

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

**I. CALL TO ORDER/ROLL CALL**

President Jana Haas called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 7:02 p.m. Commissioners answering present via electronic communication to the roll call were, James Grady, Donald Rosedale, Erin Doerr, William Yates and President Haas. In attendance were Executive Director, Donald Miletic; Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber; Superintendent of Parks & Planning, Paul Guza; and Operations Analyst, Jeanette Berard.

Guests: None

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

**III. INTRODUCTIONS/PRESENTATIONS:**

**A. History Center:** None

**B. Senior Center:** None

**C. Des Plaines Friends of the Parks:** None

**IV. COMMENTS FROM THE COMMUNITY:** None

If you have comments for the community you can send them to [Jeanette.Berard@dpparks.org](mailto: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 – March 17, 2020

B. EXECUTIVE SESSION MINUTES – None

B.1 SPECIAL MEETING MINUTES– March 26, 2020

C. VOUCHER BILLS:

March 20, 2020	\$ 728,347.87
April 3, 2020	\$ 159,136.14

D. PAYROLL:

March 13, 2020	\$ 157,722.25
March 27, 2020	\$ 134,179.40
April 10, 2020	\$ 131,408.76

Commissioner Grady 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:** None

## **VII. MONTHLY REPORTS**

### **A. EXECUTIVE DIRECTOR:**

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

- Thank you to staff this is a very trying time. We are recreating recreation. It is a very uncertain and unknown time.
- We are trying to evaluate on how best to open, especially with golf, pools and camps.
- I have been meeting with the attorneys, collaborating with other executive directors and viewing webinars for how best to plan for COVID-19 in all areas.
- Governor says the peak should be hitting in the middle of May.
- Looking to have size reduction in camp.
- Possible we will need to provide child care for residents and essential workers.
- What we can do will depend on the decisions made from the state officials.
- Bluett Park sidewalk was installed by the Village of Mount Prospect. The Capital Plan for this year is to renovate the playground and basketball court.
- Mike Lake spoke to the City Council of Des Plaines about hosting Memorial Day at Lake Park. Followed up with an email stating that Memorial Day was cancelled based of the Stay at Home Order and Social Distancing restrictions for groups no larger than 50. Lake Park is only open for the walking paths at this time.

Discussion: President Haas stated that the Playbooks were delivered to residents this week.

Commissioner Rosedale asked what the size reduction and cost would be to the camps. Superintendent Weber stated he will found out the specific breakdown. President Haas stated looking into lower cost options for camps. Commissioner Grady stated we have to do what is best.

### **B. DEPUTY DIRECTOR:**

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

- Reviewed Indoor Pool completions and punch list preparations.
- Looking into the cleaning process for the post construction clean up.
- Working with the Parks Departments on best practices for COVID-19 and preparations for the growing season. Right now staff is working 20 hours per week.
- Bluett Park Playground is out to bid.
- Submitted Bike Path Bridge Permits.
- Prairie Lakes Driveway replacement is scheduled to start next week.
- Chiller Replacement, Leisure Center Roof Replacement and Golf Center Parking Lot are being assessed and planned.

Discussion: Commissioner Grady asked what the percentage of the Leisure Center Roof is wet and will need to be replaced. Deputy Director Cathey stated 25-30% of the flat roof, including installation.

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

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

- Supply purchase of personal protection equipment for staff, looking for all to be shipped by the end of May.
- Planning for opening of facilities and job responsibilities of staff moving forward.

Discussion: Commissioner Doerr asked about the status of closed playgrounds. Superintendent Guza stated that the playgrounds are checked daily to see if signage needs to be replaced. At this time little vandalism has been reported.

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

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

- Within the Recreation Department we have a lot going on specifically working on the plan for programs and issuing refunds with the Business Department.
- Working on new ways and opportunities to engage the community virtually.
- Planning for the new work flow of the department
- Working on summer hiring at Prairie Lakes via virtual interviews and curbside drop off of paperwork.
- The Fall Spectrum Process has begun for the Recreation Department.
- On Arbor Day we will be giving out Red Oak Trees with curbside pickup at Prairie Lakes.

Discussion: President Haas stated that we will need to roll with the punches and do what we can.

Commissioner Doerr asked are we discussing plans with the affiliates. Superintendent Weber stated we are working on our district plan and once established will be in contact with the affiliates.

### **C. BUSINESS DEPARTMENT**

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

- Working with social distancing guidelines by having staff rotating in the office and working from home. This blend allows us to limit the number of employees in the office.
- Processing refunds to cancelled spring programs, including preschool and dance payment plans.
- Business Office is continuing to provide the basic function of operations.
- PDRMA provided a 20% reimbursement on 6 month premium back to all members, about (\$21,000)
- Received a GFOA Certificate of Achievement for 2019.
- District switched Health Insurance Provider starting April 1, 2020, United Health Care.

Discussion: None

### **FINANCIAL REPORT**

Superintendent Barbara Barrera presented the monthly financial report.

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

Seconded by Commissioner Doerr

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. Looking to provide a video of the pool process for the recent updates within the last month. Outside landscaping will look to start soon.

Discussion: None

### **IX. NEW BUSINESS:**

#### **A. Agenda Item 9-A: Review of 2019-2024 Strategic Plan Addendums**

Executive Director Miletic reviewed the information in Agenda Item 9-A in addition looking to have a Department Head and Park Board Luncheon at a later time to discuss all accomplishments.

Discussion: President Haas stated this is a great for information.

**B. Agenda Item 9-B: Approval of Sale of Surplus Property Ordinance #20-03**

Executive Director Miletic reviewed the information in Agenda Item 9-B in addition looking to purchase a new vehicle to be used by the Recreation and Administrative Departments.

Commissioner Doerr made the motion **“I move that the Board of Commissioners adopt Sale of Surplus Property Ordinance #20-03.”**

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 Tentative 2020/21 Budget & Appropriation Ordinance #20-04**

Superintendent Barrera reviewed the information in Agenda Item 9-C including a PowerPoint presentation of the Budget Narrative.

Commissioner Grady made the motion **“I move that the Board of Commissioners approve Ordinance 20-04, the TENTATIVE BUDGET AND APPROPRIATION FOR THE DES PLAINES PARK DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021.”**

Seconded by Commissioner Doerr.

Discussion: Commissioner Grady asked where the \$1.3million in grants came from? Superintendent Barrera stated \$112,000 Centennial Park Expansion OSLAD, \$400.00 Lake Park Playground Renovation OSLAD, \$152,000 Cumberland Bridge, Bike Path and \$631,000 for Lake Park Shoreline Restoration earmarked from Senator Murphy through Capital Stimulus package. President Haas asked when we anticipate the second property tax payment to be made, Executive Director Miletic stated should be about 90 days delayed, November 1, 2020.

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

**D. Agenda Item 9-D: Approval of Indoor Pool Change Order #7**

Executive Director Miletic reviewed the information in Agenda Item 9-D

Commissioner Doerr made the motion **“I move the Park Board of Commissioners approve Change Order #7 for a contract credit of \$1,271.00 to DBM Services Corporation.”**

Seconded by Commissioner Rosedale

Discussion: None

**E. Agenda Item 9-E: Approval of Indoor Pool Change Order #8**

Executive Director Miletic reviewed the information in Agenda Item 9-E

Commissioner Grady made the motion **“I move the Park Board of Commissioners approve Change Order #8 in the amount of \$3,600.00 to Olsson Roofing Company.”**

Seconded by Commissioner Doerr

Discussion: None

**F. Agenda Item 9-F: Approval of Indoor Pool Change Order #9**

Executive Director Miletic reviewed the information in Agenda Item 9-F

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve Change Order #9 in the amount of \$53,100.00 Genesis Electric & Technologies, Inc.”**

Seconded by Commissioner Doerr

Discussion: None

**G. Agenda Item 9-G: Approval of Indoor Pool Change Order #10**

Executive Director Miletic reviewed the information in Agenda Item 9-G

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve Change Order #10 in the amount of \$11,690.28 C.R Leonard Plumbing & Heating, Inc.”**

Seconded by Commissioner Yates

Discussion: None

**X. CORRESPONDENCE:**

A. Liponi Foundation & MNASR

B. Northwest Municipal Federal Credit Union

C. Center for Concern

D. Sister Clare Marie

E. Optimist Club of Des Plaines

F. GFOA's Certificate of Achievement for Excellence in Financial Reporting for 2019

**XI. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Hopefully this will end sooner than later. Everything in the planning has been professional. We are doing our job and appreciate the work

**Commissioner Grady:** Hope everyone stays safe and washes their hands. Thank you to all the administrative assistants the day to celebrate is tomorrow.

**Commissioner Yates:** Glad everyone is health. Keep doing what we do.

**Commissioner Rosedale:** Hope everyone stays healthy and we will get through this. That way we can get back to entertaining kids.

**President Haas:** Echoing all comments above. Hope everyone is taking mental health time. Let us no push faster want to make sure we are all safe and healthy as possible. Zoom meeting works out well.

**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 8:53 p.m.

Seconded by Commissioner Grady.

All in favor 5-0.

Motion carried 5-0.

**III. RETURN TO OPEN SESSION:**

Commissioner Rosedale made a motion to close Executive Session and return to open session at 9:16 pm

Seconded by Commissioner Yates

All in favor 5-0.

Motion carried 5-0.

**XIV. ADJOURNMENT**

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 9:17 pm

Seconded by Commissioner Yates

All in favor 5-0.

Motion carried 5-0.

APPROVED\_\_\_\_\_

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President

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Secretary