

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
July 19, 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 7:02 p.m. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner Jana Haas, Commissioner Don Rosedale, Commissioner Eli Williams. Commissioner James Grady 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: Cathy Powell

**OPEN PUBLIC HEARING 7:00 P.M. – 2022/2023 Budget & Appropriation Ordinance #22-05**

**President Doerr stated, “I ask for a motion and second to Open the Public Hearing on Budget and Appropriation Ordinance #22-05.”**

Motion by Commissioner Haas  
Seconded by Commissioner Rosedale

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

**Executive Director Miletic stated, “As required by state statute and the Park District Code, the Des Plaines Park District is required to adopt an Annual Budget and Appropriation Ordinance within the first quarter of each fiscal year starting on May 1 and ending on April 30. This ordinance authorizes the Des Plaines Park District to appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities incurred by the Des Plaines Park District.”**

**Executive Director Miletic stated, “The Budget and Appropriation was prepared and passed in Tentative Form as Ordinance #22-02 on April 19, 2022 and was available for public inspection from April 19, 2022 through July 18, 2022. The Public Hearing notice was published in the Des Plaines Journal and Topics Newspaper within the required timelines.”**

**Executive Director Miletic stated the Budget Summary:**

<b>Cash on Hand at May 1, 2022</b>	<b>\$22,960,400</b>
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<b>Estimated Cash to be received from all sources through April 30, 2023</b>	<b>\$32,560,021</b>
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<b>Estimated Expenditures through April 30, 2023</b>	<b>\$34,261,897</b>
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<b>Projected Cash on Hand at April 30, 2023</b>	<b>\$21,258,524</b>
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<b>Estimated amount of Real Estate Taxes to be received through April 30, 2023</b>	<b>\$9,048,129</b>
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**President Doerr stated, “Is there anyone in the audience who wishes to present testimony or ask questions in regard to the Des Plaines Park District Annual Budget and Appropriation Ordinance #22-05?”**

**President Doerr stated, “Official Board action on the Budget and Appropriation Ordinance #22-05 is scheduled under New Business as Item 9-A.”**

**President Doerr stated, “I ask for a motion and second to close the Public Hearing on Budget and Appropriation Ordinance #22-05.”**

Motion by Commissioner Haas  
Seconded by Commissioner Williams

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

## **II. CHANGES TO THE AGENDA:**

Will presenting the Community Honor Roll at the August Board Meeting.

## **III. PRESENTATIONS:**

None

## **IV. COMMENTS FROM THE COMMUNITY:**

Cathy Powell 1925 Howard Avenue spoke to the Park Board about closing why not have both pools open instead of closing Iroquois Pool at the end of the 2022 season and the opening of Arndt Aquatic & Recreation Facility in August 2023.

Executive Director Miletic acknowledged the concerns of all comments and provided feedback on the Arndt Aquatic & Recreation Facility.

## **V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

- A. MINUTES – June 21, 2022
- B. EXECUTIVE SESSION MINUTES–June 21, 2022
  - B.1 SPECIAL MEETING MINUTES –None
- C. VOUCHER BILLS:

June 10, 2022	\$ 463,340.57
June 24, 2022	\$ 284,353.44
- PAYROLL:

June 03, 2022	\$ 155,331.52
June 17, 2022	\$ 228,549.40

**Commissioner Williams moved to accept the Consent Agenda.**  
Seconded by Commissioner Rosedale

Discussion: None

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

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

Superintendent Weber reviewed the following points and asked for questions on the report as presented in Agenda Item 6 – A.

- After some consideration and the price of vehicles increasing, they will be moving forward buying an ADA bus.
- They have a positive fund balance
- Mini Golf Fundraiser on August 17

Discussion: None

## **VII. MONTHLY REPORTS**

### **A. EXECUTIVE DIRECTOR:**

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

- Save the Date; August 16 from 5-7pm we will be meeting to discuss the Community Needs Assessment with the facilitator from University of Illinois.
- Working with Senator Murphy to help allow MWRD to provide us a variance to install a chain link fence in the flood way at Sesquicentennial Park. This would be the new dog park location.
- Chamber Golf Outing has moved locations, will still be held on Tuesday September 13<sup>th</sup>.
- Arndt Park, Park It was a huge success, lots of great feedback from the residents.
- We were approved for an OSLAD grant for the Leisure Center Playground
- Fall Fest will have a slightly larger layout to allow for more people/ crowd control. We are working with the police on how best to put on this event. And a possible bag check or no bags
- Depending on weather we are hoping to have the Splash Pad at Lake Park open by August 3<sup>rd</sup>.
- Provided the board with a breakdown of all grants from 2005-2022.

Discussion: President Doerr asked about Fall Fest being a large scale and having a bag check.

Commissioner Haas stated the security measures that she saw at the Taste of Park Ridge. Commissioner Williams suggested posting signage along the parking and entrances and advertising before the event if we decided on no bags.

### **A.1 HISTORY CENTER REPORT**

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

Discussion: None

### **A.2 FRIENDS REPORT**

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

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 Concerns with the Blue Green Algae and measures we are taking to mitigate the issue now and in the future.
- Monthly Financials for the Golf Center, Lake Park and Mountain View and the good standing each of them are in.
- LED Lighting options planned for the Golf Center that will help with future maintenance.

Discussion: President Doerr asked for more details on the methods used for treating, testing and monitoring the lake. Commissioner Rosedale asked about the closing of the facilities around the Lake. Superintendent Panek provided more details.

## **B. DEPUTY DIRECTOR:**

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

Discussion: None

### **B.1 SENIOR CENTER REPORT:**

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

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

- Athletic Field Restoration throughout the district, just completing the ball diamonds.
- Finishing Spring and TOL tree installations, planted 105 trees this year and are starting a nursery.
- Vandalism/Graffiti clean up throughout the district, with 17 events in May and 32 Events in June.

Discussion: None

### **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

- Revenue: UPDATE 58% of the Mystic Waters season's budget was generated in under 1 month of operation equaling \$486,564.83 through 6/30/22. \$212,134 in passes sold for all pools at 13% over our budgeted number.
- Membership: Over 3000 members reached between PLCC, PLAC, and ALC in the month of June 2022. The PLCC 30 Year Anniversary will see discounts offered, free classes, and giveaways beginning September 6.
- Programming: Quick responses throughout the summer by staff as PLCC power outages, pool/camper needs, and facility requests continue day to day. Fall programming is complete and off to the printer. Winter program and event planning will be completed by early August.

Discussion: Commissioner Haas noted it was great they were working with them Giuseppe's. President Doerr asked if Mystic Water's Lifeguards would stay at \$18/hour. Executive Director Miletic stated yes they will need to be at that level of increase to keep up with the labor demand. Commissioner Williams shared he enjoys the Strength Room changes.

## **C. BUSINESS DEPARTMENT**

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

- The 2021/2022 Audit is currently underway, will present in Agenda Item 9 - A
- Working with Jacob and Brian on the Tee Up system upgrade planned for later this year.
- Old National Bank conversion from First Midwest is complete, went better than expected.

- Updates for the Revenue & Expenditure and Cash Reports

Discussion: None

## **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

- NOVATime – **Now live!!**
  - Working with Jacob, Vanessa, and Annette on NovaTime (new time clock software) set up – attending weekly meetings and testing configuration
  - We just completed our 2<sup>nd</sup> payroll using hours only from NOVAtime
  - Vanessa completed a large data entry task to clean our GL codes & allocation tables in BSA now that we are no longer using FinTrac
  - Reviewing time off banks in NOVAtime to match BSA
  - Informed supervisors which staff are not yet enrolled at the timeclock
- Active Shooter training with the District. The training will take place on September 1 for all full-time staff, permanent part time staff, and teachers. We will review a PowerPoint, walkthrough of facility, and a simulation.
- Attended a meeting at the Chamber discussing employee retention methods

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 July 19, 2022 subject to audit and placing a copy on file with an adjust noted.**

Seconded by Commissioner Rosedale.

Discussion: None

**Roll call: Commissioner Haas Aye; Rosedale Aye; Williams, 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. The project will go out to bid on August 16 with construction starting in late October. Anticipated to open August 1 all dependent on labor, weather and supply chain.

Discussion: Commissioner Haas asked if we would be providing a pass option for Iroquois Users for next year. Superintendent Weber stated yes. Commissioner Williams encouraged more PR on the project, closing and opening. President Doerr asked about the bidding process. Executive Director Miletic stated this is a competitive project and we will have bidders.

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

Executive Director Don Miletic reviewed the current status of Foxtail including showcasing new renderings for the interior and exterior of the proposed site. Plans will be going to the City in early August.

## **C. Lake Opeka Shoreline**

Executive Director Don Miletic reviewed the current status of Lake Opeka Shoreline project including the shoreline restoration tentative plan. He also discussed a new part of the project will focus on the water quality preservation, with more native plantings, vegetation and aerators.

Discussion: President Doerr asked if the aerators would be on timers to allow for recreational boating. Executive Director Miletic stated yes they will be on timers.

## **IX. NEW BUSINESS:**

### **A. Action Item 9 - A: Approval of 2022/2023 Budget and Appropriation Ordinance #22-05**

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

Commissioner Williams made the motion **“I move that the Board of Commissioners approve Ordinance 22-05, “AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY 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, 2022 AND ENDING APRIL 30, 2023.” With review of revenue line item for Optimist Shelter.**

Seconded by Commissioner Rosedale

Discussion: Commissioner Williams asked about the IMRF member contribution. Director Curtis stated this a 2 year lag, and more of a 50/50 of Tier 1 & 2, which is why we are seeing a lower percentage rate than in the past or reflective of the current interest rates. Commissioner Williams asked about the \$85K allocation for the History Center. Executive Director Miletic stated we normally give them \$111,600 but with COVID we lowered to increase our fund balance. They will be back at the original allotment next year. Commissioner Williams asked about the lower revenue for the Optimist Pavilion Shelter. Director Curtis stated she will look into it, could be a reallocation issue that needs to be done.

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

Commissioner Williams made the motion **“I move that the Board of Commissioners approve the Capital Improvement Plan for Fiscal Year 2022/23 through Fiscal Year 2026/27.”**

Seconded by Commissioner Haas

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

**X. CORRESPONDENCE:**

- A. Facebook Comment: Adam Gorska Great Job
- B. Cary Park Foundation: Donation Thank you
- C. The Oakton Athletic Department: Donation Thank you
- D. Glenview Park Foundation: Donation Thank you

**XI. COMMISSIONER COMMENTS:**

**Commissioner Grady:** Absent

**Commissioner Haas:** Despite all of the challenges- personnel, weather, etc we have had some top-notch workers this summer. The district looks great, the live music has been fun and love watching it grow each week. Staff need to be proud of themselves.

**Commissioner Rosedale:** Happy Birthday Erin!

**Commissioner Williams:** Thank you Annette and Staff! Visited Mystic Waters and it was packed, my daughter loved it. Held her birthday party at the North Pavilion of Lake Park.

**President Doerr:** Happy Birthday Daisy! It has been a nice day celebrating. 1 year ago was Eli's appointment, and he is doing a great job. Love who I sit with at this table. 4 of July Parade was a great experience. Summer has been busy. Great meeting tonight, thanks for all of the hardwork!

**XII. EXECUTIVE SESSION:**

None

**XIII. RETURN TO OPEN SESSION**

None

**XIV. ADJOURNMENT**

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 8:56 pm

Seconded by Commissioner Williams

**All in Favor, Opposed**

**Ayes: 4, Nays: 0**

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

APPROVED \_\_\_\_\_

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President

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Secretary