

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
August 16, 2022**

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 5:00pm Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner Jana Haas, Commissioner Don Rosedale, and Commissioner James Grady. Commissioner Eli Williams was absent.

In attendance was Executive Director; Donald Miletic, Director of Business; Annette Curtis, 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 Project Manager; Jeanette Berard.

Guests: University of Illinois Staff, Donna Adam, Jennifer Poonsapaya, John Mcconrin, Brue Adam, Sal Raspanti, Roy Bahamon, Maria Bahamon, Jesus Vormac

II. CHANGES TO THE AGENDA:

No Executive Session Minutes to approve. Miss print on the Agenda

III. PRESENTATIONS:

The University of Illinois Staff completed a focus group meeting with the Park Board of Commissioners for the planning of the Community Needs Assessment.

Donna Adam was awarded the Community Honor Roll for her contributions to the Des Plaines Park District through her Clean Up- Give Back organization.

IV. COMMENTS FROM THE COMMUNITY:

Jennifer Poonsapaya asked asked if the commissioner/ staff had received her emails. Looking for the park district to incorporate a park/pest maintenance plan. Commented on the power outage at Seminole Park. Adopt a Park Program. And her efforts to pick up trash and pull weeds.

Roy Bahamon commented on the park board asking for more diversity among the commissioners.

Commissioner Jim Grady acknowledged the concerns of all comments and provided feedback. Executive Director Miletic acknowledged the concerns of all comments and provided feedback.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

A. MINUTES – July 19, 2022

B. EXECUTIVE SESSION MINUTES–None

B.1 SPECIAL MEETING MINUTES –None

C. VOUCHER BILLS:

July 08, 2022 \$ 304,162.30

July 22, 2022 \$ 396,133.28

PAYROLL:

July 01, 2022 \$ 419,835.71

July 15, 2022 \$ 402,589.11

July 29, 2022 \$ 398,060.14

Commissioner Haas moved to accept the Consent Agenda with changes made to the Executive Session Minutes.

Seconded by Commissioner Grady

Discussion: None

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

Motion carried 4-0-1.

VI. M-NASR REPORT:

- Next meeting will be on August 23rd.
- Will be presenting the ADA Plan Review
- MNASR will see some staff transition

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Donald Miletic reviewed the items in Agenda 7 – A including;

- Busy Sumer- staff are doing a great job
- Transition with staffing- specifically seasonal as college and high school are back in session. Hiring for Landscape I.
- Arndt Park has submitted for its variance for the parking lot, with go to Planning & Zoning next month.
- Grant was approved for the Leisure Center Playground renovation.
- Working with ComEd for the garden plots, they would like an agreement and payment. We have not been doing this in the past as we are mowing and maintaining the land.
- Staff are doing a great job handling the complaints this summer- Mystic Waters was a huge feat.
- Grants have been a lot, working with all parties to square away.
- Paul Cathey is on FLMA
- Lake Park playground has seen some delays from the contractors but nearing completion for the opening

Discussion:

A.1 HISTORY CENTER REPORT

Executive Director Miletic shared there is no History Center Report this month.

- Great Fund Balance
- Some changes were made with the Board
- Wonderful Fall Fest Partner with the Chamber

Discussion: None

A.2 FRIENDS REPORT

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

- Golf in the Dark – October 1, 2022

Discussion: None

A.3 REVENUE FACILITIES

Superintendent Panek reviewed the following points and asked for questions on the report as presented in Agenda Item 9 - A.2.

- Lake Opeka Update on the water quality, opened last Tuesday after being closed for 27 days
- Live at the Lake was a huge success this summer, lots of wonderful feedback from residents.
- New camera system at Golf Center hitting stations and the parking lot. Great improvement

Discussion: Executive Director Miletic shared an email sent by a resident thanking staff for putting on such a wonderful event at Central Park. President Doerr thanked staff for sharing their time to be at these events.

B. DEPUTY DIRECTOR:

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – B. Stated that Paul is currently working part time and catching up where he can. Staff doing their best to fill in and help.

Discussion: None

B.1 SENIOR CENTER REPORT:

No Report

Discussion: None

B.2 PARKS & PLANNING DEPARTMENT:

Superintendent Guza reviewed the following points and asked for questions on the report as presented in Agenda Item 9 – B.2

- Transitioned 95% of the seasonal staff- hiring in the department – adjusting schedules to keep up with the work
- Pools are closing- additionally will be working on the indoor pool shut down at the end of the month
- Working on baseball, softball and soccer field renovations.

Discussion: Commissioner Haas asked what positions were are down. Executive Director Miletic stated Mechanical I – full time. Seasonal has to go back before labor day causing disruption in recreation and hospitality in Illinois. President Doerr asked about the skate park , vandalism and the security and working with the police. Staff stated the park is being hit once a week and police are trying to catch them. Will be installing new security cameras. Provide updates to the police when it happens.

B.3 RECREATION DEPARTMENT:

Superintendent Weber reviewed the following points and asked for questions on the report as presented in Agenda Item 9 – B.3

- **Mystic** should close the 2022 season with the highest revenue seen at over \$1,000,000. Expenses as expected were also at an all-time high. Estimates for Net would be near \$300-350k. History has shown \$270-400k. \$400k was the high watermark in 2021.
- **Live at the Lake** Series this season was amazing. The addition of Central Park, lights, food trucks, and new performers were outstanding. Final Live 6-8:30p at the Pavilion Thursday right after the Park IT 530-630p at Lake Park
- **Events**
 - *Aloha Iroquois* August 21 from 12-2pm Fun activities and giveaways free admission,
 - *30 Year Prairie Lakes Anniversary* Tuesday September 6 – Friday, September 9 Free classes all week and \$30 discount of Memberships ***CLOSURE 8/22-9/2
 - Fall Fest September 16-18, if you are able to volunteer, please let E.D. Miletic or myself know, schedules will be shared in weeks to come

Discussion: A comment for Jennifer Poonsapaya in the audience asked if little league baseball would be brought back to Seminole Park. Superintendent Weber stated that Des Plaines Baseball decides the schedule.

C. BUSINESS DEPARTMENT

Director Curtis reviewed the following points and asked for questions on the report as presented in Agenda Item 9 – C

- Property tax receipts will be delayed. Cook County is offering a Bridge Loan program for those districts that meet two eligibility requirements.
 - Less than 120 Days cash on hand or Cash on hand is less than 33% of total annual expenses--
 - *Calculated without taking into consideration operation revenue and grant reimbursement*
 - *At 7.31.2022 \$22M with a expenditure budget of 2022-2023 \$32M - 10-11 months of cash on hand, 33% of total expenditures \$10M.*
 - At least one rating lower than the County's current ratings of A2 from Moody's, A+ from S&P and AA- from Fitch.
 - 2018B- Aa2 from Moody's which is higher than county's
- IT Security- with direction from PDRMA we've implemented numerous initiatives-
 - Employment training, Knowbe4
 - Multi-Factor Authentication when logging in from home
 - Behind the scene detection software- scanning for phishing emails, attacks.
- Upgraded- cameras at Golf Center, looking into parking lot cameras, new security system at both Oak Wood buildings, cameras at memorial pavilion will be installed shortly.
- Audit- reviewing the report and reconciling to financial statements, drafting MDA and Transmittal Letter. Should be ready for board presentation in September

Discussion: Commissioner Haas asked when the payments would be available. Director Curtis stated January for the second payment of 2022 and March for the first payment of 2023.

C.1 HUMAN RESOURCES & RISK MANAGEMENT

Superintendent Dale reviewed the following points and asked for questions on the report as presented in Agenda Item 9 – C.1

- BambooHR update for onboarding procedures, will be live in the next few months and will help streamline summer employment practices.
- Fall Fest Safety Planning with Des Plaines Park District Staff, EMA & Police Department from the City of Des Plaines.
- Semi-Annual Staff Training – policy & safety updates/reminders will be held on August 18.

Discussion: Commissioner Haas asked for the status of the police for Fall Fest. Superintendent Dale stated they are very responsive, supportive and sharing their knowledge. They will be increasing the number of police at Fall Fest.

FINANCIAL REPORT

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

Commissioner Haas **moved to accept the Financial Report for August 16, 2022 subject to audit and placing a copy on file.**

Seconded by Commissioner Grady

Discussion: None

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

VIII. UNFINISHED BUSINESS:

A. Arndt Aquatic & Recreation Facility

Project Manager Jeanette Berard reviewed the status and renderings of the Arndt Aquatic & Recreation Facility. Updates include smaller drainage. The permit set was submitted. This project is currently applying for a variance for zoning and parking lot with the city.

Discussion: None

B. Foxtail on the Lake

Executive Director Don Miletic stated the permit set was submitted. Working on full building sprinkler plan.

Discussion: None

C. Lake Opeka Shoreline

Executive Director Don Miletic reviewed that another planning meeting is scheduled for this month.

Discussion: None

IX. NEW BUSINESS:

A. Action Item 9 - A: Review of ADA Transition Plan

Director Curtis reviewed the information in Agenda Item 9 – Annette said what a great job staff did budgeting for each of their departments.

Will have MNASR complete a new review of the plan

Discussion: Commissioner Grady asked about the Iroquois Pool Agreement. President Doerr asked about the ADA chair purchased for Iroquois Pool. Superintendent Weber stated this chair would be moved and used at Arndt Park.

X. CORRESPONDENCE:

- A. IDNR: OSLAD Grant Award Letter
- B. Elks Club Des Plaines: Donation Thank you
- C. Arelene Sikora: Tree of Life Thank you
- D. Des Plaines Public Library: Partnership Thank you

XI. COMMISSIONER COMMENTS:

Commissioner Grady: Long Evening – not a bad thing when people show up. It can be an eye opener and healthy for everyone. They are concerned for their park. It was a good summer, compliments to the Golf Center. It was a busy but safe summer.

Commissioner Haas: Would like to comment a thank you for bringing regular chair to Chippewa, the ladies greatly appreciate it. Backpack Program was awarded \$42K in funds

Commissioner Rosedale: Would like to see more ethnic input and suggestions for the parks, hope it will be provided on the assessment. The Pig Roast will be on August 21

Commissioner Williams: Absent

President Doerr: Sad school has started. Staff had done a great job getting through all of the hard times. We had a great summer and end of summer party. Time is valuable, Done thank you for leading the staff. Comments are critical and making sure our community is heard through a respectful discussion. Ending Summer on a positive note!

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:38 pm

Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 4, Nays: 0

Motion Carried: 4-0-1

APPROVED _____

President

Secretary