

**MINUTES OF THE SPECIAL MEETING
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 23, 2015

President Penicook called the meeting to order at 6:02 P.M.

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

ABSENT: None

STAFF PRESENT: Executive Director Dean Bissias, Superintendent of Facilities Chris Finn, Superintendent of Recreation Laura Gallagher, Superintendent of B.A.S.E. Leanna Hartung, Superintendent of Finance Leynette Kuniej, Administrative Supervisor Linda Muth, Facility Rental Coordinator Katie Walsh, Recreation Supervisor Kevin Miller, Community Programs and Marketing Supervisor Teresa Skrzynski, Park Foreman Claudia Galla, Recording Secretary Ginger Zeman

OTHERS PRESENT: None

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

Communications, Presentations & Declarations

Public Comments\Participation (Board Manual Section #152)

President Penicook introduced Commissioner Bob Vear to staff he has not met yet.

Board Business

Discussion of PDLG MBO's for Fiscal Year 2014-2015

The MBO's (Management by Objective) presented for 2014-2015 were as follows:

Objective Classification A

Capital Projects over \$2,000

Installing more cameras throughout the Recreation Center and updating existing cameras and system was submitted by Superintendent of Facilities Chris Finn. This project is now in progress.

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Implementing Recreation Center Phase 1 ADA transition plan was submitted by Superintendent of Recreation Finn. This project has been reviewed and contractors need to be contacted to begin work.

Installing a new playground at Sedgwick Park was submitted by Superintendent of Facilities Finn. This project is complete and the park opened last week.

Replacing part of the roof at the Recreation Center was submitted by Superintendent of Facilities Chris Finn. Only \$35,000 to \$40,000 of the roof replacement would be completed. It would end where the new fitness center roof would begin. Director Bissias stated this would be combined with the capital budget to get it done and not go back for money.

Purchasing an additional bus was submitted by Superintendent of B.A.S.E. Leanna Hartung and Superintendent of Recreation Laura Gallagher. This objective would be extended to next year as we are still waiting for SEASPAR to sell us the bus.

Seeking to obtain Nicor property for additional parking was submitted by Director Bissias. After talks with Nicor, Director Bissias is still waiting for Nicor to send him a long term lease.

Installing a small shelter area next to the Splash Pad at Gordon Park was submitted by Superintendent of Facilities Chris Finn. He is meeting a contractor this week to look at the area. It would be paid by donations from the Rotary Club.

Renovating the social area at the Recreation Center was submitted by Superintendent of Facilities Finn. New furniture was bought and delivered. This project is complete.

Building out a Fitness Room at the Recreation Center was submitted by Superintendent of Recreation Laura Gallagher. This project is on hold until a decision is made regarding the Grant Award.

Installing a picnic shelter at Sedgwick Park was submitted by Superintendent of Facilities Chris Finn. This was not funded in the capital budget.

Painting sections of the gymnasium was submitted by Superintendent of Facilities Chris Finn. This project is in progress.

Developing a pro forma and possibly implementing an indoor golf simulator room was submitted by Recreation Supervisor Kevin Miller. The pro forma was completed last year. If the White Sox do not renew their lease, the indoor golf

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simulator would go there. If not, it would go in the back storage area where there would be more cost to build it out.

Purchasing and displaying a memorial tree sculpture to recognize contributors, promote our commemorative tree program and utilize as a fundraiser and replacing both Denning Park ID signs were not funded in the capital budget.

Replacing the vending machine was submitted by Finance & Personnel Assistant Terri Kuzel. The new machine was bought. Commissioner Ashby asked why the vending machine was funded and not other items rated higher. Director Bissias stated we had a vending machine in place producing revenue and it broke. The Board made the choice at the time.

Improving interior aesthetics of the Rec Center with artwork, photos, murals, etc was submitted by Staff. Director Bissias met with a graphic company and found the artwork was very costly. He is hoping to start with logos in the gym.

Objective Classification B

Operational Costs under \$2,000

Completing a food and sanitation course for BASE supervisors was submitted by Superintendent of BASE Leanna Hartung. She found the training was too costly so one person would attend and train the others in house. They will not have certificates however it is not necessary. The training will be in August.

Setting up online registration for the BASE program was submitted by Administrative Supervisor Linda Muth. This project is up and running and encouraging more families to use it next year.

Working to achieve the Distinguished Agency Award from IAPD/IPRA was submitted by Director Bissias. The process for this award is based on a 2 year program and we are about 30% complete.

Developing a maintenance plan for the soccer fields was submitted by Park Foreman Claudia Galla. She stated this is work in progress as she would like the user groups on board to close down 2 fields a year to get them back in shape.

Adopting, training, and promoting an Anti-Bullying policy submitted by Superintendent of Recreation Laura Gallagher. This policy is complete.

Evaluating and changing the fee structure for B.A.S.E. submitted by Superintendent of B.A.S.E. Leanna Hartung. Superintendent of Finance Leynette Kuniej explained about getting rid of the \$3.50 fee and increasing \$1.00 for each day but keeping the weekly fee the same. President Penicook

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stated staff must look at what makes sense with a zero impact. It would be put on next month's agenda as any fee changes must be brought to the District 102 school board.

Objective Classification C

Projects requiring time but no money

Investigating and creating a proforma for the Fitness Room at the Rec Center submitted and completed by Superintendent of Recreation Laura Gallagher.

Objective Classification D

Operational Budgetary Costs over \$2,000

Revising the Board Policy Manual was submitted by Director Bissias. It is a work in progress with the Director and Attorneys updating the sections.

Updating and implementing records retention program was submitted by Director Bissias and Staff. The state must inspect all our records and tell us what can be destroyed or microfiche. We are waiting on them.

Investigating and testing feasibility of teen after school programs was submitted by Community Programs & Marketing Supervisor Teresa Skrzynski. She explained how hard she has tried to offer all kinds of programs and there has been no response from the community. The Board gave her some ideas to try.

Discussion and Development of MBO's for Fiscal Year 2015-2016

Investigating Ways of Funding Construction of a New Fitness Center

Director Bissias stated if the Grant does not come through, then investigating other options for funding would only be time spent.

Start Construction of a New Fitness Center

De Sitter Room Kitchen Remodel

Director Bissias investigated making the kitchen bigger however the cost would be over \$100,000. A kitchen remodel would be more economical. Facility Rental Coordinator Katie Walsh explained there would be new cabinets that we have in storage from another project, new countertops and appliances. Fees for use of the kitchen might be raised.

Update of the PDLG Master Plan

Director Bissias stated he would not outsource this project and the only fees would be for surveys.

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Gordon Park ID Sign

Director Bissias stated a new sign is needed for the entrance of the newly remodeled Gordon Park.

Remove Carpet and Resurface Floor at Sedgwick Building

Director Bissias explained the old carpet is frayed and is a trip hazard. Only an area rug is needed.

Community Garden Permanent Sign

After Board discussion, they agreed a fence around the area and a sign with the garden plot information and rules are needed.

Donation of Sedgwick Playground Equipment (Burke Unit)

This item has been completed.

Senior Social

Community Programs & Marketing Supervisor Teresa Skrzynski explained the Senior Socials we have now are funded by sponsors and will be for future socials. President Penicook stated if there is no cost to the Park District then plan more socials.

Paint Park Signs, Starting with Denning Park, Instead of Sign Replacement

Director Bissias stated this project cost should be changed to \$100, or it could be the next Eagle Scout project.

Investigate Installation of Child Size Toilet at Recreation Center

Director Bissias explained a preschool class is in this building and staff is unable to help the child in the washroom. Currently they are using stools. Staff will investigate plumbing in the gym washrooms where presently there are 4 stalls.

Investigate a Room Divider for the De Sitter Banquet Room

Director Bissias stated this divider would be used for programming and not rentals.

Upgrade Rec Trac Software

Administrative Supervisor Linda Muth stated everyone needs to be retrained on this new Rec Trac software. It would cost about \$7500 for someone to come here and train staff. It was discussed this should be taken out of the operational budget.

Miscellaneous Items

Director Bissias stated there were a few MBO's that were received late however they would not be treated as MBO's. The first one is regarding security at the Rec Center during peak open gym times in the winter months. Administrative

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Supervisor Linda Muth explained our cameras and our ID's for entrance. Commissioner Walsh recommended our own Park District police.

Director Bissias stated an outside cleaning service might be brought in a few days a week and shortening the hours for our maintenance. He would address this in the budget.

Director Bissias stated he would finalize the MBO's and have them ready for approval with the budget in April.

Facility Rental Coordinator Katie Walsh and Administrative Supervisor Linda Muth exited the meeting as they are not part of the discussion for the budget.

Board and Staff Discussion on General Operations Budget for 2015-2016

Staff discussed the variances from the current budget to next year's budget. Commissioner Ashby recommended the Board review the budget narrative for comparison of past years and projections for next year. There is a positive balance for this year 2014-2015 of \$139,000 and a projected surplus for next year 2015-2016 of \$260,000.

Public Comments\Participation

None

Board Comments

President Penicook thanked Superintendent of Finance Kuniej and Director Bissias for their work on the budget and taking the time to review with the Board. She reminded the Board there would be a Budget Ordinance meeting at 7:00 P.M. before the next Board meeting.

There was Board consensus to go ahead with the budget.

Adjournment

Commissioner Lacey moved for adjournment at 8:55 P.M. The motion was seconded by Commissioner Walsh and passed unanimously by Voice Vote.

Mary Ellen Penicook, President

Constantine Bissias, Secretary
Approved 04/13/2015