

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
April 15, 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 Jana 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: John Skorupa, Kim Skorupa and Paul Folino

**II. CHANGES TO THE AGENDA: None**

**III. PRESENTATIONS: None**

**IV. COMMENTS FROM THE COMMUNITY:** Resident John Skorupa provided photos to the Board showing that Chippewa Park is in need of some sprucing up. John also praised the pool and pickleball courts and appreciates these amenities in his community. Executive Director Don Miletic acknowledged Mr. Skorupa's concerns about the plantings and stated we have had some issues with filling landscape positions. Miletic added that the parking lot will be done this year and that the aesthetics will be addressed.

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for the consent agenda:

- A. MINUTES – March 18, 2025
- B. EXECUTIVE SESSION MINUTES – NONE
- B.1 SPECIAL MEETING MINUTES - NONE
- C. VOUCHER BILLS:

March 14, 2025	\$ 216,326.03
March 28, 2025	\$ 379,927.93
- D. PAYROLL:

March 07, 2025	\$ 214,538.69
March 21, 2025	\$ 213,943.95

**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: NONE**

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 is still in review with the City

#### Strategic Plan

- Requested if the Park Board had any additional feedback from our meetings about the new plan. In addition much of the input is from staff and user, along with our 2022 Community Needs Assessment.
- Noted that the Community Plan will be available to the public next week.

#### Land Dedication Fund

- Dollars could be earmarked towards a small amenity at Mohawk Park

#### Park Maintenance

- Contract mowing is underway and has been working out great. The difficulty in hiring, is not just a DPPD issue but across many park districts.

Discussion: Commissioner Grady asked for clarification for our visitors on what MNASR is and to explain the Strategic Plan and Community Report for our guests in attendance.

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

- Administrative Staff completed the self-evaluation for the Distinguished Agency Accreditation process. Our self-evaluation is being examined by the Distinguished Agency IAPD committee. We should find out this month if we have been accepted into the program. Once we are accepted, the administrative team will begin the evidence collection through the PowerDMS software.
- Bonnie has finalized the district-wide 12-page Community Report and the draft of the 8-page Strategic Plan Report.
- Colette completed the Durbin Orthodontics sponsorship agreement for 2025 and is working on the Millennium Bank sponsorship renewal.
- Preparations have begun for the Friends of the Parks Glow in the Dark Golf event. Mark your calendars for Saturday, September 27, 2025.

Discussion: NONE

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

- Hiring
  - David Guzzarde was hired on as Facility Maintenance 1 at PLCC.
  - Summer staff hiring – pools at 94%
  - Looking to hire a Fitness Supervisor at PLCC. Good applicants are coming in.
- Lake Park and MVAC opened up on 3/28 and Golf Center course opened 3/14.
  - Met with Michael Amadei of D62 on IGA. The agreement was signed by D62.

#### Discussion:

Commissioner Williams asked where we stand in talks with D62. Director Panek responded that we discussed working together more often and the possibility of utilizing their gym space at the middle schools during the weekends.

Commissioner Haas asked which gym is the nicest, and Director Panek said Chippewa.

Commissioner Doerr asked for an Earth Day preview.

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

- PLCC Fitness expansion:
  - Expansion project permits were submitted to the City for review. On March 21, the City acknowledged receipt and provided a 15-30 day review process. On April 14, Landmark Design and Development will be monitoring the response daily for status and we were told today that the City wants some revisions. Landmark will be meeting with the City on 4/16/25 to discuss.
- Golf Center
  - Met with Nilco owner Brent and manager Bret to review the current contract. I have identified some areas that I will be working on regarding the contract and needs of the course at Golf Center and Lake Park. The irrigation system is up and running.
  - Tee Up: Communication with Elliot and Kyle on the project continues. The DPPD is waiting for a status update from Rob at Intrepid. I have identified and communicated with a couple of vendors for various parts of the current system.
  - Daily course and range monitoring have provided staff communication and product enhancement.
- Lake Park
  - Golf Course Memberships are up 175% from last year.
  - The Shoreline Room has bookings into July with approximately 2 tours per week for upcoming bookings.
  - Kiwanis Cup & Family day will be held 5/31/25.

Discussion: Commissioner Grady expressed gratitude for The Golf Center improvements and noted that the practice greens need to be addressed. Commissioner Williams asked about the hours of operation for Family Day & Kiwanis Cup. Superintendent Weber confirmed hours as 9am – 12 pm.

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

- Collected and reviewed proposals for new fencing at the Blackhawk dog park as part of an upcoming facility upgrade. Received back 3 proposals and will be going out to bid.
- Completed a certification course for Playground Safety Inspector, and earned my certification as a Pool & Spa Operator.
- Coordinated the partial reopening of the playground area at Craig Manor Park for resident use, while the city continues its sewer vault upgrade project.
- Dimucci Park update: All footings removed from old playground equipment. Installed drainage rocks. Looking at a timeline of 1 month, weather permitting, for completion.
- Ballfield preparation is wrapping up. Arndt outdoor restrooms are scheduled to open 4/16/25.

Discussion: Commissioner Haas asked about supply chain costs in regards to tariffs. Director Marquez responded that proposal prices are guaranteed for 15 days across the board. Commissioner Haas asked where we are with Mystic Waters renovations. Director Marquez said that there is an upcoming meeting regarding countertops. Proposals to gel coat the slides are coming back very expensive, and we are looking into other options. Director Marquez said water pressure testing has not been completed

at this time. Commissioner Williams asked to confirm the hours for the Arndt Park outdoor restrooms. Hours of operation will be 8 am - 8 pm until the pool opens.

Commissioner Williams inquired about the safety of the construction fencing at Craig Manor. Director Marquez feels the safety fencing is adequate for protecting children from the construction site.

Commissioner Grady clarified the Craig Manor construction projects for our guests in attendance.

Commissioner Doerr stated that she likes to see the vandalism spreadsheet for information purposes.

Commissioner Williams asked for a status update on the Lake Park clubhouse. Director Marquez stated that the railings will be installed by the end of the month and that we are adding arborvitae in lieu of netting for the patio.

Commissioner Haas suggested adding shade umbrellas for added protection from wayward golf balls.

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

- After the second round of interviews, the History Center has decided to make a job offer. At this writing, the candidate has been made a verbal and written offer and as of today, the candidate has not yet accepted.
- First installment Property Taxes have been coming in. Those dollars have been moved to IPDLAF, invested in CDs with maturity ranging from 6 months to 1 year.
- With the budget coming together, the Business Office is shifting its focus to year-end. The audit conference meeting was held on Friday. L&A will be here on May 21 for preliminary field work, with the audit scheduled for the week of July 7<sup>th</sup>.
- IT upgrades have been made to Chippewa to improve Flick & Float, and Mystic Waters had server maintenance.
- Director Curtis commended the History Center volunteers on an excellent job keeping the History Center up & running.

Discussion: NONE

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

- Paycom – Outstanding item is double checking accruals, actively working on double-checking everyone's time off. Created custom fields including driver's license number & expiration date, criminal background check date, sex offender check date, I-9 verification date, and accrual seniority date. Finalizing general ledger changes.
- Recruiting for Landscape I and Maintenance II – Pools
- David Guzzarde was hired as our Facility Maintenance I at PLCC, started 4/1/25.
- Had a kick-off meeting with our PDRMA rep to discuss goals for this upcoming year.
- Attended a Safety Coordinator update webinar series on 4/8 to learn more about the Risk Management Review for this summer.

Discussion: Commissioner Doerr inquired about safety incentives. Superintendent Dale stated that PDRMA requires we do intensive training to keep everyone safe. Miletic explained to audience what PDRMA is.

**D.2 FINANCIAL REPORTS:**

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

**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 FY2025/26 Tentative Budget and Appropriation Ordinance #25-04**

**Motion: by Commissioner Doerr “I move that the Board of Commissioners approve Ordinance 25-04, the Tentative Budget and Appropriation for the Des Plaines Park District for the fiscal year beginning May 1, 2025, and ending April 30, 2026” Second by: Commissioner Grady**

Discussion: After a lengthy presentation from Director Curtis, Commissioner Haas commented on the high credit card fees.

**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 Revisions to the Employee Manual**

**Motion by Commissioner Haas: “I move that the Des Plaines Park District Board of Commissioners approve the revisions to the 2025 Employee Manual as presented.”  
Second by: Commissioner Doerr**

Discussion: Supt. of HR & Risk presented material in detail and Commissioner Haas asked if legal has looked at our sick leave policy changes. Executive Director Don Miletic confirmed that legal was consulted. Commissioner Haas also inquired if Background checks are protected, should something come back flagged. At that point, PRDMA would be consulted for the proper procedure.

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

**C. Action Item 9 - C: Approval of Revisions to the Safety Manual**

**Motion by Commissioner Grady: “I move that the Des Plaines Park District Board of Commissioners approve the revisions to the 2025 Safety Manual as presented.”  
Second by: Commissioner Haas**

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

**D. Action Item 9 - D: Approval of Revisions to the Crisis Management Manual**

**Motion by Commissioner Doerr: “I move that the Des Plaines Park District Board of Commissioners approve the revisions to the 2025 Crisis Management Manual as presented.”  
Second by: Commissioner Grady**

**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. **Kids Around The World** – Thank you
- B. **Frisbie Senior Center** – Thank You
- C. **Liponi** – Thank You
- D. **Fitzgerald's** – Thank You

**XI. COMMENTS FROM THE COMMUNITY:** Resident Kim Skorupa thanked us for all of the background information provided and was happy to be present at today's meeting.

**XII. COMMISSIONER COMMENTS:**

**Commissioner Haas:** Commented that Back Packs for Kids has helped 45 homeless children and that Sky Chef is providing food on the weekends. Commissioner Haas stated that the flowers at the parks look great and that she is very happy to see the skate park and Mountain View Mine being utilized.

**Commissioner Doerr:** Voted at her polling place and Arndt looked great and that she is looking forward to Earth Day. Commissioner Doerr commended everyone for their hard work and reminded the board members that their SEI are up to file by the end of the month.

**Commissioner Grady:** Spent some time with his grandkids at Prairie Lakes Park and commented that he was very happy to see the park full of people. Commissioner Grady will monitor Chippewa Park for aesthetic improvements and is looking forward to his upcoming trip to Ireland.

**President Williams:** Was glad to have the public attend tonight's meeting and expressed that he is very happy to serve the community. Commissioner Williams commended Gosia and the Aquatics Department for a well-run splash pad and swim classes and expressed that he very much liked the matching staff t-shirts.

**XIII. EXECUTIVE SESSION:** None

**XV. ADJOURNMENT**

**Commissioner Doerr made a motion to adjourn the Park Board Meeting at 7:51 pm**

**Seconded by Commissioner Haas**


**All in Favor, Opposed**

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

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

APPROVED \_\_\_\_\_

  
President

  
Secretary

