

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
MAY 9, 2016
6:30 PM or Immediately Following Public Hearing

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Park District Mission: The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.
4. Additions/Deletions to Agenda
5. Approve Board Meeting Minutes
 - A. Regular Meeting of April 11, 2016
6. Resolution 01-2016 – Darla Goudeau appreciation
7. Recognition of Visitors
8. Staff Reports
 - A. Executive Director
 - B. Building & Grounds
 - C. Superintendent of Recreation
 - D. Recreation Supervisor
 - E. Marketing Supervisor
 - F. Office Manager
 - G. Safety Coordinator
 - H. Financial Consultant
9. Approve Monthly Disbursements
10. Unfinished Business
 - A. Consider approval of Ordinance 02-2016 Budget and Appropriation for the fiscal year beginning May 1, 2016 and ending April 30, 2017.
11. New Business
 - A. Appoint Park District Board Officers
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer

12. Open Forum

- A. Comments from the Floor
- B. Comments from Commissioners
- C. Comments from the President

13. Adjournment

Minutes - Draft
Regular Meeting of the Board of Commissioners
Community Park District of La Grange Park
April 11, 2016

1. CALL TO ORDER & ROLL CALL

President Boyd called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 6:29 p.m. Other Commissioners present were Bob Corte, Jeff Kilrea and Lucy Stastny. Commissioner Tim Ogden was absent. Also present was Executive Director Aleks Briedis, Office Manager Peggy Ronovsky and Veterans Memorial Community Representative Jim Zwit.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

President Boyd recited as follows: The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.

4. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions.

5. APPROVE BOARD MEETING MINUTES

A. Commissioner Corte made a motion to approve the regular meeting minutes of March 14, 2016 as amended. Seconded by Commissioner Stastny. Motion passed unanimously by voice vote.

B. Commissioner Kilrea made a motion to approve the executive session meeting minutes of March 14, 2016. Seconded by Commissioner Stastny. Motion passed unanimously by voice vote.

C. Commissioner Corte made a motion to approve the special meeting minutes of April 4, 2016 as amended. Seconded by Commissioner Stastny. Motion passed unanimously by voice vote.

D. Commissioner Stastny made a motion to approve the executive session meeting minutes of April 4, 2016. Seconded by Commissioner Kilrea. Motion passed unanimously by voice vote.

6. RECOGNITION OF VISITORS

Jim Zwit, Veterans Memorial Community Representative, gave an update on the Memorial Day Service & Brick Dedication to be held on Sunday, May 26th at 1:00 pm. He also informed the Board that he will be travelling to the Vietnam Veterans Memorial in Washington D.C. next week. LTTV will be setting up a live remote in the high school

auditorium to have a question and answer session between Lyons Township High School students and veterans at the wall, including Jim Zwit. He also distributed an article that was printed on the front page of the Chicago Tribune on Memorial Day weekend in 2011, recounting his trip to the Vietnam Veterans Memorial. President Boyd and the Board expressed their gratitude for all of Jim Zwit's hard work and enthusiasm towards the Veterans Memorial in Memorial Park.

7. STAFF REPORTS

A. EXECUTIVE DIRECTOR

A written report was included in the packet by Executive Director Briedis. Director Briedis added that he had spoken to Attorney Rick Tarulis about breaking out the lump sum amounts in the budget and appropriations ordinance, which will be presented to the Board at the next meeting.

B. BUILDINGS & GROUNDS

A written report was included in the packet by Maintenance Supervisor Martin Healy.

C. SUPERINTENDENT OF RECREATION

A written report was included in the packet by Superintendent Dean Carrara. President Boyd stated that she was impressed by the amount of sponsors we have for the Run for the Roses race and thanked Superintendent Carrara for finding them.

D. RECREATION SUPERVISOR – EARLY CHILDHOOD, EVENTS AND RENTALS

A written report was included in the packet by Supervisor Darla Goudeau. Commissioner Kilrea asked if there were any additional sponsors for the concert series. Director Briedis stated that there were still six as was written in the report.

E. RECREATION SUPERVISOR – MARKETING, PUBLICITY, ARTISTIC DIRECTOR

A written report was included in the packet by Supervisor Dave Romito. President Boyd reminded everyone that the Grease performances were coming up this weekend.

F. OFFICE MANAGER

A written report was included in the packet by Office Manager Peggy Ronovsky. Manager Ronovsky informed the Board about the status of the new on line registration software. On April 15th, residents will be able to start registering and she feels it should go smoothly. Other questions were asked and answered.

G. SAFETY COORDINATOR

A written report was included in the packet by Safety Coordinator Megan Jadron. Questions regarding the backflow preventer inspections were asked and answered.

H. FINANCIAL CONSULTANT

Financial statements were included in the packet for the month ending March 31,

2016 by Financial Consultant Phil Mesi. Director Briedis pointed out that the IMRF taxes were below budget and that this was due to lowering the levy amount passed by the Board earlier in the year. President Boyd asked if credit card fees would increase due to on-line registration. Director Briedis stated that they would and the expected increase was included in the proposed 16-17 budget. Other questions were asked and answered.

8. APPROVE MONTHLY DISBURSEMENTS

Commissioner Stastny asked about a veterinarian invoice. Manager Ronovsky explained this was due to a sick turtle in one of the preschool rooms. Other questions were asked and answered.

Commissioner Stastny made a motion to approve the monthly disbursements in the amount of \$99,691.34. Seconded by Commissioner Kilrea. Motion passed unanimously by roll call.

9. UNFINISHED BUSINESS

A. Director Briedis stated that at the last meeting Consultant Mesi had discussed with the Board the need to open a new bank account to which we would accept our property tax payments from Cook County.

Commissioner Kilrea made a motion to approve the opening of a bank account for taxes received at the First National Bank of Brookfield. Seconded by Commissioner Corte. Motion passed unanimously by voice vote.

B. Director Briedis requested the Board official set the public hearing for the budget and appropriations ordinance on May 9th at 6:30 pm.

Commissioner Corte made a motion to set the public hearing for Ordinance 02-2016 Budget & Appropriations for May 9, 2016 at 6:30 pm. Seconded by Commissioner Stastny. Motion passed unanimously by voice vote.

10. NEW BUSINESS

There was no new business discussed.

11. OPEN FORUM

A. COMMENTS FROM THE FLOOR

There were no comments.

B. COMMENTS FROM COMMISSIONERS

Commissioner Corte asked about the status of the bee ordinance discussed at a prior meeting. Director Briedis stated that he will be speaking to Bryan Mathie, who gave the presentation on the bees, about a proposal which will be brought to the Board at a future meeting.

C. COMMENTS FROM THE PRESIDENT

President Boyd encouraged everyone to attend the Grease performances. She also encouraged everyone to go to the SEASPAR fundraiser where American English will be performing. She also informed everyone that on April 30th at 1 pm prior Commissioner Lou Ritten will be giving a talk on Chicago roads at the Burr Ridge Community Center.

12. ADJOURNMENT

Commissioner Kilrea made a motion to adjourn at 7:22 pm. Seconded by Commissioner Stastny. Motion passed unanimously by voice vote.



RESOLUTION 01-2016

Adopted by the Board of Commissioners of the
Community Park District of La Grange Park

Whereas, Darla Goudeau is retiring after serving the Community Park District of La Grange Park admirably for twenty seven years; and

Whereas, Darla was the driving force behind the creation of the Ready Teddy Preschool program and developed the majority of the enrichment programs for the children of our community; and

Whereas, Darla was responsible for improving the Wednesday night concerts and filled La Grange Park with music each summer; and

Whereas, Darla helped to create the Footlight Players which evolved into the very successful theater program that currently produces multiple plays each year; and

Whereas, Darla, for many in La Grange Park, is the face of the Community Park District;

Now therefore be it resolved that the Board of Commissioners expresses its sincere appreciation to Darla Goudeau for all of her efforts and look forward to seeing her at future Wednesday concerts and other Community Park District productions.

Secretary

President

Date: April 29, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

Darla's Retirement Party

We will be hosting a retirement party for Darla on Monday, May 9th at 6 PM, before our regular Board meeting. Contact Peggy with any additional questions.

Legislative Conference

I will be in Springfield next Tuesday and Wednesday for IAPD's legislative conference. I have created packets with our District's information and a plea to release the OSAD grants. I plan to stop by and visit all of our senators and representatives prior to coming home on Wednesday.

Community Pass

On-line registration continues to move forward smoothly. A few registration statistics:

Registrations through 4/21 (residents)
230 total registrations totaling \$33,981
145 of them being done on-line totaling \$25,912

Registrations 4/22-4/29 (non-residents)
130 total registrations totaling \$18,979
65 of them being done on-line totaling \$12,680

With a total of 360 transactions, 150 were entered by staff and 210 were entered by participants online. This means 58% of the registrations were completed by participants online!

Recreation Supervisor Position

Dean and I will be reviewing resumes on Monday and then holding the first round of interviews on May 5th and 6th.

Chamber of Commerce

I am selling tickets if you are interested in attending the fundraiser at Hawthorne Race Course on the evening of Friday, June 3rd. Tickets are \$35 and include a buffet.

IMRF Rate

I received notice of our preliminary IMRF rate for 2017. It actually went down to 9.25%. In 2016 it was 9.64%. This was a pleasant surprise.

Contact me with any questions!

Date: April 22, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

Grease Jr.

It was another great show! Thanks to Dave, his staff and volunteers and all of the other staff for putting it together! The kids put on a great performance. Dave plans on presenting financials at the next Board meeting.

Community Pass

On-line registration continues to move forward smoothly. The foot traffic at the front desk has dropped dramatically. Staff has stated that they are getting the hang of the software and are happy with many of its features. A few registration statistics:

Registrations through 4/21 (residents)
230 total registrations totaling \$33,981
145 of them being done on-line totaling \$25,912

Registrations as of this memo 4/22 (first day of non-resident registration)
36 total registrations totaling \$7,023
19 of them being done on-line totaling \$5,128

I will be having trainings on the report building and facility management consoles in the next couple of weeks.

With getting through inputting all of the programs into Community Pass with the Summer 2016 Brochure, I am working on streamlining the process for the Fall 2016 programs. I am creating a spreadsheet that will put the program information in the order it is input into Community Pass while at the same time formatting the same information to go into the printed brochure. A little time consuming on the front end, but will save on time and mistakes moving forward.

Audit

Peggy and I met with Lauterbach & Amen on Monday to start the FY15-16 audit. There weren't any large changes, so the audit should go smoothly as in past years.

Public Hearing

The Public Hearing on the 2016-17 Budget and Appropriations Ordinance for May 9th has been posted on our website and in Suburban Life on April 20th.

Recreation Supervisor Position

We currently have received 22 applications and will continue to accept them through May 2nd. Dean and I will be holding the first round of interviews on May 5th and 6th. On May 10th, we will be hosting a meet and greet with the finalists so other staff can meet the finalists. Then on May 11th, we will be having our final interviews and hope the chosen candidate will start as soon as possible.

SEASPAR

We had our monthly SEASPAR board meeting on Tuesday. The FY 2016-17 budget was approved. Let me know if you would like to see the budget.

LADSE

Martin and I attended the business appreciation breakfast on Thursday. We work with LADSE to offer job experiences to people with disabilities in our Parks department over the summer. This is a great program that is a win-win for all.

Chamber of Commerce

We had our monthly board meeting this morning. Dean and I will be presenting at the membership meeting next Thursday to talk about Run for the Roses, Concert Series and on-line registration. The Chamber will be holding a fundraiser at Hawthorne Race Course on the evening of Friday, June 3rd. Tickets are \$35 and include a buffet. I am selling tickets if you are interested in attending.

New bank account

Phil started the process for opening a new account. We will need a signature from each commissioner. Please stop by the office and sign the signature page when you can. Also a few commissioners need to update their own information and I will contact you in a separate e-mail.

Contact me with any questions!

Date: April 8, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

Grease Jr.

Performances begin tonight at 7:30, then Saturday 2 PM & 7:30 and final performance on Sunday at 2 PM. The show is not to be missed!

Community Pass

The first day of on-line registration went very smoothly! Only a few tweaks were necessary first thing in the morning and only a few phone calls from the public with questions on how to register on-line. The amount of forms dropped off by participants was much lower than previous years due to participants just signing up themselves. As of this memo 82 registrations were completed by participants on-line, equaling \$16,156 in revenues. Staff is very happy at how well today went.

Beach Oak Property

I completed my task of “diligently search for parties in interest” with Peggy’s help. At this time the process is back in the attorney’s hand.

Annual Meeting

President Boyd asked me to remind Commissioners that the May meeting is when the Board appoints its officers. She will be contacting everyone to find out if you want to retain your current role or try something else.

Recreation Supervisor Position

We are currently accepting applications for the Recreation Supervisor position through May 2nd. We advertised the position on our web site and the Illinois Parks and Recreation job board.

Contact me with any questions!