

**DES PLAINES PARK DISTRICT  
REGULAR PARK BOARD MEETING MINUTES  
December 10, 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 Haas, Commissioner Erin Doerr, Commissioner James Grady, and President Eli Williams. Don Rosedale was absent.

In attendance were Executive Director, Donald Miletic; Deputy Director, Paul Cathey; Director of Business, Annette Curtis; Superintendent of Administration, April Lohr; Superintendent of Revenue Facilities, Brian Panek; Superintendent of Recreation, Joseph Weber; Superintendent of HR& Risk Management, Nicole Dale; and Director of Parks and Planning, Aurelio Marquez.

Guests: Laura Becker

**II. CHANGES TO THE AGENDA:**

None

**III. COMMENTS FROM THE COMMUNITY:**

Laura Becker wanted to thank the Park Board of Commissioners and the Park District staff for listening to her request and acting quickly on the pet memorial tree.

**Discussion:** The Park Board thanked Lara and the staff for the Pet Memorial Tree.

**IV. PRESENTATIONS:**

Dedicated to Excellence: Jenny Fairman

Jen Boys said that Jenny has significantly impacted the district in under a year. As an assistant in the recreation department, she has been instrumental in preschool and summer camp programs. She stepped in as a lead teacher for the Spanish Immersion Program while refreshing her own Spanish skills. She ensured a smooth summer camp season, addressed camper and staffing needs, and revived the popular all-camp Olympics. Jenny spearheads new programs like early childhood art classes and actively contributes to event planning. Her positive attitude, superb communication skills, and team spirit have made her an invaluable asset.

**V. APPROVAL OF THE CONSENT AGENDA**

The following items are listed for the consent agenda:

- A. MINUTES - November 19, 2024
- B. EXECUTIVE SESSION MINUTE - November 19, 2024
- B.1 SPECIAL MEETING MINUTES - None
- C. VOUCHER BILLS:
  - November 08, 2024       \$ 298,187.43
  - November 22, 2024       \$ 2,877,838.75
- D. PAYROLL:
  - November 01, 2024       \$ 232,315.46
  - November 15, 2024       \$ 225,752.83
  - November 29, 2024,      \$ 221,215.57

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

Seconded by Commissioner Doerr

Discussion: None

**Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;**

**Ayes: 4, Nays: 0, Absent: 1**  
**Motion Carried: 4-0-1**

**VI. M-NASR REPORT: None**

Superintendent Joe Weber stated there was no report, but the next M-NASR meeting is on the 17th. There will be a special executive meeting at 9:30 AM, followed by a review of the proposed 2025 budget and salary proposals at 10:00 AM.

Discussion: None

**VII. MONTHLY REPORTS**

**A. EXECUTIVE DIRECTOR:**

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

Executive Director Don Miletic highlighted a busy and productive month.

- The staff has been busy with strategic planning, budgeting, and events.
- Paul's Retirement Party is scheduled for December 27<sup>th</sup> from 3 PM until participants feel like leaving.
- The Holiday Party is on December 13, starting at 4 PM. Awards will be presented.
- The first round of capital budgeting went well with Annette, Paul, and Aurelio.
- Meet with staff and contractors about the repair to the Mystic waterslide.
- Collaboration with staff (Joe, Brian, Aurelio. etc.) on the Prairie Lakes Fitness upgrade, with conceptual drawings expected next month.
- Continued focus on strategic planning with strong staff involvement.
- Coordination with Frisbee Senior Center for fundraising and transitional support.
- Progress update on the pet memorial tree.

Discussion: None

**A.1 ADMINISTRATION:**

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

- The Weblinx Technology website upgrade project is on track to go live in late winter. Adding new pictures, cleaning up pages, and updating content will take a little time over the holidays. This upgrade will provide us with a robust mobile application.
- The ERC Event committee is finalizing preparations for the Holiday Party on December 13.
- The 2025 Scholarship forms have been updated. April also contacted D62 about the scholarship program we have been partnering with them to identify Des Plains families
- Playbook will be delivered to households the week of December 2
- We will add Linkden to our social media rotation for events like park dedications, project completions, and employee relations events/awards.
- Friends of the Parks will attend and provide an ornament craft at Winter Wonderland.

Discussion: Commissioner Williams asked how many people were on the ERC committee. Superintendent Weber said seven.

**A.2 REVENUE FACILITIES:**

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

- Shoreline Room Updates
  - Annette and her team, especially Trish, for their work on tips, inventory control, and IT adding cameras.
  - Dylan has been working hard to prepare the Shoreline Room for events and rentals.
  - Currently partnered with three vendors: Foxtail, Charcoal Delights, and Giuseppes.

Plans to add one or two more vendors within the next few weeks.

- PLCC Gym Painting
  - Top portion of the gym painting is complete.
  - Work is ongoing for the bottom two-thirds, aiming for completion before the New Year's party.
- Tee UP Update
  - The project has been ongoing since October 2022 with an original completion goal of May 2023; progress remains slow.
  - An Android app is available, but more work is required to finalize the project, and we continue efforts to push for completion.

Discussion: Commissioner Haas asked if Intrepid had a reason for the Tee-Up project's long delay. Superintendent Panek said no reason had been provided.

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

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

- Recreation Staff:
  - Tyler and Luke have done a great job scheduling in the theater and at D62 for the basketball rec league and feeder teams placed at D62. Jenn and Candice continue to work to solidify their staff replacement in preschool and preparation for summer camp. Gosia and Brianna successfully managed the PLAC through the holidays, and planning for the outdoor season is underway. Lizzie and Nancy have provided the district with school days off, special events, and dance programs we can be proud of.
- Parks and Building Services:
  - Thanks to all the Parks and Building Services staff for preparing the facilities inside and out for the busy indoor season underway
- Business Staff:
  - Thanks to the Business Department for upgrades and service support.
- Admin Team:
  - Thanks to the admin team for their leadership and communication. Additionally, sharing support for our employees through the ERC holiday event celebration.

Discussion: Commissioner Grady asked for the start date of the Fitness Center project. Executive Director Miletic said the timeline is still being finalized and will be presented at the next board meeting in January. Commissioner Haas asked if there was any chance of increasing the women's locker room temperature. Superintendent Weber agreed to take care of it.

### **B. DEPUTY DIRECTOR:**

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

- Dimucci playground proposals
  - Been working with Dennis and Aurelio on the request for a proposal for the Dimucci playground. RFPs have been sent to vendors.
- Closed out Arndt Park financially.
- Craig Manor Park
  - The City is underway with construction. Many complaints over the construction traffic have come in, and we are directing the community's frustration to the City.
- Senior Center update
  - Thanksgiving luncheon was well attended with 75 attendees.
  - Breakfast with Santa was also well attended, with 160 people in attendance
- Thank you
  - Thank you to the Park Board and Don for their support. Paul says that the district is in great hands with Aurelio.

Discussion: None

## **B.1 PARKS & PLANNING DEPARTMENT:**

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

- Basecamp revamp of inputting work orders.
  - Worked with Julie on creating a more efficient protocol to utilize Base Camp more effectively.
- Coordinating snow removal routes with the Parks staff for the upcoming winter.
- Intergrading Craig Manor synthetic turf installation with the City of Des Plaines Public Works Project.
  - Close to finishing the base so the synthetic turf can be installed.
- The Patio Project
  - The patio is almost complete and looks fantastic. The brickwork is stunning.

Discussion: Commissioner Doerr asked about the City's obligation to communicate the project to the public. Executive Director Miletic said we asked them to get more information to the public in that area. Executive Director Miletic also wanted to give Aurelio a shout-out for his staff's great work on the clogged pipes at the Lakeview Center earlier this week. Everything is fixed, and the drains are running smoothly. Commissioner Williams asked about the material being used for the clubhouse patio railing. Director Marquez said they would be metal and cable to allow the most visibility of the lake.

## **C. BUSINESS DEPARTMENT**

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

- A new phone system will be installed on December 11th. Notification will be via social media and the website—only phones will be down; online and walk-in registration will not be impacted.
- Budget training went well. There was a lively discussion focused on BSA how-to and general budgeting concepts. We had the first capital meeting—an introduction for Aurelio; on January 31st, 5-year capital will be reviewed with superintendents and operational meetings have been scheduled for February.
- Staff continues to implement new processes. Trish is developing online Pavilion rentals and LVC inventory tracking for Rectrac. We are creating the 5/3rd bank expense tracking and refining payroll procedures.

Discussion: Commissioner Doerr asked why the phone system had changed. Director Curtis stated that it was due to the current system's end-of-life and no longer being supported.

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

- Human Resources
  - Assisted with staff personnel problems & concerns
  - Paycom – completed year-end ACA setup. Working through ongoing to-do items. Assist with GL issues. Payroll: 3<sup>rd</sup> pay month, new earnings code (sprayer bonus), adding ICE pay code. Working on Cook County Paid Leave setup.
  - Hosted a manager Paycom training on November 21 – Ellie led the training: onboarding, offboarding, payroll, reminders, etc.
  - Completed monthly IMRF and BLS reporting
  - Held DE&I committee meeting
  - Benefits: open enrollment for flexible spending and commuter, and allowed staff to make changes to their HSA contributions for January 2025
  - Sent out information regarding IPRA conference 2025 – how to renew membership, sign up, per diem information, and hotel information.
  - Strategic Plan – worked on updating the objectives & descriptions for Goal #5 Diversity Equity & Inclusion and Goal #7 Risk Management
- Recruitment
  - Continuing to recruit for Mechanic I and Mechanical Maintenance II
- Risk Management
  - PDRMA loss control review – Submitted Injury Prevention self-assessment

- Followed up on open claims – storm claim with multiple locations, Arndt bathroom damage, Lake Park fence & netting, Apache Park grounds damage
- Followed up with staff who missed Sexual Harassment Training this year to make sure they take the training through PDRMA.

Discussion: Executive Director Don Miletic added that on Monday, the Park District should learn more about the Paid Leave Act's effect on the Park District through the City of Des Plaines opt-out approval.

## C.2 FINANCIAL REPORTS

None:

No Report for December 2024. Reports will be provided at the January 2025

## VIII. UNFINISHED BUSINESS:

### A: Algonquin Road Bridge – Discussion Only

Discussion: No new information.

### B: Lake Opeka Shoreline – Current Project Tracking

Director Curtis provided overview reports. As of November 30, 2024, disbursements totaled \$3,583,318. November's disbursements included Semper FI – Clubhouse patio \$57,178.

Discussion: None

## IX. NEW BUSINESS:

### A. Action Item 9 - A: Approval of 2024 Tax Levy Ordinance #24-06

Director of Business Annette Curtis reviewed Action Item 9-A

**Commissioner Grady “I move that the Park Board of Commissioners approve the 2024 Tax Levy, Ordinance 24-06, An Ordinance Levying And Assessing The Taxes For The General Corporate Fund, The Recreation Fund, The Audit Fund, The Tort Immunity Fund, The Illinois Municipal Retirement Fund, The Social Security Fund, The Special Recreation Fund, The Debt Service Fund And The Museum Fund Purposes Of The Des Plaines Park District, Cook County, Illinois, Beginning May 1, 2024 And Ending April 30, 2025”.**

Seconded by Commissioner Haas

Discussion: None

**Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;**

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

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

### B. Action Item 9 - B: Approval of 2024 Tax Levy Reduction Ordinance #24-07

Director of Business Annette Curtis reviewed Action Item 9-B

**Commissioner Doerr “I move that the Park Board of Commissioners approve Ordinance #24-07, AN ORDINANCE DIRECTING THE MANNER OF ANY POTENTIAL REDUCTION OF THE DES PLAINES PARK DISTRICT’S REAL ESTATE TAX LEVY FOR LEVY YEAR 2024”.**

Seconded by Commissioner Haas

Discussion: None

**Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;**

**Ayes: 4, Nays: 0, Absent: 1**  
**Motion Carried: 4-0-1**

- C. Action Item 9 - C: Approval of Private License Agreement for 125 Stratford Resolution #24-04**  
Executive Director Don Miletic reviewed Action Item 9-C

**Commissioner Haas “I move the Park Board of Commissioners approve the Private License Agreement for 125 Stratford Resolution #24-04.”**

Seconded by Commissioner Doerr

Discussion: Commissioner Grady asked if the Insurance of \$1M was an issue for the buyers. Executive Director Miletic said no, there were no issues.

**Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;**

**Ayes: 4, Nays: 0, Absent: 1**  
**Motion Carried: 4-0-1**

- D. Action Item 9 - D: Articles of Agreement MNASR Resolution #24-05**  
Superintendent Joseph Weber reviewed Action Item 9-D

**Commissioner Grady “I move the Park Board of Commissioners to approve the Articles of Agreement MNASR Resolution #24-05”**

Seconded by Commissioner Doerr

Discussion: None

**Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;**

**Ayes: 4, Nays: 0, Absent: 1**  
**Motion Carried: 4-0-1**

- E. Action Item 9 - E: Playground Equipment Purchase - Dimucci – Lowenberg**  
Deputy Director Paul Cathey reviewed Action Item 9-E

**Commissioner Haas “I move the Park Board of Commissioners approve the purchase of playground equipment for Dimucci - Lowenberg”**

Seconded by Commissioner Grady

Discussion: Commissioner Haas said it was hard to believe that that playground had been redone 20 years ago. Executive Director Miletic noted that the park gets a lot of use.

**Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;**

**Ayes: 4, Nays: 0, Absent: 1**  
**Motion Carried: 4-0-1**

**X. CORRESPONDENCE:**

- A. Thank you: Kiwanis Club of Des Plaines

**XI. COMMENTS FROM THE COMMUNITY:**

None

**XII COMMISSIONER COMMENTS:**

**Commissioner Haas:** Commissioner Haas stated that some gentlemen walked the track regularly at Prairie Lakes and saw that the walls were being painted. They wanted something interesting to look at to be painted on the wall. She also had some kind words for Paul Cathey, thanked him for being a great partner who was committed to making the park district look good, and commended his dedication to exceptional work.

**Commissioner Doerr:** Commissioner Doerr cannot believe it has been 30 years for Paul, and what a great achievement it is. She thanked him for his service to the district. Now that she is back from vacation, Commissioner Doerr said she is looking forward to the holiday and decorating.

**Commissioner Grady:** Commissioner Grady stated, “Enjoy retirement; however, from experience, it is weird to get used to, but it is great.”

**President Williams:** Commissioner Williams thanked Deputy Director Cathey for his years of service and everything he has done over the years, stating, “It's been an incredible time, and there have been a lot of projects. Commissioner Williams is also looking forward to the holiday and retirement parties.”

### **XIII. EXECUTIVE SESSION:**

Commissioner Doerr made a motion at 7:18 pm 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.

Seconded by Commissioner Grady

**All in Favor**

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

### **XIV. RETURN TO OPEN SESSION**

Commissioner Haas made a motion to close the Executive Session and return to open session at 7:51

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 Doerr, Aye; Grady, Aye; Williams, Aye; President Haas, Aye**

**Motion carried 4-0-1.**

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

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; Williams, Aye;**

**Motion carried 4-0-1.**

**XV. ADJOURNMENT**

Commissioner Doerr made a motion to adjourn the Park Board Meeting at 7:53 p.m.

Seconded by Commissioner Haas

**All in Favor, Opposed**

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

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

APPROVED \_\_\_\_\_

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President

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Secretary