

MINUTES OF THE REGULAR MEETING  
CLARENDON HILLS PARK DISTRICT BOARD  
COMMUNITY CENTER – 325 CHICAGO AVENUE  
April 24, 2023 – 7:00 p.m.

The meeting was called to order at 7:00p.m. by Kathleen Forzley, Board Secretary

The roll call was as follows:

Present: Barcelos, Callan, Draudt, and Fetzer  
Absent: Austin

Other Officials Present: Donald Scheltens, Executive Director  
Lee Howard, Treasurer\*\*  
Kathleen Forzley, Secretary  
Mike Fletcher, Superintendent of Parks  
Valerie Louthan, Superintendent of Recreation and Facilities

\*\*Treasurer Lee Howard entered the meeting at 7:03p.m.

Board Secretary requested a motion to appoint Vice-President Callan as President Pro Tem in the absence of President Austin. Whereupon, on motion by Commissioner Barcelos, seconded by Commissioner Fetzer, Commissioner Callan was appointed President Pro Tem. The roll call was as follows:

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

Due to illness, President Pro Tem Callan requested a motion to allow President Austin to participate remotely as defined in Resolution R-32014-05, adopted by the Park District Board of Commissioners on April 28, 2014. Whereupon on motion by Commissioner Barcelos, seconded by Commissioner Draudt, the Board agreed to allow President Austin to participate via telephone. The roll call was as follows:

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

President Austin entered the meeting (via telephone) at 7:05p.m.

Addresses from the Audience – None

Approval of consent agenda

President Pro Tem requested a motion to approve the consent agenda. Whereupon, on motion by Commissioner Fetzer, seconded by Commissioner Draudt, the consent agenda was approved. The roll call was as follows:

Ayes: Fetzer, Draudt, Austin (via telephone), Barcelos, and Callan  
Nays: None  
Absent: None

## Committee Reports

### Aquatics Committee

President Pro Tem Callan informed the Board that the pool pipes had been inspected and three broken pipes were found. These pipes were located near the zero-depth area. A contractor has been contacted to bust up the concrete, repair the pipes and replace the concrete. The new concrete will take approximately one week to cure. Mike Fletcher, Superintendent of Parks said that water would be put in the pool in early May. At that time, the pipes would be retested as well as the sand filters. Superintendent Fletcher was in contact with the contractor and was expecting a cost estimate within the next few days.

President Austin asked whether a new concessions vendor had been secured. Superintendent Louthan informed the Board that she and Aquatics Recreation Supervisor Dave Littwin had contacted a Clarendon Hills business, but they were not interested in the position. They were currently contacting vendors that he had worked with in the past. Commissioner Barcelos asked how the hiring was proceeding. Superintendent Louthan informed the Board that adequate lifeguards, swim lesson instructors, and admissions staff had been hired as well as one returning manager. There would not be a swim team this pool season.

### Recreation Committee

Commissioner Fetzer informed the Board that registrations for summer camps, sports classes and fall preschool were doing very well. Early Childhood Recreation Supervisor, Michelle Koegel has added an afternoon 2's class and was continuing to market the 4's program which has the lowest enrollment. End of the year special events include graduation for the 4's class, a Mother's Day / Special Person tea party for the 3's program, and year end assessments for all classes. Commissioner Fetzer also informed the Board that a new Recreation Supervisor had been hired to oversee all Youth and Adult Athletics.

Executive Director Scheltens told the Board that in addition to overseeing the senior programs, Maria Tobin would now be responsible for all adult and youth culinary classes. SEASPAR has reserved the Culinary Kitchen to offer cooking classes two days per week. A part-time employee had been hired to cover the front desk from 9:00a.m. until 1:00p.m. Director Scheltens informed the Board that the new budget included two part-time employees to cover the front desk during the year.

In addition to planning summer programs, Superintendent Louthan informed the Board that she was finalizing First Aid/CPR training as well as orientation for the summer staff.

### Maintenance/Safety Committee

Commissioner Barcelos updated the Board on the spring activities for the Parks Department. These included prepping the ball fields, mowing, and basic park maintenance. He asked Superintendent Fletcher to update the status of the full-time Maintenance Laborer position. Superintendent Fletcher told the Board that he had offered the position to an applicant only to find out that he had taken another job. The position will be re-advertised at the beginning of May. He had hired one summer laborer and was looking for a second hire. He also informed the Board that the contractors that were hired to care for the algae in the Prospect Park ponds and the company that was hired to oversee the plantings and weeding of the Hosek Park Natural Restoration project would begin in May.

### Finance/Personnel Committee

Commissioner Draudt informed the Board that Treasurer Lee Howard would be presenting the Statement of Revenues, Expenditures, and Fund Balances. After discussion, Commissioner Draudt presented Ordinance 2023-01, the Tentative Combined Budget/Appropriation Ordinance for the fiscal year ending April 30, 2024. Treasurer Howard explained that this was a zero-based budget and could be adjusted before the final budget is approved in June or July. Director Scheltens informed the Board that this budget is showing a loss of approximately \$35,000 deficit in the pool operating funds because of higher costs for operations and less season pool passes being sold. There being no further discussion President Pro Tem Callan requested a motion to approve Ordinance 2023-01, the Tentative Budget. Whereupon, on motion by Commissioner Draudt, seconded by Commissioner Barcelos, the Ordinance was approved. The roll call was as follows:

Ayes:	Draudt, Barcelos, Austin (via telephone), Callan and Fetzer
Nays:	None
Absent:	None

### President's Report

Executive Director Scheltens informed the Board that each taxing body will be required to form a Decennial Committee on Local Government Efficiency. Within the next 18 months a committee must be formed and meet three times within this 18-month period. The committee must consist of a quorum of the Board and two residents. The first meeting will take place at the May Board meeting and followed by the Regular Board meeting. The committee will be required to submit a report to the county within the 18 months.

President Pro Tem informed the Board that he, President Austin, and Director Scheltens met with Jim Leppert, IHC Construction to go over the cost estimates from FGM Associates to see if these numbers were solid. Mr. Leppert believed that the estimates were reasonably accurate. After discussion, the Board agreed that the resident survey should be put on hold to allow the Board to refine the questions or to seek other options. The Board also agreed that the patrons should be made aware that without major improvements or the continuing loss of operating revenues, the pool will eventually cease to exist under Park District management.

Superintendent Fletcher and Superintendent Louthan exited the meeting at 8:03p.m.

President Pro Tem Callan requested a motion to convene to Executive Session for the purpose of:

- a. Discussion of minutes 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
- b. Appointment, employment, compensation, discipline, performance, or discipline of an employee, pursuant to Section 2(c)(1)(2) of the Open Meetings Act

Whereupon, on motion by Commissioner Draudt, seconded by Commissioner Barcelos, the Board convened to Executive Session at 8:06p.m. The roll call was as follows:

Ayes: Draudt, Barcelos, Callan, Fetzer, and Austin (via telephone)  
Nays: None  
Absent: None

The Board reconvened to the Regular Meeting at 8:55p.m.

The Board agreed to release the Executive Session Minutes of November 14, 2022, and to destroy the Audio Tape of October 25, 2021.

The Board agreed to the increase in salaries ranging from 4% to 7% as discussed and agreed to the Exemplary Performance Awards from fiscal year ending April 30, 2023.

The roll call was as follows:

Ayes: Callan, Barcelos, Draudt, Fetzer, and Austin (via telephone)  
Nays: None  
Absent: None

There being no further business to come before this meeting, it was, motion by President Pro Tem Callan, seconded by Commissioner Barcelos, adjourned at 8:59p.m. by voice vote.

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Park Board Secretary

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