

MINUTES OF THE REGULAR MEETING  
CLARENDON HILLS PARK DISTRICT BOARD  
COMMUNITY CENTER – 315 CHICAGO AVENUE  
November 28, 2016

The meeting was called to order at 7:03 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  
Keith Woodke, Landscape Specialist  
Doug Holzrichter, Williams Architects

\*\*\*Treasurer Lee Howard entered the meeting at 7:25pm.

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 Austin, seconded by Commissioner Staab, the consent agenda was approved. The roll call was as follows:

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

Committee Reports

Maintenance/Safety Committee

Commissioner Carlsen informed the Board that the pavilion repairs were completed, as well as the Hosek Park improvements. The maintenance staff have completed the sled hills and were continuing to work on seasonal repairs.

President Johnson asked Keith Woodke, Landscape Specialist, to present the highlights of the IPM report. He discussed the possibility of installing a drip irrigation system at the Lions Park pool to help maintain the planters and hanging plants. Director Scheltens informed the Board that part of the long-range master plan would be to work with District 181 to possibly install a sprinkler system on the AYSO soccer fields. Because the school uses the fields for gym classes, it is often difficult for the maintenance staff to adhere to a watering schedule for these fields.

Commissioner Carlsen asked Mr. Woodke how many trees have been lost due to the Emerald Ash Borer. Mr. Woodke explained that the ash trees were declining, despite

the proactive steps taken to save the trees. The trees are treated with chemicals to kill the insects, but may not always work. He noted that the Park District was ahead in the number of trees due to the Memorial Tree program, adding approximately 10 trees per year.

Mr. Woodke also explained that the Park District followed all mandated rules when applying any fertilizers or pesticides, and informed all schools and surrounding homes before applications take place.

The Board thanked Mr. Woodke for the extensive report.

#### Recreation Committee

Commissioner Austin reported that registrations had begun for the Winter-Spring programs. The Santa Train was filled with a waitlist. There would be more open gyms added due to the extended winter break.

Superintendent of Recreation, Kelly Smith, informed the Board that the Senior Luncheon would be held on Tuesday, December 20<sup>th</sup>, and the deadline for the “Letters to Santa” was December 9<sup>th</sup>.

#### Aquatics Committee

Commissioner Lithgow informed the Board that new flooring had been purchased and was waiting to be installed in the admissions office and concession stand. The maintenance was in the process of finding a solution to repairing the loose starting blocks, rather than having to replace them.

#### Finance/Personnel Committee

Commissioner Staab distributed to the Commissioners handouts with the results of the salary survey. He asked them to review and be prepared to discuss at a future meeting. Director Scheltens informed the Board that an Executive Session would be scheduled for the January Board meeting to discuss the salary survey.

President Johnson informed the Board that currently IMRF was funded at approximately 81%. He still believed that if the Park District made another supplemental payment of \$25,000 to IMRF this year, it would only help and not hurt the Park District. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Lithgow, the Board approved a supplemental payment of \$25,000 to IMRF. The roll call was as follows:

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

President Johnson presented to the Board, Ordinance 2016-05, an Ordinance Amending the Appropriation Ordinance for the Fiscal Year beginning May 1, 2016 and ending April 30, 2017. This was necessary because of the supplemental payment of \$25,000 made to IMRF. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Lithgow, the Ordinance was approved. The roll call was as follows:

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

President Johnson asked Treasurer Lee Howard to give the Board an update on the Annual Financial Report. Treasurer Howard informed the Board that the individual auditor's report showed the District in a solid financial position. The Park District also received a Certificate of Excellence in Governmental Financial Reporting, last year.

Treasurer Lee Howard presented to the Board three possible levy resolutions. President Johnson, also presented his levy option. While the Board agreed that they did not want to levy any more than needed, they also discussed the upcoming long range capital projects plan and the need to fund as much of these projects without incurring interest payments on the taxpayers. After a lengthy discussion, the Board agreed to levy for a total of \$1,910,332.00, for the year 2016. Whereupon, on Motion by Commissioner Lithgow, seconded by Commissioner Staab, Resolution No. R-2016-02, a Resolution Determining the Amounts to be Levied for the year 2016 was approved. The roll call was as follows:

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

Executive Director Scheltens informed the Board that the levy would be on display for 20 days, and would be passed at the December 19<sup>th</sup> Special Meeting. He informed the Board that the December 19<sup>th</sup> Special Meeting agenda would contain only the approval of the consent agenda and the approval of the Levy Ordinance. The Board agreed.

Treasurer Lee Howard presented some financial options for funding future capital projects. The Board agreed that they would not be able to complete all the projects with the funds available, and requested that Treasurer Howard provide more concrete interest rates and a debt service schedule for each option. This would be discussed at a later Board meeting.

#### President's Report

President Johnson presented to the Board Ordinance 2016-04, an Ordinance Establishing a Travel Reimbursement Policy. Director Scheltens informed the Board that the State required this Ordinance to establish reimbursements to staff regarding conferences and meeting. Whereupon, on motion by Commissioner Lithgow, seconded by Commissioner Austin, the Ordinance was approved. The roll call was as follows;

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

President Johnson asked Doug Holzrichter, Williams Architects, to present the Letter of Agreement for the Long-Range Capital Project, Repair and Replacement Plan. Mr. Holzrichter explained that the Park District was looking for a long-range plan to identify, define, and schedule projects to expand, maintain and improve park amenities and buildings, for at least the next five years. This agreement would cover all parks, and facilities and future improvements. After Board discussion, President Johnson requested a motion to approve this Letter of Agreement with Williams Architects. Whereupon, on motion by Commissioner Lithgow, seconded by Commissioner Carlsen, the Letter of Agreement was approved. The roll call was as follows:

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

The Commissioners asked Mr. Holzrichter how long the plan would take to complete. He believed 2 – 3 months.

The Commissioners briefly discussed the facility master plan. Executive Director Scheltens distributed a cost comparison of the maintenance facility at the Public Works location and the Park District location that was completed by Jim Leppert, IPRM. This report indicated that the Public Works location would cost an additional \$81,000 to build at that site over and above the cost of building at the Park District's Prospect Park property. Commissioner Lithgow briefly discussed a plan of constructing a tough shed on the Public Works property to be used for storage only, and a scaled down operational maintenance building on the Park District's Prospect Park property, which would bring the costs down significantly. The Board agreed to discuss these options at a future Board meeting when the long-range capital projects plan and funding options were more concrete.

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.

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Secretary

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