

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
Tuesday June 16, 2020**

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

**II. Based on the Emergency Declaration by J.B Pritzker, the Governor of Illinois this Regular Board Meeting will be held Virtual via the ZOOM Platform.**

President James Grady 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, Jana Haas, Donald Rosedale, Erin Doerr and President James Grady. Commissioners answering present via in person to the roll call were, Commissioner William Yates. In attendance via electronic communication were Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Recreation, Joseph Weber; Superintendent of Parks & Planning, Paul Guza; Superintendent of Revenue Facilities, Brian Panek. In attendance were Executive Director, Donald Miletic; and Project Manager, Jeanette Berard.

Guests: None

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

**IV. INTRODUCTIONS/PRESENTATIONS:**

**A. History Center:** Executive Director Donald Miletic stated:

- They are working remotely, Philip comes in if needed.
- Slowly opening and getting ready for the next phase of operation.

**B. Senior Center:** Executive Director Donald Miletic stated:

- They secured a refinance loan from Millennium Bank, which will save about \$12,000/year.
- The remaining balance on the property is \$1.65 million.
- The Over the Rainbow Group is still looking into the development of the land next to the Senior Center, could provide for needed cash flow.

**C. Des Plaines Friends of the Parks:** Superintendent Joseph Weber and Jeanette Berard reviewed the information in Agenda 3-C

- Planning for updates to the Glow Golf Event in October with a possible Glow Event on the patio.

Discussion: President Grady asked if they could still run the Glow Golf but have tents. Project Manager Berard stated the cost of a tent would be \$1,200 or more, the DPFTOP did not know if that would be worth the cost. Executive Director Miletic said that he would like to see the Glow Golf event run in some capacity.

**V. COMMENTS FROM THE COMMUNITY:**

We were contacted on Thursday June 11 via email about where the meeting would be held. We asked for a specific question or if her/she would like to be sent the Zoom Platform link. Had not received a response back.

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

**VI. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

- A. MINUTES – May 19, 2020
- B. EXECUTIVE SESSION MINUTES – May 19, 2020
- B.1 SPECIAL MEETING MINUTES– None

C. VOUCHER BILLS:

|                |               |
|----------------|---------------|
| April 17, 2020 | \$ 396,519.86 |
| April 30, 2020 | \$ 164,246.83 |

D. PAYROLL:

|                |               |
|----------------|---------------|
| April 24, 2020 | \$ 103,913.39 |
| May 8, 2020    | \$ 101,718.50 |

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

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

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

- Next Meeting June 23, 2020.
- Nothing to report, they are still running virtual programs.

Discussion: President Grady asked who the new Executive Director was. Executive Director Miletic stated Trisha Brightlow started last year.

**VIII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- We had some recent changes to the Open Meetings Act that were passed on Friday evening. We are following the new guidelines with the updated verbiage on the agenda, providing access to the Zoom link to the public, and includes at least one person in the office while the meeting is taking place. Next month's meeting is planned to be in person.
- Summers are in general are challenging and this summer is going to be even more challenging. We have to recreate the wheel and implementation tend to have some changes due to guidelines received at the last minute.
- Staff are stretched in many directions and are running around. They are finding new ways to accomplish past goals.
- Approved Ordinance #20-04 Sale of Surplus Property has us listing 630 Greenview for sale on July 1<sup>st</sup>. We will be working with Sharon Lynch as she has done work for us on many past grants applications.
- Moving forward with opening Outdoor Pools on June 19, following Phase #3 Guidelines lap swim and swim team practice.
- Ed Kelley will be retiring on June 26, 50 person celebration to be held at Lake Park from 4:00-6:00pm. We will have buffet servers and social distancing procedures in place.
- OSLAD Funding will not be approved for FY 2021, would like to go for the LWCF grant for the land acquisition. I ask for Park Board feedback and if interested will present a Resolution of Authorization at the July Board Meeting.
- The City of Des Plaines has cancelled all large group events and looking for feedback from the Park Board on a plan for Fall Fest 2020. Staff have expressed concern about working this event. Also as we head into the fall there is chance for a second outbreak and Phase #5 will not be realistic.

- Park District APP for mobile phone projected to be available in October 2020, it will host discounts and publications for our patrons.

Discussion: Park Board Feedback on LWCF Land Acquisition for Winnebago Park; President Grady stated this would be great to get more property. Commissioner Rosedale stated this is very important. Commissioner Haas stated yes and the addition of the cross walk over Algonquin Road would add a safe passage for kids to travel on instead of walking on Lee Street. Commissioner Doerr asked if this was another matching grant, Executive Director Miletic stated yes. Commissioner Yates said he was ok with moving forward. The Park Board Feedback on Fall Fest; Commissioner Haas stated that staff safety is the number one priority, new cases are not going away, unsure of the plans for school in the fall. President Grady stated he was not in favor as this would be the only venue open and would bring in a lot of people outside of Des Plaines, he understands the staffing concerns. Commissioner Rosedale stated that Izaak Walton did not want to host the fishing derby this year due to COVID-19 concerns. Commissioner Doerr stated she is hopeful for a vaccine, but does not think we will get permit approvals or volunteers. Commissioner Yates said no. Commissioner Haas asked about the YMCA Property. Executive Director Miletic stated he spoke with a YMCA Individual told them we would not be interested in purchasing for about 6 million because it would need another 5 million in renovations.

### **A.1 REVENUE FACILITIES**

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

- Very busy in all of the golf department buildings as we opened everything on May 29.
- We opened the courses with no discounts and at the regular prices, last week we brought back the discounts.
- We have opened the range at 50% capacity using 40 of 80 bays, with one pay in-between. There are a lot of precautions in place and hired on more staff to help with the new procedures
- The leagues have started.
- We had a leak in the irrigation system on the greens, however this should be fixed tomorrow.
- Dylan is doing great for his first summer season and with all of the new updates.
- Club Casa has the patio open with 8 tables.
- Mountain View Adventure Center has picked up, especially during the day. We saw a large increase when we purchased a \$75.00 Facebook boost which reached 6,556 people. Balls and clubs are sanitized for each person. Batting cages are a little slow, we are not providing helmets. Skate Park is open for 10 people, kids are following the rules and self-policing.
- Lake Park is doing extremely well with over three times the revenue last year includes the Golf Course, Paddle Boats and Kayaks. We ran a redemption ad in The Journal at this time 2 people have redeemed.
- Reviewed the building services department including the painting of Prairie Lakes to match the new Aquatic Center, being the source to help with PPE and disinfectant supplies for the park district, retailing the men's showers and currently being down one staff member on the crew.

Discussion: President Grady asked if the Forest Preserve Driving Range was doing every other bay for their range. Superintendent Panek said it looked as if they were not using every other bay.

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

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

- Reviewed Indoor Pool completions and punch list preparations, including preparation for the IDPH permit. A lot of dirt is being moved both on and off site. The basketball, volleyball and connecting parking lot are being worked on now. They are working on the pump for the Splash Pad.
- Update to the showers are completed and the flooring is planned for at Prairie Lakes.
- Swimming facilities to open for lap and swim team on June 19. Open public swim hopefully June 26. Lap Swim will continue at Iroquois when public swim opens.
- Summer Care Camps started on June 8, going very well even with the 50% decrease in participants. Number continue to increase each week.
- Looking to open Fitness Center/ Health Club on June 26 waiting on IDPH guidelines.
- Lifeguard Training has started and they are training in the water.
- Corodgan and Clark is providing a scope of work for the Prairie Lakes Fitness Center Renovation.
- Bid Projects included Bluett Park Playground and Golf Center Parking Lot.

Discussion: President Grady asked if the water filter/pumps for pool were on the same system. Deputy Director Cathey stated they are all on a separate system.

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

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

- Experienced my first time with the pool season opening.
- Prepping the facilities with COVID updates, Leisure Center, Prairie Lakes, Mountain View, Oakwood.
- Working on the irrigation at Prairie Lakes and Mountain View.
- Working on the planting of annual flowers at Prairie Lakes and Lake Park.
- This is Ed Kelley's last report, he said to say "Hi and Thank you".
- The new Mechanical Maintenance Supervisor Anthony Szmergalski started this week, looking to see updated in the department moving forward.
- Started the removal of the sediment bladder at Mountain View.

Discussion: Commissioner Haas asked if they were at full staff. Superintendent Guza stated yes and they have gone from 10-12 days for the mowing rotation to 7-8 days which is a great improvement. President Grady stated we need to have Prairie Lakes looking great for the Grand Opening of the Aquatic Center. Commissioner Doerr asked what the hole is in the garden bed of Arndt Park. Superintendent Guza started we had a rotten pipe that needed to be replaced and while doing so there was a sink hole. We have repaired it twice however it is still an issue and the City of Des Plaines needs to come out.

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

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

- Happy Anniversary to Paul Guza for 1 year at the district.
- Have opened/planning to open in Phase #3, Care Camp, Outdoor Fitness, Pool (Lap & Swim Team)
- We did see a large amount of refunds when the guidelines went out for Summer Care Camp. The feedback and polling from families were; 1 COVID Concerns, 2 Concerns on Masks, 3 Parents are home and do not need the care, 4 not the same camps as last year. Have seen a 40% increase from Session 1 to Session 2, hopefully nearing the end of virtual programs. Working with seasonal staff on social distancing, mask protocol. Planning for in house field trips (Mountain View Looking to have access to the pools on Tuesday & Thursday in Phase #4, have also include curb side drop off

which is getting great feedback from families. Carolanne and Jenn have been doing a great job with camp and keeping everything well organized and safe for all.

- Outdoor Fitness was started at West Park, we have had full or almost full classes with up to 10 participants.
- Basketball Clinics with Chris starting this week, full registration.
- We have begun permitting the athletic fields, for baseball, softball and cricket. All need to follow the social distancing guidelines.
- Lap Swim and Swim Team are scheduled to open on 6/19 with limited numbers (10) and social distancing.
- Open Swim and Aqua Fitness options include limited numbers for social distancing, attendance shifts. Trying to provide an opportunity to the community that will include some pool time if possible plans to open on 6/26.
- Planning to open the Fitness Centers on 6/26 with Phase #4. We have moved equipment, added signage, 60 minute time limits, and extended memberships 105 days. Looking to service 15-17 people per hour.
- All COVID-19 updates have been a team effort across all departments.

Discussion: Commissioner Haas asked for a count of the number of classes people have attend and a number of pool passes purchased. President Grady asked the manager at Chippewa and Iroquois be prepared and well versed in the IDPH and State guidelines, when talking with patrons who are visiting the pools, especially at scheduled transition times.

#### **A. BUSINESS DEPARTMENT**

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

- The Business Department has been very busy, adapting to all new processes of each department.
- Working on Audit Prep for July.
- Working on Budget and looking at the COVID cost on operations.
- Lots of setups for classes, installment billings, work stations, etc.
- Hosted a Welcome Back Training with COVID protocol and survey with each full time staff member. A lot of positive feedback only major concern was Fall Fest.
- Taxes will have no late fees until October 1.
- Gosia accepted a new job with the Glenview School District and her last day is June 19, 2020.

Discussion: None

#### **FINANCIAL REPORT**

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Haas **moved to accept the Financial Report for June 16, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Doerr

Discussion: Commissioners Rosedale and Yates both needed to excuse themselves from the Zoom Meeting during the time of this roll call. President Grady stated the public will need to understand the updates for COVID-19 and the timeline of receiving guidelines from IDPH to implementation by the district.

Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, **NA**; Yates, **NA**; President Grady, Aye.  
Motion carried 3-2

## **IIX. UNFINISHED BUSINESS:**

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

Executive Director Miletic reviewed the Indoor Pool Project Costs Spreadsheet.

- \$161,000 remaining in the contingency budget.
- Moving a lot of soil on and off site, widening the berms.
- Have saved about \$350,000-\$400,000 on dirt removal.

Discussion: Commissioner Haas asked who is moving the dirt to Cheyenne Park. Executive Director Miletic stated DPPD is moving the dirt to this park district site. This can be challenging because our trucks hold 1/5 of a semi-trailer and we need to navigate sidewalks and trees. Commissioner Haas asked what is the warranty of the construction work and how long do we hold the retainers. Deputy Director Cathey stated 1 year for warranty, after the punch list is completed they will receive the retainers.

## **IX. NEW BUSINESS:**

### **A. Agenda Item 9-A: Approval of Bluett Playground Equipment Bid**

Deputy Director Paul Cathey reviewed the information in Agenda Item 9-A. We also shared the full concept with the Jellybean (vibrant primary colors) selected. Playcore also provided a funding initiative of 50% of the cost of the play structures.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve the proposal for the Bluett Park Playground equipment submitted by Cunningham Recreation in the amount of \$78,358.44.”**

Seconded by Commissioner Doerr.

Discussion: President Grady asked if we would be adding an ADA swing. Deputy Director Cathey stated yes an ADA swing goes in every park along with an expression swing. He also asked what was the last playground we used this company for equipment. Deputy Director Cathey stated Eaton Park.

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

### **B. Agenda Item 9-B: Approval of Golf Center Parking Lot Rehabilitation Project Bid**

Deputy Director Paul Cathey reviewed the information in Agenda Item 9-B

Commissioner Haas made the motion **“At this time I request the Park Board of Commissioners accept the bid submitted by Chicagoland Paving, Lake Zurich, IL for the Golf Center Parking Lot Rehabilitation Project in the amount of \$316,277.00.”**

Seconded by Commissioner Rosedale.

Discussion: Commissioner Haas asked how long the project would take and when it would be completed. Deputy Director Cathey stated mid-September and should take about 5 days or longer depending on the weather. President Grady asked what the warranty on the parking lot construction. Deputy Director stated 1 year from completion for them to come back in a fix it.

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

**X. CORRESPONDENCE:**

**A. Mr. Arcuri 4<sup>th</sup> Ward Resident-** Executive Director Miletic stated that mowing has been challenging with furloughed staff and COVID-19 FLMA in April and May, along with the heavy rain. Staff has been working very hard to keep up and look to almost be caught up.

**B. Chippewa Literacy Committee**

**XI. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Signed my daughter up for Arndt Park camp and she loved it. I can see lots of steps, hard work and communication by everyone. Chart is amazing for the pool. Visited Lake Park for fishing and walking paths. There are few opportunities for families and we are doing a great job to offer what we can. Thank you!

**Commissioner Haas:** Thanks for the hard work by all staff. Question if we will be opening picnic shelters this summer? Executive Director Miletic stated yes in Phase #4, June 26 will need to be 50 people or less, based on the State of Illinois Guidelines. I am also tracking the COVID cases in Des Plaines and we look to be going down each day.

**Commissioner Rosedale:** All are thankful for the staff. Izaak Walton will be hosting a river clean up with Donna from Clean Up Give Back. Will be following group sizes and social distancing. Microsoft is sponsoring the boxed lunch for the 65 participants.

**Commissioner Yates:** No Comment

**President Grady:** Staff are doing a tremendous job given the current circumstances. We have to create a new game plan for everything. All need to be commended for this work. We are doing the best to follow all of the IDPH and State of Illinois rules. Stay Safe.

**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 8:48 p.m.

Seconded by Commissioner Haas.

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 9:58 pm

Seconded by Commissioner Haas.

All in favor 5-0.

Motion carried 5-0.

A. Approval of Items in Executive Session: None

Discussion: None

**XIV. ADJOURNMENT**

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 9:59 pm

Seconded by Commissioner Haas.  
All in favor 5-0.  
Motion carried 5-0.

APPROVED \_\_\_\_\_

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President

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Secretary