

MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 315 CHICAGO AVENUE
October 24, 2016

The meeting was called to order at 7:06 p.m. by President Johnson.

The roll call was as follows:

Present: Austin, Carlsen, Johnson, and Lithgow
Absent: Staab

Other Officials Present: Donald Scheltens, Executive Director
Lee Howard, Treasurer
Kathleen Forzley, Secretary
Mike Fletcher, Superintendent of Parks
Kelly Smith, Superintendent of Recreation
Valerie Louthan, Aquatics Manager/Recreation
Supervisor
Doug Holzrichter, Williams Architects

Addresses from the Audience - None

Approval of consent agenda

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

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

President Johnson moved to Agenda item "6a" and introduced Dan Ungerleider and asked him to give the Board an update on the Richmond Education Gardens. Mr. Ungerleider informed the Board that the project was moving ahead, and the group was currently ready to sit down with Hitchcock Engineering and begin the next phase of the project. The Board discussed the sustainability of the project as well as the funding. Mr. Ungerleider informed the Board that to date, \$50,000 has been collected and banked, and the group was pursuing grants and other fundraising avenues. Mr. Ungerleider also informed the Board that this joint effort between the Village of Westmont and the Village of Clarendon Hills would allow for the sustainability of these gardens, both from volunteers from the community, as well as from the schools.

There being no further discussion, President Johnson requested a motion to release the check for \$5000 to the Community Education Gardens. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Carlsen, the motion was approved.

The roll call was as follows:

Ayes: Austin, Carlsen, Lithgow, and Johnson

Nays: None

Absent: Staab

Committee Reports

Aquatics Committee

Commissioner Lithgow informed the Board that both Valerie Louthan, Aquatics Manager/Recreation Supervisor and Treasurer Lee Howard would be presenting the end of the season pool reports.

Valerie Louthan, Aquatics Manager informed the Board that the pool season was very successful. She was very complimentary of her assistant managers, and noted that the need to hire staff who were available through Labor Day would be high on the list for the next pool season. She was also hoping to utilize the pavilion with programming options for both seniors and adults. After reviewing her report, the Board thanked her for a great pool season.

Treasurer Lee Howard presented to the Board the Lions Park Pool Financial Report for the 2016 season. Although the pool was showing a profit of approximately \$80,000, he stated that expenses were still coming in, and this profit would be closer to \$40,000. Executive Director Scheltens informed the Board that the Admissions office needed major updating and improvements next year, which could cost approximately \$40,000.

*Valerie Louthan, Aquatics Manager, exited the meeting at 7:54pm

Finance/Personnel Committee

Treasurer Lee Howard presented the 5-month Financial Statement to the Board. He reported that revenues were at 92% of budget, with expenditures at approximately 30% of budget. The pool expenditures were tracking at 82% of budget. Treasurer Howard informed the Board that both revenues and expenditures were in line with the budget.

Recreation Committee

Commissioner Austin reported that the Winter-Spring Recreation brochure was at the printer. The Winter-Spring brochure had increased by 8 pages due to additional programming. She also informed the Board that the Campfire, which was held the previous Friday, was a huge success with approximately 200 people attending. The Commissioners noted that Recreation revenues were at 75%, and Kelly Smith, Superintendent of Recreation believed that revenue was down due to the changes in the summer camps.

Maintenance/Safety Committee

Commissioner Carlsen informed the Board that Superintendent of Parks, Mike Fletcher, was still looking for a part-time worker for approximately three full days per week. Mr. Fletcher was requesting that the Board allow him to offer up to \$16 per hour, as the Village of Clarendon Hills was paying approximately \$22 per hour. The Board agreed to offer the position with a wage of up to \$16 per hour.

Mr. Fletcher presented the Board with a draft of the Maintenance Facility Operations Analysis, which list 20 of approximately 66 tasks that were done by the maintenance staff. This analysis gave a breakdown of time spent and possibly travel time and expense lost if the new maintenance facility should be located on the public works property.

President Johnson did not agree with the numbers and believed that hiring a consultant to do a formal study would be a waste of taxpayer dollars. The Commissioners asked Superintendent of Parks, Mike Fletcher if he believed that his current system of completing tasks was being done in the most efficient way. Superintendent Fletcher stated that he believed that tasks were being completed in the most efficient way. The Commissioners agreed that the staff's suggestions should be taken into consideration and the decision of the location of the maintenance facility should be based on what is most cost and operationally efficient to the taxpayers.

President's Report

President Johnson asked Treasurer Lee Howard to give a brief report on the financing of doing both the maintenance facility and the Community Center renovations. Treasurer Howard informed the Board that due to the costs, only one of the projects could be completed and the second project could be completed in about 3 – 5 years. The Board asked Treasurer Howard to bring project funding options to the next Board meeting.

Executive Director Scheltens expressed the need for the Park District to pursue a Capital Projects Master Plan to give this Board and future boards a clear plan for future projects. President Johnson asked Director Scheltens to obtain a proposal for a Capital Projects master plan for the next meeting.

Executive Director Scheltens informed the Board of possible meeting date changes for the November and December Board meetings, due to the upcoming holidays. President Johnson asked the Commissioners to e-mail their availability to Director Scheltens.

There being no further business to come before this meeting, it was, motion by Commissioner Austin, seconded by Commissioner Lithgow, adjourned at 9:29 p.m. by voice vote.

Secretary
