

Minutes
Regular Meeting of the Board of Commissioners
Community Park District of La Grange Park
September 8, 2014

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 Lou Ritten, Lucy Stastny, Tim Ogden, and Jeff Kilrea. Also present was Executive Director Roy Cripe, Recreation Supervisor Darla Goudeau, and Superintendent of Recreation Dean Carrara.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

President Boyd recited as follows: The Community 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

Addition to New Business: Approve Purchase of Park District vehicle.

5. APPROVE MEETING MINUTES

Commissioner Stastny made a motion; seconded by Commissioner Kilrea to approve the August 18, 2014 regular meeting minutes as submitted. MOTION CARRIED. There was no further discussion and the motion passed unanimously by voice vote.

6. RECOGNITION OF VISITORS & OPEN FORUM

Matthew Sawtell, 1602 Homestead Road, LaGrange Park; Pete Stojic, 409 Spring Avenue, LaGrange Park. Also in attendance were Steve Lekin from LandTech Design, Matt Beran from Lauderbach & Amen, and President Kathy Foster from LaGrange Park Public Library Board.

LaGrange Park Library Board President Kathy Foster informed the Board about a library program called Free Little Libraries. The program would place library boxes in the parks where residents can take a book for free and replace it with another book. She reiterated that this is still in the early stages of planning. The Board expressed great interest in the program and suggested that it be considered after the new Executive Director has been hired.

Matt Beran from Lauderbach & Amen introduced the Annual Financial Statements for the 2013-14 fiscal year. There were no questions from the Board. Executive Director Cripe informed the Board that the Park District and Lauderbach & Amen have one more year under contract.

Steve Lekin from LandTech Design presented bid results for the Robinhood Park N.E. Improvement Project. He said that the low bidder for option #2 is JGS Landscape Architects, who is very qualified to perform this work. He noted that the \$48,660 bid price is over the \$42,500 budget. During ensuing discussion, the Board directed Landtech Design and Roy Cripe to negotiate a lower cost by removing elements from the plan to the degree possible. The Board took action under Old Business.

7. STAFF REPORTS

A. Executive Director

A written report provided prior to the meeting was introduced by Executive Director Roy Cripe. The Board approved the purchase of jackets for the Veterans Committee. A \$500 donation to the Allan Lynch Foundation was also approved. The Board will meet with IAPD on October 6, 2014 at 6:30 p.m. to determine finalist for the Executive Director position. The Board agreed to conduct interviews on Monday October 20th and Tuesday October 21st.

B. Building & Grounds

There was no report submitted by Maintenance Supervisor Martin Healy.

C. Superintendent of Recreation

A written report provided prior to the meeting was introduced by Superintendent of Recreation Dean Carrara. There were no additions to his report.

D. Recreation Supervisor

A written report provided prior to the meeting was introduced by Recreation Supervisor Darla Goudeau. There were no additions to her report.

E. Marketing Supervisor

A written report provided prior to the meeting by Dave Romito was introduced by Executive Director Roy Cripe. There were no additions to his report.

F. Office Coordinator

A written report was provided prior to the meeting by Peggy Ronovsky was introduced by Executive Director Roy Cripe. There were no additions to her report.

G. Safety Coordinator

A written report was provided prior to the meeting by Safety Coordinator Megan Jadron was introduced by Executive Director Cripe. There were no additions to her report.

H. Financial Statements

Financial statements provided prior to the meeting for the month ending August 31, 2014 and were presented by Phil Mesi. There was a brief discussion.

8. APPROVE MONTHLY DISBURSEMENTS

A motion was made by Commissioner Ritten; seconded by Commissioner Stastny to approve monthly disbursements in the amount of \$70,237.43. MOTION CARRIED: There was no discussion and the motion passed 5-0 by roll call vote.

9. UNFINISHED BUSINESS

A. Approve 2014 Annual Financial Statement

President Boyd asked if there was any further discussion pertaining to the Annual Financial Statement presented earlier this evening. A motion was made by Commissioner Kilrea; seconded by Commissioner Ogden to accept the Annual Financial Reports for the fiscal year ending 2014 as presented. MOTION CARRIED. There was no discussion and the motion passed unanimously by voice vote.

B. Robinhood Park N.E. Corner Project: Award Construction Contract

A motion was made by Commissioner Kilrea; seconded by Commissioner Stastny to award a contract to JGS Landscape Architect in the amount of \$48,660 with direction to staff to negotiate a final cost that is at or nearly at the budgeted amount. MOTION CARRIED: There was no discussion and the motion passed 5-0 by roll call vote.

10. NEW BUSINESS

A. Approve Purchase of Park District Vehicle

Superintendent of Recreation Dean Carrara said he is asking for Board approval to purchase a Ford F150 with a six foot bed that would replace the Recreation Departments 1996 Ford Escort. He said that the low bid price of \$19,245 plus licensing and registration is from Fleet Ford – Sterling Truck Sales, Inc., Lyons, Illinois. He said that the bid was secured through a State of Illinois approved purchase co-op and that no further bidding is required. A motion was made by Commissioner Ritten; seconded by Commissioner Stastny to approve the purchase for a Ford F150 from Fleet Ford not to exceed \$20,000. MOTION CARRIED: There was no discussion and the motion passed 5-0 by roll call vote.

B. Review & Amend Community Park District Personnel Policy

Executive Director Cripe provided sections of the Personnel Policy to be considered for revision. The following amendments were discussed:

- Page 12, Section 1.7: Classification, Definitions – Part-time Temporary: Title changed from Part-Time Temporary (or Short Term) Seasonal to Part Time Seasonal Employee. Board recommendation to go through the section and replace with the new title.
- Page 13, Section 1.8: Position Vacancies: Title Change Business Office Manager to Human Resources Manager
- Page 20, Section 1.13: Use of Legal Drugs: Add “To the extent permitted by law” to the new language.
- Page 22, Section 1.13: Notice of Convictions: Add “To the extent permitted by law” to a new sentence “The Park District will follow the requirements of the Freedom of Information Act and the Personnel Record Review Act as they may be amended from time to time.”
- Page 27, Section 2.3: Payroll Periods & Payday: Amend fourth sentence to read: Employees are strongly encouraged to enroll in the Park District’s Direct Deposit Plan due to the advantages to the employee and the Park District.
- Page 28, Section 2.6: Recording Hours Worked: Amend second paragraph as follows:; however, ~~the employee designated to monitor attendance~~ the Human Resource Manager must record vacations, sick, and personal days. Exempt employees will record and submit overtime hours worked and will submit all records at the request of the employee’s supervisor.
- Page 31, Section 3.2: Payday During Vacation: Strike paragraph in its entirety.
- Page 41, Section 4.2: Insurances: Under insurance plans, strike “at no cost”, in the Medical paragraph and the life insurance paragraph.
- Page 47, Section 5.1: Use of Recreational Facilities: Insert a definition of “non-contractual” programs. Also under paragraph 5, authorize a \$20.00 Ready Teddy discount per month to all Full-time Staff as well as Pre-school Staff. The numerical sequence of paragraphs under Section 5.1 was corrected.

- Page 51, Section 5.2: Use of Park District Information – Expectation of Privacy: Add a reference to the Illinois Right to Privacy in the Workplace Act in the second sentence.
- Page 57, Section 6.11: Sobriety & Substance Abuse: A sentence was added requiring employees who use medical marijuana to give written notification to the Executive Director.
- Page 58, Section 6.12: Weapons Policy: A sentence was added that prohibits employees having weapons on Park District property including employees who have a concealed weapon permit.

A motion was made by Commissioner Stastny; seconded by Commissioner Ogden to approve amendments made to the personnel policy as discussed. MOTION CARRIED. There was no further discussion and the motion passed unanimously by voice vote.

11. Open Forum

- Resident Matt Sawtell explained that he is writing a story for a Chinese publication about how local governments in the U.S. operate. As a result he will be attending the meetings for the upcoming months to compile information for the article he will be writing.
- Resident Pete Stojic wanted to personally hand deliver a letter of recommendation for the Executive Director position on the behalf of Phil Mesi.
- Commissioner Ritten reported an incident he experienced at Memorial Park
- President Boyd reported on a non-Park District sponsored tennis tournament at Stone-Monroe and expressed her delight in seeing this kind of use of our parks.

12. ADJOURN TO EXECUTIVE SESSION

A motion was made by Commissioner Stastny; seconded by Commissioner Ritten to adjourn to executive session at the hour of 8:38 p.m., in accordance with the Open Meetings Act Section 2 (c) (6), for the purpose of settling of a price for the sale or lease of property owned by the District. MOTION CARRIED There was no further discussion and the motion passed unanimously by voice vote.

13. RECONVENE OPEN MEETING AND ROLL CALL

President Boyd called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 8:57 p.m. Other Commissioners present were Lou Ritten, Lucy Stastny, Tim Ogden, and Jeff Kilrea. Also present was Executive Director Roy Cripe.

14. ADJOURNMENT

Commissioner Ritten made a motion, seconded by Commissioner Stastny to adjourn the regular meeting at the hour of 8:57 p.m. MOTION CARRIED. There was no further discussion and the motion passed unanimously by voice vote.