

**MINUTES OF THE REGULAR MEETING OF THE  
ELMHURST PARK DISTRICT  
BOARD OF COMMISSIONERS  
November 20, 2013  
7:00 p.m.**

Minutes of the Regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, November 20, 2013 at the Administrative Building, 375 W. First Street, Elmhurst, IL. Prior notice of the meeting was posted. The meeting was called to order by Board President Kubiesa at 7:00 p.m.

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

**Absent:** Commissioner Morissette-Moll (excused)

**Staff 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  
Laura Guttman, Special Projects Coordinator  
Julie Bruns, Division Manager – Human Resources & Risk Management  
Jerry Pask, Park Planner

**Visitors:** None

**ADDITIONS/DELETIONS/CHANGES TO AGENDA**

None

**REMARKS/CORRESPONDENCE FROM VISITORS**

None

**COMMITTEE REPORTS**

**Gateway - Szkolka**

- There is a new representative from the Pleasant Dale Park District – Interim Executive Director Matt Russian.
- Consulted with legal counsel regarding a medication dispensing policy; will also seek insight from Gateway's safety and loss prevention program.
- The Ray Graham Association has two assistance programs that may subsidize transportation costs for a day camp participant who resides in a non-member district.

**Lizzadro - Kies**

- John Lizzadro is recuperating from a recent surgery.
- Fortunately, there have been many school visits to the Museum.
- The Museum anticipates another \$8,000 grant from the City and will continue to apply for other grants.
- The new exhibit *Modern Designer Jewelry* from the Smithsonian will be on display until April 2014.
- An exclusive members-only sale of retired exhibit jewelry will be held.
- A premier gem show in Tucson, AZ will be held in February 2014.
- Reviewing proposed changes to its membership structure.
- More items will be auctioned at Christies.

**Park/City/School – Howard, Spaeth, Rogers**

- Several items came up for discussion including zoning for the hospital property and land-cash ordinance.
- Commissioners Spaeth and Howard were contacted by Alderman Kennedy to set a date for the storm water sub-committee to meet; we have made ourselves available on Mondays, but no date has been set yet.
- Elmhurst Memorial Hospital has received several bids from developers for the Berteau property.

**Commissioner Spaeth**

Using the property to build a high density of homes will have a significant impact to the School and Park Districts in serving those new residents. There are a variety of other options for that property that will not be as taxing to agencies providing services. The school and park district would like more involvement in deciding the uses of the 15 acre property. A referendum requesting community input in the next election was proposed.

**Executive Director Rogers**

On November 25 at 5 pm, there will be a meeting with the CEO, Board President, Mayor, and Park/City/School committee members to discuss the Berteau property and its uses and options for storm water solutions. Monday's meeting should be very productive as key individuals of the three entities will be present to advance the current pace to seeking storm water solutions.

- The Board elaborated on the vast opportunities available for the Berteau property, the need to expedite strategies for it, the Park Board's continued interest in collaborating on plans for the parcel, the vital need to improve communication between all three entities, and increasing the Park Board's proactive direction.

**UPCOMING COMMITTEE MEETINGS**

PEP – November 21, 2013

Sugar Creek Golf Course – November 26, 2013

Gateway – December 12, 2013

Elmhurst Art Museum – December 18, 2013

Park/City/School – January 13, 2014

### **CONSENT AGENDA**

Commissioner Kies made a motion for the Board to approve the Consent Agenda of November 20, 2013 and Commissioner Spaeth 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: Budget Hearing Minutes of November 6, 2013, Regular Meeting Minutes of November 6, 2013, Check Registers 11/1/13 - \$121,500.06, 11/08/13 - \$52,428.10, 11/15/13 - \$50,257.88, Dental Insurance Renewal, and Medical Insurance Renewal.

### **UNFINISHED BUSINESS (OLD) –**

#### **2014 Proposed Budget Discussion continued**

Board President Kubiesa opened the table for any questions or comments on the FY14 Proposed Budget and asked staff if any changes were made to the document. Executive Director Rogers stated that no changes were made. The Future Agenda reflects the Park Board's request to add two items: Overview of Facility Use by Non-Profit Community Organizations and Overview of Intergovernmental Agreements and Partnerships for future discussion. The Board had no questions nor comments regarding the FY 14 Proposed Budget. The FY14 Budget and document will be brought to the Board on December 11, 2013 for approval along with the Budget Appropriations Ordinance, and Tax Levy Ordinance.

#### **2013 Third Quarter Financial Report**

Director of Finance & Human Resources Medema presented the Board with an overview of financial trends and performance compared to budgeted amounts through the 2013 Third Quarter Financial Report ending September 30, 2013.

The year-to-date report included a comparison of revenues and expenditures to the previous two years by fund, comparison of revenues and expenditures to budgeted amounts, comparison of revenues and expenditures by source to 2012, Capital Improvement Plan expenditures, and investments.

Commissioners asked for clarifications in year-to-date comparisons. Ms. Medema pointed out that operationally, the District has been consistent in the last five years. Staff has been proactive in adjusting program offerings to ensure success. Contractual services expenditures are down due mainly to lower healthcare costs than projected. As a whole, revenues are down as are expenditures. Year-to-date capital expenditures are below budgeted amounts due to a delay in vendors submitting invoices. The Board was pleased with the report's format, which provided a visual comparison with concise explanations.

### **NEW BUSINESS –**

#### **2014 Proposed Board Meeting Dates**

Executive Director Rogers presented the proposed 2014 Board Meeting dates per Section 120/2.02 of the Illinois Public Meetings Act which requires public bodies to give public notice at the beginning of each calendar year of the dates, times and places of the regular meetings for the calendar year. The Park Board regularly meets on the 2nd and 4th Wednesday of each month.

Commissioner Pelosi made a motion for the Board to schedule the 2014 Board meeting dates falling on the 2nd and 4th Wednesday of each month with the exception of the month of November which will be the 1st and 3rd Wednesday in order to avoid having a meeting on the night before Thanksgiving. Commissioner Ubriaco seconded the motion. The Board was polled. Ayes: Commissioner Kies, Pelosi, Spaeth, Ubriaco, Howard, and Kubiesa. Nays: none. Motion passed unanimously. The 2014 Board meeting dates are as follows:

January 8 and 22	July 9 and 23
February 12 and 26	August 13 and 27
March 12 and 26	September 10 and 24
April 9 and 23	October 8 and 22
May 14 and 28	November 5 and 19
June 11 and 25	December 10

### **COMMISSIONER INFORMATION ITEMS – Announcements**

#### **Commissioner Kies**

- It may have rained during the Veterans Memorial ceremony, but it was a wonderful ceremony.
- Took a short tour of the conservatory and greenhouses under construction and thought everything looked great. The lights on the conservatory were on the other night for testing.
- Informed the Board that Commissioner Ubriaco served as a judge in selecting the York High School's 2013 *Dukes of Distinction*.

#### **Commissioner Ubriaco**

- York High School honored alumni as *Dukes of Distinction*. The honorees have impressive accomplishments. Thanked her fellow judges Melea Smith, Debbie Hollstein, and Val Stewart for their work in developing this great program.  
Board President Kubiesa added that her daughter, a student at York, was inspired by the speakers.

### **Future Agenda**

None

### **STAFF ANNOUNCEMENTS**

#### **Director of Information Technology – Kenny**

- The new website went live. The new site was a collaborative team effort across all departments in the District.

#### **Park Planner – Pask**

- Two new lacrosse posts at Berens Park have been set and are waiting for the concrete to cure to extend the nets to prevent balls from flying to neighboring homes and passerby.

**Director of Enterprise Services – McDermott**

- Kids Plus is now open with an exciting new play area and increased security. Fit 4 Life has expanded to accommodate increased participants. The new HVAC was turned on today and temperatures should be easier to control. Executive Director Rogers hopes to have an official opening of the renovated areas once the lower level studio is complete.

**Director of Marketing & Communications – Wade**

- The winter brochure was delivered from the printer today and will be mailed tomorrow.
- December 5 is the holiday Tree Lighting to begin at 6 p.m. Please join us in the countdown at 7 p.m.

**Special Projects Coordinator – Guttman**

- The Employee Environmental Committee will be surveying the full-time staff to obtain future direction of environmental priorities.

**Director of Finance & Human Resources – Medema**

- The District updated its Emergency Lockdown Procedures and training will be conducted at each facility.

**Director of Recreation - Szkolka**

- Matt Poole's last day will be this Friday. Fortunately, we have been inundated with several applications for his position.
- Thanksgiving holiday hours will be as follows: The Abbey closed Thursday and Friday, and the Wagner Community Center closed Thursday, Friday, and Saturday.

**Director of Parks & Facilities – Ferrentino**

- All 65 trees for the Holiday Tree Lighting were sold.
- Emerson School's science project was to lay out the solar system in Elmhurst using Emerson as the sun. Staff helped erect planet signs at Berens and Plunkett Parks.

**Division Manager Human Resources & Risk Management – Bruns**

- Thanked the Board for approving the Dental and Medical renewal contracts. Open enrollment for staff can now be set.

**Executive Director – Rogers**

- Please let us know if you plan on attending the IAPD/IPRA Joint Conference in January.
- The full-time employee recognition luncheon is Monday, December 16 at Wilder Mansion at 11:30 a.m, and Thursday, December 19 will be the all-staff holiday open house at the Mansion. We would like to cordially invite you to both events. On Monday, December 9 I will be attending the City's annual TIF Joint Review Board meeting. The packets for the TIF meeting have been delivered, please let me know if you need a copy.
- The Elmhurst Chamber of Commerce has requested that I serve as ex-officio (non-voting member) to their Board. The City Manager and School Superintendent have served as ex-officio for a number of years, but the Park District has not. This is an opportunity to increase relationships with the business community should the Board concur with me serving as ex-officio. The meetings are held on Tuesday mornings.

**Executive Director – Rogers (continued)**

- I will update the Board on Tuesday as to the outcomes of Monday night's meeting with the City.
- Have a Happy Thanksgiving.

**CLOSED SESSION**

A motion to adjourn to Closed Session was made by Commissioner Ubriaco "pursuant to 5ILCS 120/2(c)(1) for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body" at 8:25 p.m. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Howard, Kies, Pelosi, Spaeth, Ubriaco, and Kubiesa. Nays: None. Motion passed unanimously.

**OPEN SESSION**

The Board returned to open session at 8:59 p.m.

Board President Kubiesa stated that the Board met in Closed Session "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 this meeting on matters that were discussed in closed session.

**ADJOURNMENT**

There being no further discussion, Commissioner Spaeth moved to adjourn at 9:00 p.m. and Commissioner Ubriaco seconded the motion. The Board adjourned by voice vote.

The next regularly scheduled meeting will be held on Wednesday, December 11, 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 Kies at the December 11, 2013 Park Board meeting.

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Colette Kubiesa, Board President

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Nimfa Melesio, Recording Secretary