

**MINUTES OF THE REGULAR MEETING OF THE
ELMHURST PARK DISTRICT
BOARD OF COMMISSIONERS**

May 25, 2016

7:00 p.m.

Minutes of the regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, May 25, 2016 at the Administrative Office, 375 West First Street, Elmhurst, IL. Prior notice of the meeting was posted. The meeting was called to order by Board President Ubriaco at 7:00 p.m.

Roll Call –

Present: Commissioners Pelosi (arrived at 7:08), Ubriaco, Graf, Kies (left at 7:51 p.m.)
Morissette-Moll, and Spaeth

Absent: Commissioner Ennis

Staff Present: James W. Rogers, Executive Director
Angela Ferrentino, Director of Parks & Facilities
Christi Jacobson, Director of Finance & Human Resources
Brian McDermott, Director of Enterprise Services
Cindy Szkolka, Director of Recreation
Ginger Wade, Director of Marketing & Communications
Tom Sumner, Systems Administrator

Visitors: Jaime Wilkey, Lauterbach & Amen
Kathleen Sullivan

ADDITIONS/DELETIONS/CHANGES TO AGENDA –

Moved item #9b1 *Audit for the Year Ending December 31, 2015 – Sugar Creek Golf Course* and #9b2 *Audit for the Year Ending December 31, 2015 – Elmhurst Park District* to before *Unfinished Business*.

REMARKS/CORRESPONDENCE FROM VISITORS – None

COMMITTEE REPORTS –

Lizzadro Museum – Kies

- Reviewed the 2015 Financial Statements
- Appointed a Nominating Committee and Executive Committee.
- There was a report on museum activities.
- Discussed the proposed new building. A new architect was hired. A new plan will be brought to the Park Board at a later date.
- An intern was hired from the University of Chicago who is going to catalog all of the dynasty collection pieces, some of which go back as far as the Ming dynasty.
- Several high schools have sent students to complete volunteer work for extra credit.

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Lizzadro Museum – Kies (continued)

- Girl Scout troops are visiting the museum to earn their lapidary and mineral badge. The museum handed out coupons for the museum store to the troops.
- Received grant from the City and have applied for another \$60,000 grant from an art group in Illinois.

PEP - Wade

- The meeting was brief as it was the day before the golf outing, which had 96 golfers; last year, there were 76 golfers.
- Plan to present a donation check for the Butterfield Park Playground for Everyone at the June 8 board meeting.

Sugar Creek Golf Course - Rogers

- Through May 22, golf rounds are up by 64 rounds compared to same month last year.
- Revenues for the month are up \$4,500 compared to same period in 2015.
- The board reviewed the newly designed website, which turned out very well.
- The exterior of the clubhouse was painted.
- The 2015 Audit was approved by the board.
- Rogers will step down from the board. McDermott will assume the responsibility for the golf course as part of Enterprise Services. The Village of Villa Park has been notified of the change.

Commissioner Pelosi joined the meeting at 7:08 p.m.

UPCOMING COMMITTEE MEETINGS

Gateway – May 26, 2016

Sugar Creek Golf Course – June 28, 2016

Stormwater Subcommittee – June 9, 2016

Elmhurst Art Museum – July 13, 2016

PEP – June 16, 2016

CONSENT AGENDA

Commissioner Ubriaco made a motion for the Board to approve the Consent Agenda of May 25, 2016. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Pelosi, Ubriaco, Graf, Kies, Morissette-Moll, and Spaeth. Nays: none. Motion carried.

The following items were approved on the Consent Agenda: May 11, 2016 annual meeting minutes, May 11, 2016 regular meeting minutes, May 11, 2016 closed meeting minutes, voucher lists dated 05/11/16 – \$99,615.48, 05/18/16 - \$60,969.50 and Non-Accounts Payable Disbursement of Funds 05/11/16 – \$33,500.

UNFINISHED BUSINESS (OLD) –

Audit for the Year Ending December 31, 2015 – Elmhurst Park District

Commissioner Ubriaco made a motion and Commissioner Graf seconded that the Board of Park Commissioners accepts the audited financial statements, reviewed and approved by the Finance Committee for Sugar Creek Golf Course. Director of Finance and Human Resources Jacobson reviewed the audited financial statements with the Board. This year, the Village of Villa Park and the

Elmhurst Park District agreed to hire an independent auditor not contracted with either agency. Four audit firms were interviewed and Selden Fox, Ltd. was selected to complete the audit. After completed field work, Selden Fox, Ltd. issued an unqualified opinion of the 2015 financial statement. The Board commented on the improved financial status. As there were no further comments, the Board was polled. Ayes: Commissioner Ubriaco, Graf, Kies, Morissette-Moll, Pelosi, and Spaeth. Nays: none. Motion carried.

Audit for the Year Ending December 31, 2015 – Elmhurst Park District

Commissioner Graf made a motion and Commissioner Pelosi seconded that the Board of Park Commissioners accepts the audited financial statements, reviewed and approved by the Finance Committee, for the Elmhurst Park District. Lauterbach & Amen auditor Jaime Wilkey reviewed the financial statements with the Park Board. The financial statements report that the District continues to maintain a sound financial condition, reporting total net assets of \$42.9 million, which is a decrease of \$718,002 from 2014. The decrease is primarily attributable to the new pension disclosure requirement detailed in Government Accounting Standard Statement (GASB#68). The Board commented on the valuable tool the audit serves in providing a measure of performance. As there were no further comments, the Board was polled. Ayes: Commissioner Graf, Kies, Morissette-Moll, Pelosi, Ubriaco, and Spaeth. Nays: none. Motion carried.

Stormwater Management Discussion

Committee Appointments

Commissioner Ubriaco made a motion and Commissioner Kies seconded that the Board of Park Commissioners approve the proposed committee appointments including the change made to the appointment of Jason Khuen to the Youth Commission. The Board was polled. Ayes: Commissioner Kies, Morissette-Moll, Pelosi, Ubriaco, Graf, and Spaeth. Nays: none. Motion carried.

Board Meeting Dates

Commissioner Kies made a motion and Commissioner Pelosi seconded that the Board of Park Commissioners change the Park Board's meeting dates from Wednesdays to Mondays (second and fourth of month). Board President Spaeth initiated the change due to conflicts with some Commissioners' work schedule and board meeting dates. The Park Board has met on Mondays for decades. Several Commissioners cited being flexible while others voiced Mondays as better for their work schedules. Commissioner Morissette-Moll reminded the Board that the date was changed to accommodate those who wish to attend the City Council meetings held on Mondays and the Park Board meetings on Wednesdays without conflict. Commissioners stated that there has not been a change in public attendance at Park Board meetings since moving from Mondays to Wednesdays. Rogers will bring a revised board meeting calendar for the remaining of the year. The change will begin with the June 27, 2016 board meeting. The Board was polled. Ayes: Commissioner Pelosi, Ubriaco, Graf, Kies, and Spaeth. Nays: Morissette-Moll. Motion carried 5:1.

Commissioner Kies left the meeting at 7:51 p.m.

NEW BUSINESS –

Administrative Office Building Exterior Improvements Project

Commissioner Ubriaco made a motion and Commissioner Pelosi seconded that the Board of Park Commissioners (1) awards the base bid for the Administrative Office Building Exterior Improvements Project in the amount of \$53,066.45 to Professional Paving and Concrete Co., Inc. of Glen Ellyn, IL; (2) accepts alternate 1 to replace the concrete driveway apron and curb and gutter along Highland Avenue in the amount of \$5,661.75, (3) accepts alternate 2 to install grasscrete pavement in lieu of asphalt at the driveway leading to the garage on First Street in the amount of \$5,166, (4) authorizes the Executive Director to execute said contract accordingly. Landscape Architect Lovato reviewed plans to improve and enhance the Administrative Office building at 375 W. First Street, specifically the front of the building. This project includes redesigning the front entrance stairway, repairing sidewalks and driveway on First Street and repaving the parking spots directly across from the front entrance. The project will be coordinated with the City's reconstruction of First Street. The Board offered recommendations to the proposed plan including lighting, adding railings, increasing the height of the proposed west wall. The suggestion to design an accessible ramp in the front entrance is not convenient as accessible parking is closer to the side entrance of the building (with an interior ramp) on Highland Avenue. As there was no further discussion, the Board was polled. Ayes: Commissioner Ubriaco, Graf, Morissette-Moll, Pelosi, and Spaeth. Nays: none. Motion carried.

Proposed Tax Increment Financing District (TIF V)

Using the City's May 13, 2016 slide show presentation, Executive Director Rogers informed the Board of the City's proposal to replace and expand the existing TIF 2 along Lake Street to form TIF 5. As District property, Berens Park and the Wagner Community Center, are proposed to be in the new TIF, Rogers sought Board consensus to allow the inclusion of District property to be a part of TIF 5. After discussing the benefits involved in being part of a TIF and reviewing the boundaries of the TIF, the Board provided consensus to be included in the TIF.

COMMISSIONER INFORMATION ITEMS –

Commissioner Graf –

- There were 20 Girl Scouts and 8 high school student helped out at the prairie restoration work. Thanked the District for providing planting plugs.

Commissioner Ubriaco –

- Stopped by the PEP Golf Outing; there were lots of volunteers.

Future Agenda – No changes.

STAFF ANNOUNCEMENTS

Director of Parks & Facilities – Ferrentino

- The District will host a police roll call on June 9 at Butterfield Park; Park Ambassadors will also be there.

Landscape Architect – Lovato

- A pre-construction meeting for Butterfield Park will be held on June 14. Kids Around the World will take out the playground in June to donate to a country in need.

Director of Marketing & Communications – Wade

- Monday's Memorial Day Parade will kick off promptly at 9:30. Those who plan to attend will meet on Second Street and Addison Avenue.
- The Wilder Park Conservatory received over 600 visitors during Museum Day. This is the first year the conservatory has been part of the tour.

Director of Finance & Human Resources – Jacobson

- Staff will begin planning for the 2017 budget.

Director of Enterprise Services

- On Memorial Day, Courts Plus will be open from 7 a.m. to 1 p.m.

Director of Recreation

- This past weekend, the dance troop performed at Great America.

Systems Administrator – Sumner

- I.T. continues to get this ready for the summer.

Executive Director Rogers

- The Butterfield Park groundbreaking will be held on June 18.
- Please let us know if you plan on attending the NRPA conference in October as soon as you can.
- Indoor sports feasibility study is underway with stakeholder meetings scheduled for June 6 and 7. Like users are being grouped to discuss shared needs.

CLOSED SESSION

A motion to adjourn to Closed Session was made by Commissioner Pelosi and seconded by Commissioner Graf pursuant to 5ILCS 120/2(c)(5) for the discussion of “the purchase or lease of real property for the use of the District” at 8:25 p.m. The Board was polled. Ayes: Commissioner Graf, Morissette-Moll, Pelosi, Ubriaco, and Spaeth. Nays: none. Motion carried.

OPEN SESSION

The Board returned to open session at 8:34 p.m. Board President Spaeth stated that the Board met in Closed Session pursuant to 5ILCS 120/2(c)(5) for the discussion of “the purchase or lease of real property for the use of the District.” No final action was taken at the meeting on matters discussed in closed session.

ADJOURNMENT

There being no further discussion, Commissioner Pelosi moved to adjourn at 8:36 p.m. and Commissioner Graf seconded the motion. The Board was polled. Ayes: Commissioner Graf, Kies, Morissette-Moll, Pelosi, Ubriaco, Spaeth. Nays: none. Motion carried.

The next regularly scheduled meeting will be held on Wednesday, June 8, 2016 at 7:00 p.m. at the Administrative Office Boardroom, 375 West First Street, Elmhurst, IL. Prior notice will be posted.

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Note: Roll call voting will start with Commissioner Ennis at the June 8, 2016 Park Board meeting.

Vince Spaeth, Board President

Nimfa Melesio, Recording Secretary

Date Reviewed	
Date Approved	