

**MINUTES OF THE SPECIAL MEETING BOARD WORKSHOP
OF THE BOARD OF COMMISSIONERS
OF THE PARK DISTRICT OF LA GRANGE, ILLINOIS
HELD AT THE ADMINISTRATIVE OFFICES
536 EAST AVENUE, LA GRANGE, ILLINOIS**

MARCH 20, 2017

President Penicook called the meeting to order at 6:33 P.M.

PRESENT: Commissioners Penicook, Vear, Walsh, Ashby*,
Lacey**

ABSENT: None

STAFF PRESENT: Executive Director Dean Bissias, Superintendent of
Facilities Chris Finn, Superintendent of Finance
Leynette Kuniej, Superintendent of BASE Leanna
Hartung, Superintendent of Recreation Kevin Miller,
Recreation Supervisor Kyle Madeja, Marketing &
Events Supervisor Teresa Chapman, Parks &
Maintenance Foreman Claudia Galla, Administrative
Supervisor Linda Muth, Recording Secretary Ginger
Zeman

OTHERS PRESENT: Karel Jacobs, Board Treasurer Rob Metzger***

*Commissioner Ashby arrived at 6:35 P.M.

**Commissioner Lacey arrived at 6:57 P.M.

***Board Treasurer Metzger arrived at 6:40 P.M.

President Penicook welcomed everyone to the meeting and asked for changes to the agenda.

Communications, Presentations & Declarations

Karel Jacobs, 415 E. Maple, La Grange, stated the candidate forum she attended was a productive event. The forum was enthusiastic about the fitness center. They asked many questions and wanted more information about it. They asked if childcare would be available for the fitness center and for programming. They also suggested additional programming for early childhood. Commissioner Vear commented that the person who is head of the forum is new to the neighborhood and may not be familiar with the Park District's programs and is comparing us to the YMCA. Karel liked the Park District's new website. She stated she likes the library slogan "the library is for everyone". She stated the recreation center is for everyone too. Director Bissias stated the fitness center construction is ahead of schedule.

REGULAR BOARD MEETING - MARCH 20, 2017

More information on the fitness center will be printed in the summer brochure coming out April 14, 2017.

Action Item

Discussion and/or Possible Vote to Allow the Executive Director to Proceed with a Leasing Contract with Direct Fitness for the Lease of Fitness Equipment for the New Fitness Center

Director Bissias stated there are two options for leasing/purchasing the fitness equipment for the fitness center from Direct Fitness. Both options are a 3-year lease deal including warranties for 3 years with an option to purchase the leased equipment for \$1.00 after the 3 year period. They also include a 15% buyback at the end of the lease on the cardio equipment, with the dollar amount of \$33,835 taken off the total lease price up front. The buyback means that the financing rate equates to less than 1% for both leasing options. With Option 1 all equipment including cardio and weights would be leased. With Option 2 the cardio equipment would be leased but the weights would be purchased up front. Staff recommends Option 1, leasing all equipment. Commissioner Walsh motioned to allow the Executive Director to proceed with the leasing contract Option 1 with Direct Fitness for the lease of fitness equipment for the new fitness center. Commissioner Vear seconded the motion, which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Penicook, Vear, Walsh, Ashby, Lacey
NAYES: None
ABSENT: None

Commissioner Lacey arrived at 6:57 P.M.

Board Business

Board Treasurer Rob Metzger asked the Board if the budget could be discussed before the MBO's as he has to leave. There was Board consensus to change the order of the agenda.

*Board and Staff Discussion on General Operations Budget for 2017-2018
(A draft copy of the 2017-2018 General Operation Budget is currently on Display as of March 7, 2017)*

Commissioner Ashby presented the draft of the 2017-2018 budget. He stated there was a \$150,806 surplus for operations with minimal changes from past years. The budget can expect to be slightly in arrears because the fitness center was put in the budget for the year even though the opening date is not determined yet. Director Bissias noted one change required was \$2,100 for the BASE professional developmental training required by the state. Another change is updating our phone system. Superintendent of Finance Leynette Kuniej found a contract for \$500 per month. The payment would be taken out of the general operating budget rather than the capital budget. All our facilities would be tied together using extensions in addition to our 48 to 50 phones.

REGULAR BOARD MEETING - MARCH 20, 2017

There would be no need to rewire our phone lines. Commissioner Ashby also noted another change was the computer and time clock for BASE. Board Treasurer Metzger commended staff as he continues to be impressed with the detail that goes into this budget. President Penicook stated Director Bissias keeps the budget very conservative every year. If the Board needs additional clarification, they should contact Director Bissias.

Discussion of PDLG MBO's (Management by Objective) for Fiscal Year 2016-2017

Staff and Board discussed the dashboard narrative for the 2016-2017 Management by Objectives (MBO). See attached.

Objective Classification A

Capital Projects Over \$2,000/ Prior to Fiscal Year 2016-2017

1. *Website Development*

This MBO is complete.

2. *Implement Recreation Center Phase 1 ADA Transition Plan*

This MBO should be carried over for completion.

3. *Repair Roof at the Recreation Center*

A quarter of the roof was replaced when the Rec Center was redesigned 10 years ago. Now the second quarter of the roof will be replaced with the new fitness center construction. There is still more to repair.

4. *Seek to Obtain Nicor Property for Additional Parking*

Jim Durkin's attorneys are working on this.

5. *Install Small Shelter Near Splash Pad at Gordon Park, to be Funded by Rotary*

This MBO is removed because Rotary will not be funding this project.

6. *New Fitness Center Construction*

This will be completed in 2017.

7. *Implement Plan for Fitness Room Based on Pro Forma Results*

This MBO will be removed since the fitness center construction is underway.

8. *New Flooring at Sedgwick Building*

This MBO has been completed.

9. *Update PDLG Master Plan*

This MBO will be carried over to fiscal year 2017-2018 for completion.

REGULAR BOARD MEETING - MARCH 20, 2017

10. *Improve Interior Aesthetics of Rec Center with Artwork, Photos, Murals, etc.*
Staff is consistently working on this. This MBO will be carried over to the next fiscal year. The Board agreed to move this to internal MBO's.

11. *Gordon Park ID Sign*

This MBO is on hold and will be carried over to next year.

Objective Classification A

Capital Projects Over \$2,000/ Fiscal Year 2016-2017

1. *Ice Rink Hydrant Replacement*

This MBO is complete.

2. *Gordon Park New Entrance (Shawmut Ave.)*

This MBO is on hold at this time.

3. *Redo Path at Gilbert Park*

The Board decided to keep this in the capital budget. It could be funded with the sale of the Gordon Park land.

4. *Gordon Park Veterans Memorial*

This MBO is on hold.

5. *Playground Installation at Meadowbrook Manor*

This MBO should be carried over to next fiscal year. Director Bissias will advise if the playground installation will be at Meadowbrook Manor or the Community Center.

6. *Dog Park at Denning -Phase 1*

Director Bissias researched all the parks and only the southwest corner of Denning Park would be feasible for a dog park. PDRMA requires a 4 foot fence surrounding the area and divided in two areas for small and large dogs. The approximate cost for the fence is \$15-\$18,000. The Board needs to approve this item.

7. *Install New Shelter at Sedgwick Park*

The project is on hold as a new shelter would cost \$75-\$80,000.

8. *Gym Supervisor Station at Rec Center*

This MBO is complete.

9. *Commemorative Tree Sculpture*

This MBO is complete however a title is being added over the top of it.

REGULAR BOARD MEETING - MARCH 20, 2017

10. *New Park ID Signs at All Parks*

This MBO is on hold. Existing signs were painted and repaired.

Objective Classification B

Operational Costs Under \$2,000/Prior to Fiscal Year 2016-2017

1. *Work to achieve the Distinguished Agency Award from IAPD/IPRA; Process Based upon a Two-Year Program*

This MBO is tabled because Director Bissias is busy finishing the fitness center.

2. *Add Senior Socials with Entertainment Funded by Outside Sources*

This MBO will be moved to the internal MBO list.

Objective Classification B

Operational Costs Under \$2,000/Fiscal Year 2016-2017

1. *Rebuild/Improve Pond Posse*

Volunteers are needed for the Pond Posse to help maintain the ice rink. Information will be put in the fall brochure and staff will reach out to community groups. If there is no interest, it might be the end of the ice rink.

Objective Classification C

Projects Requiring Time But No Money/Fiscal Year 2016-2017

1. *Playground Design - Meadowbrook Manor*

This MBO will be carried over to 2017-2018. Meadowbrook has not finalized the location. If the playground does not fit there it will be installed at the Community Center.

2. *Dog Park at Denning - Phase 1 Investigation*

This MBO is complete.

3. *Investigate LED Lighting at Sedgwick & Gordon Athletic Fields*

The cost for the LED lighting is very expensive and we are unable to get grant money for this.

Objective Classification D

Operational Budgetary Costs Over \$2,000/Prior to Fiscal Year 2016-2017

1. *Revise Board Policy Manual*

This MBO should be completed by April or May. It will be moved to internal MBO's and then come back to the Board.

2. *Update and Implement Records Retention Program*

This MBO is on hold while we wait for the State of Illinois Records Retentions Division to conduct their review.

3. *Upgrade RecTrac Software*

This MBO will be carried over to 2017-2018.

Objective Classification D

Operational Budgetary Costs Over \$2,000/Fiscal Year 2016-2017

1. *Holiday Tree Lighting Event*

This MBO is complete and was held December 6, 2016 at Waiola Park.

2. *10 Year Anniversary Celebration*

This MBO is complete and was held November 4, 2016.

Discussion and the Development of MBO's for Fiscal Year 2017-2018

Objective Classification A

Capital Projects Over \$2,000/ Listed in Point Order

1. *New Phone System*

This MBO is removed because we will lease the phone system operations.

2. *Phase 2 ADA Transition Plan at Recreation Center*

This MBO is for \$80,000 to cover projects in the parks to make them ADA compliant.

3. *Desks/ Computers/ Electronics for the Fitness Center*

This MBO for \$18,500 includes the purchase of computers, electronics and office furniture that are not included in the grant money for the fitness center.

4. *Fitness Equipment for Rec Programming*

This MBO for \$2,300 is for fitness equipment for rec programming and not

REGULAR BOARD MEETING - MARCH 20, 2017

the fitness center. The Park District purchased Lonnie's fitness equipment, however, new equipment is requested to update our Rec fitness.

The Board asked staff to get a quote for new spin bikes for Rec programming and submit an MBO.

5. *Furnishings for Fitness Center*

This MBO for \$6,000 covers various benches, chairs, tables, and trash receptacles for the fitness center.

6. *Security Cameras for Fitness Center*

This MBO for \$2,500 is for a contractor to run cable, set up cameras and a DVR in the fitness center.

7. *Data Rack for Fitness Center Electrical Room*

This MBO for \$12,000 covers purchasing and installing a data rack system in the electrical room. It will encompass part of the sound system and other audio equipment.

8. *Sealcoat/Stripe Denning Parking Lot*

This MBO is for \$4,500.

9. *Sealcoat/Stripe Gilbert Parking Lot*

This MBO is for \$2,500.

10. *Sound System for Fitness Center Aerobics Room*

This MBO is for \$9,500.

11. *Purchase Event Stage*

This MBO for \$10,000 covers the purchase of a stage for special events. It is approximately \$1,200-\$1,500 to rent one each time.

12. *Replace Carpet in Admin Areas of Rec Center*

The carpet would be replaced with carpet squares. Staff is waiting for the estimate for this MBO.

INTERNAL MBO's

Objective Classification B

Operational Costs Under \$2,000

1. *Fitness Center Operations Manual*

This MBO is for \$1,000.

REGULAR BOARD MEETING - MARCH 20, 2017

2. Professional Development Training (BASE)

This MBO for \$1,980 covers the specific health, safety and child development training required by the federal government for providers.

3. Employee Recognition Program

This MBO is for \$1,500.

Objective Classification C

Projects Requiring Time but No Money

1. Simplify Daily Open Gym Fees

This MBO has no cost and is to re-evaluate the current daily open gym fee structure of six fees and reduce the options to four.

2. Training Curriculum/ Schedule for Front Desk

There is no cost for this MBO.

Objective Classification D

Operational Budgetary Cost over \$2,000

1. Copy Machine for Fitness Center

The cost for this MBO is \$4,000 per year.

2. Paint Gym Wall

This MBO for \$6,000 covers painting the gym wall that is damaged from the removal of the banners.

Director Bissias reminded the Board that approval of the MBO's does not mean they will get funded.

Discussion and/or Possible Approval of the Fitness Center Business Plan

Director Bissias recommended a \$25 initiation fee that would be waived as an incentive to sign up for the first year. There was Board discussion about the business plan. Commissioner Lacey suggested a fitness class for those 200 pounds and over. Director Bissias stated the Fitness Center Business Plan will be put on the agenda next month for a vote.

Reminder of Public Hearing Meeting to be Held on April 10, 2017 at 7 P.M. Prior to the April Board Meeting

This is a reminder for the Board that there is a Public Hearing April 10, 2017 prior to the regular meeting.

REGULAR BOARD MEETING - MARCH 20, 2017

Public Comments\Participation (Board Manual Section #152)

Karel Jacobs, 415 E. Maple, La Grange, suggested a 10-pass for the fitness center.

Board Comments

Commissioner Walsh stated the fitness center is coming together. The pricing is better than he expected. He also commented that the budget is good.

Commissioner Ashby thanked staff for putting together the MBO's and the budget. He stated the budget is getting better and easier plus it gives a sense of where we are going. He apologized for his lack of attendance lately.

Commissioner Lacey appreciated the work staff is doing. She is proud to be a commissioner.

President Penicook reminded the Board it is getting close to Commissioner Walsh's last meeting. She thanked staff for all their work and time on this budget. She apologized for the Board's crazy questions, however, they want to know what staff is thinking. The Board wants to understand and get it right.

Adjournment

Commissioner Walsh moved for adjournment at 8:51 P.M. The motion was seconded by Commissioner Lacey and passed unanimously by Voice Vote.



Mary Ellen Penicook, President



Constantine Bissias, Secretary
Approved 04/10/2017