

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
May 12, 2014 – 6:30 P.M.

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. April 14, 2014 Regular Meeting
6. Recognition of Visitors & Open Forum
 - A. Budget and Appropriations Ordinance Public Hearing for the year beginning May 1, 2014 and ending April 30, 2015.
 - B. Summer 2014 Student Intern Mary Irwin
7. Staff Reports
 - A. Executive Director
 - B. Building & Grounds
 - C. Superintendent of Recreation
 - D. Recreation Supervisor
 - E. Marketing Supervisor
 - F. Office Coordinator
 - G. Safety Coordinator
 - H. Financial Statements
8. Approve Monthly Disbursements
9. Unfinished Business
 - A. Budget and Appropriations Ordinance in Final Form
 - B. IDNR Project Agreement for Memorial Park Improvement Project
 - C. Robinhood Park Project –Second Draft
10. New Business
 - A. Annual Meeting – Appoint Board Officers
 - B. SEASAR Budget – FY2014-15
11. President’s Report
12. Adjourn to Executive Session

In accordance with the Open Meetings Act under Section 2 (c)(1), for the purpose of discussing the appointment, employment, compensation, discipline, or performance of specific employees.
13. Reconvene Regular Meeting
 - A. Call to Order & Roll Call
 - B. IAPD Agreement for Employee Search Services
14. Adjourn Regular Meeting

May 7, 2014

TO: Community Park District Board of Commissioners
FROM: Roy Cripe, Executive Director

RE: Monthly Status Report

1. MEMORIAL PARK IMPROVEMENT: LandTech Design has begun the Memorial Park Improvement Project by researching picnic shelter designs. We want something architecturally pleasing and vandal, e.g. graffiti, resistant.
2. BEACH-OAK PARK IMPROVEMENT: Postcards are being hand delivered the neighborhood on Monday announcing two public hearings scheduled for May 19th and June 7th.
3. Veterans Memorial developments include:
 - a. Bricks for the all the vertical walls and blank patio paver brick have been turned in. The vendor, Illinois Brick, Inc. is strongly considering a donation large enough to make the donor's wall. Should have more on Monday. The Illinois Brick, Inc. invoice will be added to the list of payables.
 - b. The order for the limestone donors' wall plaque goes in next week along with an order for the military medallions, banner above the medallions and U.S. Seal.
 - c. The Kenneth Company said earlier that they might be here as soon as next week to complete demolition, footing excavation and footing concrete pour.
4. FINANCIAL STATEMENTS (AGENDA # 7,H): The financial statements provided in this binder do not reflect expenses that are being forwarded to FY2014-15. Phil will deliver the revised financial statements over the weekend.
5. ROBINHOOD PARK IMPROVEMENT (AGENDA #9,C): John Vann is unable to attend the meeting but has provided us with the revised conceptual drawings for this project. The revision uses input provided by the Board during our April Board meeting. The documents include the recommended conceptual drawing and budget along with some pictures of a nearby playground with the type of climbers shown in the concept. You will note that the estimated cost is about \$8,000 over our \$37,500 budget. I will review the options we have to mitigate that condition. The bottom line recommendation is to approve the concept as presented and get to get some actual cost estimates prior to deciding budget cuts.
6. ANNUAL MEETING (AGENDA #10,A): You may remember from previous annual meetings that the Board elects its President and Vice President. The new President then appoints the Board Treasurer and Board Secretary.
7. SEASPAR BUDGET (AGENDA #10,B): I have summarized the budget for the year beginning June 1st. The Board will be asked to approve the SEASPAR budget although it is not required per SEASPAR policy because the budget it generally established in it levy request. SRA's have a different financial structure that causes this process. Here are some notes:
 - a. Member contributions have remained steady for the past three years and are expected to stay that way for the next two years. Member contributions account for 61% of the total.
 - b. Program fees & charges are expected to be higher when the new Sensory Studio in Lisle opens this spring.
 - c. Inclusion fees & charges are becoming a larger percentage of the total revenue
 - d. Typically, \$100,000 is transferred from operating to Capital Projects each year. This year's capital outlay includes a replacement transportation van and the constructing and furnishing the Sensory Studio.

May 7, 2014

TO: Board of Commissioners

FROM: Martin Healy,
Maintenance Supervisor

RE: Monthly Board Report

- Continuously working on ball fields to ensure they are ready to play
- Secured wind breaker for tennis at Memorial Park
- Removed trees from Beach Oak Park from the right of way. All stumps were removed.
- Trees trimmed at Memorial Park in the playground area. Removed 4 dead trees at Memorial Park.
- Locus tree trimmed at the girls ball field back stop in Hanesworth Park
- All the tree work should have been completed in the winter, but due to the severe weather it could not be done.
- Preparing for the Run for the Roses; port-a-potties have been ordered, traffic barricades and water have been picked up
- Keeping up with cutting grass in all areas.
- Repairs completed on the dump truck brake lines that were rusted out from the salt over the years.

May 1, 2014

TO: Park District Board of Commissioners
FROM: Dean Carrara, Superintendent of Recreation
RE: **Monthly Report for May 12, 2014**

SENIOR CLUB

On Monday April 28th the group got together for a presentation on bee's from our Dog Obedience Instructor and Brookfield Zoo employee, Barb Clish. For lunch they enjoyed grilled chicken sandwiches from Paul's Pizza.

SOFTBALL

I had to cancel the girls' softball minors division (2nd & 3rd grade) due to low enrollment (only 15 girls) and the women's softball league (just 3 teams). However, we do have four teams competing in the junior girls softball league (4th – 6th grade) which has a total of 47 girls registered.

GET ACTIVE LP

The YMCA hosted a boot camp at Stone-Monroe Park on Saturday April 26th, but only three individuals participated in this program. The next event that we'll host will be the Run for the Roses, which is scheduled for Saturday May 17th.

FALL BROCHURE

Work on the fall brochure has begun; our coop meeting with Western Springs and LaGrange is scheduled for Monday May 19th. The first draft of the brochure is due to Peggy on Monday June 9th.

BUILDING

I had the HVAC repairmen out to fix the issue were having with one of the roof top units. They will also be sending me a quote on work that needs to be done with to correct a problem we are having with the heating & air condition between Room 101 and the front office.

UPCOMING EVENTS

- Junior Girls Softball Opening Night – Monday May 12th
- Run for the Roses – Saturday May 17th
- Sand Volleyball – Captains Meeting Tuesday May 20th and the league will begin Wednesday May 28th at Memorial Park
- Senior Club – Monday June 2nd
- Afternoon Antics – staff orientation is scheduled for Tuesday June 3rd and the camp will start Monday June 9th

May 8, 2014

To: Community Park District Board of Commissioners

From: Darla Goudeau, Recreation Supervisor

Subject: May Board Report 2014

PRESCHOOL

The current registrations for fall 2014 are 124 families. This is a few more than this time last year. I will continue to market the preschool throughout the summer. Plans are being made to announce the new addition to Ready Teddy Preschool. Beginning this fall we will have a class of 2 year olds called "Teddy Toddlers". Dave will be helping with the publicity and marketing of this big news for Ready Teddy.

SPECIAL EVENTS

The preschool's annual family picnic is scheduled for Monday, May 19th, 10:30-12:30. The year-end musical is "Ready Teddy's Birthday Bash", celebrating our 20 years. Commemorative teddy bear key chains will be passed out to all the audiences. The Pre K classes will have graduation ceremonies followed by refreshments. Attendance is typically over 200 for each performance.

The "Fun Run" is again being sponsored by Ready Teddy this year. "Winner" medals will be presented to each participant.

THEATER

"Wizard of Oz" was extremely successful. Revenue was just over \$8,000 and after expenses a net of \$2,000.00. PJHS worked perfectly with attendance over 300 for every performance (Sunday matinee audience was 500). I have obtained the license and paid the royalties for the next play "Annie, Jr." for November.

TRIPS

The Holland Michigan Tulip Festival was a full bus of 56 and everyone enjoyed good weather and had fun. Nappanee, Indiana (the big flea market trip) is almost full, it goes out in June.

RENTALS

All the weekends in May are booked. June has 1 Saturday open.

May 8, 2014

To: Community Park District Board of Commissioners
From: Peggy Ronovsky
Office Manager

Ref: Board Report May 2014

- Monthly financial work was completed. Payroll and payables were processed and mailed for April. Payables were prepared for May's meeting. We have separated the payables by FY 2013-14 and FY 2014-15. All previously held over bills and deposits will be reflected on next month's financial statements.
- Daily registrations, daily computer entries and bank deposits were processed. Veteran Memorial Fund deposits also being processed and recorded. Summer registration is ongoing.
- Monthly tuition payments were processed for April. May tuition collections will reflect only one week of instructional class time. All tuitions will be only $\frac{1}{4}$ of original amount.
- Office staff member Amanda finalized the last brick order and placed that order. The original order of bricks is considered guaranteed for the September dedication. She also placed a new order with 20 plus bricks last week. Those bricks are not guaranteed for the dedication, but the brick company is aware of our request to have them installed as part of the dedication. She is on top of this project and is in constant contact with the right people to get the job completed.
- I finalized all income for the park district as part of the 12 month year to date financial reports. Phil was sent two income statements by me and allocated all money dedicated to FY 2013-14 and FY 2014-15 as assigned. There will be two hold over accounts that I work with, Veterans Memorial Fund and Scholarship Fund. We will work with the auditor to move those funds from FY to FY.
- My staff has been working closely with Dean in preparation for the Run for the Roses 5-K Race. If you can, or know of anyone who can volunteer for a few hours that Saturday morning from 7:30 to 9:30 that would be greatly appreciated. We are a little low on volunteers and could use the extra hands.

- The office will be closed on Saturday, May 24th and Monday May 26th for Memorial Day weekend.

May 7, 2014

TO: Community Park District Board of Commissioners

FROM: Dave Romito

RE: Marketing for April, 2014

The following marketing processes have been completed in April, 2014. Media outlets include: TribLocal & www.chicagotribune.com, Suburban Life, The Doings & www.pioneerlocal.suntimes.com, Suburban Focus, Patch, E-Brief's, School District 102's website, and Facebook.

- Weekly promotions of programs, events, and updated pictures on Facebook. We currently have 351 fans.
 - Promotion for special events: Get Active, Volo County Village Trip, Easter Egg Hunt, Girls Softball, Wizard of Oz children's musical, and Run for the Roses.
- Articles written and submitted to media outlets regarding:
 - Girls Softball League
 - Veterans Memorial Fund
 - Volo County Village Trip
 - Easter Egg Hunt
 - Get Active La Grange Park
 - 10 Minute Play Festival
 - Wizard of Oz children's musical
 - OSLAD Grant/Governor Quinn Visit
 - Bridge
 - USAgain – Supporting Earth Day
 - Run for the Roses
- Updated and maintained all programs, events, and requests on La Grange Rd. lighted sign.
- Pictures continue to be taken, uploaded, and maintained of all programs and events through the Park District.
- New picture boards in hallway have been updated.
- New camera and tripod have been purchased with a 3 year protection plan.
- Volo Trip, Easter Egg Hunt, and Girls Softball fliers were made and put around building and surrounding areas.

May 8, 2014

To: Roy Cripe, Director
From: Megan Jadron, Safety Coordinator
May Board Report 2014

Inspections:

All playgrounds are being inspected on a regular basis. Only minor repairs are needed at this time. All playgrounds are in good condition.

Building inspections have been conducted for the month of May. Fire Extinguishers and AED has been checked as well.

Other:

- As an ongoing process, I am checking certificates of insurance for any independent contractors that we use for various jobs throughout the district.
- Annual road checks will be completed in the month of May. All employees who drive our vehicles will conduct a road check for the year.
- I am working with Dean and Darla on training dates for the upcoming summer camp season.
- I have requested additional educational safety material through PDRMA for a safety meeting in May.
- I plan to teach a First Aid, CPR and AED certification class on Wednesday, June 4th for any employees that are in need of certification or re-certification.
- K and S Sprinkler has completed their annual inspection at the Maintenance Garage on Wednesday, April 23rd.
- Martin Healy and Gary Lux attended the Defensive Driving and Fleet Safety Class through PDRMA on April 25th.
- I plan to assist Dean with the Run for the Roses Race on May 17th.