

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
September 26, 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 6:02 pm. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Jana Haas, Commissioner Don Rosedale, and Commissioner Eli Williams.

In attendance was Executive Director, Donald Miletic; Director of Business, Annette Curtis; Superintendent of Administration, Jeanette Berard, Superintendent of HR& Risk Management, Nicole Dale; Superintendent of Recreation, Joseph Weber; Aquatics Manager, Matt Harnett; and Marketing Coordinator; Colette Plantz. Deputy Director, Paul Cathey; Superintendent of Parks & Planning, Paul Guza; Superintendent of Revenue Facilities, Brian Panek; were not in attendance

Guests: James Carl, Brian Johnson & Family, Jamie Wilkey from Lauterbach & Amen

II. CHANGES TO THE AGENDA:

Commissioner Grady made the motion to have presentations go after Agenda Item – 5 Consent Agenda
Seconded By Commissioner Williams

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

III. PRESENTATIONS:

A. Congratulations to Brian Johnson for Dedicated to Excellence presented by Aquatic Manager Matt Hartnett.

IV. COMMENTS FROM THE COMMUNITY:

None.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

A. MINUTES August 15, 2023

B. EXECUTIVE SESSION MINUTES- August 15, 2023

B.1 SPECIAL MEETING MINUTES- NONE

C. VOUCHER BILLS:

August 03, 2023 \$ 1,228,964.36

August 04, 2023 \$ 672,305.17

August 18, 2023 \$ 1,076,484.74

D. PAYROLL:

August 11, 2023 \$ 427,426.36

August 25, 2023 \$ 324,731.32

Commissioner Doerr moved to accept the Consent Agenda.

Seconded by Commissioner Williams

Discussion: None

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

VI. M-NASR REPORT:

Superintendent Weber stated t

- Approved increase to summer inclusion staff pay rates to \$16.00

Discussion: President Haas requested Trisha to attend an upcoming board meeting.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Miletic asked for questions on the reports as presented in Agenda Item 9.

In addition he reviewed the following:

- Thank you to staff, Chamber and History Center for all of the efforts during Fall Fest. The new Fun Pass was successful and helped to reduce need on Business Services, Police were very helpful, yes we had rain but did not stop from having a great event!
- Summer operations were very successful from aquatics to camps. Thanks for a wonderful summer!
- Love seeing all of the activity in the Leisure Center from preschoolers in the morning to the dance in the evening the building is busy!

Discussion: Commissioner Grady requested setting up and Arndt Park Tour. President Haas noted one negative comment about Fall Fest was the line at the Carnival Kiosk. Executive Director Miletic stated yes to scheduling a tour and that this was the first year with the new system and it is a learning curve. They will have more stations next year. Commissioner Doerr asked who we work with for an evacuation plan for Fall Fest. Executive Director Miletic Stated we work with the City of Des Plaines Emergency Department.

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:

- Seminole CDBG grant reimbursement was approved by the City of Des Plaines!
- Golf in the Dark is this weekend we are already passed previous sponsorships totals!
- Completed Fall Fest Signage with Bluefire Design and Signarma, outsourcing this project was a huge time saver for the marketing department. Bonnie was able to focus on Spectrum and Colette could complete internal requests. Thanks to Bonnie and Colette for organizing all the material during Fall Fest, so sad I could not be there!

Discussion: None

A.4 REVENUE FACILITIES

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 - A.4.

Discussion: None.

B. DEPUTY DIRECTOR:

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – B.

In addition he reviewed the following:

- Will be working with the City of Des Plaines for storm water storage tanks in Craig Manor to help with the neighborhood flooding. Will look at adding additional ADA equipment and safety surfacing to that park.

Discussion: President Haas stated she liked the idea of bringing Big Noise to the Senior Center.

B.2 PARKS & PLANNING DEPARTMENT:

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – B.2.

Discussion: Commissioner Doerr asked about the Vandalism Report and if we reach out to the police for assistance. Executive Director stated yes and they are aware of the issues they believe they have figured out one of the people. President Haas noted providing anti-graffiti publicity. Commissioner Grady noted come January the report will become smaller with the weather changes.

B.3 RECREATION DEPARTMENT:

Superintendent Joseph Weber asked for questions on the report as presented in Agenda Item 9 – B.3.

- Facilities- Arndt oversight and walkthrough, Mystic Walkthrough, Theater lighting final walkthrough this week, Membership pricing in under review and recommendations presented at November board meeting
- Programs- Fall Soccer is underway, recreation league basketball evaluations, Pickleball has made it way indoors, basketball feeder has had 40 Girls attend tryouts and Boys 65-70 projected on October 1, Dance Coordinator Karli Walker will be leaving us, Candice has done a nice job with recruiting a strong teacher base in Creative Corners, Swim School number have seen an increase as the summer concludes.
- Special Events- Fall Fest was a success. Well coordinated and managed by staff. Post-postseason at Chippewa continues through October 1.

Discussion: President Haas asked about input from Fall Fest. Superintendent Weber stated it went very smooth from a security standpoint. Additional police and the weather helped.

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:

- Fall Fest wrap up. Thank you to Trish for managing the Beer Ticket Sale. We had credit card machines in Beer and Kidzone and both worked well. Reconciliation was significantly easier with the new Fun Pass. Overall a very strong event.
- Arndt update- Pay application #10 payment amount
- Working on the TeeUp Project with Jacob. Servers have been placed working on intergrading the software with the systems, completing mock transactions.

Discussion: Commissioner Grady asked about existing card values. Director Curtis stated they will be transferred on the new system.

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:

- Posted Landscape Maintenance Supervisor position on BambooHR & IPRA, reached out to four applicants for first round interviews to start next week.
- Began planning IMRF meeting presentation – putting together outline and PowerPoint – review policies and safety training: Statement of Admissions, Emergency Response Plans, Communicable Diseases, Fire Extinguishers, Incident Reporting; and review benefits such as IMRF, 457 Plan, Credit Union and wellness benefits.
- Seth Norton, our PDRMA rep, came out and toured our pools – Arndt Pool construction, Mystic Waters, and Chippewa. Very impressed with our operations and had minor safety suggestions.

Discussion: President Haas asked about Fall Fest. Superintendent Dale stated it was a great event. So helpful not having to staff the carnival booths. Police were very helpful. President Haas noted having a bottle fill up station in the beer area.

FINANCIAL REPORT

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

Commissioner Grady **moved to accept the Financial Report for September 26, 2023 subject to audit and placing a copy on file.**

Seconded by Commissioner Rosedale

Discussion: None

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

VIII. UNFINISHED BUSINESS:

A. Arndt Aquatic & Recreation Facility

Superintendent Berard provided an update on the project includes;

- Photo review of the progress

Director of Business Curtis provided an update on the project payout

B. Foxtail on the Lake

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

- Photo review of the progress
- Soft Opening hopefully in mid/late October
- New Fountain Installed in Lake Opeka
- In the future Lakeview Center will operate as an Enterprise Fund.

Discussion: President Haas noted this will elevate dinning and other restaurants in Des Plaines

C. Lake Opeka Shoreline

Executive Director Miletic provided an update on the project includes;

- Budget 3-4.5M with 3.4 in grants
- Timeline 1.5 years starting in winter 2024

Discussion: None

D. Algonquin Bridge Discussion

Executive Director Miletic provided an update on the project includes;

- A requested meeting with City Staff to review plans
- Where the Park Board stands on the project
- School District 62 asked us about the project

Discussion: Commissioner Grady stated there should be no staging in the park and the only difference between and under and overpass is the cost. Commissioner Doerr is ok with the bridge, just want additional options like on Touhy. Commissioner Williams stated he would prefer a new location like Oakton or an underpass. Commissioners would like an Open Meeting scheduled to discuss the plans.

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of Comprehensive Annual Financial Report for Year Ended April 30, 2023

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

Round of applause to staff for their hard work, mindful budgeting and being fiscally responsible.

Jamie Wilkey from Lauterbach & Amen noted this was a clean audit. This is the districts 27th year of GFOA award of the highest level.

Commissioner Williams I move that the Park Board of Commissioners approve the Comprehensive Annual Financial Report for Year-end April 30, 2023, as audited by Lauterbach & Amen, LLP.”

Seconded by Commissioner Doerr

Discussion: President Haas asked about the upcoming GASB standard. Jamie noted they are completing trainings and working with agencies to be prepared with all of the new standards on the horizon.

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

X. CORRESPONDENCE:

- A. Thank you: Bartlett Parks Foundation: Donation
- B. Thank you: Schaumburg Parks Foundation: Donation
- C. Thank you: Liponi Foundation: Donation
- D. Thank you: Anderson Lock: Donation
- E. Thank you: Clearmont School: Donation
- F. Thank you: Rand Park Clean Up

President Haas asked how much do we donated to each group. Superintendent Berard said about \$75 per donation, more for local donations like District 62.

XI. COMMENTS FROM THE COMMUNITY:

James Carl - spoke to the Park Board about the following:

Provided the details from his FOIA requests that were returned about The Foxtail on the Lake funding.

Provided the details from his FOIA request that have not yet been returned about the Dance Fundraising.

Noted rough surfacing on the Lake Park Bocce Ball Court.

Noted high bull rush around the Prairie Lakes Pond.

Provided an example of a gift bag with an estimated cost of \$7.66 that was given to each dancer in the dance program, believes that more should be done.

The Park Board of Commissioners acknowledged public comment and stated they will have the park department look at the court and pond.

XII COMMISSIONER COMMENTS:

Commissioner Doerr: Fall Fest was a high note with months of preparation great to see the team working so well. Look forward to Golf in the Dark this weekend!

Commissioner Grady: Fall Fest was great, impressed with the police department. Foxtail is outstanding and hope it will be successful!

Commissioner Rosedale: Thank you for all that you do with the community. Fall Fes was great and Foxtail was great as well.

Commissioner Williams: Staff are really committed to providing positive recreation to the community and it showed at Fall Fest. Great standards for the audit and hard work by staff. Can't wait to enjoy these projects

President Haas: Still frustrated with Cordogan and Clark on the Arndt Park Project. Philip from the History Center did a great job managing the Beer Tent. Foxtail was great!

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 7:47 p.m.

Seconded by Commissioner Doerr

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 8:05 pm

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

XV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:05 p.m.

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary