

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

**February 24, 2016**

**7:00 p.m.**

Minutes of the regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, February 24, 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.

**Present:** Commissioners Ennis, Graf, Kies, Morissette-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  
Brian McDermott, Director of Enterprise Services  
Cindy Szkolka, Director of Recreation  
Ginger Wade, Director of Marketing & Communications  
Daniel Payne, Division Manager - Parks  
E. Anne Scheppele, Division Manager – Facilities  
Jennifer DeForest, Technical Support Specialist  
Grant Paplauskas, Communications Manager  
Miranda Lovato, Park Planner  
Tom Sumner, Systems Administrator

**Visitors:** Kathleen Sullivan, 133 Pine  
Keeley Thayer, Elmhurst League of Women Voters

**ADDITIONS/DELETIONS/CHANGES TO AGENDA**

Agenda Item #6c *Stormwater Subcommittee* was combined with 9a (1) *Stormwater Management Discussion*.

**REMARKS/CORRESPONDENCE FROM VISITORS** – None.

**COMMITTEE REPORTS**

The *Stormwater Subcommittee* report was combined with 9a (1) *Stormwater Management Discussion*.

Gateway – Szkolka

- Registrations have increased particularly in sports special events. In 2016, there were 103 registrants compared to 88 in 2015.
- There is no update on the vehicle lease.
- The board discussed marketing initiatives including website design options, creating a new logo representing all participant base and placing the new logo on vehicles.

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PEP – Wade

- Most of the meeting involved updating the board on the fundraising event.
- The 2016 meeting schedule was finalized. Previously, the Foundation considered changing the meeting times to evenings, but determined it best to keep the same time.
- Discussed having an annual appeal to raise funds for various initiatives.

Sugar Creek Golf Course – Pelosi, Rogers

- There were people golfing during the meeting on February 23.
- The summer junior golf programs sold out within minutes on open enrollment day.
- The Chili Open was held on a cold day, but 70 golfers showed up.
- The POS software was updated.
- The taxi service Lyft has been renting the clubhouse to conduct interviews, which will help generate revenue for the golf course during the off season.
- Funds were available to remove 111 ash trees for \$7,000.

**UPCOMING COMMITTEE MEETINGS**

Gateway – March 10, 2016

PEP – March 17, 2016

Sugar Creek Golf Course – March 22, 2016

Stormwater Subcommittee – March 24, 2016

Elmhurst Art Museum – April 27, 2016

**CONSENT AGENDA**

Commissioner Morissette-Moll made a motion for the Board to approve the Consent Agenda of February 24, 2016. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Pelosi, Spaeth, Ennis, Graf, Kies, Morissette-Moll, and Ubriaco. Nays: None. Motion passed unanimously.

The following items were approved on the Consent Agenda: February 10, 2016 regular meeting minutes, February 10, 2016 closed meeting minutes, and voucher lists dated 2/12/16 - \$106,204.57, 2/19/16 - \$54,324.45, Disposal Ordinance O-02-16, 2016 Imprinted Wearables, and 2016 Spring Tree Planting.

**UNFINISHED BUSINESS (OLD) –**

**General Obligation Limited Tax Park Bonds, Series 2016 Ordinance O-01-16**

Commissioner Pelosi made a motion that the Board of Park Commissioners approve Ordinance O-01-16 authorizing the issuance of \$657,728 in General Obligation Bonds at an interest rate of 0.60% with the Hinsdale Bank & Trust and to levy property taxes for the repayment of these bonds. Commissioner Kies seconded the motion. Director of Finance and Human Resources Jacobson noted that the District's solicitation for bids resulted in two (2) submissions out of 15 financial institutions. A bond hearing was not required as the 2015 bond hearing allowed a two-year span for the sale of bonds not to exceed \$1,400,000 of which \$657,000 was sold in 2015. As there were no further comments or discussion, the Board was polled. Ayes: Commissioners Spaeth, Ennis, Graf, Kies, Morissette-Moll, Pelosi, and Ubriaco. Nays: None. Motion passed unanimously.

**Stormwater Management**

Executive Director Rogers stated that on February 16, 2016, the City Council approved the Intergovernmental Agreement (IGA) for the York Commons detention basin with a shut-off valve by a vote of 13:1. The City Council also approved an amendment to their resolution authorizing the IGA and clarifying that the shut-off valve was being approved to satisfy the District's desires even though their expert engineer finds it an unnecessary component to the detention basin. The amended resolution does not impact the IGA. V3 Engineering emailed a draft peer review letter of the York Common plans, which the stormwater subcommittee will review and report back to the Board.

A draft of an IGA for Golden Meadows was discussed at the City's Public Works Committee (Committee) meeting on February 22. The Committee anticipated presenting the IGA to the City Council on March 7, but had additional questions and proposed conducting due diligence. The Committee questioned whether compensation would be reduced should the site contain soil contamination, how much escrow is needed – the appraised value or the full 1.5 times the appraised value, and if the Park District was willing to approach the Illinois Department of Natural Resources (IDNR) prior to reviewing the IGA to gauge IDNR's response to an escrow account for a future land purchase for the conversion of Golden Meadows Park. The Committee will continue its discussions at its next meeting, after which the IGA will go to the City Council for review. The draft IGA for Golden Meadows has been posted on the City's website, but it will not go to the Park District until the Council has had a chance to review.

Rogers stated that it is not advisable for the District to approach IDNR without an IGA. Board President Ubriaco added that IDNR was clear at its meeting held with Mayor Morley, her, subcommittee members, and City and Park District staff that IDNR cannot theorize possibilities but needs an agreement to make its decision.

Rogers stated that the District proposed the concept of remuneration for replacement property for up to 1.5 times the appraised value of the existing property. The Board agreed that with an IGA in hand, it will be evident to the IDNR of the seriousness of the negotiations where the City is prepared to place the appraised value of the existing property into escrow.

As a clarification, Commissioner Ubriaco stated that the Park District is requesting the City provide 1.5 times the appraised value for replacement land, not 1.5 times of replacement land because IDNR requires the District to replace parkland with like-size property and like value. At this point, the District may not have the luxury of replacing the land with like value, it may cost more. Should the replacement land cost twice the price of the appraisal, then the City would provide the 1.5 times appraised value of the park property being used and then the Park District would pay for anything over the compensated 1.5 times. Rogers added that IDNR must agree on the replacement property to ensure its comparable size, recreational usefulness, and value. The floor is appraised and the cap is the 1.5 of the appraised value. The Park Board is not looking to be compensated in any way other than replacing open space and providing comparable land with recreational usefulness to what was there.

**NEW BUSINESS –**

**2016 Vehicle Replacement Bid**

Commissioner Graf made a motion that the Board of Park Commissioners approve the purchase of three (3) vehicles from Currie Motors, Frankfort, IL through the Suburban Purchasing Cooperative and authorize the Executive Director to execute said purchase for a total of \$119,758. Commissioner Ennis seconded the motion. Division Manager of Parks Payne provided an explanation of the need to replace aging vehicles as part of the District's fleet management process in meeting operational needs. Commissioners questioned maintenance costs, vehicle retention, and transferring aging vehicles to the golf course. The board was polled. Ayes: Commissioners Spaeth, Ennis, Graf, Kies, Morissette-Moll, Pelosi, and Ubriaco. Nays: None. Motion passed unanimously.

**Registration Software Update**

Board President Ubriaco announced the establishment of an ad hoc *Board Information Technology Committee* to assist staff in addressing issues related to the poor performance of the recently acquired Rec Trac registration system. On February 20, the first day of open registration, the online registration software failed to perform as intended. Therefore, in accordance with Board Policy 4.04E stating "[t]he President may create and appoint the members of any short-term committees, as he or she may deem necessary," President Ubriaco accepted Commissioners Ennis and Graf's offer to serve on the short-term Technology Committee. Additionally, President Ubriaco will propose the development of a standing *Board Information Technology Committee* at the annual board meeting. The committee is not intended to interfere with the day-to-day operations of the District or take staff's role or functions, but to provide direction and develop policy accordingly. Another incident of registration failure cannot be permitted by the Board. The Board supports staff in obtaining whatever tools or resources needed to ensure the District has a working system that meets customer expectations. Commissioners provided consensus to establish an ad hoc Board Information Technology Committee and committed to the importance of resolving the registration issues.

To address customers' dissatisfaction expressed through the social media website Facebook, Executive Director Rogers posted a video apologizing for the software failure. Although registration was unacceptably slow, 824 households (3,500 registrations) completed their registration equating to over \$200,000 in revenue. The vendor noted that other park districts are experiencing similar issues. At this point, the problem must be identified, resolved, and tested to ensure success. The newly formed committee will meet with staff and report to the Board.

**COMMISSIONER INFORMATION ITEMS –**

Commissioner Ubriaco

- Peter Murphy of the Illinois Association of Park Districts (IAPD) will lead the Park Board in a board self-evaluation at the April 13 board meeting, which will begin at 6:00 p.m. As part of the evaluation, he requested the Park Board complete a questionnaire and return it to him by March 25.

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Commissioner Moll

- Thanked staff for helping with the planning and execution of the fundraising event to help fund the Playground for Everyone. All hands were on deck and being present was a huge gift to the community. The event was a success.

Commissioner Kies

- The fundraiser was great. Some people are asking if we are going to do it again next year.

Commissioner Graf

- Thanked staff for their enthusiasm. It was great time. Thanked Executive Director Rogers for being the auctioneer; he did a great job.

Commissioner Ennis

- Thanked staff for a great event. There were plenty of positive comments. The band choice was amazing.

**Future Agenda** – No changes.

**STAFF ANNOUNCEMENTS**

Communications Manager – Paplauskas

- The summer brochure is being prepared; it will be another big one, similar to the spring into summer brochure. The larger size is partly due to increased external advertisers that have taken out full page ads, which help offset printing costs.

Director of Recreation – Szkolka

- Friday night was the Daddy Daughter Dance at the Diplomat with 374 participants. Just before the event, there were 38 on the waitlist and staff was able to accommodate 33 of those. Last year, there were 291 participants.

Technical Support Specialist – DeForest

- Thanked the Board for all of their support with the registration issues.

Director of Enterprise – McDermott

- The Wilder Mansion flooring has been completed and three quarters of the first floor has now been restored.
- Last Wednesday, 34 Courts Plus members attended a healthcare seminar presented by a DuPage Medical Group cardiologist. The seminars are becoming more popular.

Park Planner – Lovato

- The Butterfield Park Playground for Everyone mandatory pre-bid meeting will be held tomorrow; the bids are due March 3.

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Division Manager - Facilities – Scheppele

- Staff took advantage of the good weather over the past week and did preliminary field work at Berens Park to get ahead including positioning some soccer goals and nets, and completing playground repairs.

Division Manager - Parks – Payne

- Park staff has removed 97 ash trees since November. The target for the winter season (between November and April) is 250 trees.

Director of Parks and Facilities – Ferrentino

- Family swim will be cancelled this weekend due to repairs at the York High School pool. All attempts will be made to notify customers including posting on the District website and Facebook.

Director of Finance and Human Resources – Jacobson

- Establishing an information technology committee is a great idea; it will help operations.

Executive Director Rogers

- Saturday, March 5 is the Elmhurst College President’s Breakfast. I was able to attend the introduction of the new President, but did not have a chance to meet him.
- Following the Breakfast, is the St. Patrick’s Day Parade on Spring Road. Please consider coming out that Saturday.

Director of Marketing and Communications – Wade

- The *Be a Kid Again* event generated \$14,000 for the Playground for Everyone. The event costs came in under budget.
- Another \$2,000 was received in donations from people who could not make the event.

**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 discussion of “appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body” at 8:23 p.m. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Spaeth, Kies, Morissette-Moll, Pelosi, Ennis, Graf, and Ubriaco. Nays: None. Motion passed unanimously.

**OPEN SESSION**

The Board returned to open session at 8:58 p.m. Board President Ubriaco 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” and pursuant to 5ILCS 120/2(c)(1) for the discussion of “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.

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**ADJOURNMENT**

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

The next regularly scheduled meeting will be held on Wednesday, March 9, 2016 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 Spaeth at the March 9, 2016 Park Board meeting.

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Carolyn Ubriaco, Board President

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Nimfa S. Melesio, Recording Secretary

Date Reviewed	
Date Approved	