

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
Tuesday December 15, 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 7:01 p.m. Commissioners answering present to the roll call were, Erin Doerr, and Donald Rosedale. In attendance via ZOOM Virtual Platform Commissioner Jana Haas and President James Grady. Commissioner Yates was absent. In attendance were Executive Director Donald Miletic; Superintendent of Revenue Facilities, Brian Panek and Project Manager, Jeanette Berard. In attendance via ZOOM Virtual Platform Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber and Superintendent of Parks & Planning, Paul Guza.

Guests: Faraz Khan via ZOOM Virtual Platform

**A. CHANGES TO THE AGENDA: None**

**B. INTRODUCTIONS/PRESENTATIONS:**

**A. Dedicated to Excellence:** Executive Director Donald Miletic presented this award to Jeanette Berard, Project Manager.

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

- New budget was approved.

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

- They will have a meeting on Thursday.
- They have been running Meals on Wheels and Virtual Activities.

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

- Funding amounts were approved for 2021 and will be at a similar level as 2020.
- Trish Romza will be stepping down in 2021. Thank you Trish for your dedication over the last 6 years.

**C. 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

**D. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

A. MINUTES – November 17, 2020

B. EXECUTIVE SESSION MINUTES – November 17, 2020

B.1 SPECIAL MEETING MINUTES– None

C. VOUCHER BILLS:

November 13, 2020	\$2,064,809.33
November 27, 2020	\$ 685,710.37

D. PAYROLL:

November 20, 2020	\$ 162,228.74
December 4, 2020	\$ 143,744.55

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.  
Motion carried 4-0-1.

**E. M-NASR REPORT:** Executive Director Donald Miletic stated;

- Meeting was held today, approved budget.
- Contribution from Des Plaines Park District will be reduced.
- Will be Vice President in 2021.

Discussion: None

**F. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- Winter Wonderland was a great success with over 230 cars and lots of compliments.
- Spectrum process has seen great improvement, may look to make a few additional adjustments.
- TEE UP will look to have upgrades made in the next year. Will be working with Jacob and Brian.
- Summer hiring is underway and Paul will be providing monthly updates including documentation and targeted goals. We are planning to open all facilities in May 2021.
- Working to update Intergovernmental Agreements with surrounding districts.
- Looking for board approval to name the Prairie Lakes Community Center Gym or courts after Jerry Stonequist as he was just named into IHSA hall of fame.
- The Employee Relations Committee is working to provide a holiday celebration throughout the week for our staff. An adjustment but seems to be well received.
- Working with IDNR to complete the reimbursement for Centennial Park and continue work on the Cumberland Terrace Bridge Project and Lake Park Playground Renovation.
- Still working through the ComED Zoning Project at Arndt Park, will be attending the City Council Meeting on December 21.
- Election filing for the April 2021 opened on Monday December 14, we have two candidates running for office, Erin Doerr and Faraz Khan.
- We plan to be closed for 1 week after Christmas December 25-January 2.
- Looking forward to 2021 and anticipate being fully open at all facilities and in all programs, including in person for monthly board meeting.

Discussion: None

**A.1 REVENUE FACILITIES**

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

- November continued to be an excellent month for both the Golf Center and Lake Park.
- The Golf Center has reached the budgeted revenue in December 2020, with 4 additional months still to go.
- Currently operating at 50%.
- Club Casa is currently closed, when they reopen we will be looking for ways to help promote.
- Golf Scene was on site and NBCSportsChicago will run our ad starting December 20.
- Chili Open will be running on January 9 with updates made to follow guidelines.
- 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.

- Matt Nistler received his Certified Pool Operator license.

Discussion: President Grady asked the longevity of the TEEUP system. Superintendent Panek stated the TEEUP system is still operational and should be fine running as is until the upgrade is completed. Commissioner Doerr stated the Golf Center looks amazing and Dylan is doing a great job.

## **B. DEPUTY DIRECTOR:**

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

- Winter Wonderland was a great event. Great team work and effort from all departments. We had a steady stream of traffic throughout the event. We do see residents driving through the parking lot to look at all of the lights.
- Working on Capital Budget Planning, specifically tennis courts, lighting and pathways.
- Excavation for the Cumberland Bridge Project has been completed and the bridge is currently in fabrication.
- Chiller replacement at Prairie Lakes Community Center has started looking to complete phase 1 in April.
- Completed drainage at Arndt Park along the East side of the soccer fields.
- Des Plaines Baseball batting cage is underway at West Park.
- The Prairie Lakes Aquatic Center has been very busy. The Prairie Lakes Fitness Center is not as active.
- The Leisure Center Roof Repair was completed. Need to replace the ceiling tiles in the lobby.
- Tier 3 Guidelines are still in effect. Staff continues to work through adapting operations including the introduction of a reservation system.

Discussion: Commissioner Haas asked what the batting cage at West Park would look like. Deputy Director Cathey stated it next to the east baseball field and it is a netted tunnel to practice pitching or hitting. The design is not like the batting cages at Mountain View. Commissioner Rosedale asked if we have received any public comment on the removal of the trees for the Cumberland Bridge Project. Deputy Director Cathey stated we have not.

### **B.1 PARKS & PLANNING DEPARTMENT:**

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

- We are prepared for snow removal with rock salt, plows, snow blowers, and route planning. Completed a snow tour with staff.
- Bulbs have been planted in the flower beds and are ready for Spring.
- Batting Cage installation at West Park is underway.
- Working on a Pool Operations Manual.
- Working on a Winter Operations Manual.
- Community Library has been installed at Bluett Park.
- Ice Rinks will be going up in preparation for colder weather to make ice.
- We are in good stock with all COVID-19 supplies.

Discussion: President Grady asked who was completing the Cumberland Bridge Project. Deputy Director Cathey noted we are working with Gewalt Hamilton and Alliance Construction on the project. Currently awaiting our permit with the City of Des Plaines. Commissioner Doerr noted how nice the Community Library at Bluett Park with the Mount Prospect Public Library. Hoping the Des Plaines Public Library can provide a similar service.

### **B.2 RECREATION DEPARTMENT:**

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

- We have been very busy working on operation updates and communications to our members in relation to Tier 3 guidelines. Including cancellations and refunds.
- With the implementation of the reservation system we are seeing a high demand for time. We are looking to update the system to include reservation slots.
- Winter Wonderland was a great success with over 230 cars and serving many in the community. Team Effort in all department from Recreation for running the event, Business for RecTrac Input and Parks for putting on a great light display. Thanks to Carolanne for keeping the preparation for the event well organized.
- Working on departmental policy updates.
- Working on Mt. Prospect Park District Intergovernmental Agreement.
- Summer 2021 hiring is underway, will be working with Kayla from Maine West. We are prepping for a large hiring for Mystic Waters.
- Working to train the Front Desk with role expectations.
- Nancy was able to hold Winter Spectacular outside at West Park and recorded each of the dances to showcase to the parents virtually.

Discussion: President Grady asked about the online reservations and if patrons were able to double book. Superintendent Weber stated there is no limit to the numbers of days you can book. The Prairie Lakes Aquatic Center will have an update to the reservation system to allow for more slots after the December 25- January 2 closings.

### **C. BUSINESS DEPARTMENT**

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

- Completion of legal filings.
- Next budget season has started, at this time we are open for estimated year end.
- Working with Tier 3 Mitigations for the closing of facilities.
- Updates within the Business Department on customer service expectations and closing procedures.
- Significant amount of time on RecTrac inputting registration for spectrum, special events and billing cycles.
- Working with the new HSA that will go into effect on January 1, 2021.
- We have not had any employee or participant COVID-19 reporting this month.
- Vanessa Torres that new HR Coordinator will be starting on December 18.
- Jacob is continuing to work on upgrades and has started work on research and development for the TEEUP upgrade.

Discussion: None

### **FINANCIAL REPORT**

Superintendent Barbara Barrera presented the monthly financial report.

**Commissioner Doerr moved to accept the Financial Report for December 15, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Rosedale.

Discussion: None

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

Motion carried 4-0-1

## **II. UNFINISHED BUSINESS:**

### **A. Prairie Lakes Aquatic Center**

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

- Paying down retainers and finalizing payouts, have about \$700,000 left to pay.
- Looking to be back to normal and in full force for May 2021

Discussion: Commissioner Doerr asked in the cleaning crew services were still running when the facilities were closed? Deputy Director Cathey stated they were still running during Thanksgiving closures as they were given other jobs to complete. Will evaluate during Winter Break closures.

## **IX. NEW BUSINESS:**

None

## **X. CORRESPONDENCE:**

None

## **XI. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Echo Joe on Winter Wonderland, it brought a lot of spirit to the residents, nice job staff. Visited Bluett Park, what a beautiful park. Great to see families who were at the public forum attending the park. Have a wonderful holiday and stay healthy. Happy Holidays and Happy New Year!

**Commissioner Haas:** I am Grateful, Thankful and Hopeful. Grateful for our staff, attitude and work. Thankful for supporting each other and communication. Hopeful for 2021. Merry Christmas and Happy New Year!

**Commissioner Rosedale:** Thankful we are all here including our staff. Amazes me after 20 years. Have a good holiday, Happy Holidays! See you in January.

**Commissioner Yates:** Absent.

**President Grady:** Ditto Jana. Thank you staff for your dedication and professionalism. We have great leadership in the facilities. We have a few more months until we can get back to normal.

## **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 8:01 p.m.

Seconded by Commissioner Haas.

All in favor 4-0-1

Motion carried 4-0-1

## **XIII. RETURN TO OPEN SESSION:**

Commissioner Rosedale made a motion to close Executive Session and return to open session at 9:04 pm

Seconded by Commissioner Haas.

All in favor 4-0-1

Motion carried 4-0-1

### **A. Agenda Item 13 - A: Approval of Release of Executive Session Minutes**

Commissioner Rosedale made a motion to approve the items discussed in Executive Session. **“I move the park board of commissioners approve the release of Executive Session Minutes”**  
Seconded by Commissioner Doerr

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.  
Motion carried 4-0-1

**A.1 Agenda Item 13 – A.1: Approval of Destruction of Executive Session Recordings over 18 months**

Commissioner Rosedale made a motion to approve the items discussed in Executive Session. **“I move the park board of commissioners approve the destruction of Executive Session Recordings over 18 months.”**  
Seconded by Commissioner Haas

Discussion: None

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.  
Motion carried 4-0-1

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

Commissioner Haas made a motion to approve the items discussed in Executive Session. **“I move the park board of commissioners approve items discussed in executive session.”**  
Seconded by Commissioner Doerr

Discussion: Commissioners asked Executive Director Miletic if there is need for approval for what was discussed in Executive Session. Executive Director Miletic indicated since there is a dollar amount associated to the item, we should make a formal approval. The discussion will be reflected in the Executive Session minutes and released when deemed appropriate.

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Grady, Aye.  
Motion carried 4-0-1

**XIV. ADJOURNMENT**

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 9:08 pm

Seconded by Commissioner Haas  
All in favor 4-0-1  
Motion carried 4-0-1

APPROVED \_\_\_\_\_

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President

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Secretary