

WESTERN SPRINGS PARK BOARD MEETING MINUTES
November 3, 2009 (BOARD APPROVED 12/8/09)

COMMISSIONERS PRESENT

Jim Havlat
Janet Gassmann
Wendy Bastyr
Bob Daman
Jennifer Cromheecke
Kristin Keese
M. Damian Marshall

OTHERS PRESENT

Robert Ekroth, Park District Attorney
Craig Himmelmann, Director of Parks
Maribeth Newell, Park Board Secretary
Deb Lyons, Village Trustee

OTHERS ABSENT

Tracy Alden, Dir. Of Recreation

President Jim Havlat called the November 3, 2009 Western Springs Park District Board Meeting to order at 7:04 p.m.

APPROVAL OF MINUTES

MOTION: Commissioner Bastyr motioned with a second by Commissioner Daman to approve the October 13, 2009 meeting minutes as written, which motion was carried by all on voice vote.

ACKNOWLEDGEMENT OF VISITORS AND PERSONS TO BE HEARD FROM THE FLOOR: None present.

COMMUNICATIONS RECEIVED

President Havlat received an inquiry from a LaGrange resident regarding the Lyons Township Bond Issue. She disagreed with the Park District's proposed artificial field in Spring Rock Park and will be contacting the Lyons Township Board to inform them of her position.

TRUSTEE REPORT

Trustee Lyons reported that the Village will hold its budget meeting next Monday. The Recreation Department will submit their 2010 budget tomorrow. The Village is working on a properties budget. Street improvements are scheduled for next year. The Citizen of the Year party is scheduled for the end of January. The Historical Society has awarded 4 homes and the information will be in the Tower Topics.

Trustee Lyons also emailed Pat Higgins to clarify recent discussions regarding Timber Trails and that all parties agree that NFR or remediation will be left up to the developer. Additionally, Bill Nelson has been asked to contact President Havalat regarding the sidewalk project.

As a note of interest, Trustee Lyons said that the 2010 tunnel project probably will not be started until 2011. She will keep the Park Board informed.

Treasurer Bastyr asked if the \$50,000.00 user fee was still in the budget for 2010. Trustee Lyons stated that it is definitely in the budget, and there are no accounting requirements at this time since the Village is comfortable with documentation already provided by the Park District.

President Havlat asked Trustee Lyons to contact Bill Nelson and inform him of the possible grant for soccer field irrigation in Spring Rock Park. He asked that she inquire about flexibility on tap fees and permit fees for the project.

RECREATION DEPARTMENT REPORT

Director Alden was absent.

OLD BUSINESS

TIMBER TRAILS REIMBURSEMENT

Attorney Ekroth spoke to Mike Jurassic. He is still in the process of reviewing documents.

LYONS TOWNSHIP BOND MONEY

President Havalat attend a special Township meeting. The Board will award the first round of bond money at next Tuesday's meeting.

SPRING ROCK PARK PAVING

Director Himmelmann reported that the punchlist is not yet complete. There are approximately 5 items remaining to be completed. 12.5 days of liquidated damages will be assessed to Chicago Paving. \$13,750.00 will be taken off the total contract price. Only 20% will be taken now. The Park District will realize a \$2,750.00 savings.

SAFETY

Director Himmelmann reported that there were no accidents or injuries for the month of September, 2009.

LTSC IRRIGATION GRANT

Commissioner Daman informed the Board that it may be another twenty days before LTSC hears anything regarding their bond application. President Havlat distributed information on the Irrigation Grant and what costs are covered. There will be approximately \$54,000.00 needed for the items not covered by the grant. A general discussion ensued regarding the Park District's contribution toward completion. Treasurer Bastyr reported that there is \$10,000.00 in the budget that could be used for this project and the remainder would have to be covered by the soccer clubs and any fund raising they might pursue. The Board agreed to wait on a final decision regarding a contribution until they have received a final decision on the artificial turf grant.

ARTIFICIAL TURF PROJECT

Commissioner Daman met with Field Turf and distributed a packet of information to the Board. The cost is approximately \$5.00 per square foot and our field size would be 260 x 20 for a total of approximately \$432,000.00. This price includes staff training on maintenance of the field as well as the equipment needed for maintenance. They

inspected our field and said it would be an easy install. The project could begin in May, 2010 and be complete by August. Field Turf recommended W-T Engineering for architect and engineering studies. Jason Green has been recommended for installation. They have good references and have installed over 100 of these fields in the Chicagoland area. Director Himmelmann noted that anything hauled off of SRP is considered special waste and the Board should be mindful of the impact that will have on the final cost of the project.

Commissioner Daman gave an overview of design options. They can alternate dark and light green turf on the field at no additional cost. The center field can also be painted with corporate sponsor logos and switched for different seasons. The football equipment lasts longer on these fields, which would be a benefit for the football leagues and their budgets. Director Himmelmann added that the football league had just recently commented on the increased cost of equipment this year. They would definitely appreciate the savings. Injuries also decrease on an artificial turf field compared to grass.

MATT ORTH FIELD IMPROVEMENTS

Director Himmelmann informed the Board that Little League is asking for approval to move forward with repairs to the field. They are looking to the Park District to contribute \$15,000.00 to evenly grade the field and cut the ridge out outside of the ball diamond. Treasurer Bastyr asked for clarification on the scope of what the Board would however, would like to encourage them to proceed with the \$4,000.00 grading of the field with no contribution from the Park District this year. If their cost exceeds \$4,000.00, Little League will be responsible for any overage. We should wait until the Fall to see if this alleviates the flooding issues. At that time, if the Board decides to contribute to further repairs, the money will be designated for use only on the Matt Orth field.

President Havlat asked if any progress has been made with Cricket and damages to the underground tile. Director Himmelmann stated that Cricket is fighting our repair request because they feel the flooding has been an ongoing problem. Attorney Ekroth will send a strong letter requesting repairs.

USER GROUP FEES

Commissioner Cromheecke will draft a letter for Board approval. Vice President Gassmann will contact Jim Larsen regarding the 1997 Master Space Plan Report to determine how fees were originally assessed.

WEBMASTER, WEB PAGE & TELEPHONE

Vice President Gassmann reported that Pat Schramm is continuing research on bundle pricing. The increased cost of his services will be offset by the decrease in internet, fax, and phone costs. He has approval from the Village to work with the Park District without conflict of interest. Mr. Schramm has asked for something in writing which outlines what services are expected and a payment schedule. It was decided that Vice President Gassmann and Director Himmelmann will work with Mr. Schramm and have him submit an outline of responsibilities and payment schedule.

PERSONNEL HANDBOOK

Vice President Gassmann asked Secretary Newell to provide the files in a new format that she will be able to open on her computer.

COMMISSIONER'S HANDBOOK

President Havlat continues to work on the first draft.

COOK COUNTY DEBT DISCLOSURE ORDINANCE

Treasurer Bastyr reported that Grace Turi is working on submitting this online. It is not an easy site to work with.

PLAYGROUND SAFETY AUDIT

Director Himmelmann has appointment with PDRMA on November 9, 2009. He should have something to report at the December, 2009 meeting.

SAFETY

Director Himmelmann reported that there were no accidents or injuries for the month of October, 2009; however, there was a player on the football league that broke his leg in two places over the weekend.

NEW BUSINESS

2009 ACCOMPLISHMENTS/2010 GOALS

President Havlat will work with Director Himmelmann to generate this report.

PROPOSED TAX LEVY RATE

Treasurer Bastyr explained that the proposed levy for next year is 3.68%. Last year we tried for 10% and realized 6.5%.

MOTION:

Vice President Gassmann motioned with a second by Commissioner Daman to pass a preliminary tax levy rate at 3.68% increase with revenue of approximately \$697,794.00, which motion was carried by all on voice vote.

TREASURERS REPORT

Commissioner Bastyr submitted the October 31, 2009 Financial Report as written with an ending balance of \$900,055.84.

MOTION

Commissioner Bastyr motioned with a second by Vice President Gassmann to approve the October 31, 2009 Financial Report as written, which motion was passed by all on voice vote.

2010 BUDGET

Treasurer Bastyr explained that income for 2010 will be generated from the tax levy, easement fees, user fees, and picnic permits. On the expense side, the Village will not be

increasing fees for services provided to the Park District since there was an increase last year. The line item for secretarial/temp. and administration has been cut back, but should cover the webmaster fees. We have included \$30,000.00 for the baseball/softball fields (\$15,000.00 to groom them for the season and \$15,000.00 for repair/grading of Matt Orth field). Including the following items, the preliminary budget for 2010 totals \$866,220.00:

- Playground improvement (location to be determined)
- \$10,000.00 for soccer fields
- Color Coding of 7 tennis courts in Spring Rock Park
- New basketball backboards in Spring Rock Park
- Rebuild of tennis court backboard in Spring Rock Park
- Washroom rehab
- Replacement of benches as needed
- Replacement of drinking fountain in Sereda Park
- Forest Hills fencing
- Picnic table and trash can replacement

MOTION

Treasurer Bastyr motioned to approved Resolution 2009-7 “RESOLUTION APPROVING TENTATIVE BUDGET FOR THE YEAR 2010”, which motion was passed on roll call vote; Daman, aye; Bastyr, aye; Keese, aye; Gassmann, aye; Havlat, aye; Marshall, aye; Cromheecke, aye.

APPROVAL OF ORDINANCE 2009-5: Ordinance approving the transfer of money from the 2009 General Corporate Fund to other funds for 2009, amounts to be transferred are \$4,000.00 from the Corporate Fund to Audit fund and \$75,000.00 from the Corporate Fund to Capital Project Fund, which ordinance was approved by all on roll call vote; Daman, aye; Bastyr, aye; Keese; aye, Gassmann, aye; Havlat; aye, Cromheecke; aye; Marshall, absent.

DIRECTOR’S REPORT

Director Himmelmann submitted his report as written. He noted that he will be meeting with the football league tomorrow morning. They will discuss repairs to the field and damages caused from playing on wet fields this weekend.

COMMISSIONER’S REPORTS

DAMAN: nothing further to report.

KEESE: nothing further to report.

BASTYR: informed Director Himmelmann that she and Commissioner Keese will perform employee reviews.

GASSMANN: nothing further to report.

HAVLAT: asked Director Himmelmann if there are any formal job descriptions for Park District employees. Director Himmelmann stated that PDRMA has job descriptions that

can be used.

MARSHALL: nothing further to report.

CROMHEECKE: nothing further to report.

HIMMELMANN: reported that SWAP provided workers to rake leaves throughout the parks.

ADJOURNMENT

MOTION TO ADJOURN: Commissioner Bastyr motioned with a second by Vice President Gassmann to adjourn the November 3, 2009 Western Springs Park Board Meeting at 9:05 p.m., which motion was carried by all on voice vote.

Respectfully submitted,

Maribeth Newell
Park Board Secretary