

**MINUTES OF THE REGULAR MEETING OF THE
ELMHURST PARK DISTRICT
BOARD OF COMMISSIONERS
June 11, 2014
7:00 p.m.**

Minutes of the Regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, June 11, 2014 at the Administrative Office, 375 W. 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 Kies, Kubiesa, Morissette-Moll, Pelosi, and Ubriaco
Commissioner Spaeth arrived at 7:09 p.m.

Absent: Commissioner Howard

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 A. Medema, Director of Finance & Human Resources
Cindy Szkolka, Director of Recreation
Grant Paplauskas, Communications Manager
Anne E. Scheppele, Division Manager – Facilities
Julie Rushmeyer, Program Manager – Early Childhood, Youth General Interest

Visitors: Ricky Dufort, Elmhurst League of Women Voters - *The Observer*
Cheryl Jasek, 748 S. Washington, Elmhurst
Mike Jasek, 748 S. Washington, Elmhurst

ADDITIONS/DELETIONS/CHANGES TO AGENDA

Executive Director Rogers requested that an item be added to Closed Session pursuant to 5ILCS 120/2(c)(1) for the “appointment, employment, compensation, discipline, performance or discipline, performance or dismissal of specific employees of the public body.”

Board President Ubriaco requested that item #9a(1) under *Unfinished Business* for Stormwater Management Discussion – Initial Findings of V3 Engineering Peer Review be delayed until Board members of the Stormwater Subcommittee (Howard and Spaeth) arrive.

REMARKS/CORRESPONDENCE FROM VISITORS

None

COMMITTEE REPORTS

None

UPCOMING COMMITTEE MEETINGS

Gateway – June 12, 2014	Sugar Creek Golf Course – June 24, 2014
Elmhurst Art Museum – June 18, 2014	Lizzadro Museum – November 2014
PEP – June 19, 2014	Storm Water Sub Committee – TBD

CONSENT AGENDA

Commissioner Morissette-Moll made a motion for the Board to approve the Consent Agenda of June 11, 2014. Commissioner Kies seconded the motion. The Board was polled: Ayes: Commissioners Morissette-Moll, Pelosi, Kies, Kubiesa, and Ubriaco. Nays: None. Motion passed unanimously.

It should be noted that the following items were approved on the Consent Agenda: Regular Meeting Minutes of May 28, 2014, Closed Meeting Minutes of May 28, 2014, Voucher Lists dated: 06/06/14 - \$59,276.92, 05/30/14 - \$186,903.85, and Prevailing Wage Ordinance O-07-14.

NEW BUSINESS –

Resolution of Authorization: R-04-14 Application for OSLAD/LWCF Grant 2016

Butterfield Park

Director of Parks & Facilities Ferrentino stated that the District proposes to apply for an Open Space Lands Acquisition and Development Program (OSLAD)/Land and Water Conservation Fund (LWCF) grant to help fund Butterfield Park renovations in 2016. As part of the application process, the Park Board must express its support for the project through the approval of Resolution R-04-14. The OSLAD grant provides a maximum of \$400,000 that must be matched by District funds. The Butterfield Park playground is scheduled to be replaced in 2016 and the grant will help the District to address additional needs identified in the Comprehensive Plan. Additionally, as part of the OSLAD application process, a public meeting was held to collect feedback from the Park's neighbors. Ms. Ferrentino displayed the current conditions of the Park and a conceptual improvements plan. District staff plans to continue to work with V3 Engineering to prepare cost estimates and a master plan that reflects suggestions from public input and the Comprehensive Plan. As there were no further comments or discussion, Commissioner Kubiesa made a motion that the Board approves Resolution R-04-14 to apply for an OSLAD/LWCF grant for Butterfield Park improvements and authorizes the Board President to execute the same. Commissioner Kies seconded the motion. The Board was polled: Ayes: Commissioners Pelosi, Spaeth, Kies, Kubiesa, Morissette-Moll, and Ubriaco. Nays: None. Motion passed unanimously.

PC Replacements Purchase

Director of Information Technology Kenny stated that the IT Department's hardware lifecycle management plan recommends the replacement of 90 (ninety) District desktop computers (PCs) as the current PC inventory is nearing the end of its industry standard lifecycle of 3 to 4 years. The IT Department sought quotes from three vendors and determined that SHI, a Hewlett Packard vendor, submitted the lowest quote of \$48,510. Funds for the replacements have been allocated in the FY14 budget (\$26,000). The remaining balance of \$22,510 will be covered by IT's operating budget. After the Board discussed alternatives to desktops, Commissioner Kies made a motion that the Board of Park Commissioners approves the purchase of 90 (ninety) PC workstations from SHI in the amount of \$48,510 and authorizes the Executive Director to execute a contract to that effect. Commissioner Pelosi seconded the motion. The Board was polled: Ayes: Commissioners Spaeth, Kies, Kubiesa, Morissette-Moll, Pelosi, and Ubriaco. Nays: None. Motion passed unanimously.

Program and Service Report: Ethics Policies and Procedures

Executive Director Rogers presented a slideshow of the District's governing ethics policies and operational procedural practices to ensure transparency to the community by both the Park Board and staff. The Board previously adopted an ethics ordinance in order to comply with the State officials and Employees Ethics Act. The Act, which applies to both Board and staff of the District, prohibits certain political activities and includes a ban on the acceptance of certain types of gifts. As part of the ordinance, the Board also has in place an Ethics Officer and an appointed Ethics Committee to ensure compliance with the ordinance and related laws. Another facet required of the Board and staff is to complete a Statement of Economic Interest divulging any conflict of interest regarding contracts with vendors. The Board's investment policy stipulates that officers and employees involved in the investment process must refrain from personal business activity that could conflict with proper execution and management of the District's investments. The District's governing policy also places limitations on the Executive Director's authority which establish the prudence and ethics boundaries used to guide the daily operations of the District. The District's daily operational procedures then hold staff accountable for complying with policies set in place or established by law. Executive Director Rogers then described two new policies that have recently been put in place including a Whistleblower Policy (an open door for reporting actions of violation), and the Non-Accounts Payable Disbursement, which now includes a listing of debt payments and loans to Sugar Creek Golf Course. Executive Director Rogers stated that the implementation of procedures provides for checks and balances throughout the District and are continually reviewed in order to comply with new laws and as needs are identified. Board President Ubriaco stated that the need to review policies and procedures has been satisfied, that the inclusion of listing all disbursements, either wire transfer or voucher, keeps the Board abreast of District payables, and provide for a strong governing Board.

UNFINISHED BUSINESS (OLD) –

Stormwater Management Discussion – Initial Finds of V3 Engineering Peer Review

Executive Director Rogers provided the Board with V3 Engineering's initial peer review of Burke Engineering's conceptual designs developed for the City of Elmhurst's stormwater solutions. The over arching theme of the V3 report was that the proposed designs, as presented in conceptual form, do not adequately take into account recreational and playability considerations. After Board review and discussion, including comment about similar facilities in other communities and their playability, the number of homes impacted, long-term maintenance considerations, changes in City building codes affecting stormwater capacity and the significant amount of time and resources that the District is allocating in aiding the City to find a solution that would normally be spent on providing recreational opportunities, the Board agreed that V3's findings should be sent to the City for comment and will be the focus of the next stormwater subcommittee meeting.

COMMISSIONER INFORMATION ITEMS –

Announcements

Commissioner Kies

- Each Park Commissioner was sent a ticket to the July 13, 2014 Elmhurst Garden Club Walk & Faire. If anyone does not plan on attending, please return it to me so I may give to someone who would like to attend.
- Keith Olson and Ken Moss plan to establish a monarch waystation for migrating monarch butterflies at the Great Western Prairie.
- Asked staff to look at burnt oaks between Berkeley Street and Salt Creek; the young trees appear to be dying.

Commissioner Kubiesa –

- Will not attend the June 25, 2014 Board meeting.

Future Agenda

No additions were added to current list. Stormwater discussions will remain on the Future Agenda until V3's final report. The Board Policy Committee expects to set a meeting date.

STAFF ANNOUNCEMENTS

Communications Manager – Paplauskas

- A banner highlighting the pools hung from the Palmer Street underpass last week.
- The pool party winner was announced last week.
- The Marketing Department has been working on the autumn brochure and promotions for summer events including Park Palooza and the Kite Fest.
- Music in Wilder Park begins next Tuesday with Chamber music in the wedding bowl tent at 7 p.m.
- The World's Largest Swim Lesson will be held at East End Pool next Friday at 9:45 a.m.
- Each Board Commissioner was distributed samples of recently added promotional items – cell phone card pocket and a water resistant cell phone holder.

Director of Enterprise Services – McDermott

- 150 participants in Courts Plus Camps
- 250 summer memberships sold

Director of Information Technology – Kenny

- Thanked the Board for approving the PC replacements purchase.

Division Manager – Facilities – Scheppele

- The Eldridge Roof Replacement project was completed and performed successfully after last night's rain.

Director of Recreation – Szkolka

- Introduced new Program Manager of Early Childhood and Youth Programs Julie Rushmeyer. She is formerly of the Lindenhurst Park District where she served as program manager for preschool, early childhood and special recreation. Her undergraduate is in education; she possesses a Masters degree in Recreation Administration and is a DCSF qualified preschool director.

Program Manager – Early Childhood, Youth General Interest – Rushmeyer

- Is excited to be part of the District and has been impressed with what she has seen thus far.

Director of Facilities – Ferrentino

- Swim lessons kick off next week at both pools, which is always an exciting time.

Executive Director Rogers

- Following closed session discussions on May 28 regarding the potential purchase of property, I contacted the Conservation Foundation for potential assistance in our land acquisition efforts. The Conservation Foundation is a non-profit organization that assists agencies in acquiring open space, including conducting negotiations and a buy and hold program in which they purchase the property and hold it for up to two years thus allowing the agency time to gather funds to make the final purchase. I plan to have representatives from The Conservation Foundation come to the next Board meeting to present more information about their organization.
- Director of Enterprise Services McDermott attended the City's Zoning Committee meeting while I attended the City's Finance Committee meeting to get an update on the North York TIF property formerly the Waverton Hotel. To date, L.A. Fitness remains as the potential occupant. The City Zoning Committee has prepared a report to the City Council recommending approval of the zoning variances and the Finance Committee will recommend approval of the TIF assistance request. The TIF request is for a 50/50 split of a \$500,000 cap over 15 years. I voiced the points we have made as to whether an L.A. Fitness is the best use of the TIF property as it is not going to generate that much in sales tax, and land locks the two properties on the west.
- The City's Finance Committee also discussed the Berteau property development by Nitti in regards to its subdivision ordinance donation, and proposes a recommendation to the City Council for a 30% increase, which would result in \$1,700 for the Park District and \$8,400 for the School District per single-family home. The increase is solely for the Nitti development property at this time. A review of future subdivision ordinance donations will be conducted thereafter.
- Please let me know if you plan on attending the IAPD Legislative Golf Outing on July 17.
- Also, let me know if you plan on attending the NRPA Congress & Expo in Charlotte, North Carolina the second week of October.

CLOSED SESSION

A motion to adjourn to Closed Session was made by Commissioner Spaeth pursuant to 5ILCS 120/2(c)(21) for the discussion of minutes of prior meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06 of the Act,” 5ILCS 120/2(c)(5) for the discussion of “the purchase or lease of real property for the use of the District,” and 5ILCS 120/2(c)(1) for the discussion of the “appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body” at 8:42 p.m. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Pelosi, Spaeth, Kies, Kubiesa, Morissette-Moll, and Ubriaco. Nays: None. Motion passed unanimously.

OPEN SESSION

The Board returned to open session at 8:52 p.m. Board President Ubriaco stated that the Board met in Closed Session pursuant to 5ILCS 120/2(c)(21) for the discussion of minutes of prior meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06 of the Act,” 5ILCS 120/2(c)(5) for the discussion of “the purchase or lease of real property for the use of the District,” and 5ILCS 120/2(c)(1) for the discussion of the “appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.” Any action on matters discussed in Closed Session will be taken in Open Session.

Commissioner Morissette-Moll made a motion for the Park Board to approve the release of Closed Session minutes of November 20, 2013, January 22, 2014, February 12, 2014, April 23, 2014, and January 8, 2014 as the need for confidentiality no longer exists. Commissioner Pelosi seconded the motion. The Board was polled. Ayes: Commissioners Kies, Kubiesa, Morissette-Moll, Pelosi, Spaeth, and Ubriaco. Nays: None. Motion passed unanimously.

Commissioner Morissette-Moll made a motion that the Park Board to approve the destruction of verbatim recordings of Closed Session minutes of July 9, 2012 and May 23, 2011 as the minutes for these Closed Sessions have been released. Commissioner Kubiesa seconded the motion. The board was polled. Ayes: Commissioners Kubiesa, Morissette-Moll, Pelosi, Spaeth, Kies, and Ubriaco. Nays: None. Motion passed unanimously.

ADJOURNMENT

There being no further discussion, Commissioner Spaeth moved to adjourn at 8:55 p.m. and Commissioner Pelosi seconded the motion. The Board adjourned by voice vote.

The next regularly scheduled meeting will be held on Wednesday, June 25, 2014 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 June 25, 2014 Park Board meeting.