

Section 4



STAFF REPORTS

**Park District of La Grange
October 2018
Board Report**

**Dean Bissias
Executive Director**

1. Please remember that the board meetings for 2018 are the second Monday of the month with the **exception of March (March 5)**, which allows for a 30 day minimum review of the 2018-2019 budgets.
2. This month's October board meeting is a regular meeting scheduled for Monday, October 8, 2018 and will be held at the recreation facility upstairs in the DeSitter Room at 536 East Avenue.
3. The board packet is available online again this month with the October packet at: [http://www.pdlg.org/Docs/Board%20Mtg%20Packet% 10-8-18.pdf](http://www.pdlg.org/Docs/Board%20Mtg%20Packet%2010-8-18.pdf).
4. This month under Item #1.A as required by law the Board will conduct a Public Hearing (BINA Hearing) concerning the intent of the Board of Park Commissioners to sell not to exceed \$338,000 General Obligation Limited Tax Park Bonds. These bonds are also called roll-over bonds, which are used for the purpose of covering part of the original construction costs to renovate the recreation center, as well as for the buildings, maintenance, improving and protecting of the same and the existing land and facilities of the District, and the balance is applied to capital budget projects.
5. Under Item 3.0 this month staff is recommending that the Board of Commissioners approve the Consent Agenda as presented including the minutes from the regular board meeting of September 10, 2018; the special board meeting of September 17, 2018; the Executive Session meeting minutes of September 10, 2018 and September 17 financial reports dated September 30, 2018 and consolidated vouchers for the month of October dated October 8, 2018.
6. Under my verbal board report at our meeting I plan on bringing the board/public up to date on our parks tour on August 28th. Although we finished the tour of the park in the dark, I believe the tour was very beneficial to all who attended. This is in preparation of Board Business Item 8.1.
The next step with our dog park survey, staff will be reviewing the ones the board has put together and along with questions the staff might add, we plan on sending them out to other park districts in an attempt to gather all the information on dog park maintenance and operations. This survey should be sent out early next week. We plan to have all the results for the board to review at our November Board Meeting.

7. Under Board Business Item 8.1 and 8.2 staff and President Vear would like to discuss the park tour and the capital budget replacement plan in greater detail. There are many items we can discuss including acquiring additional land, updating some PDLG infrastructures, and park amenities. This topic was tabled last month since I was unable to attend.
8. Under Board Business Item 8.3 is Board discussion of the possibility of allowing dogs in the parks.
9. Under Board Business Item 8.4 I am asking the Board to start to review next year's regular meeting dates. This item does not have to be approved until December. However, it is a good idea to start looking at the dates and see if the Board has any conflicts.
10. Over the last few weeks I have been busy working on gathering information for the Board, as requested, in preparation of future projects. I have also spent some time on updating the board policy manual; I plan to complete my part of this project very soon.
11. On September 24 through September 27, I attended this year's National Park and Recreation Association (NRPA) Conference in Indianapolis, Indiana. I attended many great sessions which I believe will help me and the park district grow. Some of the sessions I attended were: Planning; Designing, and Maintaining Dog Parks; Smart Cars/Smart Parks; Homeless in the Parks; Getting People to Value Our Park and Use Them More; Prioritizing Accessibility in Recreation and Parks; "Wow" Programming Nature in Our Parks; Solving Pickleball problems in Our Parks; Digital Documentations; Conducting a Successful Grant and Funding Search; Is There a Bully in Your Recreation Center; and Increase Participation in a Limited Space.
12. Currently I am scheduled to be out of the office on October 23rd, 26th and 30th and November 1st and 2nd. I will be available by cell phone for any commissioner or staff member who might need to talk with me on any day that I am off.
13. Please remember to take the time and opportunity to have fun and enjoy life with your family.

RECREATE!!! It helps your mind and body.
Make the Park District of La Grange "Your Fun & Fitness Destination."

Park District of La Grange
October 2018
Board Report

Leynette Kuniej
Superintendent of Finance

1. Currently our tax collections for the 2017 levy are at 97% of the total levy. I will prepare a draft of the 2018 levy for the next board meeting.
2. The cash balance at September 30 was \$7,473,745 of which \$6,375,628 is invested in money market funds or certificates of deposit. All of the investments are collateralized or FDIC insured. Interest earned during the month of September was \$10,555; fiscal year to date earning are \$33,485.

Our debt service obligation due in December is \$985,460. The cash available balance includes tax revenue which was received to pay for operating expenditures through the end of the current fiscal or the next seven months.

3. The comprehensive annual financial report for the year ended April 30, 2018 has been filed with all the appropriate agencies as required and has been posted on our website.
4. I have been working with PMA Securities to prepare for the issuance of the General Obligation Limited Tax Park Bonds, Series 2018. This issuance is necessary to enable the District to abate the tax levies on the two series of General Obligation Alternate Revenue Source Park Bonds that are still outstanding.
5. I attended the PDRMA Health Program Council meeting. The Program Council voted on some plan design and administrative changes. PDRMA increased the health insurance rates for 2019 on the PPO plan 1.5% and the HMO plan 6.7%. Based on current plan selection by the employees, the District's cost would increase 2.6%.

Park District of La Grange
October 2018
Board Report

Chris Finn
Superintendent of Facilities

1. The Recreation Center has been getting busier; we are getting into the full swing of the fall season. Basketball practices are getting ready to start along with several multi-day gym rentals. The rental rooms are busy on the weekends.
2. The Safety Committee will be doing a quarterly Safety training on Tuesday October 16th.
3. We had a front desk staff meeting on September 10; this meeting is to get all the staff together and discuss any upcoming items for the desk or if there are any items that need to be addressed. We meet 2-3 times a year.
4. On Sunday, September 23rd we had the Illinois Regional Special Olympics Volleyball tournament held in the gymnasium. There were teams from the areas SRAs that participated. The Illinois Special Olympics really enjoys using our facility for this tournament. SEASPAR also hosted their regional v-ball tournament at the recreation center on October 7th.
5. I have been working with the recreation department to get things ready for the Annual Halloween Party scheduled for Friday, October 26th.
6. I have been working with the Rotary Club to get the Secret Santa area situated and on task with their volunteers and the staff at the Recreation Center.
7. Fall outdoor sports continue to play in the parks, most of the fall sports will conclude at the end of October & or the first week in November. It has been a dry fall so far. We have not had to cancel any dates. We are still inputting soccer permits in the computer, and I have been making adjustments and changes for soccer groups.
8. I will be attending SSPRPA Executive & General meetings in October, and will be hosting the SSPRPA Facility Committee meeting on Oct. 24th.

9. I have been meeting with staff and doing interviews with potential staff to get staff in place for the busy season doing open gym & fun jumps. We are also conducting interviews for the front desk as well.
10. I continue to work with contractors for capital projects. We will be turning the focus on indoor capital projects soon. I have also started to look into potential 2019/2020 capital projects. I have met with our Game Time Rep to discuss the playground replacement at the Community Center; they have a matching grant program right now. We are working on getting bids together for the paving projects to conclude this fall. We have received our second maintenance vehicle; we will be looking at mowers over the winter months. The contractors slowly are coming to take care of warranty items in the fitness center.
11. The splash pad was winterized and all of the apparatuses have been put in the building for winter storage.
12. In conjunction with the maintenance dept we had an electrical contractor out and did work over at Gordon Park to repair lights that were out and damaged. This contractor also did work at the recreation center.
13. I attended the NRPA Congress held in Indianapolis September 24-28. This is a great opportunity to see what new trends are happening in our field, network with others in our field, go to educational sessions, and visit the exhibit hall. I attended several educational sessions as well as spent time in the exhibit hall talking to different vendors. Some educational sessions I attended were on dog parks, facility trends, inclusivity in recreation centers, new technology for recreation facilities, customer service, staffing development, & outdoor fitness trends & designs.

**Park District of La Grange
October 2018
Board Report**

**Linda Muth
Administrative Supervisor**

1. I reviewed and edited the first version of the winter/spring brochure.
2. We advertised for a part-time front desk position and have been reviewing resumes in preparation for interviews.
3. Katie Walsh and I met several times to investigate and implement changes in RecTrac in preparation for updates to our rec center memberships and open gym fees that take effect on 10/1. We anticipate the changes to go smoothly in our system with existing ID cards processing correctly.
4. I continue to spend a lot of time on BASE issues including contacting families on the wait list for enrollment, fine tuning the set-up in the new software for online processing, accepting registrations and responding to patron inquiries.
5. I processed refunds for programs and security deposits. This has become a two-step process since refunds are now processed first in RecTrac and then in Quicken.
6. I finished closing out accounts for the 2017-18 school year for households that receive BASE payment assistance through the Action for Children program.
7. I continue to troubleshoot various items in our software as the need arises. Now that we are using the system on a daily basis we are encountering issues that require us to make modifications to best use RecTrac.

Park District of La Grange
October 2018
Board Report

Katie Walsh
Facility Rental Coordinator

1. Facility rentals are booming again, and October and November are nearly full for room rentals. Patrons are calling for information and availability at a much higher rate than this summer.
2. As of October 1st we have raised our pass membership fees for the Recreation Center, and also consolidated our open gym fee structure into two age groups instead of three groups. The transition to these new fees was smooth, but it took Linda and me some time to set it all up in the new software and test it all ahead of time.
3. I helped work the PDLG tent at the West End Art Festival in La Grange this last month. We handed out PDLG giveaways, provided free face painting and crafts for children, and also provided the public with information about the Park District and what we have to offer. We had a lot of visitors and inquiries, which made it a very worthwhile event for us to attend.
4. I attended our front desk staff meeting last month to keep staff members up to date on any changes or issues that have arisen. We also revisited any issues outstanding from our last meeting.
5. Josh and I met to update the super grid in Rec Trac with holiday dates and other PDLG events. We block off dates and times for facilities that should not be rented out. We do this so that the front desk can give the most accurate availability to potential renters and so that we do not accept applications that will create too many room flips at one time for the maintenance staff.
6. Linda, Chris and I met with Leanna and Melissa to discuss how we can be more efficient in regard to BASE customer service, reports and procedures. We plan to meet again and train Melissa and Leanna on the new software so they can take advantage of some features that were not previously available to us.

7. We are still looking for a part time front desk attendant. We continue to sort through resumes and try to schedule interviews, but we have had a lot of no shows. We are hoping to hire someone by the end of the month.

**Park District of La Grange
October 2018
Board Report**

**Josh Wiencek
Maintenance Supervisor**

1. Continued to paint throughout the building. Painted the hallway between rooms 109 and 110.
2. Replaced bad bulbs in the cam lights throughout the building.
3. Replaced water fountain filters by taking steel plating off water fountains in gym and lobby. Also fixed drain that was leaking in lobby water fountain.
4. Assisted Huffcor in taking down partition panels in 110/111 to be repaired. Assisted with reassembling the panels back on the track.
5. Did basic cleaning to all floor machines that clean tile and track. Checked batteries and changed floor scrubbing pads. As well as making sure everything was in working order.

Park District of La Grange
October 2018
Board Report

Leanna Hartung
BASE Superintendent

1. The children had a great time at our Football Kick Off Party in September. (our annual tradition) The students dress up in their favorite team attire and we have fun football snacks and play games. Our next party is our Fall Fest Party on Tuesday, October 30th. This party the children are welcome to dress up in their costumes if they so choose. Our menu will consist of some spooky snacks and ghostly games planned for the day. The kids are very anxious for the party and can't wait to see what fun games/food/prizes we have for them!
2. Institute Camp on October 9th has 44 campers registered. We have many interactive, fun and interesting projects for them to participate in while they are at camp. Monday, Oct. 8th, we did not have enough campers registered to run the camp.
3. Melissa and I have been busy helping each school settle in to the new year. We have had some staffing changes already in the first several weeks which has had us searching for new employees and training new staff we have hired. We have been spending a lot of time trying to ensure all staff are completing their trainings for IDHS/Gateways by September 30th. IDHS is the funding source several of our families use through the state to pay for their child care. We must have the modules required completed in order to continue to receive funding. This has been a struggle. The Gateways system isn't the easiest to maneuver through and not user friendly. We had a representative come out and help us on September 28th. She had issues trying to get our staff in and recorded but we think as of October 2nd, the issues are resolved. There should not be any lapse in our payments from the state since we are in compliance.
4. As a member of the safety committee, I am part of the team planning for the all staff safety training-coming up on Tuesday, October 16th.

5. The Park District Halloween Event is coming up October 26th!! The community looks forward to this event every year. Myself and my staff will be helping with the set up on Thursday and Friday, the night of the event, working the event and helping with the tear down.
6. Melissa and I met with Linda, Katie and Chris regarding rek trac and how we can make the process for schedules and reporting easier for all staff. We looked at some of the policies and procedures in place. We changed a few and are going to set up training for the staff as they are not trained in rec trak. Now that it is web based, they can utilize rec trak at each location. We hope to do that soon.
7. The BASE staff all needed to complete training for IDHS by September 30th. Part of the training is to complete CPR And 1st aid. Myself and a few other BASE staff took the class here at the Park District on September 27th.
8. Melissa will be attending the PDRMA HR training which Is a requirement for full-time employees on Oct. 17th and 18th.
9. I was able to open more slots for families on the wait lists. We still have a minimal number of families waiting but hopefully we will be able to accommodate those families soon.
10. We have an all staff meeting for BASE on Thursday, Oct. 11th. I am not sure what the training piece will be yet but we are working on a few topics to present.

Park District of La Grange
October 2018
Board Report
Claudia Galla
Park Foreman

1. Mowing and trimming continues throughout.
We will continue to water our young trees and the community garden through the fall.
Turf repair has been completed in front of the fitness center.
The area was leveled with top soil and sod installed.
2. The picnic shelters at Gordon, Denning, Spring and Rotary parks have been power washed.
3. Gordon ball fields continue to be groomed for Friday softball.
Foul lines are painted and turf mowed weekly.
4. Staff delivered/picked up our utility carts, picnic tables and the potable stage for the West End Art Festival. Picnic tables were delivered/picked up for the October 6th Fire Department event.
5. An Eagle Scout project was completed at Rotary Park. There are now three additional benches that have been installed by scouts at the end of September.
6. The Department has worked this month to complete the final details for the PDRMA Safety Review. The deadline for the review completion is November 2nd.

Routine duties for the month include:

- *Process vouchers.
- *Trash & recycling collection in all parks, twice a week.
- *Completed inspections for September – playgrounds and buildings
- *Cleaning the interior of our satellite buildings, daily.

Park District of La Grange
October 2018
Board Report

Diana Faught
Assistant Superintendent of Recreation

1. The Learning Ladders Preschool picture day will be held on Friday, November 2nd at the Recreation Center and each class has a scheduled time slot for individual portraits as well as a class portrait. Studio 95 Photography is working with the preschool program to incorporate any packages ordered as a fundraiser for the program.
2. Early childhood and youth classes for session 2 will begin on October 22nd. A number of our core programs will be running for the second session. Typically we see enrollment boost a few weeks before prior to the session start date.
3. Many contractual programs have started within the last few weeks. They include; Private Piano lessons, Tot Rock, Kid Rock III, Little Actors Club and multiple dance classes.
4. On Wednesday, October 24th we will hold our annual one-day event, Parent Tot Pumpkin Carving at the Recreation Center. We currently have 9 couples registered for this event. Parents and kids come with a pumpkin and we supply all they need to create a spooky jack-o'-lantern worthy for any front porch stoop!
5. I will be attending the PDRMA Risk Management Institute in Tinley Park on Friday, November 16th. This is a safety training that includes breakout sessions throughout the day. There will also be many opportunities to network with other park and recreation professionals.
6. Plans continue for the Annual PDLG Halloween Party which is approaching on Friday, October 26th. Flyers will be posted downtown in storefronts, our Recreation Center as well as handed out to program participants. This year we will have balloon artists, carnival games, craft and tattoo stations as well as spooky safety town. New this year we will have a Slime Room, Witch Hat Hunt and the addition of new games. Sponsors as of 10/2 for the Halloween Party are; The Safe and Fair Food Company and Chiro One.

7. The La Grange Fire Fighters Union is donating a boys and girls bicycle with helmets to raffle off at the conclusion of the Halloween Party. We are grateful for their continued support of this event.
8. I have been working on recruiting volunteers to help work in various areas at the Halloween Party. I have been in discussions with The Leadership, R-B High School's National Honors Society and Student Association, as well as our adult volunteer base.
9. As of 10/2/18 Learning Ladders Preschool has 92 kids enrolled for the 2018-2019 school year. Staff has done a wonderful job in these first weeks of classes to help the students feel comfortable in the classroom. This year is off to a great start!
10. The park district will again be collaborating with the La Grange Library for our Holiday Train event in December. A representative from the library will attend the event a read *The Polar Express* during our visit at the North Pole (Naperville Train Station).
11. I attended the NRPA National Conference, September 24th through September 28th in Indianapolis, Indiana. During this conference I had numerous opportunities to network with park and recreation professionals from all over the country. I participated in many educational sessions that covered risk management, staff retention, youth programming and many more topics. I attended; Engagement: The Key to Rocking Your Staff Trainings, How to Build a Culture of Guest Service Excellence, Empowering Youth Impacted by the Opioid Crisis: Providing a Safe, Supportive Environment at Your Rec Centers, The Legacy of Fred, More Recreation Program Hacks: 60+ Ideas in 60 Minutes, Praise & Criticism, Turn Your Rec Center into a Tech Center, Being a Woman in the Field: Conversations About Confidence and Courage, Embracing the Tension: Managing Recreation in Natural Areas, From Orientation to Onboarding: Making the Most of the First 90 Days. From attending and participating in these sessions I gained knowledge regarding risk and crisis management which is continuously adapting with our culture and current events. I learned tips on how get the highest quality performances from part time staff. I also picked up tips on how smaller towns/park districts can utilize the demographics to run programs successfully with many participants. I had a very educational experience at the NRPA conference. I learned a lot of useful information that I will incorporate into my daily role working at the Park District of La Grange.

**Park District of La Grange
October 2018
Board Report**

**Teresa Chapman
Marketing & Events Supervisor**

1. I have created and updated flyers for Breakfast with Santa, Holiday Tree Lighting, Daddy Daughter Dance and Family BINGO Night.
2. Banners have been created and ordered for the upcoming Halloween Party. A flyer has also been created and placed in the windows of local business in Downtown La Grange.
3. The display cases have a spooky theme to promote the Halloween Party on Friday October 26th. There is also a banner with the bicycle raffle information in the display case by the fun jump area.
4. We are currently in the process of proofing and updating the first draft of the 2019 Winter Spring Brochure.
5. I have continued to promote our different sponsorship packages to help offset the cost for our upcoming events.
6. We currently have 1,772 likes on Facebook and 533 followers on Twitter and 4,712 subscribers on the PDLG FunBytes.
7. On Thursday, September 20th I attend the La Grange Endless Summerfest wrap up meeting with the committee. There are a few changes that we will make in regard to marketing and advertising for the fest in 2019.
8. September 24th through September 28th I was away at the National Recreation and Park Association Conference in Indianapolis, Indiana. It was a great experience to learn what other agencies across America are doing. I attended the following sessions over the four days of the conference. Opening General Session, Engagement: The Key to Rocking

Your Staff Trainings, Diversity Marketing, Public Speaking Like A Pro, General Session, The legacy of Fred, More Recreational Program Hacks: 60+ Ideas in 60 Minutes, 5K Fun Run/Walk, The Languages of Staff Appreciation, Being a Women in the Field: Conversations About Confidence and Courage and the Dreaded "S" Word. The conference was very informative, and I was able to gather different ideas that I can incorporate into my program areas. The military has a great program called the MWR that offers a range of programs for there active, retired, national Guard or reservists and their families. I was able to get the presenters contact information and she will send me a few things that I would like to offer. Communities are ever changing, and it is up to us to engage/reach them in the most effective way. Whether that means attending local events or creating bilingual flyers. Showing all staff from part-time to full-time that they are appreciated is not only critical to retain staff, but it also creates better/positive work results.

9. Dean, Jenny, Chris and I are brainstorming ideas for the placement of the La Grange Fitness sign, whether it will go on the building or a stand-alone sign.

**Park District of La Grange
October 2018
Board Report
Jenny Clark
Superintendent of La Grange Fitness**

1. LaGrange Fitness had 137 new members sign up during the month of September, with a total of 2052 member's through September 30, 2018. This membership total includes 126 Silver Sneaker members. We are offering a free La Grange Fitness hat or water bottle for any new member that signs up for a monthly or annual membership during the month of October.
2. The month of September had 6,807 visits by fitness members, which included 133 visits on Labor Day. We also had 38 people pay the drop-in fee for August totaling \$370.00, year to date we have had 264 drop-in participants with revenue reaching \$2,454.00.
3. We started September with 45 classes a week and increased the class count to 48 classes due to increased participation and demand. We added an early morning Saturday HIIT class, a Sunday Yoga class and a Sunday Cycle class. The month of September brought in 1,772 group fitness participants.
4. The personal training department brought in \$2,613 during the month of September. During the month of October, we are offering \$15 off the 5 pack, regularly \$225.00, sale price \$210.00.
5. Childcare has been open for a year and staff has done a thorough evaluation of the financials, childcare usage, room utilization, and space needs of the overall Park District operations. Staff will share this evaluation and recommendation at the board meeting.

During the month of September, we sold 10 child care punch cards totaling \$315 in revenue, with an additional \$90 in revenue for daily drop ins for the month of September, totaling \$405.

6. The one-year anniversary celebration took place on September 15, 2018 from 9am to 12pm. The week leading up to the event we held member appreciation week. Each day we offered something for members to take part in or receive, i.e. healthy snack day, bring a friend day, chair massages, etc. The one-year anniversary had a membership special offering 50% off the initiation fee, sample group fitness classes, ask the trainer, chair massages, raffles, giveaways and more! We ran the membership promotion 50% off initiation fee beginning September 1 and run the promotion through September 15, 2018. This promotion brought in 85 new members.
7. In honor of our one-year anniversary, as well as, September being National Yoga month, we held a free yoga class in Denning Park on September 16, 2018. The yoga class was from 10:30am to 11:30am and was open to the public, members and non-members. The class had 19 participants and it was a beautiful day! We will definitely be looking to offer outdoor yoga classes

next year.

8. La Grange Fitness will be working with Columbia College downtown to participate as a “client” for their Social Media Strategy course. They will complete a project for La Grange Fitness by building a social media promotion helping us build a social media presence. They do not post anything just build a campaign and give us all the documentation at the end of the semester. Staff had their first meeting with them on October 1, 2018.
9. Preventative maintenance was performed by Direct Fitness Solutions on all the fitness equipment on September 12 and 13. This process includes them taking apart all the equipment to clean the inside and outside, verify everything is functioning properly, lubing equipment and make any necessary repairs. This maintenance is performed twice a year.
10. Superintendent of La Grange Fitness attended a PDRMA workshop, A Supervisors Role in Claims Reporting on September 13, 2018. This was a course recommended during our review with PDRMA this year.
11. Superintendent of La Grange Fitness worked the Park District of La Grange booth at the West End Art Festival on September 8, 2018 from 12pm to 4pm. It was a great time to promote the fitness center and our upcoming one-year anniversary, along with all the other park district happenings.
12. Superintendent of La Grange Fitness attended the Park and Recreation National Conference in Indianapolis. Some of the sessions were Comprehensive Master Plans: The Ins, the Outs and the In-Betweens, Diversity Marketing, Is Proximity Enough? How Characteristics like Awareness Effect Participation, How to Raise Prices without Making Users Mad, marketing your Park – 25 Easy, Zero Budget Tips on Increasing Awareness through the internet, Mobilizing Play as a Catalyst for Positive Socialization, Outdoor Fitness Placemaking Designing for the Community and Turn Your Rec Center into a Tech Center. The sessions were all good with useful information to implement into La Grange Fitness, some more economical then others.

**Park District of La Grange
October 2018
Board Report**

**Kyle Madeja
Recreation Supervisor**

1. The Youth Developmental League is set to begin the week of October 8th. I have begun contacting coaches from previous seasons and have also received messages and emails from new parents that want to volunteer to coach teams, which is great. The first day of practices will be used as player assessments and teams will then be formed as evenly as possible based on skill level. Below is a breakdown of numbers for the last 4 years and the current season of the Youth Developmental League.

Year	1 st /2 nd Grade Enrollment	3 rd /4 th Grade Enrollment	5 th /6 th Grade Enrollment	7 th /8 th Grade Enrollment
Fall 2014	48	93	17	N/A
Fall 2015	65	85	37	N/A
Fall 2016	86	100	29	N/A
Fall 2017	87	104	56	N/A
Fall 2018	88	109	52	14

2. On September 8th, Jenny and I ran a booth for the Park District at the West End Arts Festival. We had a lot of participation with our sidewalk chalk activity.
3. Fall Adult Leagues, Co-Rec Volleyball, Men's Basketball and Men's Softball are underway.
4. Fall athletic programs are doing well for session one registrations. We've reached 10 participants in a few of our classes this first session, which is an encouraging trend.
5. Worked on editing and proofing the Winter/Spring brochure.
6. Working on hiring and training staff for basketball in regards to scorekeeping.
7. I will be attending a PDRMA Training on October 17th & 18th.

Section 5



ATTORNEY REPORT

Section 6



TREASURER REPORT

Section 7



ACTION ITEMS

Section 8



BOARD BUSINESS



PDLG mission statement:

"Our mission is to provide quality recreation programs, facilities, and parks that enhance the health, happiness, and quality of life of park district residents and program participants"

Goals for 2018/2019

1. Provide clean, safe, attractive parks and facilities
2. Provide programs that improve the health and quality of life in our community
3. Maximize benefits to our residents with the funds we receive
4. Provide a work environment which maximizes the productivity and enthusiasm of our professional staff

**Park District of La Grange
BOARD OF COMMISSIONERS
REGULAR BOARD MEETINGS
YEAR 2019**

Draft Schedule

Monthly meetings of the Board of Commissioners of the Park District of La Grange are regularly scheduled for the **second Monday of the month (except where noted meeting to fall on the first or third Monday of the month)**. All regularly scheduled meetings start at 7:00 P.M. in the DeSitter Room located in the Administrative\Recreation Facility at 536 East Avenue, La Grange, Illinois.

Monday, January 14

Monday, February 11

***Monday, March 4**

(First Monday to allow 2018-2019 G.O. Budget to be on display the legal requirement of 30 days)

Monday, April 8

Monday, May 13

Monday, June 10

Monday, July 8

Monday, August 19

(Third Monday due to Endless Summer Fest)

Monday, September 19

Monday, October 14

Monday, November 11

Monday, December 9

Section 9



COMMITTEE REPORTS & MBO/SPECIAL REPORTS

Black = prior carry-over

Red = 2017-2018 carry-over

Blue = 2018-2019

Waiting to Start	Not Funded
In Progress	Completed

Objective Classification A

Capital Projects Over \$2,000

Legal Safety Class Points Est. Cost/Hrs. Progress % Staff

1	Additional group fitness equipment		Yes	A	37	\$12,500	20 hrs	In Progress	50%	Jenny
2	Lobby entrance and exit doors		Yes	A	33	\$45,000				Chris
3	Repair roof at Recreation Center		Yes	A	31	\$30,000		Budgeted for repairs as needed	As Needed	Chris
4	Gordon Park new entrance (Shawmut Ave.)	Yes		A	31			On Hold Not Funded		Dean
5	Implement Phase II ADA transition plan in parks	Yes	Yes	A	30	\$80,000		In progress	10%	Chris
6	Redo path at Gilbert Park		Yes	A	29	\$90,000		In Progress	25%	Chris
7	John Deere mowers		Yes	A	29	\$90,000				Chris
8	Furnace replacement at Gilbert Park building		Yes	A	29	\$5,800				Chris
9	Gordon Park Veterans Memorial		Yes	A	27	\$10,000		On hold	20%	Dean
10	Replace accounting software	Yes		A	26	\$60,000				Leynette
11	Implement Recreation Center Phase I ADA transition plan	Yes	Yes	A	25	\$92,000/150 hrs		In progress	70%	Dean/Chris
12	Seek to obtain NICOR property for additional parking					unknown		Working with their attorney for an agreement from NICOR	50%	Dean
13	Childcare enhancements		Yes	A	25	\$2,500	20 hrs	In Progress	20%	Jenny
14	Crew cab truck		Yes	A	24	\$40,000		Waiting for Delivery	80%	Chris
15	Roof at Recreation Center (last section)		Yes	A	24	\$200,000				Chris
16	Install new shelter at Sedgwick Park			A	23	\$75,000		On Hold Not Funded		Chris
17	Parking lot at Sedgwick Park (47th Street)		Yes	A	23	\$40,000		In Progress	25%	Chris
18	Parking lot at Sedgwick Park (near building)		Yes	A	23	\$40,000		In Progress	25%	Chris
19	Parking lot at Recreation Center		Yes	A	19	\$14,000		Completed	100%	Chris
20	Credit card chip readers	Yes		A	17	\$2,640				Leynette
21	Fencing & gates at Gordon Park		Yes	A	17	\$5,500		Completed	100%	Chris
22	Master Plan update (carry-over revised)			A	30	\$35,000-\$135,000	200 hrs	On Hold Not Funded		Dean
23	Strength equipment for La Grange Fitness			A	25	\$3,500	25 hrs	In Progress	50%	Jenny

Waiting to Start	Not Funded
In Progress	Completed

Objective Classification A

Capital Projects Over \$2,000

		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
24	Building sign for La Grange Fitness			A	23	\$7,500	In Progress		Teresa, Jenny, Chris
25	Butterfly garden renovation			A	22	\$4,000-\$5,000			Claudia
26	Office windows			A	21		On Hold Not Funded		Chris
27	RecTrac 3.1 Installation (carry-over revised)			A	19	\$13,450	Completed	100%	Staff
28	Resurface tennis courts at Sedgwick Park			A	19	\$18,000-\$20,000	In Progress		Chris
29	Paint west wall in gymnasium			A	19	\$4,000			Chris
30	Playground at Community Center			A	18	\$80,000	In Progress		Chris
31	Replace HVAC RTU at Recreation Center			A	18	\$7,500			Chris
32	Fence for Community Garden			A	16	\$10,000			Claudia
33	New park ID signs at all parks			A	15	30-50 hrs \$3,000 per sign	On hold	20%	Dean, Claudia, Chris
34	Gordon Park ID sign			A	14	\$10,000	On hold	25%	Dean
35	Repair lights at Denning Park			A	11	\$4,000			Chris
36	Replace fire sprinkler system valve			A	6	\$9,500			Chris

Objective Classification B

Operational Costs Under \$2,000

		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
1	Community Garden sign			B	7	\$2,000			Teresa, Chris, Claudia

Objective Classification C

Projects requiring time but no money

		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
1	Employee training in new RecTrac software			C	15		In Progress	80%	Linda
2	Investigate park land use to promote sustainability/environmental stewardship			C	12	20 hours			Robert Vear & Karel Jacobs
3	Investigate streaming group fitness membership/technology			C	11	50 hrs			Jenny
4	Investigate building larger fitness rooms			C	11	\$500 50 hrs			Chris, Jenny
5	Investigate roof replacement at Community Center			C	10	10-20 hrs			Chris

Black = prior carry-over

Red = 2017-2018 carry-over

Blue = 2018-2019

		Waiting to Start			Not Funded	
		In Progress			Completed	
6	Investigate construction of new program room (fitness) in social area		C	9	20-30 hrs	Chris

Objective Classification D

Operational Budgetary Costs Over \$2,000

		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
1	Update and implement records retention program	Yes		D	24	\$5,000/100 hrs+	Waiting for the State Division to review	75%	Dean/staff
2	Increase lease for cardio equipment			D	26	\$9,701 30 hrs	In Progress	50%	Jenny

Section 10



VILLAGE OF LA GRANGE & SEASPAR INFORMATION

MINUTES

VILLAGE OF LA GRANGE
BOARD OF TRUSTEES MEETING
Village Hall Auditorium
53 South La Grange Road
La Grange, IL 60525

Monday, August 27, 2018 - 7:30 p.m.

1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The Board of Trustees of the Village of La Grange regular meeting was called to order at 7:30 p.m. by Village President, Thomas Livingston. On roll call, as read by Village Clerk John Burns, the following were:

PRESENT: Trustees Arnett, Gale, Holder, Kotynek, and Kuchler, with President Livingston presiding.

ABSENT: Trustee McCarty

OTHERS: Village Manager Andrianna Peterson
Village Attorney Mark Burkland
Public Works Director Ryan Gillingham
Community Development Director Charity Jones
Finance Director Lou Cipparrone
Police Chief Kurt Bluder
Fire Chief Don Gay

President Livingston asked Village Clerk John Burns to lead the audience in reciting the pledge of allegiance.

2. PRESIDENT'S REPORT

A. Proclamation – CommUNITY Diversity Group 27th Annual Race Unity Rally

Trustee Holder made a motion to approve the proclamation declaring Sunday September 9 as Race Unity Day in La Grange, seconded by Trustee Gale. Motion carried on a voice vote.

B. Presentation – Digital Technology and Communications Task Force

President Livingston stated that since December, 2017, the thirteen member Digital Technology and Communications Task Force has met to focus on the primary external communications related to Village services, emergency information and events. He introduced Task Force Chair Marcy Larson to present their completed work.

Ms. Larson stated that the Task Force divided into four separate work teams to focus on residents with less access to technology, the Village website, social media and emerging technology. The Task Force provided a number of recommendations to the Village Board.

At the conclusion of the presentation, Trustees thanked members of the Task Force for their efforts and analysis. President Livingston noted that the Task Force had identified a number of items which would be considered in the context of the upcoming branding study and budget process. He further noted the Village's important partnership with the LGBA in communicating with residents and businesses. A plaque memorializing the efforts of the Task Force volunteers was also presented.

C. Presentation – Coalition for a Drug Free Lyons Township

President Livingston introduced Ms. Cindy Frymark, President of the Coalition for a Drug Free Lyons Township; Mr. Scott Eggerding, Lyons Township High School Director of Curriculum; and Mr. Rob Melka, Executive Director of the Lyons Township Mental Health Commission. The group provided a presentation to the Village Board regarding the history, accomplishments and efforts of the Coalition for a Drug Free Lyons Township.

President Livingston announced that as part of our “Be the Change, Travel Safe in La Grange” traffic safety campaign, this past week marks the return to school for the elementary and high school students in La Grange.

President Livingston announced that Altiro, located at 1 S. La Grange Road, held their grand opening and ribbon cutting event and Pathways / Aspired Living held a groundbreaking ceremony. Two new restaurants – Aodake and Forbidden Noodle have also opened.

President Livingston thanked the La Grange Business Association and the Park District of La Grange for the successful Endless Summerfest held the weekend of August 4. He thanked the volunteers, public safety and Public Works personnel involved and noted that the event was a great way to celebrate La Grange as the summer starts to come to an end.

President Livingston announced that the outdoor art exhibit of hand painted love seats, “Live, Love, La Grange” are on display through Labor Day throughout the Village's business districts. The love seats will be auctioned on Saturday, September 8 at the West End Art Festival beginning at 6 p.m. The auction benefits local nonprofits, including Pet Parade Charities.

President Livingston stated that the CommUNITY Diversity Group will host several events during the 27th Annual Diversity Days in La Grange beginning Friday, September 7. He thanked everyone involved in planning and supporting this important annual event.

President Livingston reported that the Village and Quarry have met several times in court in sessions aimed toward settling the issues between the parties so that the Village can begin its 50th Street storm sewer project. The Village has been working closely with the Metropolitan Water Reclamation District and the Village of McCook towards a goal of reaching a workable solution

for all parties. These discussions have been productive and the parties have moved closer to finding a final solution.

President Livingston welcomed Charity Gallardo to the Library as the new Executive Director.

President Livingston announced that the League of Women Voters will host an educational session on Tuesday, August 28 in the Village Hall Auditorium regarding the legalization of marijuana in Illinois beginning at 7 p.m.

President Livingston also announced that Representative Jim Durkin will host an Opioid Crisis Roundtable Discussion with community leaders on Wednesday August 29, from 1 to 4 p.m. in the Village Hall Auditorium.

3. MANAGER'S REPORT

Manager Peterson announced that the Village Hall will be closed on Monday, September 3 in observance of the Labor Day Holiday. Normal business hours will resume on Tuesday, September 4.

In observance of the Labor Day Holiday on Monday, September 3, residential refuse collection service will take place one day later than regularly scheduled during that week. The next free monthly brush pickup for La Grange residents will begin on Tuesday, September 4.

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Resident Michael Federle, 425 East Maple Avenue, thanked the Village Board for considering their fence variation request.

5. CONSENT AGENDA AND VOTE

A. Ordinance – Modification of Parking Restrictions on Harris Avenue between Ashland Avenue and Kensington Avenue

B. Engineering Services Agreement – Baxter & Woodman – Construction Services at 35 Shawmut Avenue (Pathway / Aspired Living)

C. Agreement – Supplemental Services – Civic Plus Website Update

D. Purchase – La Grange Road Train Station – Planters

E. Minutes of the Village of La Grange Board of Trustees Regular Meeting, Monday, July 9, 2018

F. Consolidated Voucher 180723

G. Consolidated Voucher 180813

H. Consolidated Voucher 180827

A motion was made by Trustee Holder and seconded by Trustee Arnett to approve the Consent Agenda as presented.

Approved by a roll call vote:

Ayes: Trustees Arnett, Gale, Holder, Kotynek, and Kuchler
Nays: None
Absent: Trustee McCarty

6. CURRENT BUSINESS

A. Ordinance – Variation Maximum Fence Height along a Corner Side Lot Line / Chandra and Michael Federle, 425 East Maple Avenue

President Livingston asked Trustee Holder to introduce the item. Trustee Holder stated the petitioners, Chandra and Michael Federle, owners of the subject property at 425 East Maple Avenue, wish to construct a six-foot-high fence along a corner side lot line. After hearing testimony and deliberating, the Zoning Board of Appeals voted to recommend approval of the requested variation.

Per Section 9-105D2 of the Zoning Code, fences along a corner side lot line are limited to three and a half feet in height along the side of a home (from the rear corner of the home to the rear lot line, the maximum height is six feet). The requested variation falls within the authorized limits of the Zoning Code. The proposed construction would not require any other variations from code.

At the July 19, 2018 Zoning Board of Appeals hearing, the applicants presented testimony regarding the proposed fence height and placement on the subject property, and information on the unique triangular shape of the subject property. The applicants also stated the proposed fence is being requested in order to provide noise buffering from the Indiana Harbor Belt railroad tracks and Bluff Ave.

A motion was made by Trustee Holder and seconded by Trustee Kotynek to approve the ordinance for a variation of maximum fence height along a corner side lot line at 425 East Maple Avenue.

Approved by a roll call vote:

Ayes: Trustees Arnett, Gale, Holder, Kotynek and Kuchler
Nays: None
Absent: Trustee McCarty

B. Agreement – Lyons Township High School District 204 – School Resource Officer

President Livingston asked Trustee Holder to introduce the item. Trustee Holder stated that in the fall of 2013, Lyons Township High School District 204 requested that the Village consider

collaborating on allocating a full time School Resource Officer (SRO) to its North Campus. For many years, the Village has assigned a police officer one day per week for this general purpose to North Campus at no cost to the District, subject to the operating needs of the Police Department.

In February, 2014, the Village Board held a pre-budget development workshop to review staff analysis on the SRO position and budget impacts as well as to discuss the proposal as a matter of policy, community need, and alignment with the Village's strategic priority concerning public safety. After discussion, it was the consensus of the Village Board to support the creation of a new SRO position due to anticipated enhancements to public safety at North Campus during the school year (9 months) and the opportunity for additional patrols / enforcement efforts in the Central Business District during the summer months. As funding for the position continued to be analyzed, discussions with the District continued regarding alternatives and cost sharing options.

Over the last few months, the Village has been working closely with School District staff to identify options to meet the Village and District's goal to provide full time SRO services at North Campus within general budget parameters. While hiring an additional Police Officer to fill the SRO position is the most ideal solution as it adds staffing flexibility and additional resources for the Police Department during the summer months, it is also the most expensive.

Therefore, staff evaluated an alternative whereby an existing officer would be assigned to the school as an SRO on a full time basis, filling the operational vacancy created by hiring back officers at overtime as needed to ensure current shift coverage levels (an additional Police Officer would not be hired). The cost of the overtime would be paid with the funding allocated by the School District and Village budget (as needed). Staff conducted an analysis of staffing / scheduling and determined that at this time the impact to staffing levels is manageable.

Under the terms of the Agreement, the District will pay the Village 50% of all costs associated with the assigned officer, including benefits, (overtime will be paid at 100%), for the nine (9) months of the school year. Depending on the actual salary and benefits for the assigned officer, the Village would expect to receive between \$50,000 and \$75,000 from the District which would be used to cover shift coverage overtime as needed. Shift coverage needs / overtime can fluctuate based on vacations, injuries and vacancies. Assuming relatively consistent Police Department staffing levels going forward, staff anticipates that the funding from the District, and current Village allocation of \$25,000 if necessary, will adequately cover overtime needs as a result of the SRO assignment. The Village will continue to pay 100% of the salary and benefits for the position during the months that school is not in session.

The recommended Agreement with the District will give the Village the ability to reassign the SRO from North Campus due to staffing shortages or emergencies. The Agreement also outlines the payment process, and provides general responsibilities of the position. The one-year agreement with the District can be renewed automatically if both parties meet before June 1 of each year to agree on compensation. The arrangement does not preclude the parties from considering alternative funding arrangements (including the potential of hiring an additional La Grange officer to fill the assignment) in the future as budget conditions may allow.

The District considered and approved the Agreement at its School Board meeting on August 20, 2018.

President Livingston thanked Dr. Tim Kilrea and the School District for their support and acknowledged staff for identifying a workable solution.

Chief Bluder advised that Officer Tim Andries has been assigned to the SRO position. Officer Andries has been with the Police Department since 2012, served in the military and is the current DARE officer.

A motion was made by Trustee Holder and seconded by Trustee Kotynek to approve the agreement between Lyons Township High School District 204 for a School Resource Officer.

Approved by a roll call vote:

Ayes: Trustees Arnett, Gale, Holder, Kotynek and Kuchler
Nays: None
Absent: Trustee McCarty

C. Special Event – La Grange Business Association “West End Art Festival”

President Livingston asked Trustee Kotynek to introduce the item. Trustee Kotynek stated that the La Grange Business Association is seeking approval to conduct the 23rd annual "West End Art Festival." The festival is scheduled to take place on Saturday, September 8th from 10:00 a.m. to 10:00 p.m. and Sunday September 9th from 10:00 a.m. to 4:00 p.m.

The event is being marketed as “Hot Art, Cool Jazz,” reflecting the festival’s broader focus on film, performance, and culinary arts in addition to the annual juried fine art show. The Art of Music Tent will feature live jazz entertainment throughout the weekend including the renowned Elmhurst College Jazz Band at 7pm on Saturday. The Culinary Arts Tent will offer cooking demonstrations from local chefs. Returning for its second year, the Art of Wine tent will offer wine tastings; participants will purchase an entry ticket entitling them to sample various wines. Children’s activities will also be available throughout the event.

The 2018 Summer Art Series “Live, Love, La Grange” will conclude with a live and silent auction of 30 hand-painted loveseats at 6:00 p.m. on Saturday. Funds raised from the sale of the loveseats will benefit area charitable organizations.

A motion was made by Trustee Kotynek and seconded by Trustee Arnett to approve the special event – La Grange Business Association “West End Art Festival”.

Approved by a roll call vote:

Ayes: Trustees Arnett, Gale, Holder, Kotynek, and Kuchler
Nays: None
Absent: Trustee McCarty

7. PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA

None.

8. TRUSTEE COMMENTS

Trustee Holder expressed his thanks to the La Grange Business Association and Steve Palmer for the successful Endless Summer event. The Police Department and the Department of Public Works were also noted and appreciated.

9. CLOSED SESSION

A motion was made by Trustee Arnett and seconded by Trustee Gale to adjourn into closed session for the purpose of discussing probable or imminent litigation against or by the Village

Approved by a roll call vote:

Ayes:	Trustees Arnett, Gale, Holder, Kotynek, and Kuchler
Nays:	None
Absent:	Trustee McCarty

10. ADJOURNMENT

At 10:42 p.m. Trustee Holder made a motion to adjourn, seconded by Trustee Gale. Approved by a voice vote.



Thomas E. Livingston, Village President

ATTEST:



John Burns, Village Clerk

Approved Date: September 10, 2018

