

**MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 315 CHICAGO AVENUE
July 24, 2017 – 7:00pm**

The meeting was called to order at 7:00 p.m. by President Lithgow.

The roll call was as follows:

Present: Callan, Carlsen, and Lithgow,
Absent: Austin and Staab***

***Commissioner Staab entered the meeting at 7:01pm. Commissioner Austin entered the meeting at 7:03pm.

Other Officials Present: Donald Scheltens, Executive Director
Kathleen Forzley, Secretary
Kelly Smith, Superintendent of Recreation

Addresses from the Audience - None

Approval of consent agenda

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

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

Committee Reports

Finance/Personnel Committee

Commissioner Staab informed the Board that Treasurer Lee Howard would present a 3-month financial statement at the August Board Meeting.

Aquatics Committee

Commissioner Callan reported that there was a Health Department inspection at the Lions Park Pool and the pool concession stand. The pool inspection was fine, but the concession area had a few minor issues. Valerie Louthan, Aquatics Manager/Recreation Supervisor was aware of the issues, and was making sure they were corrected. He also informed the Board that Manager Caroline Witek left for graduate school, and Jack Adams was promoted to Manager to fill her spot. He was overwhelmingly chosen by the staff and all felt he will do an excellent job.

Kelly Smith, Superintendent of Recreation, informed the Board that Sunday was Staff Appreciation and Recognition Day. The Dash & Splash was happening on Friday,

July 28th, and had 15 runners registered. The Cardboard Boat Regatta would take place on Saturday, August 5th.

Recreation Committee

Commissioner Austin informed the Board that camps were winding down and that the specialty camps were very well attended this summer. The fall brochure will be online on Monday, July 31st and in the mail next week. The Family Fall Fest will be Saturday, September 16th, and Commissioners were needed to help in the beer tent.

Maintenance/Safety Committee

Commissioner Carlsen informed the Board that one of the mowers was due to be replaced according to the equipment replacement schedule. This mower replacement is on the capital projects list which was approved at a previous meeting. Through the Intergovernmental Agreement between the Illinois Association of County Board Members and Commissioners and various units of local government, the Park District is able to purchase the John Deere 1585 Commercial Front Mower and attachments for the price of \$29,488 with the trade in of the current mower. After some discussion, President Lithgow requested a motion to approve the purchase of the new mower through the Intergovernmental Agreement. Whereupon, on motion by Commissioner Carlsen, seconded by Commissioner Austin, the Board approved the purchase of the new mower. The roll call was as follows:

Ayes: Carlsen, Austin, Callan, Lithgow, and Stab

Nays: None

Absent: None

Commissioner Carlsen and Executive Director Scheltens informed the Board about the Hosek Park Phase II update. Superintendent of Parks, Mike Fletcher, obtained three estimates for soil boring samples. At the last meeting, the Board instructed Director Scheltens to move ahead with the soil studies if an estimate came in under \$5000. Director Scheltens informed the Board that he had received an estimate from the TSC Company which was under \$5000, and he had secured their services to perform the specific soil boring samples needed before this project could move forward. These results would be given to Derrick Martin, V-3, and would be taken into consideration when finalizing the cost estimates for the Hosek Park project.

Executive Director Scheltens informed the Board that Derrick Martin, V-3, would be at the August meeting with firm estimates. If the Board accepts the estimates, the next step would be to proceed with the bid packages.

Commissioner Carlsen informed the Board that the Park District had received two estimates for the Eccles Baseball Field renovation, and was asking the Board to accept the low bid of \$16,000 from Sports Fields to begin the renovations. This would include skinning the fields, to make Eccles more useable. The Board discussed that this request was made by the travel teams and while the fields would also be useable for softball, the Board believed that the Cardinals Travel organization should be willing to help offset the costs. The Board requested that Director Scheltens contact the organization to see if they were still willing to contribute to the cost of this project. There being no further discussion, President Lithgow requested a motion to accept the low estimate of \$16,000 from Sports Fields to renovate Eccles Field. Whereupon, on

motion by Commissioner Carlsen, seconded by Commissioner Callan, the motion was approved. The roll call was as follows:

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

Executive Director Scheltens updated the Board regarding the Prospect Park Playground renovation. He informed them that he was working with a Game Time representative and had found a structure that he believed was unique to the immediate area. Director Scheltens informed the Board that a Resolution would need to be approved so this equipment could be purchased through the co-op at a much reduced cost. In looking at a timeline for this project, Director Scheltens informed the Board that if the package is approved at the August meeting, it would take approximately 4 – 6 weeks to order the equipment. He believed the playground could possibly be completed by November 1st. The Board agreed that the Prospect Park playground is very well used and the community would appreciate having a nice playground.

President's Report

President Lithgow informed the Board that he and Executive Director Scheltens would be meeting with the Village Manager to discuss possible synergies between the Village and the Park District. President Lithgow informed the Board that building a Maintenance Storage Facility at the Public Works site and constructing a Maintenance Operational Facility in Prospect Park would be the best scenario for the Park District.

In discussing future capital projects; namely the maintenance garage as well as the second floor of the community center, the Board agreed to ask Jim Leppert, the construction manager to attend the August meeting to answer any questions.

There being no further business to come before this meeting, it was, motion by Commissioner Austin, seconded by Commissioner Staab, adjourned at 7:48pm by voice vote.

Park Board Secretary
