

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
December 12, 2023**

**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 6:00 pm. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Jana Haas, Commissioner Don Rosedale, and Commissioner Eli Williams

In attendance was Executive Director, Donald Miletic; Deputy Director, Paul Cathey; Director of Business, Annette Curtis; Project Manager, Jeanette Berard; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Recreation, Joseph Weber; and Superintendent of Parks & Planning, Paul Guza; Superintendent of HR& Risk Management, Nicole Dale and Superintendent of Administration, April Lohr were absent.

Guests: Trisha Breitlow Executive Director of MNASR, Mary and Don Meskan, KT Peterson, Jim Richards, Tom Lovestrand, Marian Cosmides, and Steve and Noelle Greenhow

**BINA PUBLIC HEARING:** –The Bond Issue Notification Act requires the Des Plaines Park District to hold a public hearing to receive public comments on the proposal to sell bonds in an aggregate amount not to exceed \$3,500,000

**Commissioner Doerr made the motion to open the BINA Public Hearing**  
Seconded by Commissioner Rosedale

Discussion: None

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

**Commissioner Grady made the motion to close the BINA Public Hearing**  
Seconded by Commissioner Williams

Discussion: None

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

**II. CHANGES TO THE AGENDA:**

None

**III. PRESENTATIONS:**

Trisha Breitlow Executive Director of MNASR provided a presentation on the current status, role and future planning of the Des Plaines Park Districts Special Recreation Association.

Also noted

Save the Date: March 2, 2024 Liponi Dinner

Holiday Raffle, still have a chance to win \$1000, drawing on 12/15

Superintendent Weber stated the MNASR contribution from Des Plaines Park District will not change for this year.

Discussion: President Haas asked about staffing level. Trisha noted they have all full time always looking for part time staff. Commissioner Grady asked if they have all needed vans. Trisha stated yes at this time.

#### **IV. COMMENTS FROM THE COMMUNITY:**

Mary Meskin 567 Prairie Ave provided public comment thanking the Des Plaines Park District staff for their efforts. Requesting a dog park or to use the current open space as multiuse parks and allowing for dog use when not in use for other programs. This could include installation of temporary fencing in the baseball fields.

The Park Board thanked Mary for her comment.

Marian Cosmides 570 Webford provided public comment thanking the Des Plaines Park District staff for their efforts. Is a dog park supporter with the estimated 10,000 dogs residing in Des Plaines. Looking to hear the next steps that the administration would be taking on this project.

The Park Board thanked Marianne for her comment and noted that a dog park is top of mind and in the planning stages with the Executive Director and administration. Commissioner Doerr asked Executive Director Miletic to provide insight on what has been done or is being done to meet this goal. Executive Director Miletic provided a brief overview of the project that includes the location options, feasibility and liability requirements for the installation of a dog park within Des Plaines.

Steve and Noelle Greenhill 1058 S. 3rd Ave provided public comment thanking Des Plaines Park District what staff does for the community is great. Their family is active in the district including Noelle as a member of the swim team. They are in support of a dog park and in the meantime requesting the existing off leash restrictions to be relaxed during specific times.

The Park Board thanked Steve and Noelle for their comments and noted a change to the existing restrictions would require and park board ordinance update and approval from the board. The District has to find a balance for both sides (for and against). President Haas stated this is a goal we want to meet , but we are taking our time and making sure it is done right.

#### **V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for consent agenda:

- A. MINUTES November 21, 2023
- B. EXECUTIVE SESSION MINUTES- November 21, 2023
  - B.1 SPECIAL MEETING MINUTES- November 30, 2023
- C. VOUCHER BILLS:
  - Will be provided at the January 2024 Board Meeting
- D. PAYROLL:
  - Will be provided at the January 2024 Board Meeting

**Commissioner Grady moved to accept the Consent Agenda.**

Seconded by Commissioner Doerr

Discussion: President Haas noted a few clarifications on the Special Board Meeting Minutes

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

#### **VI. M-NASR REPORT:**

Commissioner Doerr noted attending and helping to run the MNASR Bocce Ball Tournament and it is always a great time. President Haas asked about the usage in the sensory room at the Leisure Center.

Executive Director Breitlow said it is used 4 days a week. She also thanked for her helping to complete the ADA Transition plan review.

## **VII. MONTHLY REPORTS**

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

Executive Director Miletic asked for questions on the reports as presented in Agenda Item 9- A.

In addition he reviewed the following:

- IDPH Permit for Arndt Park passed and we will plan to open Memorial Day
- Lake Opeka level has been adjusted. Lakeview Center will host the Royal Ball in February.
- Meeting on November 30<sup>th</sup> about the Bridge and that we are not in favor of the 35ft overpass. We are more ok with an underpass or the location to be at Oakton.
- FOIA request was sent to the City for how many delays in emergency response were due to the train. The FOIA stated No.
- Welcome April Lohr, new Superintendent of Administration.
- Winter Wonderland was great, kudos to staff

Discussion: None

### **A.2 ADMINISTRATION**

Project Manager Jeanette Berard reviewed items contained in Agenda Item 9- A.2, A.3 including

- \$3.6M was received from grant reimbursement
- The Friends of the Parks will be awarding \$225 per participant for scholarship awards for 2024.
- Gearing up for the arrival of baby girl.
- Superintendent April Lohr started on Wednesday November 29 and I have spent the last week n
- Winter Registration is underway and that means Spring 2024 spectrum and playbook is in full swing. Marketing Department is busy with end of year special events as well as art production for Spectrum/Playbook which began on 12/11. Cover focus will be Kiwanis Cup and Lake Park Family Day.

Discussion: Commissioner Grady asked for grant clarification. Project Manager Berard provided a review of the current grants.

### **A.4 REVENUE FACILITIES**

Superintendent Panek asked for questions on the report as presented in Agenda Item 9 - A.4

In addition he reviewed the following:

- Micah Giavaras started 12/11 as Building Custodial I
- Chili Open 9am and Noon sold out. About 30 slots left in 3pm
- Lakeview Center Basement update was provided

Discussion: None

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

Deputy Director Cathey asked for questions on the reports as presented in Agenda Item 9- B.1.

In addition he reviewed the following:

- We received the operation permit for the Arndt Park Pool from IDPH.
- I have been monitoring progress on the Outdoor Nature Lab project daily: meeting with the site superintendent and communication with Upland Design. Progress is very good to this point and very weather dependent moving forward. Play equipment has been installed and the drainage as well.
- The playground equipment which was removed from Arndt Park by Kids Around the World was installed in Jinotega, Nicaragua.

Discussion: President Haas asked if we received any photos from Kids Around the World. Deputy Director Cathey stated not at this time.

## **B.2 PARKS & PLANNING DEPARTMENT:**

Superintendent Guza asked for questions on the report as presented in Agenda Item 9 – B.2. In addition he reviewed the following:

- Reviewing applicants/Interviewing candidates for Landscape Positions
- Setting up ice rinks/preparing for snow removal
- Performing preventative maintenance on summer equipment

Discussion: President Haas noted that the lights for Winter Wonderland looked great.

## **B.3 RECREATION DEPARTMENT:**

Superintendent Weber asked for questions on the reports as presented in Agenda Item 9- B.3. In addition he reviewed the following:

- Capital Items: Mystic Repairs for splash pad equipment flooring; PLCC locker replacement and upgrades throughout the building
- Special Events: Winter Wonderland was a success with 500 registered; New Year's Eve Sunday 12/31 2-4:30; Royal Ball Saturday, February 10 6:30-8:30pm at LVC
- Transition and Promotion: Luke Weismann is beginning his transition to Athletic Supervisor; Lizzie Karras to Special Events from Dance Instructor, Creative Corners and Summer Camps.

Discussion: Commissioner Williams noted the increase in members at the Health Club. Commissioner Doerr noted the dance show was sold out, may need to reevaluate in the future.

## **C. BUSINESS DEPARTMENT**

Director of Business Curtis asked for questions on the reports as presented in Agenda Item 9- C. In addition she reviewed the following:

- Beginning in late November, we began receiving 2<sup>nd</sup> installment property tax receipts related to the 2022 Levy. To date collection total- \$9.8M of the \$10.2M extension. A collection rate of 98.64%. The park district trends at a collection rate of 99%, so I'm anticipating further collections of \$315K.
- Adam Murrill started as IT Help Desk specialist on November 20<sup>th</sup>. He quickly learned the IT system set up and began providing support to staff. Next week we are bringing 4 candidates back for 2<sup>nd</sup> round interviews for the IT Manager position.
- From the HR side, we begun working on benefits for 2024. This include the introduction of The Commuter Account, eligible staff can pay for qualified workplace mass transit expenses using pretax dollars.

Discussion: None

## **C.1 HUMAN RESOURCES & RISK MANAGEMENT**

Executive Director Miletic asked for questions on the report as presented in Agenda Item 9 – C.1.

Discussion: None

## **FINANCIAL REPORT**

Executive Director Miletic stated the financial report will be presented at the January Board Meeting.

## VIII. UNFINISHED BUSINESS:

### A. Arndt Aquatic & Recreation Facility

Executive Director Don Miletic provided an update on the project includes;

- IDPH permit approved, punch list is underway.

Construction Inc is in charge of the general trades and site concrete/asphalt and these will be completed now through the spring time.

Discussion: Commissioner Doerr asked about rentals. Director Curtis stated in 2024. Commissioner Grady asked if the building is heated. Deputy Director Cathey stated yes.

### B. Foxtail on the Lake

Executive Director Don Miletic provided an update on the project includes;

- Foxtail is up and running and we received our first license fee of \$7,325

### C. Lake Opeka Shoreline

Deputy Director Cathey provided an update on the project includes;

- Will go out to bid in January will present at the February Board Meeting.

## IX. NEW BUSINESS:

### A. Action Item 9 - A: Approval of 2023 Tax Levy Ordinance #23-07

Director of Business Curtis reviewed the material in Agenda Item 9 – A.

**Commissioner Grady “I move that the Park Board of Commissioners approve the 2023 Tax Levy, Ordinance 23-07, An Ordinance Levying And Assessing The Taxes For The General Corporate Fund, The Recreation Fund, The Audit Fund, The Tort Immunity Fund, The Illinois Municipal Retirement Fund, The Social Security Fund, The Special Recreation Fund, The Debt Service Fund And The Museum Fund Purposes Of The Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2023 And Ending April 30, 2024”.**

Seconded by Commissioner Williams

Discussion: Commissioner Grady asked if other districts are going to maximum. Director Curtis stated yes they are capturing 5%. Commissioner Doerr asked if there any changes from the last board meeting. Director Curtis stated no changes.

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

### B. Action Item 9 - B: Approval of 2023 Tax Levy Reduction Ordinance #23-08

Director of Business Curtis reviewed the material in Agenda Item 9 – B.

**Commissioner Williams “I move that the Park Board of Commissioners approve Ordinance #23-08, AN ORDINANCE DIRECTING THE MANNER OF ANY POTENTIAL REDUCTION OF THE DES PLAINES PARK DISTRICT’S REAL ESTATE TAX LEVY FOR LEVY YEAR 2023”.**

Seconded by Commissioner Rosedale

Discussion: None

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

**C. Action Item 9 - C: Approval of 2023 Tax Levy Recapture Resolution #23-02**

Director of Business Curtis reviewed the material in Agenda Item 9 – C.

**Commissioner Grady I move that the Park Board of Commissioners approve Resolution #23-02 Certifying the Extension of Less Than the Maximum Amount Permitted Under the Property Tax Extension Limitation Law for the 2023 Levy Year.**

Seconded by Commissioner Doerr.

Discussion: Commissioner Doerr asked if we will do this each year. Director Curtis stated yes and we can determine later if we want to go back and capture. This is a place holder.

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

**D. Action Item 9 - D: Approval of FY 23/24 Purchase of (4) Pick Up Trucks**

Superintendent Guza reviewed the material in Agenda Item 9 – D.

**Commissioner Williams “I move the Park Board of Commissioners approve the purchase of four (4) pick-up trucks from Morrow Brothers Ford, Greenfield, IL for the price of \$60,249.00 each for a total of \$240,996.00.”**

Seconded by Commissioner Grady

Discussion: Commissioner Williams asked what type of trucks. Superintendent Guza stated F250 with a plow. President Haas asked if they would delivery. Superintendent Guza stated yes in the contract price.

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

**E. Action Item 9 - E: Approval of FY 23/24 Purchase of General Use Tractor**

Superintendent Guza reviewed the material in Agenda Item 9 – E.

**Commissioner Doerr “I move the Park Board Of Commissioners approves the purchase of one General Use Tractor from AHW LLC of Wauconda, IL in the amount of \$45,871.92.”**

Seconded by Commissioner Grady

Discussion: Commissioner Doerr asked how old the existing tractor is. Superintendent Guza stated 34 years.

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

**X. CORRESPONDENCE:**

- A. Des Plaines Garden Club: Donation Thank you
- B. First Congressional Church: Donation Thank you

**X1. COMMENTS FROM THE COMMUNITY:**

None

## **XII COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Winter Wonderland was a lovely time, enjoyed seeing the lights. Lots more coming up, including IPRA conference Lots of changes in staffing.

**Commissioner Grady:** It is now the end of the year and it has been very successful. Staff have accomplished a lot. The lights were very cool, lots of nice compliments. Merry Christmas and Happy New Year! Will not be at the holiday party.

**Commissioner Rosedale:** Wishing you a Happy Holidays! Hoping for good weather.

**Commissioner Williams:** Happy Holidays see you all tomorrow at the party. Will be playing 3v3 basketball tournament. Good to hear from the community about the dog park, provided good and respectful comments.

**President Haas:** Great time at the Arndt Park Fieldhouse for the baby shower, looks great. One year anniversary of my back surgery!

## **XIII. EXECUTIVE SESSION:**

Commissioner Doerr 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 7:31 p.m.

Seconded by Commissioner Grady

**All in Favor, Opposed**

**Ayes: 5, Nays: 0, Absent: 0**

**Motion Carried: 5-0-0**

## **XIV. RETURN TO OPEN SESSION**

Commissioner Williams made a motion to close Executive Session and return to open session at 8:15 p.m.

Seconded by Commissioner Doerr

**All in Favor, Opposed**

**Ayes: 5, Nays: 0, Absent: 0**

**Motion Carried: 5-0-0**

### **A. Agenda Item 14 – A: Approval of Release of Executive Session Minutes**

Commissioner Doerr made the motion **“I move the Park Board of Commissioners approve items discussed in Executive Session**

Seconded by Commissioner Rosedale

Discussion: None

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

### **A.1 Agenda Item 14 – A.1: Approval of Destruction of Executive Session Recordings over 18 months**

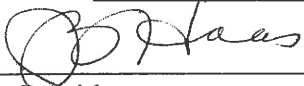
Commissioner Doerr made the motion **"I move the Park Board of Commissioners approve items discussed in Executive Session"**

Seconded by Commissioner Grady  
Discussion: None

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

**XV. ADJOURNMENT**

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 8:16 p.m.  
Seconded by Commissioner Grady  
**All in Favor, Opposed**  
**Ayes: 5, Nays: 0, Absent: 0**  
**Motion Carried: 5-0-0**

APPROVED 4-0-1  
  
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President

  
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Secretary