

Lombard Park District
Board of Park Commissioners
Regular Board Meeting
Sunset Knoll Recreation Center
Tuesday, September 27, 2011
7:00 pm

The meeting was called to order by President Mills at 7:00 pm.

Commissioners: Janice C. Mills, President
 John Bielenda, Vice President
 Kathy Hogan, Commissioner
 David Kundrot, Commissioner
 Gregory Ludwig, Commissioner
 Peter Nolan, Commissioner
 Char Roberts, Commissioner

Staff: Paul W. Friedrichs, Executive Director
 Rick Poole, Deputy Director
 Jason S. Myers, Superintendent of Finance and Personnel
 Bill Sosnowski, Superintendent of Parks
 Kevin Ingram, Superintendent of Golf Operations
 Jill Hastings, Marketing and Communications Coordinator
 Greg Hooper, Program Manager Athletics
 Jacquelynn C. Brzezinski, Administrative Assistant

Guests: Grant Eckhoff, DuPage County Board
 Kay McKee, S.C.A.R.C.E.
 Lonnie Morris, Volunteer
 Jeff Vukovich, Volunteer

President Mills requested approval of the September 27, 2011 Agenda.

Commissioner Roberts made a motion to approve the September 27, 2011 Agenda. Vice President Bielenda seconded the motion. On a call for the vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried.

Commissioner Hogan mentioned the requested revisions in red of the minutes of the August 23, 2011 Board of Park Commissioners meeting.

President Mills requested a motion to approve the revised minutes of the August 23, 2011 Regular Board Meeting.

Commissioner Hogan made a motion to approve the revised minutes of the August 23, 2011 Regular Board Meeting. Vice President Bielenda seconded the motion. On a call for the vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried.

Correspondence

None

Citizens Wishing to Address the Board

-None-

Presentations

Superintendent Sosnowski presented volunteer recognitions to Lonnie Morris and Jeff Vukovich. He presented a short bio followed by an award then photo ops.

After that, Program Manager Hooper introduced the SCARCE program which is a green initiative and a power point was shown of Lombard Park District's involvement in green practices. Kay McKee presented the District with an Earth Flag and then County Board Member District 4 Grant Eckhoff read a proclamation for the District's green practices.

Consent Agenda

None

Financial Reports

Superintendent Myers presented the accounts payable and payroll for August 2011. Vice President Bielenda questioned payment to Hitchcock Design for \$568. Superintendent Myers explained that the payment had been made. Commissioner Hogan asked if Paradise Bay had a good year and was answered yes by staff. Commissioner Roberts asked if Paradise Bay had reached it capacity and Superintendent Myers responded no. Deputy Director Poole mentioned that Aquatic/Facilities Manager Whitcher had done a great job this summer.

Commissioner Roberts moved to approve payment of the August 2011 accounts payable and payroll in the amount of \$879,987.76. Accounts payable checks #92637-#92897 in the amount of \$604,496.44 and payroll checks #59680-#59959 in the amount of \$46,343.84 and deduction checks #59960-#59969 in the amount of \$92,167.57 and payroll checks #59970-#60210 in the amount of \$41,858.09 and deduction checks #60211-#60230 in the amount of \$94,796.34 and payroll check #60231 in the amount of \$325.48. Commissioner Ludwig seconded the motion. On a roll call vote six ayes; (Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts) and one abstention (Bielenda). Motion carried.

Staff Reports

Commissioners briefly reviewed the Superintendent of Finance and Personnel's Monthly Report. Marketing and Communications Coordinator Hastings introduced a draft of a new Park District logo design. Commissioners gave input and Executive Director Friedrichs asked for any other input of the new logo to be mentioned at the October meeting.

Commissioners briefly reviewed the Superintendent of Park's Monthly Report. Superintendent Sosnowski reported that the new playground at Sunset Knoll is complete. Landscaping including dwarf lilacs is in progress. The pond water levels have been repaired and a ribbon cutting at Sunset Knoll will be held in May, 2012

Commissioners briefly reviewed the Deputy Director's Monthly Report. He noted that the Spring/Summer comments from program evaluations were included in the report. Commissioner Hogan discussed the multiple comments regarding camp pick-up procedures and the possibility of returning to Sunset Knoll Recreation Center from Pleasant Lane. Commissioner Ludwig noted the positive comments regarding coaches and staff and suggested we incorporate into the District's publicity. Also discussed were the requirements for financial aid.

Commissioners briefly reviewed the Superintendent of Golf Operations Monthly Report. Superintendent Ingram mentioned that the GOLF NOW program has 48 golfers.

Commissioners briefly reviewed the Executive Director's Monthly Report. Executive Director Friedrichs reported that the Golf Fund will be included in the Recreation Fund as per the direction of the auditors. Additionally, Executive Director Friedrichs explained that the Board of Commissioners will receive a draft copy of the engineering study of Terrace View with the upcoming Weekly. There will be a Village of Lombard Public Works meeting on October 11 at 7:00 pm. Finally, a Master Plan vendor list was distributed with an electronic copy to come.

Unfinished Business

None

New Business

Goals and Objectives

The Board of Commissioner reviewed their previously submitted Goals and Objectives.

President Mills opened the discussion by stating that she would like to see improvements at Western Acres Golf Course to attract more golfers and provide a remodeled facility. Commissioner Hogan shared information on a formal enclosed tent that was purchased by the OL Parks Foundation for approximately \$17,000. A discussion was held regarding the benefits of a new tent at Western Acres Course. Commissioners requested prices on the remodeling of Western Acres Club House. Executive Director Friedrichs will research existing updated facilities and costs.

Commissioner Hogan explained "clouds" which would include resource materials including audit, manuals, park ordinances, policies etc. accessible on the website. Superintendent Myers mentioned that many districts are issuing laptops or I-pads for board members. A discussion was held regarding laptops versus paper or a website resource link. Staff will work on a recommendation for a future meeting. Executive Director Friedrichs will look into using email addresses with the attorney. There has been a lot of legislation passed recently and an attorney will attend the October Board meeting for a presentation.

Executive Director Friedrichs referenced the use of Sunset Knoll Recreation Center's restrooms for park and baseball use. Apparently, staff has tried to open the restrooms on several occasions to be challenged with vandalism and the need for a heavy duty clean-up. Commissioner Hogan would like to pursue a restroom facility at Sunset Knoll. A CXT building and it's utilities for Sunset Knoll will be considered during the budget process. Deputy Director Poole suggested just a restroom without storage to keep costs down.

Commissioner Nolan gave his feedback by adding that Western Acres should be a priority. He would also like to see a fitness center in the District.

Commissioner Ludwig mentioned the possibility of a shared dog park with the Lombard Veterinary Hospital and the need for fencing between the north pond and the sled hill.

Marketing and Communications Coordinator Hastings presented approval of the 2012 brochure bids. Specification included the cost of 21,000-22,000 web press copies of a full color 68 page brochure and delivery to the post office and Park District offices. Staff has checked references and is confident the lowest qualified bid by Woodward Printing Services will meet the production needs of the District. The Woodward low bid was \$42,598.

Commissioner Roberts made a motion to approve Woodward Printing Services as the qualified low bidder for the printing of the 2012 Winter, Spring, Summer and Fall

Brochures at a project cost not to exceed \$42,598 as presented and upon final attorney review. Commissioner Kundrot seconded the motion, On a roll call vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried.

Deputy Director Poole presented the 2011 Lombard Falcons Memorandum of Understanding as directed and approved by the Board of Commissioners. Timeliness and a standard format were addressed for future Memorandum of Understandings.

Commissioner Kundrot made a motion to approve the 2011 Memo of Understanding for the Lombard Falcons Football Club as presented. Vice President Bielenda seconded the motion. On a roll call vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried.

Superintendent Sosnowski reported of a bid opening on September 27 for numerous paving projects. These include a walking path at Madison Meadow, reconstruction of the Wilson Street parking lot at Madison Meadow, a lift on the northwest parking lot at Sunset Knoll, paving between fields #14, #15 and #20 at Madison Meadow and seal coating at the paths at the Lagoon, Westmore Woods, Southland and Four Seasons. Four vendors submitted a bid. The lowest qualified bid was Meyer Paving in the amount of \$268,149.

Commissioner Kundrot made a motion to approve Meyer Paving as the qualified low bidder for numerous asphalt park projects in the amount of \$268,149. Commissioner Ludwig seconded the motion. On a roll call vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried.

Superintendent Sosnowski reported of a bid opening on September 27 for painting of the pools at Paradise Bay. Seven vendors submitted a bid. The lowest qualified bid was Muscat Painting in the amount of \$14,657.76.

Commissioner Ludwig made a motion to approve Muscat Painting in the amount of \$14,657.76 as the qualified low bidder for pool painting project. Vice President Bielenda seconded the motion. On a roll call vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried.

Superintendent Myers presented the Wire Transfer Policy. An annual review of policy statement will be added to the policy.

Superintendent Myers presented the Purchasing Policy. Upon reviewing and responding to Commissioner Hogan's submitted questions the following changes will be made to the Purchasing Policy. First of all, reference to the Wire Transfer Policy will be taken out of the Purchasing Policy. Also each policy will include a statement regarding an annual review of the policy. Additionally, other recommended changes to the Purchasing Policy include the following:

- 1) Page 3.V. 1. Only budgeted purchases for expenditures of \$20,000 or less may be made without advertising for bids.
- 2) Page 3. V. Include email as a means to solicit quotations.
- 3) Page 4. VI. Award of Contract-Change wording of comprise to compromise.
- 4) Page 6. P 3 Remove Power of Attorney wording.
- 5) Page 6 P 6-8 Please refer to the Wire Transfer Policy.
- 6) Page 7 XI. Remove Finance Committee and replace with Board of Park Commissioners.

Vice President Bielenda made a motion to approve the amended Purchasing Policy and Wire Transfer Policy. Commissioner Ludwig seconded the motion. On a roll call vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried

Superintendent Myers recommended tabling the Revenue Policy until a future meeting.

Commissioner Kundrot made a motion to table the review of the Revenue Policy until a future meeting. Commissioner Ludwig seconded the motion. On a call for the vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts)

Commissioner Comments

President Mills had nothing to add.

Vice President Bielenda complimented the parks and fields on looking good.

Commissioner Hogan congratulated the District on the S.C.A.R.C.E. Flag.

Commissioner Roberts congratulated the District on the S.C.A.R.C.E. Flag.

Commissioner Nolan had nothing new to add.

Commissioner Ludwig complimented the website.

Commissioner Kundrot had no comment.

At 9:27 pm Vice President Bielenda made a motion to adjourn the September 27, 2011 Regular Board meeting. Commissioner Hogan seconded the motion. On a call for the vote seven ayes; (Bielenda, Hogan, Kundrot, Ludwig, Mills, Nolan, Roberts). Motion carried.

Respectfully Submitted,

Paul W. Friedrichs, Secretary
PWF/jcb