

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
July 16, 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 p.m. Commissioners present to the roll call in person were Commissioner Erin Doerr, Commissioner Jana Haas, Commissioner Don Rosedale, and President Eli Williams.

In attendance were the Executive Director, Donald Miletic; Director of Business, Annette Curtis; Deputy Director, Paul Cathey; Superintendent of Human Resources, Nicole Dale; Superintendent of Revenue Facilities, Brian Panek; and Superintendent of Administration, April Lohr, who plays crucial roles in the park district.

**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 – June 18, 2024
- B. EXECUTIVE SESSION MINUTE – NONE
- B.1 SPECIAL MEETING MINUTES –NONE
- C. VOUCHER BILLS:
  - June 07, 2024      \$ 735,225.38
  - June 21, 2024      \$ 887,811.63
- D. PAYROLL:
  - June 14, 2024      \$ 400,276.56
  - June 28, 2024      \$ 484,982.70

**Commissioner Hass moved to accept the Consent Agenda.**

Seconded by Commissioner Doerr

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

**Ayes: 4, Nays: 0, Absent:1**

**Motion carried 4-0-1**

**VI. M-NASR REPORT:**

Executive Director Miletic, reviewed items contained in the written report 6-A in addition to the following:

- Board Report provided in the packet
- Updated Board of Directors Manual, Articles of Agreement, By-Laws, Administrative Policies and Procedures, Personnel Policies- All Staff, Personnel Manual- Full-Time Supplement, and Safety Manual
- The impact of the full-time salary state minimum was discussed for salary employees, and Trisha was given guidance to work on budgeting preparation.

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:**

- Arndt is getting close to completion, and we should be able to close it out by September.
- The staff has been doing a great job and the summer has been busy, and many people have been enjoying the facilities.
- Board member candidate signature gathering was moved up and is now August - November
- Interviews are going well for the Director of Parks and Planning. The second round of interviews will begin this week. We hope someone is hired by the end of July.
- The yoga room is close to being finished. The class schedules and pricing are being finalized.

Discussion: Commissioner Haas asked how many yoga instructors are being selected for the yoga room. Superintendent Panek said that he is talking to a few instructors that have shown the most interest. Commissioner Doerr brought up a concern with the audio announcements at Arndt, with the volume not being loud enough to get the attention of the patrons. Additionally, she said that she felt the signage for no food allowed was confusing and wanted to know where the designated eating area was. Director Miletic said he would speak with Jenn and Gosia about the issue and get back to Commissioner Doerr with an answer.

### **A.1 ADMINISTRATION:**

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

- Reimbursements, upcoming submissions, and project closeouts.
- Brainstorming with the marketing team on redesigning the master and strategic plan to add more visual elements and arrange content to coordinate.
- The 4<sup>th</sup> of July Parade was a big success due to the incredible staff teamwork.
- Fall 2024 Spectrum and Playbook proofs have been sent to the printer. The playbook is estimated to be mailed to homes on the week of August 6.
- Mary Ann Troxell has applied to be a Friends of the Parks board member and recommended she attend a few meetings.

Discussion: None

### **A.2 REVENUE FACILITIES:**

**Superintendent Brian Panek reviewed items contained in the written report A.2, in addition to:**

- Revenue increases at all 3 locations totaling over \$100,000 for June compared to last June.
- Golf Center landscaping improvements
- Special Events – Dad & Me, Live at the Lake, Junior Open has 15 registered so far.
- Watching the rising river conditions due to the amount of rain.
- IJGA held a golf tournament at the Golf Center wherein 117 kids attended the event.
- A conditional use permit have been issued for the Shoreline Room.

Discussion: Commissioner Doerr asked about the shoreline room's liquor license and parking lot permit. Superintendent Panek said that he and Executive Director Miletic attended a meeting last week and that on August 4th, they hope to have everything approved. Commissioner Haas asked what the issue was with the parking permit. Executive Director Miletic said it is just a more bureaucratic system with the City and there are just a few more hurdles.

### **A.3 RECREATION:**

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

- After the pools close for the season a Camp and Pool presentation will be provided to the board. Current status:
  - Summer Camp will have 6.5/11 weeks season completed. Camps will continue for residents through August 16.
  - Chippewa & Arndt have been open for 7.5 weeks. Neighborhood pools are scheduled to be open with post-season through September 2 and extended post-season on September 7-8. Mystic has been operating for 6.5 weeks. Regular season hours run through August 11 and post-season weekend hours are August 17-18 and August 24-25.
- Week 4/10 Live at the Lake events are complete and will continue through August 22.
- And just like that Fall registration begins August 12 and programming are underway.
- PLAC shutdown is August 19-30/PLCC shutdown is August 26-30.

Discussion: None

**B. DEPUTY DIRECTOR:**

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

- Court improvement project at West and Willow
- Said goodbye to Don Prelburg and Paul Guza
- The Lake Park Shoreline project has hit a snag with the concrete contractor.
- Arndt Park punch list items are being planned with the new construction manager for Corgigan Clark
- Parks spruced up the butterfly gardens
- ALC Playground and Nature Lab will have the construction fencing taken down this week, and we are close to completing this project.

Discussion: Commissioner Haas asked for more information on the concrete cap. Deputy Director Cathey explained how the cap would sit on the sheet pile wall and what materials would be on the land side of it. He also explained that with the delay in the construction of the concrete contractor, we will be cutting it very close to the Fall Fest time frame for the east side of the shoreline to be completed.

**C. BUSINESS DEPARTMENT:**

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

- Last week was the audit week. L&A was on site for one day, and then working remotely for the other 4 days. At this point, I'm waiting for the final questions, a few journal entries to post, and the draft report.
- During June's meeting, we discussed an Annual Financial Report Summary. Don has reviewed an outline of topics, I've begun compiling the information, and April and I discussed formatting. The goal is to provide an eight-page booklet similar in size to the playbook, highlighting DPPD's financial success since 2020.
- Staff has been very busy with full-on summer activity. Between the cash receipts and AP, the business office is in full swing.
- We are finalizing plans for a phone system replacement. The current CISCO system is no longer supported, and we cannot expand with additional phone numbers. We'll be moving to Comcast's Business Voice Edge Service, a current provider. This transition, which includes new phones, removal of old equipment, and installation of new equipment, is tentatively scheduled for the week of August 29th. This seems to be a very quiet week across the district.

Discussion: None

**C.1 HUMAN RESOURCES & RISK MANAGEMENT:**

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

- Human Resources – One month left to go until we go live with Paycom. We will have four different trainings available for staff and managers.
- Worked on getting the retirees set up for their exit. Working with IMRF to ensure a seamless transition.
- Recruitment – We have six really great candidates for the Director of Parks and Planning Position. Working on setting up 2<sup>nd</sup> round interviews. We only have one full-time opening in parks left to fill.

Discussion: None

**C.2 FINANCIAL REPORTS**

**Commissioner Doerr moved to approve the July 16, 2024, financial report and place a copy on file.**

Second by Commissioner Haas

**Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, 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 SemperFi Change Order #1**

**Commissioner Haas made a motion: I move that the Board of Commissioners approve SemperFi Change Order #1.**

Seconded by Commissioner Doerr

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

**Ayes: 4, Nays: 0, Absent:1**

**Motion Carried: 4-0-1**

Discussion: None.

**B. Action Item 9 - B: Approval of Approve of SemperFi Change Order #2.**

**Commissioner Doerr made a motion: I move that the Board of Commissioners approve SemperFi Change Order #2.**

Seconded by Seconded by Commissioner Haas

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

**Ayes: 4, Nays: 0, Absent:1**

**Motion Carried: 4-0-1**

Discussion: None.

**C. Action Item 9 - C: Approval of Intergovernmental Agreement w/ City Of Des Plaines and Metropolitan Water Reclamation District – Craig Manor Subdivision Improvements**

**Commissioner Haas made a motion: I move that the Board of Commissioners approve the Intergovernmental Agreement w/ City Of Des Plaines and Metropolitan Water Reclamation District – Craig Manor Subdivision Improvements.**

Seconded by Seconded by Commissioner Doerr

**Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Williams, Aye.  
Ayes: 4, Nays: 0, Absent:1  
Motion Carried: 4-0-1**

**Discussion: None.**

**D. Action Item 9 - D: Approval of West/Willow Court Replacement Bids.**

**Commissioner Doerr made a motion: I move that the Board of Commissioners approve the West/Willow Court Replacement Bids.**

Seconded by Seconded by Commissioner Rosedale

**Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Williams, Aye.  
Ayes: 4, Nays: 0, Absent:1  
Motion Carried: 4-0-1**

**Discussion: None.**

**E. Action Item 9 - E: Approval of District 62 Intergovernmental Agreement.**

**Commissioner Haas made a motion: I move that the Board of Commissioners approve the District 62 Intergovernmental Agreement.**

Seconded by Seconded by Commissioner Doerr

**Roll call: Commissioner Doerr, Aye; Haas, Aye; Rosedale, Aye; President Williams, Aye.  
Ayes: 4, Nays: 0, Absent:1  
Motion Carried: 4-0-1**

**Discussion: Commissioner Haas asked how long the IGA was. Director Miletic said it is usually a two-year agreement.**

**X. CORRESPONDENCE:**

- A. Thank you: St. Emily Track-a-Thon
- B. Thank you: Jordan Feldman – Special Olympics
- C. Thank you: Frisbie Senior Center – Shootout
- D. Thank you: Frisbie Senior Center – Support
- E. Thank you: Joseph Payumo – Golf Center

**Discussion: None**

**XI. COMMENTS FROM THE COMMUNITY:**

None

**XII. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Is loving summer at the pools. She is really happy to gather everyone at the board meetings. They mean so much to her.

**Commissioner Haas:** The has summer has been busy and thanked the staff for their work. She also asked about the old West Park scoreboard. A community member approached her about it. Deputy Director Cathey said that it was removed more than 15 years ago and that we no longer are in possession of it.

**Commissioner Rosedale:** He is really happy to be here and glade he is feeling better.

**President Williams:** Summer has been busy. He apologized for missing the 4<sup>th</sup> of July parade.

**XIII. EXECUTIVE SESSION**

None

**XV. ADJOURNMENT**

**Commissioner Rosedale** made a motion to adjourn the Park Board Meeting at 7:03 p.m.

Seconded by Commissioner Doerr

**All in Favor, Opposed**

**Ayes: 4, Nays: 0, Absent: 1**

**Motion Carried: 4-0-1**

APPROVED \_\_\_\_\_

*Eli Williams*

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President

*D. M. Doerr*

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Secretary