

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
Tuesday July 21, 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, Donald Rosedale, Erin Doerr, Jana Haas and President Grady. Commissioner answering present via phone conference communication were William Yates. In attendance were Executive Director Donald Miletic, Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Revenue Facilities, Brian Panek; and Project Manager, Jeanette Berard. In attendance via phone conference communication were Superintendent of Recreation, Joseph Weber; and Superintendent of Parks & Planning, Paul Guza.

Guests: None

**OPEN PUBLIC HEARING**

**Budget and Appropriation Ordinance #20-05**

President Grady asked for a motion and second to Open the Public Hearing on Budget and Appropriation Ordinance #20-05.

Motion by Commissioner Haas

Second by Commissioner Rosedale

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays: 0

Executive Director Miletic stated as required by state statute and the Park District Code, the Des Plaines Park District is required to adopt an Annual Budget and Appropriation Ordinance within the first quarter of each fiscal year starting on May 1 and ending on April 30. This ordinance authorizes the Des Plaines Park District to appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities incurred by the Des Plaines Park District.

Executive Director Miletic stated the Budget and Appropriation was prepared and passed in Tentative Form as Ordinance #20-04 on April 21, 2020 and was available for public inspection from April 22, 2020 through July 21, 2020. The Public Hearing notice was published in the Des Plaines Journal and Topics Newspaper within the required timelines.

Executive Director Miletic read the budget summary:

Cash on Hand at May 1, 2020	\$18,059,806
Estimated Cash to be received from all sources through April 30, 2021	\$15,620,510
Estimated Expenditures through April 30, 2021	\$20,248,991
Projected Cash on Hand at April 30, 2021	\$13,431,325

Estimated amount of Real Estate Taxes  
to be received through April 30, 2021

\$8,331,795

President Grady asked is there anyone in the audience who wishes to present testimony or ask questions in regard to the Des Plaines Park District Annual Budget and Appropriation Ordinance #20-05

President Grady stated Official Board action on the Budget and Appropriation Ordinance #20-05 is scheduled under New Business as Item 9-A.

President Grady asked for a motion and second to close the Public Hearing on Budget and Appropriation Ordinance #20-05.

Motion by Commissioner Rosedale

Second by Commissioner Doerr

Discussion: None

All in Favor, Opposed

Ayes: 5 Nays: 0

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

## **III. INTRODUCTIONS/PRESENTATIONS:**

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

- They are working remotely and only come in for scheduled tours.
- Their copier recently broke and they needed to use ours at the Leisure Center. They may need to purchase a new one.

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

- They are trying to find ways to run programs.

**C. Des Plaines Friends of the Parks:** Project Manager Jeanette Berard reviewed the information in Agenda 3-C

- The Golf in the Dark Event will be cancelled for 2020. Participants or donors will be contacted for what they would like to do with their donation.
- They will continue to find ways to raise money for scholarships.

Discussion: 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 – June 16, 2020
- B. EXECUTIVE SESSION MINUTES – June 16, 2020
  - B.1 SPECIAL MEETING MINUTES– None

C. VOUCHER BILLS:

June 12, 2020	\$ 130,644.57
June 26, 2020	\$ 454,156.13
July 10, 2020	\$ 299,362.44

D. PAYROLL:

June 19, 2020	\$ 166,138.66
July 3, 2020	\$ 210,641.68

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.

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

- No Report

Discussion: None

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

- It has been a busy month with everything going on.
- It was a team effort from all departments to complete the soft opening of the Prairie Lakes Aquatic Center. We only heard compliments and people looking forward to the opening of the Wellness Pool.
- We adjusted numbers for the opening from 150 to 50 which allowed participants more access to all the amenities and continuing to follow COVID-19 guidelines.
- New Dates for the VIP Opening August 26 at 6:00pm, and Public Grand Opening August 29 at 11:00am.
- Park District APP for mobile phone projected to be available in October 2020, it will host discounts and publications for our patrons.
- We had a good meeting at Winnebago Park Public Forum. There were some residents who were not in favor of the expansion.
- I was asked to be the Chamber Board President in 2022.
- Working with the City of Des Plaines on the Prairie Lake Ponds and management of the sediment.
- Public Act was passed with the State of Illinois which has the following set aside for the Des Plaines Park District. \$10,000,000 for capital projects through IDNR, 2,000,000 for shoreline restoration at Lake Park, and \$632,000 to disconnect the storm sewer. A Big thank you to Senator Murphy and State Representative Moylan for their help on supporting us.

Discussion:

Commissioner Doerr asked if we will be having a meeting with the City of Des Plaines and Alderman. Executive Director Miletic said yes, dates to be determined. Commissioner Haas asked who would be overseeing the App. Executive Director Miletic stated a new position originally Social Media/ Sponsorship Supervisor will be a Social Media/ Website Supervisor.

**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, 2 to 3 times the amount of play since last year.

- We had a leak in the irrigation system on the greens, this was fixed and the grass is almost restored.
- We currently have a group who visits the Golf Center at night that is requiring the support of the Police Department. They have been extremely helpful.
- Club Casa has been able to book 7-8 funeral luncheons, and have been busy during the evening.
- Golf Tec is doing well.
- The Pro Shop is still down but doing better.
- Mountain View Adventure Center has picked up, especially during the day. Putt for the Pantry will be hosting their fundraising event on August 15<sup>th</sup>.
- Lake Park is doing extremely well with over two times the green fees and three times the boating fees from last year. We will be adding swan paddle boats to the lake with a slight upcharge.
- Reviewed the building services department. Again they continue to be the source to help with PPE and disinfectant supplies for the park district.

Discussion: President Grady asked about the live bait shortage, Superintendent Panek stated they are ordering 2-3 times a week, the bait has been selling out fast this year. Commissioner Haas stated she is excited for the Des Plaines Park District purchase of a concessions/food truck to be park at the Memorial Pavilion next year. Superintendent Panek stated it will be a nice addition to that side of the park and it will help to clean and monitor the restrooms.

## **B. DEPUTY DIRECTOR:**

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

- Reviewed Indoor Pool completions and punch list preparations. This includes pouring the concrete for the sidewalk, patio and parking lots. The Wellness Wall was fixed, now they need to finish the tile work and it should be completed in a few weeks. Landscaping for the exterior of the building has started including the planting of trees.
- Great turn out at the Soft Opening had about 400 people attend the weekend event. Sold 45 passes with 75 members.
- Looking to attract members of the closing YMCA and Des Plaines Residents who attend the RecPlex to use the Prairie Lakes Aquatic Center.
- Attended Ed Kelley's going away party of Friday June 26, 2020.
- New Employees Anthony Szmergalski and Jessica Paneral both started in their new respective positions.
- The outdoor pools are very busy and the increased outdoor deck space is helping to continue social distancing to separate groups.
- Hope to have the Cumberland Bridge Project out to bid and ready for approval at the next board meeting.

Discussion: President Grady asked if the water filter/pumps for pool were on the same system and being filtered. Deputy Director Cathey stated they are all on a separate system and yes. Commissioner Rosedale asked if all the amenities are working in the Splash Pad. Deputy Director Cathey yes everything is working, we can program different features or a series for the splash pad to follow with a computer system.

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

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

- This has been a very hot month
- Cumberland is 90 % complete with the structure.
- Bluett Playground designs have been submitted to the Village of Mount Prospect for permit approval.
- Mountain View Ponds have been updated and an algae application has been completed.
- Continuing to work on flower beds and turf

- Learning the new aquatic center onboarding process with Tony.
- Clearing wasp nests at parks and sand pits, this is the time of year they are out.
- Sesar Botello's last day was July 17<sup>th</sup>.
- Continuing to purchase COVID-19 supplies to stay prepared with PPE.

Discussion: Commissioner Haas stated she really likes the mural being painted at the Leisure Center.

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

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

- Opened all Fitness Facilities at Prairie Lakes and the Leisure Center. Open all community outdoor pools and Prairie Lakes Aquatic Center. Open the fieldhouses all to follow the Phase #4 Guidelines.
- We started week one of camp with 65 campers, after 6 weeks we now have 196 campers, significant increase and showing more comfortability in the community mixed with needed care for families.
- Active Fitness Members at the Health Club 18 and Prairie Lakes 121, all valid for the current climate.
- Outdoor Pools have seen about 1500-1300 visits per week with a great response from the public.
- Field Rentals are doing well with tournaments with Des Plaines Baseball/Softball, cricket. Our softball leagues have extremely high numbers with many districts not running programs this summer.
- Indoor Fitness classes have begun.
- Fulltime staff are taking on supervisor shifts at the Leisure Center to cut down on additional part time staff costs when the building is not active.
- Working through the hours and plan for the Prairie Lakes Aquatic Center to ensure access for all members and open public swim.
- Staff has done a great job in the preparation of these openings and all came together for a great soft opening.
- Looking to start swim lessons in September.

Discussion: Commissioner Haas stated we have a lot of aqua fitness class attendees coming from the YMCA. President Grady asked about having DP residents a priority in these facilities. Executive Director Miletic stated we can work on a policy and reservation system. Commissioner Doerr asked about the modified hours for COVID-19 and if we have received any complaints or concern about being a cooling center. Deputy Director Cathey stated they have not and this update in hours is cost effective and why we have full time staff working to continue to be fiscally responsible given the lower numbers of participants attending. Prairie Lakes continues to be a cooling center. Commissioner Rosedale stated there is a need for staff in monitoring the stairwell at the indoor pool to help keep it clear.

## **A. BUSINESS DEPARTMENT**

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

- The Business Department has been very busy setting up for pool operations, EFT billings, passes and memberships.
- We are working on data generation for the new pass systems to track enrollment and make sure the registration process is correct.
- Working with the new Audit Firm for fiscal year 2019/2020.
- All staff worked hard to make updates to the tentative budget updating information with COVID-19. Budget updates include HR, Personnel and Operations.
- Replacement tax will have a delay in reporting.

Discussion: None

## **FINANCIAL REPORT**

Superintendent Barbara Barrera presented the monthly financial report.

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

Seconded by Commissioner Doerr

Discussion: President Grady asked if it will take longer for us to receiving our allotted taxes from the City or State. Superintendent Barrera stated it will not as they have to pay interest if they hold it.

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

Motion carried 5-0

## **II. UNFINISHED BUSINESS:**

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

Executive Director Miletic reviewed the Indoor Pool Project Costs Spreadsheet.

- We have about \$1,700,000 left to pay in expenses, should be coming in under budget.

Discussion: Park Board all stated a job well done and the creation of the aquatic center and it has been a long time coming.

## **III. NEW BUSINESS:**

### **A. Agenda Item 9-A: Approval of 2019/2020 Budget and Appropriation Ordinance #20-05**

Superintendent of Business Barbara Barrera reviewed the information in Agenda Item 9-A.

Commissioner Rosedale made the motion “**I move that the Board of Commissioners approve Ordinance 20-05, “AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES FOR THE GENERAL CORPORATE FUND PURPOSES, FOR THE RECREATION FUND, FOR THE AUDIT FUND, FOR THE TORT IMMUNITY FUND, FOR THE SPECIAL RECREATION FUND, FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND, FOR THE SOCIAL SECURITY FUND, FOR THE MUSEUM FUND, FOR THE DEBT SERVICE FUND, FOR THE CAPITAL IMPROVEMENT FUND, FOR THE MYSTIC WATERS AQUATIC FUND, FOR THE LAKE PARK FUND, FOR THE ADVENTURE GOLF FUND, FOR THE GOLF CENTER DES PLAINES FUND, OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021.”**

Seconded by Commissioner Doerr.

Discussion: President Grady asked for clarification on Other financing uses.

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

Commissioner Rosedale made the motion **“I move that the Board of Commissioners approve the Capital Improvement Plan Fiscal Year 2020/21 through Fiscal Year 2024/25”**

Seconded by Commissioner Haas

Discussion: None

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 LWCF Grant Doc 3 – Winnebago Park Expansion & Renovation**

Executive Director Donald Miletic reviewed the information in Agenda Item 9-B

Commissioner Haas made the motion **“I move the Park Board of Commissioners approve DOC-3 Resolution of Authorization for the Winnebago Park with 50% funding by the Illinois Department of Natural Resources.”**

Seconded by Commissioner Rosedale.

Discussion: None

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

**C. Agenda Item 9-C: Approval of Prairie Lakes Aquatic Center Change Order #11**

Executive Director Donald Miletic reviewed the information in Agenda Item 9-C

Commissioner Doerr made the motion **“I move the Park Board of Commissioners approve Change Order #11 for a contract credit of \$5000.00 to Nelson Fire Protection.”**

Seconded by Commissioner Rosedale.

Discussion: None

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

**D. Agenda Item 9-D: Approval of Prairie Lakes Aquatic Center Change Order #12**

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

Commissioner Haas made the motion **“I move the Park Board of Commissioners approve Change Order #12 in the amount of \$11,153.00 to TSI Commercial Floor Covering, Inc.”**

Seconded by Commissioner Doerr.

Discussion: President Grady asked if they made an elevation change on the newly installed floor at Prairie Lakes. Deputy Director Cathey stated yes.

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

**X. CORRESPONDENCE:**

- A. Sharon R. Espino Swim Team
- B. Michelle Summer Camp Parent
- C. City of Des Plaines Fourth of July Event

**XI. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Soft Opening was really sweat and a lot of hard work went into this. Didn't know Jana was on the task force that is really nice. Very pleased with Co-Rec Softball. Next month will be 1 year on the Park Board!

**Commissioner Haas:** We are doing more than just surviving in this time. I was skeptical on how this would play out, but very impressed with all staff stepping up and going the extra mile. There will be more challenges ahead. We want staff to know we care about their safety and are grateful for them. Thank you

**Commissioner Rosedale:** Echo Jana and that staff is going above and beyond. Opening the new pool has been a lot of hard work for all departments.

**Commissioner Yates:** No Comment

**President Grady:** Everyone is doing an extraordinary job in this new normal. It is hard to keep all contractors on the same page and we have done so while building a 12 million dollar pool and opening with COVID-19. Congrats to staff and have a great rest of the summer. Hopefully this will calm down so we can all enjoy.

**XII. EXECUTIVE SESSION:**

None

**III. RETURN TO OPEN SESSION:**

None

**XIV. ADJOURNMENT**

Commissioner Doerr 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