

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

August 12, 2015

7:00 p.m.

Minutes of the regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, August 12, 2015 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.

Present: Commissioners Ennis, Graf, Kies, Moirssette-Moll, Pelosi, Spaeth, and Ubriaco

Absent: None

Staff Present: James W. Rogers, Executive Director
Angela Ferrentino, Director of Parks & Facilities
Christi Jacobson, Director of Finance & Human Resources
Cindy Szkolka, Director of Recreation
Ginger Wade, Director of Marketing & Communications
Bradley Anderson, Facilities Maintenance Supervisor
Laura Guttman, Special Projects Coordinator
E. Anne Scheppele, Division Manager – Facilities
Elizabeth White, IT Support Specialist

Visitors: Andrew Paine, Tressler, LLP
Becky Lipton, Elmhurst League of Women Voters
Kent Johnson, City of Elmhurst Public Works

ADDITIONS/DELETIONS/CHANGES TO AGENDA – Agenda item #6a *Stormwater Subcommittee* was moved to #9a(1) *Stormwater Management Discussion*.

REMARKS/CORRESPONDENCE FROM VISITORS – None

COMMITTEE REPORTS

The Stormwater Subcommittee report was moved to Agenda item 9a(1) *Stormwater Management Discussion*.

UPCOMING COMMITTEE MEETINGS

Gateway – August 13, 2015

Stormwater Subcommittee – August 13, 2015

PEP – August 20, 2015

Sugar Creek Golf Course – August 25, 2015

Elmhurst Art Museum – September 9, 2015

CONSENT AGENDA

Commissioner Morissette-Moll made a motion for the Board to approve the Consent Agenda of August 12, 2015. Commissioner Ennis seconded the motion. The Board was polled. Ayes: Commissioners Graf, Kies, Morissette-Moll, Pelosi, Spaeth, Ennis, and Ubriaco. Nays: None. Motion passed unanimously.

It should be noted that the following items were approved on the Consent Agenda: July 22, 2015 regular meeting minutes, July 22, 2015 closed meeting minutes, and voucher lists: 08/10/15 - \$71,833.80, 07/31/15 - \$159,952.44, 07/24/15 - \$377,374.36, 07/17/15 - \$191,118.16, and Waste Removal and Recycling Services Bid 2016-2018.

UNFINISHED BUSINESS (OLD) –

Stormwater Management Discussion

Executive Director Rogers reported on the subcommittee's stormwater meeting with representatives of the City of Elmhurst and School District 205 held on July 23, 2015 at City Hall. The subcommittee thanked the City for approving the lease extension of the maintenance facility and indicated to the City the preference to incorporate York Commons, East End, Wild Meadows Trace/Pioneer and Crestview parks separately from the master IGA. The Park District will continue to work cooperatively with the City in discussions with the IL Dept. of Natural Resources (IDNR) for use of Golden Meadows Park and has scheduled a meeting on August 21, 2015 with IDNR. The subcommittee expressed to the City that the Park District is not interested in recreational components in the York Commons stormwater basin until its use is evaluated. Rogers disseminated to the board a revised draft copy of the City of Elmhurst's proposed intergovernmental agreement (IGA) for the use of Park District property for stormwater detention. The presented IGA was a red-lined version to be brought to the City at the next meeting on August 13, 2015. Attorneys from both parties continue to work on the legal terms of the IGA staff work with the District's engineering firm, V3, on the business terms. Legal counsel Andrew Paine of Tressler, LLP provided a brief explanation of noteworthy legal terms and provisions being considered in drafting the IGA followed by Rogers who highlighted business terms addressing from the point of conception of plans to the future maintenance of the basins. Existing IGAs used by other park districts are being used as a reference as well as other agreements currently in effect between the District and other agencies. Both parties aim to structure a master IGA containing all of the legal provisions of all park sites, regardless of the site, with addendums or exhibits as required to address specific needs within each site. As negotiations continue, the Park Board will determine risks in allowing use of the parks. Commissioners inquired as to restrictions in removing park sites from negotiations, future maintenance costs of sites, and the inclusion of easement restrictions in the IGA to reduce impact to District operations.

NEW BUSINESS –

Gateway Program Participant Survey Results

Director of Marketing and Communications Wade presented the board with the results of a satisfaction survey administered by the Park District of Elmhurst families, who participated in Gateway Special Recreation programs within the last year. The survey was mailed to 115 families with a 26.2% (15) response rate. The survey results revealed that over half of registrants participated in five or more programs. A majority of respondents felt the registration process was "very good" and 73% noted to be "extremely satisfied" as programs have met their expectations. Responses regarding variety of programs and whether staff was well-trained were positive. The overall satisfaction rate of programs was 77% "Extremely Satisfied." Of the nearly 50% of participants utilizing the provided transportation, more than 60% were extremely satisfied with the transportation. The board was provided a copy of collected feedback expressing accolades for a great staff, suggesting improvements in the printed brochure and requesting more after-school offerings. Director of Recreation Szkolka reported that the Gateway Special Recreation Board of Directors is very interested in the outcomes of the District's survey and is considering conducting a survey of all Gateway communities. Commissioner Morissette-Moll thanked staff for their due diligence in gauging Elmhurst participants' satisfaction and suggested a biannual survey be conducted. With an overwhelming satisfaction rate of Elmhurst Gateway participants, the Board consensus was to not pursue special recreation association alternatives and to remove the agenda item from Future Agenda.

2015 Mid-Year Strategic Plan Progress Report

Commissioner Pelosi made a motion that the Board of Park Commissioners reviews and approves the 2015 Mid-year Strategic Plan Progress Report. Commissioner Kies seconded the motion. Special Projects Coordinator Guttman gave a report on staff's progress toward implementing the 2015 Strategic Work Plan. Performance measures were compared to performance targets and timelines. She indicated changes to the report from previous versions. Plans are to research dash-boarding software to better track strategic plan measures. A copy of the report will be posted on the District's website at www.epd.org. Commissioners commended staff on the SPPR. As there were no further comments or discussion, the Board was polled. Ayes: Commissioners Kies, Morissette-Moll, Pelosi, Spaeth, Ennis, Graf, and Ubriaco. Nays: None. Motion passed unanimously.

Proposed 2016 Strategic Work Plan

Special Projects Coordinator Guttman presented the board with the District's 2016 Strategic Work Plan (SWP). The SWP aids in developing the proposed budget to ensure adequate resources are allocated to implement the District's long-range strategy. Guttman noted changes to the report. The SWP reflects modifications made by staff to ensure initiatives remain relevant to the SWP and the District's operating environment. Based on the Park Board's feedback on the work plan, staff will integrate the tactics in the work plan and then use that information to allocate resources in the proposed budget. The final SWP will be presented to the Board for approval when the board approves the budget in December. Commissioner Pelosi inquired on

the initiative to create a comprehensive asset management plan linked to the Capital Plan. Staff proposes to acquire an asset management software to develop a systematic approach to maintaining facilities and equipment.

COMMISSIONER INFORMATION ITEMS –

Commissioner Graf

- The Great Western Prairie restoration work day is this Saturday, August 15.

Commissioner Kies

- Thanked Executive Director Rogers for cooking at the employee picnic.

Future Agenda –

The item “Review of special recreation association alternatives” was removed from Future Agenda.

Commissioner Morissette-Moll requested the item to discuss the Sugar Creek Golf Course debt be added to Future Agenda for discussion when appropriate.

STAFF ANNOUNCEMENTS

Director of Finance and Human Resources - Jacobson

- The budget kick-off meeting was held yesterday.
- The fourth training session for the new registration software is scheduled for the last week of August. The RecTrac representative will also demonstrate the vendor's asset management system.

Facilities Maintenance Supervisor – Anderson

- Thanked the board for approving the waste management bid.
- Deep cleaning will be done during the transition time between summer programs ending and fall programs beginning at the Wagner Center.

Director of Recreation - Szkolka

- Summer programs are winding down at the Wagner Community Center.
- Friday will be the second of a three-part series of Movies in the Park in partnership with the Elmhurst Art Museum and the Elmhurst Public Library. In keeping with the back-to-school theme, *Monsters University* will be the feature movie.
- On Monday, the Recreation Department will launch its staff orientation with 125 personnel.

Director of Marketing & Communications – Wade

- Park Palooza is August 22 from 4 to 10 p.m. Please consider volunteering at the event.
- In celebration of Sugar Creek’s 40th Anniversary, an open house will be held on September 12 from noon to 4 p.m.
- Touch A Truck will be held on the same day.
- The Playground for Everyone focus group will be held on August 19 at the Butterfield Recreation Building.

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IT Support Specialist – White

- In cooperation with the Parks Department, a five-mile buffer map was created as required for a grant being considered by the District.

Division Manager – Facilities – Scheppele

- Field preparations for fall sports are being done.
- Soccer and lacrosse play is winding down. Team Elmhurst has a tournament this weekend.

Director of Parks & Facilities – Ferrentino

- PDRMA completed its inspection of pool facilities and was complimentary of staff and the facilities.
- Smalley Pool is closing on Sunday, August 16. East End Pool will begin after-school hours. As sport practices begin, it has been difficult staffing the pools.

Special Projects Coordinator – Guttman

- As aforementioned, staff began the budget process yesterday. Before beginning the operating budget process, staff proposed capital plan projects for 2016 and future year projects.

Executive Director – Rogers

- Courts Plus will be closed from 6 p.m. on Friday through Monday for its annual shut-down weekend for deep cleaning.
- For the ninth year in a row, the District was awarded the Government Financial Officer's Association (GFOA) award for the District's 2015 budget document. Additionally, for the first time, the District's budget document was recognized as outstanding as a financial plan. We are very pleased to receive this award and have sent out press releases to inform our community. All staff should be commended for their efforts, but I would like to especially commend Laura Guttman and Barbara Stembridge's achievement in completing the budget document after Cathy Medema's departure last year. Ms. Stembridge stepped up to meet the needs of the District.
- The Chamber of Commerce is holding its annual golf outing on August 28. Please let me know if you plan on participating.

CLOSED SESSION

A motion to adjourn to Closed Session was made by Commissioner Spaeth pursuant to 5ILCS 120/2(c)(5) for the discussion of “the purchase or lease of real property for the use of the District” and pursuant to 5ILCS 120/2(c)(1) for the “appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body” at 8:34 p.m. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Kies, Morissette-Moll, Pelosi, Spaeth, Ennis, Graf, and Ubriaco. Nays: None. Motion passed unanimously.

OPEN SESSION

The Board returned to open session at 9:01 p.m. Board President Ubriaco stated that the Board met in Closed Session pursuant to 120/2(c)(5) for the discussion of “the purchase or lease of real property for the use of the District” and pursuant to 5ILCS 120/2(c)(1) for the “appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.” No final action was taken at the meeting on matters that were discussed in Closed Session.

ADJOURNMENT

There being no further discussion, Commissioner Spaeth moved to adjourn at 9:02 p.m. and Commissioner Ennis seconded the motion. The Board adjourned by voice vote.

The next regularly scheduled meeting will be held on Wednesday, August 26, 2015 at 7:00 p.m. at the Administrative Office Boardroom, 375 West First Street, Elmhurst, IL. Prior notice will be posted.

Note: Roll call voting will start with Commissioner Kies at the August 26, 2015 Park Board meeting.

Carolyn Ubriaco, Board President

Nimfa S. Melesio, Recording Secretary

Date Reviewed _____
Date Approved _____