Business Curtis provided an update on the project payout

Discussion: President Haas stated that you can really see the same of the pool

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;

- 90% Design will be provided on July 17
- Permitting agencies have been engaged.

Discussion: None

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of FY 23/24 Budget & Appropriation Ordinance #23-04

Director of Business Annette Curtis reviewed the material in Agenda Item 9 – A.

Commissioner Doerr made the motion “**I move that the Board of Commissioners approve Ordinance 23-04, “AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCHSUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAID ALL NECESSARY EXPENSES AND LIABILITIES FOR THE GENERAL CORPORATE FUND PURPOSES, FOR THE RECREATION FUND, FOR THE AUDIT FUND, FOR THE TORT IMMUNITY FUND, FOR THE SPECIAL RECREATION FUND, FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND, FOR THE SOCIAL SECURITY FUND, FOR THE MUSEUM FUND, FOR THE DEBT SERVICE FUND, FOR THE CAPITAL IMPROVEMENT FUND, FOR THE MYSTIC WATERS AQUATIC FUND, FOR THE LAKE PARK FUND, FOR THE ADVENTURE GOLF FUND, FOR THE GOLF CENTER DES PLAINES FUND, OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024.”**

Seconded by Commissioner Grady

Discussion: President Haas noted a job well done and the budget preparation.

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

Commissioner Grady made the motion “**I move that the Board of Commissioners approve the Capital Improvement Plan for Fiscal Year 2023/24 through Fiscal Year 2027/28.”**

Seconded by Commissioner Williams

Discussion: President Haas stated how much she likes and appreciates the Capital Improvement Plan, great tool for future planning.

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

Motion carried 4-0-1.

B. Action Item 9 - B: Approval of Park Board Manual Ordinance #23-05

Executive Director Miletic reviewed the material in Agenda Item 9 – B, needing updates due to issues at Lake Park. Provided details on new signage that would be installed at the park giving staff more authority to enforce rules. AI

Commissioner Grady made the motion “**I move that the Des Plaines Park District Board of Commissioners approve the Park Board Policy & Ordinance Manual –Ordinance #23-05.**”
Seconded by Commissioner Williams

Discussion: President Haas noted language variations for signage. Commissioner Grady noted open space / open play signage for green space. Commissioner Williams noted needing a pamphlet for all park rules and amenities. He also noted many people may use the park as their backyard and are unaware of the rules. Providing coal bins throughout the park.

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

C. Action Item 9 - C: Approval of Lakeview Center Emergency Repair for Parking Lot Lighting

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

Commissioner Williams made the motion “**I move that the Des Plaines Park District Board of Commissioners approve the Lakeview Center Emergency Repair for Parking Lot Lighting, Electrical contract in the amount of \$42,341.00 from Bonus Electric & Technology Solutions.**”
Seconded by Commissioner Grady

Discussion: Commissioner Doerr asked if there would be any hang-ups with this portion of the project. Executive Director Miletic stated no as we would be bringing the system up to code.

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

Commissioner Grady made the motion “**I move that the Des Plaines Park District Board of Commissioners approve the Lakeview Center Emergency Repair for Parking Lot Lighting, Trenching contract in the amount of \$52,000.00 from JEM Site Development Inc.**”
Seconded by Commissioner Doerr

Discussion: None

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

D. Action Item 9 - D: Lakeview Center Fencing Discussion

Executive Director Miletic reviewed the material in Agenda Item 9 – D, sharing the fencing styles provided for the Lakeview Center project

Discussion: None

X. CORRESPONDENCE:

- A. Thank you: St. Emily's School Donation
- B. Thank you: Winfield Park District Donation

XI. COMMENTS FROM THE COMMUNITY:

James Carl - spoke to the Park Board about Dogs at Lake Park, Language Signs at Lake Park, Costumes for AIM , 4th of July Parade giveaways and Gift Baskets at the Dance Recital.

President Haas acknowledged the concerns of all comments and provided feedback.

XII COMMISSIONER COMMENTS:

Commissioner Doerr: Thank you for everyone for the updates. Busy start to summer. Projects are coming to life and cannot wait.

Commissioner Grady: Lots of Projects going on and all seem to be on track can't wait for the new pool! Participated in the Senior Center Golf Outing- great time. Here is to a safe and healthy summer.

Commissioner Rosedale: absent

Commissioner Williams: Golf was a great time. Excited for all of these projects. Arndt looks like it has been a great job. Thanks for the hard work everyone!

President Haas: Residents are asking for more shade over the splash pad, very busy area. Told many times we are the best part about Des Plaines at the Taste of Des Plaines. Thank you all for the hard work.

XIII. EXECUTIVE SESSION:

Commissioner Doerr 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 7:52 p.m.

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

XIV. RETURN TO OPEN SESSION

Commissioner Grady made a motion to close Executive Session and return to open session at 8:22 pm

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 Release of Executive Session Minutes

Commissioner Williams 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; Williams, Aye; President Haas, Aye
Motion carried 4-0-1.

A.1 Agenda Item 14 – A.1: Approval of Destruction of Executive Session Recordings over 18 months

Commissioner Williams 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; Williams, Aye; President Haas, Aye
Motion carried 4-0-1.

XV. ADJOURNMENT

Commissioner Doerr made a motion to adjourn the Park Board Meeting at 8:27 p.m.
Seconded by Commissioner Williams

All in Favor, Opposed
Ayes: 4, Nays: 0, Absent: 1
Motion Carried: 4-0-1

APPROVED _____

President

Secretary