

Minutes  
Regular Meeting of the Board of Commissioners  
Community Park District of La Grange Park  
June 13, 2011

1. CALL TO ORDER & ROLL CALL

President Ritten called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 6:34 pm.

Commissioners present were Ted Popernik, Lucy Stastny, and Jeff Kilrea. Commissioner Karen Boyd was absent. Also present were Executive Director Roy Cripe, Superintendent of Recreation Dean Carrara, Recreation Supervisor Darla Goudeau, and Finance Consultant Phil Mesi.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC HEARING CONCERNING THE BUDGET AND APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR BEINNING MAY 1, 2011 AND ENDING APRIL 30, 2012

A summary of the Ordinance was recited as follows: The Park District had a balance of \$1,450,157 at the beginning of the fiscal year; the estimated revenue for fiscal year 2011-12 is \$1,742,145; the estimated expense for fiscal year 2011-12 is \$1,883,579; and the balance at the end of fiscal year 2011-12 is expected to be \$1,308,723. President Ritten asked if any member of the audience wish to comment. There was no comment. President Ritten then asked members of the Board if there was any comment or question. There was none. President Ritten then declared that the public hearing be closed.

4. AGENDA ADDITIONS/DELETIONS - None

5. RECOGNITION OF VISITORS & OPEN FORUM

The Board recognized Bill Hepworth, RW Baird Financial and Rick Tarulis, Brooks Adams & Tarulis LTD. Rick Cavaliere from Windy City Hot Dogs, Inc. arrived at 6:54 p.m.

President Ritten gave the floor to Bill Hepworth who described a Park District option to refinance the District's debt certificates issued in 2005. Mr. Hepworth explained the District's current debt ceiling and described two options where the Board could sell Government Obligation (G.O.) bonds that would retire the existing debt certificates and would provide up to \$1,000,000 to be used for needed capital projects. Mr. Hepworth said that interest rates are presently favorable if the Board wishes to consider issuing G.O. Bonds. He also said that the District could issue additional bonds in 2014 totaling approximately \$500,000 depending upon interest rates at that time, the amount of bonds sold now, and annual consumer price index (CPI) variables. Questions from the Board were asked and answered.

Rick Tarulis from Brooks, Adams and Tarulis and attorney for the Park District was recognized by President Ritten. Mr. Tarulis said he is in attendance to meet newly installed Commissioner Kilrea and to answer any questions from the Board during the meeting.

Rick Cavalier, owner of The Best Windy City Hot Dogs, Inc. was recognized by President Ritten. Mr. Cavalier said he was in attendance to answer any questions pertaining to the agreement between the Park District and Windy City Hot Dogs to be discussed later this evening under New Business. President Ritten then asked the Board to approve taking agenda item 9, A. out of order. All agreed. Mr. Cavalier gave a short description of his business and said he is in full agreement with all provisions of the agreement given the Board prior to the meeting. The discussion that followed clarified how the agreement that would allow Windy City to sell ice cream and bottled water in Memorial Park. Commissioner Popernik made a motion, seconded by Commissioner Kilrea to approve the agreement between the Community Park District and Windy City Hot Dogs, Inc. as presented. MOTION CARRIED: There was no further discussion and the motion passed unanimously by voice vote.

6. APPROVAL OF MINUTES

The minutes from May 9, 2011 were introduced. Commissioner Popernik and President Ritten noted some typographical errors, which were corrected. Commissioner Stastny made a motion, seconded by Commissioner Popernik to approve the minutes as amended. MOTION CARRIED: There was no further discussion and the motion passed unanimously by voice vote.

7. STAFF REPORTS

A. Executive Director

A written report was introduced for discussion. Executive Director Cripe described a schematic drawing for re-stripping the multi-use play court on the existing roller hockey court in Memorial Park. He said that a bid packet will be sent to qualified contractors to do the work. The work will include color-coating and striping the adjacent tennis courts and the Memorial Park basketball court. Cripe wants to have bids received from interested contractors in time to place on the Board's July 11<sup>th</sup> agenda for project award. Questions pertaining to the Village of La Grange Park Police special patrol agreement were asked and answered. There was a brief discussion of the multi-use play court project and Park District logo project.

B. Buildings and Grounds

A written report was introduced for discussion. Commissioner Popernik commented that Risk Manager Megan Jardon should be advised of the sink hole that occurred in Stone-Monroe Park.

C. Superintendent of Recreation

A written report was introduced for discussion. Superintendent Dean Carrara distributed a final financial report on the recent Run for the Roses event. There were

also 30 children who participated in the Fun Run portion of the event. He thanked the Board for their participation. There was a brief discussion on summer programs that started today.

D. Recreation Supervisor

A written report was introduced for discussion. Supervisor Goudeau reminded the Board of the first concert scheduled for the next Wednesday. There was a brief discussion on volunteers. She said that the new theater group, Moving Images, will be utilizing the Memorial Park Shelter Building.

E. Office Manager

A written report was introduced for discussion. Commissioner Popernik commented that the Park District Facebook page is being well maintained. Executive Director Cripe said that Office Manager Ronovsky has hired a part-time receptionist to take the hours left by Ashley Mann.

F. Finance Report

A written report was introduced for discussion. Finance Consultant Phil Mesi commented that materials requested by our auditor are being provided. Commissioner Popernik noted that is no longer required to print the treasurer's report according to a report from IAPD.

8. Approve Monthly Disbursements

Questions regarding specific bills were asked and answered. Executive Director was asked to follow up on an invoice from La Grange Lock in the amount of \$484.00. Commissioner Popernik asked Staff to sign Sam's Club receipts because the card number is shared. Commissioner Popernik made a motion, seconded by Commissioner Stastny to approve the disbursements totaling \$141,101.30. There was no further discussion and the motion passed 4-0 by roll call vote. Commissioner was Boyd absent.

9. Old Business

A. Concessionaire Operations Agreement

This agenda item was taken out of order under Recognition & Visitors.

B. Budget & Appropriations Ordinance

Commissioner Stastny made a motion seconded by Commissioner Kilrea to approve as presented the Budget and Appropriations Ordinance for the fiscal year beginning May 1, 2011 and ending April 30, 2012. MOTION CARRIED: There was no further discussion and the motion passed 4-0 by roll call vote. Commissioner Boyd was absent.

10. New Business

A. Approve SEASPAR Budget for the fiscal year beginning June 1, 2011 and Ending May 31, 2012

A copy of the SEASPAR budget was introduced. Executive Director Cripe said that the SEASPAR Board has approved the budget and that the SEASPAR bylaws require that it be ratified by all member district Boards. Commissioner Kilrea made a motion, seconded by Commissioner Stastny to approve the SEASPAR budget for the year beginning June 1, 2011 and ending May 31, 2012 as presented. MOTION CARRIED: There was no further discussion and the motion passed 4-0 by roll call vote. Commissioner Boyd was absent.

Commissioner Kilrea left the meeting at 8:18 p.m.

B. Landscape Architect Proposals for Site Master Planning and Message Sign Projects

Executive Director Cripe distributed a summary report showing the work to be completed and the proposed cost from three architects. Following discussion, the Board asked that a standard American Institute of Architects Agreement be included on the July Board meeting agenda for discussion.

C. Prevailing Wage Ordinance for Workers and Mechanics Employed on Public Works of the Community Park District

A proposed ordinance was introduced with an accompanying Cook County wage scale for 2011. Commissioner Stastny made a motion, seconded by Commissioner Popernik to approve the Prevailing Wage Ordinance as presented. MOTION CARRIED: There was no further discussion and the motion unanimously by voice vote. Commissioners Boyd and Kilrea were absent.

11. Presidents Report

President Ritten said that Nazareth Academy Baseball team recently won fourth place in the State Tournament. He also said that the Lyons Township baseball team placed first in the tournament. He recommended that the Park District pass a resolution congratulating both teams at July meeting. President Ritten gave a brief summary report on the Park District web site project. Finally, he asked that a picture of the new Board be taken next meeting for printing in the fall recreation brochure.

12. Adjournment

Commissioner Stastny made a motion, seconded by Commissioner Popernik to adjourn the regular meeting at the hour of 8:31 p.m. MOTION CARRIED: There was no further discussion and the motion unanimously by voice vote. Commissioners Boyd and Kilrea were absent.

July 5, 2011

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

**RE: Monthly Status Report**

1. The La Grange Park Little League has purchased and installed a new scoreboard on the north Hanesworth Park baseball field. It is valued at \$5,233.
2. Memorial Park was quiet over the holiday. As reported earlier, both basketball rims were removed June 28th following a disturbance that occurred June 27th. One rim was reinstalled on Tuesday, July 5<sup>th</sup> making the court for half court only at least through July 22<sup>nd</sup>. However, the second rim will be installed for our league play on Wednesday evenings and removed the following morning. If the second rim is reinstalled permanently, we will hire a court monitor who will collect a \$5.00 non-resident fee. This plan has been discussed and approved by Commander Ed Rompa of the La Grange Park Police Department. While disheartening to have the kind of problem we experienced, we can be pleased with excellent cooperation with our Police Department.
3. Bill Hepworth with RW Baird is not able to be with us on Monday; however, he has emailed a summary of the attached proposed debt service plan. At this writing we are working together to develop a program that will best fit our needs. As the bond market has been pretty stable all year, Bill believes that there is no pressure to act quickly on this option. A verbal status report will be given at the meeting.
4. A legal notice appeared in the July 6<sup>th</sup> edition of the Suburban Life Newspaper advertising the Memorial Park Multi-Use and Athletic Court Resurfacing Project. A copy of the bid documents were also sent to 3 known contractors who specialize in this work. The plan is to publicly open the sealed bids at 10 a.m. on Wednesday, August 3<sup>rd</sup> and to bring a recommendation to the Board on August 8<sup>th</sup>.

June 30, 2011

To: Roy Cripe

From: Martin Healy, Maintenance Supervisor

Ref: Board Report July 11, 2011

Routine tasks for the month include:

- Grass cutting ongoing at all parks.
- Weed control ongoing at all parks.
- Wasp and bee control at all parks.
- All ball fields maintained for Little League and Softball games.
- Outside sport programming support. Groomed tennis courts, basketball ball courts, and prepared volleyball courts for the summer.

Special Projects for the month include:

- Amphitheater prepared for summer concert series. 14 Yards of mulch was applied around all trees at the Amphitheater.
- Restored two planters at the Amphitheater with fresh topsoil and perennial grasses and flowering plants.
- Concert banners were installed.
- Cleaned and did minor maintenance to the old inline hockey courts for summer program usage.

June 29, 2011

TO: Park District Board of Commissioners  
FROM: Dean Carrara, Superintendent of Recreation  
RE: Monthly Report for July 11, 2011

### **GIRL'S SOFTBALL**

The minor girls' softball program concluded their season on Tuesday June 22<sup>nd</sup>, a post season meeting was held on Wednesday June 29<sup>th</sup>. The junior division All-Star game was held on Monday June 27<sup>th</sup> and the Championship Game was played on Wednesday June 29<sup>th</sup>.

### **MOVIE & FUN UNDER THE STARS**

On Thursday July 7<sup>th</sup> we will show the movie, Toy Story 3 at the Memorial Park Amphitheater at dusk. Pockets the Clown will be on hand from 7:30-8:30pm to make balloon animals for the children.

### **ARCHITECTURAL TOUR/NAVY PIER**

Currently we have twenty seven participants signed up to attend our outing to Navy Pier on Tuesday July 12<sup>th</sup>. The trip includes a one hour boat cruise along the Chicago River and sightseeing. Betty will chaperone the event.

### **FALL BROCHURE**

The fall brochure is in our designer's hands and is scheduled to head to the printer on Monday July 18<sup>th</sup>. We are set to have the brochure out to the residents the week of August 1<sup>st</sup>.

### **UPCOMING EVENTS**

- Chicago White Sox Game – Monday July 25<sup>th</sup>
- Sand Volleyball Championship – scheduled for end of July
- Women's Softball Championship – scheduled for beginning of August
- Men's 3 on 3 Basketball Championship – also scheduled for August
- I & M Canal Tour – Tuesday August 16<sup>th</sup> – Registration Deadline 8/2

July 6, 2011

To: LaGrange Park Board of Commissioners  
From: Recreation Supervisor, Darla Goudeau

Subject: July Board Report

#### SPECIAL EVENTS

The "All Out For Bridge Night" is scheduled for the evening of Tuesday July 19<sup>th</sup>. This event is held at our recreation center.

"Who's Got Talent?" finalists will be appearing on July 13<sup>th</sup> at 7:00 p.m. followed by the band "On the House" which was cancelled in June due to weather and power outage. So our Music Under the Stars has a double feature for that evening.

The Magic Bus is scheduled to come on Friday afternoon on July 15<sup>th</sup>. This show is for all of our campers and is also open to the public.

PUBLICITY—See attached

#### SUMMER CLASSES & CAMPS

Camps are underway and running well. Wood Week has 55 students enrolled and the new Cooking Week has all the kitchen can hold.

#### FALL BROCHURE

All material has been submitted to designer. The fall brochure will feature new party packages for rentals and our new category "Creative and Performing Arts".

#### PRESCHOOL

Some of the preschool staff will be attending the all day Early Childhood Conference at Concordia University in August. All of the staff will be attending the school "kick off" workshop sponsored by the Alsip Park District on August 25<sup>th</sup>. One of the workshops, presented by the Moraine Valley College, "Enchanting Natural Spaces and Activities for Young Children" is a 90 minute hands on workshop. The other workshop, recognizing red flags in children's Behavior will also be very educational.

#### RENTALS

Rentals are going well. Every Saturday in June was booked and so is September.



July 1, 2011

To: Roy Cripe

From: Peggy Ronovsky  
Office Manager

Ref: Monthly Board Report for July 2011

- Monthly financial work was completed. Payroll and payables were processed and mailed for June. Payables were completed for July's Board Meeting.
- End of the month reports were completed and balanced.
- Summer program registrations, applications and payments were processed. Class rosters were generated.
- Office staff assisted Dean and Darla for summer class rosters. We are printing class lists, ordering supplies, and making any waiting list phone calls or class cancellations due to lack of enrollment or weather related issues.
- Nathan Pasbrig, from O'Neill & Gaspardo, completed the field work portion of the annual audit in one day on Thursday, June 23<sup>rd</sup>. We were very pleased with the process and at this writing, we expect a draft report for Staff review and comment. A final audit report will be in our hands prior to the August Board meeting.

July 7, 2011

TO: Community Park District of La Grange Park  
Board of Commissioners

FROM: Roy Cripe, Executive Director

RE: Standard Owner/Architect Form of Agreement

The attached agreement is approved by the American Institute of Architects and is also approved by our corporate attorney. It was chosen as less expensive alternative to drafting a customize agreement.

I am recommending that the Board engage LandTech Design for professional services to complete site master planning at Memorial and Beach-Oak Parks and to develop a landscape plan for the new marque sign along La Grange Road. Three architectural firms were asked to provide a proposed cost of services. The result follows:

LandTech Design	\$ 9,875
Planning Resources, Inc.	\$ 21,865
FGM	\$ 30,355

John Vann is the owner and only employee of LandTech Design. He operates his business out of his home in Oswego. John left his position as landscape architect for the Westmont Park District about 10 years ago to start his own business. He has completed numerous master plans for several western suburb park districts and has much experience writing successful grants.

All of the requirements of our work are being addressed in the LandTech proposal. Factors that contribute to the significantly lower proposal are 1) His hourly rate of \$120/hour is very competitive in the marketplace, 2) LandTech overhead business cost does not include office rental, and 3) The number of estimated man hours required are reduced because internal meetings with other members of the firm are not included. Larger firms have weekly team meetings to brainstorm on current projects, which arguably allow for more creative thinking but also drives up billable hours.