



Board of Commissioners
Regular Meeting
September 11, 2023
6:00pm

Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.								
Roll Call/Pledge of Allegiance	Present: Commissioners Powers, Sokolowski, Gramann, Jeffery, Del Preto, Bird and Witteck. Staff: Executive Director Rini, Directors Bachewicz and Quinn, Superintendent of Recreation Adamson, Division Manager Kenny and Executive Assistant Greninger.								
Listening Post	Introduction of Shellie Dodd-Bell postponed to next meeting.								
Changes to the Agenda	None								
Consent Agenda	<p>Commissioner Powers made a motion to accept the consent agenda as read. Seconded by Commissioner Sokolowski. Commissioner Gramann noted the date of the Special Meeting was August 28, not August 26. Voice Vote. All in favor. None opposed. Motion Passes.</p> <ul style="list-style-type: none"> A. Approval: Regular Minutes: August 14, 2023 B. Approval: Special Meeting Minutes: August 28, 2023 C. Ratify: August 2023 Bills D. Approval: Ordinance No. 570 Park District Surplus <p>Commissioner Gramann made a motion to approve the consent agenda as corrected. Seconded by Commissioner Witteck. Roll Call Vote.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Bird: Aye</td> <td style="width: 50%;">Commissioner Powers: Aye</td> </tr> <tr> <td>Commissioner Del Preto: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Witteck: Aye</td> </tr> <tr> <td>Commissioner Jeffery: Aye</td> <td></td> </tr> </table> <p>Motion Passes 7-0-0</p>	Commissioner Bird: Aye	Commissioner Powers: Aye	Commissioner Del Preto: Aye	Commissioner Sokolowski: Aye	Commissioner Gramann: Aye	Commissioner Witteck: Aye	Commissioner Jeffery: Aye	
Commissioner Bird: Aye	Commissioner Powers: Aye								
Commissioner Del Preto: Aye	Commissioner Sokolowski: Aye								
Commissioner Gramann: Aye	Commissioner Witteck: Aye								
Commissioner Jeffery: Aye									
Discussion Items	<p>A. Suggested Organization Goals for 2024</p> <p>Executive Director Rini proposed organizational goals for 2024. Staff compiled goals using raw data from the Community Needs Assessment and trends. Commissioner Sokolowski recalls we already reviewed the FVF fees and Silver Sneakers program. Director Bachewicz agreed. The fees were reviewed pre-COVID but we want to look at the fitness packages. The Silver Sneaker program has limits as to how many gyms can offer the program. We may not qualify because Lifetime already offers it. Commissioner Jeffery asked if the organizational goals are tied to Executive Director Rini's performance evaluation. If so, we should discuss in a closed session. Commissioner Witteck noted these goals are far-reaching. Commissioner Jeffery said we should keep this item on the agenda and also add a closed session.</p>								

B. Board Meeting Schedule for 2024

The proposed schedule was discussed. Commissioner Sokolowski made a motion to approve the 2024 Board Meeting Schedule as presented. Seconded by Commissioner Del Preto. Commissioner Bird asked why there are two meetings moved to Tuesday. Executive Director Rini explained the Mondays fall on holidays and staff have the day off. Commissioner Gramann noted that if there is a light agenda we can cancel that meeting. Commissioner Jeffery said there is a motion and a second to approve the 2024 Board Meeting Schedule as presented. Voice Vote. All in favor. None opposed. Motion Passes.

C. Board of Commissioners Policy Manual

This is a routine review of the Board of Commissioners Policy Manual, which is done every three years. There are a number of suggested updates including Section 3 – Ethics and Conduct, Section 5 – Appointed Personnel, and Section 7 – Meetings. The ethics and conduct section provides best practices and practical applications. The appointed personnel section relates to the change in title of the Treasurer. The meetings section reflects the change in meeting time from 7pm to 6pm, as well as clarification for remote meeting attendance. Executive Director Rini asked the Board to review the recommendations. Approval will be placed on the September 25, 2023 agenda.

D. 2024 Merit Pool Recommendation

According to the Salary Administration Policy & Procedure, the Board of Commissioners will be asked to approve the District's merit pool. The recommendation is to approve a 5% Merit Pool for the 2024 Budget. This does not equate to an automatic salary increase but allows supervisors to reward high-performing staff. Commissioner Del Preto noted that the information collected from other Park Districts includes many that are far away. If we compare districts that are close by, the average increases to 4.8%. Executive Director Rini said the 5% merit pool has been tested in first draft of the budget and is viable. Commissioner Jeffery asked about conducting a salary study. Director Quinn said the survey is in the budget and we do have several new positions that need to be analyzed. Executive Director Rini asked the Board to review the recommendation. Approval will be placed on the September 25, 2023 agenda.

E. Weekly Happenings

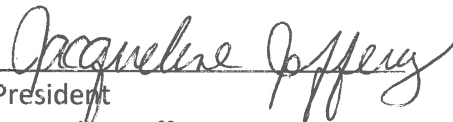
- Commissioner Del Preto is concerned about Recreation Attendants who work alone at Glenbard North in the evenings. The case in point was a female staff member left to lock up after practice. They were the only staff member on duty. Director Bachewicz noted we typically do have two staff members on duty and we will look into this occurrence. Commissioner Witteck mentioned staff can also call the non-emergency number for a police escort.
- Commissioner Sokolowski noted there are still vinyl pads on Fountain View fitness equipment that need to be repaired. Director Bachewicz said the vendor cancelled last week but has rescheduled.




	<ul style="list-style-type: none"> • Commissioner Witteck noted the 10th Anniversary celebration received positive attention on social media. It was nice to see the programs showcased throughout the building. She did note the flooring in the vestibule looks temporary and one door doesn't close all the way. • Commissioner Bird witnessed a very big soccer tournament at Red Hawk Park over Labor Day weekend. Division Manager Kenny said there were 10 teams in that adult tournament. • Commissioner Jeffery noted that Slepicka Park looks awful with overgrown natural plants, broken stones, and the crushed stone path is overgrown with weeds. The Parks Department will address the conditions.
<p>Action Items</p>	<p>A. Approval: Armstrong Park - Playground Equipment Purchase Executive Director Rini said the project is partially funded through a grant from the Main Street Organization of Realtors for \$22,000. The Carol Stream Parks Foundation member Dana Hybl made us aware of the grant and we identified the small playground at Armstrong Park as a good candidate for replacement. She is already looking for more grants that we could apply for. See attached Board Summary. Commissioner Gramann made a motion to approve the purchase of new playground equipment from NuToys Leisure Products, Westchester, IL, for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors. Seconded by Commissioner Del Preto Voice Vote. All in favor. None opposed. Motion Passes.</p> <p>B. Approval: Community Park Change Order Executive Director Rini explained the Community Park Change Order was expected because the timeline requirements for the CBDG Grant. The bid documents were available before the permit was approved but we built a 5% contingency into the budget knowing there may be changes required. See attached Board Summary. Commissioner Sokolowski made a motion to approve the change order for \$34,916.75 to Construction Inc., Lombard, IL, contingent on approval from DuPage County Grant Administration. Seconded by Commissioner Powers Voice Vote. All in favor. None opposed. Motion Passes.</p> <p>Commissioner Bird left the meeting at 7:01pm.</p>
<p>Closed Session</p>	<p>A. Section 2(c)(11) Pending or Potential Litigation Commissioner Powers made a motion to enter into closed session at 7:01pm to discuss Section 2(c)(11) Pending or Potential Litigation. Seconded by Commissioner Del Preto. Arose from closed session at 7:10pm.</p>
<p>Action Pertaining to Closed Session</p>	<p>Commissioner Gramann made a motion to enter into a settlement agreement with TAAG, LLC, for the restoration of impacted land to be restored and repaired to its original pre-</p>



	<p>trespass condition in compliance with DuPage County Ordinances and Requirements. Seconded by Commissioner Del Preto.</p> <p>Roll Call Vote:</p> <p>Commissioner Bird: Aye Commissioner Del Preto: Aye Commissioner Gramann: Aye Commissioner Jeffery: Aye</p> <p>Commissioner Powers: Abstain Commissioner Sokolowski: Aye Commissioner Witteck: Aye</p> <p>Motion Passes 6-0-1</p>
Adjournment	<p>Commissioner Powers made a motion to adjourn the meeting at 7:11pm. Seconded by Commissioner Del Preto. Voice Vote taken. All in favor. None opposed. Motion approved.</p>



 President
 Jacqueline Jeffery



 Secretary
 Sue Rini

September 25, 2023
 Date

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: September 11, 2023
Approval: Armstrong Park – Playground Equipment Purchase

Agenda Item # 7A

Issue

Should the Board of Commissioners approve the purchase of new playground equipment from NuToys Leisure Products, Westchester, IL, for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors.

Background/Reasoning

The existing equipment adjacent to the inline skating rink is safe; however, it is wooden and outdated, and will need to be removed within the next 2-4 years. This grant funding will allow the District to stretch dollars and make an immediate impact on a playground in need of attention.

Supporting Documents

- Quote for equipment.
- 3-D models for each piece of equipment.
- 2-D schematic for each piece of equipment.

Cost

The total project cost is \$43,252; however, the District was a recipient of a \$22,000 grant from the Mainstreet Organization of Realtors, cutting the District's cost in half. The District's out-of-pocket cost is \$21,626. Please note, this playground equipment is part of a national consortium making it exempt from the public bidding process.

Public/Customer Impact

This playground is heavily used on weekends and new equipment will be a terrific addition to Armstrong Park. Additionally, in-house labor will be used to remove and install these new pieces resulting in a savings of approximately \$7,000.

Recommendation

That the Board of Commissioners approve the purchase of new playground equipment from NuToys Leisure Products from Westchester, IL for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors.

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: September 11, 2023
Approval: Community Park – Change Order **Agenda Item # 7B**

Issue

Should the Board of Commissioners approve the change order for \$34,916.75 to Construction Inc, Lombard, IL, contingent on approval from DuPage County Grant Administration.

Background/Reasoning

From the time the bid was let out to the public, to the time of construction, the Village updated requirements to the project. The additional catch basin, a drywell bubbler, piping and b-box for water main access along Thornhill Drive changes are reflected in the attached change order. Because of CDBG funding, all change orders must also be approved by the County. Staff recommends the Board approve the change order, contingent on County approval in order to keep the project moving.

Supporting Documents

- Change Order Document from Construction Incorporated.
- County Approval (available at the Board Meeting).

Cost

- \$34,916.75
- GL 42-5-75-00-722
- The cost will be covered by the budgeted contingency.

Public/Customer Impact

The changes are current best management practices for moving storm water away from the parking lot towards the Village property in a more environmentally friendly, more productive manner. Additionally, the Village required an increase from 8" pipe to 12" pipe on site and a b-box connection for the raised gardens.

Recommendation

That the Board of Commissioners approve the change order for \$34,916.75 to Construction Inc, Lombard, IL, contingent on approval from DuPage County Grant Administration.