

MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 315 CHICAGO AVENUE
September 26, 2016

The meeting was called to order at 7:01 p.m. by President Johnson.

The roll call was as follows:

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

Other Officials Present: Donald Scheltens, Executive Director
Kathleen Forzley, Secretary
Mike Fletcher, Superintendent of Parks
Kelly Smith, Superintendent of Recreation
Derrick Martin, V3
Doug Holzrichter, Williams Architects

Addresses from the Audience

Commissioner Staab informed the Board that he had received a letter from a Clarendon Hills child who attended the Family Fall Festival and was very disappointed that the large carved pumpkin was not raffled off this year. Executive Director Scheltens asked Kelly Smith, Superintendent of Recreation to respond to the letter.

President Johnson informed the Board that Commissioner Carlsen was unable to attend the meeting due to a personal illness and requested a motion to allow Commissioner Carlsen to attend this meeting via telephone, according to Resolution R-2014-05, which was adopted on April 28, 2014. Whereupon, on motion by Commissioner Lithgow, seconded by Commissioner Staab, the motion was approved. The roll call was as follows:

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

Commissioner Carlsen joined the meeting (via telephone) at 7:03pm.

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 Staab, seconded by Commissioner Carlsen (via telephone), the consent agenda was approved. The roll call was as follows:

Ayes: Staab, Carlsen (via telephone), Lithgow, Johnson, and Austin
Nays: None
Absent: None

Committee Reports

Maintenance/Safety Committee

Commissioner Carlsen informed the Board that PDRMA had approved the costs to repair the Prospect Park pavilion after the fire damage. The repairs would take place in November.

President Johnson asked Derrick Martin, V3, to give the Board an update regarding the Hosek Park Drainage Improvements. Mr. Martin presented the Board with the cost estimates from Orange Crush, who is the contractor for the Village of Clarendon Hills road improvements. The cost of the improvements to the area east of President's Alley, which border Hosek Park was approximately \$15,000.

After extensive Board discussion regarding the cost breakdown of the project, it was believed by some Commissioners that the residents on Ruby should share in the cost of improvements. Executive Director informed the Board that during the last heavy rainstorm, he watched the water coming up from the Park District catch basin and emptying into the neighbors' backyards. Some Commissioners believed that if the water was coming from the park into the neighbors' backyards, that the Park District should take care of the improvements.

President Johnson requested a motion to accept the estimate from Orange Crush, L.L.C. in the amount of \$15,025 for the Hosek Park Drainage Improvements. Whereupon, on motion by Commissioner Carlsen, seconded by Commissioner Johnson, the motion was approved. The roll call was as follows:

Ayes: Carlsen, Johnson, and Staab

Nays: Austin and Lithgow

Absent: None

Director Scheltens informed the Board that the Park District Attorney would draft an agreement that would need to be approved and agreed upon with the property owners.

The Commissioners requested that Director Scheltens contact the village contractor to try to bring down the cost, and to approach the two neighbors on Ruby Street bordering Hosek Park to contribute to the cost of the improvements.

Aquatics Committee

Commissioner Lithgow informed the Board that a detailed end of the season report on Lions Park Pool revenues and expenses would be available at the October Board meeting. The Board discussed and agreed to give Aquatics Manager, Valerie Louthan a 2% salary increase. The Commissioners all agreed that the pool season was a success.

Recreation Committee

Commissioner Austin reported that the Family Fall Festival was a great success and was one of the most attended events. The campfire was scheduled for Friday, weather permitting. The Winter-Spring Recreation brochure was in its' first draft.

Kelly Smith, Superintendent of Recreation, presented a 2016 Program Summary to the Board. While Camp Imagination and Camp MVP Clarendon Hills family numbers were down, the independent contracted camp numbers were up. She believed that the residents wanted the 2-week options and would like to try it for another summer. The goal is to increase the numbers of Clarendon Hills families in each session of camp next year.

Finance/Personnel Committee

Executive Director Scheltens presented to the Board an update on the Richmond Educational Gardens and Apiary Project, as was requested at the August Board meeting. The Board discussed the information, but were still unsatisfied with the lack of information such as the operating budget. While the Board remains in full support of this project, they decided that before committing money to this project they wanted much more concrete information such as plans, timeline for project, and necessary funding secured. The Board agreed that Dan Ungerleider, Community Development Director should be invited to the October Board meeting to address these questions.

**Commissioner Staab exited the meeting at 8:20pm.

President's Report

President Johnson asked Doug Holzrichter to present his report for the Facility Programming & Master Planning. Mr. Holzrichter, Williams Architects informed the Board that at the August meeting they had agreed to move forward with the plans for the Community Center. With that in mind, Mr. Holzrichter had finalized the plans for the second floor of the Community Center and was presenting an Agreement for Preliminary Design Services.

After much discussion, President Johnson believed that the Park District should move forward with the maintenance facility before the Community Center updates. He still believed that the facility should be located on the Village's Public Works Property as the costs would be comparable. Superintendent of Parks, Mike Fletcher was in the process of compiling a list of daily maintenance tasks and the percentage of those tasks that were done in Prospect Park or in the Community Center. He believed that there would be significant time and expense lost due to traveling to Prospect Park on a daily basis if the garage is built on the Public Works site. President Johnson did not agree, and believed that an independent consultant should be hired to review the Superintendent of Parks maintenance task report. The Commissioners were in agreement. President Johnson believed that neither the Superintendent of Parks or he should be involved in the process of selecting the consultant for this study. Director Scheltens asked the Board if he could go with a recommendation from Doug Holzrichter to conduct this study. The Commissioners agreed. Superintendent of Parks, Mike Fletcher was asked to provide the Maintenance Task spreadsheet for the October Board meeting. The Board agreed that the building should be built in the location that is the most cost

efficient. The Board also agreed that doing the Community Center renovations and the Maintenance Facility at the same time would be the most cost efficient.

Director Scheltens informed the Board that Treasurer Lee Howard would attend the October Board meeting to discuss the financing of these projects.

The Board agreed not to sign the Agreement for Preliminary Design Services, until more details could be finalized.

There being no further business to come before this meeting, it was, motion by Commissioner Carlsen (via telephone), seconded by Commissioner Lithgow, adjourned at 9:44 p.m. by voice vote.

Secretary
