

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
February 20, 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 6:02 pm. Commissioners answering present to the roll call in person were Commissioner Williams, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Don Rosedale, and President Jana Haas.

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; Superintendent of Recreation, Joseph Weber; Superintendent of Parks & Planning, Paul Guza; Superintendent Nicole Dale

Guests: Ryan Panenka

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 – January 16, 2024
- B. EXECUTIVE SESSION MINUTES - None
 - B.1 SPECIAL MEETING MINUTES - None
- C. VOUCHER BILLS:

January 05, 2024	\$ 338,880.88
January 19, 2024	\$ 1,529,735.44
- D. PAYROLL:

January 12, 2024	\$ 200,207.02
January 26, 2024	\$ 226,149.95

Commissioner Doerr moved to accept the Consent Agenda.

Seconded by Commissioner Williams

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

Motion carried 5-0-0

VI. M-NASR REPORT:

Superintendent Weber stated:

- Liponi Foundation event on March 2, 2024 at 5:30 pm.
- The next MNASR meeting is on February 27, 2024.

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:

- The staff has been busy. Thank you to Annette, Jeanette, and April for working on Grants. We spent over an hour with IDNR today also.
- ALC grounds have been looking great, with park staff able to do some spring clean-up early due to the great weather.
- The LVC banquet area looks great, as the staff did a fantastic job knocking it out in time for the Royal Ball. They are moving on to finish the offices and the yoga studio.
- The bids for the shoreline came in under the expected cost. Don and Paul will have temporary office space at LVC to oversee the project.
- Don and April met over Zoom with the city, who gave us a green light on the Dog Park at Blackhawk Park.
- The Golf Center has had a great year, and the warmer weather has kept it busier than a typical February.

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 for non-residents, which is standard.

A.1 ADMINISTRATION:

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

- 54 scholarships have been evaluated, and 45 families have been given \$39,375 in scholarships. We have \$1350 left to hand out for 2024.
- The ALC Playground and Nature Lab is ahead of schedule and is looking great due to the warmer weather.
- Marketing has been busy as Camp and the Spring Spectrum were being produced at the same time. We are currently testing the new website demo and making recommendations for ease of use.
- Friends of the Parks is receiving a donation from The Foxtail Group for the Golf in The Dark event and Live at the Lake.

Discussion: President Haas asked what the scholarship funds were being used for and how long the families had to use the funds. Superintendent Lohr stated that the funds must be used to register for qualifying programs by October 1. However, most families use the awarded funds for camp. Executive Director Miletic mentioned our partnership with District 62 and how they provide us with applications for families who need assistance and take time to come in and help those families register by providing interpretation services. He stated it is a great partnership. Commissioner Williams said he was happy to see that we were working together with the schools for the community.

A.2 REVENUE FACILITIES:

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

- Tee Up Update – Working toward a March 1st system testing date.

- LVC Basement Project- Shout out to the Staff – They did a fantastic job hustling to finish the banquet facility room for the Royal Ball without compromising quality or workmanship. The staff has moved on to painting offices and starting to plan out the yoga studio.
- MVAC LED Lighting Project – Looking at a March 28th completion date.

Discussion: Commissioner Grady wanted to know who was taking care of the Golf Center grounds. Superintendent Panek stated that staff is doing their best to keep up, but that grass is not growing right now. He reassured the board that as soon as we hit grass growing season the grass will not take long to fill in the bald areas. President Haas wanted to know more about the ComEd Led grants. Superintendent Panek said that the grants have specific criteria and that they are currently looking at several other sites to apply for ComEd grants.

A.3 RECREATION:

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

- Staffing: Interviews for Aquatic Supervisor and Assistant Recreation Supervisor are complete. Candidates were provided an offer. We look forward to filling these two positions. Summer Recruiting is well underway. A visit to Maine West has been completed. Surveying past staff and rehiring is underway. A lifeguard class for rehires was completed in January. Another is scheduled for February 23-25 for New and Rehires. Recreation staff are working on material for the All Summer Staff meeting in May.
- Special Events: Dance Idol was a huge success once again. 651 dancers, 427 dances, 24 studios represented, and 29 hours of dance. Kudos to Nancy for envisioning this and leading the way. Royal Ball seating 1 on 2/10 was a great first representation of the Lakeview Center Facility. Another seating will be on 3/5 from 3-5p. Preschool Open House is on 2/21 at 5:30p at ALC. Volunteer Appreciation Night will be on 3/15 starting at 6p at Lakeview.
- Projects: Budget and Spectrum have kept the recreation department busy. Supervisors have completed their budget for the 2024-25 fiscal year. Capital Items have also been shared. Spring Spectrum is taking effect. Summer Camp registration is underway. Summer Spectrum edits have been given to the Business Department.

Discussion: None

B. DEPUTY DIRECTOR:

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

- I met with Ragu Sada Gabe Slivka of CCA and Jeff Geldmeyer from EEA regarding punch list items for the Arndt pool project. The punch list is moving along for the building and should be done by the end of this month. The site items that need to be taken care of are being reviewed and planned in order to compete by Memorial Day.
- Held bid openings for the landscape and construction contract for the Lake Park shoreline project. Prior to that, I worked with Stantec on producing addendums for questions the contractors had and making recommendations to reduce costs in some areas. The bids came in very good and the results will be presented at the board meeting. We are in the process of checking references as the bid date was pushed back due to numerous questions by the bidders.
- The outdoor nature lab has been moving along with the installation of the large shelter and stripping concrete forms. The next steps after the shelter is completed will be adding and preparing stone for the synthetic turf and pouring concrete flatwork.

Discussion: None

B.2 PARK AND PLANNING:

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

- Finishing Critical Pump Inventory for pools and facilities.
- Interviewing for open positions – Mechanic I, Landscape II, and Special Projects I.
- Preparing for spring:
 - Athletic Fields – Ordering supplies (Turface, Chalk, Ball Fill, Bases, Home Plates, and Pitchers Mounds).
 - Pools – Pressure testing Mystic Waters, Ordering supplies (paint, chemicals signage).
 - Arndt – Preparing for Grand Opening.
 - Chippewa – New gutter grates for the 2024 season.

Discussion: Executive Director Miletic said that ALC grounds is looking good.

C. BUSINESS DEPARTMENT:

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

- Bond proceeds were received on Feb 7th. No issues.
- Focus on FY2025 budget. Meeting with staff on operational budgets, and complying capital information for a group meeting on March 14th.
- The business office is currently working on summer spectrum entry into Rectac; IT has been getting acquainted with DPPD, supporting Dance Idol, and finishing camera and internet access at LVC.

Discussion: None

C.1 HUMAN RESOURCES & RISK MANAGEMENT:

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

- Year-end Reporting: completed W-2s, OSHA, and 941 reporting; assisted with 1099s; and currently working on ACA reporting.
- Ellie signed staff up for the Maine Township job fairs on 3/13, 3/20, and 4/3, and summer jobs are posted on BambooHR
- Ellie and I are planning a BambooHR training for supervisors to ensure they are comfortable onboarding staff

Discussion: None

C.2 FINANCIAL REPORTS

Commissioner Doerr moved to approve the financial report for February 20, 2024 and place a copy on file.

Second by Commissioner Grady

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

Motion carried 5-0-0

VIII. UNFINISHED BUSINESS:

A. Algonquin Bridge Rd Grade Separation, Additional Information, and Memo

The board discussed the request they made for an updated study that includes an underpass as an option, which has not been provided by the City. Commissioner Williams said that there is nothing for the District to do at this point. Executive Director Miletic said that the bridge will continue to be put on the board meeting agenda each month as old business so that the City or community members may have an opportunity to weigh in. However, he states that without any new information from the City, the District has no new information to provide. All Commissioner agreed that there is no more information to discuss and their position has not changed.

B. Lake Opeka Shoreline

Deputy Director Cathey presented Renderings and details for all aspects of the project. He provided detailed explanations of the project scope and stressed the fact that this was a big project that was going to be messy. He insisted that he would work to reduce the impact to community events and district programs by being strategic with the order of the construction plan.

IX. NEW BUSINESS:

A. Action Item 9 - A: Lake Park Shoreline Restoration Project: Contract 2, Landscape Bid

Commissioner Williams made a motion **“I move that the Des Plaines Park District Board of Commissioners approve and accept the bid submitted by Great Lakes Landscaping in the amount of the base bid of \$218,000.00 for the Lake Park Shoreline Restoration Project Landscape Contract.”**

Seconded by Commissioner Grady

Discussion: Commissioner Grady expressed concern with the noise from Foxtail on the Lake patrons. Deputy Director Cathey said he is mindful of the noise that will be created by the working of the riprap, and they hope to start soon so as to complete a good amount before Foxtail opens its patio. Additionally, he wants to stress that his goal is to keep the areas of construction safe for the community.

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

Motion carried 5-0-0

B. Action Item 9 - B: Lake Park Shoreline Restoration Project: Contract 1, Construction Bid

Commissioner Grady made a motion **“I move that the Park Board of Commissioners approve and accept the bid from Semper Fi Land Services or Aurora, IL in the amount of \$3,080,000.00 for the Lake Park Shoreline Project.”**

Seconded by Commissioner Doerr

Discussion: Commissioner William asked if it would be better to have one contractor do both projects. Deputy Director Cathey said that it was better to have separated the projects, and both contractors are great. President Haas stated that it was important to get this project as soon as possible.

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

Motion carried 5-0-0

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

XI. COMMENTS FROM THE COMMUNITY:

None

XII. COMMISSIONER COMMENTS:

President Haas: Kurdistan families have moved into our community, and public school districts and social agencies are working hard to manage the situation. Nikki Skarbek is rallying donations of money, food, and clothing for these families. The D62 foundation is having the Battle of the Pizza, where you can sample a piece of pizza from each restaurant and vote for your favorite pizza in town at Danube Swabian Center on Sunday, February 25th. It is \$10 a ticket.

Commissioner Doerr: She enjoyed the Izaak Walton event and is looking forward to the Kiwanis Cup.

Commissioner Grady: Excited about the Shoreline Project and thanked everyone for recognizing his birthday.

Commissioner Rosedale: Thanked the Park District for helping out with Izaak Walton.

Commissioner Williams: Had a great time and IAPD/IPRA conference and enjoyed the sessions. He was very happy to hear that we are working with District 62.

XIII. EXECUTIVE SESSION:

Commissioner Grady made a motion at 7:22 pm 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 the lease of property owned by the Des Plaines Park District.

Seconded by Commissioner Rosedale

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

XIV. RETURN TO OPEN SESSION:

Commissioner Grady made a motion to close the Executive Session and return to open session at 8:32 pm

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

A. Agenda Item 14 – A.1: Approval of Positions/Titles and Grades Schedule

Commissioner Grady made the motion, **“I move the Park Board of Commissioners to approve the Position Titles and Grades Schedule as presented items discussed in Executive Session.”**

Seconded by Commissioner Doerr

Agenda Item 14 – A.2: Approval of Salary Structure for 2024/25

Commissioner Grady made the motion, **“I move the Park Board of Commissioners to approve the Salary Structure for 2024/25 as presented items discussed in Executive Session.”**

Seconded by Commissioner Williams

B. Agenda Item 14 – B: Approval of The Full-Time Administration 2024/2025

Commissioner Williams made the motion, **“I move the Park Board of Commissioners approve the full-time employees Salary Pool increase and Quartile Adjustments for 2024/25 in the amount of \$133,482.05 with an additional reserve amount of \$91,577.58 for a total of \$225,059.63 as presented items discussed in Executive Session.”**

Seconded by Commissioner Grady

C. Agenda Item 14 – C: Approval of Health, Dental, Vision, and Life Insurance Coverages.

Commissioner Grady made the motion, **“I move the Park Board of Commissioners to approve the Health, Dental, Vision, and Life Insurance coverages as presented items discussed in Executive Session.”**

Seconded by Commissioner Williams

XV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:35 pm

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED _____

President

Secretary