

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday January 21, 2020**

I. CALL TO ORDER/ROLL CALL

Commissioner Jana Haas called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 7:00 p.m. Commissioners answering present to the roll call were, James Grady, Don Rosedale, Erin Doerr, William Yates and President Haas. In attendance were Executive Director, Don Miletic; Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joe Weber; Operations Analyst, Jeanette Berard. Superintendent of Parks & Planning, Paul Guza was absent.

Guests: Kathy Vana

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

- A. History Center:** Kathy Vana stated their Coffee Talk event on Thursday February 13 will be held at 5:00pm to discuss “German Liquid Bread” (Beer). A beer tasting will follow the event.
- B. Senior Center:** Executive Director Miletic stated their most recent meeting went well. Looking to audit early and refinance the \$1.5 million debt to help improve cash flow. This year they had over \$100,000 in emergency/ unexpected capital improvement expenditures. Hosting a trivia night of Saturday March 14.
- C. Des Plaines Friends of the Parks:** Deputy Director Paul Cathey reviewed information in Agenda Item 3 – C. In addition to the January 6, 2020 board meeting the 2020 budget was approved. The Friends will be in attendance for Dance Idol and Eggstravaganza.

IV. COMMENTS FROM THE COMMUNITY: None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES – December 17, 2019
- B. EXECUTIVE SESSION MINUTES – December 17, 2019
 - B.1 SPECIAL MEETING MINUTES– NONE
- C. VOUCHER BILLS:

December 13, 2019	\$ 257,045.35
December 27, 2019	\$ 560,723.78
- D. PAYROLL:

December 20, 2019	\$ 158,241.13
January 3, 2020	\$ 143,694.69

Commissioner Doerr moved to approve the Consent Agenda as presented
Seconded by Commissioner Rosedale.

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

VI. M-NASR REPORT: No MNASR Report

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Don Miletic reviewed items contained in his written report, in addition to:

- Received OSLAD Grant funding of \$512,000 for Centennial Park Expansion and Lake Park Renovation Projects. Looking to start Lake Park after Fall Fest.
- Executive Director Miletic to work with the City of Des Plaines to help in funding the cost to disconnect the release valve pipe from MWRD combined storm sewers to storm sewers.
- Reorganization of the ERC, with Nicole McNulty as the chair, this will allow Paul Cathey more time to focus on capital improvement projects.
- Paul Cathey and Joe Weber are evaluating the open Social Media position and planning for the future of the marketing department.
- PARC Grant was submitted for the Arndt Aquatic & Recreation Facility. Drawings were reviewed.
- Staff are doing a great job and we are excited about future capital projects.

Discussion: None

B. DEPUTY DIRECTOR:

Deputy Director Paul Cathey reviewed the items contained in his written report in addition to:

- Attended the NYE Event and staff did a great job all around.
- Looking to continue to complete 2020 Capital Improvement Projects
- Golf Center Stairs were completed, would like to fix cracks and repaint the building
- Cumberland Playground drainage has been completed, waiting for dry weather to install playground.
- Snow removal is doing well
- Sold 355 Golf Center Gift Cards for a total of \$23,715

Discussion: Commissioner Rosedale asked what the Reasonable Suspicion training was about. Stated Work Place Solutions gave all full time staff information on recognizing drug/alcohol use in the workplace.

B.1 PARKS & PLANNING DEPARTMENT:

Superintendent Paul Guza was absent, Deputy Director Paul Cathey reviewed information during his report.

Discussion: None

B.2 RECREATION DEPARTMENT:

Superintendent of Recreation Joe Weber reviewed items contained in his written report, in addition to:

- Adam Cumbee has accepted a full time position with the Park District of Forest Park as their Marketing and Communications Manager. Working with Paul Cathey to plan for the direction of the position in the future.
- Family New Year's Eve had 475 participants.
- Reviewed all major winter special events with staff, Winter Wonderland, Fitness Open House, Family NYE and will be updated for next year.
- Working on Affiliate Agreements.
- Updates to Live at the Lake this summer.
- Family Fun Day at Lake Park will include the Dash and Spring Fun Fair/ Touch a Truck on Saturday June 6, 2020.
- Have 11 Fitness members on Renew Active.
- Provided Staff updates on each department.

Discussion: Commissioner Haas asked where the fence would be removed at Lake Park. Superintendent Weber stated the fence running East to West at the entrance will be removed to help open up the patio space for future events.

C. BUSINESS DEPARTMENT

Superintendent Barbara Barrera reviewed items contained in her written report, in addition to:

- All W2's, 1099, 1095's have been sent out
- Budget process is underway.
- Will be using Payee Positive Pay- with First Midwest on 1/27/2020 to help with check security.
- The pollution claim was accepted for the Lake Park Blue Green Algae Blum for all but our \$1000 deductible was met. Great job by Nicole to handle this claim.

FINANCIAL REPORT

Superintendent of Business Barbara Barrera presented the monthly financial report.

Commissioner Grady **moved to accept the Financial Report for January 21, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Rosedale

Discussion: None

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

II. UNFINISHED BUSINESS: PLCC Indoor Pool

Executive Director Miletic reviewed the Indoor Pool Project Costs Spreadsheet and:

- Still waiting for the \$48,000 Nicor gas line to be installed said 6 weeks, 5 weeks ago.
- Wing Wall Permit was issued by IDPH, thanks to help for Marty Moylan and staff, they said us numerous hours of red tape.
- Change Order #5 & #6 will be coming soon. Remaining contingency budget is at \$240,000 out of the \$400,000 budgeted
- Looking to a July Opening
- We will also review plans to update and expand the existing Fitness Center in the near future.

Discussion: None

IX. NEW BUSINESS:

A. Agenda Item 9-A: Approval of Proposed Mountain View Adventure Center Fee Increases for 2020

Superintendent Weber reviewed the information in Agenda Item 9-A for the needed increases due to minimum wage. Executive Director stated that we are looking at increases across the board for all revenue sources primarily due to minimum wage increases that are expected.

Commissioner Rosedale made the motion **“I move that the Des Plaines Park District Board of Commissioners approve the 2020 Mountain View Adventure Center Fees as presented.”**

Seconded by Commissioner Yates

Discussion: Commissioner Rosedale asked in Mini Golf & Batting Cages are busy. Superintendent Weber stated yes, especially with rentals, groups, camps and teams.

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

B. Agenda Item 9-B: Approval Sexual and Other Forms of Harassment Ordinance #20-01

Superintendent Barrera reviewed the information in Agenda Item 9-B and stated Manuals will be updated and approved during the February Board Meeting.

Commissioner Doerr made the motion **“I move that the Board of Commissioners approve Ordinance #20-01, AN ORDINANCE ESTABLISHING A SEXUAL AND OTHER FORMS OF HARASSMENT POLICY OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS.”**

Seconded by Commissioner Grady

Discussion: None

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

C. Agenda Item 9-C: Approval of Auditing Services RFP FY 2020, 2021, 2022

Superintendent Barrera reviewed the information in Agenda Item 9-C and gave her recommendation for accepting the lowest bid based on her research and knowledge of Lauterbach & Amen , LLP’s work with governmental agencies over the last 20 years.

Commissioner Rosedale made the motion **“I move that the Park Board of Commissioners appoint Lauterbach & Amen, LLP to provide auditing services for Fiscal Year-End April 30, 2020; April 30, 2021; and April 30, 2022 at the fee schedule provided in their proposal dated January 6, 2020.”**

Seconded by Commissioner Grady

Discussion: President Haas asked if Superintendent Barrera has worked with Lauterbach & Amen, LLP, Superintendent Barrera stated yes at her previous district.

Commissioner Rosedale asked if Superintendent Barrera is confident in the selection and if she believes a board interview of the agency is required. Superintendent Barrera stated based on her research and interviews from other districts, she is confident in the selection and board interview is not required, but she would be happy to set one up if the Park Board decides to. Executive Director commented on Barb did an extensive background on this and he feels confident with her decision.

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

X. CORRESPONDENCE:

A. Scholarship Thank you Sandra Murry

Discussion: None

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Happy New Year! Thanks for all of the hard work. Looking forward to my first IAPD/IPRA Conference. Wanted to mention the website is a great resource and always up to date. Upcoming Fundraisers: Maine West Girls Basketball Trivia on 1/25/20 at the Senior Center. District 62 Gala on 3/6/20.

Commissioner Grady: Good Job!

Commissioner Yates: Great Job! Very happy with the pool, looking to be done earlier than expected.

Commissioner Rosedale: Will be out of town and missing the Winter Garden Ball. The District has come a long way within the last year. The pool and everyone is doing a great job.

President Haas: Extraordinary job at all of the special events. Continue working with Sponsorships where we can promote business at our events. Worried about staff burn out, but hoping all are having fun. Executive Director Miletic stated all staffing levels based on workload are being evaluated at this time.

Executive Director: Commented on how staff have been doing a great job and appreciates all the work that is going on. Even though it is winter and you would think things would slow down, we are handling many items and extremely busy.

XII. EXECUTIVE SESSION:

None

III. RETURN TO OPEN SESSION:

None

A. Agenda Item 13 – A:

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:45 p.m.

Seconded by Commissioner Rosedale.

All in favor 5-0.

Motion carried 5-0.

APPROVED _____

President

Secretary