

**MINUTES OF THE REGULAR MEETING OF THE
ELMHURST PARK DISTRICT
BOARD OF COMMISSIONERS
March 23, 2016
7:02 p.m.**

Minutes of the regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, March 23, 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 7:02 p.m.

Present: Commissioners Ennis, Graf, Kies, Pelosi, Spaeth (arrived at 7:21 p.m.), and Ubriaco

Absent: Commissioner Morissette-Moll

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
Laura Guttman, Special Projects Coordinator
E. Anne Scheppele, Division Manager – Facilities
Tom Sumner, Systems Administrator
Miranda Lovato, Landscape Architect

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

ADDITIONS/DELETIONS/CHANGES TO AGENDA - None

REMARKS/CORRESPONDENCE FROM VISITORS – None

COMMITTEE REPORTS

Gateway – Szkolka

- A FOIA officer will be appointed for record requests. In the meantime, Gateway representatives will research on what records need to be kept and how long. Action on this issue will be taken during the April meeting.

People for Elmhurst Parks – Wade

- The *Be a Kid Again* fundraiser raised \$18,444 after all expenses were paid; so far, \$150,000 has been raised for the Playground for Everyone.
- The annual golf outing will be held on May 20 in partnership with Kiwanis.
- Executive Director Rogers will attend the next meeting to discuss the District's future priorities thus providing a guide for PEP to focus their efforts.

Sugar Creek Golf Course – Pelosi

- The online program registration generated \$105,000, which is a \$4,000 increase from 2015. Most of the revenue can be attributed to the junior golf summer program, which is at capacity.
- The transportation company, Lyft, rented the clubhouse to hold job interviews on 19 separate dates, generating \$6,650 in revenue. March 31, 2016 was the end of their rental agreement.
- PDRMA has reimbursed the golf course for repairs to the driving range nets damaged in the February 19 storm. Staff repaired shingles blown off the clubhouse.
- New yardage markers were installed at the driving range.
- New patio tables were purchased for the clubhouse.
- New signs advertising the driving range will be placed on the corner of Roosevelt and Villa.
- Billboard advertising will run for the months of June, July and August.
- There was a 9% increase in rounds compared to 2014. According to the National Golf Foundation’s survey of 3,000 golf courses, the average increase in rounds from 2014 was 1.4%.

Stormwater Subcommittee – Rogers, Graf, Spaeth

- The City has continued to work on developing a draft IGA for the use of Golden Meadows Park for a stormwater detention basin. The City’s Public Works Committee met on March 14; the City Council then approved the IGA on March 21. The District received a copy of the IGA on March 22 and forwarded it to the District’s attorney and stormwater subcommittee to begin the reviewing process.

UPCOMING COMMITTEE MEETINGS

Stormwater Subcommittee – March 24, 2016
Gateway – April 14, 2016
PEP – April 15, 2016

Sugar Creek Golf Course – April 26, 2016
Elmhurst Art Museum – April 27, 2016

CONSENT AGENDA

Commissioner Kies motioned, Commissioner Graf seconded and the Board unanimously approved the consent agenda for March 23, 2016. The Board was polled. Ayes: Commissioners Ennis, Graf, Kies, Pelosi, and Ubriaco. Nays: none. Motion carried.

Items approved on the Consent Agenda were: March 9, 2016 regular meeting minutes, March 9, 2016 closed meeting minutes, and voucher lists dated 03/04/16 for \$54,235.73, 03/11/16 for \$66,752.04, 03/18/16 for \$60,343.72.

UNFINISHED BUSINESS (OLD) –

Registration Software Update

Executive Director Rogers reported that the ad hoc Board Information Technology Committee met prior to the board meeting to interview the sole firm, who submitted a proposal in response to the RFP for an IT Consultant to assist in resolving issues faced with the new registration software, RecTrac 3.1. Although ten firms showed interest in the RFP, only one firm submitted a proposal. Submitter Morse Consulting previously worked for Vermont Systems, formed his own consulting firm, and has completed similar work in aiding agencies in resolving database issues. Although Morse does not have the experience sought in the RFP for database testing, the Committee’s consensus was to couple the engagement of Morse with Ryan Ellison of Sterling Network, who

has been the District's network consultant for several years and has already been working on the issue. On March 21, the committee held a conference call with Mr. Ellison to discuss how he can further help in resolving problems with the database. During the week of April 4, a representative from Vermont Systems will be onsite to discuss and resolve issues, provide additional training, and work with both consultants. Commissioners Graf and Ennis stated that the dual approach should help the District in reaching a solution.

Commissioner Spaeth arrived at 7:21 p.m.

Butterfield Park Redevelopment Project Playground for Everyone Bid

Commissioner Ennis made a motion and Commissioner Kies seconded that the Board of Park Commissioners (1) rejects the bid in the amount of \$177,826.35 from D & J Landscape, Inc. of Plainfield, IL as not a responsible bid; (2) awards the Butterfield Park Playground Redevelopment Project base bid in the amount of \$180,991 to Hacienda Landscaping, Inc. of Plainfield, IL, (3) accepts the alternate to replace the existing fence with new split rail fence in the amount of \$6,912; (4) directs the use of proceeds from the Gene Pomerance trust distribution; (5) authorizes the Executive Director to purchase play equipment and site furnishings from NuToys in the amount of \$251,657; and (6) authorizes the Executive Director to execute said contracts accordingly. Landscape Architect Lovato reviewed the process in soliciting bids, determining a responsible bidder, reference checks conducted, funding for the project, and the purchasing of equipment and site furnishings. Executive Director Rogers informed the Board that the Pomerance trust donation was unrestricted and that the People for Elmhurst Parks Foundation (PEP) plans to continue to raise funds to offset the cost of the Playground for Everyone. Rogers added that the use of the Gene Pomerance donation is fitting as Mr. Pomerance was a founder of the PEP Foundation. As there was no further discussion, the Board was polled. Ayes: Commissioners Graf, Kies, Pelosi, Spaeth, Ennis, and Ubriaco. Nays: none. Motion carried.

Butterfield Park Playground Soft Surfacing Project Bid

Commissioner Pelosi made a motion and Commissioner Ennis seconded that the Board of Park Commissioners (1) awards the Butterfield Park Playground Soft Surfacing Project in the amount of \$152,860.45 to Surface America, Inc. of Williamsville, NY and (2) authorizes the Executive Director to execute said contract. Landscape Architect Lovato reviewed the process in soliciting bids, checking references, and funding for the project. Although only one bid was received, the same due diligence was conducted. Surface America will use a local subcontractor (due diligence was also conducted on the subcontractor) to complete the work with the same warranty guarantee. As there was no further discussion, the Board was polled. Ayes: Commissioners Kies, Pelosi, Spaeth, Ennis, Graf, and Ubriaco. Nays: none. Motion carried.

NEW BUSINESS –

2016 Seal Coating and Striping Project Bid

Commissioner Graf made a motion and Commissioner Kies seconded that the Board of Park Commissioners (1) awards the 2016 Seal Coating and Striping Project to Professional Paving and Concrete Co. of Glen Ellyn, IL in the base bid amount of \$11,493.01 and (2) authorizes the Executive Director to execute said contract. Landscape Architect Lovato reviewed the process in soliciting bids, reference checks conducted, and funding for the project. The scope of the project calls for the seal coating of the entire length of the Salt Creek Greenway Trail within Elmhurst,

Berens Park paths at The Hub, the connector path from Fair Avenue to the Prairie Path, and both seal coating and striping of the Plunkett Park basketball court. As there was no further discussion, the Board was polled. Ayes: Commissioners Pelosi, Spaeth, Ennis, Graf, Kies, and Ubriaco. Nays: none. Motion carried.

Eldridge Park Tennis and Roller Hockey Court Resurfacing Project Bid

Commissioner Graf made a motion and Commissioner Ennis seconded that the Board of Park Commissioners (1) awards the Eldridge Park Tennis and Roller Hockey Court Resurfacing project to Allstar Asphalt, Inc., of Wheeling, IL in the total proposed contract amount of \$84,976.84; (2) accepts the alternate to replace tennis court posts and nets in the amount of \$1,550; and (3) authorizes the Executive Director to execute said contract. Landscape Architect Lovato reviewed the process in soliciting bids, reference checks conducted, and funding for the project. The scope of the project involves grinding the existing asphalt pavement and repaving two tennis courts and one roller hockey court in need of renovation because of severe cracking and surface issues due to heavy usage and aging. The work will begin immediately for an expected completion date of June 2016. Arrangements will be made to reduce the impact to parking at the park. As there was no further discussion, the Board was polled. Ayes: Commissioners Pelosi, Spaeth, Ennis, Graf, Kies, and Ubriaco. Nays: none. Motion carried.

2015 Year-End Strategic Plan Progress Report

Commissioner Spaeth made a motion and Commissioner Graf seconded that the Board of Park Commissioners reviews and approves the 2015 Year-end Strategic Plan Progress Report (SPPR). The Strategic Plan is in its third year of the five-year plan. Special Projects Coordinator Guttman reviewed the report with the Board covering staff's progress toward implementing the 2015 Strategic Plan Work Plan and performance measures for each initiative. At the end of 2015, 74% of initiatives were either completed or started. As a comparison, 2014 ended with 53% of initiatives completed or started.

One of the first initiatives in 2015 was to begin tracking the District's partnerships with other entities. This measure will enable the District to see where there are opportunities for more partnerships and where partnerships may be lacking. The initiative to enhance and develop technological solutions to communicate with customers has been accomplished and made part of an on-going work plan. After the completion of a comprehensive assessment of programs, staff developed a programming action plan, and in 2016, will track and report on cost recovery levels to assess implementation to determine the next steps to meet cost recovery goals. Guttman reported on the initiatives to invest in the future that are positively impacting the District's finances including the fundraiser to offset the cost of the Playground for Everyone, expansion of popular programs, and implementing recommendations at Courts Plus from the consulting firm Atwood Consulting to increase revenue. Initiatives to evaluate and enhance communication with employees were completed. Staff will continue its review of the recent staffing study to determine appropriate staffing levels and review departmental organizational structure to utilize resources effectively. Managers were surveyed to assess employee training programs and will review opportunities for improvement. Guttman reported that the initiative for continuous improvement through an empowered team was tracked and the target of 80% met. This effort includes providing opportunities for employees to seek educational opportunities. Commissioner Ennis stated comparing what other park districts are doing in educating their employees could be a beneficial recruiting tool in obtaining talented employees. Staff will continue to expand on tracking relevant

performance measures. As there was no further discussion, the Board was polled. Ayes: Commissioner Spaeth, Ennis, Graf, Kies, Pelosi, and Ubriaco. Nays: none. Motion carried.

2015 Fourth Quarter Financial Report

Director of Finance and Human Resources Jacobson presented the Board with the 2015 Fourth Quarter Financial Report, which provides an overview of financial trends through December 31, 2015. The Quarterly Financial Report is designed to give the Board an overview of the District's financial performance compared to budget, report capital projects status, and provide a summary of investments. The presented figures were preliminary and unaudited. The final audit figures are to be presented to the Board in April. Jacobson reported on the 2015 Revenues and Expenditures actual year-to-date comparison, 2015 Budget compared to actual year-to-date by fund, revenues by source, expenditures by object, capital improvement plan overview, and year-end investments. In the General Fund, both the revenue and expenses experienced a 2.5% increase compared to 2014.

Indoor Sports Facility Study Report

Commissioner Ennis made a motion and Commissioner Graf seconded that the Board of Park Commissioners approve the expenditure of \$40,000 of which \$20,000 will be reimbursed by the City of Elmhurst for staff to engage Convention Sports & Leisure International (CSL) to conduct a market and financial feasibility study for an Indoor Sports Facility in Elmhurst and authorize the Executive Director to execute said contract. Special Projects Coordinator Guttman stated that the District and the City of Elmhurst have agreed on the consulting firm to complete the indoor sports facility study. The eight proposals received were reviewed by a selection committee made up of the District's management team, the City's Assistant City Manager Mike Kopp and Business Development Coordinator Erin Van de Walle.

In February, the selection committee interviewed five firms resulting in the selection of Hunden Strategic Partners as the best firm for the project. Negotiations with Hunden to reduce their proposal within the budgeted amount of \$40,000 without compromising the scope of the study were unsuccessful. Therefore, Convention Sports and Leisure (CSL) was determined to be the best firm to complete the study for the budgeted amount of \$40,000. CSL, based in Chicago, is an advisory planning firm specializing in providing consulting services to agencies such as the District, large entertainment venues and convention centers. CSL has extensive experience in ice, turf, gym, and aquatic facilities. After contacting references for CSL, it became clear that they are responsive to their clients and provide strong status reports. As part of its market analysis, CSL will study the entire regional area and look at existing structures.

The District will be the lead on the joint project with the City. On March 21, the City's Development, Planning, and Zoning Committee gave concurrence to staff to proceed with hiring CSL. The Board approved the expenditure by poll. Ayes: Commissioners Ennis, Graf, Kies, Pelosi, Spaeth, and Ubriaco. Nays: none. Motion carried.

Server Virtualization Hardware/Software Purchase

Commissioner Pelosi made a motion and Commissioner Kies seconded that the Board of Park Commissioners approve the purchase of the server virtualization hardware and software from Sterling Network Integration in the amount of \$22,404, the purchase of HP host server hardware from SHI for \$21,933, and authorize the Executive Director to execute said contracts. The replacement of the server virtualization equipment is due to the approaching warranty expiration on the current model and follows industry standards and best practices for replacement of hardware every 3 to 5 years. The equipment did not play a part in the recent registration software failure. The ad hoc Board Information Technology Committee is optimistic that the additional storage space could help to resolve issues, but cautious of inviting new components to the technology environment, thus making it difficult to find the source of the problem. Although the equipment will be procured, the installation may be delayed. As there was no further discussion, the Board was polled. Ayes: Commissioners Graf, Kies, Pelosi, Spaeth, Ennis, and Ubriaco. Nays: none. Motion carried.

COMMISSIONER INFORMATION ITEMS –

Commissioner Kies

- On March 19, volunteers worked on the Prairie Path including a Boy Scout and Girl Scout troop. A controlled burn was held on March 21.

Future Agenda – No changes.

STAFF ANNOUNCEMENTS

Director of Parks and Facilities – Ferrentino

- The spring show is running at the Wilder Park Conservatory. The paper lanterns from the “Be a Kid Again” event were repurposed to compliment the lighting within the conservatory for the spring show.

Landscape Architect – Lovato

- Thanked the Board for approving the capital plan projects presented. The Butterfield Park Redevelopment project has been let for bid with a due date of April 21.

Division Manager - Facilities – Scheppele

- The Ben Allison sled hill project began on March 22.

Director of Marketing – Wade

- Please consider attending the Easter Egg Hunt at Wilder Park this Saturday, March 26, at 10 a.m. sharp. Immediately following the egg hunt is the Doggie Eggstravaganza.

Director of Recreation – Szkolka

- The Sunbeams and Rainbows morning classes are full at all locations as well as one afternoon location. An interest list was started to garner the need to offer an additional afternoon location at the Wilder Park recreation building. The implementation of the creative curriculum may be the reason for the rise in enrollment in the early childhood education program.

Director of Finance and Human Resources – Jacobson

- The auditors completed their field work and expect to complete their report in the next month.

Special Project Coordinator – Guttman

- The Park and Facility Use Ordinance approved last December will be taken to the printer to print in booklet form.

Division Manager – Membership Services – Frainey

- Beginning this week, Weight Watchers meetings will be held at Courts Plus every Wednesday at 7:00 p.m. and Thursdays at 10:30 a.m.

CLOSED SESSION

A motion to adjourn to Closed Session was made by Commissioner Spaeth 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” 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 8:59 p.m. The Board was polled. Ayes: Commissioners Graf, Kies, Pelosi, Spaeth, Ennis, and Ubriaco. Nays: None. Motion carried.

OPEN SESSION

The Board returned to open session at 10:45 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 discussed in closed session regarding real estate. Commissioner Ubriaco stated that in closed session, the Board reached consensus to set Executive Director Rogers’ new salary at \$168,300 and award a one-time bonus of \$7,800, both effective May 1, 2016. The changes will be executed with the District's attorney pending posting of the information in accordance with the Open Meetings Act Compensation Disclosure, which requires posting of such changes six days prior to final approval scheduled for April 13, 2016.

ADJOURNMENT

There being no further discussion, Commissioner Spaeth moved to adjourn at 10:46 p.m. and Commissioner Ennis seconded the motion. The Board adjourned by voice vote.

The next regularly scheduled meeting will be held on Wednesday, April 13, 2016 at 6:00 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 Graf at the April 13, 2016 Park Board meeting.

Carolyn Ubriaco, Board President

Nimfa S. Melesio, Recording Secretary

Date Reviewed	
Date Approved	