

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

**May 14, 2014**

**7:00 p.m.**

Minutes of the Regular meeting of the Elmhurst Park District Board of Commissioners held on Wednesday, May 14, 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, Morissette-Moll, Pelosi, Spaeth, Ubriaco and Kubiesa

**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  
Ginger Wade, Director of Marketing & Communications  
Jerry Pask, Park Planner & Landscape Architect

**Visitors:** Erika Ehlmann - Elmhurst League of Women Voters - *The Observer*

**ADDITIONS/DELETIONS/CHANGES TO AGENDA**

Commissioner Kubiesa requested Agenda items #8a *Approval of April 23, 2014 Annual Meeting Minutes* and #8e *Committee Appointments* be pulled from the Consent Agenda. Board President Ubriaco moved both items to *Unfinished Business* for discussion.

Commissioner Kies requested the addition of *Lizzadro Museum – May 15, 2014* be listed under *Upcoming Committee Meetings*.

**REMARKS/CORRESPONDENCE FROM VISITORS**

Commissioner Ubriaco read the following correspondence addressed to the Board from:

State Representative – 46<sup>th</sup> District – Deborah Conroy.

*Park Board President Ubriaco and Board Members,  
Congratulations on the grand opening of the Wilder Conservatory. Your Park is beautifully displayed throughout the entire town of Elmhurst. I believe Wilder with the Mansion in the middle is a true jewel. Thank you for the beautiful plaque. It sits on my desk in Springfield. It gives me great pleasure to brag about the plaque as well as the talented artist who did the drawing. Please consider me part of the team.*

*Warm regards, Deb*

Jan Milano, spouse of former Elmhurst Park District employee Phillip Milano

*Dear Jim, EPD staff and Park Board,  
I sincerely appreciate all the effort put forth in planning and arranging for a terrific celebration Sunday to rededicate the Wilder Park Conservatory. To the last detail, the day was wonderful. Even the weather cooperated! Thank you, too, for the thoughtful remembrances, the framed artwork and Julia's autographed book. I share your pride in Elmhurst.  
Best to you, Jan*

Roz Long, RGL Marketing for the Arts, Inc.

*Dear Jim and the Elmhurst Park District Board of Park Commissioners,  
Elmhurst's 18th Annual Art in the Park presented by Room & Board was a huge success with over 8,000 people including 1,000 kids participating at the kid and family art court. I was so happy that the weather cooperated.  
I wanted to thank my partner the Elmhurst Park District staff who played a key role in the success of the art festival. Special thanks to Ginger Wade, Angela Ferrentino, Brian McDermott, Dan Payne, Ken Heflin, Grant Paplauskas, and Meagan Dovidio. You have an awesome staff! A special "shout out" to Ken Heflin and his crew for their incredible hard work maintaining the beautiful park with the challenge of the wet grounds. The Art in the Park artists were so impressed with their attentive services. That is a huge compliment!!! I find great joy in seeing generations of families enjoy their time at Art in the Park year after year! I look forward to the 19<sup>th</sup> Art in the Park on May 2-3.  
Warm regards,  
Roz Long, Founder and Producer of Elmhurst's 18<sup>th</sup> Annual Art in the Park*

## COMMITTEE REPORTS

### Gateway – Szkolka

- The day camp transportation bid was awarded to First Student at approximately the same cost as last year.
- Began discussing the 2015 budget proposing a 1.5% service increase.

### PEP – Wade

- The Joanne B. Wagner Scholarship Committee recommended the dissolution of the Scholarship Fund and the remaining proceeds used for the Wilder Park Conservatory kaleidoscope sculpture and landscaping. The PEP Board approved the recommendations.
- Doug Ennis was elected to the PEP Board.
- Last minute details were made to the Golf Outing scheduled for Friday, May 16. To date, there are 89 golfers.
- Commissioner Kubiesa questioned the idea of a holiday fundraiser planned in December. Director of Marketing Wade responded that the December holiday event and date has been dropped and other ideas are being considered.

Storm Water Sub Committee – Rogers

- The full Committee did not meet due to a miscommunication on the meeting date, which was dependent on information. Fortunately, we were able to speak to the City Manager regarding information slated for discussion on the Park Board’s meeting agenda tonight. There is another tentative meeting date scheduled.

**UPCOMING COMMITTEE MEETINGS**

Sugar Creek Golf Course – May 27, 2014

PEP – June 19, 2014

Gateway – June 12, 2014

Storm Water Sub Committee – TBD

Elmhurst Art Museum – June 18, 2014

**CONSENT AGENDA**

Commissioner Kubiesa made a motion for the Board to approve the Consent Agenda of May 14, 2014 with the exception of the *April 23, 2014 Annual Meeting Minutes* and *Committee Appointments*. Commissioner Spaeth seconded the motion. The Board was polled: Ayes: Commissioners Kies, Morissette-Moll, Pelosi, Spaeth, Kubiesa, and Ubriaco. Nays: None. Motion passed unanimously.

It should be noted that the following items were approved on the revised Consent Agenda: Regular Meeting Minutes of April 23, 2014, Closed Meeting Minutes of April 23, 2014, Check Registers – 05/02/14 - \$146,014.95, 04/25/14 - \$134,071.40, and Disposal Ordinance O-06-14.

**UNFINISHED BUSINESS (OLD) –**

**Approval of April 23, 2014 Annual Meeting Minutes**

As requested by Commissioner Kubiesa, the April 23, 2014 Annual Meeting Minutes was pulled from Consent Agenda as she questioned whether the minutes should be approved at the next annual meeting as opposed to the regular meeting. The current Board policy does not cover the timing of approval of annual meeting minutes. The approval of the Annual Meeting Minutes was tabled until staff researches the practice of approving annual minutes.

**Committee Appointments**

Board President Ubriaco accepted Commissioner Kubiesa’s request to be removed from the committee appointment to the Elmhurst Art Museum and will continue to serve as liaison until an appointment is made. Commissioner Kubiesa then made a motion for the Park Board to approve the 2014-15 Committee Appointments as listed with the exception of the Elmhurst Art Museum until one is appointed. Commissioner Pelosi seconded the motion. The Board was polled. Ayes: Commissioners Morissette-Moll, Pelosi, Spaeth, Kubiesa, Kies, and Ubriaco. Nays: None. Motion passed unanimously.

**Storm Water Management – City of Elmhurst Memorandum**

In response to the District’s request for an update from the City on its progress to date in addressing storm water issues, City staff provided two memorandums listing initiatives including storm water management policies for new construction and existing homes, review of maximum allowable impervious lot coverage, rear-yard drain program suspension and revised requirements. Executive Director Rogers suggested the Board utilize information presented in the memorandums for future discussion. Commissioner Spaeth stated that the City’s initiatives are a

good start but questioned whether it was enough. The Board awaits V3 Engineering's review of the City's storm water plan and the City's memorandums in continued discussions.

## **NEW BUSINESS –**

### **2014 First Quarter Financial Report**

Director of Finance & Human Resources Medema presented the Board with the 2014 First Quarter Financial Report providing an overview of the District's financial performance compared to budget, a capital project(s) update, and a summary of investments. Expenditures in the first quarter were higher compared to previous years mainly due to overtime pay for snow removal. In Recreation, revenues were down due to program changes, but expenditures remained consistent. The Enterprise Services fund experienced an increase in revenue due to membership fee increases and expenditures higher due to wages, repairs, and utility costs. At Sugar Creek Golf Course, program revenues increased as did expenditures due to a burst pipe, which was later reimbursed by the insurance carrier PDRMA. The Financial Report illustrated a breakdown by Fund and Source comparing actual to budget for a two year span. As requested by the Board, the report included an update of Capital projects and actual expenditures in the first quarter compared to budget. The Board thanked Ms. Medema and staff for their work in reporting the District's financial status.

### **Eldridge Park Lagoon Drain Replacement Project**

Director of Facilities Ferrentino stated that in 2012 Farnsworth Engineering was hired to develop plans, bid documents, and construction costs for the Eldridge Lagoon drain replacement project but due to the urgency of other capital projects, the drain replacement was postponed until 2014. Park Planner Pask reviewed the construction plans with the Board and specifics to completing the project involving excavating, removing the collapsed pipe, installing a 24" wide x 200' long PVC pipe, and the addition of a manhole center stage for rodding. The project is expected to begin in July and be completed by September. Due to higher than expected bid submissions, staff recommended the use of supplemental funds from DCEO grant proceeds (\$25,000) and the Capital Contingency Fund (\$37,642). Commissioners asked questions regarding how high water levels must reach before impacting the recreation building and nearby homes, excavating depth, pipe length, soil samples, whether pipe capacity will serve future needs, and lagoon sections closed for public use. As there was no further discussion or comments, Commissioner Pelosi made a motion that the Park Board approves the bid from Professional Paving and Concrete Company, Inc. as the lowest responsible bidder for the 2014 Eldridge Park Lagoon Drain Replacement Project in the amount of \$177,642, rejects bid alternates #1 and #2, approves the use of (not to exceed) \$37,642 from the District's Capital Contingency Fund line item for the project and \$25,000 in DCEO grant proceeds, and authorizes the Executive Director to execute a contract and inform the Park Board if any future reduction in cost is realized. Commissioner Kies seconded the motion. The Board was polled. Ayes: Commissioners Pelosi, Spaeth, Kies, Kubiesa, Morissette-Moll, and Ubriaco. Nays: None. Motion passed unanimously.

**COMMISSIONER INFORMATION ITEMS –  
Announcements**

Commissioner Kies

- There is going to be a work day on the Prairie this weekend.
- There is new growth in areas burned recently on the Prairie.
- The Wilder Park Conservatory rededication event was successful. Staff did a wonderful job in making the public feel welcomed. I also had the pleasure of touring the greenhouse with Senator Cullerton, who loved what we did and hopes other communities will take on similar projects.

Commissioner Ubriaco

- Echoed Commissioner Kies on the Wilder Park Conservatory reopening thanking staff for their work in making everything appear incredibly carefree, comfortable, and welcoming. It was a great turn out.
- Commended staff on receiving the GFOA CAFR Award for the Budget Year Ended December 31, 2012. This was the District's sixth year in receiving the Award. The Budget for the Year Ended December 31, 2013 will also be submitted for consideration.

Commissioner Pelosi

- Reminded the Board of the PEP Golf Outing on Friday, May 16.

**Future Agenda**

Commissioner Kubiesa requested a Gateway update be added. Commissioner Kubiesa also requested the Board Policy Committee review the policy for cell phone usage during board meetings, procedures for adding items to the board agenda as the current policy is contradictory regarding the timing of additions to the board agenda, and requested consistent scheduling of the annual meeting for May. Commissioner Spaeth requested the additions of storm water discussion after V3 Engineering's report and a discussion concerning property for sale at 413 S. York.

**STAFF ANNOUNCEMENTS**

Director of Information Technology – Kenny

- I.T. completed setting up computer equipment at the pools.

Director of Enterprise Services – McDermott

- Courts Plus will hold its annual Permanent Court Time lottery next week. Permanent Court Time generates more than \$130,000 a year in revenue.

Director of Marketing & Communications – Wade

- Monday, May 26 is the Memorial Day Parade. We will meet at 9 a.m. at York & Third. Please remember to wear Park District gear or patriotic colors.

Director of Facilities – Ferrentino

- As part of an OSLAD grant application process (due July 1), a public meeting to gather public opinion and ideas for the 2016 Butterfield Park renovations will be held on May 22 at 7 pm at the Butterfield recreation building. Potential improvements include refurbishing the three tennis courts and lighting system, correcting drainage issues throughout the park, and replacing the walking path and playground. We plan to bring a resolution with some estimates to the June 11, 2014 board meeting for approval. The potential master plan will be brought to the Board in 2015 for work to begin in 2016. Should the District not receive the grant, plans are to do the work in phases.

Director of Finance & Human Resources – Medema

- Will be contacting the new Board Finance Committee to cover procedures and process for approving the voucher list.

Park Planner - Pask

- Thanked the Board for approving the Eldridge Park Lagoon Drainage Replacement Project and will expedite the project accordingly.

Director of Recreation – Szkolka

- This weekend, both the Boys and Girls gymnastics teams will compete in the State competition in Oak Park.

Executive Director Rogers

- The LA Fitness developing and planning proposal will be presented to the Development, Planning and Zoning Committee on May 22; I will be at that meeting. The Committee will deliberate on the proposal and make a recommendation to the City Council thereafter.
- IAPD will be holding its golf outing on July 17. Our legislators will be invited.

**ADJOURNMENT**

There being no further discussion, Commissioner Spaeth moved to adjourn at 8:35 p.m. and Commissioner Pelosi seconded the motion. The Board adjourned by voice vote.

The next regularly scheduled meeting will be held on Wednesday, May 28, 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 Kubiesa at the May 28, 2014 Park Board meeting.

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Carolyn Ubriaco, Board President

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Nimfa Melesio, Recording Secretary