

Park Ridge Park District
Board of Park Commissioners
Maine Park Leisure Center, 2701 W. Sibley Street, Park Ridge, Illinois

Regular Board Meeting Minutes

Thursday, November 19, 2015

7:30 p.m.

Commissioners

Physically Present:

Jim O'Brien
Joan Bende
Richard Brandt
Cindy Grau
Mel Thillens (7:34 p.m.)

Commissioners Absent:

Rick Biagi
Jim Phillips

Staff Present:

Gayle Mountcastle, Executive Director
April Armer, Superintendent of Recreation
Terry Wolf, Superintendent of Buildings & Grounds
Sandra DeAngelus, Superintendent of Finance
Margaret Holler, Manager of Marketing and Public Relations
Maryanne Lucarz, Administrative Assistant
Julie Greve, Recreation Program Manager
Kathlyn Williams, Recreation Supervisor for Seniors & Adults

Others Present:

See Sign-in Sheet

Call To Order

President O'Brien called the Regular Board Meeting of the Board of Park Commissioners to order at 7:30 p.m.

Pledge of Allegiance

President O'Brien led the audience in the Pledge of Allegiance.

Roll Call

Assistant Lucarz took roll call.

Amend, Add or Delete an Item to the Current Agenda

None.

Public Comment on Non-Agenda Items

None.

Approval of Minutes

President O'Brien moved to approve the Regular Meeting Minutes of Thursday, October 15, 2015 and Thursday, November 5, 2015. The motion was seconded by Commissioner Brandt and passed on a voice vote.

Report of Park Officials

President

No report.

Attorney

Not in attendance.

Executive Director

Executive Director Mountcastle said the winter brochure will be out this week. Staff has compiled results of the Customer Service Survey, Aquatics Pass Holder and Camp surveys. Executive Director Mountcastle said the District's health care annual enrollment period is underway and staff is working on annual performance reviews. She asked if there were any questions on the Marketing or Human Resources report.

Written Marketing & Public Relations Report

No questions were asked.

Written Human Resources Report

No questions were asked.

Reports

Finance

Written Finance Report

No questions were asked on the Finance Report.

Monthly Report By Funds

No questions were asked.

Approval of Expenditures

President O'Brien moved to approve for payment Vouchers in the total amount of \$2,104,341.21. The motion was seconded by Commissioner Bende and passed on a roll call vote.

Ayes: Bende, Brandt, Grau, O'Brien. Nays: None. Absent: Biagi, Phillips, Thillens.

Recreation

Written Recreation Report

No questions were asked.

2015 Summer Camp Season Summary

Manager Greve gave highlights on the summer camp season summary. Some discussion ensued on the use of Prospect Park amenities.

Approval of 2016 T-shirt and Apparel Bid

Commissioner Bende moved to approve Minerva Promotions as the lowest responsible bidder for the 2016 T-shirt & Apparel bid in the amount of \$14,454.97. President O'Brien seconded the motion. Superintendent Armer reviewed the bid. The motion was passed on a roll call vote.

Ayes: Bende, Brandt, Grau, Thillens, O'Brien. Nays: None. Absent: Biagi, Phillips.

Staff Presentation

Kathlyn Williams, Recreation Supervisor for Seniors & Adults, said she has been working at the Activity Center since March of 2015. Her duties include programming trips and classes for ages 50 and above. Before working at the Park District she worked for nine years at the Village of Niles Senior Center and two years at the Village of Morton Grove Senior Center. Supervisor Williams said the S.T.A.R. group is going on a lot of great trips this year.

Buildings and Grounds

Written Buildings and Grounds Report

Superintendent Wolf said Kristi Solberg has been hired as the new Parks Maintenance Manager and will be starting on November 30. Superintendent Wolf said a recent review of the total actual expenses for the Centennial Pool renovation project revealed that the project came in under budget. Some discussion ensued on the vandalism report.

Approval of Change Orders – Prospect Park Demolition & Construction Project

In relation to the Prospect Park Demolition & Construction Project, Commissioner Grau moved in accordance with Section 33E9 of the Illinois Public Contracts Act, that the President determine in writing that Change Order Number #48 to the contract with Genesis Electrical, Inc. in the amount of \$3,694.00 is in the best interest of the Park District and is authorized by law and that such written determination be provided by the President to the Executive Director who shall then execute and deliver the Change Order. The motion was seconded by President O'Brien. Superintendent Wolf reviewed the change order. Some discussion ensued on the fire codes and remaining project contingency. The motion was passed on a roll call vote.

Ayes: Bende, Brandt, Grau, Thillens, O'Brien. Nays: None. Absent: Biagi, Phillips.

In relation to the Prospect Park Demolition & Construction Project, Commissioner Grau moved in accordance with Section 33E9 of the Illinois Public Contracts Act, that the President determine in writing that Change Order Number #51 to the contract with Allied Landscaping Corporation, in the credit amount of \$23,193.00 is in the best interest of the Park District and is authorized by law and that such written determination be provided by the President to the Executive Director who shall then execute and deliver the Change Order. President O'Brien seconded the motion. After Superintendent Wolf reviewed the credit amount, the motion was passed on a roll call vote.

Ayes: Bende, Brandt, Grau, Thillens, O'Brien. Nays: None. Absent: Biagi, Phillips.

In relation to the Prospect Park Demolition & Construction Project, Commissioner Grau moved in accordance with Section 33E9 of the Illinois Public Contracts Act, that the President determine in writing that Change Order Number #53 to the contract with Lenny Hoffman Excavating, Inc., in the credit amount of \$28,898.66 is in the best interest of the Park District and is authorized by law and that such written determination be provided by the President to the Executive Director who shall then execute and deliver the Change Order. President O'Brien seconded the motion. After Superintendent Wolf reviewed the change order and credit amount, the motion was passed on a roll call vote.

Ayes: Bende, Brandt, Grau, Thillens, O'Brien. Nays: None. Absent: Biagi, Phillips.

Personnel

No report

Intergovernmental

Executive Director Mountcastle said she met with Superintendent Armer and School District 64 administrators on the Intergovernmental Agreement. She said the meeting was very productive with hopes to having the agreement tied up in a few months.

Communications and Correspondence

None.

New Business

None.

Policy

Administrative Policy Manual – Donations-Trees& Memorial/Gift Program (Policy 3.095) – Donations – Memorial Plaques (Policy 3.100) – Approval of combining Policy 3.085 and Policy 3.100
Commissioner O'Brien moved to combine Policy 3.100 with Policy 3.095 and approve the amendment to the Administrative Policy Manual – Parks Amenity – Dedication and Memorial Donation Program (Policy 3.095) as presented. Commissioner Brandt seconded the motion. Executive Director Mountcastle reviewed the policy amendment. The motion was passed on a voice vote.

Administrative Policy Manual – Naming of Parks (Policy 3.200) – Approval of Amendment
President O'Brien moved to approve the amendment to the Administrative Policy Manual – Naming of Parks (Policy 3.200) as presented. Commissioner Grau seconded the motion. Executive Director Mountcastle reviewed the policy amendment. The motion was passed on a voice vote.

Administrative Policy Manual – Facility Rentals-Rental Categories/Priorities (Policy 3.115) – Picnic Permits (Policy 3.245) – Athletic Field Use (Policy 3.020) – Review of deleting Policies 3.115 and 3.245 and amending Policy 3.020
Supervisor Armer reviewed the policy amendments. Some discussion ensued on the signage and group usage.

Administrative Policy Manual – Legal Counsel – Policy on Selection (Policy 3.193) – Review of Amendment
Executive Director Mountcastle reviewed the policy amendment. After some discussion, Commissioners suggested having an annual review of the General Counsel and Labor Attorney and to change the title to "Legal Counsel – Annual Review".

Administrative Policy Manual – Logo Policy (Policy 3.203) – Review of Amendment
Manager Holler reviewed the policy amendment. No changes were voiced.

Park Board Internal Policies and Bylaws Manual – Opportunities for Oversight of Park District Programs and Facilities (Policy 3.03) – Approval of Amendment
President O'Brien moved to approve the amendment to the Park Board Internal Policies and Bylaws Manual (Policy 3.03) as presented. Commissioner Bende seconded the motion. President O'Brien reviewed the policy and asked if there were any comments. Commissioner Thillens said he will be voting "no" on this amendment because he believes the amount of free stuff Commissioners receive should be limited. The motion was passed on a voice vote.

Ayes: Bende, Brandt, Grau, O'Brien. Nays: Thillens. Absent: Biagi, Phillips.

Closed Meeting

At 8:30 p.m., President O'Brien motioned the Board to go into Closed Session for the purpose of discussing matters pertaining to the discipline, performance, compensation and/or dismissal of one or more specific employees of the Park District 2(c)(1) and to discuss the Closed Meeting Minutes 2(c)(21). We will reconvene to the Regular Board Meeting to approve Closed Meeting Minutes. The motion was seconded by Commissioner Brandt and passed on a roll call vote.

Ayes: Bende, Brandt, Grau, Thillens, O'Brien. Nays: None. Absent: Biagi, Phillips.

At 8:46 p.m., the Regular Board Meeting was reconvened.

President O'Brien moved the Board to approve the Closed Meeting Minutes of April 16, 2015 April 30, 2015; October 15, 2015 and November 5, 2015 and maintain the minutes in the Closed Meeting records of the Park Ridge Park District. The motion was seconded by Commissioner Bende and passed on a roll call vote.

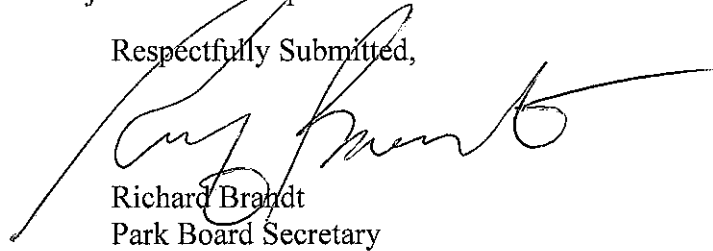
Ayes: Bende, Brandt, Grau, Thillens, O'Brien. Nays: None. Absent: Biagi, Phillips.

Adjournment

At 8:47 p.m., President O'Brien moved to adjourn the Regular Board Meeting of the Board of Park Commissioners. The motion was seconded by Commissioner Thillens and passed on a voice vote.

The Regular Board Meeting was adjourned at 8:47 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Richard Brandt", is written over the typed name and title.

Richard Brandt
Park Board Secretary

Recorded By: Maryanne Lucarz, Administrative Assistant