

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
September 27, 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 7:01pm 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 HR& Risk Management; Nicole Dale, Superintendent of Parks & Planning; Paul Guza, Superintendent of Revenue Facilities; Brian Panek, Superintendent of Recreation; Joseph Weber, IT Manager; Jacob Vilches and Project Manager; Jeanette Berard.

Guests: Courtney Clement from Lauterbach & Amen, Ben Nelson from Cordogan Clark & Associates

II. CHANGES TO THE AGENDA:

Commissioner Haas **“I move that the Des Plaines Park District Board of Commissioners approve the move Agenda Item 9 – A to be presented after Agenda Item -5”**

Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

Commissioner Haas **“I move that the Des Plaines Park District Board of Commissioners approve the move Agenda Item 9 – C to be presented after Agenda Item -5”**

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

III. PRESENTATIONS:

None

IV. COMMENTS FROM THE COMMUNITY:

None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES- August 16, 2022
- B. EXECUTIVE SESSION MINUTES- NONE
 - B.1 SPECIAL MEETING MINUTES- NONE
- C. VOUCHER BILLS
 - August 08, 2022 \$483,967.65
 - August 19, 2022 \$280,531.43

D. PAYROLL

August 12, 2022	\$373,524.24
August 26, 2022	\$274,588.94

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

VI. M-NASR REPORT:

Superintendent Weber presented the following

- No Board Meeting this month
- They were able to hire a new HR Manager
- Won the Gold Medal at the State Golf Tournament

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Completed the best run Fall Fest of all time. We have some small changes to make for next year, but overall staff did a great job.
 - Shared with the board the Fall Fest Operations Manual
 - Increased Footprint helped with crowd control
 - Bag check seemed to work with the Security Hired
 - Chamber working with Vendors and Sponsors
 - Police great asset and stronger presence
 - Will be working on ATM / Credit Card processing for next year
- Continue to work on Grants, will have a 3rd party reviewer to sign off on the final audit and working capital payments
- Staffing we work to continue to fill vacancies – the district continues to grow as we have added 6 additional full time staff .
- Annette did a great job with the audit, you can also see the growth of the district over the last 10 years.
- ERC Events continue to bring everyone together

Discussion: None

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.

- Golf in the Dark – October 1, 2022
- Smart Board Donation to Creative Corners Spanish Immersion Preschool

Discussion: President Doerr asked about Creative Corners Preschool registration. Superintendent Weber stated the number continue to increase

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. Will be working on adding sponsors and desserts!
- Opening at Lake Park for the foreman position, interviewing currently.

Discussion: Commissioner Williams stated he received great feedback on the Central Park Series. Commissioner Haas stated it is great venue and option for the neighborhood.

B. DEPUTY DIRECTOR:

Director Cathey reviewed the following points and asked for questions on the report as presented in Agenda Item 9 – B.

- Lift Station at Lake Opeka is underway for disconnection, work will officially start tomorrow
- Windows for Lakeview Center came back at \$106K and will go out to bid
- Mystic Waters Slide Tower repairs came back at \$150K and will go out to bid

Discussion: Commissioner Haas stated they have lasted very well between painting and stair replacement. Commissioner Williams noted the cost for steel increasing even after going out to bid. Director Cathey stated based on their bid is the price we are charged even if the product increases.

B.1 SENIOR CENTER REPORT:

Director Cathey reviewed the following points and asked for questions on the report as presented in Agenda Item 9 – B.

- Vacancy for the resale shop manager and building rentals
- Rebranding of the Senior Center

Discussion: Commissioner Grady asked who owed the bakery equipment. Director Cathey stated they left all supplies and equipment behind for the Senior Center

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

1. Vandalism report – 17 events this past month, \$1,358, which has gone down
2. Women’s Sauna – Reconstructed during PLCC shut down – Good for 25 years
3. The Willows Service Day – Friday 9/30 from 10am-12pm

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

- PLCC Performance Treadmills were delivered, Shutdown saw painting, lighting, flooring all completed thanks to Parks, buildings, and rec staff; memberships for PLCC and PLAC continue to increase, completion of overnight cleaning crew contract
- Fall Fest was organized, successful, and fun
- ALC upgrades include a treadmill from the PLCC, Silks in room 102, Silks and Tumbl Trak in Gym

Discussion: Commissioner Haas commented about the Silks Program and the additional 11:00a aqua class

C. BUSINESS DEPARTMENT

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

- Audit- working with L&A is always a very pleasurable. The contract has ended and a new audit search will be starting.
- Tee Up System- Integrating Rectrac with Teeup isn't possible. So the project has shifted to a self-contained system.
- Copiers- Looking at a print solution across the district. Jacob/Bonnie/Colette demo a few machines.
- Credit Card processing, sending applications to card connect.
-

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

- 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: 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 September 27, 2022 subject to audit and placing a copy on file.**

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.**

VIII. UNFINISHED BUSINESS:

A. Arndt Aquatic & Recreation Facility

No new information was presented outside of Agenda Item 9 - C

Discussion: None

B. Foxtail on the Lake

Executive Director Don Miletic stated the groundbreaking will be held on Thursday September 29 at 10:30am. He also reviewed some interior renderings of the project.

Discussion: Commissioner Haas asked about underground power. Commissioner Grady asked about the layout of the kitchen, painting of the building and landscaping. Executive Director Miletic stated yes wires will be underground, the kitchen will have a hardy board finishing, building color will be white and landscaping will be planted all along the building.

C. Lake Opeka Shoreline

Executive Director Don Miletic reviewed that another planning meeting is scheduled for next week.

Discussion: None

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of Comprehensive Annual Financial Report for Year Ended April 30, 2022

Director Curtis and Courtney Clement reviewed the material presented in Agenda Item 9- A stating this was a clean audit

Commissioner Williams made the motion **“I move that the Park Board of Commissioners approve the Comprehensive Annual Financial Report for Year-end April 30, 2022, as audited by Lauterbach & Amen, LLP.”**

Seconded by Commissioner Haas

Discussion: Commissioner Haas asked about the district position of debit. Courtney stated the district is in good standing with very healthy fund balances.

**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 Custodial Agreement for PLCC & PLAC Bids

Director Cathey and Superintendent Weber reviewed the material presented in Agenda Item 9- B

Commissioner Grady made the motion **“I move that the Des Plaines Park District Board of Commissioners award the PLCC & PLAC custodial contract to Crystal Maintenance Services, Elk Grove Village, IL. For the annual amount of \$64,560.00 for a two year contract.”**

Seconded by Commissioner Williams

Discussion: Commissioner Williams noted the very different bids submitted by the contractors.

**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 Arndt Aquatic & Recreation Facility Bids

Director Cathey, Project Manager Berard and Bed Nelson reviewed the material presented in Agenda Item 9- C

Discussion: Commissioner Haas asked about the increase in cost from \$8.5M to \$9.6M, referencing a 10% escalation increase. Commissioner Grady asked about the increase in concrete cost. Ben Nelson stated that the \$8.5M was the original budgeted amount during preliminary planning. The market is very unstable and the increase to concrete along was over \$30 / square foot. Cordogan Clark Continues to complete scope reviews and reduce costs, as they did by over \$150K for the General Trades Bid Package. Executive Director Miletic stated the district can complete an fund transfer to help offset the additional costs.

1. Commissioner Grady made the motion **“I move the Park Board of Commissioners accept the base bid for General Trades submitted by Construction Inc in the amount of \$2,007,000.00 LESS A CREDIT OF \$161,608.00 for the a total contract amount of \$1,845,392.00 the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Haas

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

2. Commissioner Haas made the motion **“I move the Park Board of Commissioners accept the base bid for Masonry submitted by Rasco Masonry in the amount of \$345,000.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Grady

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

3. Commissioner Williams made the motion **“I move the Park Board of Commissioners accept the base bid for Painting submitted by Construction Inc. in the amount of \$72,000.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Grady

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

4. Commissioner Rosedale made the motion **“I move the Park Board of Commissioners accept the base bid for Roofing submitted by Construction Inc. in the amount of \$210,000.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Williams

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

5. Commissioner Grady made the motion **“I move the Park Board of Commissioners accept the base bid for Demolition submitted by Construction Inc. in the amount of \$115,000.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Haas

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

6. Commissioner Haas made the motion **“I move the Park Board of Commissioners accept the base bid for Excavation, Site Utilities, and Grading submitted by Reimer Excavating in the amount of \$1,483,500.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Grady

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

7. Commissioner Williams made the motion **“I move the Park Board of Commissioners accept the base bid for Building Concrete submitted by Elliot Construction in the amount of \$287,000.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Grady

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

8. Commissioner Rosedale made the motion **“I move the Park Board of Commissioners accept the base bid for Pool Construction submitted by Stuckey Construction in the amount of \$1,528,000.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Williams

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

9. Commissioner Grady made the motion **“I move the Park Board of Commissioners accept the base bid for Plumbing submitted by Omega in the amount of \$360,300.00, LESS A CREDIT OF \$14,092.00 for a total contract amount of \$346,208.00 Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Haas

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

10. Commissioner Haas made the motion **“I move the Park Board of Commissioners accept the base bid for HVAC submitted by Jensen Plumbing in the amount of \$188,796.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Grady

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

11. Commissioner Williams made the motion **“I move the Park Board of Commissioners accept the base bid for Electrical submitted by Associated Electrical in the amount of \$430,900.00, PLUS Alternate #6 in the amount of \$14,000.00 for a total contract amount of \$444,900.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**

Seconded by Commissioner Grady

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

- 12. Commissioner Rosedale made the motion “I move the Park Board of Commissioners accept the base bid for Fire Protection submitted by Absolute Fire Protection in the amount of \$53,800.00 for the Arndt Park Aquatic Center and Park Renovation Project.”**
Seconded by Commissioner Williams

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

X. CORRESPONDENCE:

- A. Thank you: Schaumburg Park Foundation
- B. Thank you: Winfield Park District
- C. Thank you: Anderson Lock
- D. Thank you: Des Plaines Elks Club

XI. COMMISSIONER COMMENTS:

Commissioner Grady: A smashing wonderful job on Fall Fest. The group put a lot of hard work into the event. Was able to help on a beautiful Saturday. Good to see the staff , layout and vendors.

Commissioner Haas: Heard great things about Fall Fest (Best One) Family had a great time heling out. Suggestion for a Lake Park/ Golf Center Dual Membership

Commissioner Rosedale: Heard great things about Fall Fest, could not make it. Glad weather was nice !

Commissioner Williams: Annette great job on the audit, easy to read. Shovels in the ground soon with these projects. Fall Fest was a great time.

President Doerr: Fall Fest is the end of a great summer. Huge projects coming up and very exciting. Good meeting and on to new adventures!

**XII. EXECUTIVE SESSION:
None**

**XIII. RETURN TO OPEN SESSION
None**

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:53pm
Seconded by Commissioner Haas

All in Favor, Opposed

Ayes: 5, Nays: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary