

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
August 20, 2024**

I. CALL TO ORDER/ROLL CALL

President Eli Williams called the Regular Meeting of the Board of Commissioners of the Des Plaines Park District to order at 5:58 p.m. Commissioners present to the roll call in person were Commissioner Erin Doerr, Commissioner Jana Haas, Commissioner Jim Grady, Commissioner Don Rosedale, and President Eli Williams.

In attendance were the Executive Director, Donald Miletic; Director of Business, Annette Curtis; Deputy Director, Paul Cathey; Superintendent of Human Resources, Nicole Dale; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Recreation, Joseph Webber; Superintendent of Administration, April Lohr, who plays crucial roles in the park district.

II. CHANGES TO THE AGENDA:

None

III. PRESENTATIONS:

None

IV. COMMENTS FROM THE COMMUNITY

None

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for the consent agenda:

- A. MINUTES – July 16, 2024
- B. EXECUTIVE SESSION MINUTE – NONE
 - B.1 SPECIAL MEETING MINUTES –NONE
- C. VOUCHER BILLS:
 - July 05, 2024 \$ 338,297.64
 - July 19, 2024 \$ 670,345.79
- D. PAYROLL:
 - July 12, 2024 \$ 446,293.43
 - July 26, 2024 \$ 468,165.81

Commissioner Hass moved to accept the Consent Agenda.

Seconded by Commissioner Doerr

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

Ayes: 5, Nays: 0, Absent:0

Motion carried 5-0-0

VI. M-NASR REPORT:

Superintendent of Recreation, Joseph Webber, reviewed items contained in the written report 6-A in addition to the following:

- Board meeting August 27
- On Saturday, July 20, the Liponi Foundation hosted their “Night at the Chicago Dogs.” 170 tickets were sold to the group’s spot on the Leinenkugel patio. A silent auction and 50/50 raffle were held (available to the entire stadium) and the foundation made just under \$3,000.

- On August 7 the Liponi Fundraiser Mini-Golf was held at Skokie Sport Complex. It was nice to see some of our commissioners and families, as well as colleagues at various districts.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Fall Fest Safety meeting at the village went well, and it was good to have all the stakeholders there.
- Staff has been cruising to the end of a busy summer season. It has been great to see people enjoying our facilities and parks.
- Board member candidate signature gathering is now open.
- The director of parks and planning starts on Wednesday.
- Winnebago playground renovation open forum will be held at ALC on Thursday from 6:00 – 7:30 pm.
- Staff has been busy between pools, parking lot resurfacing permits, facility permits, projects, grants, and new payroll software.

Discussion: None

A.1 ADMINISTRATION:

Superintendent April Lohr reviewed items contained in the written report A.1 in addition to:

- Finalizing Arndt grant closeout submission and received the last reimbursement of \$179,000 last week. Expecting a reimbursement check of \$996,000 toward the shoreline project. Preparing reimbursement submission of \$200,000 for ALC Playground, and over 1M for the shoreline for the end of September.
- Finalized testing on new website demo with staff. Web developers will correct the issues and we hope to go live in the early Fall. We will still be tweaking pages as we go along.
- Marketing is beginning Winter Spectrum design, collaborating with Annette on a stewardship pamphlet, and they have begun a rebranding campaign that will align font, color, and graphic consistency throughout all our marketing material

Discussion: None

A.2 REVENUE FACILITIES:

Superintendent Brian Panek reviewed items contained in the written report A.2, in addition to:

- Irrigation Project
- 3rd Floor Carpeting – Starting September 16
- In-House Projects – Saving of \$ -kudos to staff – netting replacement and ceiling tiles.
- MV – parking lot paving to begin soon
- The irrigation system at the golf center will be replaced on October 24th.

Discussion: None

A.3 RECREATION:

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

- August 19-30 @ PLAC and August 26-30 @ PLCC shutdown planning continues. Communicated with contractors, the Buildings Dept, the Parks Dept, the Recreation

facility staff, and Crystal Cleaning regarding duties and objectives. With the amount and type of work scheduled, we may need to adjust and be flexible to complete these projects. Communication will be key.

- All Camps completed on or before August 16. Staff did a nice job of implementing ePACT for the first time. Working with MNASR, training on behavior, and veteran counselors helps to make this a successful summer.
- Pools: **Mystic** reached \$1mil in revenue again this year despite a few slow weeks in July due rainy weather. We had an excellent weekend on August 3-4 generating \$74,000 in revenue. **Despite the new facility, neighborhood Pool Admission and Group Rental revenues are higher at Chippewa than at Arndt.** Pool Pass revenue is at its highest in recent history.

Discussion: Commissioner Haas asked about the numbers for camp and if we would consider next year opening up additional spots. Superintendent Webber indicated that staff is constantly evaluating capacity and expansion. Additionally he said a camp recap meeting with staff in October where they will discuss it.

B. DEPUTY DIRECTOR:

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

- Court improvement project – West Park court is underway, and Willow Park will be next
- Lake Park Shoreline project—The North wall and East wall are complete, and the project is moving along. He hopes concrete will be completed by the end of this week. Aquatic plantings should be completed this week, and riprap is complete on the golf course side.
- Sediment removal project – 2 bags of sediment have been pulled out of half of the pond. Staff was fantastic with site prep.
- Landscaping is going well and the staff has been able to keep up with the parks.
- Turtle pond is being worked on by Patrick and his crew,
- Special projects started installing the split rail fenced in front of ALC sensory play area.

Discussion: Commissioner Haas asked for more information on the dog park. Director Miletic said it would be a little while and that we would likely need to hire an engineer to meet the City permit expectations. Commissioner Grady commented on the progress that has been made at the shoreline. He stated that it looks great and is so excited for the community to be able to use it.

C. BUSINESS DEPARTMENT:

Director of Business Annette Curtis reviewed items contained in her written report C in addition to:

- I am working with Nicki on Paycom implementation. My focus has been on website setup, such as deductions, taxes, GL set-up, and interface with BSA, the accounting system. IT installed all-time clocks so staff could begin clocking in last Sunday.
- The audit is complete, and I am drafting the transmittal and MDA letters, along with the board report memo. The audit will be presented in September.
- We received the 5.3rd purchasing card, and Accounts Payable staff has been trained on the website. Once Paycom is up and running, we'll roll out the 5.3rd cards.
- The business office is beginning to shift from summer to fall operations. Our summer front desk staff has returned to school, accounts payable continues to be busy, staff is entering winter spectrum into Rectrac, and IT has collected all IT items from camps and set up credit card processing for beverage tickets for Fall Fest.

Discussion: Director Miletic gave kudos to Director Curtis and Superintendent Dale on the Paycom implementation smooth rollout.

C.1 HUMAN RESOURCES & RISK MANAGEMENT:

Superintendent Nicole Dale reviewed items contained in her written report C.1, in addition to:

- **Human Resources**
 - Assisted with staff personnel problems & concerns
 - Paycom – reviewed scheduling, viewed sample time sheets to make sure holidays & overtime calculated correctly, training scheduled 8/14 and 8/15 for employees and supervisors with paycom rep onsite, working on testing the system before going live!
 - Completed monthly IMRF & IDES reporting
 - Completed an onboarding presentation for staff and presented to landscape crew, plan to continue to present to new staff that have been hired over the past six months
 - Sent email to supervisors about the off-boarding seasonal staff – how to off-board in BambooHR, voluntary resignation forms and seasonal evaluations
 - Put together and updated volunteer spreadsheet for Fall Fest
 - ERC Committee meeting to discuss Dedicated to Excellence for September and upcoming events.
 - Attended the quarterly chamber HR lunch – topic was workplace culture and recruitment trends
- **Recruitment**
 - Hired Landscape II Staff – Leo Flores (8/1/24) and Mike Keane (8/25/24)
 - Hired Director of Parks & Planning – Aurelio Marquez (8/21/24)
- **Risk Management**
 - Held risk management committee meeting
 - Set up Fall Fest safety meeting with police and fire for August 14
 - Followed up on open claims

Discussion: Commissioner Grady asked which employees clock in. Superintendent Dale said part-time staff. She expanded by saying that there are time clocks at each location and that at places where we do not have time clocks, we have geofenced clock-in capabilities on phones.

C.2 FINANCIAL REPORTS

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

Second by Commissioner Grady

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

Ayes: 5, Nays: 0, Absent:0

Motion Carried: 5-0-0

VIII. UNFINISHED BUSINESS:

A: Lake Opeka Shoreline – Current Project Tracking

Overview reports were provided by Director Curtis.

Discussion: Commissioner Grady asked for a breakdown of all the grant dollars that we have brought in since 2020. Superintendent Lohr said that the stewardship pamphlet that Director Curtis and Marketing were working on will have that breakdown. Director Curtis offered to send Commissioner Grady what she had pulled together so far.

B: Algonquin Road Bridge – Discussion Only

No new information was provided from the City.

IX. NEW BUSINESS:

A. Action Item 9 - A: Review of the ADA Transition Plan

Superintendent of Recreation Joe Weber reviewed the material in Agenda Item 9 – A.

Discussion: None.

X. CORRESPONDENCE:

A. Thank you: Bartlet Parks Foundation

Discussion: None

XI. COMMENTS FROM THE COMMUNITY:

None

XII. COMMISSIONER COMMENTS:

Commissioner Doerr: She expresses sadness due to summer coming to an end and school starting. Greatful to have gone to the legislative breakfast. Found it valuable to meet other industry professional having similar experiences. She thanked Brian for being at the Chamber events.

Commissioner Grady:Tahnked Superintedent Panek for the gift basket for the Elks fundraiser. He retired last month for the Realestate business and had a great time at The Foxtail on the Lake for his party. He is spending cherished time with his grandchildren.

Commissioner Haas: She thanked everyone for the summer work with pools, parks and facilities. She identified that the Park District is the best thing about Des Plaines.

Commissioner Rosedale: He was pleased to go to the History Center event that had upwards of 60 people attend.

President Williams: Wished Commissioner Grady a happy retirement. Had a enlighting time at the Izaak-Walton Chamber event.

XIII. EXECUTIVE SESSION

None

XV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 6:56 p.m.

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED 4-0-1
Eli Williams
President

Donald M. ...
Secretary

