

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
March 19, 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 6:00 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 of HR & Risk Nicole Dale

Guests: None

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 – February 20, 2024
- B. EXECUTIVE SESSION MINUTES – February 20, 2024
 - B.1 SPECIAL MEETING MINUTES - None
- C. VOUCHER BILLS:
 - February \$ 260,150.22
 - February \$ 218,381.12
- D. PAYROLL:
 - February \$ 216,675.77
 - February \$ 218,619.14

Commissioner Doerr moved to accept the Consent Agenda.

Seconded by Commissioner Williams

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

VI. M-NASR REPORT:

Superintendent Weber reviewed items contained in the written report 6-A in addition to:

- Thank you to all who attended the Liponi Foundation Dinner Discussion.
- MNSAR, April 23, 2024 meeting will be held at Lakeview followed by lunch at Foxtail.
- M-NASR Recognition Night Wednesday, April 24, 2024, 5:30-8:30p.

Discussion: Commissioner Doerr asked if MNASR would be utilizing our parks this summer. Superintendent Weber said yes.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Staff working hard and very busy with summer prep underway!
- Earth Day (April 20th) at Arndt Park - biggest yet!
- Arndt Park path repairs coming soon.
- ALC Playground opens May 1st (preschool fun!).
- Shoreline project starts soon.
- Prairie Lakes upgrades in discussion.
- Addressing concerns:
 - No motorbikes at Arndt Park (signs this week).
 - Exploring privacy planting for residents.
 - Prairie Lakes stretching room addressed.
 - ALC HVAC upgrade being looked at but electrical service needs upgraded first.

Discussion: Commissioner Doerr asked if Executive Director spoke with the resident that backs up to Arndt Park. Executive Director Miletic said he would. Commissioner Grady asked about the noise impact of the Shoreline Project and parking. Executive Director Miletic said that we were working on these items.

A.1 ADMINISTRATION:

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

- New Marketing Supervisor to start May 1st.
- Awarded \$40,500 in scholarships.
- Friends of the Parks announcements Received \$5000 donation for general operating support.
- Lake Opeka Shoreline Project to begin soon.

Discussion: None

A.2 REVENUE FACILITIES:

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

- TeeUp update: IT has been out every day working with software developer and progress is being made.
- February Record #'s at Golf Center
- Lake Park Golf Course and MVAC openings: Both facilities are ready to open just waiting on weather. Should open next week.
- Lakeview yoga room has been painted and flooring is being decided.

Discussion: Commissioner Grady asked if the current hit cards remaining funds would transfer to the new system. Superintendent Panek said yes. Commissioner Haas asked about Kiwanis Cup and Family Day date and time. Superintendent Panek said Lake Park Family Day was June 1 @ 9 am-12 pm with Kiwanis Cup starting at 8 am.

A.3 RECREATION:

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

- Staff: New hires, volunteer night, job fair.
- Projects: Upgrades to PLCC and Mystic Waters facilities, ePact technology grant awarded.
- Programs & Events: Floating Egg Hunt, Job Fair, Soccer parent meeting, Earth Day.

Discussion: Commissioner Grady commented on the stretching room at Prairie Lakes. Superintendent Weber said that they will communicate better to members of upcoming upgrades and changes.

B. DEPUTY DIRECTOR:

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

- Arndt Pool: Punch list on track, building done by month end, site by Memorial Day.
- Lake Park Shoreline: Bids received (good results!), references underway after cost-saving addendums.
- Outdoor Nature Lab: Shelter progressing, next steps - stonework, turf prep, concrete.

Discussion: None

B.2 PARK AND PLANNING:

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

- Finalized Agenda for Spring Kick-Off Breakfast/Training (3/12).
- Edging and cleanup of shrub line off Parkview.
- ALC Turtle pond design and beginning stages of installation.
 - Ordered all liners, stone, pumps, filters, and other materials needed for installation.

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:

- Working on Budget. Meet with staff on Capital projects 5-year projections.
- Negotiated move to Paycom for HR, timekeeping, and payroll processing.
- IT has been focused on the TeeUp system and searching for a new phone system.

Discussion: None

C.1 HUMAN RESOURCES & RISK MANAGEMENT:

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

- Staff meeting: benefits, time off, safety, IT training, capital projects.
- New hires: Mechanic II, Aquatics Supervisor. Promotion in Landscape. Open positions in Landscape & Special Projects.
- PDRMA meeting: summer goals & injury prevention.

Discussion: None

C.2 FINANCIAL REPORTS

Commissioner Grady moved to approve the financial report for March 19 2024 and place a copy on file.

Second by Commissioner Rosedale

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

VIII. UNFINISHED BUSINESS:

A. Algonquin Bridge Road Grade Separation

Discussion: None, no new information from the City and position remains that the Park Board is not in favor of having this at this location.

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of Park Board Policy & Ordinance #24-02

Executive Director Miletic explained provided documentation about the changes to policy manual and included language for discounts for License Fee Partners.

Commissioner Grady made a motion **“I move that the Des Plaines Park District Board of Commissioners Accept the Park Board Policy & Ordinance #24-02.”**

Seconded by Commissioner Williams

Discussion: President Haas said that the policy would eliminate hurdles for employees of our contracted license agreements to use the park district facilities.

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

B. Action Item 9 - B: Action Item 9 - B: Approval of Shoreline Room Rental Fees and Beverage Packages.

Executive Miletic called Superintendent of Revenue Facilities to explain the fees associated with the room rental and its intended purpose for the room. Brian Panek explained costs and the usage for the room, rentals are for banquets and we will have around five preferred providers that will use the room. The room is for banquets, park district programming, camps, classes, etc along with park district events like we had with the Royal Ball.

Commissioner Grady made a motion **“I move that the Park Board of Commissioners Approve the Shoreline Room Rental Fees and Beverage Packages.”**

Seconded by Commissioner Doerr

Discussion: Commissioner Grady wanted to know if our employees were staying after 12 p.m. to clean up and tear down the room after each rental. Superintendent Panek said that rentals that late would be cleaned up the next morning. The latest the room is available is 12:30am, rentals should be out by midnight. Commissioner Doerr wanted to know if it was normal to vote on beverage packages. Executive Director Miletic said that with this being a new facility, it was important to get the board's approval and we still need to obtain a liquor license from the City.

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

X. CORRESPONDENCE:

- A. Saint Zachary Church: Donation - Thank you
- B. St. Mark Preschool and Enrichment - Thank you
- C. Frisbie Senior Center - Thank You \$250
- D. Frisbie Center Trivia Night - Thank You
- E. Maryville - Thank You

Discussion: None

XI. COMMENTS FROM THE COMMUNITY:

None

XII. COMMISSIONER COMMENTS:

President Haas: Shoreline, ALC Playground, and the Turtle Pond are all great things. President Haas had a wonderful experience with a birthday party at Prairie Lakes Pool.

Commissioner Doerr: Had a great time at Liponi Dinner. Excited about her daughter participating in dance at the Park District.

Commissioner Grady: Excited about Arndt Park opening, TeeUp system and Shoreline project.

Commissioner Rosedale: None

Commissioner Williams: Thank you to all the staff. Excited about Earth Day and Park Openings

XIII. EXECUTIVE SESSION: None

XV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 7:34 p.m.

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED _____



President



Secretary