

MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 315 CHICAGO AVENUE
April 25, 2016 – 7:00 p.m.

The meeting was called to order at 7:04 p.m. by President Johnson.

The roll call was as follows:

Present: Austin, Carlsen, Johnson, Lithgow and Staab

Absent: None

Other Officials Present: Donald Scheltens, Executive Director
Lee Howard, Treasurer
Kathleen Forzley, Secretary
Mike Fletcher, Superintendent of Parks
Kelly Smith, Superintendent of Recreation

Addresses from the Audience - None

Approval of Consent Agenda

President Johnson inquired if the Board had any changes or additions to the minutes. There being none, President Johnson requested a motion to approve the consent agenda. Whereupon, on motion by Commissioner Staab, seconded by Commissioner Carlsen, the consent agenda was approved. The roll call was as follows:

Ayes: Staab, Carlsen, Johnson, Lithgow, and Austin

Nays: None

Absent: None

Committee Reports

Finance/Personnel Committee

Treasurer Lee Howard informed the Board that the Park District had again received the Certificate of Achievement for Excellence in Financial Reporting for the third consecutive year. The Board thanked Treasurer Howard for his efforts in securing this award.

Treasurer Howard presented Ordinance 2016-01, the Tentative Combined Budget/Appropriation Ordinance for the fiscal year ending April 30, 2017. Executive Director Scheltens informed the Board that he had worked with Commissioner Staab and Treasurer Lee Howard, as well as staff to complete this tentative budget. He explained that this document would be on display to the public before final approval, and could be changed. After board discussion, President Johnson requested a motion to approve Ordinance 2016-01, the Tentative Combined Budget/Appropriation Ordinance. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Carlsen, the Ordinance was approved. The roll call was as follows:

Ayes: Austin, Carlsen, Johnson, Lithgow, and Staab

Nays: None

Absent: None

President Johnson presented Resolution R-2016-01, a Resolution to Approve an Intergovernmental Agreement with the Village of Clarendon Hills. Executive Director Scheltens informed the Board that this subject was discussed at a previous meeting for the Hosek Park drainage improvements, which is being done in conjunction with the Village's road program. Upon Board discussion, the Board agreed that the language in the Village Resolution R-16-10, Exhibit 1, (Paragraph 4b) should state the words "*The Village of Clarendon Hills shall waive all inspection and permit fees for said Improvements portion of the VILLAGE OF CLARENDON HILLS project.*" It was also agreed that Paragraph 8 should end with "*except for willful acts or gross negligence.*" These recommended changes would be reviewed by the Park District's attorney.

After discussions, President Johnson requested a motion to approve Resolution R-2016-01, a Resolution to Approve an Intergovernmental Agreement with the Village of Clarendon Hills. Commissioner Lithgow made a motion to approve Resolution R-2016-01 as is, subject to the Park District attorney's approval of Exhibit 1 of the Village of Clarendon Hills' Resolution R-16-10. The motion was seconded by Commissioner Carlsen, and approved by roll call. The roll call was as follows:

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

Aquatics Committee

Commissioner Lithgow informed the Board that the underground pipes had been tested with no problems. Pending no problems, the pool would start filling the week of May 2nd. Once water is in the pool, the heaters, pumps, and filters would be tested.

Commissioner Lithgow inquired about the current vendor used for concessions, and requested that when the contract expires; the Park District should seek out other concession vendors. He would like to see a financial accounting of what the pool concessions vendor takes in after the season. Director Scheltens informed the Board that the current vendor pays the Park District \$5500 for the season.

Commissioner Lithgow also informed the Board that the accessible pathway, sand table and sand diggers, which are part of the ADA project, will be completed by the end of the week.

Kelly Smith, Superintendent of Recreation reported that pool pass sales were up from this time last year, due to the early bird rates. She also informed the Board that Aquatics/Recreation Supervisor Valerie Louthan was in the process of finalizing swim coaches.

Recreation Committee

Commissioner Austin informed the Board that summer camps begin 7 weeks from today. Camp numbers are down slightly and Camp Winding Roads, the new all-day camp will make a decision by May 2nd regarding cancellation due to low enrollment. This will allow families to make other arrangement for the summer. Enrollment in the specialty camps are up.

Enrollment numbers for the Theater Kids program is still very low. This summer's production will be James and the Giant Peach.

The Park District began accepting pavilion permits on April 15th. The fall brochure is in progress and expected to go to print in July. Superintendent of Recreation, Kelly Smith and Executive Director Don Scheltens were holding second interviews this week for the Recreation Supervisor position.

Maintenance/Safety Committee

Executive Director Scheltens informed the Board that the Park District is still waiting for the Village to come back regarding the sharing of the maintenance facility site. The architects are still putting together the conceptual plan.

Commissioner Carlsen informed the Board that Superintendent of Parks, Mike Fletcher was in the process of hiring seasonal employees. The staff has begun regular grass mowing and the prepping of baseball fields.

Commissioner Carlsen expressed a concern of baseball spectators not using the trash receptacles. He suggested sending a friendly e-mail to the President of the Little League reminding the spectators and coaches to keep the parks clean.

President's Report

President Johnson asked Commissioner Austin and Kelly Smith, Superintendent of Recreation to give an update regarding the community outreach for the recreation facility planning study. Commissioner Austin informed the Board that rather than doing focus groups, which in the past were not well attended; they would open up the option to anyone who was interested in taking part in a phone interview. They were hoping to get 10-15 families, but were interested in people who no longer used the Park District and get input as to why they no longer used the facilities.

President Johnson informed the Board that he, Director Scheltens, Village President, Len Austin, and Kevin Barr had met to discuss ways for the Park District and the Village to work together; namely the maintenance facility site. As was discussed earlier, the conceptual plan is still being worked on.

Commissioner Lithgow informed the Board that he attended the fundraiser at Aguamiel on April 22nd, for the Community Park and apiary. He was representing the Parks Foundation as the Park District liaison. The new T-Rex sculpture was being unveiled on May 27th at 12:30pm in Prospect Park as part of Arts in the Park. It was suggested to add the Parks Foundation to the committee reports.

President Johnson 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 Lithgow, the meeting convened to Executive Session at 8:15pm. The roll call was as follows:

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

On motion by Commissioner Austin, seconded by Commissioner Lithgow, the Executive Session was reconvened to the Regular Board Meeting at 9:05pm. The roll call was as follows:

Ayes: Austin, Lithgow, Carlsen, Staab and Johnson
Nays: None

On motion by Commissioner Lithgow, seconded by Commissioner Austin, the Board agreed to a 2% salary increase for 4 employees, a 2.5% salary increase for one employee and a 3% salary increase for one employee. The Board also agreed to award Exemplary Bonus Award in the amount of \$1000 to 2 employees, \$1500 to one employee, and \$2500 to one employee. It was also agreed to increase the full-time employee Health Insurance contribution to 6%. The roll call was as follows:

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

Commissioner Staab informed the Board that he and Commissioner Johnson had met with Paul Hines, the DuPage County Clerk, and Deputy Clerk Kathy King to get a better understanding of the levy process. When the actual new construction growth numbers are finalized in March, the Board has limited time to make adjustments to the levy, so they can be more accurate and only levy for what is needed.

There being no further information to come before this meeting, it was, motion by Commissioner Austin, seconded by Commissioner Lithgow, adjourned at 9:14pm by voice vote.

Secretary
