

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
February 18, 2025**

I. CALL TO ORDER/ROLL CALL

President Eli Williams called the Regular Meeting of the Des Plaines Park District Board of Commissioners to order at 6:00 pm. Commissioners answering present to the roll call in person were Commissioner Haas, Commissioner Erin Doerr, Commissioner James Grady, and President Eli Williams.

In attendance were Executive Director, Donald Miletic; Director of Business, Annette Curtis; Director of Parks and Planning, Aurelio Marquez; Director of Facilities and Recreation, Brian Panek; Superintendent of Administration, April Lohr; Superintendent of Revenue Facilities, Joseph Weber; Superintendent of HR & Risk Management, Nicole Dale; Administrative Assistant, Julie Bohannon.

Guests: Gavin Dovovan

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 21, 2025
- B. EXECUTIVE SESSION MINUTE – None
- B.1 SPECIAL MEETING MINUTES - None
- C. VOUCHER BILLS:
 - January 03, 2025 \$ 299,628.78
 - January 17, 2025 \$ 171,567.75
 - January 31, 2025 \$ 269,430.97
- D. PAYROLL:
 - January 10, 2025 \$ 222,540.46
 - January 18, 2025 \$ 221,971.13

Commissioner Grady “I move to accept the Consent Agenda.”

Seconded by Commissioner Haas

Discussion: Commissioner Haas pointed out a typo in the January minutes, requesting that the word "pulmonary" be corrected to "preliminary."

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

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

VI. M-NASR REPORT:

M-NASAR meeting coming up Tuesday, February, 25th
Liponi Foundation Dinner Reminder March 1st.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Miletic reviewed items contained in the written report. In addition, he reviewed the following:

- A new website launch is in the works. April Lohr, Bonnie Cichanski, Colette Plantz, Peter Demski, and Adam Murrill were commended for their hard work and dedication to this project.
- An upcoming social media post will highlight the PLCC renovation project, including drawings and site boards.
- Operation reports and agenda will be posted on the district website on Monday before the board meeting.
- Dog park permits were approved, and Raising Cane's is one of our sponsors whose banner we will relocate to the dog park.
- Our 17th dance idol was a success.
- The Shoreline Project will hold a ribbon-cutting ceremony on June 11, 2025, at 11:00 a.m., with refreshments afterward in the Shoreline Room.

Discussion: Commissioner Grady asked where the Raising Cain's sign would go. Executive Director Miletic said it would be on the inside fence facing the Dog Park. Commissioner Doerr wondered if there would be agility toys in the dog park. Director Miletic said yes and that we would try to make some in-house.

A.1 ADMINISTRATION: Superintendent April Lohr for report A.1:

- Website: Soft launch Tuesday, 2/18/2025. Frontline training the week of 2/10/2025. Basic administrative user training the week of 3/3/20.
- Spectrum: Spring Spectrum/Playbook/Camp guides are at the printer. Camp and Fall Preschool registration has begun. Spring program registration will begin in March. Summer program content is being created.
- Scholarships: Forty-six applications have been processed, of which three were denied due to income guidelines. D62 had its scholarship registration day with families and translators from the school on Friday, February 7, at ALC. Twenty-plus families were able to register for programs because of our scholarship program.

Discussion: Commissioner Haas commented that the scholarship recipients likely share the same demographic the Back Pack Project is targeting and suggested that we consolidate forces for needy children in the community. Commissioner Doerr expressed concern that by working with D62 families, we might be unable to help as many families in the rest of the community. Executive Director Miletic and Superintendent Lohr reassured the board that we are committed to helping as many families as possible that need our help, and D62 is a fantastic partner in that effort.

B. REVENUE FACILITIES AND RECREATION: Director Brian Panek for report B:

- Tee Up & Expansion: Joe will detail the tee-up and PLCC expansion plans. Meetings have been frequent on these topics.
- Dance Idol Event: This year's event was a success, spanning three days with 16 studios, 527 dancers, and 277 performances. Sunday focused on master classes instead of competitions, which ran smoothly. Planning for next year's event will consider renovations.
- Lakeview Center: Yoga classes are expanding. They are now offered six days a week with four instructors and growing interest. Additional marketing efforts are underway, and outdoor summer classes are planned.
- Shoreline Room & Rentals: Reservations, including private events in May, have increased. Recently, over 20 tours were conducted. We are exploring new food vendor partnerships.
- Music & Other Programs: Music classes may be relocated, and summer camp/preschool registration has begun. Staff hiring (including lifeguards) is in progress.
- Golf Center Enhancement: Installation of a fresh-cut grass scent system (\$3,000/year) to enhance the visitor experience, receiving positive feedback.

- Volunteer Appreciation Event: It is set for Friday night, and around 50 attendees are expected. Beverages will be sold at Park District prices. The Royal Ballroom event last Saturday was successful, but alcohol was not sold due to event appropriateness.

Discussion: Commissioner Grady asked about installing Scent Air at the Golf Center. Director Panek said the building has a subtle scent of fresh-cut grass. Commissioner Haas asked how many people would be at the volunteer event. Superintendent Panek stated that the volunteer event is scheduled for Friday night, with around 50 attendees expected. Catering has been arranged, and beverages will be sold at Park District prices starting at 6:30 PM.

B.1 REVENUE FACILITIES: Superintendent Joseph Weber for report B.1:

- My transition from Recreation to Revenue Facilities began on February 3. A big thanks to everyone whom I have worked directly with in my previous role in Recreation. I have started meeting with staff in Recreation and evaluating needs. Lake Park has its first booked event in the Shoreline Room, Yoga is expanding Tu & Su in the studio, and painting is underway at the Lake Park clubhouse. Golf Center has seen some cold days and more eventful ones for operational staff, including the Drive and Dine. I am looking forward to making a positive impact with the District, Brian, and my newer team in Revenue Facilities.
- The fitness expansion project and locker room design are underway. Construction documents will be shared with staff for review before going to the City for Permitting for all areas, including the Fitness Center, Fitness Studio, multipurpose room, strength room, and locker room. Once the permit approval is met, we will then go out to bid for the General Contractor. Currently, an estimated construction schedule is from late August through December 2025.
- The TeeUp system project has consisted of recent meetings on 1/27, 1/30, 2/5, 2/7, and 2/11 (pending). We have extensively reviewed details on system planning and implementation. The items' status includes POS, group invoicing, membership, program usage, accounting, customer interaction, scheduling, integration, and tracking. These are all incorporated as "To Do's" in a Basecamp project system. Elliot Washington is new to the project with Intrepid Data and will be managing it. This project needs many hands in it from the DPPD side. I'm happy to have joined the great leadership team of Brian, Annette, Peter, and Max.

Discussion: Commissioner Doerr asked if we were going to ask for feedback. Executive Director Miletic and Superintendent Weber said the feedback process has been ongoing for years, with notes taken on areas needing improvement, mainly free weights and cardio machines. Initial equipment additions are planned, with potential future expansion. Concept images will be available, but the design is finalized, and staff has carefully planned it. The goal is to create a high-quality fitness center with updated locker rooms and a fresh look.

C. PARKS & PLANNING DEPARTMENT: Director Aurelio Marquez for report C:

- Met with Recreation staff to discuss upcoming field maintenance across all locations.
- Coordinated recreational schedules with pool maintenance operations.
- Coordinating schedule for Dimucci-Lowenberg Park playground renovation.
- Mystic Concessions renovations are underway.
- Snow cleanup: We could keep all facilities open and running.
- Ice rinks are up and running.

Discussion: Commissioner Williams asked about the Arndt ice rink. Director Miletic said the liner was damaged beyond repair, but Bluet and Cornell are the busiest and have received many visitors.

D. BUSINESS DEPARTMENT: Director Annette Curtis, for report D.

- The Bond Series 2025 issue has been finalized, and the proceeds have been received.
- FY 2025/2026 budgeting is underway. We've reviewed and completed the first round of the 5-year capital plan and reminder projects/needs change year to year. The Capital Plan is a moving document. There are a few minor outstanding items, and there will be a final review. I've begun meeting with

staff on their operational budgets. Discussions focus on whether expectations for FY 2024/2025 were reached, if not, why, and how operations will be adjusted moving forward.

- A shout-out to Adam and James for developing and presenting Excel training for staff. Adam hosted a basic class, and James was more advanced. Both incorporated work-related examples and ideas on utilizing Excel for problem-solving.
- The History Center has been running with volunteers only as they continue to search for a permanent Director.

Discussion: Commissioner Haas stated that the History Center volunteers are very dedicated and keep the Center running while searching for a Director.

D.1 HUMAN RESOURCES & RISK MANAGEMENT: Superintendent Nicole Dale for report D.1:

Staff Management & Payroll

- Addressed personnel issues
- Processed W-2s & 1095-Cs via Paycom
- Fixed accrual errors for staff changes

Regulatory Compliance & Reporting

- Completed monthly IMRF and BLS reporting
- Submitted 1099 electronic file to IRS via the FIRE system
- Completed and posted 2024 OSHA 300 & 300A forms, reported online

Strategic Planning & Training

- Finalized review of WPs and the strategic plan draft
- Attended Excel lunch & learn training on 1/29
- Collaborated with Vista National on Open Enrollment for the 2025-2026 plan year

Recruitment & Promotions

- Recruiting for Superintendent of Recreation, with first-round interviews scheduled for the week of 2/10
- Promotions:
 - David Grant from Landscape I to Landscape II
 - Julie Bohannon to full-time Administrative Assistant

Risk Management

- Risk management committee meeting
- Dance Idol safety inspection
- Workers' compensation claims

Discussion: None

D.2 FINANCIAL REPORTS:

Commissioner Doerr moved to approve the Financial Reports for February 18, 2025, and place a copy on file.

Seconded by Commissioner Haas

Discussion: None

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

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

VIII. UNFINISHED BUSINESS:

A: Algonquin Road Bridge – Discussion Only

Discussion: None

Seconded by Commissioner Haas

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

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

Commissioner Haas 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 Grady

Agenda Item 14 – A.2: Approval of Salary Structure for 2025/26

Commissioner Haas 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 Grady

B. Agenda Item 14 – B: Approval of Full-Time Administration 2025/2026

Commissioner Grady made the motion, “I move the Park Board of Commissioners approve the full-time employees Salary Pool increase and Quartile Adjustments for 2025/26 in the amount of \$145,166.77 with an additional reserve amount of \$90,253.28 for a total of \$235,420.05 as presented items discussed in Executive Session.”

Seconded by Commissioner Doerr

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

Commissioner Doerr 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 Haas

XV. ADJOURNMENT

Commissioner Grady made a motion to adjourn the Park Board Meeting at 8:20 pm

Seconded by Commissioner Haas

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

APPROVED

4-0

Eli Williams

President

Donald Miller
Secretary

IX. NEW BUSINESS: None

X. CORRESPONDENCE: None

XI. COMMENTS FROM THE COMMUNITY: None

XII COMMISSIONER COMMENTS:

Commissioner Haas: Attended a city meeting where Teska Consulting presented five scenarios for updating the downtown area. Commissioner Haas only stayed for the first hour and a half, though discussions continued for another two hours. The updates discussed were signage, awnings, and minor building upgrades without major long-term plans. No discussion took place about the open land near the funeral home. Additionally, Commissioner Haas mentioned expanding the Backpack program at Maine West, which involves student and family coordinators supporting homeless students. The program initially started with 10 students and aims to grow to 40-45, providing food items suitable for those living in cars or couch surfing.

Commissioner Doerr: She is involved in multiple community events and initiatives. On Sunday, there's a fundraiser for the District 62 Foundation, which provides grants to local teachers—last year, about \$48,000 was distributed, benefiting classrooms. On March 7, you're hosting a middle school bingo night at Prairie Lakes Community Center, helping students transition to high school by providing mentorship and open discussions.

Commissioner Doerr and Executive Director Miletic attended a legislative breakfast on Valentine's Day, where Senator Murphy, who is very supportive of the Park District, was present. She also participated in the Chili Open in January, where she and her friend won trophies.

Commissioner Grady: Reflected on recent community events and park activities. He mentioned visiting West and Cornell Park and observing high usage of the skating rink when the weather is favorable, but he acknowledged challenges in maintenance during warmer conditions. Commissioner Grady also highlighted the success of the daddy-daughter dance, noting positive community feedback.

President Williams: President Williams expressed appreciation for the park district staff for keeping facilities open and accessible despite weather conditions, as many families rely on these spaces. He said there were discussions with city officials about a potential small dog park. He desired more collaboration between the park district and the city on projects. Commissioner Williams emphasized gratitude for staff efforts during the winter weather. Executive Director Miletic indicated he meets with the City Manager monthly on different projects from the City and Park District.

XIII. EXECUTIVE SESSION:

Commissioner Haas made a motion at 6:55 p.m. to go into executive session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes, or setting a price for the lease of property owned by the Des Plaines Park District.

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

XIV. RETURN TO OPEN SESSION:

Commissioner Grady made a motion to close the Executive Session and return to open session at 8:19 pm.