

WESTERN SPRINGS PARK BOARD MEETING MINUTES
January 12, 2010 (BOARD APPROVED 2/9/10)

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
Tracy Alden, Dir. Of Recreation
Amy Avakian, Safety Village

President Jim Havlat called the January 12, 2010 Western Springs Park District Board Meeting to order at 7:04 p.m.

APPROVAL OF MINUTES

The December, 2009 meeting minutes will be approved at the January, 2010 meeting.

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

COMMUNICATIONS RECEIVED

TRUSTEE REPORT

Trustee Lyons reported that the Village will meet tomorrow at 7:00 p.m. regarding the downtown redevelopment. They are going to talk about what they hope to accomplish and solicit ideas from residents. The red light photo enforcement had its 6 month review. The number of tickets has decreased in the last 2 months, but it is still too early to tell if the program is successful. The state is requiring an LED light change over and the ticket revenues from this program will pay for the change over costs. The Village is hoping to go to bid on the new fire station in late March or early April. Commissioner Daman asked about the Village's street repair/paving program. Trustee Lyons informed him that Forest will be redone, including sewers, and Ellington will be resurfaced. New curbs will be installed on Gilbert. The repairs will be scheduled so that not too much is torn up at once. The plans could change, depending on damage assessments after the winter. Micro paving will be done throughout the Village. She suggested that anyone with concerns or a particular street that they feel needs attention, contact Bill Nelson and let their feelings be known.

RECREATION DEPARTMENT REPORT

Director Alden noted that the November and December Recreation Department Meeting minutes were included in the Park Board packets. The Summer Book deadline is February 15, 2010. He asked Director Himmelmann for status of the tennis court painting. Director Himmelmann reported that the ad for painting bids will be published in tomorrow's paper. It is in the bid specs that only one bank of tennis courts can be

closed at a time. It has to be done this way to allow tennis school to continue during the painting. The bid should be awarded at the February, 2010 Park Board Meeting.

Director Alden reported that they have come to an agreement with Blue Moose camp. They will pay a \$10.00 facility fee and a \$10.00 administration fee. Blue Moose has always carried insurance, but they will supply a Certificate of Insurance.

Safety Village will also be run through the Recreation Department. Their intention is to have 6 to 8 portable buildings which the Recreation Department will pay for and store. Registration and administration will all run through the Recreation Department. Safety Village employees/volunteers will run the curriculum. The school has agreed to let them paint the parking lot. They will use a temporary paint that will wear off in approximately 60 days.

Finally, Director Alden announced that there will be a vacancy for a Recreation Department Commissioner in June. They are looking for someone to represent Ridge Acres.

OLD BUSINESS

TIMBER TRAILS REIMBURSEMENT

Attorney Ekroth is waiting to hear from the Village Attorney regarding the Special Assessment Bonds. It is just a matter of wording at this point, we have received our payment.

LYONS TOWNSHIP BOND MONEY

President Havlat is hopeful that we will have an answer in February. The Township is holding their meeting the same night as the Park District Board's February meeting. President Havlat will attend the Village's meeting and should be finished in time for the Park District Board meeting. He will report at that time.

LTSC IRRIGATION GRANT

President Havlat reported that grant has been submitted by the Lyons Township Soccer Club. They are willing to cover the costs of irrigation system if the Park District will take care of the existing field conditions. Director Himmelmann stated that he spoke to Rob of LTSC who would like the field crowned prior to installation of the irrigation system. The problem is that we can only use existing soil; we cannot import any soil due to the flood plain. It would be much more costly to strip and re-engineer that to bring in new soil. All topsoil beneath the turf is not good soil. When the football field was created the topsoil was there. It was washed away by rains and it looked like a field of glass from the old garbage dump that was on the property. The Park Board at that time brought in 6 inches of top soil without adhering to the flood plain parameters. As a result, the Village is now adamant about importing any new soil to build up that field.

ARTIFICIAL TURF PROJECT

Commissioner Daman informed the Board that he and Director Himmelmann attended a

meeting with W-T Engineering. Jason Green alleviated all concerns that he had. He felt very comfortable with Mr. Green and encouraged the other Commissioners to meet him and discuss any concerns they may still have regarding the artificial turf project. Mr. Green would be happy to attend a Board meeting and give a presentation. Particularly the water table concern was addressed. WT did soil borings of Spring Rock Park. They took 20 core samples, and the norm is 9. They have maps showing the level of the water table. After they grade away, they install a felt mat and then a limestone mixture of Betonite which solidifies the soil. No water would leak through this base.

Mr. Green has personally overseen the installation of close to 200 synthetic fields. He feels that the quotes on the field project that WT gave us 12 to 18 months ago are good. He suggests starting in May and is confident that the permit process would not take longer than 3 months. If final engineering is completed in February, permits would be secured by June 1st. The field would be marked for football, lacrosse, and soccer when installed. Director Himmelmann noted that MWRD (Metropolitan Water Reclamation District) will be implementing new regulations. We are hoping to complete this project before the new regulations are put in place. The best scenario would be to contract directly with Field Turf. They would handle the entire project and contract WT for engineering.

USER GROUP FEES/DISTRICT 101 PARKS

Vice President and Commissioner Cromheecke continue to work on a presentation for the School Board. When it is finalized, they will forward it to all Commissioners for final review before they move forward.

A general discussion ensued regarding user group fees and intergovernmental agreements.

Director Himmelmann has contacted other Park District's in our area and has been told that the donation and improvement practices of our user groups go above and beyond what they see in their districts. President Havlat stated that we need to compare the donations/improvements to actual money that would be generated by set fees. If the groups are required to pay set fees, they will decrease their donations/improvements exponentially.

Treasurer Bastyr explained that the \$50,000.00 fee to the Village is not exactly that amount each year. \$29,000.00 is always put into the Recreation Department's budget and the remaining \$21,000.00 is generated from the \$10.00 fee for Recreation programs. This year we are \$1,305.00 short. Last year we received \$49,450.00 and \$49,661.00 in 2007. Her concern is that there is a steady decline in the actual payment due to enrollment at the Recreation Center. We don't technically have an agreement with the Village. We should revisit this issue and decide if we should require a \$50,000.00 flat fee. Director Alden stated that they expect to generate another \$1,500.00 in fees from the Blue Moose camp this year. He was not sure if the \$10.00 fee would be added to the Safety Village students since this is their start-up year and they are operating with volunteer staff. President Havlat stated that it would be nice to have a definite payment

date stated in the agreement. Director Alden said that all of the fees have usually been collected by September 1st each year.

WEBMASTER, WEB PAGE & TELEPHONE

Director Himmelmann stated that we are now connected to the new services. Pat Schramm is looking into new equipment for the office. We need to have Mr. Schramm update the picnic permits for 2010 on the website. President Havlat asked if the e-mails have been fixed. Vice President Gassmann tested them recently and they are not working. E-mail repair is on Mr. Schramm's list of things to do.

PERSONNEL HANDBOOK

Vice President Gassmann reported that she has edited 4 sections of the manual. She did not receive Section 8 from Secretary Newell, it was Section 7. She asked that Section 8 be e-mailed to her in document format.

Commissioner Daman inquired about the sick day policy for the Park District employees. It has been his experience that sick days are carried over and can also be applied to retirement. Director Himmelmann explained that as participants in the IMRF (Illinois Municipal Retirement Fund), it is usually standard practice to accumulate sick days from year to year and they can be used in subsequent years or applied to retirement. Treasurer Bastyr felt this was not a good policy. She felt that we are small enough that we would work with the employees on an individual case by case basis. If they did not have enough sick time accumulated and needed to take it for a legitimate illness, we would work with them and grant them the days without having them carry them over from year to year. They should get a set amount of days per year. If they are not used by year end, then they expire. President Havlat asked Director Himmelmann to survey surrounding communities and determine what their policies are regarding sick days.

COMMISSIONER'S HANDBOOK

President Havlat reported that he continues to work on the handbook.

SAFETY

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

NEW BUSINESS

TREASURERS REPORT

Treasurer Bastyr submitted the December 31, 2009 Financial Report as written. She reminded the Board that the auditors will return in February to finish their audit. We are changing over to an accrual accounting system. We are in a 13th period right now and we won't have final numbers until after that.

President Havlat inquired whether or not the recent 10% drop in property appraisals will affect tax revenues generated for the Park District. Treasurer Bastyr explained that the EVA will go down and it will have an effect. We have received our 2nd installment of tax revenue for this year and we are \$50,000.00 short. This will not be our final shortfall, as

payments from homeowners will continue to trickle in over the next few months.

MOTION

Treasurer Bastyr motioned with a second by Vice President Gassmann to approve the December 31, 2009 Financial Report, with an ending balance of \$1,085,673.00, which motion was passed by all on voice vote.

DIRECTOR'S REPORT

Director Himmelmann submitted his report as written. He noted that the Park District saved approximately \$1,535.00 on our method for unemployment costs. Instead of paying on a quarterly basis, we pay on claims as they come in.

We currently have the mowing and color coating contracts out for bid. If all goes well, we should have the bids for review and approval at the February, 2010 meeting. He is communicating with Commissioner Marshall regarding natural fertilization bids.

Director Himmelmann reviewed the reforestation program and pruning schedule. We will take care of all of Field Park and end up in Northeast Park for the balance of 100 trees. We are not currently under a formal contract with Nels Johnson for pruning. They charge \$98.59 for Class I pruning. Our goal is to complete as much of the pruning as we can at this price.

COMMISSIONER'S REPORTS

DAMAN: nothing further to report.

BASTYR: the transition to an accrual accounting system requires that she present the Board with a Management Discussion and Analysis. She is working on finding a comparable to work with.

Treasurer Bastyr also stated that we need to find someone to take over the picnic permits from Terry Forde.

KEESE: nothing further to report.

GASSMANN: asked the Commissioners to start thinking about 2010 movie night. We usually try to hold it the first weekend in August and the cost is \$1,200.00 - \$1,300.00 depending on the movie we choose to show. She would like to make a decision before February 15th.

The community garden continues to be pursued. Vice President Gassmann met with Marty, Paul and Amy Cox and they are now thinking about the farm house behind Graue Mill. They would like to get several park districts, school districts and villages in the area to work together in support of a community garden.

HAVLAT: asked Commissioner Daman to pick out a date for user group meetings within the next two weeks.

MARSHALL: nothing further to report.

CROMHEECKE: nothing further to report.

HIMMELMANN: nothing further to report.

ADJOURNMENT

MOTION TO ADJOURN: Vice President Gassmann motioned with a second by Commissioner Daman to adjourn the January 12, 2010 Western Springs Park Board meeting at 9:58 p.m., which motion was carried by all on voice vote.

Respectfully submitted,

Maribeth Newell
Park Board Secretary