



MINUTES

Regular Meeting of the West Chicago Board of Park Commissioners in the Park District ARC Center Meeting Room 105 201 W National Street, West Chicago, IL 60185.

**Tuesday, March 12, 2019
6:30 p.m.**

I. Call to Order and Roll Call

Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Voelz and Zaputil, Director Major, Superintendents Gasparini, Hoffmann and Kaspar. Absent was Commissioner Pavlica.

II. Pledge of Allegiance – President Lenertz

III. Presentations - Sandy Gbur, Executive Director of Western DuPage Special Recreation Association thank those in attendance at this year's Bash and reviewed the past year at WDSRA with the Board which included:

- Make an appointment to see Santa program
- Weight lifting program with COD
- Award winning for best practices and financial
- Staff training updates
- New evaluation process
- Talent management team
- Programming assistance at 3% for West Chicago Park District
- Rec and Roll program
- Handle with care certification completed by West Chicago park District summer camp counselors
- Board of Trustees – 2 new Trustees this year, 144 golfers at annual golf outing – thanks to cooperative efforts of Trustees, new process for sustainable sponsors.
- Thank you to Gary Major for 12 years of service to the Board and welcome to Brian Kaspar
- Oldest participant this past year at WDSRA was 92, youngest was 2

President Lenertz thanked Sandy for her attendance at tonight's meeting stating "it's always a pleasure to have you at our meetings and the details provided are very informative."

IV. Public Comment

Steven Carr of 226 Indianwood Lane, West Chicago addressed the Board in regards to programming. Mr. Carr asked for contact information of the individual(s) in charge of programming for the District so he and other members of the community can reach out in an effort to improve offerings and participation. Steven noted that over the past few years many programs are cancelled and the District's offerings for youth 3 years and up has reduced significantly. Mr. Carr also inquired about the following during his address to the Board:

- How the community may assist the District
- Survey of patrons
- Are patrons going to neighboring communities
- Is the Districts pricing competitive
- Is current marketing effective
- How the relationship works with 3rd party vendors offering programs
- Possible community forum opportunities

President Lenertz thanked Mr. Carr for his willingness to bring the concerns to the Board. President Lenertz, other Commissioners and Director Major addressed Mr. Carr regarding the lack of enrollment in organized sports which is being felt across all area Districts, etc. The District is always open to ideas and a member of staff will be in contact with Mr. Carr for follow-up.

V. President's Comments

President Lenertz informed the Board over 165 participants are expected at the Daddy Daughter event set to take place on Saturday, March 16th. If Commissioners are available to assist staff it would be greatly appreciated.

VI. Approve Meeting Agenda

Commissioner Gunderson motioned to approve the meeting agenda. Commissioner Bass seconded the motion which carried by voice vote.

VII. Consent Agenda

Commissioner Voelz requested the removal of Items C and D for separate consideration. Items C and D were so removed.

Commissioner Zaputil motioned to approve items A, B, E, F, G, H, I, J, and K of the Consent Agenda. Commissioner Voelz seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

Items C and D were reviewed by Superintendent Hoffmann with the Board. Superintendent Hoffmann informed the Board the allocations for President Lenertz in the amount of \$779.82 and Commissioner Bass in the amount of \$365.19 were reported incorrectly. Superintendent Hoffmann provided the Board with her corrected amounts as follows:

- C. Approval of Board meal, lodging and travel expenses totaling \$442.90 for President Lenertz's 2019 IPRA Conference attendance and a lunch meeting with the Executive Director on February 7, 2019 totaling \$48.14.
- D. Approval of Board meal, lodging and travel expenses totaling \$483.79 for Commissioner Bass's 2019 IPRA Conference attendance.

Commissioner Voelz motioned to approve Items C and D with the corrected allocated amounts. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0
Absent: Pavlica

VIII. Expenditures

The Board reviewed the Expenditure Reports for January and February 2019 with staff.

- Page 50 – All in One Remodeling (Lenertz). This expense was to close in the underutilized small office area in the Treehouse for storage purposes (Kaspar).
- Page 55 – Family Landscaping (Gunderson). This expense was for the removal of the large logs from District removal of bad trees as identified in tree inventory by Graf Tree Care (Gasparini).
- Page 63 – Kolbe Kasper (Lenertz). This is the quarterly mileage reimbursement to staff. The larger amount was due to the submitted dates being from August through December instead of October through December and included the delivery of the Giant Light Bright for repair (Hoffmann/Kaspar).
- Page 65 – Mid-American Energy Co. (Zaputil). Mid-American had not posted our December payment before the January statement went out and incorrectly charged \$126.65 in late fees. Mid-American reversed the late fee charge due to their delay in posting (Hoffmann).
- Page 69 – Sam's Club (Zaputil). The late fee has already been removed (Hoffmann).
- Page 72/108 – Wedgewood Construction (Lenertz). The payments to Wedgewood Construction are the final retainer payments from the construction of Toucan's Hideaway (Hoffmann).
- Page 84 – FNBC Bank and Trust (Lenertz). The Repairs and Maint. Buildings amount on Kolbe Kaspers Visa are for supplies, etc. for repairs at ARC (Kaspar).
- Page 114 – NRPA Directors School (Voelz). Discussion ensued regarding payment in the amount of \$2,575.00 to NRPA for the attendance of Superintendent Kaspar at Directors School. This item was requested to be removed from the Expenditure Approval Reports for further discussion.

Commissioner Voelz motioned to approve the Expenditure Approval Reports for January and February 2019 with the exception of \$2,575.00 to FNBC Bank and Trust as part of a Visa purchase to NRPA for Directors School. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

IX. Staff Reports

- A. Executive Director – The written report from the Executive Director was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.
- B. Superintendent of Recreation - The written report from the Superintendent of Recreation was delivered to the Board prior to the meeting. Superintendent Kaspar reviewed the report with the Board.
- C. Superintendent of Parks - The written report from the Superintendent of Parks was delivered to the Board prior to the meeting. Superintendent Gasparini reviewed the report with the Board.

- D. Superintendent of Finance - The written report from the Superintendent of Finance was delivered to the Board prior to the meeting. Superintendent Hoffmann reviewed the report with the Board.

X. Unfinished Business

There was no unfinished business.

XI. New Business

There was no New Business brought before the Board.

XII. Closed Session

Commissioner Zaputil motioned to convene into closed session pursuant to the open meetings Act **Sections 2(c)(1), 2(c)(2), 2(c)(16), and 2(c)21** at 8:40 p.m.. Commissioner Spencer seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

XIII. Open Meeting/Call to Order/Roll Call

Commissioner Gunderson motioned to rise from closed session and return to Open Meeting at 9:50 p.m. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

XIV. Action on Closed Session Items

Commissioner Gunderson motioned to approve the Secretary's Recommendation for the Closed Session minutes listed in Exhibit A to remain closed to the public for the purpose of confidentiality to protect the public interest or the privacy of an individual. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

Commissioner Bass motioned to deny approval of \$2,575.00 to FNBC Bank and Trust for the purpose of Superintendent Kaspar VISA purchase to NRPA for Directors School with the provision of should Superintendent Kaspar be placed in the position of Executive Director at the West Chicago Park District the Board of Commissioners would send Superintendent Kaspar to the NRPA Directors School. Commissioner Spencer seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz

Nay: Zaputil
Absent: Pavlica

XV. Adjourn Open Meeting

There being no further business to come before the Board, Commissioner Voelz motioned to adjourn the meeting. Commissioner Bass seconded the motion which carried by voice vote.

The meeting adjourned at 9:57 p.m.

Respectfully Submitted,



Melissa L. Medeiros, Secretary

EXHIBIT A

Closed Session Minutes Which Have Not Been Released

The following is a list of Closed Session Minutes on file that have not been released for public review. It is the recommendation of the Secretary that the minutes below remain closed to the public for the purpose of confidentiality to protect the public interest or the privacy of an individual.

August 20, 2002	Personnel Matters
April 11, 2006	Personnel Matters
July 13, 2010	Personnel Matters
January 11, 2011	Personnel Matters
June 14, 2011	Personnel Matters
November 15, 2011	Personnel Matters
December 13, 2011	Personnel Matters
January 10, 2012	Personnel Matters
February 12, 2013	Personnel Matters
April 9, 2013	Personnel Matters
April 23, 2013	Collective Bargaining & Personnel Matters
June 4, 2013	Personnel Matters
October 1, 2013	Pending/Probable Litigation/Personnel Matters
November 12, 2013	Pending Probable Litigation/Personnel Matters
January 14, 2014	Pending/Probable Litigation
March 4, 2014	Personnel Matters & Semi-Annual Review of Closed Session Minutes
November 11, 2014	Personnel Matters
March 10, 2015	Personnel Matters & Semi-Annual Review of Closed Session Minutes
September 8, 2015	Collective Bargaining Matters & Semi-Annual Review of Closed Session Minutes
October 13, 2015	Personnel Matters
November 10, 2015	Personnel Matters
March 8, 2016	Semi- Annual Review of Closed Session Minutes
April 12, 2016	Personnel Matters

July 12, 2016	Purchase or Sale of Real Property
August 9, 2016	Personnel Matters
September 16, 2016	Personnel Matters & Semi-Annual Review of Closed Session Minutes
December 13, 2016	Personnel Matters & Purchase or Sale of Real Property
March 14, 2017	Collective Bargaining Matters & Semi-Annual Review of Closed Session Minutes
May 9, 2017	Personnel Matters
August 8, 2017	Personnel Matters
September 12, 2017	Semi-Annual Review of Closed Session Minutes
November 14, 2017	Personnel Matters & Sale or Lease of Real Property
February 13, 2018	Personnel Matters
March 13, 2018	Semi-Annual Review of Closed Session Minutes
April 10, 2018	Personnel Matters
September 11, 2018	Semi-Annual Review of Closed Session Minutes
October 9, 2018	Personnel Matters
November 13, 2018	Personnel Matters
January 8, 2019	Self-Evaluation

This list was presented at the March 12, 2019 Regular Board Meeting for Review in Closed Session under Section 2(c)(21) of the Open Meetings Act. The next semi-annual review of Closed Session minutes will take place on September 10, 2019 at the Regular Board Meeting.