

**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
June 18, 2024**

I. CALL TO ORDER/ROLL CALL

President Eli Williams 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 Jana Haas, Commissioner Erin Doerr, Commissioner James Grady, and President Eli Williams.

In attendance were the Executive Director, Donald Miletic, the Director of Business, Annette Curtis, and the Superintendent of Administration, April Lohr, both of whom play crucial roles in the park district.

Guests: Dominik Brounkowski

PUBLIC HEARING: 2023/2024 Budget and Appropriation Ordinance #24-04

Commissioner Doerr made the motion to Open the Public Hearing on Budget and Appropriation Ordinance #24-04.

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent:1

Motion Carried: 4-0-1

Executive Director Don Miletic stated “As required by state statute and the Park District Code, the Des Plaines Park District is required to adopt an Annual Budget and Appropriation Ordinance within the first quarter of each fiscal year starting on May 1 and ending on April 30. This ordinance authorizes the Des Plaines Park District to appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities incurred by the Des Plaines Park District.”

Executive Director Don Miletic Stated “The Budget and Appropriation was prepared and passed in Tentative Form as Ordinance #24-02 on March 19, 2024 and was available for public inspection from March 19, 2024 through June 18, 2024. The Public Hearing notice was published in the Des Plaines Journal and Topics Newspaper within the required timelines.”

Executive Director Don Miletic Stated: Budget Summary:

Cash on Hand on May 1, 2024	\$29,072,308
Estimated Cash to be received from all sources through April 30, 2025	\$29,943,558
Estimated Expenditures through April 30, 2025	\$31,523,825
Projected Cash on Hand on April 30, 2025	\$28,363,391
Estimated amount of Real Estate Taxes to be received through April 30, 2025	\$10,453,769

President Williams stated “Is there anyone in the audience who wishes to present testimony or ask questions in regard to the Des Plaines Park District Annual Budget and Appropriation Ordinance #24-04?”

President Williams stated “Official Board action on the Budget and Appropriation Ordinance #24-04 is scheduled under New Business as Item 9-A.”

Commissioner Haas made the motion to close the Public Hearing on Budget and Appropriation Ordinance #24-04.

Seconded by Commissioner Doerr
All in Favor, Opposed
Ayes: 4, Nays: 0, Absent:1
Motion Carried: 4-0-1

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 – May 21, 2024

B. EXECUTIVE SESSION MINUTE – NONE

B.1 SPECIAL MEETING MINUTES –NONE

C. VOUCHER BILLS:

May 10, 2024 \$ 321,923.39

May 24, 2024 \$ 447,476.94

May 28, 2024 \$ 7,268.40

D. PAYROLL:

May 03, 2024 \$ 229,232.87

May 17, 2024 \$ 246,953.94

May 31, 2024 \$ 282,532.49

Commissioner Grady moved to accept the Consent Agenda.

Seconded by Commissioner Doerr

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

Ayes: 4, Nays: 0, Absent:1

Motion carried 4-0-1

VI. M-NASR REPORT:

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

- August 7th Liponi Foundation Event Mini Golf at 5:30 pm – 8:30 pm, Skokie Sports Park

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

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

- Took Don Prellberg out lunch in appreciation of his career with the Des Plaines Park District.
- Working on the HVAC at Lakeview.
- Kiwanis Cup went well with the adjusted route.
- Met with Joe on new flooring selectins for Prarie Lake.
- Prairie Lakes Community Center Closure - June 15th
 - Issue: Water gasket failure forced closure due to shutoff of main water line.
 - Resolution: Repairs completed in time for 7:30pm theater performance thanks to assistance from a resident with water department expertise.

- Action: Review preventative maintenance procedures to minimize future disruptions.
- Waiting for the City's underwater vault project with Craig Manor drainage.
- Received a letter from Abbott on using their parking lot for Fall Fest.
 - They will require 3 police officers at the cost of \$10,000 dollars for the lot to be used. We are looking into other options.
- Moving forward on the paving project at Mountain View and Lakeview.

Discussion: President Williams asked when the paving will be done. Executive Director Miletic said that we are waiting on MWRD sign-off for Lakeview. Commissioner Doerr asked if the water gasket failure had anything to do with the water main issues the City has been having in other areas. Executive Director Miletic said no. Commissioner Haas asked when we could expect Blackhawk Park to begin. Executive Director Miletic said that we are currently waiting on the fencing bid.

A.1 ADMINISTRATION:

Superintendent April Lohr reviewed items contained in the written report A.1 in addition to:

- Grants: Quarterly reports complete, reimbursements for Lake Opeka (\$969,923.16) and Arndt Park (\$179,732.27) to be submitted on July 1st. Arndt Park project on track to close by summer's end.
- Friends of the Parks: Golf in the Dark event planning is ongoing, and donor and participant outreach is underway. Sheena Gutierrez joins the board.
- Marketing & Sponsorships: Fall Spectrum and Playbook production in progress, estimated delivery to printer by July 14th. AI in Marketing webinar attended, sponsorships secured from Durbin Orthodontics and Millennium Bank.

Discussion: Commissioner Haas asked if sponsorship opportunities were listed on our website. Superintendent Lohr said yes.

A.2 REVENUE FACILITIES:

Executive Director Don Miletic reviewed items contained in the written report A.2, in addition to:

- Flight 191 attendees were very appreciative of Park District's efforts for a successful ceremony. They will be having a 50th ceremony in 2029.
- LED lights have been installed at MVAC throughout the course, batting cages, and skate park.
- All three golf facilities combined to bring in \$554,210.06 in the month of May. \$108,931.19 more than last year.

Discussion: None

A.3 RECREATION:

Executive Director Don Miletic reviewed items contained in the written report A.3, in addition to:

- Arndt Park Pool Grand Opening on 5/25- It took a lot of hard work by many people to finalize this facility. Thanks to staff for preparing the facility and staff who put a stamp on it at opening.
- Mystic looked fantastic. Parks staff faced some late challenges with Chippewa pipe and Mystic refill.
- Summer activities: Camps and Pools are running well. Staff continue to train every day and address needs when they occur. Dance Recital complete 6/9-6/9. Live at the Lake runs 6/13-8/22; PLAC Shutdown 8/19-8/30; PLCC Shutdown 8/26-8/30.

Discussion: Commissioner Doerr mentioned that she heard of issues with parents not supervising their children at the Prairie Lakes Aquatic Center. Executive Director Miletic stated that staff does their best but would look into additional walk-throughs.

B. DEPUTY DIRECTOR:

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

- Arndt Park Pool Grand Opening: Big thanks to the Parks and Planning Department for a successful grand opening! Special thanks to Special Projects, Mechanical Maintenance, and Landscape staff who went above and beyond to address last-minute construction issues.
- Chippewa Pool Repaired: The pool is back in operation after repairs for burst pipes and a heater issue.
- Lake Park Shoreline Project on Track: Sheet piles, fishing walls, and planting shelves are installed. Backfilling and concrete capping are in progress. The project is moving ahead smoothly.

Discussion: Commissioner Haas asked about the turtle pond completion. Executive Director Miletic said it was a few months away.

C. BUSINESS DEPARTMENT:

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

- Working on closing entries and audit preparation, including implementing GASB 94 Public Private Partnerships.
- Tax Year 2023 Preliminary Agency Tax Rate was received. We should be receiving the requested levy amounts increased by Cook County's additional loss factor.
- We are starting the process of moving to Fifth Third Bank for purchasing cards. The program provides stronger internal controls at the cardholder level and a negotiated rebate.

Discussion: Commissioner Grady said it was a great idea to do a year in review grant and project summary for the community so they understand all that the park district is providing without asking for a referendum.

C.1 HUMAN RESOURCES & RISK MANAGEMENT:

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

- Paycom – worked on applicant tracking and new hire process. Sent onboarding checklists and documents. Discussed training plan for staff and supervisors.
- Dennis Wodka was hired as our Special Projects Supervisor, started 5/13/24
- IMRF updated its website and continued to work on wage reporting issues with the new IMRF website. Finally, I made progress. Working to make sure our retirees are good to go at the end of the month

Discussion: Director Curtis gave a shout out to the HR department for running the first successful payroll of the season with over 400 people added for the summer. President Williams asked if staff has the choice of receiving a paper check or direct deposit. Director Curtis said yes.

C.2 FINANCIAL REPORTS

Commissioner Grady moved to approve the financial report for June 18, 2024, and place a copy on file.

Second by Commissioner Doerr

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

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

VIII. UNFINISHED BUSINESS:

A: Lake Opeka Shoreline – Current Project Tracking

Overview reports were provided by Director Curtis.

B: Algonquin Road Bridge – Discussion Only

No new information was provided from the City.

IX. NEW BUSINESS:

A. Action Item 9 - A: Approval of FY 24/25 Budget & Appropriation Ordinance #24-04

Director of Business Annette Curtis reviewed the material in Agenda Item 9 – A.

Director Curtis stated that the number of revenue generating facilities that the DesPlaines Park District has is unheard of in park district world. It is such a benefit to the tax payers.

Commissioner Doerr made the motion **“I move that the Board of Commissioners approve Ordinance 24-04, “AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCHSUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAID ALL NECESSARY EXPENSES AND LIABILITIES FOR THE GENERAL CORPORATE FUND PURPOSES, FOR THE RECREATION FUND, FOR THE AUDIT FUND, FOR THE TORT IMMUNITY FUND, FOR THE SPECIAL RECREATION FUND, FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND, FOR THE SOCIAL SECURITY FUND, FOR THE MUSEUM FUND, FOR THE DEBT SERVICE FUND, FOR THE CAPITAL IMPROVEMENT FUND, FOR THE MYSTIC WATERS AQUATIC FUND, FOR THE LAKE PARK FUND, FOR THE ADVENTURE GOLF FUND, FOR THE GOLF CENTER DES PLAINES FUND, OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2024 AND ENDING APRIL 30, 2025.”**

Seconded by Commissioner Grady

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

Ayes: 4, Nays: 0, Absent:1

Motion Carried: 4-0-1

Discussion: President Williams noted that the job was well done and the budget preparation was great, and he appreciated the time and effort put into getting it right.

Commissioner Haas motioned, **“I move that the Board of Commissioners approve the Capital Improvement Plan for Fiscal Year 2024/25 through Fiscal Year 2028/29.”**

Seconded by Commissioner Doerr

Discussion: Commissioner Haas asked if Lakeview Center revenue and Foxtail rent were in a separate GL. Director Curtis said yes.

B. Action Item 9 - B: Approval of Fifth Third Bank Commercial Credit Card Services Resolution #24-02

Commissioner Haas made the motion: **“I move that the Board of Commissioners approved Resolution #24-02, The Des Plaines Park District has the authority to obtain Fifth Third Bank services related to the use of credit cards and purchasing on behalf of the District.**

Seconded by Commissioner Grady

Discussion: Commissioner Doerr asked when we would switch from Chase to Fifth Third. Director Curtis said in the Fall. President William asked if the board must approve account Admin every year or when people leave. Director Curtis said that she believed board approval was only needed initially. Commissioner Haas believed it is done with every change of personnel.

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

Ayes: 4, Nays: 0, Absent:1

Motion Carried: 4-0-1

X. CORRESPONDENCE:

- A. Thank you: Donation Advocate Lutheran General
- B. Saint Martin’s Ice Cream Giveaway at Centennial Park
- C. Thank you: Donation Cary Park Foundation
- D. Thank you: Kiwanis Cup

Discussion: None

XI. COMMENTS FROM THE COMMUNITY:

None

XII. COMMISSIONER COMMENTS:

Commissioner Doerr: Is loving summer at the pools, golfing and Live at the Lake. Great job to staff.

Commissioner Grady: Summer is here. Make sure everyone is getting water breaks to stay hydrated. He was happy to hear that the 7:30 pm theater performance was able to go on.

Commissioner Haas: Wanted to know about the 4th of July plans. She received a tour of the Yoga studio ay Lakeview and loved it. She is concerned about children not being properly supervised by parents at Arndt Pool and sugessteted moving life jackets closer to the pool and putting up signage in spanish that alerts parents that children must be supervised and life jackets are available.

President Williams: Summer is an exciting time, thank you for the hard work on the budget and the expected year in review of the grant projects and what that means to the taxpayer.

XIII. EXECUTIVE SESSION:

Commissioner Haas 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 the lease of property owned by the Des Plaines Park District at 7:25 p.m.

Seconded by Commissioner Grady

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

XIV. RETURN TO OPEN SESSION

Commissioner **Haas** made a motion to close Executive Session and return to open session at **8:11 pm**

Seconded by Commissioner **Grady**

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

A. Agenda Item 14 – A: Approval of Release of Executive Session Minutes

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

Seconded by Commissioner **Grady**

Discussion: None

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

Ayes: 4, Nays: 0, Absent: 1

Motion carried 4-0-1.

A.1 Agenda Item 14 – A.1: Approval of Destruction of Executive Session Recordings over 18 months.

Commissioner **Doerr** made the motion, **"I move the Park Board of Commissioners approve items discussed in Executive Session"**

Seconded by Commissioner **Grady**

Discussion: None

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

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

B. Agenda Item 14 – B: Approval of Items Discussed In Executive Session

Commissioner **Haas** made the motion, **"I move the Park Board of Commissioners to approve items discussed in Executive Session."**

Seconded by Commissioner **Doerr**

Discussion: None

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

Ayes: 4, Nays: 0, Absent: 1

Motion carried 4-0-1.

XIV. ADJOURNMENT

Commissioner **Doerr** motioned to adjourn the Park Board Meeting at **8:12 p.m.**

Seconded by Commissioner **Grady**

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 1

Motion Carried: 4-0-1

APPROVED _____

4-0-1

Eli Williams

President

Donald M. ...

Secretary

