

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
May 20, 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, Facility Manager, Dylan Kuffel, Aquatic Manager, Gosia Zalewska, Assistant Superintendent of Recreation, Tyler Fuchs, Aquatic Supervisor Brianna Wabel, and Desk Attendant, Jim Farley.

Guests: Chris Hylon, Joshua Enms, Paul Folino and Christine Trujillo

II. CHANGES TO THE AGENDA: None

III. PRESENTATIONS: Dedicated to Excellence awarded to Aquatic Manager Gosia Zalewska, presented by Director of Facilities and Recreation, Brian Panek, and also presented to Jim Farley, presented by Assistant Superintendent of Recreation, Tyler Fuchs.

IV. COMMENTS FROM THE COMMUNITY: Community resident, Chippewa teacher and Des Plaines Community Band member Chris Hylon spoke of the Community Band members diverse age group and talents and invited the board to attend performances and encouraged board members to ask other elected officials to attend as well. Attendee and Community Band member Christine Trujillo spoke highly of the Community Band and seconded Chris Hylon's invitation to attend and encourage elected officials to show their support.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for the consent agenda:

- A. MINUTES – May 20, 2025
- B. EXECUTIVE SESSION MINUTES – NONE
- B.1 SPECIAL MEETING MINUTES - NONE
- C. VOUCHER BILLS:
 - April 11, 2025 \$ 416,338.52
 - April 25, 2025 \$ 412,677.71
- D. PAYROLL:
 - April 04, 2025 \$ 229,460.72
 - April 18, 2025 \$ 243,213.54

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:

- Staff is busy getting ready for the summer season.
- Kudos to the Mechanical Maintenance staff for fixing the Mystic Waters leaks.
- The Nature Program is coming along nicely as Jenny Fairman and Candice Morden have filled our very first nature camp.
- Contracted mowing has been very beneficial and has been running smoothly.

Discussion: President Williams commented that he was impressed with the speed that the permits for the PLAC remodel were acquired. Miletic replied it has been record time of eight weeks. Commissioner Doerr inquired about the age group for the new nature camps. Director of Business Annette Curtis replied that the children are preschool age.

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

- May 7, 2025, was the official website launch. Screen cleaner giveaways were given out at each desk location, and a drawing was held to win a gift basket. We have more than 181 people registered for the new website and newsletter in
- New signage design for Mystic Waters is complete: colorful character designs for each area, concession signs and entry signs at Mystic Waters. We are very excited for all of the changes at Mystic!
- Most popular Facebook post: Biggest reach 5.2K Kids Around the World/ Most likes 150 Kids Around the World.

Discussion: Executive Director Miletic noted that effective 5/29 April has accepted the Superintendent of Recreation position.

Commissioner Hass expressed gratitude for the Kids Around the World program and that we put our old playground equipment to use instead of disposing of it.

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

- Earth Day event success and kudos to Lizzie on a job well done. Next year the event will move to ALC to incorporate our new nature center and provide more space.
- Fitness Supervisor Position was filled by Jenny Fairman.
- New programming/events to include nature and culture.
- Pool openings will be weather-dependent.

Discussion: None

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

- Prairie Lakes Fitness Expansion project plan reviews were uploaded for a second time to the city for a second review. There were minor comments that were addressed. The City has approved the permit. DPPD staff are reviewing Permit Set 02, Bid Agreement for contractors, and owner items.
- Golf Center
 - Greens were Dryject on 4/29.
 - Ball change to white and wind dividers 4/30-5/7
 - Fungicide and Fertilization of the Greens at Golf Center & Lake Park were complete.
- Lake Park
 - Two rentals were completed by Dylan and his staff
 - Golf Course patio & valet lot landscaping was installed

- Boating Dock and Gates were repaired and repainted
- Upcoming: Summer Kickoff Block Party 5/22, Memorial Day 5/26, Kiwanis Cup & Family Day 5/31, Shoreline Grand Opening 6/11, Live at the Lake begins 6/12, Senior Center Outing 6/13, Dad & Me 6/15

Discussion: NONE

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

- Located and repaired two underground drainage leaks at Mystic Waters.
- Coordinated cross-departmental repairs at Lake Park to replace the irrigation system's water well pressure tank for the golf course.
- We are repairing various playground items throughout the district. In particular, I coordinated with the IT department to fix the 'Drive-Away' kid-powered fixture at Westfield Park, which was originally estimated to cost hundreds of dollars. Instead, the repair was completed for just \$14.99. The fixture has been reinstalled and is once again being enjoyed by residents.
- Bids for dog park fencing opened 5/13
- The City of Des Plaines donated 4 old non-functional fire hydrants to incorporate into the park for the dogs.

Discussion: President Williams asked what playground equipment we had repaired in-house. The Drive Away feature had a speaker replaced by IT staff saving a good amount of dollars.

Commissioner Doerr stated that our residents will be excited to begin utilizing the dog park and Executive Director Miletic stated that our July 4th float will highlight the dog park.

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

The year-to-date financials which are included in your board packet, are a preview of actual year end. Most of the revenue has been recorded, but numerous expenditures are still outstanding. Staff is gathering invoices from vendors and editing their credit card statements. The business office reviews all expenditures and post to the correct period. The full week audit will take place 7/7.

- I attended the PDRMA member assembly meeting. Which is their yearly 'state of the union',
 - 159 Members in Property
 - 88 Members in Health
 - With an overall net position of \$57M.
 - Utilizing rate stabilization to reduce member contributions.
 - Member contribution formula has changed to: Asset Value, Acreage, Wages, instead of operating expense and payroll.

At your seat, DPPD activity over the last two years, 2023-2024.

- Number of staff attended training
- Number of Helpline calls
- Risk management incentives paid
- Net position returned through rate stabilization

History Center hired Katie Porwit, a temporary part time staff person to assist with daily operations. The search for an executive director will resume.

Their annual meeting was held on Wednesday, May 14th.

- Training was held on the new 5th 3rd entry procedure.

Discussion: Commissioner Doerr inquired if we earn cash back on our credit card purchases. Director Curtis explained that we receive a percentage back based on what all districts combined spend compared to what we spend.

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

- **Human Resources**
 - Assisted with staff personnel problems & concerns
 - Paycom – we are out of implementation! We met with our long term care specialist and are tying up a few loose ends: new spare time clock, prenote file, rehire offer letters.
 - Completed monthly IMRF and BLS reporting
 - Updated 21 Administrative Policies & Procedures and distributed policies to staff to update their binders/facility binders. Scanned all policies into 1 document and creating bookmarks for easy navigating to upload to Paycom for better staff access.
 - Distinguished Agency – becoming more familiar with PowerDMS and uploaded a few documents into the portal and assigning to the proper section.
 - Reviewing all performance reviews, providing feedback and receiving approval from Don. Entered approved merit increases into Paycom for 5/1 effective date.
 - Attended PDRMA's Legal Update & Discussion Webinar Series on 5/8/2025
 - Attended 2025 Diversity Education Institute through IPRA: Creating a Comprehensive DEI Plan, Building Your Own Agency Plan, Neurodiversity in Recreation, Difficult DEI Conversations, Gender Identity and Recreation Policies.
- **Recruitment**
 - Recruiting for Landscape I and Maintenance II – Pools – Ellie is reaching out to Triton and Oakton to see how we can get the message out to their students. Posted the position on Bandana. Reposted on Handshake.
 - Completed 1st and 2nd round interviews for the Fitness Supervisor Position
 - Ellie worked with staff to updated Staffing Levels spreadsheets for Directors and Superintendents to see how many staff have submitted their paperwork.
- **Risk Management**
 - Held risk management committee meeting
 - PDRMA Risk Management Review – reviewed the 2025 Risk Management Review Preparation guide and sent managers areas/questions that are relevant to them. Will reach out to our Risk management consultant to schedule an on-site meeting this summer. Aiming for early July.
 - Followed up on open property and employee claims.

Discussion: NONE

D.2 FINANCIAL REPORTS:

Commissioner Doerr moved to approve the Financial Reports for May 20, 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: Executive Director Miletic noted that there is a new survey coming out for the location of the bridge and will pass that information along once it becomes available.

B: Annual Reorganization of the Park District Board of Commissioners

1. Oath of Office to Newly Re-Elected Commissioner:

I, Jana Haas, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of the Des Plaines Park District commissioner according to the best of my ability.

- **President Williams** was thanked for his service as President during the Fiscal Year 2025/2026 and how he conducted very efficient meetings.

2. Nominations for President:

Executive Director Miletic asked if there were any nominations for Board President.

**Commissioner Haas nominated James Grady for president for Fiscal Year 2025/2026.
Seconded by: Commissioner Doerr**

Discussion: None

All in Favor,
Opposed
Ayes: 4
Nays:0

Executive Director Miletic asked if there were any other nominations for Board President. Hearing None, I am asking for nominations for President to be closed.

Motion by: Commissioner Haas

Seconded by: Commissioner Williams

Discussion: None

All in
Favor,
Opposed
Ayes: 4
Nays: 0
Motion carried 4-0-0.

Executive Director Miletic requested a motion and second to elect James Grady as Board President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2025/2026.

Commissioner Haas moved to elect James Grady President of the Park Board of Commissioners, from May 20, 2025, through Unfinished Business on May 19, 2026.

Seconded by: Commissioner

Williams Discussion: None

All in Favor,
Opposed Ayes:
4 Nays: 0

Motion carried 4-0-0.

3. Nominations for Vice-President:

President Grady asked if there were any nominations for Board Vice President. Commissioner Williams nominated Erin Doerr for Vice President for Fiscal Year 2025/2026.

President Grady asked if there were any other nominations for Vice President. Hearing None, he asked for nominations for Vice President to be closed.

Motion by: Commissioner Williams

Seconded by: Commissioner Haas

Discussion: None

All in Favor, Opposed

Ayes: 4 Nays: 0

Motion carried 4-0-0.

President Grady requested a motion and second to elect Erin Doerr as Vice-President of the Des Plaines Park District Board of Commissioners for Fiscal Year 2025/2026.

Commissioner Haas moved to elect Erin Doerr as Vice President of the Park Board of Commissioners from May 20, 2025, through Unfinished Business on May 19, 2026.

Seconded by: Commissioner Williams

Discussion: None

All in Favor, Opposed Ayes: 4

Nays:0

Motion carried 4-0-0.

4. Nominations for Treasurer:

President Grady asked if there were any nominations for Board Treasurer. Commissioner Doerr nominated Jana Haas for Treasurer for Fiscal Year 2025/2026.

President Grady asked are there any other nominations for Board Treasurer? Hearing None, I am asking for nominations for Treasurer be closed.

Motion by: Commissioner Doer Seconded by:

Commissioner Williams

Discussion: Executive Director Miletic discussed the process it took to get us to this point. Also reviews with the Park Board on the final plan, with input from the community and customers.

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 Blackhawk Park Fencing

Motion by Commissioner Haas: “I move the Park Board of Commissioners approve the bid from Chicagoland Paving Contractors, Inc. out of Lake Zurich for the Chippewa Tennis Court Improvement project in the amount of \$100,000.” Second by: Commissioner Doerr.

Discussion: Commissioner Haas questioned what the \$300,000.00 dog park budget entailed. Director Marquez explained that the money will go for fencing, plumbing, benches and amenities. President Grady asked if concrete and wash station were going to be done in-house. Director Marquez confirmed yes. Commissioner Williams asked if the dog park hours would be dusk to dawn. Executive Director Miletic said yes, this is our policy for all parks.

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. Thank You: Plainfield School
- B. Thank you: Community Member

XI. COMMENTS FROM THE COMMUNITY: NONE

XII. COMMISSIONER COMMENTS:

President Grady: Said it is a pleasure and a privilege to serve on the Des Plaines Park District Board and is proud of our unprecedented grants. President Grady wished everyone a fun and safe summer.

Commissioner Doerr: Thanked President Williams for his work. Commissioner Doerr commended the District for recognizing the staff’s hard work and thanked everyone for a job well done.

Commissioner Hass: Commented on Mystic waters saying it looks good and commended Gosia on her achievements. Commissioner Haas noted that she received an award from the Elks club for her dedication to the Backpack program.

Commissioner Williams: Thanked everyone for his year as President and for all the support he received from the board and staff. Commissioner Williams loved our Earth Day event and thanked the City for the fire hydrant donation for the dog park. Although Commissioner Williams does not have a dog, he is glad to see the dog park come to fruition.

Discussion: None

All in Favor, Opposed
Ayes: 4 Nays:0
Motion carried 4-0-0.

President Grady requested a motion and second to elect Jana Haas as Board Treasurer of the Des Plaines Park District Board of Commissioners for Fiscal Year 2025/2026.

Commissioner Williams moved to elect Jana Haas as Treasurer of the Board of Commissioners for the period May 20, 2025, through Unfinished Business on May 19, 2026.

Seconded by: Commissioner Doerr

Discussion: None

All in Favor,
Opposed Ayes: 4
Nays:0
Motion carried 4-0-0.

5. Board Appointments:

President Grady made the following appointments for the following committees:

1. Executive Director - Donald Miletic
2. Attorney Park District Legal - Andrew Paine; Tressler LLC
3. History Center Representative -Annette Curtis
4. Senior Center Representative - Donald Miletic
5. Board Secretary- Donald Miletic
6. M-NASR Representative-Donald Miletic
7. Des Plaines Friends of the Park - Brian Panek & April Lohr

Commissioner Williams moved to approve the appointments for Fiscal Year 2025/2026.

Seconded by: Commissioner Doerr

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of the Strategic Plan 2025 –2030 as presented.

Motion by Commissioner Williams: “I move that the Des Plaines Park District Board of Commissioners approve the Strategic Plan 2025 –2030 as presented.” Second by: Commissioner Doerr.

XIII. EXECUTIVE SESSION:

Commissioner Williams made a motion at 7:10 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 Doerr

All in Favor, Opposed

Ayes: 4 Nays: 0, Absent: 0

Motion Carried: 4-0-0

XIV. RETURN TO OPEN SESSION:

Commissioner Williams made a motion to close the Executive Session and return to open session at 8:48 pm.

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

A. Agenda Item 14 – A:

Commissioner Haas made the motion, “I move the Park Board of Commissioners to approve the items as presented items discussed in Executive Session.”

Seconded by Commissioner Williams.

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

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

XV. ADJOURNMENT

Commissioner Haas made a motion to adjourn the Park Board Meeting at 8:49pm

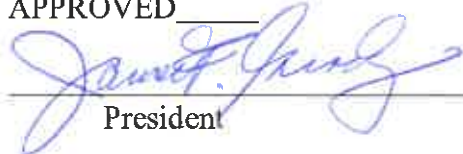
Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

APPROVED _____



President



Secretary

