

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
Tuesday May 19, 2020**

**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 7:04 p.m. Commissioners answering present via electronic communication to the roll call were, James Grady, Donald Rosedale, Erin Doerr, William Yates and President Haas. In attendance were Executive Director, Donald Miletic; Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber; Superintendent of Parks & Planning, Paul Guza; and Operations Analyst, Jeanette Berard.

Guests: None

**II. CHANGES TO THE AGENDA:** None

**III. INTRODUCTIONS/PRESENTATIONS:**

**A. History Center:** Executive Director Donald Miletic reviewed the information in Agenda 3-A

- Business as usual for the most part.
- 2020 contribution level from the Des Plaines Park District would stay the same
- Speaking with Philip about the tax levy looking to keep museum funds, for 2021 only to help build back the Des Plaines Park District cooperative funds. This would not affect the History Center as they have over \$600,000 in reserves.

**B. Senior Center:** Executive Director Donald Miletic reviewed the information in Agenda #3-B

- Applied for the small business loans to help with cash flow and have received them
- Working with the them on the development of the land next to the Senior Center

Discussion: Commissioner Grady asked if they are refunding memberships. Executive Director Miletic stated they would be extending them. President Haas asked if both the History Center and Senior Center applied for the PPE funds. Executive Director Miletic stated yes and will only use if needed.

**C. Des Plaines Friends of the Parks:** Superintendent Joseph Weber and Jeanette Berard reviewed the information in Agenda 3-C

- Met via Zoom on May 4
- Reviewed scholarship application and extended deadline
- Approved new Board Members David Enriquez and Aris Garcia
- Planning for updates to the Glow Golf Event in October

**IV. COMMENTS FROM THE COMMUNITY:** None

If you have comments for the community, you can send them to [Jeanette.Berard@dpparks.org](mailto:Jeanette.Berard@dpparks.org), or call in at 7:00pm at 847-390-4910

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

A. MINUTES – April 21, 2020

B. EXECUTIVE SESSION MINUTES – April 21, 2020

B.1 SPECIAL MEETING MINUTES– None

C. VOUCHER BILLS:

April 17, 2020                      \$ 396,519.86

April 30, 2020                      \$ 164,246.83

**D. PAYROLL:**

April 24, 2020                      \$ 103,913.39  
May 8, 2020                         \$ 101,718.50

Commissioner Grady moved to approve the Consent Agenda as presented  
Seconded by Commissioner Yates

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

**VI. M-NASR REPORT:** Executive Director Donald Miletic stated that they are planning for camps and how summer will look this year. They are also going to renew the lease and stay at the Morton Grove Park District.

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- Thank you to all staff, everyone is acting when they are being called on, this is a very challenging time.
- We are seeing a lot of peaks and valleys with information coming in over the last few months with the Restore Illinois Plan and how we can proceed.
- The Maintenance Department and Business Department have been using PTO, the Recreation Department started to use theirs last week. On May 21 & May 22, all fulltime staff will be using PTO as we look to close all buildings.
- Met with the City of Des Plaines Police Department on how best to stop large group gatherings specifically at Lake Park and this weekend, this includes more signage and being able to go in the parks in the vehicles.
- Have spent about \$22,549 in PPE and signage for COVID-19.
- Created a video that was sent to Department of Commerce for how we can practice social distancing with the automated driving range at the Golf Center, looking to open in Phase #3.
- Looks like the outdoor pools might be able to open with Phase #4 (June 29-July 6). Trying to find out what capacity would look like from IDPH (50 people or 25% bather load). Would offer this to pass/daily residents only, and a 50% increase to pass/ daily fees to nonresidents.
- We have done a great amount of hiring for the summer via virtual interviews and curbside drop off packets.
- Marketing has shifted under the Deputy Director's Department to provide a more interaction with the Recreation/ Golf Departments with the Spectrum Input.
- Still looking to incorporate the Des Plaines Park District App but not sure if it will happen this summer.
- Sent the City of Des Plaines pictures of the Lake Opeka Shoreline with the rain and floodwater run-off. The pictures show the rainwaters overtake the shoreline and why we are having more issues out there.
- Was nominated as the new President Elect for Kiwanis Club.
- We had a Facebook comment about mowing the parks. Staff are doing the best they can with limited hours, the wet conditions and many parks. It has been a challenge but staff are shifting departments

and doing their best to make sure we get to all parks. In addition, the wettest May on record has not helped us this year.

- **Over the course of the past year, staff have reviewed the Crisis & Safety Manuals and made notations on sections that should be added, revised, or deleted based on changes to the District, actual situations or incidents that have occurred. The minor changes included updates to employee names and new position titles.**

Discussion: President Haas asked if the lower capacity numbers at the pools would make people mad and if there would be a discount on passes if we were only open for 6 weeks. Commissioner Grady asked if there would be a line to get in. Executive Director Miletic answered both, that as of right now we are waiting for information from IDPH and from there we can modify set plans on how best to serve the community safely while providing an opportunity for as many residents as possible. With the uncertainty, it is very difficult to have a set plan. Commissioner Grady asked if we are paying lifeguards if they are not working. Executive Director Miletic stated no they would only be paid when they work, they would not receive unemployment, as they have not worked for 30 days. Commissioner Grady asked what the capacity of the indoor pool would be and when it would open. Executive Director Miletic stated that pool may be more difficult to open and may have to wait until Phase #5, again all depends on IDPH. Commissioner Doerr stated she is in support of the pools being open for residents, which the rest of the Park Board echoed. The Park Board also approved the minor changes made to the Safety and Crisis Manual.

## **B. DEPUTY DIRECTOR:**

Deputy Director Paul Cathey reviewed the items in Agenda Item 7-B including;

- Reviewed Indoor Pool completions and punch list preparations, the outside banners were hung today. The pool should be filled in the next few weeks.
- Golf Center Flooding is very high but starting to recede, hoping to open by the end of the week.
- Virtual Bid openings were held for a number of projects.
- Working with IDNR to provide fishery updates to Lake Opeka.

Discussion: Commissioner Doerr asked if the Splash Pad at Mystic could be opened for the season. Executive Director Miletic stated we will look into this however it was planned for after this pool season and we still need to find out what can be opened after IDPH approvals.

## **B.1 PARKS & PLANNING DEPARTMENT:**

Superintendent Paul Guza reviewed the items in Agenda Item 7-B.1 including;

- Experienced first round of flooding challenges while being at Des Plaines
- Working to complete all of the parks, expanded hours will help staff to accomplish more. Right now, there have been 17 parks completed and have 10 left.
- We have three mowing routes for 20 parks, it normally is a 7-10 day rotation, with lower staff, and a wet May closer to 12-14 days.
- Mountain View Adventure Center is ready to open, batting cage netting was updated.
- Planted new flowers at Flight 191 Memorial.
- Updated the showerheads in the locker rooms at Prairie Lakes.
- Planning for opening of facilities and job responsibilities of staff moving forward with weekend coverage.

Discussion: Commissioner Doerr asked about the status of the Mountain View Pond sediment removal. Superintendent Guza stated it takes about 6-8 months to dry out and it is current on month 7, should be removing soon and placing on the berm by the batting cages. President Haas asked if the picnic tables

would be able to put out in Phase #3. Executive Director Miletic stated some picnic tables will go in but the pavilions will be closed, possibly opening after the Fourth of July.

## **B.2 RECREATION DEPARTMENT:**

Superintendent Joseph Weber reviewed the items in Agenda Item 7-B.2 including;

- Looking to run summer camps as a summer care program starting June 8 or June 15.
- Camp numbers have been lowered to accommodate social distancing.
- At Arndt and West looking to provide additional tents and sanitation stations.
- Lake Park will be moving to St. Stephan's where we will have access to a gym and 15 classrooms meaning 110 campers could attend, increasing the numbers.
- Staff is preparing virtual trainings and once the stay at home order is lifted in person trainings. Starting early will help ensure we are prepared for when the programs and facilities open.
- Looking to run virtual summer camps for those who are not attending camp this year.
- We have completed hiring in all areas of the recreation department and are ready to go for summer.
- While closed some of the facilities have been receiving some mild updates.
- Garden Plots and single play tennis/ pickle ball courts opened May 18
- Pool Opening options include limited numbers for social distancing, attendance shifts and residents only. Trying to provide an opportunity to the community that will include some pool time if possible.
- We will be taking into account social distancing, safety of participants and staff and the CDC/ IDPH guidelines when making decisions about programs or facilities. This information will then be communicated to the public as soon as possible. Limited in the information from CDC/IDPH which is why we have not made final decisions yet.
- Gene and Colette have done a great job with providing updates, videos, signs and postings for all of the COVID-19 changes over the last few months.

Discussion: President Haas asked how people would pay, pool passes or first come first serve at the door. Superintendent Weber stated that we are looking at options for both or possibly a reservation system. Commissioner Grady asked about nonresidents. Superintendent Weber stated that nonresidents would have a 50% price increase, but priority would go to residents. Commissioner Doerr stated she supports the resident only pool for the summer.

## **C. BUSINESS DEPARTMENT**

Superintendent Barbara Barrera reviewed the items in Agenda Item 7-C including:

- The Business Department has been very busy, especially with refunds 478 credit card and 52 checks went out over the last month. Also completed 68 virtual class set-ups.
- Audit began with a ZOOM meeting and one onsite visit
- Looking to have the Final Budget presented at the July Board Meeting to meet the legal requirements.
- We are completing a records and electronic storage cleanout at the end of May.
- Nicki has been working with unemployment and everything COVID-19 related for the district.
- Jacob is continuing updates throughout the facilities and prepping for the indoor pool.
- Taxes will be extended for about 90 days for residents to pay
- Even with building closures, we are still seeing web registration specifically for summer camps.

Discussion: None

## **FINANCIAL REPORT**

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Rosedale **moved to accept the Financial Report for May 19, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Grady

Discussion: None

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

## **II. UNFINISHED BUSINESS:**

### **A. Prairie Lakes Aquatic Center**

Executive Director Miletic reviewed the Indoor Pool Project Costs Spreadsheet. So far, we have had 16 payouts and 10 change orders for \$10.5 million. Have 2.3 million left on our payment schedule and including contingency budget we are on target in spending. They have applied for the permit with IDPH & MWRD as the lead-time is 6-8 weeks.

Discussion: None

### **B. Annual Reorganization of the Board**

#### **1. Nominations for President:**

- Executive Director Miletic asked: Are there any nominations for Board President?  
Commissioner Doerr nominated Commissioner James Grady for President for Fiscal Year 2020/2021.
- Executive Director Miletic asked: Are there any other nominations for Board President?  
Hearing None, I am asking for nominations for President to be closed.

Motion By: Commissioner Yates

Seconded: Commissioner Rosedale

All in Favor, Opposed Ayes: 5 Nays: 0

- Executive Director Miletic stated: I request a motion and second to elect Commissioner James Grady as Board President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2020/2021.

**Commissioner Rosedale moved to elect Commissioner James Grady as President of the Park Board of Commissioners for the period May 19, 2020 thru Unfinished Business on May 18, 2021.**

Commissioner Yates seconded the motion.

Discussion: None

All in Favor, Opposed Ayes: 5 Nays: 0

#### **2. Nominations for Vice-President:**

- President Grady asked: Are there any nominations for Board Vice President?

Commissioner Haas nominated Commissioner Donald Rosedale for Vice President for Fiscal Year 2020/2021.

- President Grady asked: Are there any other nominations for Vice President?  
Hearing None, I am asking for nominations for Vice President to be closed.

Motion By: Commissioner Haas

Seconded: Commissioner Doerr

All in Favor, Opposed Ayes: 5 Nays: 0

- President Grady stated: I request a motion and second to elect Commissioner Donald Rosedale as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2020/2021.

**Commissioner Haas moved to elect Commissioner Donald Rosedale as Vice President of the Park Board of Commissioners for the period May 19, 2020 thru Unfinished Business on May 18, 2021.**

Commissioner Doerr seconded the motion.

Discussion: None

All in Favor, Opposed Ayes: 5 Nays: 0

### **3. Nominations for Treasurer:**

- President Grady asked: Are there any nominations for Board Treasurer?  
Commissioner Haas nominated Commissioner Erin Doerr for Treasurer for Fiscal Year 2020/2021.
- President Grady asked: Are there any other nominations for Board Treasurer?  
Hearing None, I am asking for nominations for Treasurer be closed.

Motion By: Commissioner Rosedale

Seconded: Commissioner Haas

All in Favor, Opposed Ayes: 5 Nays: 0

- President Grady stated I request a motion and second to elect Commissioner Erin Doerr as Board Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2020/2021.

**Commissioner Rosedale moved to elect Commissioner Erin Doerr as Treasurer of the Board of Commissioners for the period May 19, 2020 thru Unfinished Business on May 18, 2021.**

Commissioner Hass seconded the motion.

Discussion: None

All in Favor, Opposed Ayes: 5 Nays: 0

### **4. Board Appointments:**

- President Grady made the following appointments for the following committees:  
Executive Director: Donald Miletic

Attorney Park District Legal:	Andrew Paine; Tressler LLC
Attorney Real Estate:	Pluymert, MacDonald, Hargrove & Lee
History Center Representative:	Donald Miletic
Senior Center Representative:	Donald Miletic & Paul Cathey
Board Secretary:	Donald Miletic
M-NASR Representative:	Donald Miletic
Des Plaines Friends of the Park Rep:	Joseph Weber & Jeanette Berard

All in Favor, Opposed Ayes: 5 Nays: 0

Discussion: President Grady thanked Commissioner Haas for her service as President during the Fiscal Year 2019/2020. Executive Director thanked Jana Haas for being president and reachable, plus all the work she has done.

In addition, Miletic pointed out that Garden Plots are open and Jeanette has done a great job taking over this area, new letter and Gene did signage.

## IX. NEW BUSINESS:

### A. Agenda Item 9-A: Approval of PLCC Chiller Replacement

Deputy Director Paul Cathey reviewed the information in Agenda Item 9-A in addition this part of a 4 Phase project for updating Prairie Lakes.

Commissioner Haas made the motion **“I move the Park Board of Commissioners approve the bid of RJ O’Neil for the Prairie Lakes Chiller Replacement Project for the base bid of \$248,700.00, Alternate #1 in the amount of \$9,200.00 and Alternate #2 in the amount of \$18,200 for a total bid of \$276,100.00.”**

Seconded by Commissioner Doerr.

Discussion: Commissioner Haas asked how long the warranty is. Deputy Director Cathey stated 2 years for the contractor, 15 years for the manufactory and 25-year life expectancy. President Grady asked if this would be in the community center or pool. Deputy Director Cathey stated this for the community center and considered phase #2, the pool was phase #1 was completed with construction.

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

### B. Agenda Item 9-B: Approval of Bluett Park Renovation

Deputy Director Paul Cathey reviewed the information in Agenda Item 9-B

Commissioner Rosedale made the motion **“I move that Park Board of Commissioners reject the bids submitted by D & J Landscape and Claus Brothers for the Bluett Park Renovation Project.”**

Seconded by Commissioner Haas.

Discussion: Commissioner Haas asked if we would rebid the project. Deputy Director stated yes Superintendent Guza will rebid a smaller portion of the project. Commissioner Doerr asked if bids are always high. Deputy Director Cathey stated this could be an effect of COVID-19, however the

chiller replacement came in lower than projected, really depends on the contractors. Commissioner Doerr asked if sidewalks were replaced. Deputy Director Cathey stated that Executive Director Miletic was able to secure new public sidewalks with the Village of Mount Prospect; this does not include the sidewalks in side of the park.

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

**X. CORRESPONDENCE:**

A. School District 62 Foundation

**XI. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Attending a Council meeting and they are using the #ShopDesPlaines tag to help promote in town business. Talked to Alderman Andrew about planning a social distancing Fourth of July Parade would like the park district to participate. Shout out to all of the hard work from staff during these unchartered waters. We are waiting on legislation. The planning and preparation is much appreciated.

**Commissioner Haas:** Hope everyone is well. We need to think of the families who will be without food as the Backpack program is ending. Reach out the Self Help Food Panty and make donations, they are only accepting food at this time as the participants cannot go in the building for housewares or clothing.

**Commissioner Rosedale:** Congrats to all of us for another healthy month. We are doing the best we can and we look forward to the next steps by the Governor. Stay Healthy

**Commissioner Yates:** Good news everyone and their families are healthy and doing well.

**President Grady:** Understand the staff are being met with the daunting task to plan and schedule but also waiting for the Governor to extend or provide guidelines. We are trying to get a handle on what to do for residents. It is a tough hob thanks to Jana for a great job as president this last year.

**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 8:39 p.m.

Seconded by Commissioner Haas.

All in favor 5-0.

Motion carried 5-0.

**III. RETURN TO OPEN SESSION:**

Commissioner Doerr made a motion to close Executive Session and return to open session at 9:45pm

Seconded by Commissioner Haas

All in favor 5-0.

Motion carried 5-0.

A. Approval of Items in Executive Session: Personnel Items

The adjustments to the Sick Time Policy was recommended to go back to the Employee Relations Committee and will be brought back for approval later in the year. This item was tabled.

B. Approval of Items in Executive Session: Policy Updates



Commissioner Yates made the motion “I move that the Park Board of Commissioner approve the Organizational Chart changes as presented”

Seconded by Commissioner Doerr

Discussion: There was great deal of discussion about the promotions of two positions and about title changes along with changes in the reporting structure.

#### XIV. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 9:49pm

Seconded by Commissioner Yates

All in favor 5-0.

Motion carried 5-0.

APPROVED\_\_\_\_\_

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President

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Secretary