

**MINUTES OF THE SPECIAL MEETING  
BOARD/STAFF MBO & BUDGET WORKSHOP  
OF THE PARK DISTRICT OF LA GRANGE, ILLINOIS  
HELD AT THE ADMINISTRATIVE OFFICES  
536 EAST AVENUE, LA GRANGE, ILLINOIS**

**MARCH 19, 2018**

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

PRESENT: Commissioners Penicook, Vear, Ashby\*, Lacey,  
Jacobs\*\*

ABSENT: None

STAFF PRESENT: Executive Director Dean Bissias, Superintendent of Finance Leynette Kuniej, Administrative Supervisor Linda Muth, Superintendent of Facilities Chris Finn, Park & Maintenance Foreman Claudia Galla, Superintendent of Recreation Kevin Miller, Assistant Superintendent of Recreation Diana Faught, Recreation Supervisor Kyle Madeja, Marketing & Events Supervisor Teresa Chapman, Assistant to the Superintendent of the BASE Program Melissa Seaberg, Fitness Center Supervisor Jenny Clark, Recording Secretary Ginger Zeman

OTHERS PRESENT: Brian Opyd, Madeline Opyd

\* Commissioner Ashby arrived at 6:40 P.M.

\*\*Commissioner Jacobs arrived at 6:45 P.M.

Commissioner Penicook welcomed everyone to the meeting and asked for changes to the agenda. She provided a brief overview of the Park District's MBO (Management by Objectives) process which was developed a number of years ago, and while it is far from perfect, it allows us to prioritize our proposed needs and projects, in a methodical way, in order to determine how to direct our resources of time and money.

Director Bissias introduced the newly hired Assistant to the Superintendent of BASE Melissa Seaberg to the Board.

**Communications, Presentations & Declarations**

*Public Comments/Participation (Board Manual Section #152)*

None

**Action Items**

None

**Board Business**

*Discussion of PDLG MBO's for Fiscal Year 2017-2018*

Director Bissias stated that most of the MBO's which were funded for fiscal year 2017-2018 are complete or nearly complete. Those MBO's that have not been completed will be carried over to fiscal year 2018-2019.

*Discussion and Development of MBO's for Fiscal Year 2018-2019*

Administrative Supervisor Linda Muth made note that those MBO's numbered 1-11 have a legal or safety component and that is why they are prioritized at the top of the list. Director Bissias reminded the Board that the new MBO's suggested by staff for this fiscal year should be considered a wish list for discussion purposes. We are not attempting to approve all of them tonight. Once prioritized, staff will determine how many of the projects can be budgeted based on money available. There will be a special meeting when we close and receive the money for the Gordon Park property to determine how to direct the proceeds of the sale and what additional projects will be funded.

**Objective Classification A – CAPITAL**

**1. Additional group fitness equipment** submitted by Fitness Center Supervisor Jenny Clark with an estimated cost of \$12,500. Currently the fitness classes have high attendance and instructors are moving fitness equipment by cart or by hand to larger program rooms in the building, making it a safety hazard.

**2. Lobby entrance and exit doors** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$45,000. Right now there are only one set of handicap doors on the entrance side. Because the button is located low, children are banging on it, therefore breaking it and it is often unusable when needed. He would like to replace the lobby doors with one automatic sliding door on each side.

**3. Two new John Deere mowers** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$90,000. We have difficulty finding parts for the two 2005 mowers. They are used heavily all year round for mowing and snow removal. Commissioner Ashby requested an updated amortization schedule for all our equipment so we are aware of the needs in advance.

**4. Replace accounting software** submitted by Superintendent of Finance Leynette Kuniej with an estimated cost of \$60,000. Our current software is obsolete and is no longer updated by the creator. Many HR functions related to new laws need to be updated manually. The new



software will reduce a lot of our paper use. They specialize in government accounting and offer the complete package for accounts payable, payroll, and financial reporting.

**5. Childcare enhancements** submitted by Fitness Center Supervisor Jenny Clark with an estimated cost of \$2,500. There are older children attending childcare and a sturdy table and chairs, television and DVD player, and other miscellaneous toys are needed. There are 200-300 children in childcare every month.

**6. Crew cab truck** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$40,000. The 2003 heavy duty truck pulls the trailer that hauls the summer landscape equipment and has 4 doors to transport the summer employees to our parks.

**7. Recreation Center last section of roof replacement** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$200,000. This is the last section of roof to be replaced from the south fun jump area to the social area. There are leaks in the Rec Center rooms in that area that the roof patches have not remedied.

**8. Parking lot at Sedgwick Park (near building)** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$40,000. The Sedgwick lots have been patched many times. The surface will be completely removed and replaced. The sewers will be raised or replaced if necessary and the lots will be restriped.

**9. Parking lot at Sedgwick Park (47th Street)** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$40,000. The surface will be completely removed and replaced. The sewers will be raised or replaced if necessary and the lots will be restriped.

**10. Sealcoat and stripe parking lot at the Rec Center** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$14,000.

**11. Credit card chip readers** submitted by Superintendent of Finance Leynette Kuniej with an estimated cost of \$2,640. We need to upgrade our credit card readers, as we are now legally liable for any fraudulent charges. With the new card chip readers, we are not. Leasing rather than purchasing the units does not make it more cost-effective.

**12. Master Plan Update (carry over-revised)** submitted by Director Dean Bissias with an estimated cost of \$35,000 to \$135,000. He stated he would like to find a reputable company to survey and update the



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Master Plan next year. Our current plan is acceptable to use for grants until 2021, however, the update process takes two years to complete.

**13. Purchase Strength Equipment** submitted by Fitness Center Supervisor Jenny Clark with an estimated cost of \$3,500. There is a demand for more equipment. Commissioner Vear stated the fitness center is a revenue generator. There are 1,840 members that we want to retain.

**14. Replace furnace at Gilbert Park building** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$5,800. The current furnace is over 10 years old and according to our HVAC contractor, is nearing the end of its useful life.

**15. La Grange Fitness Building Sign** submitted by Marketing & Events Supervisor Teresa Chapman, Fitness Center Supervisor Jenny Clark, and Superintendent of Facilities Chris Finn with an estimated cost of \$7,500. The banners over the exterior windows of the fitness center would be replaced with one permanent sign.

**16. Office Windows** submitted by Superintendent of Facilities Chris Finn. There was no estimated cost at this time. These original windows from 1980 are not insulated and the offices are seasonally uncomfortably hot or cold.

**17. Installation and launching of the new RecTrac 3.1 software** submitted by staff with an estimated cost of \$13,450. Administrative Supervisor Linda Muth stated staff is training and setting up the different modules at this time.

**18. Resurface Sedgwick Park tennis courts** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$18,000-\$20,000. This is on schedule to be completed this year.

**19. Gymnasium painting - west wall** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$4,000. When banners were removed from the west wall of the gym, it damaged the wall and now it needs to be repaired and repainted.

**20. Playground at the Community Center** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$80,000. The old playground would be removed and replaced. The playground is 30 years old, outdated and some of the industry standards have changed.

**21. Community Garden Fence** submitted by Parks Foreman Claudia



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Galla with an estimated cost of \$10,000. It is the 5<sup>th</sup> year of having the Community Garden at Denning Park. There is a problem of outsiders taking the crops from the unsecured area. We want to retain our gardeners by installing a decorative security fence with gates around the perimeter.

**22. Replacement of HVAC RTU at Rec Center** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$7,500. The 19 units on the roof are 13 years old with a life span of 10-15 years. Money would be set aside for potential replacement similar to how we budget for roof repairs.

**23. Repair lights on the north side next to the Community Garden** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$4,000. Wires are old and broken and not connecting. There is no power on the north side of Denning Park next to the Community Garden.

**24. New Valve for Fire Sprinkler System at Rec Center/Fitness Center** submitted by Superintendent of Facilities Chris Finn with an estimated cost of \$9,500. The valve is obsolete, parts are no longer available for it and it needs to be replaced.

### **Objective Classification B - Operational Costs Under \$2,000**

**1. Community Garden Plot Sign** submitted by Marketing & Events Supervisor Teresa Chapman, Fitness Center Supervisor Jenny Clark, and Superintendent of Facilities Chris Finn with an estimated cost of \$2,000. There is currently only a banner at the site. It will look more established with a permanent sign.

### **Objective Classification C - Projects Requiring Time but no Money**

**1. Employee Training on New RecTrac Software** submitted by Administrative Supervisor Linda Muth. Front desk staff at the Rec Center and Fitness Center should be proficient prior to the software conversion to minimize any disruption in customer service.

**2. Stream Group Fitness Memberships/Technology** submitted by Fitness Center Supervisor Jenny Clark. This could be an option allowing members to take classes at home. This option is a new fitness trend and should be investigated as we grow.

**3. Investigate building larger group fitness rooms** submitted by Fitness Center Supervisor Jenny Clark and Superintendent of Facilities Chris Finn with an estimated cost of \$500 for feasibility study. The



number of participants in the group fitness classes is increasing, so we may need to expand classroom space to retain members.

**4. Investigate Replacement of Roof at Community Center** submitted by Superintendent of Facilities Chris Finn. There are leaks in the roof that need to be evaluated to determine if patching will suffice or replacement is required.

**5. Investigate Construction of a New Program Room in the Social Area** submitted by Superintendent of Facilities Chris Finn. The room would have a hardwood floor with soundproof walls and an insulated ceiling. It would be located where the carpeted area is in the social area.

**Objective Classification D - Operational Budgetary Costs Over \$2,000**

**1. Increase lease for cardio equipment** submitted by Fitness Center Supervisor Jenny Clark with an estimated cost of \$9,701. Additional equipment is needed to meet the demand of the users. It would add \$380.50 per month to the lease.

*Review of PDLG Master Plan*

President Penicook stated the Park District of La Grange Master Plan lists the goals from the staff and Board's visioning. In the dashboard provided, the check marks signify that the goal is complete. If there is an o, it signifies that it needs to be done. Many of the goals that are not complete are on our current MBO's list. She suggested that the time may be right to conduct a complete survey of the community, to determine if we substantially meet the needs of our community, and whether we should focus on maintaining what we have, versus trying to take on new projects, when we develop a new master plan. We could raise taxes and do more, or choose to keep taxes low, and maintain our parks and programs at the current level. The Master Plan from 13 years ago recommends reducing a percentage of revenue attributable to real estate taxes. From fiscal year end 2013 through 2017, this percentage has decreased from 55% to 51%.

*Board and Staff Discussion on General Operations Budget for 2018-2019  
(A draft copy of the 2018-2019 General Operation Budget is currently on display as of March 6, 2018)*

- Director Bissias stated there is a change in a personnel situation and that a part-time employee should be changed to full-time. It is not in our budget and it would be an additional \$20,000 for benefits. There was Board consensus to approve this additional cost.
- President Penicook would like to see the butterfly garden redone at Gordon Park as it was not done properly from the start. It is full of



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weeds, and the ground is hard and compacted and not suitable for growing much other than weeds. This was part of an OSLAD grant and therefore needs to remain as a butterfly garden. If we are going to have that component in our park, it should be done properly. The Board asked Park Foreman Claudia Galla to prepare an MBO for the cost of redoing one section of the butterfly garden with soil and plantings done in-house. Commissioner Jacobs stated only .03% of the budget is used for landscaping. She would like to be involved with a land use plan for our parks.

- Commissioner Lacey questioned the time and cost of paperwork for all the reports that are printed every month. She suggested they be emailed instead. Director Bissias stated only one hard copy is required. There was Board consensus to try electronic board packets for the month of May.

*Reminder of Public Hearing Meeting to be Held on April 9, 2018 at 7:00 P.M. Prior to the April Board Meeting*

President Penicook reminded the Board that there will be a public hearing for the operating budget at 7:00 P.M. prior to the regular board meeting on Monday April 9, 2018.

### **Public Comments (Board Manual Section #152)**

None

### **Board Comments**

Commissioner Ashby stated he is still frustrated with the MBO process even though he was instrumental in developing the process. He asked for feedback from staff on ideas to make it better and more efficient. President Penicook stated the system is not perfect, however, it makes staff think about each request. Director Bissias stated that staff met several times prior to this meeting to put all the numbers together. The process begins individually and then staff meets as a group to discuss the projects and verify that the numbers are correct.

Commissioner Vear stated he was pleased to see all the check marks for completed work on the Master Plan.

Commissioner Lacey stated staff is doing a wonderful job.

President Penicook appreciated staff's participation in this process and arguing for their projects. The process educates the Board on the nature of the projects, and why staff believe the various projects are worth our time and resources.

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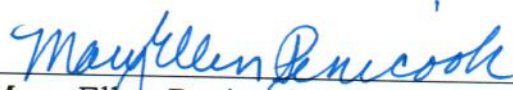
**Adjournment**

Commissioner Lacey moved for adjournment 8:44 P.M. The motion was seconded by Commissioner Ashby and passed unanimously by Voice Vote.



Constantine Bissias, Secretary

*Approved 04/09/2018*



Mary Ellen Penicook, President