



MINUTES OF THE PUBLIC REGULAR MEETING
PLEASANT DALE PARK DISTRICT
Tuesday, January 13, 2009 6:30 PM
at the Recreation Center
7425 S. Wolf Road
Burr Ridge

1. **Pledge of Allegiance:**

2. **Call to Order:** The meeting was called to order at 6:30 PM

Roll Call: Present were commissioners Durham, Tertell, Moon, McMurray arrived at 6:35 PM and Pettrone arrived at 6:38 PM. Also present were Director Wendt-Epting, Attorney Eric Anderson, Tom Ludwig and Nikki Naroleski.

3. **Additions/corrections:** none

4. **Open Forum:** none

5. **Board Member Comments:** It was noted that it was cold, and that the fireplace at the Chalet is working.

6. **Consent Agenda.**

A. Minutes.

- i. December 9, 2008, Public Hearing & Regular Meeting Minutes
- ii. December 9, 2008, Executive Session

Commissioner Durham moved to accept the minutes. 2nd: Commissioner Moon. Aye ó U

B. Financial Statements.

i-x. Vouchers #0121101, 0121701, 0122301, 0123101, 0010701, 0121103, 0121707, 0122303, 0123103, 0010703. There was a question about page 17: computer services. The invoices were from March 11 thru August 2nd. P. 18: Sams Discover Card: the amount is a line off. P. 37: Inland Mechanical Services: Chalet heat exchanger on roof. P. 13: Suburban Life Publications. Walker Park path markers: mile markers along the trail \$1300 from land cash fund. P. 17: annual dues. P. 18: mowing and leaf pickup in October. P. 19: wild goose chases. It was requested that billing dates be added. Commissioner Durham suggested swans rather than dogs. Director Wendt-Epting to look into swans. P. 24: cell phones. It was asked if they were needed. Yes, as the managers are on call 24 hours a day. P. 28: DJ for party. The park district makes a profit on the dances. P. 32: karate: 80/20 split with instructor. . p. 29: update on violation. The Park District paid the fee and have until the end of April to finish the job. Commissioner Durham moved to accept the financial statements iv-x. 2nd: Commissioner Moon. Aye ó U

7. Old business:

- A. AEK: The staff met with AEK's senior software designer. Christian is the support manager. They went over the capabilities of the software and the features. EFT billing

- is being added for the Chalet to auto bill monthly for membership. When the card is swiped, it beeps if expired. It was asked if the beep can be enhanced to draw staff attention. The scanner beeps at the time of swipe, and there is a second beep at the screen at the desk. Training is scheduled for Jan/Feb and upgrade is to be implemented in March 2009. The system can be set up to bill annually or monthly. EFT capabilities will require one day of training. Credit card training can take a half day. It was requested that AEK provide records on how much training AEK has done for the Park District and that it was suggested that the manager should train staff. The training rate is \$150/hour. New releases of the software are included in the contract; the system is to be upgraded from v.3 to v.5.3 in May 2009 with training in March/April. There are 45 feature enhancements in v.5.2 based on customer responses. There is a service fee to install the software, but the software cost is in the contract. There is an annual user meeting in December. AEK contacts clients at least once per year regarding new releases. December is the big user group meeting with a general presentation and break out session. There is also a quarterly user group meeting targeted at specific applications.
- B. Grant Writer TC Leonard at Grantseekers in Mokena. Requires a 3 month contract which is 60 hours, \$60/hour. The usual fee is \$85/hour. In this time you will see benchmarks. Do you like the quality of work the quantity of work the writing style? A federal grant takes 20-30 hours. Grantseekers seeks to diversify the grant portfolio thru corporate, family, private, etc grants. Grantseekers is working with a Will County Park District. They will check ask permission to share their information with the Pleasant Dale Park District. They do not change programs to fit the grants. They prioritize and find grants that fit the client. They meet with the park district once a month. They bring prospects to the park. It is about building relationships. A relationship has to be created by the park staff and the grantmaker.
- C. Master Plan: Hitchcock Design. Director Wendt-Epting checked references. There has not been a master plan for at least 8 years. Master plans are created about every five years. The master plan is a live document, it changes as outlooks change. Every year, staff and the board needs to change the master plan. The master plan costs \$66,000 and it is a three month process. They look at parks and facilities, operations, finances, and programs. They talk to community in open workshops, special interest groups, historical societies, sports associations, workshops with staff and board to discuss issues: what is working, what is not working, what can be improved upon. They visit all of the parks and compare them to state standards. Updates are less expensive as only parts need updating. Grants often require a master plan.
- D. Recreation Center Sign. Extra quotes requested. There were three responses. One cannot do the brickwork. The same company whose quote was discussed last month was the lowest bid at \$14,970: Grate Signs, Inc, Joliet, IL. Burr Ridge planning meeting minutes to be checked. Commissioner Durham made a motion pending the outcome of the review of the Burr Ridge minutes of the Zoning or Trustee meetings to approve the sign not to exceed \$15,000. The sign is 4' x 7'. Insurance covers approximately \$12,700 with the remaining monies from land cash for capital improvement in Burr Ridge. Director Wendt-Epting to check specifications prior to signing the contract and accept the lowest conforming bid. 2nd: Commissioner

- McMurray. Roll: Pettrone: aye, Moon: aye; McMurray: Aye; Durham: Aye; Tertell: Aye. Motion passed.
- E. Savoy Club Playground. Equipment delivery on the 26th. They tarped and strawed the ground. Depending on the frost line and the weather the equipment will be installed.
- F. Walker Park ADA Bathrooms: Painting, waiting on the contractor calling the fire department. Director Wendt-Epting left a message with Clarke Construction, and they left a message for the Director. Clarke is to call the fire department directly because of questions regarding the sprinkler system. Waiting for the toilet fixtures and handrails. Commissioner Durham moved to extend the deadline for Clarke Construction to finish the bathrooms to 6 PM on February 10th. 2nd: Commissioner McMurray. Roll: Pettrone: aye, Moon: aye; McMurray: Aye; Durham: Aye; Tertell: Aye. Motion passed.
- G. Hess Property: The job is not done. The park district is holding payment. The Park District has contacted the high school about a possible land swap.
- H. Other: Ball field rentals are handled by Tom Ludwig.

8. New Business

- A. Golf Course Payout: The proposed disbursement is \$25,000. The Golf Course has \$182,017 in reserve for an irrigation system. The board did not approve the disbursement because it wants to get numbers for the irrigation system.
- B. Budget Workshop Dates: Thursday the 5th of February 6:00 ó 7:30 PM, continued to February 10th if necessary.
- C. CAC January Report: The Chalet loses \$800-1000 per day. The CAC has submitted a business plan recommending a health club model rather than a park district model. There will be a new dues structure to remove disparity. This will increase fees for walkers and swimmers and decrease dues for full membership. The staff requires board approval to change the dues structure. The park board authorizes Director Wendt-Epting and Nikki Naroleski to move swiftly on the changes. The CAC wishes to review contracts to raise money, coordinate space use, and phase in changes in usage based on brochure dates. The relationships with suppliers is to be examined. Some have a contract, some do not. It is time to review contracts and recommend what to do. Dave Johnson pays \$800 for rent for one racquetball court vs. the rental of the dance floor; The value for space needs to be assessed. It is possible to say all contracts are to be given 30 day notice, and can re-negotiate their contract, and come up with a new agreement. The current dance session goes until June 7th. Commissioner Durham made a motion to approve the new dues structure substantially as recommended by the CAC and authorize staff to, approve termination, continuance, and enter into new user agreements and equipment reorganization, engage part time fitness staff, allow volunteer run fitness classes, staff training, and authorize the purchase of new equipment not to exceed \$10,000. Termination of contracts requires 45 days during which time a new contract can be negotiated. Entities the park district has recently negotiated with have until March 1st. 2nd: Commissioner McMurray. Roll: Commissioner Pettrone: nay; Commissioner Durham: Aye; Commissioner Moon: Aye; Commissioner McMurray: Aye; Commissioner Tertell: Aye. Motion passed.

- D. RASA License Agreement: part of the CAC report; Staff has authority to negotiate contracts.
- E. Ordinance 2009-01: Abatement of General Obligation Park Bonds, series 1991
Commissioner Durham moved to approve Ordinance 2009-1; 2nd: Commissioner McMurray. Roll: Pettrone: aye, Moon: aye; McMurray: Aye; Durham: Aye; Tertell: Aye. Motion passed.
- F. Ordinance 2009-02: Abatement of General Obligation Park Bonds, Series 1996
Commissioner Durham moved to approve Ordinance 2009-2; 2nd: Commissioner McMurray. Roll: Pettrone: aye, Moon: aye; McMurray: Aye; Durham: Aye; Tertell: Aye. Motion passed.
- G. Ordinance 2009-03: Abatement of General Obligation Park Bonds, Series 2004A
Commissioner Durham moved to approve Ordinance 2009-3; 2nd: Commissioner McMurray. Roll: Pettrone: aye, Moon: aye; McMurray: Aye; Durham: Aye; Tertell: Aye. Motion passed.
- H. Ordinance 2009-04: Abatement of General Obligation Park Bonds, Series 2006A;
Commissioner Durham moved to approve Ordinance 2009-3; 2nd: Commissioner McMurray. Roll: Pettrone: aye, Moon: aye; McMurray: Aye; Durham: Aye; Tertell: Aye. Motion passed.
- I. Next golf course meeting Tuesday, January 20, 2009, at Flagg Creek Golf Course
- J. Other: Commissioner Durham moved to nominate Commissioner Pettrone for the Flagg Creek Golf Board. 2nd: Commissioner McMurray. Roll: Pettrone: aye, Moon: aye; McMurray: Aye; Durham: Aye; Tertell: Aye. Motion passed.

9. Director's Report: none

10. Additional Items: none

11. Open Forum: none

12. 1st Executive Session:

Closed session for purposes of employees, land acquisition, and litigation 5 ILCS 120/2 (c) (1), (5), (11)

Moved to Executive Session at: 9:05 PM

Returned from Executive Session at: 9:25 PM

14. Adjournment: Commissioner Moon moved to adjourn the meeting at 9:25 PM; 2nd: Commissioner Durham Aye-U.

Nancy McKenna
Recoding Secretary

