

MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 325 CHICAGO AVENUE
October 25, 2021 – 7:00 p.m.

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

The roll call was as follows:

Present: Austin, Barcelos, Callan*, Draudt and Fetzer
Absent: None

*Commissioner Callan entered the meeting at 7:04p.m.

Other Officials Present: Donald Scheltens, Executive Director
Kathleen Forzley, Secretary
Mike Fletcher, Superintendent of Parks
Valerie Louthan, Superintendent of Recreation
Hilary Opland, Aquatics/Recreation Supervisor

Addresses from the Audience - None

Approval of consent agenda

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

Ayes: Draudt, Barcelos, Fetzer, and Austin
Nays: None
Absent: Callan

Committee Reports

Finance/Personnel Committee

Commissioner Draudt informed the Board that Executive Director Scheltens and Treasurer Lee Howard would be working on the Levy Resolution and would be presenting it at the November Board meeting. Director Scheltens reminded the Board that the November Board meeting would be held on November 15th, and the December meeting would be held on December 13th, due to the holidays.

Maintenance/Safety Committee

Commissioner Barcelos reported that the parks staff were in the process of completing the mowing at the parks and preparing to get ready for winter activities. They would begin getting the snow hills ready in November and would put up the ice rinks in Prospect and Hosek Parks, weather permitting. The rinks would not be filled until the temperatures were at freezing or below.

Commissioner Barcelos also informed the Board that the large Willow tree in Prospect Park by the ponds had fallen.

Superintendent Fletcher informed the Board that the bathrooms will be winterized this Friday. He had contracted with a cleaning service for the Community Center. They started last week and will continue through the end of the fiscal year, which ends on April 30, 2022. They are scheduled Monday through Friday, and they must be finished by 7:00a.m.

Aquatics Committee

Commissioner Callan informed the Board that FGM Architects will have a preliminary pool audit that will be presented at the November meeting. Executive Director Scheltens presented the financials for the 2021 pool season. He reported that the revenues came in higher than expected, but the expenditures were also higher due to Covid expenses. The Board had budgeted a loss, and the final numbers would not be determined until all the outstanding expenses come in. These expenses would include the plumbers to winterize the pool, utilities, and capital projects which include the replacement of two diving board stands and one diving board.

Executive Director Scheltens informed the Board that he would present recommendations for the 2022 pool schedule and fees at the November meeting.

Commissioner Callan asked Hilary Opland, Aquatics/Recreation Supervisor, to present the 2021 End of the Season Pool Report. After discussing this report which included Overview of the Staff, Programming, Lifeguard Agency, Special Events, and Concessions, the Board had discussion and questions. Commissioner Callan complimented Hilary and her staff for recruiting lifeguard and admission staff despite the uncertainties of the season. Many of the lifeguards did not have experience because the pool was closed during the 2020 season, but Hilary and the managers did an excellent job training them, as was shown in the two unannounced Ellis Lifeguards audits. Hilary Opland, Aquatics Supervisor, would begin hiring in January to recruit and train lifeguards. The Board thanked Hilary for a great pool season and her end of the season report.

Recreation Committee

Commissioner Fetzer informed the Board that the fall special events were coming to a close and updates were being completed on the first draft of the Winter-Spring brochure. Superintendent Louthan told the Board that this brochure would be posted on the website by Thanksgiving. This brochure will be the first full brochure since the remodel. The staff worked hard to make sure that all the rooms are being utilized at all time slots. This brochure will have a 2-page spread for culinary classes, as well as expanded pages for dance classes and senior programs. The Little Learners Preschool will begin registrations for the 2022-2023 school year in December. Commissioner Fetzer and the Board discussed surveys to be completed at the end of each class session. Superintendent Louthan believed that the online registration used by the Park District would pop up an evaluation after the completion of each session. Reminders would be sent informing the residents to go back to their household accounts and fill out the evaluations. After discussion, the Board agreed that the questions would be limited to no more than five and could be answered using a scale as well as allowing for comments.

Superintendent Louthan was working with Visionary Webworks on a Progressive Website app that will transfer all website information to the phone app. This website app would cost approximately \$4500 for startup with additional yearly maintenance fees. This app would also link into RecTrac, which is the Park District's recreation software. This would allow residents to view their household accounts.

The Board suggested an easier way to get to the classes they are looking for directly. Superintendent Louthan suggested a key word search. The Board requested that Superintendent Louthan contact the Oak Brook Park District to check their app and who they use. Executive Director Scheltens told the Board that the staff would be attending the IPRA State Conference in January and will check out vendors regarding the usability and cost of their app.

President's Report

The Board discussed the revised plans for the Hosek Park east playground. While they liked the revised plans, they still had suggestions for additional playground pieces. Director Scheltens told the Board that he would contact Game Time Playground Equipment to get an answer regarding these additional changes.

President Austin made a motion, seconded by Commissioner Draudt, to approve Resolution R-2021-01, a Resolution to Approve a Joint Purchasing Agreement with Game Time Playground Equipment for the Hosek Park East Playground. The Resolution was approved: The roll call was as follows:

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| Ayes: | Austin, Draudt, Fetzer, Barcelos, and Callan |
| Nays: | None |
| Absent: | None |

President Austin also asked about the replacement of the wood pieces on the staircase. Director Scheltens informed the Board that they had fallen because the humidity in the building was too high. Jim Leppert, IHM would bring in his own person to replace the pieces.

President Austin requested a motion to convene to Executive Session for the purpose of:

Discussion of minutes of meetings lawfully closed to the public, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes, pursuant to Section 2(c)(21) of the Open Meetings Act

Whereupon, on motion by Commissioner Fetzer, seconded by Commissioner Callan, the Board convened to Executive Session at 8:24p.m. The roll call was as follows:

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| Ayes: | Fetzer, Callan, Draudt, Barcelos, and Austin |
| Nays: | None |
| Absent: | None |

The Board reconvened to the Regular Meeting at 8:26p.m. by voice vote.

On motion by President Austin, seconded by Commissioner Callan, the Board released the Executive Session Minutes from April 26, 2021, and to destroy the Executive Session Audio Tape from April 27, 2020. The audio tape will be destroyed on October 27, 2021.

There being no further business to come before this meeting, it was, motion by Commissioner Draudt, seconded by Commissioner Fetzer, adjourned at 8:28 by voice vote.

Park Board Secretary
