

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
December 13, 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 7:00 pm. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Don Rosedale, and Commissioner Eli Williams. Commissioner Jana Haas was absent.

In attendance was Executive Director; Donald Miletic, Deputy Director; Paul Cathey 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, Tyler Fuchs; Assistant Superintendent of Recreation and Project Manager; Jeanette Berard.

Guests: Laura Payne

**II. CHANGES TO THE AGENDA:**

No Presentations this month, they will be moved to December for Jr. Warriors Cheerleaders and 2022 Aquatic & Camp Presentation.

**III. PRESENTATIONS:**

A. Community Needs Findings were presented by Laura Payne from the University of Illinois. The final report will be provided in January 2023.

**IV. COMMENTS FROM THE COMMUNITY:**

None

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

- A. MINUTES- November 15, 2022
- B. EXECUTIVE SESSION MINUTES- NONE
  - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
  - November 11, 2022 \$ 2,286,376.73
  - November 23, 2022 \$ 320,969.61
- D. PAYROLL
  - November 04, 2022 \$ 197,228.26
  - November 18, 2022 \$ 193,834.47

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

Seconded by Commissioner Rosedale

Discussion: None

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

## **VI. M-NASR REPORT:**

Superintendent Weber stated there was no report.

## **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:

- Eli and Don are the official candidates for the upcoming 2023 election.
- Grant Audits will be completed by Lauterbach and & Amend
- Prairie Lakes HVAC system has been put on pause. Going to work on value engineering to reduce the projected budget after receiving high bids at the opening.
- Dirt was moved from Arndt to Leisure Center and Eaton Park. The City requested a building permit for the work at the Leisure Center and it will be provided when we submit for the playground renovation.
- Inspectors are out at all of our projects, we continue to produce good work and continue to pass.
- Friends Donation from the Foxtail Project was received and will be used for shoreline improvements.

Discussion: None

### **A.3 REVENUE FACILITIES**

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

- Chili Open is sold out for all 3 slots at a total of 176 golfers.
- Interpret Data meeting continue for the Tee Up System upgrades, still planning for mid May.
- Looking to bring Top Tracker to the Golf Center for Range Tracking. This is currently offered at the Skokie Park District.

Discussion: None.

### **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 lift station project is completed as far as it can go until the electrical components are available. We met with an MWRD inspector and the drain has been disconnected from the lake. All is good with MWRD to this point.
- Parks and Recreation staff did a great deal of preparation for the Winter Wonderland event on December 3<sup>rd</sup>. The event was very successful and the park looks beautiful at night. Parks staff did an outstanding job decorating and if you have a chance to drive through at night it is well worth it!
- Discussed the IFC changes for Arndt Park. Saved about \$250,000 in hauling dirt ourselves to our sites.

Discussion: President Doerr asked about scheduled times for Winter Wonderland. Superintendent Weber stated there were two times but we did not enforce and do not plan to offer that way in the future.

### **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:

- Centennial Fence Relocation is completed. The shrubs will be moved back in the spring.
- Winter Wonderland was a great success, the parks department has big plans for next year!

- Colder temperatures will be here next week. Staff are preparing the ice rinks. No ice at Arndt this year and the rink at Cornell was moved.

Discussion: None

### **B.3 RECREATION DEPARTMENT:**

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

- Save the Date for MNASR Liponi Event, 3/4/2023
- Save the Date for ERC Holiday Party, 1/7, 2023 6-10 pm at Club Casa
- Spring Spectrum is underway for planning
- Over 400 people attended Winter Wonderland
- Winter Spectacular was a great show by all dancers and well attended as well.
- Looking at aquatic options for pool passes for past Iroquois users, details to come.

Discussion: Commissioner Grady asked about the field sizing at Eaton. Superintendent Weber stated yes the field is large enough for youth games.

### **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:

- Updated the contract with Lauterbach & Amend including grant services.
- Finish camera installation at Mountain View for the skate park and parking lot.
- Reviewing how we utilize Rectrac, and how to use it more efficiently. Through program step up, we'll be utilizing the accrual functionality, instead of the current manual process for larger programs that cross year end, facility rentals, pool passes and preschool.

Discussion: None

### **C.1 HUMAN RESOURCES & RISK MANAGEMENT**

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

- BambooHR – Vanessa and I met with Matt and Dylan to see how the system has been working for hiring and rehiring staff. We made a list of areas the system could improve and contacted BambooHR. We are looking to continue to improve the system and offer additional training to staff in January.
- Preparing for January 1 – FSA & HSA contribution changes, ordering 1099s, W-2s, and ACA forms and starting the year end process
- Surveying other Districts to see who they use as their broker – we may look into exploring other options

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 December 13, 2022 subject to audit and placing a copy on file.**

Seconded by Commissioner Grady

Discussion: None

**Roll call: Commissioner Grady, Aye; Rosedale, Aye; Williams Aye; President Doerr, 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
- I attended several construction meetings and went through Issue for Construction plans and changes with CCA. After the IDPH and City plan reviews were completed, there needed to be some changes, mainly to pool piping, which were then added to the plans. There will be some change orders in the future based upon these changes and we are waiting on numbers for these.
  - ♣ The pool excavation has been completed, stone is in and the framing and prep work for pouring the pool floor is under way.
  - ♣ The building foundation and foundation walls have been completed, backfilling is done and the work for the under slab utilities is being done.
  - ♣ The excavator has begun work on the underground utilities and moving spoils to locations where berms and the small sled hill will be.
  - ♣ Our staff has been hauling dirt off site to the ALC for a small sled hill and some berms, as well as Eaton

Field. The low berm at Eaton has been seeded and blanketed. Staff have done an excellent job of hauling and spreading dirt and clay to save money on hauling off site

Director of Business Curtis provided an update on the project payout for November.

Discussion: Commissioner Rosedale asked about the Iroquois Demo, this would be completed in Spring during their intersession. Commissioner Williams asked about the IFC cost increases, these came from IDPH and City of Des Plaines required changes.

### **B. Foxtail on the Lake**

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

- Photo review of the progress
- The flat roof is experiencing a major leak and will likely need to be repaired as well.
- Working on the contracts for Nicor, ComEd and Sprinkler system

Discussion: None

### **C. Lake Opeka Shoreline**

Executive Director Miletic stated no update at this time.

Discussion: None

## **IX. NEW BUSINESS:**

### **A. Action Item 9 - A: Approval of 2022 Tax Levy Ordinance #22-06**

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

Commissioner Grady made the motion “**I move that the Park Board of Commissioners approve the 2022 Tax Levy, Ordinance 22-06, An Ordinance Levying And Assessing The Taxes For The General Corporate Fund, The Recreation Fund, The Audit Fund, The Tort Immunity Fund, The Illinois Municipal Retirement Fund, The Social Security Fund, The Special Recreation Fund, The Debt Service Fund And The Museum Fund Purposes Of The Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2022 And Ending April 30, 2023**”.

Seconded by Commissioner Williams

Discussion: None

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

**B. Action Item 9 - B: Approval of 2022 Tax Levy Reduction Ordinance #22-07**

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

Commissioner Grady made the motion “**I move that the Park Board of Commissioners approve Ordinance #22-07, AN ORDINANCE DIRECTING THE MANNER OF ANY POTENTIAL REDUCTION OF THE DES PLAINES PARK DISTRICT’S REAL ESTATE TAX LEVY FOR LEVY YEAR 2022**”.

Seconded by Commissioner Rosedale

Discussion: None

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

**C. Action Item 9 - C: Approval of 2022 Tax Levy Abatement Ordinance #22-08**

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

Commissioner Grady made the motion “**I move that the Park Board of Commissioners approve Ordinance #22-08, An Ordinance abating taxes levied for year 2022 for the General Obligation Park Bonds (Alternate Revenue Source), Series 2018C of the District.**”

Seconded by Commissioner Williams

Discussion: None

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

**D. Action Item 9 - D: Approval of 2022 Tax Levy Recapture Ordinance #22-04**

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

Commissioner Rosedale made the motion “**I move that the Park Board of Commissioners approve Resolution 22-04 Certifying the Extension of Less Than the Maximum Amount Permitted Under the Property Tax Extension Limitation Law for the 2022 Levy Year.**

Seconded by Commissioner Grady

Discussion: President Doerr asked how long can you wait to go back to file, anticipating June/ July.

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

**E. Action Item 9 - E: Approval of Proposed 2023 Fee Increases for Athletic Rental Fees**

Superintendent Joe Weber & Assistant Superintendent Tyler Fuchs reviewed the material presented in Agenda Item 9- E, including the increase of 20% covers the cost of maintenance for the primary fields (Prairie Lakes) for the rentals to travel and club team for exclusive use.

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners approve I move the Park Board of Commissioners approve the 2023 proposed fees for athletic fields, as presented”**

Seconded by Commissioner Williams

Discussion: Commissioner Grady asked about the Cricket Pitch usage. Stated it is used for 8/9 hours on Sundays. President Doerr stated she was not in favor of raising these fees for Softball and Baseball and requested more information on the breakdown of the costs. She also stated she did not want these rates to increase the rates for the affiliate groups. Discussion took place with staff in all areas of the district provide explanation for the increase labor, materials and inflation were among the reasons.

**Roll call: Commissioner Grady, Aye; Rosedale, Aye; Williams Aye; President Doerr, Nay  
Motion carried 3-1-1.**

**F. Action Item 9 - F: Denial of Lakeview Center Improvement Bids**

Executive Director Miletic reviewed the material presented in Agenda Item 9- F,

Commissioner Williams made the motion **“I move that the Des Plaines Park District Board of Commissioners deny the bid from Jensen Plumbing and Heating for the Lakeview Center Improvements Project.”**

Seconded by Commissioner Grady

Discussion: None

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

**G. Action Item 9 - G: Approval of Lakeview Center West Window & Door Bids**

Deputy Director Cathey reviewed the material presented in Agenda Item 9- G,

Commissioner Williams made the motion **“I move the Park Board of Commissioners accept the base bid of \$285,628.00 submitted by IG Commercial, as well as Alternate #1 in the amount of \$75,022.00 and Alternate #3 in the amount of \$67,885.00 for a total bid of \$428,535.00.”**

Seconded by Commissioner Rosedale

Discussion: Commissioner Grady asked who owns the windows and would they be under a warranty. The Des Plaines Park District owns the Lakeview Center building and therefore owns all of the windows. Yes they will have a warranty. Commissioner Williams asked about the automatic

doors. These will be installed at the Foxtail Entrance. President Doerr asked about Alternate #2. We will fix a smaller portion of the windows and look at installing a film and chalking around the existing windows.

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

**X. CORRESPONDENCE:**

A. Thank you: Alumnae Panhellenic Donation

**XI. COMMISSIONER COMMENTS:**

**Commissioner Grady:** Merry Christmas and a Happy New Year. Have a safe holiday season. Hope the projects all go well.

**Commissioner Haas:** Absent.

**Commissioner Rosedale:** Hope you all have a wonderful holiday. Impressive display Thanks and looking forward to 2023.

**Commissioner Williams:** Happy Holidays. Would like staff to try and find ways to translate our material for Spanish speaking residents for more outreach.

**President Doerr:** Good meeting. Sad to say it is the last one of 2022. Looking forward to the lunches and parties. Thanks for all the hard work.

**XII. EXECUTIVE SESSION:**

Commissioner Rosedale 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 at 9:46 p.m.

Seconded by Commissioner Grady

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 1**

**Motion Carried: 4-0-1**

**XIII. RETURN TO OPEN SESSION**

Commissioner Rosedale made a motion to close Executive Session and return to open session at 10:14 pm

Seconded by Commissioner Grady

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 1**

**Motion Carried: 4-0-1**

**A. Agenda Item 13 – A: Approval of Release of Executive Session Minutes**

Commissioner Williams made the motion **“I move the Park Board of Commissioners approve the Release of Executive Session Minutes.”**

Seconded by Commissioner Rosedale

Discussion: None

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

**A.1 Agenda Item 13 – A.1: Approval of Destruction of Executive Session Minutes**

Commissioner Williams made the motion **“I move the Park Board of Commissioners approve the Destruction of Executive Session Minutes.”**

Seconded by Commissioner Rosedale

Discussion: None

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

**XIV. ADJOURNMENT**

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 10:18pm

Seconded by Commissioner Grady

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 1**

**Motion Carried: 4-0-1**

APPROVED \_\_\_\_\_

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President

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Secretary