

MINUTES OF THE REGULAR MEETING  
CLARENDON HILLS PARK DISTRICT BOARD  
COMMUNITY CENTER – 315 CHICAGO AVENUE  
February 26, 2018 – Immediately following the Public Hearing

The meeting was called to order at 7:02 p.m. by President Lithgow.

The roll call was as follows:

Present: Austin, Callan, Carlsen, Lithgow and Staab  
Absent: None\*\*

Other Officials Present: Donald Scheltens, Executive Director  
Lee Howard, Treasurer  
Kathleen Forzley, Secretary  
Michael Fletcher, Superintendent of Parks  
Kelly Smith, Superintendent of Recreation  
Jim Leppert, Construction Director, IPRM  
Doug Holzrichter, Project Executive, Williams  
Architects

Addresses from the Audience - None

Approval of consent agenda

President Lithgow asked the Board if they had any questions or comments. There being none, President Lithgow requested a motion to approve the consent agenda. Whereupon, on motion by Commissioner Austin, seconded by Commissioner Carlsen, the consent agenda was approved. The roll call was as follows:

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

President Lithgow asked Mike Fletcher, Superintendent of Parks, to introduce Matt Rauch, who began working at the Park District on January 1, 2018. Matt comes with 8 year's experience in the Park District field. He came to us from Elmhurst Park District with high recommendations. He replaces Keith Woodke as the Park District's Landscape Specialist. The Board welcomed Matt to the Park District.

Kelly Smith, Superintendent of Recreation, introduced Michele Silver as the new Recreation Supervisor. She started on January 15<sup>th</sup> and brings 27 years of experience in the field. Her job will include Youth and Teen programming; Adult programming, Community Center Supervisor and marketing. The Board welcomed Michele to the Park District.

Matt Rauch and Michele Silver exited the meeting at 7:06pm.

## Committee Reports

### Maintenance/Safety Committee

Commissioner Carlsen informed the Board that the new playground in Prospect Park was waiting for the final repairs and inspection to be completed. Once the repairs are complete the playground will be open to the residents. The rinks are closed for the season and the staff is changing over the equipment to get ready for spring and summer mowing.

Commissioner Carlsen informed the Board that Mike Fletcher and Director Scheltens have been working to secure storage space to rent during construction. Westmont Park District has made a few of their facilities available to store equipment. The fees are still being negotiated. The Lions Club Service Corporation is allowing the equipment that will be used most frequently to be stored at the Lions Club Maintenance Garage and Lions Park Pool. The Park District will also park a trailer at the pool to facilitate the maintenance staff's office.

President Lithgow asked Jim Leppert, Construction Director, IPRM to give the Board an update on the Prospect Park Maintenance Operational Facility. Mr. Leppert informed the Board that they received many qualified bids for each of the bid packages. The bid opening on February 13<sup>th</sup> was well attended, and the bids came in close to budget. He would bring the bids to the March 19<sup>th</sup> Board meeting for final Board approval. The building permit was submitted 2 weeks ago to the Village. The Village came back with some comments which will be dealt with in the next week. Additional permits have been submitted for demolition, and disconnect and reconnect with Nicor and Com Ed, as well as Flagg Creek sanitary district.

Doug Holzrichter informed the Board that the bid package for the overhead doors would need to be re-bid because the specifications were not correct. This would be further discussed at the March Board meeting.

Director Scheltens and Jim Leppert have met with the school district 181 Director of Facilities to let him know the details of the upcoming construction. They assured the school district that the loop in the parking lot would be kept open to facilitate their drop off and pick up line at the Clarendon Hills Middle School. Parking shortages will affect the preschool summer camp, which has had a walk-in policy in the past.

President Lithgow asked Superintendent of Parks, Mike Fletcher to update the Board on the additional parking on Oxford Avenue. The Park District is combining with the Village's Road Program to save costs. The Park District will gain 20 head in parking spaces on Oxford Avenue. The bid for the project came in at approximately \$70,000. The work on Oxford Avenue will begin this spring.

### Finance/Personnel Committee

Treasurer Lee Howard informed the Park Board that the General Obligation Park Bonds will be sold on March 19<sup>th</sup> for the purpose of Refunding Certain Outstanding Debt and for the Construction of a New Maintenance Facility and other Park Improvements. Commissioner Staab informed the Board that the Park District will save approximately \$40,000 by refinancing an outstanding Debt Certificate. The Bid results will be brought to the Board meeting that evening for final approval from the Board.

Treasurer Lee Howard informed the Board that the Park District is again the recipient of the GFOA (Government Finance Officers Association) award. The Park District will be recognized in a national finance publication. The Board requested that recognition of this award should appear in the newspaper.

### Recreation Committee

Commissioner Austin informed the Board that the summer brochure is currently at the printers and would be mailed next week. Residents may begin registering on March 12<sup>th</sup>, and non-residents the following week. Pool and Summer Camp postcard reminders are also going out in March and April. Upcoming events include Breakfast and Blarney for the seniors as well as Morning with the Bunny which includes a continental breakfast and a magic show. This event will be followed by the annual Easter Egg Hunt.

### Aquatics Committee

Commissioner Callan reported that Valerie Louthan, Aquatics Manager, is currently in the process of accepting applications from returning guards as well as new hires. Valerie Louthan, Aquatic Manager has been sending reminder emails to previous swim team participants, encouraging them to sign up again this year.

Commissioner Callan informed the Board that the sump pumps at the pool are burning out without explanation. Cattaneo Electric has been hired to trouble-shoot the problem.

### President's Report

President Lithgow informed the Board that he had attended the Parks Foundation meeting. The main topic was the "Bees on Parade" project, which benefits the Park Foundation. There are nine bees which need to be picked up and delivered, and the Foundation was looking for volunteers. All artists have been secured for the bees, and most of the sponsors. The completed bees will be delivered to the Park District for a May 19<sup>th</sup> reveal party. The bees will be auctioned off at various events

President Lithgow also told the Board that the Park District should look at putting a plaque at each named park, giving the accolades of the person the park is named for.

There being no further business to come before this meeting, it was, motion by Commissioner Callan, seconded by Commissioner Austin, adjourned at 8:17pm by voice vote.

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Park Board Secretary

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