

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday August 18, 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, William Yates and President Grady. In attendance were Executive Director Donald Miletic, Superintendent of Recreation, Joseph Weber and Project Manager, Jeanette Berard. In attendance via ZOOM Virtual Platform Deputy Director, Paul Cathey; Superintendent of Business, Barbara Barrera; Superintendent of Revenue Facilities, Brian Panek; and Superintendent of Parks & Planning, Paul Guza.

Guests: Senator Laura M. Murphy; Jennifer Toner

II. CHANGES TO THE AGENDA: None

III. INTRODUCTIONS/PRESENTATIONS:

- A. Community Honor Roll:** Executive Director Donald Miletic presented the Community Honor Roll for July 2020, to Senator Laura M. Murphy for her continued support of the Des Plaines Park District. This is not just a day of recognition,” said Miletic, “It’s for a lifetime of believing in our mission of *Enhancing our community by providing quality recreational opportunities, facilities, parks, and open space.*” The Senator’s name will also be a permanent part of the park district’s Community Honor Roll plaques at Prairie Lakes Community Center, 515 E. Thacker Street, and the Administrative & Leisure Center, 2222 Birch Street.
- B. Dedicated to Excellence:** Superintendent of Recreation Joseph Weber presented the Dedicated to Excellence Award for August 2020 to Colette Plantz. “I cannot express enough how grateful we are for the desire she brings to make a mark in everything she does. The Park District has only benefited from having her employed with us; she sets a high standard of what an employee should be.”
- C. Proclamation City of Des Plaines:** Commissioner Haas presented to the Park Board and staff a Proclamation from Mayor Matt Bogus for the Prairie Lakes Aquatic Center.
- D. Des Plaines Friends of the Parks:** Project Manager Jeanette Berard reviewed the information in Agenda 3-C
 - All the Golf in the Dark sponsors and past participants were sent an updated letter and donation request form to continue to raise funds for the 2020 scholarship fund.
 - We are looking to submit a grant to Rivers Casino to provide scholarship funding for all families who are registered for the Des Plaines Park District E- Learning & Action Academy to help with additional costs due to COVID-19.

Discussion: None

IV. COMMENTS FROM THE COMMUNITY:

Jennifer Toner attended the meeting to receive clarification on the status of Winnebago Park. Her questions included the following with information from Executive Director Miletic.

- *The status of the Land Acquisition Grant (LWCF) with the State of Illinois?*
The Grant was submitted on July 31, 2020 is has been received by IDNR. It has not been executed. Should be 3-4 months before we find out if it was approved and if approved another 5 months before it is fully executed and the District can begin negotiations on the property.
- *What features and costs are included for the Land Acquisition Grant?*

The LWCF Grant was submitted for the acquisition of 1053 E Algonquin only, this does not include any future development. The imagery boards provide at the park forum were of a conceptual design that was a requirement of the grant. The grant includes a 50% cost of the overall total to purchase the property. This includes the value of the home, assessment, closing costs, attorney fees and archeological surveys. The price of the home was based on CMV with other homes in the neighborhood. The matching grant was submitted for \$139,600.00.

- *Have you tried to purchase this property before?*
Yes this property has been of interest since 1995. We tried to purchase in 2012. It is a strategic property. *What makes it a strategic property? Are other houses around parks considered the same?* The size of the property, the location, the value add with access to Algonquin Road and to expand the park size with more green space. Not all houses next to parks are considered strategic, examples of past properties acquired in a similar format are; 1355 Oakwood Ave at Centennial Park, 504 Good Ave at Mohawk Park.
- *Was the Park Board made aware of the residents who were against the expansion of the park?*
Yes the board received a resident email notification on Friday August 14. They were provided a copy of the email exchange at the start of this meeting, and it was to be discussed during the Executive Directors Operations Report Presentation. My recommendation to the Park Board is to continue with the grant process and if we are approved, move forward with acquiring the property. Instead of moving forward with the land development, we can rent the house. This will provide us more time to see if there is a shift in resident support over the next few years. We have done this in the past with other parks who residents did not want expansion. But with time the community changed and support for expansion with development was favored.
- *Has the District owned rental properties before? Have they rented to the previous owner?*
Yes the district has had and currently owns rental properties. We have not rented to a previous owner, but if they are interested we would consider.
- *Are all of the properties purchased by the District on the open market?*
Some properties have and some properties have not. Within the grant process you only ask if the owner is interested in selling, you cannot negotiate prior to the execution of the grant.
- *Is Winnebago Park scheduled for equipment renovation? Is this grant dependent or are funds paid in full by the District? When would the updates take place?*
Yes Winnebago Park is on the Capital Improvement Plan for updates in the next fiscal year. The existing park updates are not dependent on grant approval. These funds are budgeted in the Capital Fund to be used in fiscal year May 1, 2021- April 30, 2022. The updates would take place in Fall 2021 or Spring 2022 dependent on weather and the current project workload of our parks department.
- *Would there be a public forum for equipment? Who decides on what is put in the park?*
In general we let the professional staff pick out the equipment based on criteria we have set on Play Value for each piece of the equipment and overall designs by different playground vendors. The Deputy Director, Superintendent of Parks and Planning, and Special Project Supervisor will create a park best suited for the space. This area is their area of expertise.

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

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES – July 21, 2020
- B. EXECUTIVE SESSION MINUTES – None
- B.1 SPECIAL MEETING MINUTES– None

C. VOUCHER BILLS:

July 24, 2020	\$ 510,821.34
August 7, 2020	\$ 274,953.93

D. PAYROLL:

July 17, 2020	\$ 224,211.69
July 31, 2020	\$ 234,294.99

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

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;

- Provided an email correspondence about Winnebago Park to the Park Board. Some residents would not like to see the expansion of the park. The LWCF Grant has been submitted for the acquisition of the property. Following our Comprehensive Master Plan and Strategic Plan this property is one the district has wanted to purchase for the last 20 years. My recommendation is to see where the grant process goes and if we are awarded the funds, purchase the property and instead of demolishing and adding green space, rent the house out. We will wait a few years and ask the residents for more input on expansion at that time. The replacement of the existing playground is schedule to be replaced in the 2021/2022 fiscal year following the Capital Improvement Plan.
- Thank you Paul for your oversight of the district while I was on vacation.
- Thank you to staff for pushing to move us forward with facilities and programs during COVID-19, it has been a lot of work but a great success.
- Currently have 465 members at the Prairie Lakes Aquatic Center within the first month of opening, inside of a pandemic.
- We are seeing a high volume of registrations for the Aqua Fitness & Wellness Classes
- The Wellness Pool is now open and features the Aqua Bikes.
- Dates for the VIP Opening August 26 at 6:00pm, and Public Grand Opening August 29 at 11:30am
- Park District APP for mobile phone projected to be available in October 2020, it will host discounts and publications for our patrons.
- OSALD Grants submitted in August of last year were finally executed; Lake Park Playground & Splash Pad Renovations and Centennial Park Expansion. We have two years to complete these projects.
- Will be working with Senator Laura Murphy, City of Des Plaines and MWRD on the Lake Park Shoreline and storm water management.
- Club Casa signed their 3 year option agreement.
- Plan to work with Cordogan & Clark to begin the scaled renderings of Arndt Park Recreation & Aquatic Center. If the State of Illinois funds Public Act 101-0638 we try and use these funds to complete the project.
- Talked with the History Center about purchasing the caboose and putting on the kinder house property. The board stated there is no room or historical value and will not be purchasing it.

Discussion: None

A.1 REVENUE FACILITIES

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

- The Golf Center continues to be extremely busy in the month of July bringing in \$300,000 in revenue. This is a \$70,000 increase from 2019. We should be at the same overall revenue as 2019 by September making up from COVID-19 losses with being closed or at half capacity for two months.
- Lake Park is also very busy with \$20,000 revenue for July. This is a \$13,000 increase from 2019. We have had a lot of new people attending and the boosted Facebook posts helped spread the word about what is offered. We are still planning to receive the paddle boat swans, however they are delayed until October based on COVID-19 and employment at the plant.
- Mountain View updated their day time hours to continue running through this week. We have seen a great turnout from patrons.
- Continuing to onboard about 20 staff. We had many return to school but all locations are still very busy.
- Putt for the Pantry Event held on 8/15 at Mountain View was very successful.
- Upcoming Golf Outings 9/11 Senior Center at Lake Park Golf Course, 9/15 Chamber Event at Old Orchard Country Club.

Discussion: President Grady asked about the maintenance issues at the Golf Center. Superintendent Panek stated he has been in continued talks and are working through the remaining issues on the greens, weed control and seeding. Commissioner Doerr stated it is wonderful that the Golf Center, Lake Park and Mountain View staff are being cross trained in all facilities. That will provide them more insight and make them more skilled for the future.

B. DEPUTY DIRECTOR:

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

- Pool and Camp staff did an outstanding job this summer, thank you for all of your hard work.
- Reviewed Indoor Pool completions and punch list preparations. This includes opening of the wellness pool, flooring, outdoor landscape and HVAC.
- The Aquatic Center has a very busy lap swim, which is great to see.
- We extended Iroquois Pool days of operation until Labor Day this year.
- Went out to bid on the Cumberland Bridge project, the bids were high. We are going to evaluate and possible go out to bid again.
- We are going out to bid for the custodial contract for Prairie Lakes Community Center and Prairie Lakes Aquatic Center, Replace of the Leisure Center Roof. Both of these should be presented at the next board meeting
- The Golf Center parking lot repairs will begin in mid-September, based on the heavy use this will be challenging to complete. We will have one lot available at all times.
- Lake Opeka was tested for Blue Green Algae and it show a high level of microorganisms, but no Algae. Clarke Aquatics treated 8 acres of Lake Opeka and the recent test came back clear of the microorganisms and no Blue Green Algae. They will continue to monitor.

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 except have issues with the Puddles, 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;

- Cumberland Terrace Playground Equipment replace will be completed by Friday August 21.
- The underground fuel tank storage at Lake Park passed inspection.
- Working to install the new berm at Mountain View with the remaining sediment from the ponds last year.
- Working with Kids around the World to use the old Bluett Playground equipment when we begin construction on that park after Labor Day.
- Working with City of Des Plaines to complete a drainage issue at Arndt Park.
- Worked with the Des Plaines Garden Club with updates to their planting areas at Lake Park.
- Continuing to work with the Tree of Life and Memorial Bench program.
- Landscape Supervisor Robert Auten's last day in August 19, he will be taking a new job closer to home. During the interview process I will be taking on these responsibilities.
- The parks continue to improve within the last 30 days and hope to continue to be better in another 30 days. We are working on planting beds, weed control and more recently dead or dying tree removal and a number of facilities and parks.
- Continue to maintain and purchase the Des Plaines Park District's COVID-19 supplies and PPE. We are still in good stock.

Discussion: None.

B.2 RECREATION DEPARTMENT:

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

- Completed all weeks of summer and preschool camps. Summer was a great success with over 200 campers and staff did an amazing job running the programs providing a safe and fun experience for all.
- Chippewa and Iroquois are currently in post season hours. We continue to see great turn out for the morning lap swim at Iroquois, people are really enjoy this option and would it to be extended into next year.
- Staff has been working extremely hard on the E- Learning & Action Academy program. Over the last month much information has changed and we continue to evolve working with the school district. The plan is to begin E- Learning Registration on Friday 8/21-8/26 for Residents and 8/26-8/30 for Non-Residents. The first week of the program begins on Tuesday September 8. We will have 50 spots available for grades 1-8.
- Fitness and Aquatic Classes discounts have been modified with the updates to the Phase #4 Guidelines. Discounts will be frozen while the indoor group size maximum is at 10 participants. We have seen many of the classes fill and are looking to offer more where we can. This is based on the space of the facility and schedule of the instructors.
- Fall soccer has over 100 participants and Chris is working hard to make sure this program runs successfully. Families are very excited for this to be offered.
- A huge thank you to Brain's staff for all their efforts in keeping our facilities clean for summer camp. They will continue to play a huge role in the running of the E- Learning & Action Academy.

Discussion: Commissioner Haas stated that she has heard a lot of feedback about the aqua classes being full, we have a large group attendees coming from the YMCA. Superintendent Weber stated that we are working to provide more class opportunities. Commissioner Doerr asked if Creative Corners Preschool will be running this year. Superintendent Weber stated the classes will be running in person, except for the 2 year old program. The classes will follow the same summer format with lower class numbers. We are also encouraging kindergarten families who will complete E-Learning in the morning to attend Pre-

K Afternoon, as this program can support that age group academically and developmentally as it has in the past years.

Discussion: None.

A. BUSINESS DEPARTMENT

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

- The approved budget has been filed with the State of Illinois.
- The Business Department has been very busy setting up for pool operations and E-Learning. Providing a significant amount of support to each department. This has been working with the cross training of the department.
- We have made significant upgrades for VPN, Firewall for the overall district along with Bandwidth upgrades at Prairie Lakes to host E-Learning.
- We have had a significant amount of rentals at the outdoor pavilions. We have had many inquiries about the indoor rentals and guidelines. Specifically Good News Church would like to attend the Leisure Center soon. We are looking at the full logistics of bringing them back onsite.

Discussion: Commissioner Doerr asked if the amount of vandalism that had to be submitted to PDRMA is normal. Executive Director said yes this is normal, specifically during this time of year and given the current COVID-19 climate.

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Doerr **moved to accept the Financial Report for August 18, 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;; 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 \$1,500,000 left to pay in expenses, should be coming in under budget.
- Still working through punch list items
- Adding a sign and banners to the south side of the building

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

IX. NEW BUSINESS:

- A. Agenda Item 9-A: Review of 2019 ADA Compliance Plan; Review of Transition Plan and Self Evaluation**

Superintendent Joseph Weber reviewed the completed items and updated policies in the ADA Transition Plan for the past year.

Discussion: None

B. Agenda Item 9-B: Approval of Sale of Surplus Property Ordinance #20-06

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

Commissioner Doerr made the motion “**I move that the Board of Commissioners adopt Sale of Surplus Property Ordinance #20-06.**”

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 #13

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

Commissioner Haas made the motion “**I move the Park Board of Commissioners approve Change Order #13 for a contract credit of \$5000.00 to Olsson Roofing Company, Inc.**”

Seconded by Commissioner Rosedale.

Discussion: None

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

X. CORRESPONDENCE:

- A. Alderman Denise Rodd
- B. Maureen Stern City of Des Plaines
- C. Summer Camp Parent Thank You

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: I have officially been on the Park Board for one year. Learning a lot from everyone. This park district goes so far for all of our families. Thank you so much. Election Season for me is starting!

Commissioner Haas: Went over to Cumberland Terrace and the park is huge and beautiful. With the new E-Learning program, we never know what this could bring for us with District 62. Prairie Lakes Aquatic Center is doing great.

Commissioner Rosedale: Received feedback about the entrance/ exit of the new pool as it can be challenging to get out. Izaak Walton will be holding the Annual Turkey Shoot on September 19 to allow for more social distancing outdoor. You will be able to reserve your Thanksgiving turkey pick up in November. Thank you to staff for all the hard work this summer.

Commissioner Yates: No Comment

President Grady: Looking to include a Tree Test Scavenger Hunt at our parks. This could be an addition to programming or on the new APP. Would like to see more interpretive signage at the parks.

XII. EXECUTIVE SESSION:

None

III. RETURN TO OPEN SESSION:

None

XIV. ADJOURNMENT

Commissioner Doerr made a motion to adjourn the Park Board Meeting at 8:50 pm

Seconded by Commissioner Rosedale

All in favor 5-0.

Motion carried 5-0.

APPROVED _____

President

Secretary