

MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 315 CHICAGO AVENUE
September 25, 2017 – 7:00pm

The meeting was called to order at 7:05 p.m. by President Lithgow.

The roll call was as follows:

Present: Austin, Callan, Carlsen, Lithgow, and Staab
Absent: None

Other Officials Present: Donald Scheltens, Executive Director
Kathleen Forzley, Secretary
Michael Fletcher, Superintendent of Parks
Kelly Smith, Superintendent of Recreation
Derrick Martin, V-3 Engineer
Doug Holzrichter, Project Executive, Williams
Architects
Jim Leppert, Construction Director, IPRM

Addresses from the Audience - None

Approval of consent agenda

President Lithgow inquired if anyone had any questions or changes to the consent agenda. There being none, President Lithgow requested a motion to approve the consent agenda. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Callan, the consent agenda was approved. The roll call was as follows:

Ayes: Austin, Callan, Staab, Lithgow, and Carlsen
Nays: None
Absent: None

Committee Reports

Finance/Personnel Committee

Commissioner John Staab presented the 4-month financial statement to the Board. He reported that this report represented 33% of the fiscal year. Revenues were at 62% and expenditures were at 26%. He said it was typical for this time of year. The annual pool financial report would be presented in October.

Aquatics Committee

Commissioner Callan informed the Board that the 2 valves in the surge pit that needed to be replaced were no longer available and would need to be custom made. The Board questioned whether it would be more cost effective to order more than one of each valve, should they be needed in the future, or to reconfigure with the available valves. Superintendent of Parks, Mike Fletcher, informed the Board that he would look into both options.

Recreation Committee

Commissioner Austin informed the Board that the Fall Fest was a huge success. The weather was a big factor. She mentioned that the beer ran out early, and should be looked at next year. She also told the Board that more Commissioners were needed in the beer tent for next year.

A new preschool teacher was hired allowing Kathy Forzley more time to complete other recreation duties. Enrollment was up from last year. She reported that the first draft of the Winter-Spring brochure would be back in early October.

She extended a thank you to Governmental Accounting who was our Park Partner for the fall fest, as well as the other numerous sponsors.

Maintenance/Safety Committee

Executive Director Scheltens updated the Board on the Prospect Park playground renovations. He informed the Board that the equipment had been ordered and would arrive in approximately 10 weeks. If the equipment arrived on time, and weather permitting, the project could be completed in early January. Deposits totaling \$57,750 was sent to Game Time to process the order. Director Scheltens and Superintendent Mike Fletcher were meeting on Wednesday with the contractor, Green Up, to get an idea of the layout of the new equipment.

President Lithgow mentioned the increase in the playground project of \$9,000 for the purchase of performance and payment bonds. Executive Director Scheltens had contacted the Commissioners previously for approval. The Board agreed to this increased expenditure for the project.

President Lithgow asked Derrick Martin, V-3 Engineer, to give the Board an update regarding Hosek Park Phase II. Mr. Martin informed the Board that he has been in contact with the Village of Clarendon Hills regarding the necessary permits and was awaiting his first meeting with the village. Commissioner Austin said that the Park District should receive the Governmental discount on the permit fees. Mr. Martin told the Board that he was working with the Park District Attorneys who were reviewing the project. Mr. Martin would complete the bid package after approval from the Village is received. Executive Director Scheltens informed the Board that a Public Hearing would take place at 7:00pm on October 23rd, before the Regular Board Meeting. The purpose would be to inform the residents of the proposed improvements to Hosek Park and receive their input. Derrick Martin said that if the hearing went well and there were not any major changes to the plan, the Park District would go out for bids later that week.

Executive Director Scheltens informed the Board that he would make sure that all residents around the park were notified of the upcoming Public Hearing. Commissioner Austin asked Mr. Martin to make sure that there was open space on the bleacher pad to accommodate wheelchair accessibility. Mr. Martin exited the meeting at 7:41pm.

President Lithgow asked Jim Leppert, IPRM to update the Board on the Maintenance Storage Facility. Mr. Leppert informed the Board that he and Superintendent Fletcher had met with Mike Millette, Public Works, to determine a site plan. They had all agreed on a site, and Dan Ungerleider, Community Development Director would take this information to review with his staff. Mr. Leppert would then meet with the Village staff to determine whether all are in agreement with the site plan before proceeding. Mr. Leppert solicited proposals for a structural engineer for the project, and was recommending WT Engineering.

After discussion, President Lithgow requested a motion to approve the Construction Management Agreement from IPRM in the amount of \$14,214. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Staab, the agreement was approved. The roll call was as follows:

Ayes:	Austin, Staab, Carlsen, Callan, and Lithgow
Nays:	None
Absent:	None

President Lithgow requested a motion to approve the two agreements for the Structural, Electrical, and Civic Engineering Services from the W-T group, in the amount of \$9,200 and \$3,800. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Carlsen, the agreement was approved. The roll call was as follows:

Ayes:	Austin, Carlsen, Staab, Lithgow, and Callan
Nays:	None
Absent:	None

Mr. Holzrichter, Project Executive of Williams Architects gave an update on the Maintenance Operational Facility. The completed soil borings showed that the site contained soil conditions that would require piers going down 20 feet or more before construction on the facility. The additional cost of approximately \$125,000 had already been included in the original estimate, anticipating the poor soil. The Board requested that the plans contain 2 restrooms for outdoor public use. Mr. Holzrichter presented to the Board a proposal for the Architectural and Engineering services. Commissioner Carlsen made a motion to approve a proposal from Williams Architects, "in reliance on a previously established satisfactory relationship for professional services, subject to final approval by the Executive Director and Park District Attorney of the final professional services agreement." The motion was seconded by Commissioner Callan. The roll call was as follows:

Ayes:	Carlsen, Callan, Austin, Lithgow, and Staab
Nays:	None
Absent:	None

There being no further business to come before this meeting, it was, motion by Commissioner Austin, seconded by Commissioner Staab, adjourned at 8:11pm by voice vote.

Park Board Secretary
