

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
April 16, 2024**

I. CALL TO ORDER/ROLL CALL

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

In attendance was Executive Director, Donald Miletic; Deputy Director, Paul Cathey; Director of Business, Annette Curtis; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Administration, April Lohr; Superintendent of Recreation, Joseph Weber; Superintendent of Parks & Planning, Paul Guza; Superintendent Nicole Dale.

Guests: Ken Ivaska, Dominik Brauakowski, Maria Donalis

II. CHANGES TO THE AGENDA:

None

III. PRESENTATIONS:

None

IV. COMMENTS FROM THE COMMUNITY:

Ken Ivaska, a member of the Des Plaines Community, wanted to express his appreciation to the Park District Board of Commissioners for opposing the Algonquin Road Bridge, as it has been presented by the City. Mr. Ivaska identified that he had brought two other community members with him who also opposed the bridge overpass because of the increased traffic, speed, and danger that this would bring to the community. President Haas and Executive Director Miletic thanked the community members for coming.

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for the consent agenda:

- A. MINUTES –March 19, 2024
- B. EXECUTIVE SESSION MINUTES - None
 - B.1 SPECIAL MEETING MINUTES - None
- C. VOUCHER BILLS:

March 01, 2024	\$ 179,538.15
March 15, 2024	\$ 131,652.79
March 29, 2024	\$ 270,773.70
- D. PAYROLL:

March 08, 2024	\$ 212,904.24
March 22, 2024	\$ 211,741.60

Commissioner Grady moved to accept the Consent Agenda.
Seconded by Commissioner Doerr

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Williams, Aye; President Haas, Aye
Motion carried 5-0-0

VI. M-NASR REPORT:

Superintendent Weber reviewed items contained in the written report 6-A in addition to:

- April 23, 2024, a meeting will be held at Lakeview, and lunch will be held at Foxtail.
- M-NASR Recognition Night Wednesday, April 24, 2024, 5:30-8:30 pm.

Discussion: Commissioner Doerr asked if MNASR would utilize our parks this summer. Superintendent Weber said yes.

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Don Miletic reviewed items contained in the written report A & A.1, in addition to:

- Lake Park was extremely busy over the last weekend. In an effort to keep the community safe, the Lake Park Shoreline path will be closed during construction but will be open when there is no active construction.
- Preferred vendor meeting took place for the Shoreline Room rentals.
- Earth Day (April 20th) at Arndt Park. Plans to spruce up the the grounds are underway to showcase this featured event. The grand opening for Arndt Park and Pool will be May 25
- ALC Playground is looking good to open on May 1.
- Paving project plans are underway at a few locations.
- Staff is working hard and are busy with summer prep.

Discussion: Commissioner Doerr asked if any more came of the Arndt Park neighbor who was inquiring about a fence. Executive Director Miletic said that the district was looking into plantings. Commissioner Williams asked how the contractual mowing was going. Executive Director Miletic said that 19 smaller parks were being handled well and that, so far, the district is pleased.

A.1 ADMINISTRATION:

Superintendent April Lohr reviewed items contained in the written report A.2 & A.3, in addition to:

- Archive Social has been deployed to archive all park district social media content. Additionally, it proactively monitors user content. A public social media policy is currently being developed.
- Summer's Spectrum and Playbook production and edits are complete. Spectrum is at the printer. And will be at facilities between May 7 - 10. The playbook will be sent to homes May 13 -17. Resident registration begins May 13 and non-residents May 20.
- The new website's home page design is finalized and in the developers' hands. Marketing is meeting with supervisors to review all webpage content to ensure the new site launches with the most up-to-date information.

Discussion: A few commissioners asked for more detail on the social media archiving. Superintendent of Administration Lohr explained that this will provide us the ability to more easily reply to any FOIA requests and monitor our social media pages content for posts or comments that do not follow our social media public use policy. Additionally it makes sure we are compliant with record retention policies.

A.2 REVENUE FACILITIES:

Superintendent Brian Panek reviewed items contained in the written report A.4, in addition to:

- Yoga Room Update
- Part-time custodial Job at GC

- Record breaking #'s at Golf Center

Discussion: Commissioner Grady asked about the trash at Lake Park over the busy weekend and wanted to know how many garbage cans we had. Superintendent Panek responded that there are about 35 throughout the park and that he would be increasing staff attention to trash monitoring and removal. President Haas asked where the boats were and if there had been any issues with parking due to the construction. Superintendent Panek said no complaints but they stopped accepting request for any additional access for this year.

A.3 RECREATION:

Superintendent Joseph Weber reviewed items contained in the written report A.3, in addition to:

- Staff: Hiring is going very well. Supervisors and Managers have been hustling.
- Projects: Upgrades to PLCC signage, fitness center architecture, and shower repairs have been completed. The Mystic Pool Deck and Rand Parking lot lighting have been replaced, and ePACT is live.
- Programs & Events: Earth Day at Arndt Park fieldhouse April 20 Districtwide Green Project Status, Arndt Park Pool Grand Opening is May 25, 10:30 am is Ribbon Cutting and 11 am the pool opens-drawings and silent auction opportunities.

Discussion: Commissioner Doerr asked how life guard hiring was going and about how many we employ during the summer. Superintendent Weber said that the goal of hiring lifeguards has almost been met but between all pools and camps the total number of summer positions was close to 350 and most have been filled.

B. DEPUTY DIRECTOR:

Deputy Director Paul Cathey reviewed items contained in the written report B & B.1, in addition to:

- The Lake Park shore line project is underway. Mobilization was completed and Semper Fi is preparing the shore line for the sheet pile machine. Trees were relocated that were in the way of the sheet pile machine. Sheet pile will begin near end of April along with shore line restoration further down the east side of the lake.
- The outdoor nature lab has been moving along very well. Synthetic turf Synthetic turf was installed by Forever Lawn, concrete flat work was poured, asphalt removed, fence posts installed and we anticipate opening the playground by May 1. The remaining components of the project will continue to the south of the playground.
- We are working with Gewalt Hamilton to renovate the West Park courts as well as Willow Park. These courts are in need of complete rehabilitation. We hope to get these projects going in late summer of this year and completed by fall.

Discussion: President Haas asked if Arndt Pool would be full as of May 1 and Deputy Director Cathey said yes.

B.1 PARK AND PLANNING:

Superintendent Paul Guza reviewed items contained in the written report B.1, in addition to:

- Pool prep – Mystic Waters pressure testing
- Athletic Fields – Spring prep (edging, hauling fill & leveling)
- MVM – Improvements & upgrades

Discussion: Executive Director Miletic added that the parking lot at Mountain View would be resurfaced this year and that the tennis courts at Mystic Waters are being evaluated for need and whether additional parking is more vital.

C. BUSINESS DEPARTMENT:

Director of Business Annette Curtis reviewed items contained in her written report C in addition to:

- Audit preparation meeting - Preliminary Field in May, Audit week of July 8th. GASB 94- Public Private Partnership and GASB 96- Subscription based IT arrangement will be implemented with this audit. If material, dollars associated with these types of arrangements will be presented on the Government Wide Financial Statement. More to follow.
- IT and Accounting did a wonderful job supporting the opening of Lake Park and Mt. View. They have since moved on to Chippewa, Mystic, and Arndt. Ensuring the PA, emergency call box, and POS systems have been updated and are in working order.
- We continue to research a new phone system. There are many options out there and we are trying to balance cost vs needs.
- James Schneider has accepted the Accounts Receivable Associate position. Will begin transitioning May 6th.

Discussion: None

C.1 HUMAN RESOURCES & RISK MANAGEMENT:

Superintendent Nicole Dale reviewed items contained in her written report C.1, in addition to:

- Paycom to replace NOVAtime, BambooHR, BSA Payroll Module, and scheduling software - reviewed project deadlines, data pull, first payroll 9/6, training week of 8/11
- Sent out merit increase information to supervisors and reminded staff of performance reviews
- Hired: Bren Baldwin, Landscape II; David Grant, Landscape I; Ralph Mueller, Special Projects I; and James Schneider, Accounts Receivable Associate. Still Recruiting: Landscape I and Assistant Landscape Supervisor

Discussion: President Haas expressed enthusiasm over the HR departments decision to consolidate the people benefits and payroll into one management system.

C.2 FINANCIAL REPORTS

Commissioner Grady moved to approve the financial report for March 19, 2024 and place a copy on file.

Second by Commissioner Williams

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

Motion carried 5-0-0

VIII. UNFINISHED BUSINESS:

A. Algonquin Bridge Road Grade Separation

No new information to report.

Discussion: None

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of FY2023/24 Tentative Budget and Appropriation Ordinance #23-03

Commissioner Doerr made a motion **“I move that the Des Plaines Park District Board of Commissioners approve Ordinance 23-03, the Tentative Budget and Appropriation for the Des Plaines Park District for the fiscal year beginning May 1, 2024, and ending April 30, 2025”**

Seconded by Commissioner Williams

Discussion: President Haas asked if TIF’s were expected this year. Director Curtis said the City would let us know.

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

Motion carried 5-0-0

B. Action Item 9 - B: Approval of Revisions to Employee Handbook (Personnel Manual), Crisis Management Manual, and Safety Manual

Commissioner Grady made a motion **“I move that the Des Plaines Park Board of Commissioners approve the revisions to the 2024 Employee, Crisis, and Safety Handbooks as presented.”**

Seconded by Commissioner Doerr

Discussion: None

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

Motion carried 5-0-0

C. Action Item 9 - C: Approval of OSLAD Resolution of Authorization/ DOC-03 Winnebago Park Playground Grant Resolution #24-01

Commissioner Rosedale made a motion **“I move the Des Plaines Park Board of Commissioners Approve DOC-3 Resolution of Authorization for the Winnebago Park Grant Application With 50% Funding by the Illinois Department of Natural Resources”**

Seconded by Commissioner Williams

Discussion: None

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

Motion carried 5-0-0

X. CORRESPONDENCE:

A. Thank you: Notre Dame College Prep

B. Thank you: Northwest Municipal Federal Credit Union

Discussion: None

XI. COMMENTS FROM THE COMMUNITY:

Comments from Community did have some resident voice their concerns and opposition to the Bridge.

XII. COMMISSIONER COMMENTS:

President Haas: Looking forward to the May 8th Sustainability Fest and School almost over for the summer.

Commissioner Doerr: Thank you for another. productive meeting, and looking forward to the pool season.

Commissioner Grady: Looking forward to the Summer, Anrdt Park Pool and thrilled with our financial outlook.

Commissioner Rosedale: Excited about the next generation of Rosedales playing softball.

Commissioner Williams: Thanked Director Curtis for the budget numbers and excited about Earth Day and hopes to make it to the event.

XIII. EXECUTIVE SESSION: None

XIV. ADJOURNMENT

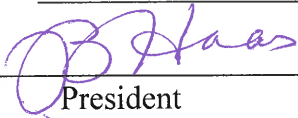
Commissioner Doerr made a motion to adjourn the Park Board Meeting at 8:00 p.m.

Seconded by Commissioner Williams

All in Favor, Opposed

Ayes: 5, Nays: 0, Absent: 0

Motion Carried: 5-0-0

APPROVED 5-0


President



Secretary