

MINUTES OF THE REGULAR MEETING  
CLARENDON HILLS PARK DISTRICT BOARD  
COMMUNITY CENTER – 315 CHICAGO AVENUE  
April 23, 2018 – 7:00p.m.

The meeting was called to order at 7:02 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  
Lee Howard, Treasurer  
Kathleen Forzley, Secretary  
Michael Fletcher, Superintendent of Parks  
Kelly Smith, Superintendent of Recreation

Addresses from the Audience

Resident Ethan Ruth informed the Board that he would like to construct a handicap accessible fishing platform at the east pond for his Eagle Scout service project. He presented his plans to the Board for approval. The Board was all in agreement regarding the project but would require additional soil testing, to make sure the platform was on solid footings. Executive Director Scheltens asked Ethan to work with Superintendent of Parks, Mike Fletcher, as well as Bob Fleck, Landscape Architect, who has completed many park projects with the Park District. Ethan exited the meeting at 7:18pm.

Approval of consent agenda

President Lithgow asked the Board if they had any questions or comments. There being none, President Lithgow requested a motion to approve the consent agenda. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Staab, the consent agenda was approved. The roll call was as follows:

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

Committee Reports

Finance/Personnel Committee

Commissioner Staab and Treasurer Lee Howard presented Ordinance 2018-03, the Tentative Combined Budget/Appropriation Ordinance for the fiscal year ending April 30, 2019. Treasurer Howard informed the Board that the final budget would not be approved until the June Board meeting and could be changed anytime before that final approval.

After discussion, President Lithgow asked for a motion to approve Ordinance 2018-03, the Tentative Combined Budget/Appropriation Ordinance for the Fiscal Year ending April 30, 2019. Whereupon, on motion by Commissioner Staab, seconded by Commissioner Austin, the Ordinance was approved. The roll call was as follows:

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

#### Maintenance/Safety Committee

Commissioner Carlsen informed the Board that the demolition permit for the Maintenance Operational Facility was on display, and demolition could occur within 72 hours. He informed the staff that the maintenance staff was busy with spring clean-up as well as getting the pool ready to open.

#### Recreation Committee

Commissioner Austin informed the Board that the staff was working on the fall brochure. Summer staff is still being hired. The Park Foundation's Bee Reveal will take place at the Community Center on May 19<sup>th</sup>. An Earth Day celebration on Saturday, May 21<sup>st</sup> drew approximately 50 people. This event will not take place next year as Earth Day will fall during the Easter weekend.

#### Aquatics Committee

Commissioner Callan reported that Valerie Louthan, Aquatics Manager, is currently still interviewing for lifeguard positions. The underground pipes will be pressure tested to check for any leaks. The mechanicals will also be tested. If everything checks out the pool will be filled the first week in May. He also informed the Board that Valerie Louthan, Aquatics Manager has secured Baldinelli's from Hinsdale to take over the concessions at the pool.

The Board discussed the recurring downward trend of family pool passes from Clarendon Hills residents. Executive Director Scheltens will continue to brainstorm with Valerie Louthan, Aquatics Manager and Kelly Smith, Superintendent of Recreation to find new creative ways to market the pool to the residents.

#### President's Report

President Lithgow presented to the Board a written update on the Park Maintenance Operations Facility from Jim Leppert, Construction Manager, IPRM. This update included proposals for the overhead doors as well as the flooring. The Board unanimously agreed to moving forward with the proposal process.

President Lithgow requested a motion to convene to Executive Session for the purpose of Appointment, employment, compensation, discipline, performance, or discipline of an employee, pursuant to Section 2(c)(1)(2) of the Open Meetings Act. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Staab, the meeting convened to Executive Session at 8:04p.m. The roll call was as follows:

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

The Board reconvened to the Regular Meeting at 8:30pm.

President Lithgow requested a motion to approve all items discussed in the Executive Session. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Carlsen, the recommendations were approved. The roll call was as follows:

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

Commissioner Carlsen, Safety Committee Chair, informed the Board that a disturbance in the Community Center vestibule required the Community Center Supervisors to place a 911 call. This has prompted the Park District to look at enhanced security measures to ensure the safety of the patrons and staff within the Community Center. This may include a security switch in the office which would unlock the doors of the community center, as well as security cameras. Superintendent of Parks, Mike Fletcher would investigate the costs involved. Executive Director Scheltens informed the Board that he had attended an "Active Shooter" seminar and had discussed safety measures with the Park District staff. Aquatic Manager, Valerie Louthan had also attended PDRMA's supervisor seminar addressing an active shooter at the pool.

There being no further business to come before this meeting, it was, motion by Commissioner Austin, seconded by Commissioner Staab, adjourned at 8:45pm by voice vote.

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Park Board Secretary

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