

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
March 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 and Facility Manager, Dylan Kuffel

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 18, 2025
- B. EXECUTIVE SESSION MINUTES – February 18, 2025
  - B.1 SPECIAL MEETING MINUTES - None
- C. VOUCHER BILLS:

February 14, 2025	\$ 292,544.05
February 28, 2025	\$ 241,394.03
- D. PAYROLL:

February 07, 2025	\$ 211,597.75
February 21, 2025	\$ 216,147.78

**Commissioner Haas “I move to accept the Consent Agenda.”**

Seconded by Commissioner Grady

Discussion: None

**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:**

NWSRA is looking for a new Director. Trisha is a strong contender for the position. The Liponi Foundation Gala was one for the record books!

Discussion: None

## **VII. MONTHLY REPORTS**

### **A. EXECUTIVE DIRECTOR:**

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

#### **PLCC Fitness Renovation**

- Permitting expected to be submitted today or tonight.
- Permit process estimated to take 6-8 months.
- Project timeline depends on city reviews and potential tariff impacts.

#### **Community Report**

- Shared with the board for feedback.
- Highlights projects and achievements from the past five years.
- Future reports will be shorter and published annually or biannually.
- Intended for public viewing at community centers.

#### **Strategic Plan**

- Includes eight goals and key objectives.
- Staff highlighted gym space as a major need; Prairie Lakes only has two full-size gyms.
- Plan includes potential projects such as:
  - Additional gym space.
  - Oakwood Maintenance Facility expansion.
  - Dog park at Blackhawk.
  - Prairie Lakes Fitness Center expansion.
- Board input is requested and we will meet two at a time.

#### **Vacancy Process**

- 14 people have expressed interest; only two have submitted paperwork.
- Process includes an interview, followed by submission of resumes and other required documents.
- Deadline for applications is April 30, with candidate selections made in July or August.

#### **LVC Financials**

- Fiscal year revenue at \$218,639 from license fees.
- Maximum monthly payment from Foxtail to the city is \$18,500.
- Revenue exceeds some expectations due to successful negotiation efforts.
- LVC rentals and bar sales are expected to increase revenue further.

#### **Oakwood Project**

- Plans to improve garage space and staff conditions.
- Proposed enhancements include:
  - Better ventilation.
  - Expanded workspace and improved logistics for parking.
- Estimated cost around \$2 million, considerably less than alternative options of finding a new site and renovating.

#### **Next Steps**

- Upcoming meetings will be scheduled to review strategic plans and project details with board members and staff.
- Board members are encouraged to provide feedback on all presented materials.

#### **FOIA Request**

- A FOIA request prompted a review of advertising spending. Staff will review all advertisements and report how they would like to proceed.
- Advertising spending since 2020 has been fairly consistent, aside from COVID disruptions.
- Recent focus has shifted to digital marketing (website, app, targeted email campaigns) for better returns.
- Print ads in local journals have shown poor ROI; staff recommends reducing Journal ads and investing more in digital.
- For branding or major events like Fall Fest, Journal ads may still be used selectively.

## Technology Update

- Progress on a new golf center tracking system is ongoing, with connectivity issues being addressed.

## Community Report

- A new report highlights financial breakdowns and achievements from 2019-2024, aligning with the Park District's updated strategic plan.

Discussion: Commissioner Grady asked if April 30 was the deadline for applying for the open board position. Executive Director Miletic said yes. Commissioner Doerr asked if we were abandoning looking for a new facility for the Parks and Maintenance. Director Miletic said that we are only providing an option to make our current space work. If this does not pass the city review, we will still have to look for property. Commissioner Williams highlighted the financial information in the Community Report as being information that will help the community know what the district's value is. Commissioner Grady asked about Tee-Up system and what was holding it up. Executive Director Miletic said it is moving forward but the complication has been that this new system is on the cloud vs our internal server.

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

- Shoreline: We were granted a budget modification and extension on the DCEO 2M grant to utilize the remaining funds fully. Grand Opening June 11.
- Website: The soft launch was successful, with positive feedback from staff and the community. Website editing training was provided to program managers and supervisors, with a recorded session available for future use. Colette continues to update the website photos, new pictures of a few of the parks will happen in the spring.
- Friends: Elections were held and all positions and current occupants stayed the same. There has been some interest in the open position on DP Friends of the Parks.

Discussion: None

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

- Conference Meet held for 1<sup>st</sup> time at Prairie Lakes Aquatic Center and was very successful. The staff did a great job.
- Shoreline Room and Yoga Updates included 10 Shoreline Room bookings from May to June. Food vendors are coming along.
- 8 yoga classes with 69 participants and a yoga open house on April 12 from 11am to 2 pm.
- Golf Center course opened on 3/14 and was sold out for evening play. Nilco is beginning clean ups and Dylan is taking classes in turf management.

Discussion: Commissioner Haas asked about any additional restaurants being looked at for LVC? Director Panek said that he has reached out to Sunrise Grill but no response yet, and Los Azares is interested. Commissioner Grady wanted to verify that bartenders are certified and that the irrigation at the golf course is operational. Director Panek verified both.

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

#### PLCC Fitness expansion:

- Landmark Design Construction documents are expected any day. Staff continue to review fitness locker and lock options and Fitness equipment additions.

#### Golf Center

- Has come to life as the weather turns.
- TeeUp- I continue to be involved in daily and weekly meetings on the implementation of the new system. Data reports from our current systems have been extracted and implemented in the Intripid Data system to confirm reports are being generated correctly. DPPD will be providing Service Items and Cash Journal reports next to ensure these are provided as we need them in the new system. We are confirming that the software installed will accurately create transactions for customers in accordance with the facility's needs. Some more design and development is needed. Testing at the stations will be the next critical piece.
- Filling in different roles and learning the operations at all levels.

#### Lakeview Center

- Monitored operations and responded to rentals for the Shoreline Room, requests for Yoga instructing, assisted with the Alderman meeting set up.
- Maintained communication with staff in lieu of Dylan being on vacation.

Discussion: None.

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

- Led the hardscaping project at Dimucci-Lowenberg Park, including the removal of the playground in collaboration with Kids Around the World, sending our old equipment to Africa and initiated the renovation of the new playground.
- Confirmed the installation of topsoil at Craig Manor Park with Burke Engineering and are awaiting a start date.
- Assigned and monitored the completion of Basecamp projects across all departments within the Park District.
- Soccer and ballfields are being prepped for the upcoming season and mulching taking place at all revenue facilities.
- The District saved \$18,000.00 by installing the new water heaters at PLCC ourselves.
- Fence quotes for the dog park have not come back yet.

Discussion: Commissioner Grady asked how we are controlling who goes into the dog park. Executive Director Miletic stated that the park would be free and will be open to everyone. Commissioner Doerr recommended sponsorship and benches in the open area for the dog park. Commissioner Williams asked if we will request community input after the park opens.

#### **D. BUSINESS DEPARTMENT:** Director Annette Curtis, for report D in addition to:

- Don and I met on Monday to review the FY 2026 budget. We've made a few changes, and will be ready for April's board meeting presentation.
- The History Center received 7 or 8 applications for the Executive Director role, 4 were invited to interview and 3 responded. Interviews will be held on March 19<sup>th</sup> and March 21. The second round interview structure will be a board presentation, with the prompt; To do's during the first 30-60-90 days.
- Staff has been preparing for the opening of facilities. IT, POS, etc
- It was noted that we now must incorporate sales tax into personal use rentals. Illinois has started requiring sales tax on personal property rentals. This applies to all merchants, including park districts. Some examples would be pull carts and boat rentals.

Discussion: Commissioner Haas asked if we get tax dollars back on personal use rentals. Director Curtis stated that we do not as it falls under sales tax.

Commissioner Doerr asked what our yearly contribution is to the history center. Director Curtis confirmed \$118,000.00 per year.

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

- Paycom – Resolving accrual issues and checking the system is working properly. Ellie led a manager Paycom training and I discussed some expectations for employees at the IMRF meeting. Ellie & I received GL training and we are learning how to maintain the GL moving forward.
- Hosted the IMRF meeting on 3/4 – held Open Enrollment meeting, went through safety training: Injury Prevention, PDMRA's Core 6, and Hazard Communication. Don discussed District updates.
- Recruitment update: Recruiting for Maintenance II – Pools and Facility Maintenance I – PLCC (4 interviews set up), Maine West Job Fair 3/12/25, Maine South Job Fair 3/19 and Maine East Job Fair 4/2 – Ellie and/or I attending if necessary.

Discussion: None

**D.2 FINANCIAL REPORTS:**

**Commissioner Doerr moved to approve the Financial Reports for March 18, 2025, and place a copy on file subject to audit.**

Seconded by Commissioner Grady

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

**IX. NEW BUSINESS:**

**A. Action Item 9 - A: Approval of Travel Expense Ordinance #25-02**

**Commissioner Grady moved to approve the Travel Expense Ordinance #25-02.**

**Second 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**

**B. Action Item 9 - B: Approval of Park Board Policy & Ordinance #25-03**

**Commissioner Haas moved to approve the Park Board Policy & Ordinance Manual #25-03.**

Second by: Commissioner Grady

Discussion: None

**Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;  
Ayes: 4, Nays: 0, Absent: 0  
Motion Carried: 4-0-0**

**X. CORRESPONDENCE:**

A. D62 Scholarship Assistance - Thank you

**XI. COMMENTS FROM THE COMMUNITY: None**

**XII. COMMISSIONER COMMENTS:**

**Commissioner Haas:** Complimented PLAC staff on a job well done for her church swim event. She also expressed concern with campaign material issue involving a public place and the park district property.

**Commissioner Doerr:** Held a successful bingo night at PLCC on Friday for the Middle School Youth and the Youth Group Fun Fair on Saturday. Commissioner Doerr commended PLCC staff on a job well done and stated that she loves to fill the gym.

**Commissioner Grady:** Expressed excitement for the PLCC Fitness expansion and noted that Dimucci Park residents are taking to social media to voice complaints about the timing of the Dimucci Park renovation project. However, he understands the work can't be done in the winter. Commissioner Grady is looking forward to a great golf season including the new tee boxes and he also complimented the layout of both the Community Report and the Strategic Plan.

**President Williams:** President Williams expressed appreciation for the Park District staff's work on the Community Report and the Strategic Plan and is proud that the District does not rely on a large amount of tax dollars. President Williams noted that The Chamber of Commerce is hosting Restaurant Week from March 28 – April 6.

**XIII. EXECUTIVE SESSION:** None

**XV. ADJOURNMENT**

**Commissioner Grady made a motion to adjourn the Park Board Meeting at 7:55 pm**

**Seconded by Commissioner Doerr**

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 0**

**Motion Carried: 4-0-0**

APPROVED \_\_\_\_\_



President



Secretary