

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
January 16, 2024**

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 6:03 pm. Commissioners answering present to the roll call in person were, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Jana Haas, and Commissioner Don Rosedale.

In attendance was Executive Director, Donald Miletic; Deputy Director, Paul Cathey; Director of Business, Annette Curtis; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Administration, April Lohr and Superintendent of Parks & Planning, Paul Guza;

Guests: Anthony Miceli from Spear Financial

II. CHANGES TO THE AGENDA:

- A. Motion to Move: Action Item 9 - A: Consideration of approval of Ordinance #24-01 General Obligation Limited Tax Park Bonds, Series 2024 after Comments from the Community.

Commissioner Doerr moved to approve the moving of Action Item 9 - A: Consideration of approval of Ordinance #24-01 General Obligation Limited Tax Park Bonds, Series 2024, after Comments from the Community.

Seconded by Commissioner Grady

III. PRESENTATIONS:

- A. None

IV. COMMENTS FROM THE COMMUNITY:

None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for the consent agenda:

- A. MINUTES – December 12, 2023
- B. EXECUTIVE SESSION MINUTES - December 12, 2023
 - B.1 SPECIAL MEETING MINUTES - January 4, 2024

C. VOUCHER BILLS:

November 10, 2023	\$ 2,202,503.15
November 22, 2023	\$ 337,582.14
December 08, 2023	\$ 381,647.22
December 20, 2023	\$ 174,469.22

D. PAYROLL:

November 03, 2023	\$ 222,813.57
November 17, 2023	\$ 215,624.65
December 01, 2023	\$ 201,965.30
December 15, 2023	\$ 207,160.34
December 29, 2023	\$ 197,189.52

Commissioner Grady moved to accept the Consent Agenda.

Seconded by Commissioner Doerr

Roll call: Commissioner Doerr, Aye; Grady, Aye; Haas, Aye; Rosedale, Aye;

Motion carried 4-0-1

VI. M-NASR REPORT: No Report, but save the date for the Liponi Foundation event.

Discussion: Director Miletic asked the commissioners “who plans on attending the Liponi Foundation event” and to let The Superintendent of Administration know. President Haas, Commissioner Rosedale, Commissioner Doerr, Commissioner Grady, and Deputy Director Cathey acknowledged their intent to attend with their spouses.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Don Miletic reviewed items contained in the written report A & A.1, in addition to:

- The staff has been busy with the mid-sized blizzard and cleared the snow to help us remain open for the community.
- Lakeview offices are coming along, the banquet hall painting is almost done, and the flooring should be laid starting this week.
- Paul Cathey will be retiring this year and is working hard on starting the shoreline project, although it may not be completed before he leaves.
- There was a Craig Manor ADA complaint, and we are working to make Craig Manor ADA accessible in the near future.
- Black Hawk Park is being considered for a community dog park.

Discussion: Commissioner Doerr asked if there was concern about aggressive dog issues such as biting. Executive Director Miletic stated that we would be making everyone who uses the dog park register, and we would have to rely on dog owners to control their dogs and keep them safe.

President Haas said she liked the location and thought it was the best possible spot as it is highly visible.

Commissioner Doerr asked if there would be a fee and if it was higher for non-residents. Executive Director Miletic said the cost would be about double that of residents, which is standard.

A.2 ADMINISTRATION:

Superintendent April Lohr reviewed items contained in the written report A.2 & A.3, in addition to:

- The Website designers have completed the build and are now entering content. The marketing team and I will review soon to make final tweaks before launch. The launch date depends on how many changes are needed.
- The 72-page 2024 Spring Spectrum featuring the Kiwanis Cup on the cover and the 8-page Playbook are in production, and proofing has begun.
- Our dual scholarship program from the Park District and the Friends of the Parks Foundation has received 26 scholarship applications. Every application brings us closer to our goal of helping everyone who may be unable to afford the benefits of recreation.

Discussion: None

A.3 REVENUE FACILITIES:

Superintendent Brian Panek reviewed items contained in the written report A.4, in addition to:

- Superintendent Panek discussed the TeeUp project. An update meeting was held, including IT and Finance. 80 stations are on-premises and are waiting for 3-4 units. Software is holding up the implementation process. Superintendent Panek believes they are two months away from testing the system.
- LVC Renovations are moving along nicely. The office project is wrapping up, the banquet rental space painting has been completed, the flooring installation will start this week, and the ceiling installation is 95% done. The goal is to complete the space to host the parent-daughter dance in February.
- New employee Alec Logan has jumped right in, adding value to the team, and Ryan has moved to the Special Projects 2 position. Chilli Cook-off was well attended, and all had a good time.

Discussion: President Haas asked about the TeeUp systems delay and asked if it was about a year overdue. Superintendent Panek confirmed that it was expected to be up and running in May of 2023, but there were supply chain issues with the devices. Commissioner Doerr asked about the power outage on January 12 due to the snowstorm. Superintendent Panek said power was restored late Friday, and Adam, IT Help Desk Staff, was a rock star working side by side with him to ensure systems were back up and running quickly.

B. DEPUTY DIRECTOR:

Deputy Director Paul Cathey reviewed items contained in the written report B & B.1, in addition to:

- Deputy Director Cathey met with CCA regarding the punch list for Arndt's progress scheduling of work and pay application #12. There have been issues being addressed on the payment of subcontractors. Pay App 12 is expected to be sent this week.
- Preliminary planning for the renovation of the Winnebago Park playground is underway. Executive Director Miletic mentioned that the property next to the park may be an option for expanding the project. Deputy Director Cathey said proposals for design services, preliminary play equipment designs, and synthetic turf for surfacing cost opinions are being collected.
- Life Floor has signed a contract to replace the Mystic Waters splash pad surfacing. Staff started the removal, but the weather did not cooperate. Doing the demo in-house saves the District over \$18,000 on the installation.

Discussion:

Executive Director Miletic mentioned that a significant amount had been shaved off the final billing through pushback on line items and change order reviews.

Executive Director Miletic mentioned that the property next to the Winnebago Park may be an option for expanding the project.

Commissioner Doerr wanted more information on the lights at Arndt. Deputy Director Cathey said that temporary solar lights were being added while they worked on getting a company to assess the issue with the electrical. Commissioner Doerr questioned if there was enough light to be safe in the dark, and Superintendent Guza said that two more solar lights were arriving and would be installed this week. Commissioner Doerr said she would be checking out the lighting on the hill.

B2. PARK AND PLANNING:

Superintendent Paul Guza reviewed items contained in the written report B.2, in addition to:

- Snow was the main event last week, and the staff did an amazing job keeping up with it. We were able to keep facilities open and operating safely.
- Winter pruning has been going on, and to be super-efficient as the staff is making ice for the rinks, they are attending to pruning simultaneously.
- The vandalism report is encouraging, with a decrease in vandalism for the second year.
- Reviewing and interviewing for open positions. We have three open positions and are having a hard time filling the spots.

Discussion: Commissioner Grady asked where we are looking. Superintendent Guza said Indeed, IPRA, our website, social media, yard signs around the community, and Oakton Collage. President Hass suggested we check into a mentorship program with kids that could lead to interest in park jobs in the future, like a feeder program.

B3. RECREATION:

Superintendent Joseph Weber reviewed items contained in the written report B.3, in addition to:

- Programming and Events: The Preschool Holiday event was hosted by Candice Basista just before the break. The New Year's Eve Event was well attended, with over 400, and was managed well by staff. The kids and parents had a lot of fun and provided excellent feedback. School day off Leisure Lizards and Kruisin Kids camps have been maxed out after reopening enrollment to ~80 participants. Nancy has Dance Idol preparation well underway for February 2-4.
- Projects, Capital, Budgets: A lot of work has been put into collecting quality pricing for projects and equipment. Staff have done a nice job identifying needs and contacting vendors/contractors. Jenn and Candice have worked well on implementing ePACT.
- Staff Transition: Congratulations to Gosia Zalewska, who was promoted to Aquatic Manager/Good Luck to Matt Hartnett. Lizzie Karras and Luke Weismann have done a great job transitioning into their roles, with Tyler leading this transition.

Discussion: None

C. BUSINESS DEPARTMENT: Director of Business Annette Curtis reviewed items contained in her written report C.1, in addition to:

- IT Manager – Peter Demski started this week.
- I would like to acknowledge Adam's efforts over the last few months. Without much of a transition, after 8 days of working with Jacob, Adam has stepped up and addressed every IT need that arose.
- From phones at Arndt to Tee Up, he quickly learned facility locations, purpose, needs, and how the IT structure supports those facilities.
- 2024 -2025 Budget meetings have been scheduled. I will start with IT needs in January and move to operations and capital budgets in February.
- Nicki returned to work PT for the first two weeks of January, assisting with the calendar year-end reporting- such as W-2s, 1099NEC, 941, and the first payroll in January. Next week, she will be here FT, and we will begin working with VISTA National on the insurance renewals.

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

C.2 Financial Reports

Commissioner Doerr moved to approve the financial report for January 16, 2024 and place a copy on file.

Second by Commissioner Grady

Roll call: Commissioner Doerr, Aye; Grady, Aye; Haas, Aye; Rosedale, Aye;

Motion carried 4-0-1

VIII. UNFINISHED BUSINESS:

A. Lake Opeka Shoreline - Discussion Only

Deputy Director Cathey said that bid notices went out this week, and efforts were made to target minority and women-owned businesses. The bid opening will take place on February 2nd. There will be an addendum that will need to go out due to changes on some items. The project will take at least 1 year to complete, and we will try to have as little impact as possible on the restraint and golf course. Efforts will be made to work around the fall fest site to not impact that event. President Haas asked about summer camps during the construction; Deputy Director Cathey said that summer staff would need to keep children away for the construction. Grady wants to see more complete renderings. Executive Director Miletic said they would provide some in the next meeting.

B. Algonquin Bridge - Discussion Only

Executive Director Miletic said that no further contact has been made by the City of Des Plaines. Commissioner Doerr commented on the underground pass project in Barrington. President Haas said that a study was requested and has not been produced by the City.

IX. NEW BUSINESS:

A.Action Item 9 - A: Consideration of approval of Ordinance #24-01 General Obligation Limited Tax Park Bonds, Series 2024

Motion made by Commissioner Doerr to approve moving Action Item 9 - A: Consideration of approval of Ordinance #24-01 General Obligation Limited Tax Park Bonds, Series 2024 after Comments from the Community.

Seconded by Commissioner Grady

Discussion: Anthony Miceli from Spear Financial spoke to the bond sale of \$800,600 with five bids received. After the sale, the issue size was increased by \$505 to 801,105, being at a revised net interest rate of 4.22%. Commissioner Doerr asked if the date of the sale of bonds always falls on a board meeting night. President Haas asked what our other bonds' interest rates were; Director Curtis commented that they were considerably lower, closer to the 2% range. Director Miletic said that this is one of the reasons this bond is for 1 year instead of the standard 2-year period.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Haas, Aye; Rosedale, Aye;

Motion carried 4-0-1

X. Correspondence:

- A. Thank you from the Parent Advisory Council (PAC) St. Mark Preschool and Enrichment Center
- B. Thank you from Chicago NW Suburban Alumnae Panhellenic
- C. Community Consolidated School District 62 scholarship request for EL students

Discussion: None

XII COMMISSIONER COMMENTS:

President Haas: Happy New Year. President Haas suggests that we look into a parks mentoring program idea. She likes the dog park idea at Black Hawk Park and thinks we need a shade structure.

Commissioner Doerr: Happy New Year and Happy Birthday to President Haas.

Commissioner Grady: Excited about new personnel, the TeeUp system at the Golf Center, and the Lake Park shoreline restoration and renovation. It is going to be a great year stay safe

Rosedale: None

Williams: Absent

XII. EXECUTIVE SESSION:

None

XIII. RETURN TO OPEN SESSION:

None

XIV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 7:18 p.m.


Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

APPROVED 5-0-0



President



Secretary