

**WESTERN SPRINGS PARK BOARD MEETING MINUTES  
JUNE 9, 2009 (BOARD APPROVED ON 7/14/09)**

**COMMISSIONERS PRESENT**

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

**OTHERS PRESENT**

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

**COMMISSIONERS ABSENT**

Harold Hild

President Jim Havlat called the June 9, 2009 Western Springs Park District Board Meeting to order at 7:02 p.m.

**SWEARING IN OF NEW PARK BOARD COMMISSIONER**

Attorney Robert Ekroth officiated the swearing in of Commissioner M. Damian Marshall.

**APPROVAL OF MINUTES**

**MOTION:** Vice President Gassmann motioned with a second by Commissioner Bastyr to approve the May 12, 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.

**VILLAGE TRUSTEE REPORT**

Trustee Lyons announced that she has stepped down from her Friends of the Park position and will be assuming the liaison position between the Park District and the Village. She will be reporting at the monthly Park Board meetings. President Havlat stated that there have been conversations regarding the sidewalk installation in the Forest Hills Park and Bill Nelson has also asked that the Park Board consider installation of sidewalks in the Springdale Park. President Havlat told Mr. Nelson that the Board would not be opposed to an initial study in Springdale Park. Trustee Lyons noted that the Village is aware that maintenance is a concern of the Park District. Trustee Lyons suggested that perhaps all upkeep and repair could be the responsibility of the Village of Western Springs, except for seasonal snow plowing which could fall to the Park District staff. Commissioner Bastyr asked if the Village would be willing to reimburse the cost of plowing the sidewalks and Trustee Lyons stated that she would ask the Village if this could be done. Trustee Lyons also asked the Board to be mindful that the Village needs to submit a proposal for distribution of the Tea-Lu money for sidewalk grants by September, 2009. The Phase I Engineering studies need to be placed on the fast track. President Havlat clarified that his understanding is that the Phase I Engineering study

would simply be who owns the property, layout of the sidewalks, and any possible environmental issues and Phase II would be the cost estimates. Trustee Lyons also noted that the Village can proceed without the consent of the Park District Board; however they prefer to work together and try to address all concerns.

Trustee Lyons informed the Board that there will be a Board of Local Improvement hearing, regarding Timber Trails on June 22, 2009. President Havlat explained to the new commissioners that at the time Timber Trails was built, it was a requirement that a park be part of the plans. The Park District took on that project in lieu of Dartmoor Builders and the Village is holding the Bond money for distribution. Trustee Lyons also stated that there has been a foreclosure suit filed against Dartmoor. The June 22, 2009 Village Board meeting will also hold a vote regarding the new Fire Station. There will be a vote to tear down the property on the 5200 block of Wolf Road and 5501 Grand. The Station would be constructed on the 5501 Grand property.

The French Market seems to be successful in its new, more central location. They are performing traffic studies to make sure the market is not having an adverse affect on businesses or traffic flow in the immediate area.

### **RECREATION DEPARTMENT REPORT**

Director Alden distributed packets and minutes from the June 1, 2009 Recreation Department meeting. Camps started this week. Springdale concert is scheduled for June and the Tower Topics deadline is in a few weeks. The Fall Program book information is due by July 1, 2009.

Director Alden brought a softball field issue to the Board's attention. A Girl's Softball team went to Field Park to practice and was bumped by a Little League team. He asked for clarification as to whether the fields are "reserved" as Tom Chlada of Little League indicated, or are they on a first come, first served basis. President Havlat stated that the fields are scheduled for weekday games and practices. President Havlat said that typically each user group submits a written request for practice and field times. He suggested that the softball league get their request in early next year and offered Timber Trails as an alternative practice site on the weekends since AYSO's season is now complete. Any available fields will be listed on the Park District website.

Director Alden also inquired about a lighting issue for Basketball and the East Tennis Courts in Spring Rock Park. Director Himmelmann explained that there is some type of problem with the low voltage switch that is manually operated. As soon as the button is released, the lights turn off. Rather than incur a repair expense, when the IDOT improvements will be replacing the electrical for this lighting, he had them turned on and placed on a timer system. Somehow, this temporary fix impacted the basketball lights so that they were on all the time. Therefore, the lights have been turned off for the next two weeks until the IDOT improvements are complete. Director Alden stated that this will not have any impact on tennis playing on the courts.

### **OLD BUSINESS**

### **TIMBER TRAILS REIMBURSEMENT**

President Havlat reiterated, based on Trustee Lyons' report, that the issue should be resolved at the June 22, 2009 Village Board Meeting, and he assumes a check will be forthcoming in early July, 2009.

### **PLAYGROUND IMPROVEMENTS**

Vice President Gassmann reported that Springdale Park and Ridge Acres playgrounds are now complete and have already been vandalized. Director Himmelmann will address the issue when time and weather permit. There has been very good community response to the improvements. Vice President Gassmann also noted that the installers were very professional and reliable, and would recommend using them again in the future.

A general discussion ensued regarding which park is scheduled to be updated next and general repairs needed throughout the parks, including basketball nets and backboards. It was agreed that these issues would be noted during the special park board meeting and tour of the parks.

### **SPRING ROCK PARK PAVING**

Director Himmelmann reported that the paving is 98% complete. Electrical still needs to be completed along with the foundations around the playground for possible illumination in the future. Tennis Court lighting issue is to be resolved. He is waiting for approval from IDOT for the remainder of the funding. The Matt Orth fence and backstop will begin to be replaced on July 20, 2009. The puddle on the curve is now gone, however there is now a wet spot that never dries (even on the warmest days). Director Himmelmann has contacted WT Engineering to investigate and come up with solutions. A general discussion ensued regarding soil conditions, drainage, and WT's culpability.

Director Himmelmann stated that Todd Abrams is in the process of setting up a meeting to discuss WT's contract and is to include Scott Traphan. President Havlat stated that he and Commissioner Bastyr will attend the meeting with Director Himmelmann. There should be further information to report at the July, 2009 meeting.

### **PARK COMMISSIONER'S HANDBOOK**

President Havlat provided an outline of topics to be included in a new Handbook and suggested that he will draft the document and present one or two chapters for review by the Commissioners each month. This handbook will be specific to the issues of the Western Springs Park Board. In the meantime, Director Himmelmann distributed copies of Commissioner Handbooks and State Codes. He will try to obtain one additional copy so that all new Commissioners will have a copy.

### **PERSONNEL MANUAL**

Director Himmelmann has provided a basic outline and rough draft of a revised personnel manual. PDRMA has requested that the manual be updated since it has not been done since 1997. PDRMA advises that the manual should be updated every three years. It is also PDRMA's recommendation that the drafted manual be reviewed by a labor law attorney before being approved by the Board of Commissioners. Vice President Gassmann volunteered to be on the committee to finalize the draft of the new personnel

manual. President asked the other Commissioners to let him know if they have a recommendation of an attorney in town who could review the document. Safer & Shaw is the law firm used by the Village of Western Springs.

### **SPECIAL PARK BOARD MEETING**

There will be a Special Park Board Meeting held at the 4400 Central Avenue Park District Maintenance offices on June 22, 2009. The meeting will begin at 6:00 p.m. with a tour of the parks in the district, followed by a brief financial workshop. Secretary Newell will contact the local newspapers to run the legal notice required for the special meeting.

### **SAFETY**

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

### **NEW BUSINESS**

#### **INTERGOVERNMENTAL AGREEMENT WITH DISTRICT 101**

Vice President Gassmann asked if any of the Commissioners had suggestions since the last meeting. Director Himmelmann stated that the mowing the school performs in the front and the back of their property is about all their equipment can handle. Snow Plowing is easier for the Park District to perform with their equipment, and probably should continue to do so. However, trash pickup is a reasonable item that the school maintenance could handle as well as more efficient communication with the Park District regarding playground equipment maintenance issues. This would allow for a quicker response from the Park District.

### **PREVAILING WAGE ORDINANCE**

**MOTION:** Vice President Gassmann motioned to pass Ordinance No. 2009-4 ASCERTAINING PREVAILING WAGES FOR CONSTRUCTION OF PUBLIC WORKS FOR THE WESTERN SPRINGS PARK DISTRICT, which motion was passed on roll call vote; Havlat, aye; Gassmann, aye; Bastyr, aye; Bob Daman, aye; Jennifer Cromheecke, aye; M. Damian Marshall, aye; Harold Hild, absent.

### **REPORT FOR AUDITOR RESOLUTION**

Commissioner Bastyr reviewed the Auditor's report with the Board and explained each item at issue. Notable items were that the Internal Control for accounts payable would be changed. The wire transfer for payday is done on Wednesday and currently payroll is reviewed on Thursday, after the wire transfer has been processed. The new cut off for payables and payroll will be Tuesday with check issues remaining on every other Friday. Secondly, the ASSET program provided by PDRMA to maintain capital asset reports is not being utilized. Director Himmelmann will contact PDRMA to see when they offer training on the software and whether or not it is internet based. Commissioner Bastyr suggested that she attend the training and then make a recommendation as to whether someone needs to be hired to maintain the program. Finally, financial statements are prepared on a Modified Cash Basis and the auditors recommend an Accrual Basis. The Village of Western Springs is on an accrual accounting basis. A brief discussion ensued

regarding additional costs, or burden on employees to transfer to this system. There were no major issues in any area and it was agreed that the Park District should switch to an accrual accounting method.

**MOTION:** Commissioner Bastyr motioned to pass Resolution No. 2009-5 “RESOLUTION APPROVING AUDITOR’S REPORT FOR YEAR ENDING DECEMBER 31, 2008”, which motion was passed by all on roll call vote; Havlat, aye; Gassmann, aye; Bastyr, aye; Bob Daman, aye; Jennifer Cromheecke, aye; M. Damian Marshall, aye; Harold Hild, absent.

### **TREASURER’S REPORT**

Commissioner Bastyr submitted the May 31, 2009 Financial Report with an ending balance of \$1,010,450.61, as written.

**MOTION:** Commissioner Bastyr motioned with a second by President Havlat to approve the May 31, 2009 financial report as written, which motion was passed by all on voice vote.

### **DIRECTOR’S REPORT**

Director Himmelmann submitted his May, 2009 Director’s Report as written. He also noted that there is a cellular easement and fee structure explanation included in the Board Packets.

He asked the Board for their decision on the Ridgewood Park Path maintenance. A proposal was submitted from Redding Asphalt at the 5/09 meeting. Per the request of the Board, Director Himmelmann pursued other bids. Chicagoland Paving was not interested and Boswell Blacktop came in higher on both options. A general discussion ensued regarding the benefits of option 1 and option 2 and possibilities to fund the project. The Board agreed on option 1 from Redding Asphalt. Director Himmelmann will contact Redding Asphalt and let them know.

President Havlat asked for a listing of all memorial trees from Director Himmelmann.

Director Himmelmann inquired about any decision on the purchase of a new bobcat. A general discussion ensued and it was agreed that the bobcat should be purchased as well as a plow. President Havlat asked Director Himmelmann to reprice the Bobcat with a plow.

**MOTION:** Commissioner Bob Daman motioned with a second by Vice President Gassmann to purchase an S300 bobcat skid-loader on state at the contract price of \$29,142.00 and three total payments of \$8,800.44, with the first payment due upon delivery, the second payment due in 12 months and the final payment due in 24 months and add a plow to the purchase, which motion was carried by all on voice vote.

### **COMMISSIONERS’ REPORTS**

HAVLAT: Asked Director Himmelmann and Director Alden to reach out to Dave Evans and see what his priority replacement would be on Tennis Courts; either fencing or backboards.

GASSMANN: Commissioner Gassmann will relay concerns about the community build "THANK YOU" sign at Ridgewood Park, especially, size, wording and placement. The thank you should come from the homeowners association, not directly from the Park District, and the sign should be placed at ground level, not on a stand. Finally, they cannot exceed the approved size of 14" x 16". Commissioner Gassmann will submit information on the newly installed Thorguard in Spring Rock Park to the Tower Topics.

BASTYR: The Sprint Easement check does not match up with the Sprint Contract. Attorney Ekroth will check into who the contact is regarding this issue.

DAMAN: Nothing further to report

CROMHEECKE: Asked if anything could be done about the condition of the bathrooms in Spring Rock Park. President Havlat explained that most of the issues are inherent to the materials used, and the overall age of the bathrooms. Director Himmelmann assured her that the bathrooms are checked and cleaned on a daily basis. Commissioner Bastyr suggested that the Commissioners begin to investigate if there is any grant money to help replace the bathrooms.

MARSHALL: Nothing Further to Report

**MOTION TO ADJOURN:** Vice President Gassmann motioned with a second by Commissioner Cromhecke to adjourn the June 9, 2009 Western Springs Park Board Meeting at 10:14 p.m., which motion was carried by all on voice vote.

Respectfully submitted,

Maribeth Newell  
Park Board Secretary