

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
Tuesday September 22, 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, , Erin Doerr, Jana Haas, William Yates and President Grady. In attendance were Executive Director Donald Miletic, Superintendent of Business, Barbara Barrera and Project Manager, Jeanette Berard. In attendance via ZOOM Virtual Platform Deputy Director, Paul Cathey; Superintendent of Recreation, Joseph Weber; Superintendent of Revenue Facilities, Brian Panek; and Superintendent of Parks & Planning, Paul Guza.

Guests: Via Zoom Platform Farza Khan, Jamie L. Wilkey Representing Lauterbach & Amen, LLP

Commissioner Donald Rosedale arrived at 7:02 pm

II. CHANGES TO THE AGENDA:

Commissioner Doerr made a motion **“I make a motion to move Agenda Item 9 – E Approval of Comprehensive Annual Financial Report for Year Ended April 30, 2020 to be presented after Agenda Item 4 Comments from the Community.”**

Seconded by Commissioner Haas.

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

III.INTRODUCTIONS/PRESENTATIONS:

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

- Submitting for a \$25,000 Educational Grant through Rivers Casino and Chicago Bears Community Grant to make up for lost revenue for the cancelled Golf in the Dark 2020.
- Offered to assist E-Learning Families with a weekly discount to residents totaling \$20,000. This money was not used as the program was not able to run.

Discussion: None

IV. 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

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for consent agenda:

- A. MINUTES – August 18, 2020
- B. EXECUTIVE SESSION MINUTES – None
- B.1 SPECIAL MEETING MINUTES– None
- C. VOUCHER BILLS:
- | | |
|-----------------|---------------|
| August 21, 2020 | \$ 666,884.60 |
|-----------------|---------------|

September 4, 2020

\$ 281,298.49

D. PAYROLL:

August 14, 2020 \$ 226,825.48

August 28, 2020 \$ 196,165.59

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 reviewed the information in Agenda Item 6 – A in addition to:

- MNASR held a Board Meeting on August 24, 2020.
- MNASR full time staff are working from home but now are slowly coming back into the office.
- They are continuing to serve their participants virtually.
- We are reviewing the contribution levels from the Des Plaines Park District, currently the level is based off of the EAV and not off of usage of resources.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- It has been an interesting summer, but our staff has accomplished great things.
- Our district has been running very lean for years which is why we are not seeing as high of layoff percentages as some districts. Surrounding district layoffs are ranging from 6.5-18.2%
- The Prairie Lakes Aquatic Center Grand Openings went great. We have over 900 members within the first two months of opening.
- We are looking to make updates to Prairie Lakes Fitness Center and Locker Rooms in the future.
- Cumberland Terrance Playground is completed and looks great.
- IDNR emailed us about the Winnebago Park Grant and the opposition from the residents who contacted them. The Grant Administrator visited the park for the site survey portion of the grant approval and noted this is a good project.
- The Greenview property is being updated by the Building Services Crew and we are looking to put on the market. The funds from the sale will be put into the Capital Projects Fund.
- We should be receiving \$286,000 in impact fees to repay Centennial Park's Capital Project Fund. The permits for this development were just filed with the City of Des Plaines by the Developer.
- The DPParks Interactive Mobile APP is scheduled to be available on October 30, 2020. We will be running ads in the Daily Herald and The Journal.

Discussion: Commissioner Haas asked about a Grand Opening for Cumberland Terrace. Executive Director Miletic stated we will be hosting an employee luncheon on October 9 to honor those who helped to complete the playground and say thank you for a great summer! We will be hosting a Grand Opening with the public once the Weller Creek Bridge is completed. Commissioner Doerr asked about the History Center, Halloween Hoopla and the Trunk or Treat Event as she learned the City's Tree Lighting was recently cancelled. Superintendent Weber stated how the event with the History Center evolved to help provide more

to families. The Trunk or Treat event will be held on 10/31, run in 30 minute increments, pre-registration required, 50 person limit, masks required, social distancing measures will be put into place. He also mentioned the logistics can be a challenge which is why all staff are helping in the planning and organization. Commissioner Rosedale noted information on Halloween and COVID-19 is changing week to week.

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 this month. At this time patrons have hit over 2 million balls this year. The parking lot is being redone, the North side is already completed and the South side will be started this week.
- Don and I are scheduled to meet with Nilco about the issues at the Golf Center and Lake Park that we have noted. Their contract is up on 10/31/2021.
- Lake Park is also very busy as they have already surpassed the budgeted revenue of \$50,000. Golf is up 100%, boats are up 200% and we look to add two more boats in 2021, Foot Golf we are seeing a rise in return customers who play each week.
- Mountain View hours continue to run during the week as weather and participation has stayed up. Revenue is up \$16,000 in August, we have had parties and group outings following social distancing guidelines.
- This time last year we made \$296,000 in the month, compared to \$439,000 in 2020. The facilities are doing extremely well and staff is working very hard to keep up with the demand.
- Building Services continue to help in all areas around the district, next project will be the updates to the Prairie Lakes Locker Rooms.

Discussion: President Grady noted how busy Lake Park has been. Executive Director Miletic noted that having a concession trailer on the East side next year will help bring in additional revenues.

B. DEPUTY DIRECTOR:

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

- Parking Lot updates have begun at the Golf Center, we had a set back with the asphalt plant breaking at one point. We look to be on schedule moving forward in the project.
- Reviewed Indoor Pool punch list items. Still waiting for the contractors and manufactures for both the HVAC system and the puddles in the Splash Pad to have a solution.
- The Aquatic Center openings were a team effort and everyone did a great job.
- The Weller Creek Bridge will look to be approved at this meeting and then plan to start working on construction in the late fall and winter months.
- We have completed a lot of interviews with Nicole over the last few months, we are excited for our new Landscape Supervisor to start on September 28.
- While the E-Learning and Action Academy did not run, this was a great idea and a lot of time and effort was put in by all staff with the weeks of planning to host a safe and needed program for families.
- The Prairie Lakes locker rooms will be receiving new flooring, painting and updates to features to open November 1.
- Lake Opeka was tested again and came back negative for blue green algae.

Discussion: Executive Director Miletic noted he will continue to work with the City of Des Plaines and MWRD for the disconnection of the combined storm water pipe from Lake Opeka and in its place add a lift station to move the water into the regular storm sewer. Talked with both Alderman Brookman and the City of Des Plaines we have been awarded funds from the Building Illinois Bond Fund, however funds have not been released. Looking to draft an agreement to outline responsibility and payment of the

project. Scheduled to meet with an architect next week to gather information on the estimation of construction costs.

B.1 PARKS & PLANNING DEPARTMENT:

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

- We have had a great month within the parks department.
- Bluett Park sidewalk, basketball surface and turf updates have been completed, the park installation should be completed in the next 6 weeks.
- The Centennial Park Zip Line has been replaced. We ordered additional stock of this equipment so will not have to wait 6 weeks for the part to come in. With the heavy use this playground sees, we anticipate needing to replace the zip line frequently.
- The new Landscape Supervisor will be starting on September 28.
- Working to install the new berm at Mountain View with the remaining sediment from the ponds last year.
- The banks along the Prairie Lakes Ponds have been pruned and we will continue to manage.
- With pool season ending we are painting Chippewa and Mystic Waters.
- Fall plantings of annuals and perennials continues and we prepare for the winter season.
- Continue to maintain and purchase the Des Plaines Park District's COVID-19 supplies and PPE. We are still in good stock.

Discussion: Commissioner Haas asked why the native plantings along Howard Ave at Lake Park were taken down. Superintendent Guza and Executive Director Miletic noted complaints from neighbors that the plantings were attacking a large skunk population and were asked to be removed.

B.2 RECREATION DEPARTMENT:

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

- The recreation department continues to change and adapt with the current times. We have seen a shift in behavior of patrons and we are activity finding ways to engage the customer while following the state guidelines.
- The Aquatic Center opening was a great success, thanks to all that helped but on these events!
- Fitness is currently down 1/3 from March 15- September 15.
- Adult Softball Leagues increased this summer and had a great season.
- Field Rentals continue to increase. Oakton Collage men and woman basketball programs are using the newly installed Prairie Lakes Outdoor Basketball Court.
- Outdoor soccer has over 130 participants, we did have to cancel the Jr. High program as this was run in partnership with District 62.
- We have seen a reduction in preschool with our younger ages. We also made reduction decisions to align with state guidelines. Preschool has had a great first 2 weeks of classes.
- We continue to follow the guidelines for group fitness, limiting class size to 10 participants.
- Nancy has taken over the facility operations at the Leisure Center and continues to build the dance program. Dance Idol will be held this year virtually.
- Jenn is now located at Prairie Lakes and will oversee the theatre, aquatic center and E- Learning program had that run
- We are focusing on memberships and bringing people back into our buildings. We will be running a series of ads showcasing offerings and the supervisors who run those programs.
- Looking to add a Lap Lane Reservation System for the Prairie Lakes Aquatic Center.
- Plans to open the indoor track on November 1.
- Thank you to the Business Department in all of the set ups of new programs!

Discussion: Commissioner Doerr noted the student tragedy at West Park and the activities he was involved within the community. Executive Director Miletic stated that we will be working with the family in the future to install a memorial bench within the park. President Grady asked how we would monitor the indoor track. Superintendent Weber stated that we are looking to have control access doors where members would need to scan their pass to enter. Starting November 1 members only would have access. Executive Director Miletic noted that future use of the track would require a yearly track membership with a \$2-3 fee per month.

A. BUSINESS DEPARTMENT

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

- Continue to work on the completion of all legal fillings.
- We are monitoring all COVID-19 laws and regulations as they are updated or changed.
- Looking to install an online reservation system that is easy for participants to navigate.
- IT Department prepared for the DPParks Interactive Mobile App with facility and software updates.
- **The Crisis Management & Emergency Response Plan was updated with the following: Inclusion of the Prairie Lakes Aquatic Center, Updates to Titles, Job Responsibilities and contact information of supervisors. The manual was approved by the Park Board in 2020 and we will continue to have it approved each year.**

Discussion: Commissioner Doerr asked if we had a plan for an exposure to COVID-19 in the preschool rooms. Superintendent Barrera stated that we have a detailed policy and matrix to follow given a specific type of exposure. Rooms are also being disinfected with an electrostatic sprayer weekly in addition to all other safety measures put into place.

FINANCIAL REPORT

Superintendent Barbara Barrera presented the monthly financial report.

Commissioner Rosedale **moved to accept the Financial Report for September 22, 2020 subject to audit and placing a copy on file.**

Seconded by Commissioner Haas.

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 Donald Miletic reviewed the Indoor Pool Project Costs Spreadsheet.

- We have about \$174,000.00 left in the contingency budget.
- Still working through punch list items.
- Landscape continues to be planted as trees, tuft and plantings were not able to make it through the drought this summer.

Discussion: None

IX. NEW BUSINESS:

A. Agenda Item 9-A: Approval of Prairie Lakes Community Center & Prairie Lakes Aquatic Center Custodial Contract Bid

Deputy Director Paul Cathey presented the information in Agenda Item 9 – A.

Commissioner Haas made the motion: **“I move the Park Board of Commissioners approve the bid submitted by Bravo Services Inc. in the amount of \$54,372.00 annually for the Prairie Lakes Community and Aquatic Center Custodial Contract.”**

Seconded by Commissioner Doerr.

Discussion: Commissioner Haas asked how many days a week does the cleaning company currently clean the building. Deputy Director Cathey stated 7 days a week. Commissioner Doerr asked what specifically will be cleaned in the Aquatic Center and by who. Deputy Director Cathey stated the locker rooms, multipurpose room and corridor will be cleaned by the cleaning company. Des Plaines Park District Staff cleans the deck, splash pad, and general pool cleaning/ maintenance daily. Monthly we have a window cleaning company out to do all interior and exterior windows.

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 Prairie Lakes Ponds Sediment Removal Bid

Superintendent of Parks & Planning Paul Guza reviewed the information in Agenda Item 9 - B. Executive Director Donald Miletic stated the ponds have not been cleaned out in 30 years.

Commissioner Doerr made the motion: **“I move the Park Board of Commissioners to approve awarding a contract to Organic Sediment Removal Systems from Necedah, WI to provide services to remove pond sediment from the Prairie Lakes Community (2) North ponds in the amount of \$89,610.00”**

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 Administrative & Leisure Center Roof Replacement Bid

Deputy Director Paul Cathey reviewed the information in Agenda Item 9 - C and made an update to the motion price of \$303,416.00 to match the listing price of \$308,416.00 in the bid submission.

Commissioner Haas made the motion **“I move the Park Board of Commissioners approve the bid of DCG Roofing for the ALC Roof Renovation Project in the amount of \$308,416.00 and reject the low bid of Bee Liner Lean Services in the amount of \$282,000.00 due to not meeting specification requirements.”**

Seconded by Commissioner Doerr.

Discussion: Commissioner Doerr asked if we would be putting solar panels on at the Leisure Center. Executive Director Miletic stated that we met with a representative from Trane to discuss a Solar Partnership, however the cost was not worth it as our current kilowatt rate is the lowest they have encountered. President Grady asked what parts of the roof will be replaced, Deputy Director Cathey stated he will provide a layout map of the square footage of projected replacement.

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 Cumberland Terrace Weller Creek Bridge Bid

Deputy Director Paul Cathey reviewed the information in Agenda Item 9 – D.

Commissioner Doerr made the motion **“I move the Park Board of Commissioners approve the bid submitted by Alliance Contractors of Woodstock, IL in the amount of \$318,263.00 for the Cumberland Terrace Weller Creek Bridge Project.”**

Seconded by Commissioner Rosedale.

Discussion: Commissioner Haas asked what the total cost of the project would be. Executive Director Miletic stated \$380,000 with the Des Plaines Park District paying 60% and the IDNR grant paying 40% based on the increases in construction cost from the time the grant was written in 2019. Commissioner Doerr asked when the bridge would be completed, what the name would be and if a rendering of the path would be provided. Deputy Director Cathey stated late spring early summer 2021, Executive Director did say there is a naming policy, we can look into this and he would provide a new rendering for them to review. This will also be posted on the website and at the park site.

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

E. Agenda Item 9-E: Approval of Comprehensive Annual Financial Report for Year Ended April 30, 2020

Superintendent of Business Barbara Barrera reviewed the information in Agenda Item 9 – E, and stated COVID-19 took place in the last 6 weeks of the fiscal year, but the park district took many steps early on to make needed changes in expenses and programming. This quick action provided no impact on the 2019/2020 budget. In addition Jamie L. Wilkey from Lauterbach & Amen, LLP reviewed the completed Audit and Financial Report. She noted there was no management letter to present at this time, as this was a clean audit. The clean audit was due in to the extremely hard work put in by Superintendent Barrera and the Business Department.

Commissioner Doerr made the motion **“I move the Park Board of Commissioners approve the Comprehensive Annual Financial Report for Year-end April 30, 2020, as audited by Lauterbach & Amen, LLP.”**

Seconded by Commissioner Rosedale.

Discussion: President Grady noted this was the first clean audit for him being on the Park Board of the Des Plaines Park District, this is an outstanding accomplishment.

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

F. Agenda Item 9-F: Approval of Prairie Lakes Aquatic Center Change Order #14

Executive Director Donald Miletic reviewed the information in Agenda Item 9 – F.

Commissioner Haas made the motion **“I move the Park Board of Commissioners approve Change Order #14 for a contract credit of \$5,000.00 to Genesis Electric & Technologies, 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

G. Agenda Item 9-G: Approval of Prairie Lakes Aquatic Center Change Order #15

Executive Director Donald Miletic reviewed the information in Agenda Item 9 – G.

Commissioner Rosedale made the motion **“I move the Park Board of Commissioners approve Change Order #15 for a contract credit of \$5,000.00 to TSI Commercial Floor Covering, Inc.”**

Seconded by Commissioner Haas.

Discussion: None

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

H. Agenda Item 9-H: Approval of Prairie Lakes Aquatic Center Change Order #16

Executive Director Donald Miletic reviewed the information in Agenda Item 9 – H.

Commissioner Doerr made the motion **“I move the Park Board of Commissioners approve Change Order #16 for a contract credit of \$1,294.00 to DBM Services Cooperation.”**

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. Outdoor Pools: Diana Rinard Sbarbaro & Kerry Lester Kasper

B. Self-Help Closet & Pantry of Des Plaines (Don & Brian)

C. Summer Pickleball: Kristine E. Corrado

XI. COMMISSIONER COMMENTS:

Commissioner Doerr: Attended the Turkey Shoot and won a turkey at Izaak Walton. It is great how the park district continues to support local organizations. The pool opening was amazing! We are now onto the next thing to open. I am currently on the taskforce for District 62 getting students back to schools. I have heard great comments from the community about all that the park district was able to accomplish given the current circumstances.

Commissioner Haas: Cumberland Terrace Playground looks fabulous, including the new fence at the back. Self Help Closet & Food Pantry is moving to their new location, the old Stadium Restaurant, on October 3. Thank you to Don and Paul on returning texts quickly so the students were able to set up a small remembrance memorial at West Park.

Commissioner Rosedale: A candle light remembrance service will be held on Sunday at West Park. Thank you to Des Plaines Park District for attending the Turkey Shoot at Izaak Walton, the event had a huge change but it all worked out for the best. 50/50 on comments from participants if they preferred the September vs November event.

Commissioner Yates: No Comment

President Grady: Paul Cathey did a great job golfing at the Des Plaines Chamber of Commerce Golf Outing Event. The park district is looking really good. Hopefully the nice weather will hold. Driving by Lake Park the park was very active and busy.

XII. EXECUTIVE SESSION:

Commissioner Haas 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 9:07 p.m.

Seconded by Commissioner Rosedale.

All in favor 5-0.

Motion carried 5-0.

XIII. RETURN TO OPEN SESSION:

Commissioner Haas made a motion to close Executive Session and return to open session at 9:55pm

Seconded by Commissioner Rosedale

All in favor 5-0.

Motion carried 5-0.

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

Commissioner Rosedale made a motion to approve the items discussed in Executive Session.

Seconded by Commissioner Haas

Discussion: None

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

Motion carried 5-0

XIV. ADJOURNMENT

Commissioner Haas made a motion to adjourn the Park Board Meeting at 9:56 pm

Seconded by Commissioner Rosedale

All in favor 5-0.

Motion carried 5-0.

APPROVED _____

President

Secretary