

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
October 17, 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 Don Rosedale, and 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 Revenue Facilities, Brian Panek; Superintendent of Recreation, Joseph Weber; Assistant Superintendent of Recreation, Jennifer Boys, Aquatics Manager, Matt Harnett; and Recreation Supervisor Candice Basista. Superintendent of HR& Risk Management, Nicole Dale; of Parks & Planning, Paul Guza; were not in attendance

Guests: James Carl, Barbara Grill

II. CHANGES TO THE AGENDA:

None

III. PRESENTATIONS:

A. 2023 Camp & Aquatics Presentation was presented by Aquatics Manager, Matt Harnett; and Recreation Supervisor Candice Basista.

Discussion: Commissioner Doerr asked if camp was at capacity. Supervisor Basista stated yes for the first 4 weeks of camp prior to vacations and Iroquois going back in session, estimated at 90% enrollment.

Commissioner Doerr asked about swim school capacity. Manager Hartnett stated there was room to grow at Chippewa. Great Numbers are being seen in the indoor pool keeping in line with staff ratios. President Haas asked if Arndt and West are the same. Supervisor Basista stated yes to the overall structure/ schedule to the program however daily activities and themes differ. Commissioner Doerr asked about MNASR how they assign support. Supervisor Basista stated they evaluate, requests put in by parents or supervisors. Commissioner Grady asked if MNASR provides their own staff. Supervisor Basista stated yes.

IV. COMMENTS FROM THE COMMUNITY:

Barbara Grill 2111 Chase Avenue provided public comment thanking the park board and staff for their efforts at Arndt Park and all of the new amenities provided.

The Park Board thanked Barbara for her comment.

James Carl 904 Wolf Road provided public comment stating he is looking forward to the opening of Foxtail on the Lake. He addressed concern about the license agreement, noting return to the district on the gross revenue was not enough. He is also is concerned about the district needing to pay for all utilities if the Foxtail businesses does not make it. He also stated that he does not believe Foxtail will raise the bar for restaurants in Des Plaines. Finally he asked about the dance goodie bag from a previous meeting.

The Park Board thanked James for his comment.

President Haas noted the goodie bags provided was not a representation of all that is given at the dance end of year party; including t-shirt, food and pool party. She also noted that the level of dance instruction provided to each dancer is worth more than the cost of the program.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES September 26, 2023
- B. EXECUTIVE SESSION MINUTES- September 26, 2023
 - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS:

September 01, 2023	\$	727,357.64
September 15, 2023	\$	208,162.46
September 26, 2023	\$	979,826.34
September 29, 2023	\$	774,145.77
- D. PAYROLL:

September 06, 2023	\$	213,527.78
September 20, 2023	\$	232,338.95

Commissioner Doerr moved to accept the Consent Agenda.

Seconded by Commissioner Grady

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

- Holiday Raffles are now available through December 14 for purchase online <https://holidayraffle23.givesmart.com>
\$10 each – 1 in 500 chance to win a \$1000 Visa Gift Card (handout)
- Trisha Breitlow will visit the November 21 DPPD Board meeting
- Next meeting 10/24/23

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

In addition he reviewed the following:

- Update provided on Arndt Park
- Lake Opeka Fountain was installed, drawings are finishing up and hope to have out to bid this winter
- Foxtail on the Lake will be opening, getting the final sign off from MWRD on Friday. Training is going very well.
- Des Plaines Park District crews will be working on the renovations to our sign of the building post Foxtail Construction. When making their infrastructure improvements damage was made to our sides of the building.
- Lakeview Center hopes to be open in December with space for yoga, camps, offices, rentals.
- Philip will be leaving the History Center, he was wonderful and made a great impact to the organization.
- Algonquin Bridge meeting date is being scheduled with city staff

Discussion: Commissioner Doerr noted a resident had a request to change the color of the Lake Opeka fountain.

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:

- Golf in the Dark best one yet, raised over \$27K with \$22K net profit
- ERC is planning to host the Holiday Party at Foxtail on the Lake December 15 4-7pm
- Winter 2024 Spectrum is complete- will be highlighting Creative Corners Preschool Registration
- Provided official Goodbye to the Park Board. Thanked the Board for their support and staff for being great teammates. Last Day will be December 15 (Due Date). Will continue to help support Don during leave and after.

Discussion: President Haas thanked Superintendent Berard for her efforts for the Des Plaines Park District

A.4 REVENUE FACILITIES

Superintendent Panek asked for questions on the report as presented in Agenda Item 9 - A.3. In addition she reviewed the following:

- Intrepid Data update- They will be onsite November 1 to work with training and testing the new software
- LVC staff project update- Staff are busy working in all areas to get the building up and running
- MVAC carpet update- Almost completed, waiting on repairs to holes 15 &18.
- All facilities are open and busy!

Discussion: Commissioner Grady asked how the new stations will be set up. Superintendent Panek stated starting at the 3rd floor and working down, should take 3-4 days. President Haas noted that Dylan did a great job hosting Footgolf, Golf in the Dark and working with Foxtail.

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 progressing. We opened the park for residents on October 6th. The pool, pool building, fieldhouse and park have about 3 weeks of punch list items that need to be addressed. Staff have been helping a major team effort.
- Met with BHFX Plan Room regarding document scanning and storage, this will provide a searchable system to access all plans and documents within the parks department.
- Preparing for bidding with Stantec for the Lake Opeka shore line project.
- Following up on items related to the Outdoor Nature Lab before construction begins.
- The parks department will be hiring a Landscape Supervisor and Assistant Landscape Supervisor.

Discussion: Commissioner Williams asked when the playground would be closed. Deputy Director Cathey stated late fall. Executive Director Miletic noted that BHFX will provide the district with a great resource in years to come. President Haas asked who would own the material. Deputy Director stated we will own the material and it will be stored in the cloud. This will be a time saver and provide access to multiple parties within the district.

B.2 PARKS & PLANNING DEPARTMENT:

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

Discussion: None

B.3 RECREATION DEPARTMENT:

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

- Busy Season for pools and summer camps- always striving to meet the Revenue Policy of 25% to help cover building costs and additional staffing needs or wage scale.
- Final Arndt Subcontract work and punch list items oversite
- Membership Fee & Outdoor Pool Pass fee review is underway and will be presented in the November meeting
- Program fee and Budget planning are underway for all Recreation Department
- Truck or Treat will be held at PLCC on 10/28/23 12-3p

Discussion: President Haas asked about the theater lighting. Superintendent Weber stated the install is complete and training was provided by the contractor. The rentals love the new updates to the facility!

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:

- Transitioning into the HR Role. It took a day or two to get organized and prioritize the to do list. And now we are moving along. Ellie is a great help.
 - Medicare Part D was distributed
 - 2024 Flexible Spending is currently being worked on
- The FY 2025 Budget Kick off email was sent to staff. The timeline will remain the same as previous years with an April presentation followed by a June final approval.
- Cook County sent the Tax Rate Report for Tax 2022. The property extension is \$441,000 greater than the previous year. With this information I've begun working on the levy request for Tax year 2023.
- Help Desk interviews are underway, positive response taking our time to find the right fit.

Discussion: President Haas asked if the property tax bills were sent out. Director Curtis stated yes.

C.1 HUMAN RESOURCES & RISK MANAGEMENT

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – C.1.

Discussion: None

FINANCIAL REPORT

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

Commissioner Grady moved to accept the Financial Report for October 17, 2023 subject to audit and placing a copy on file.

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**

VIII. UNFINISHED BUSINESS:

A. Arndt Aquatic & Recreation Facility

Deputy Director Cathey provided an update on the project includes;

- Punch list
- Financials
- Nicor Installation
- Flooring
- Ongoing challenges
- Pool Commissioning

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;

- Foxtail finishing up on their side
- DPPD working on updates to our side of Lakeview Center, attempting for December 1
- In the future, years 10+ Lakeview Center should operate as an Enterprise Fund.

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

C. Lake Opeka Shoreline

Deputy Director Cathey provided an update on the project includes;

- Waiting on Army Core Permit
- Full set of drawings were completed
- Timeline 1.5 years starting in winter 2024

Discussion: President Haas asked about the responsibility of the Nicor installation. Deputy Director Cathey stated Cordogan Clark should have provided load letters and submission on behalf of DPPD. Commissioner Grady noted that they were not onsite the same way Corporate Construction was during indoor pool build. President Haas asked to include adaptive equipment (fishing poles) for the shoreline fishing piers

IX. NEW BUSINESS:

None

X. CORRESPONDENCE:

- A. Thank you: Des Plaines Public Library: Library Card Campaign at Mountain View & Lake Park
- B. Thank you: Employee Recognition
- C. Thank you: Salt Creek Rural Park District: Thank you
- D. Thank you: St. Emily's: Donation

XI. COMMENTS FROM THE COMMUNITY:

None

XII COMMISSIONER COMMENTS:

Commissioner Doerr: Sunday Jr. Warriors cheer had a large event. Thanks to Joe and staff for finding them gym space and the collaboration. Lady Warriors kicked off basketball. Held a youth commission event and the kids were asking for a teen center.

Commissioner Grady: Had a very nice time in Dallas, collected a lot of hats and a lot of ideas and learned a lot. Great news for Maine West Football record.

Commissioner Rosedale: Had a wonderful experience with Foxtail, beautiful building, cannot wait for it to open November 1. Boo in the woods was a great event. Turkey Shoot will be held in November.

Commissioner Williams: Sad to miss out on conference. Foxtail was a great time. Thank you to the commitment for our community.

President Haas: Golf in the Dark was an excellence experience and everything went off beautifully. Thanks to Jeanette. Happy Birthday Don and many more years with the Park District. Executive Director said seven more years!

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 7:40 p.m.

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

XIV. RETURN TO OPEN SESSION

Commissioner Grady made a motion to close Executive Session and return to open session at 8:06 pm

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

XV. ADJOURNMENT

Commissioner Williams made a motion to adjourn the Park Board Meeting at 8:07 p.m.

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary