

**MINUTES OF THE REGULAR MEETING OF THE
ELMHURST PARK DISTRICT
BOARD OF COMMISSIONERS
January 23, 2013
7:06 p.m.**

Minutes of the regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, January 23, 2013 at the Administrative Offices, 375 West First Street, Elmhurst, IL. Prior notice of the meeting was posted. The meeting was called to order by Board President Kubiesa at 7:06 p.m. immediately following the BINA Hearing.

Present: Commissioners Howard, Kies, Pelosi, Spaeth, Ubriaco, and Kubiesa.

Absent: Commissioner Morissette-Moll (excused)

Also Present: James W. Rogers, Executive Director
Angela Ferrentino, Director of Parks & Facilities
Dave Kenny, Director of Information Technology
Brian McDermott, Director of Enterprise Services
Cathy Medema, Director of Finance & Human Resources
Cindy Szkolka, Director of Recreation
Ginger Wade, Director of Marketing & Communications

Visitors: Douglas Ennis, 447 South Argyle Avenue, Elmhurst
Chris Fox, Elmhurst Independent Newspaper

ADDITIONS/DELETIONS/CHANGES TO AGENDA

None

REMARKS/CORRESPONDENCE FROM VISITORS

None

Committee Reports

Gateway – Szkolka

- At the time of the January 10th meeting, the District was the first and only agency to report that its board had considered the Articles of Agreement amendments.
- The financial audit was postponed and tabled until the February meeting.
- Gateway will begin redesigning its logo.
Executive Director Rogers added that District staff will assist in the redesigning of Gateway's logo.

Park/City/School – Rogers

- The City is reviewing the second draft of the Hahn Street request for proposal with a bid let scheduled for February and due date in April.
- Work is underway on the Addison Street project and a public meeting is scheduled for tomorrow night. The Council is determining the number of floors.
- Storm and sanitary solution meetings have been held with the City Manager, School Superintendent, and myself. Refinements of the drawings are underway and will be presented to the board of each government body.
- School District 205 is developing its budget. Their challenges include additional staff requirements, pension planning, and union contracts as mitigating factors.
- The District's report included the change of board meeting day and conservatory tour by the IHPA. I also reported that the CEOs of the city, school, and park district have begun to meet on a monthly basis to gather information and share ideas.

Sugar Creek Golf Course – Rogers

- The preliminary unaudited financials show that in 2012, the bottom line at the Course, excluding depreciation, was a \$240,000 improvement from 2011.
- For the first time in four years, the golf course made a payment toward its debt. It paid \$180,000, which is 85 to 90% of its total payment amount due. A big turnaround of 17% growth in revenue and 9% decrease in overall expenses has made it possible to pay toward its debt. The reduction of overall expense included the elimination of a full-time position, reduced chargebacks for administrative overhead, and the use of volunteer starters.
- Recently, both the Village of Villa Park forestry crew and the Elmhurst Park District have been removing trees and hope to continue this practice in the future to limit the expense of outsourcing the work.
- The golf course had an exceptional year in 2012 weather-wise contributing to the increase of revenues, but the hot days also reduced the number of rounds played.

Upcoming Committee Meetings

PEP – January 24, 2013

Gateway – February 14, 2013

CONSENT AGENDA

Commissioner Kies made a motion for the Board to approve the Consent Agenda of January 23, 2013 and Commissioner Pelosi seconded the motion. The Board was polled. Ayes: Commissioners Howard, Kies, Pelosi, Spaeth, Ubriaco, and Kubiesa. Nays: None. Motion passed unanimously.

It should be noted that the following items were approved on the Consent Agenda: Regular Meeting Minutes of January 9, 2013, Closed Meeting Minutes of January 9, 2013, and Check Registers of: 01/11/13 - \$112,950.90, 01/18/13 - \$120,909.06.

UNFINISHED BUSINESS (Old) –

None

NEW BUSINESS –

2013 Bond Schedule

Commissioner Spaeth made a motion for the Board of Park Commissioners to approve the timeline for the 2013 General Obligation Bond sale. Commissioner Pelosi seconded the motion. If the Board approves the schedule, requests for proposals will be mailed out on Friday to local banks, and staff anticipates bringing the best submitted bond rate to the Board at the February 13 board meeting for approval. As there was no further discussion the Board was polled. Ayes: Commissioners Howard, Kies, Pelosi, Spaeth, Ubriaco, and Kubiesa. Nays: none. Motion passed unanimously.

Board Policy Review: 4.03 – Board Officers, Appointed Officers and Appointed Staff: Nominations and Election and 4.21 – Employment of Relatives

The Board Policy Committee met to review Park Board Policy Manual Section 4.21 – Employment of Relatives stating that “no relative of a member of the Park Board shall be considered for full or part-time or regular or temporary employment in the District.” The Policy Committee recommends that Section 4.21 – Employment of Relatives policy remain effective. After questioning the length of time the policy has been in effect, any specific occasion the policy applied to, and the extension of relatives the policy applies to, the Board concurred that the Board Policy Section 4.21 – Employment of Relatives should remain effective as stated. As no change was made to the policy a Board vote was not required.

The Policy Committee requested direction from the Board regarding Park Board Policy Manual Section 4.03 – Board Officers, appointed Officers and Appointed Staff: Nomination and Election of the Board Policy. The policy states that...“The President and Vice President shall be elected annually by a majority vote of the Park Board from among the Commissioners of the current Park Board during the Annual Meeting as herein set forth or when a vacancy occurs.

All Commissioners are considered candidates for the offices.”

The Board discussed the term limits regarding the election of board officers. District staff surveyed other park districts in the area for their policy regarding term limits of board officers. Of the 24 respondents surveyed 17 park districts said that they have an election of officers policy and only four had term limits ranging from one to two years. Commissioner Spaeth stated that he would like to see term limits enacted to give others an opportunity to serve as board officers and to provide a clear government structure, which could be respected by District residents. Commissioner Ubriaco suggested a rotation of officers. As Commissioners requested further discussion on the policy, Board President Kubiesa asked the Board Policy Committee to review the policy and provide suggestions or options to the current policy to the Board before the annual board meeting in May.

Resolution R-01-13 Authorizing Colette M. Kubiesa to serve as Trustee of the IL Trust

Board President Kubiesa recused herself from Agenda item #8b (3) and passed the gavel to Vice President Kies to conduct the board meeting during the discussion of this topic.

Commissioner Ubriaco made a motion for the Board of Park Commissioners to approve Resolution R-01-13 authorizing Colette M. Kubiesa to serve as Trustee of the Illinois Trust. Commissioner Pelosi seconded the motion. As there was no further discussion the Board was polled. Ayes: Commissioners Howard, Pelosi, Spaeth, Ubriaco, and Kies. Nays: none. Abstained: Commissioner Kubiesa. Motion passed.

Board Vice President Kies passed the gavel back to Board President Kubiesa.

COMMISSIONER INFORMATION ITEMS –

Announcements

Commissioner Ubriaco –

- The Elmhurst Symphony Orchestra is playing on Sunday at 3 p.m. at the Christian Reformed Church.

Commissioner Kies –

- Scott Levin did a great job in giving the Mayor’s State of the City speech at the Chamber of Commerce breakfast. I’m glad I asked him to mention the Park District as he introduced Executive Director Rogers and the Park Board Commissioners present at the event.

Future Agenda

None

STAFF ANNOUNCEMENTS –

Director of Enterprise Services – McDermott

- An invitation to participate in Courts Plus’ Active for Life is at your table. The program motivates participants to become more active and live healthier lives.

Director of Finance/HR – Medema

- The District’s employee wellness program will begin its session of Active for Life and Walking Works programs, and getting all of the brown bag and other wellness initiatives ready for 2013.
Board President Kubiesa asked if Board members could participate in the wellness programs. Staff will disseminate the information to Park Board Commissioners.
- Human Resources staff completed interviews for the Human Resource Specialist position and hope to have the position filled in the next few weeks.
- Executive Directors Rogers reminded the Board that because of the District’s excellent loss control audit score, PDRMA will provide fleece jackets to all full-time employees and Board Commissioners; therefore, Commissioners should let staff know what size they need.

Director of Information Technology – Kenny

- I.T. spoke to vendors regarding security cameras, which will be replaced as the current analog cameras begin to fail.

Director of Parks & Facilities – Ferrentino

- Items passed their useful life and approved for disposal have been posted to an online auction. In the past, auctioned items have funded new vehicle and equipment purchases.

Director of Marketing and Communications – Wade

- The District hosting of a booth at the City of Elmhurst health fair was a success. City employees were offered free initiation fees for a Courts Plus membership and Sugar Creek staff sold member cards and signed up interested parties for its newsletter.
- The District will have entries in the agency awards program for marketing at the IPRA/IAPD Conference on Thursday and Friday. It has been about five years since the District's last entry. Please stop by and cast your vote in the People's Choice award.

Director of Recreation - Szkolka

- A major gymnastics meet was held on Sunday at York High School with over 300 competitors and 800 people in the audience.

Executive Director – Rogers

- For those of you planning to attend the IPRA/IAPD conference, there is some additional information at your places tonight. Representative Patricia Bellock will be joining us for lunch.
- Economic interest statements will be sent out soon. Please make sure to complete the form and mail back even if you have done them this year for an election candidacy.
- Just wanted to reiterate that the Sugar Creek Golf Course financials are preliminary and unaudited and may have some adjustments.
- Please let me know if you plan to be in town during the School District's spring break, which falls during the week of a scheduled Board meeting. We would like to determine if a quorum will be present at the March 27 meeting.
- Park Board President Kubiesa asked about the *Board Docs* software program for distributing board documents to Park Commissioners in lieu of paper documents. Mr. Rogers stated that staff is looking into the program and one of its useful features is its search capabilities.

CLOSED SESSION

A motion to adjourn to Closed Session was made by Commissioner Ubriaco "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 7:56 p.m. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Ubriaco, Howard, Kies, Pelosi, Spaeth, and Kubiesa. Nays: None. Motion passed unanimously.

OPEN SESSION

The Board returned to Open Session at 8:00 p.m. Board President Kubiesa stated that the Park 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.” Final action on items discussed in Closed Session will be taken in Open Session.

ADJOURNMENT

There being no further discussion, Commissioner Howard moved to adjourn at 8:02 p.m. and Commissioner Spaeth seconded the motion. The motion passed unanimously by voice vote.

The next regularly scheduled meeting will be held on Wednesday, February 13, 2013 at 7:00 p.m. at the Administrative Office Board Room, 375 West First Street, Elmhurst, IL. Prior notice will be posted.

Note: Roll call voting will start with Commissioner Howard at the February 13, 2013 Park Board meeting.

Colette Kubiesa, Board President

Nimfa Melesio, Recording Secretary