

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday October 20, 2020**

I. CALL TO ORDER/ROLL CALL

President James Grady 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, , Erin Doerr, Jana Haas, and President Grady. In attendance were Executive Director Donald Miletic, Superintendent of Business, Barbara Barrera and Project Manager, Jeanette Berard. In attendance via ZOOM Virtual Platform Deputy Director, Paul Cathey; Superintendent of Recreation, Joseph Weber; Superintendent of Revenue Facilities, Brian Panek; and Superintendent of Parks & Planning, Paul Guza. Commissioner William Yates was absent.

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

- Spoke to Philip Mohr about a reduction in tax contribution for the next 2 years in order to recuperate the Cooperate Fund balance from COVID-19 expenses.
- The History Center's financials are healthy.
- Received \$23,976 in PPP federal funds.

Discussion: Commissioner Rosedale commented on the break in at Kinderhouse.

B. Senior Center: Executive Director Donald Miletic reviewed the information in Agenda 3 – B

- This year has been very challenging.
- They will most likely be going into a negative cash balance as they have never had huge reserves
- Received PPP federal funds and are used to cover in the past months.

Discussion: Commissioner Haas asked how much was applied for. Executive Director Miletic noted about \$96,000.

C. Des Plaines Friends of the Parks: Superintendent of Recreation Joseph Weber reviewed the information in Agenda 3 - C

- Submitting for a \$25,000 Educational Grant through Rivers Casino make up for lost revenue for the cancelled Golf in the Dark 2020.
- Have received \$3,000 in past Golf in the Dark participants or sponsors to support 2020.
- Not applying for Bears Grant, did not align with scholarships.
- Will be offering free enrollment for residents only for Leisure Lizards during Thanksgiving Break. 40 participants can enroll each day, projected cost \$3,480. Program is called FRIENDSgiving.

Discussion: Commissioner Doerr noted that she was a familiar with a family who received scholarships funds and how it was such a positive experience for the family and child.

IV. COMMENTS FROM THE COMMUNITY: None

If you have comments for the community, you can send them to 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 – September 22, 2020
- B. EXECUTIVE SESSION MINUTES – September 22, 2020
 - B.1 SPECIAL MEETING MINUTES– None
- C. VOUCHER BILLS:

September 18, 2020	\$245,728.99
October 2, 2020	\$240,974.44
- D. PAYROLL:

September 11, 2020	\$162,711.64
September 14, 2020	\$335.50
September 25, 2020	\$161,909.09
October 9, 2020	\$182,968.30

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

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

VI. M-NASR REPORT: Executive Director Donald Miletic reviewed the information in Agenda Item 6 – A in addition to:

- No recent meeting held.
- We are reviewing the contribution levels from the Des Plaines Park District, currently we give 25% fund balance policy, looking to adjust to 20% across all agencies.
- They also have very healthy reserves.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- It has been a battle through COVID-19 and I am very proud of staff for all they have done. This has not been easy as we do not always know what to do given the changing of guidelines. We are anticipating more restrictions to be put into effect on October 30.
- We applied for Park District Coronavirus Relief Funds through Cook County and were approved for \$5,000 on Thursday. We need to sign a Resolution and approve the Intergovernmental Agreement.
- Cumberland Terrace Park looks great with the new playground. We are continuing work on the bridge development. They have marked where trees will be removed to make way for the feature.
- Lake Park Shoreline had two engineer firms look at the disconnection of the pipe and the status of the sanitary line. We will be moving forward with Burke Engineering, they were a recommendation from the City of Des Plaines. We need to move forward with this project in case we need a permit from MWRD due to the \$400,000 OSLAD Grant development of our playground/splash pad/fishing pier.
- Met with Senator Murphy and she stated the Build Illinois Bond Fund will be funded and the 12.6 million in grant funding we were approved will be available to the Des Plaines Park District. We

will need to prepare for when the funds are released with shovel ready projects for Lake Park Shoreline and Arndt Park Aquatic & Recreation Center.

- Thank you to the Employee Relations Committee for their work at the Autumn Appreciation Event, it was a great turnaround and event to celebrate the parks department for their hard work on the park.
- Met with Brian, Jacob and Jeanette for a Kick Off Meeting for the complete redesign of the Golf Center's TEEUP System.
- Playbook is being finalized and will be sent out to households in the next month for Winter 2021.
- Looking to apply for Community Development Block Group Grants with the City of Des Plaines to update the Seminole Park Ball Fields including installation of lights. These would be the only lighted baseball fields in our district.
- Met with the American Legion and discussed plans for Veterans Day at Prairie Lakes Theater. We will also be working with fundraising efforts to renovate the Memorial Pavilion and plan to open in July 2022.
- Jeanette, Jacob and Gene continue to work on the development of the mobile app.

Discussion: Commissioner Haas asked what the breakdown of the 12.6 million Build Illinois Grants. Executive Director said, \$631,000 for Lake Opeka pipe disconnection through DCEO, \$2,000,000 for Lake Opeka shoreline restoration through DCEO and \$10,000,000 for capital projects through IDNR. Commissioner Doerr asked where our polling locations are located. 1 precinct at Lake Park Clubhouse. 2 precincts at Arndt Park Fieldhouse, we moved one out of the Leisure Center a few years ago as it was located in the preschool hallway. 2 precincts will now be at West Park Fieldhouse we moved out of Prairie Lakes this summer, we will have postings, signage and staff helping to redirect voters to West Park. This will also provide for better social distancing as voters will be able to line up outside.

A.1 REVENUE FACILITIES

Superintendent Brian Panek reviewed the items in Agenda Item 7-A.1 including;

- The Golf Center continues to be extremely busy this month. The parking lot project was completed thank you to Paul for being out there each day. We will be advertising for Golf Scene and will complete a video shoot as the premier sponsor paying only \$595.
- Nilco has provided a significant amount of landscape maintenance to the greens and tee boxes.
- Lake Park is slowing down but had a very successful summer. Looking forward to incorporating the food truck next year
- Mountain View also had a good year. This weekend will be the last for the course this year, will keep the skate park open.
- Comparing 2019 to 2020 for all the golf facilities we are doing much better with no advertising.
- Building Services continue renovate the Prairie Lakes Locker Rooms, the updates have been great.

Discussion: President Grady noted he was receiving compliments on the course improvements.

B. DEPUTY DIRECTOR:

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

- DCG Roofing starts tomorrow at the Leisure Center. The project should be completed in a few weeks.
- Working with Alliance on the Bike Path Bridge project. The project should be completed late Spring 2021.
- Continue to review Indoor Pool punch list items with Corporate Construction. HVAC system has been receiving updates and the puddles in the Splash Pad are being manufactured.
- Bravo Services have been doing a good job in the cleaning of Prairie Lakes Community and Aquatic Centers.
- Met with JSD on the project plans for the development of the playground at Lake Park.

Discussion: President Grady asked if there is a warranty on the parking lot, Director Cathey stated one year. Commissioner Haas noted that Gene Haring stays very busy reference his board report.

B.1 PARKS & PLANNING DEPARTMENT:

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

- September and October are transition months as we move closer to winter. Currently staff is working on the prepping for snow removal and day light savings times.
- Bluett Park will be completed by October 30. The Basketball Court, Sidewalk and play structures have been installed. Woodchips is next on the list.
- The Prairie Lake Ponds sediment removal was completed, will continue to monitor the bladder located on the south end of the park
- Continue to maintain and purchase the Des Plaines Park District's COVID-19 supplies and PPE. We are still in good stock.

Discussion: President Grady asked if there was a high fish kill when completing the removal.

Superintendent Guza noted that the lake is actually 10-17 feet deep and with the installation of the aerators the pond's eco system will continue to survive.

B.2 RECREATION DEPARTMENT:

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

- The recreation department continues to change and adapt with the current times. We have seen a shift in behavior of patrons and we are activity finding ways to engage the customer while following the state guidelines.
- The Aquatic Center is booming with both fitness classes, lap swim and special events.
- Fitness Center members continue to return indoor, fitness classes have been increasing and we continue to have more communication with past, present or new members on what we are doing in the facility.
- Fantastic Fridays was moved from the Leisure Center to Prairie Lakes and we maxed out the enrollment at 30 participants. The new location and added aquatic center makes for a great event. We have also seen the inclusion of Wibit & H2O nights to be extremely popular as well.
- Dog programs are running at the Leisure Center.
- Dance is almost maxed at participant capacity.
- Preschool is down in numbers based on our own capacity limits but we are starting to see more families sign up at the year has started.
- Reviewing revenue and planning budget and fee structure accordingly.
- Continue providing marketing videos to be posted on Facebook.

Discussion: President Grady asked what is the plan for the walking track. Superintendent Weber noted we will be opening for members only soon. We are installing QR scanners for control access doors. Moving forward a track membership will be required and the additional cost will help to offset the cost of the doors. Commissioner Doerr asked is there is an option for a flat fee membership for all amenities. Superintendent Weber stated that prior to the pool delay and COVID-19 we created a Global Pass and All Pool Pass that we will be introducing in 2021. Commissioner Haas asked if a silver sneakers membership and usage be provided and a daily tracking of PLAC usage. Superintendent Weber said he can pull those reports.

C. BUSINESS DEPARTMENT

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

- Continue to work on the completion of all legal fillings.
- Finalizing reporting requirements.
- Property Tax Collection Rate was down at the start of the summer however has caught up and are at 97.75 %
- Meeting with Card Connect to make an update to our current program so we can use chip, itouch, google pay, apple pay etc.
- Working with Nicole on the interviews for the new HR Coordinator position.
- Will be meeting with staff next week as we switch over from HRA to HSA and will review information with VistaNational about United Healthcare.

Discussion: President Grady asked who attended the business department meeting on September 25. Superintendent Barrera noted, Jacob, Nicole, Trish, Mary Ann, Diane, Julie and Peggy. President Grady asked how the business manager position absence is going. Superintendent Barrera said she is changing the organization of the department, where Nicole will take on more business functions, and the HR Coordinator will take on Risk Management and some HR functions once her responsibilities. The update thus far has been very good. Commissioner Haas asked if this new position will be fulltime. Superintendent Barrera stated that it will be but moving from grade 12 to grade 7 and this person will report directly to Nicole. Commissioner Doerr asked about a PO for fitness center equipment. Superintendent Weber stated that this was part of preventative maintenance for the entire fitness center and some equipment required larger upgrades specifically the treadmill. Looking to replace as we continue updates to the Prairie Lakes Fitness Center.

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Rosedale **moved to accept the Financial Report for October 20, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Haas.

Discussion: None

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

II. UNFINISHED BUSINESS:

A. Prairie Lakes Aquatic Center

Executive Director Donald Miletic reviewed the Indoor Pool Project Costs Spreadsheet.

- Still working through punch list items.
- Once all work has been completed we will provide vendors their final payment.

Discussion: President Grady asked about the HVAC system. Executive Director Miletic stated they are in the process of fixing the issue and things have gotten better. He also noted how great of a document this spreadsheet has been for tracking the process of the pool construction.

IX. NEW BUSINESS:

A. Agenda Item 9-A: Approval of 2020 Truth in Taxation Law Resolution

Superintendent Barrera presented the information in Agenda Item 9 – A.

Commissioner Doerr made the motion: **“I move that the Park Board of Commissioners approve the 2020 Truth in Taxation Resolution.”**

Seconded by Commissioner Rosedale.

Discussion: Commissioner Haas asked if we would be able to capture the handicap increase later. Superintendent Barrera stated yes because the account is not capped.

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.

Motion carried 4-0

B. Agenda Item 9-B: Approval of PLAC Change Order #17

Executive Director reviewed the information in Agenda Item 9 - B.

Commissioner Haas made the motion: **“I move the Park Board of Commissioners approve Change Order #17 for \$9,471.76 to Cooling Land Concepts.”**

Seconded by Commissioner Rosedale.

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.

Motion carried 4-0

C. Agenda Item 9-C: Approval of PLAC Change Order #18

Executive Director reviewed the information in Agenda Item 9 - C

Commissioner Rosedale made the motion: **“I move the Park Board of Commissioners approve Change Order #18 for a contract Credit \$2,871.00 to MG Mechanical Contracting, Inc.”**

Seconded by Commissioner Haas.

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.

Motion carried 4-0

D. Agenda Item 9-D: Approval of PLAC Change Order #19

Executive Director reviewed the information in Agenda Item 9 - D

Commissioner Doerr made the motion: **“I move the Park Board of Commissioners approve Change Order #19 for a contract Credit \$3,257.00 to 3F Corporation.”**

Seconded by Commissioner Haas.

Discussion: None

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

E. Agenda Item 9-E: Approval of PLAC Change Order #20

Executive Director reviewed the information in Agenda Item 9 - E

Commissioner Haas made the motion: **“I move the Park Board of Commissioners approve Change Order #20 for \$33,704.00 Lenny Hoffman Excavating, Inc.”**

Seconded by Commissioner Rosedale.

Discussion: None

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

F. Agenda Item 9-F: Approval of PLAC Change Order #21

Executive Director reviewed the information in Agenda Item 9 - F

Commissioner Rosedale made the motion: **“I move the Park Board of Commissioners approve Change Order #21 for \$8,104.00 to Abby Paving & Sealcoating Co., Inc.”**

Seconded by Commissioner Doerr

Discussion: None

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

G. Agenda Item 9-G: Approval of PLAC Change Order #22

Executive Director reviewed the information in Agenda Item 9 - G

Commissioner Doerr made the motion: **“I move the Park Board of Commissioners approve Change Order #22 for a contract credit of \$5,000.00 to Elliot Construction Corporation.”**

Seconded by Commissioner Haas.

Discussion: None

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

H. Agenda Item 9-H: Approval of PLAC Change Order #23

Executive Director reviewed the information in Agenda Item 9 - H

Commissioner Haas made the motion: **“I move the Park Board of Commissioners approve Change Order #23 for a contract credit of \$1,829.69 to Rasco Mason Contractors.”**

Seconded by Commissioner Rosedale.

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.

Motion carried 4-0

I. Agenda Item 9-I: Approval of PLAC Change Order #24

Executive Director reviewed the information in Agenda Item 9 - I

Commissioner Rosedale made the motion: **“I move the Park Board of Commissioners approve Change Order #24 for a contract credit of \$5,000.00 to C.R. Leonard Plumbing & Heating, Inc.”**

Seconded by Commissioner Haas.

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.

Motion carried 4-0

J. Agenda Item 9-J: Approval of PLAC Change Order #25

Executive Director reviewed the information in Agenda Item 9 - J

Commissioner Rosedale made the motion: **“I move the Park Board of Commissioners approve Change Order #25 is for \$5,240.00 to Midwest Decorating, Inc.”**

Seconded by Commissioner Haas.

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.

Motion carried 4-0

K. Agenda Item 9-K: Approval of PLAC Change Order #26

Executive Director reviewed the information in Agenda Item 9 - K

Commissioner Rosedale made the motion: **“I move the Park Board of Commissioners approve Change Order #26 is for a contract credit of \$3,667.00 to Stuckey Construction Company, Inc.”**

Seconded by Commissioner Doerr.

Discussion: None

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

L. Agenda Item 9-L: Approval of Resolution #20-01 Authorizing the Sale of 630 Greenview Avenue

Executive Director reviewed the information in Agenda Item 9 – L, looking after approval we will submit to Andrew Paine and he will submit a petition to the courts as we are selling land property. Hope to have the house listed in December.

Commissioner Haas made the motion: **“I move the Park Board of Commissioners approve Resolution #20-01 Authorizing the Sale of 630 Greenview Avenue.”**

Seconded by Commissioner Rosedale.

Discussion: None

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

X. CORRESPONDENCE:

A. Thank you: Frisbie Senior Center

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: It was a very lovely event that the ERC committee put on at Cumberland Terrace. Really enjoyed all of the team building activities! Noticed on my calendar that the NRPA Conference would have happened, sad to have missed out on it this year. Will be participating in the Trunk or Treat at Prairie Lakes.

Commissioner Haas: Wanted to find out more clarification on how Dance Idol would be held this year. Superintendent Weber stated it will be held virtually and by company or dance group. Will also limit the number of people in attendance to no spectators except parents of the dancers. The event will be held in the theater. Commissioner Haas noted that staff have become very creative at finding alternatives for the community during COVID-19.

Commissioner Rosedale: It is amazing the amount of dedicated crew that we have and how they are doing a great job during all of this. Everyone stay healthy!

Commissioner Yates: Absent, no comment.

President Grady: Excited about the new app coming soon, my son and grandkids are always on the devices so they will know how to use it. I would like a breakdown for the current memberships available when I am asked.

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 8:49 p.m.

Seconded by Commissioner Haas.

All in favor 4-0.

Motion carried 4-0.

XIII. RETURN TO OPEN SESSION:

Commissioner Rosedale made a motion to close Executive Session and return to open session at 9:02pm

Seconded by Commissioner Haas.

All in favor 4-0.

Motion carried 4-0.

A. Agenda Item 13 - A: Approval of Items Discussed in Executive Session

Commissioner Rosedale made a motion to approve the items discussed in Executive Session. **“I move the park board of commissioners approve Resolution #20-02 Authorizing the Intergovernmental Agreement with Cook County for Coronavirus Relief Funds.”**

Seconded by Commissioner Haas

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.

Motion carried 4-0

XIV. ADJOURNMENT

Commissioner Doerr made a motion to adjourn the Park Board Meeting at 9:03 pm

Seconded by Commissioner Rosedale

All in favor 4-0.

Motion carried 4-0.

APPROVED _____

President

Secretary