

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday November 17, 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 6:30 p.m. Commissioners answering present to the roll call were, Erin Doerr, and President Grady. In attendance via ZOOM Virtual Platform Commissioner Jana Haas and Donald Rosedale. Commissioner Yates arrived at 6:45 p.m. In attendance were Executive Director Donald Miletic. And at 7:00pm the return to regular session in attendance were, Superintendent of Recreation, Joseph Weber and Project Manager, Jeanette Berard. In attendance via ZOOM Virtual Platform at 7:00 Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Revenue Facilities, Brian Panek; and Superintendent of Parks & Planning, Paul Guza.

Guests: None

A. EXECUTIVE SESSION:

Commissioner Doerr 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 6:32 p.m.

Seconded by Commissioner Rosedale

All in favor 4-0-1

Motion carried 4-0-1

B. RETURN TO OPEN SESSION:

Commissioner Rosedale made a motion to close Executive Session and return to open session at 7:00 p.m.

Seconded by Commissioner Haas.

All in favor 5-0-0

Motion carried 5-0-0

C. CHANGES TO THE AGENDA: None

D. INTRODUCTIONS/PRESENTATIONS:

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

- Tax Levy contribution will be \$60,000 for the next 2 years in order to recuperate the Cooperate Fund balance from COVID-19 expenses.
- They have about \$700,000 in assets.

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

- This year has been very challenging.
- They will have a meeting on Thursday to discuss the new Tier 3 mitigations.
- They are using PPE funding

B. Des Plaines Friends of the Parks: Superintendent of Recreation Jeanette Berard reviewed the information in Agenda 3 - C

- Submitting for a \$16,000 Educational Grant through Rivers Casino make up for lost revenue for the cancelled Golf in the Dark 2020.
- Will be deciding funding amounts for 2021, at the December 7, Board Meeting.

- For 2020 gave out \$23,149 only \$9,320.50 was redeemed. Will have enough funds to provide scholarships in 2021.

E. 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

F. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES – October 20, 2020
- B. EXECUTIVE SESSION MINUTES – October 20, 2020
 - B.1 SPECIAL MEETING MINUTES– None
- C. VOUCHER BILLS:

October 16, 2020	\$102,205.40
October 30, 2020	\$322,781.28
- D. PAYROLL:

October 23, 2020	\$170,152.80
November 6, 2020	\$167,185.94

Discussion: Commissioner Haas noted that Commissioner Rosedale was not listed on Roll Call for attending the October 20, 2020 Board Meeting in the Minutes.

Commissioner Doerr moved to approve the Consent Agenda with the amendment to the minutes. Seconded by Commissioner Haas.

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

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

- At the last meeting discussed budget and contributions
- Contribution from Des Plaines Park District for 2021 will be \$276,000 compared to \$303,000 in 2020.

Discussion: None

H. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- COVID-19 is back in full force and it is a real challenge. We have had positive cases within the district. Staff have been working on contract tracing and sending out information to all parties for each new case. We currently have most of the Landscape Crew out with a 14 day quarantine. We be closing the district after Thanksgiving and will introduce a new staggered schedule to help mitigate spread within our full and part time staff. This will take place from November 27- December 6. We plan to be closed for an additional 2 weeks after Christmas December 26-January 8. Annual membership will not charge for EFT in December, for paid in full membership they will receive a 1 month (30 day) extension to their current membership. Creative Corners and School of Dance will also receive refunds. The Golf Center will remain open as it is an outdoor facility.

- Tier 3 Mitigation was sent out today at 3:30pm and will go into effect on Friday November 20-Thursday November 26. We will be working the next few days on how to implement the new guidelines with updates, reservations, facility limits, cancellations to ensure we are following the new regulations.
- Attended a building and zoning meeting for the installation of a 104 foot tower at Arndt Park. Asked for the existing power lines onsite to be buried, ComEd stated that they can do the work, but the cost would be shared among the residents who are impacted by the additional of the new tower. This could range far beyond the immediate Des Plaines Community.
- Attended Veterans Day Ceremony, 20 veterans participated with 50 spectators. It was a very nice outdoor event.
- Attended Trunk or Treat, great event by all!
- App is continuing to be updated and worked on, thank you to Jeanette, Gene and Jacob for their work on this project.
- The sale of 630 Greenview court date was set for March 2021, the house will sit vacant through the winter until we can list in the spring.
- We will be working on a Community Needs Assessment in the next few months. I have heard a great deal about needed lighting sources from residents at Chippewa, Prairie Lakes Community Center and West Park.
- Intergovernmental Agreements with other park districts have expired, will be making updates.
- Bluett Park looks gorgeous the guys did a great job!
- 1355 Oakwood Appraisal came back and was submitted to IDNR. One step closer to reimbursement for the purchase.
- Lake Park Playground and splash pad concepts will be presented tonight.
- Staff is doing a great job hanging in there, we are making a lot of things happen during this time.

Discussion: Commissioner Haas asked what the cost is to bury the lines at Arndt Park. Executive Director Miletic stated \$300,000-\$350,000. Commissioner Doerr asked what is the purpose of the new tower. Executive Director Miletic stated this will help with outages and getting the grid back up online faster. Commissioner Doerr asked if the APP had an option to add your membership card and not have to use the locker room keys at Prairie Lakes. Project Manager Jeanette Berard noted that with the APP under Menu Items, Membership Card allows you can scan multiple cards. You can then scan to enter in each facility amenity. QR scanners have been installed at the Leisure Center and will be installed at the Prairie Lakes Track Doors and Locker Rooms in the coming weeks. For summer 2021 you will be able to scan in at the outdoor pools. At this time you can use the digital membership card to scan in at the Front Desk of Prairie Lakes or the Aquatic Center. Commissioner Haas noted that the shutdown for one week after Thanksgiving is supported, this was echoed by the other Park Board Commissioners.

A.1 REVENUE FACILITIES

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

- The revenue for all 3 facilities is up \$100,000 from November of last year.
- We hired a new golf instructor for the winter season.
- New heaters are coming and will be installed on the first and second floors along with new hitting mats.
- Ken and his crew have been completing a number of projects around the district, specifically updates at Prairie Lakes.
- Dylan has been continuing to monitor the facilities and working with training staff.
- Will make updates to Tier 3, 50% capacity / every other bay as we did at the Start of Restore Illinois Phase 3.

Discussion: President Grady noted to keep Lake Park open as long as fiscally responsible. Superintendent Panek echoed his feelings and will continue to watch the weather and daily cash totals.

B. DEPUTY DIRECTOR:

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

- Tomorrow will consist of planning for Tier 3 Mitigation.
- Worked on Fee Presentation Proposals.
- DCG Roofing was completed at the Leisure Center, punch list walk through on November 18. We had an \$2,400 roof drain repair required.
- Continue to review Indoor Pool punch list items with Corporate Construction. HVAC system has been working well. The puddles in the Splash Pad are being manufactured, fencing has installation issues.
- Met with JSD on the project plans for the development of the playground at Lake Park.
- Prairie Lakes Chiller Replacement will begin on November 30 and should take about 30 days to complete.
- Bluett Park is completed, thank you to the Special Projects Crew!

Discussion: None

B.1 PARKS & PLANNING DEPARTMENT:

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

- Continuing to work on winterizing planting beds and outhouses
- Sod replacement, aeration, and fertilization on all the soccer fields.
- We are prepared for snow removal with rock salt, plows, snow blowers, and route planning
- Bluett Park is completed they did a great job as this park was a challenge with the installation of a helix tower, which is currently the highest one in the Midwest.
- Thor Guards have been taken down for maintenance and will be replaced in the April.
- Seasonal maintenance will continue on tools, equipment and vehicles.
- Drainage at Arndt Park will be completed in the next few weeks.
- Continue to maintain and purchase the Des Plaines Park District's COVID-19 supplies and PPE. We are still in good stock.

Discussion: Executive Director Miletic stated that Paul Guza conducted a cost analysis for Bluett Park with the Special Projects Crew installing and spent about \$11,000 less than if we hired the project out.

B.2 RECREATION DEPARTMENT:

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

- We will be working on communications to participants tomorrow on the Tier 3 guidelines, restrictions, reservations and the Thanksgiving close down.
- Staff have been working with the App and how to incorporate within their facilities or programs, hope to see promotions available in January.
- Trunk or Treat event was a great success with 300 participants and 22 Trunks. Thank you to the different departments and community groups who participated, great feedback from patrons.
- Reviewing expectations for Front Line Staff at the Fitness & Aquatic Centers
- Membership Fee Proposals were worked on with Paul, Jenn and Don and will be presented tonight.
- We have completed a large amount of COVID-19 contact tracing, thank you to all staff that have helped in this very difficult process.

- We had been seeing progress within fitness memberships, aquatic events, swim school, youth events, dance and preschool. Obviously with newly announced updates there will be shifts in what can be offered, some of which will be postponed or cancelled.

Discussion: President Grady asked if the facilities are closed will we still be running the pool filtration system. Superintendent Weber stated yes that a maintenance staff member will still be on duty during the closure.

C. BUSINESS DEPARTMENT

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

- Completion of legal filings.
- Workers Compensation payroll audit for PDRMA completed with reductions in premiums.
- Next budget season is starting, at this time we are open for estimated year end.
- Nicole and I attended Legal Symposium virtually. It is noted that the Des Plaines Park District was on the forefront of opening and guidelines within the pandemic.
- Jacob will be making server upgrades in the next few weeks.
- We offered the HR Coordinator position, she will be starting December 14.
- Working on benefit updates with HSA and HRA with VistaNational calendar year end.
- A significant amount of time has been spent working with COVID-19 cases within our district. This includes both participants and employee contract tracing, correspondence and closures.

Discussion: Commissioner Doerr asked if the new credit card systems would work with mobile payments. Superintendent Barrera stated they are working towards that goal with the news systems.

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Doerr moved to accept the Financial Report for November 17, 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; Yates, Aye; President Grady, Aye.
Motion carried 5-0-0

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 with puddles and fencing.
- December 1 will be the first \$1,000,000 payment on the principal.
- Working through Wellness Pool concerns from patrons who do not want families (children) in the wellness pool for instruction. We will continue to have the facility be a shared space as long as families follow the established rules.
- We will be waiting on IDPH for guidance on Tier 3 Mitigation for aquatic facilities.

Discussion: Commissioner Doerr as if there is a count of Aquatic Center Memberships. Superintendent Weber provided a heat map of amenity use with times and days, we have a membership Tracking and will follow up with numbers tomorrow.

B. Lake Park Playground Concept Discussion:

Executive Director Donald Miletic reviewed the Lake Park Playground & Splash Pad Concepts

- Still working through punch list items with puddles and fencing.
- Discussion: Commissioner Haas asked if we need an MWRD permit. Executive Director Miletic stated that since we are using the existing footprint for the playground and drain for the splash pad we would not.

IX. NEW BUSINESS:

A. Agenda Item 9-A: Approval of 2020 Tax Levy Ordinance #20-07

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

Commissioner Rosedale made the motion: **“I move that the Park Board of Commissioners approve the 2020 Tax Levy, Ordinance 20-07, An Ordinance Levying And Assessing The Taxes For The General Corporate Fund, The Recreation Fund, The Audit Fund, The Tort Immunity Fund, The Illinois Municipal Retirement Fund, The Social Security Fund, The Special Recreation Fund, The Debt Service Fund And The Museum Fund Purposes Of The Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2020 And Ending April 30, 2021”.**

Seconded by Commissioner Doerr.

Discussion: None

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

B. Agenda Item 9-B: Approval of 2020 Tax Levy Abatement Ordinance #20-08

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

Commissioner Haas made the motion: **“I move that the Park Board of Commissioners approve Ordinance #20-08, An Ordinance abating taxes levied for year 2020 for the General Obligation Park Bonds (Alternate Revenue Source), Series 2018C of the District.”**

Seconded by Commissioner Rosedale.

Discussion: None

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

C. Agenda Item 9-C: Approval of 2021 Proposed Prairie Lakes Theater Rental Fees

Superintendent Weber reviewed the information in Agenda Item 9 - C

Commissioner Doerr made the motion: **“I move that the Des Plaines Park District Board of Commissioners approve the fees as presented with no additional increase to Prairie Lakes Theater Rental Fees as presented.”**

Seconded by Commissioner Haas.

Discussion: Commissioner Doerr asked for more clarification on fee negotiation and who is in charge of the theater. Executive Director Miletic stated staff will have the flexibility to adjust pricing based on long term use or to ensure the space is being used over sitting empty. Assistant Superintendent of Recreation Jennifer Boys is in charge of the theater rentals.

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

D. Agenda Item 9-D: Approval of 2021 Proposed Golf Fees

Superintendent Panek reviewed the information in Agenda Item 9 – D, the rates listed below have changes, and current rates not listed will remain the same. In addition Mountain View will now follow the same pricing format as Golf Center and Lake Park with a standard price and \$1.50 discount for residents.

Commissioner Haas made the motion: **“I move the Park Board of Commissioners approve the 2021 proposed fees at the Golf Center, Lake Park, and Mt. View Adventure Center as presented”**

Seconded by Commissioner Rosedale.

Discussion: President Grady asked for pricing on Weekday Golf Center. Superintendent Panek stated \$15.00 NR \$13.00 R as they received \$2.00 off rounds. Commissioner Doerr asked what the price would be for adults at Mountain View. Superintendent Panek stated \$9.25 NR \$7.75 R as they received \$1.50 off rounds, there is no price increase from 2020 to 2021.

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

E. Agenda Item 9-E: Approval of 2021 Proposed Aquatics & Fitness Membership & Pass Fees

Superintendent Weber reviewed the information in Agenda Item 9 – E, the increases on memberships will help to cover the minimum wage cost which will increase to \$1.00 starting January 1, 2021.

Commissioner Haas made the motion: **“I move that the Des Plaines Park District Board of Commissioners approve the 2021 Membership and Pass Fees as presented.”**

Seconded by Commissioner Rosedale.

Discussion: President Grady asked if Mystic Waters should open for Summer 2021? Deputy Director Cathey stated that mechanically speaking it should be opening, just waiting to see on the pandemic. Commissioner Doerr asked if there would be push back on increasing Aquatic Center fees after they received promotions for signing up this year. Superintendent Weber gave a comparison in fees for an individuals from surrounding park districts.

Membership Comparisons				
Organization	Des Plaines Park District	Mt. Prospect	Park Ridge	Schaumburg
Facility	Prairie Lakes	Rec Plex	Centennial	Community and Meineke
Fitness and Pool	375	300	456	406
Fitness Only	300	240	NA	212
Pool Only	175	NA	NA	238

The Aquatic Center is priced competitively among other districts and offers more with the state of the art features and available memberships with a pool only option. We will be offering discounts on the Outdoor Pools to those who have an Aquatic Center pass. If the pandemic subsides allowing budget and staffing levels to adjust, additional promotions can be introduced. Commissioner Haas raised concern for an increase on the new Track Membership as the fee was just introduced, she did not want rates to increase within 6 months on those users. Superintendent Weber stated that the track membership is an annual pass and those who purchase a pass would not see an increase until 12 months from purchase date.

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

X. CORRESPONDENCE:

- A.** Letter from Resident: Miles Kuzel- Cheyenne Park Football Field Request
- B.** Letter from Resident: Nancy Dembkowski- Bluett Park Renovation Thank you
- C.** Thank You: Arlington Heights Park Foundation
- D.** Letter from Resident: Keith & Deb Kuhn- Winnebago Park Expansion Support

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: The updates to Prairie Lakes Community Center look amazing! Everyone is doing great work, being flexible and keeping busy. Veterans Day at Lake Park was wonderful, beautiful weather, great connection to have with them. Things are very challenging, thank you Have a Happy and Safe Thanksgiving.

Commissioner Haas: Happy Thanksgiving! I echo the thoughts from Commissioner Doerr. Stay safe, well and healthy. Appreciate all of the efforts during these challenging times. Hang on as we ride this out!

Commissioner Rosedale: Everyone stay healthy. Thankful for family, friends and staff. Everyone is doing a wonderful job.

Commissioner Yates: No Comment.

President Grady: Happy Thanksgiving to staff and commissioners. These are trying times. I am disappointed to hear about the shutdown, especially during a time when people need exercise. Hoping for nice weather to be outside. Stay Safe!

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION:

None

XIV. ADJOURNMENT

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

Seconded by Commissioner Rosedale

All in favor 5-0-0

Motion carried 5-0-0

APPROVED_____

President

Secretary