

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
September 24, 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; Superintendent of Recreation, Joseph Weber; Superintendent of Administration, April Lohr, who plays crucial roles in the park district.

**II. CHANGES TO THE AGENDA:**

Moving Action Item 9-A, the Approval of Comprehensive Annual Financial Report for the Year Ended April 30, 2024, to after presentations.

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

Seconded by Commissioner Doerr

**III. PRESENTATIONS:**

Superintendent Weber presented Shawn Newman as being recognized for the Dedicated to Excellence Award for her willingness to jump in and assist wherever needed. Shawn is dedicated to her community, job, and the district, ensuring everyone feels welcome when they enter Prairie Lakes Community Center. She goes above and beyond to help marketing edit the Spectrum seasonal guide for accuracy. She also assists the Superintendent with maintenance write-ups to ensure the facility is clean and in working order for members. These are just a few examples of Shawn's pride in her role. Shawn's coworkers look to her for guidance, and she is always willing to lend a helping hand. The district is thrilled to recognize Shawn Newman for her dedication to excellence.

**IV. COMMENTS FROM THE COMMUNITY**

None

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for the consent agenda:

- A. MINUTES – August 20, 2024
- B. EXECUTIVE SESSION MINUTE - None
  - B.1 SPECIAL MEETING MINUTES - None
- C. VOUCHER BILLS:

August 02, 2024	\$ 454,983.94
August 16, 2024	\$ 557,692.84
August 30, 2024	\$ 558,025.61
- D. PAYROLL:

August 09, 2024	\$ 456,594.85
August 23, 2024	\$ 346,133.03

**Commissioner Haas 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:**

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

- Board meeting Agenda and Report
- University of St. Francis will be completing MNARS's needs assessment
- Summer wrap-up meeting was held on 9/4 for all park districts on inclusion
- Manuals, agreements, bylaws, and policies and procedures review are underway for applying as an Illinois Distinguished Accredited Agency

**Discussion:** None

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

**Executive Director Don Miletic reviewed items contained in the written report A in addition to:**  
Fall Fest:

- The event marked another successful conclusion to a busy summer season. Executive Miletic praised the event as the smoothest one for the district, highlighting the enjoyable experience for all attendees.

Dog Park:

- Executive Director Miletic proposed establishing a free dog park. He suggested it would improve accessibility for residents and alleviate the administrative burden associated with membership management and technology infrastructure maintenance.

Strategic Planning:

- Weekly administrative meetings have been implemented to streamline operations and ensure strategic alignment. The plan will be closely examined to identify redundancies and update objectives, guaranteeing that district goals remain consistent with its mission and vision.

ALC Playground:

- The project is nearing completion, and the mural and split rail fence are anticipated to be installed. An aquarium has been purchased to provide suitable winter accommodations for the turtles.

Lakeview:

- The parking lot resurfacing project has been successfully finalized, and the valet agreement has been signed.

**Discussion:** President Williams asked when the splash pad at Lake Park will be closed for the season. Executive Director Miletic said that there is no specific date. Rather, the staff monitors the weather trends to decide but anticipates it will be closed soon. Commissioner Doerr asked about the newly anticipated "paid leave act" and if the park district and school districts will be exempt, citing that Park Ridge was able to ensure exemption for their school district and park district. Executive Director Miletic said that his understanding is that Cook County chooses not to exempt park districts and school districts. However, he would look into it.

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

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

- The Winnebago Park IDNR-OSLAD Grant Submission was completed on September 13.
- The ALC Playground and Arndt Pool closeouts were sent in for final state approval.
- At the end of September, a grant reimbursement request of \$1,787,217.75 will be submitted.

Winter Projects:

- Winter Spectrum/Playbook is underway.
- Updated pictures for the PLAC Entrance signs have been ordered and will be installed in October.

Des Plaines Friends of the Park Glow Golf Fundraiser:

- Final preparations are underway.
- Foxtail will be catering the event this year.

**Discussion:** President Williams asked if there would be a rain date for the Glow Golf Event. Superintendent Lohr said no, it would be rain or shine.

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

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

- Repairs are being planned.
- The grass is in pretty rough shape, but watering is ongoing. The anticipated rain will help.

Lakeview Center updates:

- The Yoga Room has been completed and is ready to go. Yoga class will begin later this Fall week.
- Shoreline Room has started receiving its first reservations. Agreements for catering have been worked out with several local restaurants, including Foxtail.

Kudos to Building Services:

- Fall Fest was a fantastic collaboration between Facilities Maintenance and the Parks Department, from the setup to the ground maintenance and tear-down.

**Discussion:** Executive Director Miletic stated that our revenue policy clearly states that no business can rent any of our facilities for profit. Leaving our rental facilities available for community use, such as birthday parties, weddings, bridal showers, and other such events.

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

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

Facilities:

- Landmark Design and Development Services had engineers out to PLCC on Sep. 23 for intake of Fitness Expansion.
- Trevino Flooring Phase II will be complete by Sep. 26 in the Theater and Mt. View wing.
- Phase III is anticipated on Sep. 30 in the East wing. Prairie Lakes is looking great, thanks to the buildings and parks teams.

Programs:

- Fall Fest was a huge success! Our departments came together and put on the greatest since it started 15 years ago.
- Kudos to everyone there, and thank you for your assistance and support.
- Special Events to remember: Floating Pumpkin Patch is Oct. 19 & Trunk or Treat is Oct. 26. Save the Date for Winter Wonderland on Dec. 7. Fall Programming is underway.
- Dance, Creative Corners, Softball, and Soccer are underway, among many other activities.
- Winter Program development is underway

Staff Operations:

- Staff continue to familiarize themselves with Paycom, start budgets for 2025-26, and finalize summer operation wrap-ups.

**Discussion:** President Williams asked where Landmark Design and Development Services were out of. Superintendent Weber said, Barrington.

**B. DEPUTY DIRECTOR:**

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

Lake Park Shoreline project:

- The fence came down Friday, in the nick of time for Fall Fest.
- The bonded limestone in the fishing areas is anticipated soon.

Parks:

- West and Willow courts are poured, and we are in the 20-day waiting period before they can be striped.
- The Chippewa fence has been repaired, and pickle ball can resume.

Fall Fest:

- Kudos to the Parks staff for their work on Fall Fest.

**Discussion:** None

**B.1. Park and Planning**

**Director Aurelio Marquez reviewed items in the written report B.1 in addition to:**

Storm Damage:

- Worked with the adjuster after the storm to file claim losses. Nicole was a big help.

Lakeview Center Work:

- Worked on proposals for new work needed at LVC.

Fall Fest:

- Went well with all departments coming together.

**Discussion:** Commissioner Haas asked how many positions were still open in Parks. Director Marquez stated two full-time positions are open, but interviews are underway.

**C. BUSINESS DEPARTMENT:**

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

Audit:

- Addressed a few follow-up audit questions, reviewed the double-checked audit vs books, and drafted the audit memo.

Fall Fest:

- Organized ticket sales with cash banks and credit card processing.

Paycom:

- Working with Paycom to develop a JE entry for BSA to record biweekly payroll.

**Discussion:** Commissioner Doerr asked about the status on the move from Chase to Fifth Third credit cards. Director Curtis said that the roll out would be October 3-5.

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

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

Paycom:

- Completed our first payroll with Paycom!
- Answering several staff and supervisor questions, adding staff to the time clock, and sending out training materials.
- We are working on finalizing the applicant tracking and onboarding. Supervisors are building out schedules. Ellie has contacted NOVAtime and BambooHR to figure out how to export and save our data.
- Resolving outstanding issues and concerns with Paycom.

Recruiting & interviewing:

- Mechanic I, Special Projects I, and Mechanical Maintenance II

Trainings:

- Attended HR Symposium, getting ready for Legal Symposium, Risk Management Institute, and NRPA

**Discussion: None**

### **C.2 FINANCIAL REPORTS:**

**Commissioner Doerr moved to approve the September 24, 2024, financial report and place a copy on file.**

Second 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**

### **VIII. UNFINISHED BUSINESS:**

**A: Lake Opeka Shoreline – Current Project Tracking**

Overview reports were provided by Director Curtis.

**Discussion: None**

**B: Algonquin Road Bridge – Discussion Only**

No new information was provided from the City.

**Discussion:** None

**IX. NEW BUSINESS:**

**A. Action Item 9 - A: Approval of Comprehensive Annual Financial Report for Year Ended April 30, 2024. Director of Business Annette Curtis presented Agenda Item 9 –A**

**Commissioner Doerr moved to approve the Comprehensive Annual Financial Report for Year-end April 30, 2024, as audited by Lauterbach & Amen, LLP.**

Second by Commissioner Haas

**Discussion:** Commissioner Haas stated that we operate like an efficient organization. Is there anything specific that the auditors are looking at? Director Curtis said invoices, receipts, and fund balances are a few of the primary focuses.

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

**X. CORRESPONDENCE:**

- A. Thank you: Troup 47498
- B. Thank you: Schaumburg Parks Foundation
- C. Thank you: Liponi Foundation
- D. Thank you: Christ Church U.C.C
- E. Thank you: Els for Autism

**Discussion: None**

**XI. COMMENTS FROM THE COMMUNITY:**

None

**XII. COMMISSIONER COMMENTS:**

**Commissioner Doerr:** Her daughter is attending her first Homecoming dance and is excited to hear that all the classes look to our parks for their pictures. Her younger daughter will be attending a state cheerleading competition. Commissioner Doerr will be working at a youth organization table at the Trunk or Treat event and will be hosting a D62 fundraiser on Nov. 6<sup>th</sup>.

**Commissioner Haas:** She stated she was sorry she missed Fall Fest. Thanks for a great summer.

**Commissioner Rosedale:** This was the first Fall Fest he could remember without rain. The community looked like it was having a great time. People were parking halfway to Maine West.

**President Williams:** Fall Fest was Amazing. Thank you to all the staff for the work they put into making it another great event. Andrea Biwer has resigned as Director of the Chamber of Commerce, and a search is underway for her replacement.

**XIII. EXECUTIVE SESSION**

None

**XV. ADJOURNMENT**

**Commissioner Haas motioned to adjourn the Park Board Meeting at 7:08 p.m.**

Seconded by Commissioner Doerr

**All in Favor, Opposed**

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

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

APPROVED 5-0-0  
Eli Wilkins  
President

Donald Miller  
Secretary

