DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
OCTOBER 21, 2025

I. CALL TO ORDER/ROLL CALL

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

Staff in attendance were Executive Director, Donald Miletic; Director of Business, Annette Curtis; Director of Facilities and Recreation, Brian Panek; Superintendent of Administration, Liz Vinakos and Administrative Assistant, Julie Bohannon.

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 – September 23, 2025
B. EXECUTIVE SESSION MINUTES – September 23, 2025
B.1 SPECIAL MEETING MINUTES – NONE

C. VOUCHER BILLS:

September 11, 2025	$	252,165.11
September 26, 2025	$	305,527.19

PAYROLL:

September 05, 2025	$	263,437.37
September 19, 2025	$	260,037.00

Commissioner Williams made a motion to accept the consent agenda.

Seconded by Commissioner Haas

Discussion: None

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

VI. M-NASR REPORT:

Director Miletic discussed items in the MNASR Report.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- There was a roof leak at LVC discovered after the recent rain. Redford Roofing is looking into making the necessary repairs.
- Staff are working hard on the Fall Fest wrap up, and winterizing the parks.
- A request was made to have the City of Des Plaines and the Park District repeal the annex for 300 N. River Rd. The City has already approved their portion. Our property attorney advised that is okay to proceed with the repeal. An ordinance will be provided for Park Board review.
- We are looking at new fencing at Oakwood for traffic safety and to better secure the facility.
- A revision to the employee smoking policy is underway.

Discussion: President Grady inquired what happens to unused scholarship funds. Executive Director Miletic replied that if the recipient does not use the funds, the recipient will lose the awarded funds, and the funds will return to the scholarship account.

B. REVENUE FACILITIES AND RECREATION: Director Brian Panek reviewed items contained in his written report B., in addition to:

- Glow Golf event went great.
- Youth basketball registration is up from 220 last year to 250 this year.
- The fishing derby had 44 participants and the floating pumpkin event was very successful.
- Stated marketing is making a push promoting facilities and events. We have had many group rentals coming in.
- The winter Spectrum has gone to the printer.
- Fitness equipment has been ordered for the new expansion.
- The program survey process has changed. The staff are now sending out surveys while the program is still in session in order to gain helpful recommendations they can put into place prior to the ending of the program.
- Mystic Waters revenue was up from prior year.

Discussion: President Grady asked what the Mongolian Academy is. Director Panek explained that it is one of the groups who rents out the Aquatic Center. Commissioner Williams is happy to hear that Mystic Waters revenue is up and that there are new marketing strategies. Commissioner Doerr asked if we could keep Mystic Waters open past Labor Day weather permitting. Director Panek said it is not possible to keep Mystic Waters open due to staffing, but going forward will remain open until Labor Day Depending on staffing levels. Commissioner Williams asked when the PLCC renovations will be completed. Director Brian Panek advised late January 2026. Commissioner Haas asked for a site visit and Executive Director Miletic said to call him any time she would like to come by.

C. PARKS & PLANNING DEPARTMENT: Executive Director Don Miletic reviewed items in Director Marquez's report in his absence and in addition mentioned the following:

- Overseeing ALC insulation of all our water lines, to be energy efficient.
- Overseeing repair work at Mystic Waters plunge pool drain. $57,000.00 was the cost.
- Staff are working on fall landscaping.
- Coordinated work with ComEd at Kutchen Park to remove a dying tree that was causing a safety hazard with power lines.
- HVAC in ALC dance rooms is complete and thermostats will be locked at 70 degrees to proactively prevent premature damage to the equipment.

Discussion: NONE

D. **BUSINESS DEPARTMENT:** Director Annette Curtis reviewed items in her report and in addition:

- Nicki is back!!! So nice to have her back. Meeting to bring her up to date on various topics, and situations.
  Catching up on Distinguished Agency - gathering information, reviewing and updating job descriptions, policies, procedures, etc.
  Working on Flexible Benefits & Commuter Open Enrollment Updated our FOIA binders and postings at each facility with current information.
- Audit has been filed with all agencies: Website, Audit Availability posted in the Journal and Topics, GATA, Cook County Clerk and Treasurer for Debt Disclosure, State Comptroller, Speer Financial for EMMA reporting, GFOA, Fire Marshall information was shared with Aurelio.
- Office Evolution continues: help staff training on Office 365 features including Teams meetings, Forms which are surveys. Great discussion. Began the conversion to BSA Cloud.
- History Center has a new Executive Director- Dennis Murray. The finance committee is working on the FY 2026 budget. The History Center requested an increase contribution from the city for 2026- $100,000.
- Rectrac will be updated on Oct 29th- six hour timeline, operations have been notified as everything will be down. This security update will address the ticketing issue we faced a few weeks ago. Numerous Rectrac users were impacted.

Discussion: President Grady asked for a run through of what a 1st amendment audit is. Director Curtis stated that any person has the right to walk through and take video in public areas of the District's buildings and view all public documents posted visibly, such as the organization chart and budget. The Park District has all required documentation posted and in is compliance. The auditors, however, are not allowed to enter private employee areas. President Grady asked if that means they can walk into the gym or other spaces during programming. Director Curtis clarified that yes, they can go into the gym if it is open use, however if a group is renting the space, or if it is paid entry like the pool, they are not allowed to enter unless they are participating or paying.

D.2 FINANCIAL REPORTS:

Commissioner Haas moved to approve the Financial Reports for October 21, 2025, and place a copy on file.

Seconded by: Commissioner Doerr
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: The City finalized and provided an update. Phase I design is currently an underpass at Algonquin Rd. Our attorney has advised us that as the Park District, we have three options. The first is to remain silent, the second is to pass a resolution for the underpass, and the third is to pass a resolution against the underpass. The decision will be left with the Park Board.
Commissioner Williams asked if our land would be taken. Executive Director Miletic confirmed yes, there will be a portion. Executive Director Miletic also stated that there may need to be changes to the traffic flow for safety, such as not allowing left turns out of Prairie Lakes and cut throughs will be addressed with additional speed bumps. In addition, there may be an effect on our park use in the area.

IX. NEW BUSINESS: NONE

X. CORRESPONDENCE: NONE

XI. COMMENTS FROM THE COMMUNITY: NONE

XII. COMMISSIONER COMMENTS:

President Grady: has received a lot of positive feedback on the dog park and paw wash station. Is glad to hear we have had so many successful events. President Grady wanted to state that he felt the Algonquin underpass is not a good idea.

Commissioner Doerr: is hosting a table at Trunk-or-Treat for the Youth Commission. Noted positive feedback on the dog park and that the park is appreciated.

Commissioner Hass: Commented that the District's fall plantings are gorgeous. Commended the ALC dance room air conditioning install and how nice it looks.

Commissioner Williams: said he is looking forward to Trunk-or-Treat and is excited to see all the costumes. Stated that he attended the City Board meeting and appreciated updated feasibility study.

XIII. EXECUTIVE SESSION:

Commissioner Doerr made a motion to go into executive session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes or the setting of a price for lease of property owned by the Des Plaines Park District at 6:51 pm.

Seconded by Williams
All in Favor, Opposed
Ayes: 4, Nays: 0, Absent:0
Motion Carried: 4-0-0

XIV. CLOSE AND RETURN TO OPEN SESSION:

Commissioner Doerr made a motion to close the Executive Session and return to open session at : 8:07pm.

Seconded by Commissioner Haas
All in Favor, Opposed
Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

14-A1 Commissioner Haas made a motion to appoint Alan Osinski to fill the vacancy of the open Park Board Seat.

Seconded by Commissioner Williams.

Roll Call: = Haas yes, Williams yes, Doerr yes and President Grady yes
Approved 4 - 0

XV. ADJOURNMENT

Commissioner Williams made a motion to adjourn the Park Board Meeting at 8:09pm

Seconded by Commissioner Doerr
All in Favor, Opposed
Ayes: 4, Nays: 0, Absent:0
Motion Carried: 4-0-0

APPROVED

President

Secretary