

Elmhurst Park District Board of Park Commissioners - Annual Meeting and Regular Meeting

Monday, May 14, 2018 7:00 p.m.

Elmhurst Park District Administrative Office, 375 West First Street

Elmhurst, IL 60126

Attendance: 7 Commissioners; Exec. Dir. Rogers;
10 Staff; 1 visitor; LWV observer: B. Lipton

NOTE: Related documents and audio recordings of these meetings can be accessed at:

<https://www.epd.org/elmhurst-park-district-board-park-commissioners>

- 1. Call to Order** Pledge of Allegiance
- 2. Appointment of Temporary Chairperson** By President Spaeth (Secretary) Dir. Rogers is appointed Temporary Chair
- 3. Election of President of the Board:** Dir. Rogers quizzes all Commissioners; they all decline except Commissioner Spaeth – he is elected unanimously.
- 4. Election of Vice-President of the Board:** All Commissioners decline position except Commissioner Graf; he is elected unanimously.
- 5. Appointments By Board of Commissioners;** President Spaeth presiding. All appointments below are approved unanimously.
 - A. Secretary – James W. Rogers
 - B. Treasurer – Christi Jacobson
 - C. Assistant Treasurer – Barbara Stembridge
 - D. Attorney – Andrew S. Paine, Tressler, LLP
- 6. Appointment to Committees and other groups by the Board President** with approval of the Board (current committee members). Pres Spaeth asks for Commissioners' preferences; he will assign people to committees next meeting. Until then all Commissioners to continue on in their current committees.
 - A. City/Park/School Committee (two Board Members and Executive Director)
 - B. Elmhurst Art Museum (one Board member)
 - C. Ethics Committee (three members plus Ethics Officer (Attorney Paine))
 - D. Finance/Audit Committee (two Board members)
 - E. Freedom of Information Act Designees - James W. Rogers, Christi Jacobson, Nimfa Melesio
 - F. Gateway SRA (one staff member plus one alternate)
 - G. Human Resource Committee (Board President & Vice-President)
 - H. Legislative Committee (one Board member)

- I. Lizzadro Museum of Lapidary Art (one Board member)
 - J. Open Meetings Act Designees – James W. Rogers, Nimfa Melesio
 - K. Park/School Joint Committee (President and Executive Director)
 - L. People for Elmhurst Parks (PEP) (one Board member and one staff member)
 - M. Policy Review Committee (two Board members and Executive Director)
 - N. Senior Citizens Commission (one staff member)
 - O. Sugar Creek Golf Course Administrative Board (three members plus one every other year)
 - P. Veterans' Memorial Commission (one staff member)
 - Q. Youth Commission (one staff member)
- 7. Adjournment Sine Die (indefinitely)**

Regular Meeting (Immediately After Annual Meeting)

1. Call to Order

2. Additions/Deletions/Changes to Agenda none

3. Remarks/Correspondence from Visitors none

4. Committee Reports

- A. Elmhurst Art Museum (May 2, 2018). Kies, next board meeting May 24. Dir. Rogers reads a letter from the Art in the Park organizing committee thanking the PD for the smooth and very successful conduct of the event last week. Commissioner Ennis reports that the museum fundraiser was also successful, raising upward of \$35K. The Elmhurst Artists Guild has had a massive jump in membership; their gallery space is fully booked through 2020. The museum itself has exhibitions booked through 2019. Financials are increasing in parallel. Questions, comments from Commissioners Spaeth and Kies.
- B. Gateway (May 10, 2018) report by Cindy Szkolka who is stepping down as board chair. The 2018-19 budget includes a 3% increase: the entire increase will go to salaries. Soon there will be a need to purchase new vehicles since three of them are very old. Board officers were elected at this meeting.
- C. Sugar Creek Golf Course (April 24, 2018) report by Brian McDermott. Last year was record-breaking while this year, in contrast due to the weather, it was the lowest utilization ever; down \$40K until this point, but this is still slightly ahead of the 5-year average. Lowest # of playable days ever. Construction and events planned for April couldn't go on. Deck repair has been completed to comply with new ADA codes; it was done in-house which saved a good deal of money. Commissioners Morrisette-Moll and Kies comment.

5. Upcoming Committee Meetings per Dir. Rogers:

- A. Sugar Creek Golf Course - May 22, 2018
- B. Gateway - June 14, 2018
- C. Elmhurst Art Museum - July 25, 2018

6. Consent Agenda All items below are approved unanimously

- A. Approval of April 23, 2018 Regular Meeting Minutes
- B. Approval of April 23, 2018 Closed Meeting Minutes
- C. Voucher Lists and Non-Accounts Payable Disbursements of Funds
- D. Disposal Ordinance O-04-18

7. Board Business - Unfinished (Old)

- A. Registration Software Update by Dir. Rogers. He refers to the updated memo available on the EPD website. On 5/5 summer registration went well, but there were far fewer registrants than the peak spring and fall periods. On 5/10 they updated the software and the newer version was load-tested today, first in stripped down condition and then with full utilization – in both conditions it ran well. Significant concerns remain however, revolving on a lack of confidence in the ability of the software to meet our community’s needs. The next big challenge will come in August when fall registration will commence. Commissioner Sheehan asks about doing the registration on their servers rather than on EPD premises; Dir. Rogers replies that this is still under consideration, and that if it must be done to improve services there will be no additional charge. This is the next option. Comment by Commissioner Ennis that if we change software companies it will be a much bigger effort. The next step is to vet the feasibility of staying with this company. Commissioner Ubriaco recalls that this software was substantially less expensive than most other options; asks if that is still the case? Dir. Rogers comments; Commissioner Kies asks how long are we locked in with this company – about another year. Commissioner Graf asks how much will it cost if we change software now? Dir. Rogers comments on the cost differential versus better software; there remains the possibility of charging customers who use online registration a small fee, since a majority of residents do not register online. Commissioner Ennis thanks staff for their long hours on this issue.
- B. Salt Creek Greenway Trail Connection at Butterfield Road: whether to approve expenditure of \$73,800 to purchase easements (temporary for construction; a second for permanent access) to allow the bike trail to connect safely across Butterfield & Brush Hill Rds. Angela Ferrentino explains: right now the bike trail

goes through an office building parking lot. Commissioners Kies, Ubriaco, Sheehan, Ennis, Spaeth discuss; Dir. Rogers comments. If Salt Creek overflows the path will be closed. This issue has been going a long time, it was almost resolved in 2010 but the negotiations with property owners fell through. A grant to fund this is now available. Commissioner Graf asks about crossing driveways into office parking lot; Commissioner Ennis asks about snowplowing and lighting. Dir. Rogers reminds the Board that we committed to maintain this bike path through Elmhurst 20 years ago when the project began. Approved unanimously.

8. Board Business - New

- A. IAPD Legislative Conference Report. Commissioners Graf and Ubraico attended; they explained the activities of IAPD and commented on the entire process. PD staff did a great job staffing their table and representing the Park District. Collaborating with legislators will continue to make a huge difference to EPD in the future.
- B. 2018 First Quarter Financial Report presented by Christi Jacobson. There were some accounting changes this past year that did affect the comparisons with last year; they should even out by the end of 2018. Courts Plus memberships are down 6%, mostly related to the opening of competing private exercise facilities (LA Fitness, the spin studio on Spring Rd; other boutique/storefront operations). The District in this first quarter paid out only 4% of the allocated capital expenditures budget. Commissioner Ennis, Pres. Spaeth and Dir. Rogers comment.
- C. 2018 Courts Plus Spin Bike replacement bid was awarded to Integrity Fitness of Crestview. Brian McDermott presents the details. Spin bike classes are the only ones currently waitlisted at Courts Plus; the current bikes are at their age limit. Staff and members went to other venues to try different manufacturers, it was decided to seek bids on Schwinn. Three bids were received but one was not compliant with standards. The number of bikes will increase from 25 to 28; Integrity will buy back the old bikes. Passed unanimously.
- D. Comprehensive Review of Board Policy Manual is explained by Laura Guttman. Changes were reviewed by the policy committee on April 30; Laura presents them one-by-one; a full discussion occurs among Commissioners. Commissioner Kies asks why there is no smoking ban in the policy document; the reason it is covered by the Park Ordinance instead is explained.

President Spaeth comments on the attendance requirements for Commissioners (items 4.13 and 5.17); Dir. Rogers notes that declaring a board seat vacant is governed by law, not by policy documents. But the Board could write policy to *consider* vacating a Commissioner's seat if s/he is physically not present for a certain number of meetings. Commissioner Spaeth would like to set a specific number of absences that would need to be brought to the Board's attention. The number suggested is 3 consecutive meetings or seven meetings in a given year. A lengthy discussion of the entire attendance issue, including by electronic means, takes place among all Commissioners and Dir. Rogers. A non-binding vote is taken to set a limit of 12 missed meetings, and to dispense with the limit of three meetings attendance by electronic means.

Policy Manual approved unanimously as amended.

- E. Confirmation of Governance Roles and Responsibilities presented by Dir. Rogers. This sets out the roles and responsibilities of PD staff and Board. Approved unanimously.

9. Information Items

A. Commissioner Announcements

- Commissioner Kies states the prairie looks lush and green. The Elmhurst Garden Club was declared number one in the state. She mentions upcoming events at the Lizzadro Museum; their brochure will be scanned and put up on the website.
- Commissioner Sheehan notes that the PD dance troupe performed at the assisted living center where his parents live. It was much appreciated.
- Commissioner Graf announces that the prairie cleanup will be this Saturday; as is set for every month on the third Saturday.

B. Future Agenda: the next Board meeting will be Tuesday May 29 due to Memorial Day.

C. Staff Announcements: none tonight.

10. Closed Session begins at 9:25 pm

Pursuant to 5ILCS 120/2(c)(11) for pending, or probable or imminent litigation against, affecting or on behalf of the District