

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
November 15, 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 6:58pm 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 Parks & Planning; Paul Guza, Superintendent of Recreation; Joseph Weber, IT Manager; Jacob Vilches and Project Manager; Jeanette Berard. Superintendent of HR& Risk Management; Nicole Dale and Superintendent of Revenue Facilities; Brian Panek were absent

Guests: Pat Nelson

**II. CHANGES TO THE AGENDA:**

No Presentations this month, they will be moved to December

**III. PRESENTATIONS:**

None

**IV. COMMENTS FROM THE COMMUNITY:**

Pat Nelson at 1109 Stockton Avenue voiced concerns about the construction and development of the Foxtail on the Lake Restaurant located at the Lakeview Center. Executive Director Miletic answered her questions to the best of his ability during the meeting. She will be following up with an email where he can better source and provide

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

- A. MINUTES- October 18, 2022
- B. EXECUTIVE SESSION MINUTES- NONE
  - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
  - October 14, 2022       \$ 133,559.96
  - October 28, 2022       \$ 539,785.95
- D. PAYROLL
  - October 07, 2022       \$ 198,263.81
  - October 21, 2022       \$ 196,655.90

**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; Haas Aye; Rosedale, Aye; Williams, Aye; President Doerr, Aye  
Motion carried 5-0-0**

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

Superintendent Weber stated there was no report, but an update that they will be completing a staff survey. Tickets are still available for the raffle if you would like to purchase.

## **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:

- Reached out to IDNR about possible LWCF grant for the next year. Will need to discuss in Executive Session about possible purchase of available property.
- Arndt Park Project is underway, this week the parks department have moved a ton of dirt from the site to our other parks that can use the dirt.
- Community Needs Assessment is underway, the University of Illinois staff believe we will exceed the goal for the number of surveys completed. The survey closes on November 23
- We finally received the \$152K grant for the Cumberland Bridge Project, this grant is officially closed!
- Will be working with Cheryl Mosqueda to complete our audits for our grant reimbursements.
- We are officially fully hired! We will adding a fulltime Lake Park Supervisor position to oversee Lake Park, Lakeview and Mountain View.
- Staff continue to be very busy in all areas of the park district. Everyone is working very hard.
- Working with our Attorney and the DPFOTP Attorney on capital donations.

Discussion: None

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

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

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**

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 - A.3.

In addition he reviewed the following:

Brian is at a National Golf Course Conference in North Carolina

All Revenue Facilities continue to be profitable

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 status of the Arndt Park project and the dirt and clay removal
- Working on the planning for the Seminole Park renovations, as the budget for the ballfield lighting came in at over \$500k.

- Mystic Waters Slide Tower repair bids will come later this week and will be presented at the December Board Meeting.
- The Lift Station project has construction is complete, restoration is complete, waiting on the control-ordered in April projected to arrive late February.

Discussion: Commissioner Grady asked about the location of the berms at Eaton Field.

### **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 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 planned for December
- Winter Prep – Snow/Ice/Ice rinks, we are fully prepared with all needed supplies
- Native Seed Swap will be taking place in Glenview, will enhance our prairie plantings.

Discussion: Commissioner Haas noted that vandalism is down due to the colder weather.

### **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:

- Numbers for Fitness and Aquatic Memberships continue to increase, especially within the Fall/Winter Season.
- In-house Basketball and & the Feeder teams have about 240+ participants
- Birthdays at the Splash Pad are extremely popular having 2 a day on the weekends
- Working on the Spring 2023 Spectrum Planning
- Winter Wonderland will be held on December 4 from 6-8pm
- Executive Director Miletic mentioned that we will be working on a control point at the Prairie Lakes Fitness Center, Strength Room and Gym. This will help with security.

Discussion: Commissioner Haas suggested to work with the Asylum Seekers for recreational programming. Commissioner Williams asked what the goal is for the number of members at the Fitness Center. Superintendent Weber stated the members busiest time is between 9-11a and after work, still room for more people but will monitor for crowding.

### **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:

- Card Connect- the switch to Card Connect for credit card processing occurred on November 1, 2022. The front desk process did not change, just a different terminal. At the business office we are tracking transactions and working through a few small glitches. Nothing major, over all I would say the transition went smoothly.
- 2-3 weeks ago KnowB4 training emails were sent to your board email address. Please participate in the training. The video is 15 minutes and the assessment is 21 questions. This is necessary to ensure for cyber security.

- Bamboo the HR Hiring Software has been a great addition to the hiring process. Easy to use and streamlining the process.

Discussion: Commissioner Grady asked for postings and notice to information Golf Center costumers of the change in Tee Up software. Commissioner Haas asked about the Tee up System. Director Curtis stated they just had their kick off meeting and they will be working on the demo kiosks and working through the details of the existing software. They will be posting information about the upgrade well before it launches.

## **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 Williams **moved to accept the Financial Report for October 18, 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; Williams Aye; President Doerr, Aye  
Motion carried 5-0-0.**

## **VIII. UNFINISHED BUSINESS:**

### **A. Arndt Aquatic & Recreation Facility**

Deputy Director Cathey provided an update on the project includes;

- Photo review of the progress
- Additional Pickle ball Court installation planning

Discussion: Commissioner Haas asked for the posting of photos on Facebook. Deputy Director Cathey stated they will post monthly for updates.

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

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

- Photo review of the progress
- Window Bids and installation for the building

Discussion: Commissioner support working with the alderman on these projects

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

Executive Director Miletic & Deputy Director Cathey provided an update on the project includes;

- Anticipated budget (\$2.6M to \$4.2M)
- Anticipated timeline Fall 2023-Spring 2024
- Additional grants for water quality with grants from Senator Laura Murphy's Office.

Discussion: None

**IX. NEW BUSINESS:**

**A. Action Item 9 - A: Approval of Approval of 2022 Tax Levy Estimates -Truth In Taxation Law Resolution # 22-03**

Director of Business Annette Curtis reviewed the material in Agenda Item 9- A including a Power Point Presentation.

Commissioner Grady made the motion **I move that the Park Board of Commissioners approve the 2022 Truth in Taxation Law Resolution #22-03.”**

Seconded by Commissioner Haas

Discussion: Commissioner Grady asked how long can you wait to complete the recapture. Director Curtis said 60 days from filing the approved levy with the state.

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

**B. Action Item 9 - B: Approval of Refuse & Recycling 3 Year Service Contract Bid**

Superintendent Paul Guza reviewed the material presented in Agenda Item 9- B

Commissioner Haas made the motion **I move the Park Board of Commissioners accept the bid from Waste Management for the three year amount of \$153,341.72 for the Refuse and Recycling Services for the Des Plaines Park District.”**

Seconded by Commissioner Rosedale

Discussion: Commissioner Haas asked about picking up at our facilities. Commissioner Grady asked about Foxtail on the Lake and having their own service.

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

**C. Action Item 9 - C: Approval of Lakeview Center Window & Door Project Bids**

Deputy Director Paul Cathey reviewed the material presented in Agenda Item 9- C

Commissioner Williams made the motion **“I move that the Des Plaines Park District Board of Commissioners accept the bid from 3F Corporation, Alsip, IL in the amount of \$115,800.00 for the Lake View Window and Door Project.”**

Seconded by Commissioner Grady

Discussion: Commissioner Haas asked about the paperwork and permits for this project. Director Cathey stated he submitted the building permit to the city today.

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

**D. Action Item 9 - D: Denial of Lakeview Center Improvements Project Bids**

Executive Director reviewed the material presented in Agenda Item 9- D, and requested the board to table the Jensen Plumbing & Heating bid until the December Board Meeting. He will be reviewing the bid with Cordogan and Clark in more detail before determining an outcome.

Commissioner Grady made the motion “**I move that the Des Plaines Park District Board of Commissioners deny the bid from Edwin Anderson for the Lakeview Center Improvements Project.**”

Seconded by Commissioner Williams

Discussion: None

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

**E. Action Item 9 - E: Approval of Proposed Membership and Pass Fee Increases for 2023**

Superintendent Joe Weber reviewed the material presented in Agenda Item 9- E,

Commissioner Williams made the motion “**I move that the Des Plaines Park District Board of Commissioners approve the 2023 Membership and Pass Fee increases as presented.**”

Seconded by Commissioner Grady

Discussion: Commissioner Grady asked about the Aquatic Center and if the pass gives access to all the pools. Superintendent Weber stated yes. Commissioner Williams asked about the increase for the splash pad cost. Superintendent Weber stated it is currently \$2.50 per person, moving to \$5.00 per child and adults will be free. Essential no change but up to parents to participate or observe.

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

**F. Action Item 9 - F: Approval of Proposed Prairie Lakes Theater Rental Fee Increases for 2023**

Superintendent Joe Weber reviewed the material presented in Agenda Item 9- F,

Commissioner Rosedale made the motion “**I move that the Des Plaines Park District Board of Commissioners approve the increase to Prairie Lakes Theater Rental Fees as presented.**”

Seconded by Commissioner Grady

Discussion: Commissioner Haas asked for the rates of the theater resident vs nonresident. Superintendent Weber stated they are in line with surrounding districts and offer residents rates to affiliates. Commissioner Grady asked what groups our nonresidents. Superintendent Weber stated, Elk Grove Theater Group, YMT, and Big Noise. President Doerr asked what staff oversees the theater. Superintendent Weber stated Luke Weismann.

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

**X. CORRESPONDENCE:**

A. Thank you: First Congregational Church, United Church of Christ, Des Plaines

**XI. COMMISSIONER COMMENTS:**

**Commissioner Grady:** Snow is coming here we go. There is always something going on in the district. We provide a safe indoor facility at Prairie Lakes. Have a healthy and happy Thanksgiving!

**Commissioner Haas:** Will not be at the December Board Meeting, will be back in January 2023.

**Commissioner Rosedale:** Attended the Veterans Day program, always very enlightening. Thursday is the Turkey Shoot at Izaak Walton at 6:00pm. December 9 Christ Church will be hosting Christmas Caroling.

**Commissioner Williams:** Attended Trunk or Treat, it was well run with lots of people. Anticipate the event will continue to grow. Please note that all Park Board Commissioners do live in the Des Plaines Community, and we care about our town. Please know you are heard and we are transparent. Thank you for coming.

**President Doerr:** No rush on winter, but love that our staff is prepared for the snow. Park district cares about the community. Staff are doing great work and looking forward to all of these improvements. Happy Thanksgiving!

**XII. EXECUTIVE SESSION:**

None

**XIII. RETURN TO OPEN SESSION**

None

**XIV. ADJOURNMENT**

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 8:50pm

Seconded by Commissioner Grady

**All in Favor, Opposed**

**Ayes: 5, Nays: 0**

**Motion Carried: 5-0-0**

APPROVED \_\_\_\_\_

\_\_\_\_\_  
President

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Secretary