

Minutes

The meeting was called to order at 6:30 p.m. Present were Commissioners Gunderson, Hunter, Jones, Lenertz, and Lootens, Director Major, Superintendents Felix and Krause. Absent were Commissioners Brauer and Voelz, Superintendent Hoffmann.

President Lenertz resided.

Public Participation – None

President's Comments - None

Consent Agenda

Commissioner Jones moved to accept all items under the Consent Agenda. Commissioner Hunter seconded the motion, roll was called, motion carried 4 – 0 – 1.

Vote: Gunderson, Hunter, Jones, Lenertz – Yes; Lootens - Abstain

Director's Report

The written report from the Director was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.

The Financial Superintendent and Director met with Standard and Poor's to re-evaluate the rating system for the Park District, and the District has now been elevated to a status of A plus with lending institutions which effectively netted an extra \$100,000 in the recent bond refund. Currently, the District is beginning the budget process with an eye on providing a conservative approach to this year's funding needs. While we are not forecasting the need for cutbacks, there is also a concern not to significantly expand, but still maintain the level of services being provided. As the District receives information from the state on taxing levels, adjustments could be made to operational procedures. The recent audit report has been provided, and illustrates a strong competency in the financial record keeping. One recommendation on separating check writing procedures has been addressed.

Preparation for the spring/summer brochure has been on-going. Over 200 memberships have been sold at the Fitness Station, and staff continues to evolve the offerings of the facility. Applications for the pool are now being accepted, and a new baseball tournament has been added to the early spring schedule.

At the state convention, I had a meeting with the Department of Natural Resources to begin preparing for the Next OSLAD grant; the District committed to preparing a grant for new bike trail; meetings with the new concession company took place; several contacts were made regarding construction projects for the year; new legal concerns for Districts were outlined; and several sessions were attended to address challenges in the future such as generation marketing, fitness programming, park maintenance and staff training. And, there was a meeting with State Representative Mike Fortner considering possible state/federal project funding.

Mud Volleyball will expand to three days this summer, with an under 18 tournament happening on Friday afternoon/evening. Consideration is being given to selling sponsorships for the Beer Tent.

Superintendent of Recreation's Report

The written report from the Superintendent of Recreation was delivered to the Board prior to the meeting. Superintendent Krause reviewed the report with the Board.

The Park District football program has been awarded a \$2000 grant from National Recreation and Park Association and USA Football. They will be using this money for safety equipment for Tackle and Flag Football.

Chili Fest is being held at the American Legion this year. The VFW was double booked so we had to find an alternative location. There are currently 3 fire departments participating.

Valentine Social Gathering for the seniors. I have a representative from the States Attorney's Office giving a presentation on Identity Theft, "How to protect yourself."

We had our first Blooming Fest meeting. We will be having a booth and we also will be supplying the games. The Fitness Station has 220 members.

I met with David Gilbert from the Backyard Grille and I am looking forward to working with him at the pool this summer. He seems very organized and is excited about the opportunity to work with West Chicago. Tracy has sent out letters to all returning staff for Turtle Splash and began accepting applications for new staff on February 1st.

The park district with Kristen Kolz, District 33 and some teachers from District 94 are forming a Community Theater Program. The program will focus on the arts, acting, singing and music. The theater will be geared towards kids 6th grade through adults.

Game Day U.S.A. Baseball/Softball 64 team Tournament at Reed Keppler and Pioneer on April 17, 18 19.

February 12th at Kindergarten Kamp from 6:30-7:30 will be a parents Valentines night. Parents can come with their kindergartner for an evening of stories, crafts and snack.

Camp returning staff letters have been sent out.

We are working with CDH and Wheaton Park District for a Family Fit Challenge.

Superintendent of Park's Report

The written report from the Superintendent of Park's was delivered to the Board prior to the meeting. Superintendent Felix reviewed the report with the Board.

Week of January 4th thru 10th: Rain on the 4th, snow on the 6th, 7th, 9th and 10th. Staff worked on equipment and painting garbage cans.

Week of January 18th thru 24th: Snow on the 12 and 14th. Temps dropped into the minus areas. Staff worked on equipment and repair of picnic tables

Week of January 25th thru 31st: Snow on the 27th and 28th. Extremely cold temps and wind chills. Staff continued to work on equipment. Steve Tinnes took vacation time. Ken McEwen and Jake Lacher attended the first year of the Park and Recreation Maintenance Management School in Wheeling, West Virginia. Jesse attended the IPRA conference and was installed as the Director for the Park and Natural Resource Section.

Week of February 1st thru 7th: Cold continued until the 6th. Extreme wind chill factors kept staff indoors until Friday. Tree work was done along the shoreline at Easton Park. Jesse attended the Wild Things Conference at the UIC.

Other Notes: The lighting needs to be upgraded at the Fitness Station. The system that is in place is not as energy efficient as what is installed in our other buildings. All Tech Energy, who did our retrofit in our buildings, is assisting me with a grant application from the Illinois Department of Commerce and Economic Development. The total cost to retrofit the lighting is \$15,000.00. The grant could possibly give us \$3,000.00 to help offset the cost.

Superintendent of Finance's Report

The Budget and Expenditure Report from the Superintendent of Finance was delivered to the Board as part of the Consent Agenda prior to the meeting.

Committee of the Whole

In attendance, Frank Lenertz, Don Voelz, Diana Gunderson, Jim Jones, Jim Lootens, Gary Major, Jodi Krause, Jesse Felix. Absent were Bill Brauer and Kerry Lynn Hunter.

Discussion ensued regarding the possible purchase of adjacent land to Manville Oaks. The Committee was given a buy price for the property and forwarded it to the next Board Meeting.

Discussion took place regarding three small lots in the middle of Pioneer Park which are owned by an outside entity. This item is being moved to the Board Meeting to give staff the authority to pursue obtaining these pieces.

Discussion occurred regarding the feasibility of trying to finance a three court gym. Also, location was evaluated with Reed Keppler and Cornerstone being mentioned as possible sites. The consensus leaned toward Reed Keppler despite the fact a new recreation center could be placed in downtown West Chicago.

It was noted by Gary Major that the Marketing Coordinator position could be elevated to a full time position during the budget process. This item will be discussed in Executive Session at the next Board Meeting.

Feb 21st is the Chili fest.

Gary Major gave an itemized list of projects for this upcoming year which include:

Possible land purchases. March 1

Reed Keppler Entry. June 1

Pioneer Playground and Splash Pad. June

Three park shelters, Cornerstone, Meadow Wood, Reed. May 15

Manville demolitions and restoration. June

Easton renovations. July

New signs and trash receptacles. May/June

New Baseball infield, field 6. Fall 2009

Waterline at Manville. June/July

Disc Golf Course at Manville. June 1

Turtle Splash final completion and painting. May 30th.

Sand Volleyball at Cornerstone. July

Controlled burn at Easton. Fall 2009.

Old Business

Gary informed the Board of the resignation of Leslie DeMoss, Recreation Services Manager and the promotion of Jodi Krause as the new Superintendent of Recreation.

New Business

The Board reviewed correspondence from Resident Sue Langmaack in regards to the increase in pool pass prices for the 2009 season. The Board stands behind their previous decision made at the September 9, 2008 Board Meeting to raise the pool prices for the 2009 season.

The Board would like to see more participation in the beer tent area from the agencies that the monies are split with.

The Board would like to see discussions with the Rail Road Days Committee in regards to the grass conditions after the event and parking on the grounds, etc due to the high cost of repair incurred by the Park District after the event.

Executive Session

Commissioner Jones moved to convene into Executive Session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act. Commissioner Hunter seconded the motion, roll was called, and motion carried 5-0.

Vote: Gunderson, Hunter, Jones, Lenertz, Lootens – Yes

The Board convened into Executive Session at 6:55pm

The Board rose from Executive Session at 7:25pm

Commissioner Jones moved to increase Director Major's annual salary to \$98,000.00. Commissioner Lootens seconded the motion, roll was called, and motion carried 5-0.

Vote: Gunderson, Hunter, Jones, Lenertz, Lootens – Yes

Commissioner Jones moved to place the Executive Session minutes from February, 10, 2009 into public record upon approval of those minutes at the next Meeting of the Board of Commissioners. Commissioner Hunter seconded the motion, roll was called, and motion carried 5-0.

Vote: Gunderson, Hunter, Jones, Lenertz, Lootens - Yes

There being no further business to come before the Board, Commissioner Lootens moved to adjourn the meeting. Commissioner Jones seconded the motion which carried by voice vote.

The meeting adjourned at 7:32pm

Respectfully Submitted,

Melissa L. Medeiros, Secretary

Executive Session Minutes

Commissioner Jones moved to convene into Executive Session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act. Commissioner Hunter seconded the motion, roll was called, and motion carried 5-0.

Vote: Gunderson, Hunter, Jones, Lenertz, Lootens – Yes

The Board convened into Executive Session at 6:55pm

Director Major presented information to the Board in regards to the formation of a Marketing Services Director position:

We have hired/contracted a person on a part time basis right now to begin establishing a Marketing Department. This position has been very well received and Nicole is doing a great job. Based on the needs that we have May 1st I am going to ask for approval of a full time position.

We can approach this on a contract basis where we hire a person for 40 hours a week and X amount of dollars and do not get into health benefits which are very expensive or we can negotiate a salary like we do with any other full time employee and they would receive full benefits.. Right now I am looking at this position being one that is similar to the Superintendent of recreation and Superintendent of Parks in terms of their position in the organizational chart.

The suggested salary range is \$44,000.00 to \$52,000.00 in order to obtain a quality Marketing Services Director. This new position would fit into the budget alignment that we have right now. When Leslie left he was making \$60,000.00, we allocated \$10,000.00 to Jodi for assuming the role of Superintendent of Recreation and the other part would go to the Marketing Services Position. This is not an exact mix but we are not establishing another \$50,000.00 position. We will propose the new position at budget time.

The Board conducted the annual review of Director Major:

The Board reviewed a narrative of past and present goals that was provided at an earlier time by Director Major. President Lenertz informed the Board that they would be discussing these narrative/goals tonight and if the Board feels comfortable they will make a salary decision tonight.

Commissioner Jones asked if the move by Director Major to Manville is considered part of his compensation or it was discussed when he was hired. President Lenertz stated that Director Major residing at Manville was part of the discussion at the time of his hire and that the actual move has been postponed until summer.

Commissioner Jones stated that he felt Director Major is doing a great job and is a “breath of fresh air” for the Park District. Commissioner Jones inquired about the \$110,000.00 figure which President Lenertz explained to Commissioner Jones that the \$110,000.00 figure only represents the highest the Board would be able to raise Director Majors salary.

Commissioner Gunderson inquired in regards to the new figure they decide upon being a yearly decision or a 2 or 3 year decision. President Lenertz stated that Director Major’s salary will be reviewed annually.

President Lenertz stated that Director Major has found money where no one else could, has an extensive contact list, and is looking out for the Park District in every aspect. He is very pleased at the way Director Major has rekindled relationships with other organizations in West Chicago. Negatively, President Lenertz communicated that Director Major does a great job of keeping the Board abreast but has dropped the ball once in awhile. Commissioner Gunderson stated that she likes the way he calls people on things and makes people think through problems to make them better.

President Lenertz asked the Board if they would like to set the Director's new salary tonight for the upcoming May budget deadline after some discussion over amounts and percentages the Board agreed to do so.

Director Major addressed the Board in regards to the purchase of the proposed property at Manville Oaks. Director Major advised the Board against purchasing this property at this time.

Commissioner Lootens motioned to rise from executive session. Commissioner Jones seconded the motion, roll was called, and motion carried 5-0.

Vote: Gunderson, Hunter, Jones, Lenertz, Lootens - Yes

The Board rose from Executive Session at 7:25pm

Respectfully Submitted,

Melissa L. Medeiros, Secretary