

**OUR MISSION**  
*Enhancing our community by providing quality  
recreational opportunities, facilities, parks and open space*

**DES PLAINES PARK DISTRICT • DECENNIAL EFFICIENCY COMMITTEE MEETING**

David L. Markworth Board Room • 2222 Birch Street, Des Plaines, IL

**THURSDAY, OCTOBER 5 2023**

**6:00 pm – 7:20 pm**

**Minutes**

**1. CALL TO ORDER and ROLL CALL**

President Jana Haas called the Decennial Efficiency Committee Meeting of the Des Plaines Park District to order at 5:58 pm.

Park District Board Commissioner in Attendance;

President Jana Haas, Commissioner Erin Doerr, Commissioner James Grady, Commissioner Eli Williams. Commissioner Donald Rosedale was absent. Commissioner Eli Williams had to leave prior to adjournment.

Efficiency Committee Members in attendance;

Donna Adam, Brian Inzerello, Sharon Lynch, Ann Fastert

Des Plaines Park District Staff in attendance;

Executive Director; Donald Miletic, Superintendent of Administration; Jeanette Berard

Guests: None

**2. CHANGES TO THE AGENDA**

None

**3. APPROVAL of MINUTES**

None

**4. INTRODUCTIONS**

Each of the Decennial Efficiency Committee Members provided introductions.

**5. UNFINISHED BUSINESS**

None

**6. NEW BUSINESS**

**A. Review the Purpose for the Committee and Timeline**

Executive Director Miletic reviewed the IAPD FAQs for the Decennial Efficiency Committee and the role of the evaluation for the local government. He also reviewed the goals of these meeting and timelines. The main objective is to determine if the Des Plaines Park District is efficient and/or if it is determined it is not efficient and is recommended to be a department of the City of Des Plaines

**a. Open Meeting Act Training discussion**

Open Meetings Training can be provided to committee members should they want to participate however not needed as all but one member has not had official OMA.

## **B. Discuss Manuals**

- Review of park district manuals were shared with the Committee Members to view in dropbox over the last few weeks.
- Des Plaines Park District is a Distinguished Accredited Agency of Illinois. Of the roughly 250 park district in Illinois, we are 1 of 44 are accredited. This accreditation provides park districts with a framework and requirements for each of the manuals below
- These Manuals are at each facility and on the employee login on the website, all available to staff to review.

### **Park Board Ordinance & Policy Manual**

- Reviewed Annually with the Park District Board
- Provides an overview of rules and regulations throughout the district

Question Donna: Do these policies updates that come to the board reviewed by an HR professional in employment law ?

Response Executive Director Miletic: Yes Attorney Tressler LLP governmental law, HR Management Source, Superintendent of HR & Risk- any modifications are reviewed by each of them.

Response President Haas: We are required to follow State/ Federal mandates or laws. Many requirements of the policies that are passed down through PDRMA our risk management agency.

### **Administrative Policy and Procedure Manual**

- Provides Procedures for the Park Board Policy,
- More detail of each specific policy/procedure- updated when needed

Question Brian: What level of investigation would you like to see for this committee?

Response Executive Director Miletic: Policies and procedures are to be viewed at a higher level with input or questions welcome.

### **Comprehensive Master Plan 10 year plan**

- Long Term Master Planning for Large Capital Projects
- Grant money or opportunity can revise the plan, most recently we received \$14 million in grants and this required an adjustment in project planning to use these funds within their given timelines.

### **Strategic Plan 5 year plan**

- Short Term Goal Planning & Road Map for Park District Board / Staff
- Addendums to provide updates to the park board on an annual basis, this information is provided by the staff
- In 2024 the plan will be reevaluated, looking at financials, trends and goals and will be valid until 2029

Question Donna: I can see the Strategic Plan designates a staff member for the annual goals, is there incentive for staff to complete or meet the goals?

Response Executive Director Miletic: Staff has an annual review process each May where a salary pool is predetermined by the park board. There is an additional pool for merit increase for outstanding performance can increase salary or bonus. It can be related to the Strategic Plan or for other areas of exceptional work that would contribute to the additional compensation.

Question Donna: Is there a process to make sure all of the goals are accomplished on the strategic plan?

Response President Haas: Commissioners review the addendums yearly to gage the progress is being made. Staff work hard to meet the goal and also to follow compliance requirements. Staff were actively part of the creation of the original Strategic Plan in 2003. Their input and goals for the district helped and continue to help shape the Strategic Plan.

Comment Commissioner Grady: Most of the staff have degrees in the parks and recreation field and are aware of the requirements and recreational needs of the community.

Comment Executive Director Miletic: Our goal is to empower staff to make decisions, provide new ideas and ultimately try to enhance the district where they can.

Comment President Haas: The longevity of staff at the Des Plaines Park District is high.

Comment Executive Director Miletic: Staff are continually being poached by other agencies.

Comment President Haas: Illinois has robust number of park districts who are not part of a municipality. When we visit NRPA annual conference we are continually told by many other professionals outside of our state that being part of Illinois is an amazing opportunity to be able to have available funds to provide needed to service to their communities.

Comment Sharon: Value per dollar for the services for the community aligns with our tax percentage

Comment Executive Director Miletic: We also have a number of partnerships with other community groups or intergovernmental agreements with other nearby park district to provide service coverage. IE Park Ridge- swap for Golf & Ice Rink- resident rates and use for both groups of residents without needing to build or create additional infrastructure. We completed a Needs Assessment was completed in 2022 biggest take away: Walking paths, nature lab, lighting, dog park and this information will be part of the long term planning.

Comment Commissioner Grady: Additional amenities were added to Arndt Park to maximize what could be accomplished at the site, evaluating the needs of the community from resident input.

Comment Executive Director Miletic: With the additional funds from grant dollars were able to do more to the park and the facilities

Question: Sharon Lynch: Does the accreditation helps with the grants

Comment: Don: Yes very much so

### **Employee Handbook**

- Resources, Benefits, more detailed version that what is the park board policy

### **Safety Manual**

- Follows agency requirements

Comment Ann: Safety Manual is extremely comprehensive.

Response Executive Director Miletic: requirements from our attorneys, PDRMA- risk management agency,

### **President Haas requested the Organization Chart to be provided to the committee**

#### **Crisis Management Manual**

- Will provide to the Committee to review
- Working with City of Des Plaines Police Department Active Shooter
- Training of the plans are reviewed on a biannual basis
- Plan includes instructions for each facility or program
- Annual updates during the month of March so that we can ready at the start of each busy season in May (summer)

Comment President Haas: There is no lag time in the updates from staff

Comment Executive Director Miletic: Park District runs a lean in number of employees in comparison to surrounding districts. We continue to evaluate need to increase staff due to increase demand and programing that continues to increase.

Comment Donna: Do you annually review facility duplication or low park participation and determine need or removal

Response Executive Director Miletic: Yes we review continually. Example Leisure Center was previously not as active. Staff evaluated and provided additional programming to increase participation. Look at ways to enhance or bring new ideas before closing. Trends are that more residents use the parks; open space and walking paths, than programs and facilities.

Response Commissioner Grady: We are always looking for open space, to add soccer, dog parks, this is difficult due to being land locked but always find ways and opportunities to grow

Response: President Haas: We do we reassess yes, it can take time, listen to ideas from the community and staff. Review the capital improvement plan and try to meet the requests of the community

Examples

- Teen Center due limited use and now two large state of the art dance rooms to allow for more participation
- Had 2 racquetball courts needed more free weights- decided to turn one of the courts into the Strength Room
- Sensory Room at the Leisure Center via a grant was just a closet now a partnership with our SRA.
- Transformed unused tennis courts into pickleball courts, we have 8 pickleball courts now.

**C. Present Agenda Item for November Meeting to review the financials of the park district.**

- a. Budget
- b. Audit
- c. Levy
- d. Enterprise Funds- brief overview of the process and goals of an enterprise/business fund.

**7. COMMENTS FROM THE COMMUNITY**

None

**8. ADDITIONAL COMMENTS**

Commissioner Grady: Officially we will be objecting the railroad bridge on Algonquin – not opposed to the project but at the location or the overpass. Impacts Mountain View Adventure Center, Prairie Lakes Park, Prairie Lakes Community Center and Prairie Lakes Aquatic Center.

Donna Adam: Thought that the City of Des Plaines had cleared the project with the Park District before moving forward with the project.

Executive Director Miletic: They talked to the former Executive Director in 2008 but the new plans were just given to the board 6 months ago.

Ann Fastert: Why would Algonquin Road be the option.

Response Executive Director: Funding and feasibility.

**Comment: Executive Director: The Foxtail on the Lake will be opening in October**

**9. ADJOURNMENT**

Commissioner Grady made a motion to adjourn the Decennial Efficiency Committee Meeting at 7:15 p.m.

Seconded by Commissioner Doerr

**All in Favor, Opposed**

**Ayes: 7 Nays: 0 Absent: 2**

**Motion Carried: 7-0-2**

APPROVED 7-0-2  
OB Paas  
\_\_\_\_\_  
President

Ronald Melt  
\_\_\_\_\_  
Secretary

