

**MINUTES OF THE REGULAR MEETING OF THE
ELMHURST PARK DISTRICT
BOARD OF COMMISSIONERS**
April 27, 2016
7:00 p.m.

Minutes of the regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, April 27, 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.

Board President Ubriaco announced that Commissioner Ennis requested to attend the Board meeting via electronic means by telephone. Commissioner Ubriaco made a motion that Commissioner Ennis be permitted to attend Park Board meetings held on April 27, 2016 via electronic means by telephone in accordance with Board Policy 5.16. Commissioner Morissette-Moll seconded the motion. The Board was polled. Ayes: Commissioners Morissette-Moll, Pelosi, Spaeth, Graf, Kies, and Ubriaco. Nays: None. Motion passed unanimously. All voting conducted during the meeting was by roll call vote.

Pledge of Allegiance – Led by members of the Conrad Fischer School Student Council and Girl Scouts

Roll Call –

Present: Commissioners Ennis, Graf, Kies, Morissette-Moll, Pelosi, Spaeth, and Ubriaco
(Commissioner Ennis attended via electronic means by telephone)

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
Ginger Wade, Director of Marketing & Communications
Laura Guttman, Special Projects Coordinator
Tom Sumner, Systems Administrator
Greg Utaski, Division Manager – Facilities & Grounds
Jennifer DeForest, Recreation Technical Support Specialist
Chris Strom, Administrative Assistant

Visitors: Kathleen Sullivan
Kelley Thayer, Elmhurst League of Women Voters
Fischer School Student Council and Girl Scout Troops
Monica Lechowicz, Girl Scout Troop Leader
Jane Bailey, Principal of Fischer School
Lisa Ferraris, Teacher of Fischer School

ADDITIONS/DELETIONS/CHANGES TO AGENDA – None

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REMARKS/CORRESPONDENCE FROM VISITORS –

Board President Ubriaco presented members of the Conrad Fischer School Student Council and Girl Scout Troop members, Girl Scout Leader Monica Lechowicz, Teacher Sponsor Lisa Ferraris, and Principal Jane Bailey. The group presented the Board with a check for \$383.26 representing proceeds generated from their bake sale to help fund the Playground for Everyone at Butterfield Park. The group's bake sale was held in April as a fundraiser for the universally accessible playground being built in Butterfield Park. The Park Board accepted the check on behalf of its foundation – People for Elmhurst Parks and thanked the group for their hard work and generous donation. Photographs were taken of the presentation of the check.

Kathleen Sullivan

- Interested if there were any updates on the stormwater projects, especially in regards to Golden Meadows Park. Likes the idea of doing the environmental testing as soon as possible to streamline the project. Also interested in approaching the Illinois Department of Natural Resources as soon as possible. **Requested a correction be made in the minutes concerning her public statement made at the April 13, 2016 board meeting.**

COMMITTEE REPORTS –

PEP – Wade

- Executive Director Rogers was in attendance at the most recent PEP Board meeting. The main topics of conversation were in regards to the future goals of PEP and how the PEP Board can assist the Park Board more strategically. With this in mind, it is likely there will be another *Be a Kid Again* fundraiser for strategic initiatives.
- The PEP Golf Outing is May 20, 2016. Please come out for a great round of golf; lunch will be available.

Sugar Creek Golf Course – Rogers

- Year-to-date revenues show the golf course is moving in a positive direction. April has been a surprisingly great month for golf. As a result of the nice weather, the past two Sundays had 200 rounds of golf each day. It has been 8 years since the golf course has seen a Sunday in April with that many rounds.
- Junior golf lessons and cart rentals have increased year to date revenues.
- Instructional classes have begun.
- Staff is working with the District's web designer to update the golf course website.
- Commissioner Kies mentioned that the new range markers are nice.

UPCOMING COMMITTEE MEETINGS

Elmhurst Art Museum – April 27, 2016

Stormwater Subcommittee – April 28, 2016

Gateway – May 12, 2016

Lizzadro Museum – May 19, 2016

PEP – May 19, 2016

Sugar Creek Golf Course – May 24, 2016

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CONSENT AGENDA

Commissioner Morissette-Moll made a motion for the Board to approve the Consent Agenda of April 27, 2016 subject to corrections made to public statements. Commissioner Spaeth seconded the motion. The Board was polled. Ayes: Commissioners Kies, Morissette-Moll, Pelosi, Spaeth, Ennis, Graf, and Ubriaco. Nays: none. Motion carried.

The following items were approved on the Consent Agenda: April 13, 2016 regular meeting minutes, April 13, 2016 closed meeting minutes, and voucher lists dated 04/15/16 - \$78,323.11, 04/22/16 - \$88,379.57.

UNFINISHED BUSINESS (OLD) –

Stormwater Management Discussion

Executive Director Rogers reported on progress made with the City of Elmhurst on stormwater detention basins on District property. Rogers has been working with the City Manager on the sequence of events for the Golden Meadows Park stormwater detention project. A revised sequence of events flowchart with the environmental testing step moved to the top was handed out to the board. It is anticipated that the proposed sequence of events will be discussed at the next Stormwater Subcommittee Meeting on April 28, 2016. Executive Director Rogers has also been working with District attorney Andrew Paine on an access agreement to allow the City to conduct environmental testing at Golden Meadows Park as soon as possible.

As regards to York Commons, the Park District has received the latest set of plans from the City. Staff, along with the District's engineering firm V3 and the Board's subcommittee, is in the process of reviewing the plans. Executive Director Rogers has continued to have discussions with the City Manager regarding the construction schedule, specifically the earthwork and excavation and continues to reiterate the District's strong concerns about construction taking place in the York Commons Park while Smalley Pool is open.

Executive Director Rogers continued by stating that there are two outstanding items for the proposed stormwater detention in York Commons Park – the construction schedule as noted and the shut-off valve. The City has continued to propose installing the valve in the southwest corner of the park near York Street, while the Park District has previously suggested that the City reconsider placing the valve in between the skate park, the pool and the railroad tracks. Commissioners Spaeth and Graf noted their concerns for the aesthetics of the park and the impact of the valve and the accompanying fence surrounding it. The subcommittee shared potential ways to minimize their impact on the appearance of the park including decreasing the size of the proposed fencing surrounding it and installing landscaping. The subcommittee believes there is an opportunity for a compromise with the City on the valve and will continue their efforts at the next meeting.

Commissioner Ubriaco thanked the Stormwater Subcommittee and V3 Engineering for evaluating the proposed plans and coming up with some creative ideas in such a timely manner.

ad hoc IT Committee Update

Executive Director Rogers and the ad hoc IT Committee met prior to the board meeting and reviewed information from the latest load testing of the registration software. Two rounds of load testing have been completed thus far. The results have been good and identified where the issues occurred. It has been determined that the District did not have enough computer processing capacity to accommodate the system requirements. The District has now upgraded its computer processing from 8 computer procession units (CPU) to 24 CPUs. Since the upgrades, the system underwent another round of load testing and it responded positively. The system was tested with 300, 600, and 1,000 users all with positive results. The plan is to move forward for the standard May 7, 2016 online open registration. Efforts will be made to communicate the improved registration software to the community.

In regards to the registration issues that took place a few months ago, it is now understood that the new registration system was installed prematurely. The system was new and did not undergo enough testing by the vendor to determine system requirements. The District was told that 8 CPUs was adequate to function properly, but unfortunately that was not the case. The District was still able to process 850 registrations but the system was unacceptably slow. Now, with the proper upgrades and after further testing, the system will run effectively. The committee is also looking at back-up plans for the future.

2016 Strategic Work Plan Update

Special Projects Coordinator Guttman updated the Park Board in regards to the 2016 Strategic Work Plan. Staff has reviewed and made changes to ensure that high priority projects are completed within the final two years of the strategic plan. Specific changes consisted of rewriting confusing or vague language to provide clear direction of what needs to be accomplished, updating the status of tactics based on current progress; adding new tactics currently in progress; shifting tactics to different initiatives if they address implementation of another initiative than the one they were originally listed under; deferring initiatives and tactics that cannot realistically be accomplished in the final two years of the plan and considering adding to the next Strategic Plan, and deleting initiatives, which will be addressed as part of other initiatives or would not address the District's strategic direction. After positive comments from the Park Board on providing a clear direction for staff, Commissioner Spaeth made a motion that the Park Board approve the 2016 Strategic Work Plan and Commissioner Pelosi seconded. The board was polled. Ayes: Commissioner Spaeth, Ennis, Graf, Kies Morissette-Moll, Pelosi, and Ubriaco. Nays: none. Motion carried.

NEW BUSINESS –

Courts Plus 2016 HVAC Improvement Project

Commissioner Graf made a motion and Commissioner Kies seconded that the Board of Park Commissioners award the U.S. Cooperative Contract for the Courts Plus 2016 HVAC Improvement Projects to Trane of Willowbrook, IL in the amount of \$63,770 and authorize the Executive Director to execute said contract. As there was no further discussion, the Board was polled. Ayes: Commissioner Ennis, Graf, Kies, Morissette-Moll, Pelosi, Spaeth, and Ubriaco. Nays: none. Motion carried.

Courts Plus Tennis Area Lighting Replacement Project

Commissioner Pelosi made a motion and Commissioner Graf seconded that the Board of Park Commissioners award the U.S. Cooperative Contract for the Courts Plus Tennis Area Lighting Replacement Project for the purchase of lighting fixtures to Wesco of Woodridge, IL in the amount of \$87,978 and authorize the Executive Director to execute said contract. Commissioner Pelosi requested a report be issued after a year in usage. Utaski stated he already has a report of savings realized in changing to efficient lighting at Courts Plus. As there were no further comments, the Board was polled. Ayes: Commissioner Ennis, Graf, Kies, Morissette-Moll, Pelosi, Spaeth, and Ubriaco. Nays: none. Motion carried.

Program and Service Report – Communications Plan

Director of Marketing and Communications Wade presented on initiatives to improve Park Board communication with the public more thoroughly and with intent on the District's strategic progress and objectives. This communication differs to how the District communicates with customers. Currently, the District's communication plan does not address how the District will react when...i.e., stormwater discussions emerge and how to keep the community abreast of progress. This initiative includes how to improve Park Board news strategy, a Park Board press release strategy, and how the District will handle the City's new Explore Elmhurst initiative. These three initiatives will be made mobile for staff to present to interested groups such as realtors in town or potential partners. A *State of the Park District* address is expected to occur in late May. Lastly, the City has included the Park District in the Explore Elmhurst initiative which includes a website with a page exclusively for the Park District.

There will be a new page on the District website that will hold Park Board news and provide the philosophy of the Board. This web page will describe the mission of the Board, its oath, criteria to how decisions are made, and anything that pertains to the Park Board. An updated stormwater management page will be implemented which has received positive feedback. Updates will be made to provide a timeline of stormwater management and address relevant questions. Staff is working on a press release strategy to ensure that local media outlets are getting accurate news stories about the District. The goal is to talk about the positive such as the benefits the District brings to the community. The intention is to provide two or three press releases every month focusing on transparency based on facts.

COMMISSIONER INFORMATION ITEMS –

Commissioner Morissette-Moll

- Shared photos of the Fischer School Student Council and Girl Scout Troop bake sale with proceeds presented to the Park Board.

Commissioner Kies

- There were 70 people at the Adopt-A-Park kickoff on April 16, 2016 in Wilder Park.
- Art in the Park is this Saturday and Sunday in Wilder Park.
- Commissioner Ubriaco and I attended a memorial service for Marta Davy, Former School Board member.

Future Agenda –

Commissioner Morissette-Moll asked an item be added to Future Agenda to how the board should proceed after its self evaluation with Peter Murphy of the Illinois Association of Park Districts (IAPD).

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STAFF ANNOUNCEMENTS

Executive Director Rogers

- The groundbreaking for the Playground for Everyone in Butterfield Park will be Saturday, June 18, 2016 at 10 a.m. Affiliate groups have been invited.
- Commissioners Ubriaco and Kies, two staff members, and I will be in Springfield next Tuesday and Wednesday for the IAPD Legislative Conference.
- On May 11, bids are due for the Butterfield Park project.

CLOSED SESSION

A motion to adjourn to Closed Session was made by Commissioner Spaeth and seconded by Commissioner Pelosi 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 8:56 p.m. The Board was polled. Ayes: Commissioner Morissette-Moll, Pelosi, Spaeth, Ennis, Graf, Kies, and Ubriaco. Nays: none. Motion carried.

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 5ILCS 120/2(c)(5) for the discussion of “the purchase or lease of real property for the use of the District.” No final action was taken at the meeting on matters discussed in closed session.

ADJOURNMENT

There being no further discussion, Commissioner Graf moved to adjourn at 9:02 p.m. and Commissioner Spaeth seconded the motion. The Board was polled. Ayes: Commissioner Ennis, Graf, Kies, Morissette-Moll, Pelosi, Spaeth, and Ubriaco. Nays: none. Motion carried.

The next regularly scheduled meeting and annual meeting will be held on Wednesday, May 11, 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 Pelosi at the May 11, 2016 Park Board meeting.

Carolyn Ubriaco, Board President

Lindsay Metzler, Recording Secretary

Date Reviewed	
Date Approved	