

Elmhurst Park District Board of Park Commissioners – Regular Meeting

Tuesday, May 28, 2019 – Began at 7:03pm

Attendance: 7 Commissioners, 8 staff, 4 visitors

LWV Observer: A Yeazel

1. Call to Order: Pledge of Allegiance

a. Roll Call - Vince Spaeth: Present, Kevin Graf: Present, Doug Ennis: Present, Mary Kies: Present, Claire Kubiesa: Present, Tim Sheehan: Present, Carolyn Ubriaco: Present

2. Additions/Deletions/Changes to Agenda – None

3. Remarks/Correspondence from Visitors

- a.** Visitor asked that, should Lizzadro be torn down that the land be used as a useful space such as a garden or play space.
- b.** Visitor, who is the chair of Elmhurst Cool Cities, asked that the board really take seriously the goal to go pesticide-free and commit to educating the public.

4. Park Board Workshop

a. Pesticide Usage

i. Current Status:

- 1. **Spring-** pre-emergent weed control and fertilization. (Products – spectacle total).
- 2. **Summer-** spot spraying with non-selective herbicide (tree rings, beds, parking lots/paths, and fence lines). (Products – Roundup, QuikPro, Razor Burn).
- 3. **Fall-** broadleaf weed application and fertilization. (Products – TruPower 3, Tenacity).

ii. Potential Next Steps:

- 1. Add Marjorie Davis Park as a pesticide-free site beginning June 1, 2019.
- 2. Continue to invest in and test efficacy of organic herbicides.
- 3. Convert to all organic fertilizer by 2020.
- 4. Eliminate 30 acres (15%) of turf from the 2019 Fall broadleaf weed application.

iii. Prospective Long-term Actions

- 1. Develop an updated integrated Pest-Management (IPM) plan that implements a comprehensive approach to organic turf maintenance while adhering to the Vision 2020 initiative of improving park maintenance.

b. Registration Software

i. Current Status

1. Previous two registrations have been successful for community.
2. Staggering of dates has worked (no negative feedback).
3. Responsiveness of VSI has improved.
4. Completed demos with three vendors.

ii. Potential Next Steps

1. As long as registration system continues to work, plan to stay with VSI for now, through Vision 2020.
2. Continue deeper “dive” into software options to prepare for future

iii. Prospective Long-term Actions.

1. Pending outcome of Vision 2020, determine if VSI meets the community’s long term needs going forward.

c. Lizzadro Museum Building

i. Current Status

1. Lizzadro Museum announced intent to vacate current building by end of 2019.
2. Options provided to the Board regarding the building
 - a. Demolition Option 1a: Demolish the building and return area to green space.
 - b. Demolition Option 1b: Demolish the building and construct a new building in its place for District Purposes.
 - c. Re-Use Option 2a: Re-use the building for direct District purposes
 - d. Re-Use Option 2b: Re-use the building for non-direct District purposes.
3. Sept. 2018 - Facility Assessment presented with \$1.7M cost to re-use and remodel.
4. Sept. 2018 – At Board request, staff issued RFP to nonprofit/community groups for the potential lease/license agreement for the use of the Lazzadro Museum.
5. April 2019 – All groups declined to pursue use of the building.

ii. Potential Next Steps

1. Proceed with demolition of building as part of FY 2020 budget.
2. Develop and present to Board a plan for the south end of Wilder Park including Lizzadro Museum.

iii. Prospective Long-term Actions

1. Implement plan for the south end of Wilder Park as part of Vision 2020.

d. Expanded Use of Synthetic Turf

i. Current Status

1. Park District has two synthetic turn fields located at Berens Park with the fields being stripped for football, soccer, lacrosse.
2. Both fields were renovated in 2018.
3. Elmhurst College is 50% partner in Field “C”.
4. In addition to open recreational play, groups that receive permits for use of the fields include Elmhurst College, York High School, Eagles Football, Team Elmhurst Soccer, AYSO, Elmhurst Lacrosse.

ii. Potential Next Steps

1. Review results from athletic field user survey related to synthetic turf.
2. Compile current synthetic turf usage data.
3. Discuss needs of AFAC groups – field layouts, lighting, hours available.

iii. Prospective Long-term Actions

1. Assemble listing of potential park sites for additional artificial turf fields.
2. Identify partners for future sites.
3. Review viability of synthetic turf ball diamonds.
4. Develop cost comparison of new synthetic turf installation versus natural grass field renovations.

5. Committee Reports - None

6. Upcoming Committee Meetings

- a.** Gateway – June 13, 2019
- b.** Sugar Creek Golf Course – May 28, 2019
- c.** Lizzadro Museum – June 13, 2019

7. Consent Agenda (UNANIMOUS APPROVAL)

- a.** Approval of May 13, 2019 Annual Meeting Minutes
- b.** Approval of May 13, 2019 Regular Meeting Minutes
- c.** Approval of May 13, 2019 Closed Meeting Minutes

d. Voucher Lists

- e.** Disposal Ordinance O-04-19

8. Board Business- Unfinished (OLD)

a. 2019-20 Committee Appointments (UNANIMOUSLY APPROVED)

i. Listed below are proposed committee appointments for 2019-2020. Committee descriptions were distributed at the May 13, 2019 Annual Park Board meeting. The list includes a short description of each committee, and date/meeting time of the committee. Per Board policy, Board approval is required for these appointments.

1. **City/Park/School Committee Committee** – (two Board members and Executive Director: Graf, Sheehan, Rogers) Meets every other month on the second or third Monday at 7:30 a.m. in alternating Park/City/School facilities to discuss topics of mutual interest.
2. **Elmhurst Art Museum** – (one Board member serving as ex-officio: Kubiesa) Oversees the operation of the Elmhurst Art Museum. Meetings are held on an “as needed” basis at the Art Museum.
3. **Ethics Committee** – (two Board members, one resident: Kies, Ubriaco, Matheney plus Ethics Officer Attorney Paine) Per the Gift Ban Act, the Board created an Ethics Board to enforce the provisions of the law. The committee shall meet as needed to perform its duties.
4. **Finance/Audit Committee** – (two Board members: Kubiesa, Ubriaco) Monitors District finances, supervises the annual audit and reviews check registers weekly with Friday approval to release vouchers to vendors. Meets on other financial issues on an “as needed” basis such as an annual meeting with the Board’s auditor.
5. **Gateway SRA Board** – (one staff member: Szkolka plus one alternate, Brady) Coordinates the operation of the Gateway Special Recreation Association. Meetings held the second Thursday of each month.
6. **Human Resource Committee** – (Board President & Vice-President: Spaeth, Graf) Coordinates the Executive Director’s yearly evaluation. The committee reports to the Board relative to the progress being made in the various areas the Board has asked the Executive Director to address.
7. **Legislative Committee** – (one Board member: Ubriaco) Reports as needed on legislation affecting parks and recreation through the Illinois General Assembly.

8. **Lizzadro Museum of Lapidary Art Board** – (one Board member: Kies) Oversees the operation of the Lizzadro Museum of Lapidary Art. Meetings are held at the Lizzadro Museum in May and November.
9. **Park/School Joint Committee** – (Board President and Executive Director: Spaeth, Rogers) Discusses topics of mutual interest, based on the Intergovernmental Agreement, to the Park and School Districts. A meeting is held in January to review the prior year. Other meetings can be called as needed.
10. **People for Elmhurst Parks Foundation** – (one Board member and staff member: Ennis, Felkamp, O’Neill (alternate) Coordinates various fundraisers and improvement projects on behalf of the District. Meets the third Thursday of the month at the Administrative Office.
11. **Policy Review Committee** – (two Board members and Executive Director: Ennis, Kies, Rogers) The Board of Commissioners may request the Board President to direct committee members to meet to review various Board policies and recommend action to the full Board.
12. **Senior Citizens Commission** – (one staff member: A. Srail) Advises and makes recommendations to the City Council on issues relating to senior citizens and assists seniors in obtaining help from governmental and local agencies.
13. **Sugar Creek Golf Course Administrative Board** – (one Board member, one staff member, one community member, plus one additional representative in even years: Sheehan, McDermott, Mark Exiner, Charlie Van Slyke) Oversees the operation of Sugar Creek Golf Course. Meets on the fourth Tuesday each month at 6:30 p.m. at Sugar Creek Golf Course Clubhouse or as needed.
14. **Veterans Memorial Commission** – (one staff member: Monell) Oversees the operation, maintenance and programming of the Veterans Memorial. Meets on a semi-regular basis at 7 p.m. at City Hall.
15. **Youth Commission** – (one staff member: J. Kalwat) Advises and makes recommendations to the City Council on issues affecting Elmhurst youth.
16. **Registration Management Software Committee** – (two Board members and Executive Director: Ennis, Graf, Rogers) Temporary committee to address issues with registration software. Meets as needed.

b. Public Communications, Inc. (PCI) Vision 2020 Phase 2 Public Engagement Plan

- i.* Issue: To successfully implement the 2019 Strategic Work Plan, Finance Theme-Tactic 3.1: Continue Community Engagement to address Vision 2020 Plan, staff is moving forward in working with Public Communications Inc. (PCI) to develop and execute a Phase 2 Public Engagement Plan to ensure the Vision 2020 project priorities reflect a sustained high level of community engagement and feedback.
- ii.* Discussion: In 2018, working with PCI, the District kicked-off the first phase of Vision 2020 public engagement by creating and rolling out a resident “champion” video, brochure, and website as well as increasing social media communications. To maintain the momentum of Vision 2020 engagement and demonstrate that the Board and staff are continuing to listen and seek community input, the District needs to provide additional opportunities for feedback (e.g., discussion groups), develop updated messaging and materials (e.g., detailed information about the status, future plans and benefits of Vision 2020 projects), and enhance Vision 2020 website communications (e.g., interactive content, timelines, infographics, etc.). Based on PCI’s past performance and previous experience working with the District, staff feels it is still the best firm to perform the work and assist the District with effectively addressing Vision 2020 engagement priorities. The cost of PCI’s Phase 2 Public Engagement Plan services is \$30,800. The Board approved funds in the 2019 Budget for Vision 2020 professional services.

(UNANIMOUSLY APPROVED)

9. Board Business – NEW

a. 2019 First Quarter Financial Report

- i.* Issue: The 2019 First Quarter Financial Report provides an overview of financial trends through March 31, 2019. Distribution and review of this Quarterly Report reflects Board Policy 4.16 – Monitoring Executive Performance, which requires that the Executive Director prepare a quarterly management and budget report.
- ii.* Discussion: The Quarterly Financial Report is designed to give the Board an overview of the District’s financial performance compared to budget, capital project(s) update, and a summary of investments.

(UNANIMOUSLY APPROVED)

b. Intergovernmental Agreement St. Charles Road Bridge Rehabilitation Project

- i.* Issue: The Village of Villa Park and the City of Elmhurst have obtained funding to rehabilitate the St. Charles Road Bridge. In 2013, the Illinois Department of Transportation (IDOT) mandated that the St. Charles Road Bridge over Salt Creek, just west of Illinois Route 83, be weight restricted due to its deteriorating condition. Additionally, IDOT provided notice that if the poor condition of the bridge was not addressed, the weight restrictions could become stricter or the bridge could even be closed. Since that time, staff has worked with the Village of Villa Park and the City of Elmhurst to move forward with the St. Charles Road Bridge Improvement Project in order to design and implement the required improvements to the bridge.
- ii.* Discussion: The St. Charles Road Bridge Improvement Project consists of the replacement of the bridge superstructure, which includes the existing bridge deck, deck beams, sidewalks, sidewalks, and railings. All of these elements will be removed and new elements will be constructed in their place. The project also includes the installation of metal sheet piles in Salt Creek. These sheet piles will be below the water level, at the bottom of the creek bed. Their purpose is to provide scour protection for the existing concrete bridge piers and slow any future deterioration to the bridge structure resulting from the flow of Salt Creek. The total estimated cost of the St. Charles Road Bridge Improvement Project, including construction and construction engineering, is \$2,985,000. The project is receiving federal and state funding which will cover a majority of these costs. The remaining costs of the project are being shared between the Village of Villa Park and the City of Elmhurst. As federal and state funding is associated with the project, the construction contract must be bid and overseen by IDOT. The Elmhurst Park District's participation in the Intergovernmental Agreement is being required by IDOT because of the presence of the Salt Creek Greenway Trail which runs underneath the bridge, and because of the Elmhurst Park District's existing responsibilities with regard to maintenance of that trail. The Elmhurst Park District will have no funding obligations in regard to the bridge improvements. Further, the Elmhurst Park District's responsibilities with respect to the proposed Intergovernmental Agreement pertain only to the continued maintenance of the existing trail. The Village of Villa Park and the City of Elmhurst will provide all of the funding required for the project after the federal and state shares have been applied, and will also assume all responsibilities for the maintenance of the bridge itself. Design of the project is complete and the project has been competitively

bid by IDOT. IDOT is ready to award a construction contract for the bridge improvements, contingent upon the consideration and approval of the pending Intergovernmental Agreement by all parties. Construction is scheduled to begin late this summer and to be completed before Thanksgiving.

10. Information Items

a. Commissioner Announcements - **None**

b. Future Agenda – **None**

c. Staff Announcements - **None**

11. Closed Session

a. Pursuant to 5ILCS 120/2©(5) for the discussion of the “purchase or lease of real property for the use of the District”

12. Adjournment – 9:56pm