

**Carol Stream Park District  
Board of Commissioners  
Regular Meeting  
January 9, 2017  
7:00pm**

<b>Call to Order</b>	Commissioner Jeffery called the meeting to order at 7:00pm.
<b>Roll Call/Pledge of Allegiance</b>	<p>Present: Commissioners Powers, Bird, Ullman, Sokolowski, Jaszka and Jeffery  Staff: Executive Director Reuter, Directors Haring, Rini and Rosenberg and Controller Scumaci.  Absent: Commissioner Gramann  Additional Staff Present: Chris Quinn, Manager of Human Resources and Risk Management</p>
<b>Changes to the Agenda</b>	None
<b>Listening Post</b>	<p><b>Public Hearing on Ordinance 505; the 2017 Budget and Appropriation Ordinance</b></p> <p>Commissioner Sokolowski made a motion to adjourn to Public Hearing at 7:01pm. Seconded by Commissioner Powers.</p> <p>Director Rini addressed the Board regarding the 2017 Budget of \$17,472,022 and the District's plan for expenditures for the coming year. The Budget and Appropriation Ordinance was put on display on December 10<sup>th</sup>, 2016 and a notice also appeared in the Daily Herald on December 29<sup>th</sup>, 2016.</p> <p>All in favor: Aye  Motion passes 6-0-1</p> <p>No public comments.</p> <p>Commissioner Sokolowski made a motion to adjourn from Public Hearing at 7:04pm. Seconded by Commissioner Powers.</p> <p>All in favor: Aye  Motion passes 6-0-1</p> <p>No additional Listening Post items.</p>
<b>Consent Agenda</b>	<p>Commissioner Powers made a motion to accept the consent agenda. Seconded by Commissioner Bird.</p> <ul style="list-style-type: none"> <li>A. Approval of Finance Committee Minutes: December 12, 2016</li> <li>B. Approval of Regular Minutes: December 12, 2016</li> <li>C. Ratify December 2016 Bills</li> </ul>

All in favor: Aye  
Motion passes 6-0-1

Commissioner Jaszka made a motion to approve the consent agenda. Seconded by Commissioner Bird.

- A. Approval of Finance Committee Minutes: December 12, 2016
- B. Approval of Regular Minutes: December 12, 2016
- C. Ratify December 2016 Bills

Roll Call Vote:

Commissioner Bird: Aye  
Commissioner Gramann: Absent  
Commissioner Powers: Aye  
Commissioner Jaszka: Aye

Commissioner Jeffery: Aye  
Commissioner Sokolowski: Aye  
Commissioner Ullman: Aye

All in favor: Aye  
Motion Passes 6-0-1

**Action Items**

- A. Ordinance 505, 2017 Budget and Appropriation Ordinance in the amount of \$17,472,022 for the fiscal year January 1, 2017 to December 31, 2017

Commissioner Sokolowski made a motion to adopt Ordinance 505, 2017 Budget and Appropriation Ordinance in the total amount of \$17,472,022 for the fiscal year January 1, 2017 to December 31, 2017. Seconded by Commissioner Powers.

Roll Call Vote:

Commissioner Bird: Aye  
Commissioner Gramann: Absent  
Commissioner Powers: Aye  
Commissioner Jaszka: Aye

Commissioner Jeffery: Aye  
Commissioner Sokolowski: Aye  
Commissioner Ullman: Aye

All in favor: Aye  
Motion passes 6-0-1

- B. Personnel Policy Manual

- Executive Director Reuter highlighted the summary of revisions that is attached to the Board Summary.
- Per Chris Quinn, Manager of Human Resources and Risk Management, the Personnel Policy Manual has been formally reviewed by the employment attorneys of Laner Muchin. Several revisions were made based on updated changes in Federal and/or State Laws such as civil union requirements as well as simple wording changes such as the revision of the word worker to employee.
- Commissioner Jeffery asked that Director Rini explain the changing of the work week. Due to potential changes to FLSA Exempt Status, Director Rini reviewed that the payroll week will now run from Saturday through Friday rather than Monday through Sunday.

- The change will allow the 10 staff members that may be affected by the proposed exempt status changes to plan for unexpected hours that may arise and reduce the amount of potential overtime wages.
- Commissioner Ullman expressed concern for the shifting of workweek hours to make up for a heavy load on Saturday and Sunday. If there is a significant need, the demand should be met whether or not it carries over into overtime hours.
- Though emergency happenings cannot be planned for and overtime is budgeted for, Director Haring is encouraging staff to think ahead in terms of planning for special events and circumstances that may cause them to go into overtime in efforts to help reduce the financial impact the change exempt status could have on our budget.
- Commissioner Ullman asked about 1-18 Performance Evaluations. Per Director Rini, the performance evaluation segment was not a policy but more of a procedure that should not be included in a policy manual.
- Commissioner Powers questioned 6-14 Smoke Free Illinois and why it does not include our parks. Director Rini clarified that the use of the word premises includes all park-district owned property and covers everything that we own.
- 1-21 Controlled Substance and Drug Testing – Director Rini confirmed for Commissioner Powers that the policy is in line with the restrictions of the American Disability Act.
- The attorney fees of \$2500 were to have the policy manual formally reviewed in full by an employment attorney.

Commissioner Bird motion to approve the “Carol Stream Park District, Personnel Policy Manual, Revised 2017” edition. Seconded by Commissioner Sokolowski.

**Roll Call Vote:**

Commissioner Bird: Aye

Commissioner Jeffery: Aye

Commissioner Gramann: Absent

Commissioner Sokolowski: Aye

Commissioner Powers: Aye

Commissioner Ullman: Aye

Commissioner Jaszka: Aye

All in favor: Aye

Voice vote taken

Motion passes 6-0-1

**Discussion Items**

**A. Concessions Business Plan**

- Director Haring reviewed the highlights of the business plan that was requested by the Board. Commissioner Powers is the liaison to the Board and has been working with the members of the Concession Operations Team. Keri Adams, current Birthday Party Coordinator, has accepted the position of Concessions Coordinator. A lengthy discussion ensued regarding the initial start-up plans to get the plans for in-house concessions off the ground.
- Licensing – DuPage County Health Department is still trying to determine what category our licensing needs would fall into. The liquor licenses are valid from July

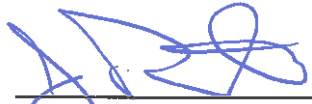
1<sup>st</sup> to June 30 at a cost of \$2400 per year. In addition, a State of Illinois liquor license must also be obtained for \$750 and a \$1K application fee is also required for first time applicants.

- Discussions were had regarding the possibility of purchasing two licenses so that liquor sales could run from April 1<sup>st</sup> through July 1<sup>st</sup>. The conservative budget did not plan for two annual license fees. The additional liquor license would not be prorated and there is a lot of risk due to the weather in April and May that may affect sales.
- Estimated opening weekend is April 1<sup>st</sup>, 2017, weekends only at McCaslin and June 3<sup>rd</sup>, 2017 for Coral Cove Water Park. All new equipment will be required at CCWP.
- Beverages - In the past we have worked with Dr. Pepper but we cannot sell Gatorade because it is not a Dr. Pepper product. Options being considered are to contract with Pepsi, buy from Pepsi and stock the machines ourselves, or buy from Costco or Sam's Club.
- Grilling - DuPage County Health Department regulations require an exhaust system and walk-in cooler. Both the exhaust system and walk-in cooler are costly and both McCaslin and CCWP do not have the space to accommodate. A temporary permit can be obtained which will allow us to grill outside for a period of 28 days per facility.
- Menu items are still be narrowed down. Pizza, sandwiches, smoothies and a possible breakfast menu on weekends is being discussed.
- All staff must obtain Food Handlers Certification which is good for three years. PDRMA will review the operation manual and it will be kept on site for reference.
- Liquor sales and guidelines will also affect how we staff.
- Storage is also an issue. The existing storage space at Fountain View is an option for dry goods and non-perishable goods only. No alcohol. Locked cages would need to be purchased as well as possible security cameras. Converting the Coyote Crossing party room to a secure storage room was also mentioned.
- Commissioner Ullman questioned some of the financial detail and possible items that were not listed such as storage shelving and cases, a camera, etc. Director Rini confirmed such expenses would come out of capital dollars to reduce operating expenses.
- Commissioner Sokolowski recommended additional trash receptacles at McCaslin.
- Director Haring will share progress with the Board as the concession plan unfolds and provide both a mid-season update and end of year summary.
- The Board complimented Director Haring and his staff on the time and effort that has been put into the concession plans.

#### **B. Weekly Happenings (oral)**

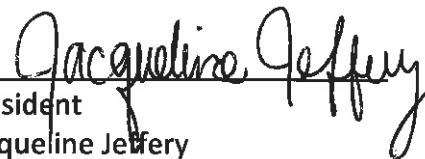
- Commissioner Powers asked about the mention of vandalism in the weekly memo. Has there been more lately? No. Executive Director Reuter tries to make mention it when it occurs. Commissioner Jeffery discussed with Joe Breinig from the Village of Carol Stream interest in developing an intergovernmental task force on vandalism similar to a "Park Watch" with the Village of Carol Stream, Police Department, and Carol Stream Park District.
- Commissioner Powers inquired about the cleaning service deficiencies? Our staff is taking pictures of what is not getting done to show what is not meeting our

	<p>expectations.</p> <ul style="list-style-type: none"> <li>• Geo-thermal system has working fine possibly due to the weather change.</li> <li>• New motor – what happened? Director Rosenberg confirmed it burned out.</li> <li>• Executive Director Reuter discussed rules for those that are attending Conference regarding reimbursement procedures. There is no per diem. The issuance of a travel advance must still be reconciled with receipts or Commissioners can chose to apply all charges to a personal credit card and receive a reimbursement. Travel advance is for meals and incidentals. Alcohol is not included.</li> </ul>
<b>Closed Session</b>	<p>Commissioner Powers made a motion to go into closed session at 8:38pm. Seconded by Commissioner Bird. All in favor: Aye</p> <ul style="list-style-type: none"> <li>• Personnel: Employment of an Employee, Section 2(c)(1)</li> </ul>
<b>Action Pertaining to Closed Session</b>	No action taken.
<b>Adjournment</b>	<p>Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Bird. Voice Vote taken. Motion passed 6-0-1. Meeting adjourned at 9:18pm.</p>




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Secretary  
Jim Reuter




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President  
Jacqueline Jeffery

February 13, 2017  
Date



CAROL STREAM  
**Park District**

**Listening Post**

**Date: December 12, 2016**

Please sign in below if you wish to address the Board of Commissioners on any topic. The Board will only recognize those who sign in. The time allotment for each speaker will be based on the number of speakers who wish to speak. The listening post will be conducted the first one-half hour of the Board meeting. By signing in, you agree to have your name listed in the official minutes of the Board meeting which is public record.

Name

Address

Email

Topic

1. Sandy Gbur      WDSRA

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