



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, November 12, 2019
6:30 p.m.**

I. Call to Order and Roll Call

The meeting was called to order at 6:30 p.m. Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Turney and Voelz, Director Major, Superintendents Gasparini, Hoffmann and Radun. Absent was Commissioner Zaputil.

II. Pledge of Allegiance

President Lenertz

III. Presentations

A. Lauterbach & Amen, LLP – Brad Porter presented the Management Letter and Year End Financial Statements to the Board. Mr. Porter thanked Superintendent Hoffmann and her team for the excellent implementation job throughout the audit process. Key points covered were:

- Opinions – The district received an unqualified opinion, which is the cleanest form of opinion available.
- Recommendation from FYE 2018 were all implemented in FYE 2019 and there are no new recommendations.
- General fund: +\$139,000
- Rec fund: -\$234,000 reason for decline noted in comments as 10% decline in revenue, absorption of bond debt, unforeseen repairs, etc.

Commissioner Spencer inquired as to how bonds work and if they are similar to a home mortgage. Mr. Porter explained that while bonds are similar to a home loan the difference between the two is a refinance on a bond is not necessarily resetting the amortization schedule and is typically only done when it is advantageous or there is an immediate capital need. Superintendent Hoffmann stated our financial consultants reach out to us if there is an advantageous reason to refinance a bond based on the life of the bond. Mr. Porter noted the District's current debt margin is within standards and outstanding debt will continue to decrease as principal is paid down.

IV. President's Comments

President Lenertz expressed apologies for his absence at the Don Earley Park dedication and thanked staff for the great job in putting the dedication together. President Lenertz received many calls and emails of supportive feedback regarding the park dedication decision. The community was well represented at the dedication and Mr. Earley was grateful.

President Lenertz thanked staff, commissioners for a job well done at Boo Bash. The event provided a great and fantastic experience for the 500+ attendees.

V. Public Comment

There were no members of the public in attendance.

VI. Approve Meeting Agenda

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

VII. Consent Agenda

Commissioner Voelz motioned to approve the consent agenda. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

Consent Agenda Items:

- A. Minutes – October 8, 2019 (Regular Board Meeting)
- B. Minutes – October 26, 2019 (Commissioner and Staff Retreat)
- C. Minutes – November 5, 2019 (Committee of the Whole Meeting)
- D. Ratification of Board of approval of a one-time award in the amount of \$5,400.00 to all eligible full-time and part-time I classification employees which took place on September 10, 2019
- E. Board meal, lodging and travel expenses totaling \$ 1,829.39 for President Lenertz's 2019 NRPA Conference attendance in Baltimore, MD.
- F. Employee Policy Changes
 - 1.2; Non-Discrimination and Anti-Harassment
 - 1.10; Pre-Employment Tests
 - 1.18; Alcohol and Drug Abuse
 - 2.5; Work Schedules
 - 2.6; Recording of Hours Worked
 - 2.7; Meal and Rest Periods
 - 3.5; Bereavement Leave
 - 4.2; Insurance Plans
 - 6.5; Sobriety and Substance Abuse

VIII. Expenditures

The Board reviewed the Expenditures for August 2019 with staff.

Page 81 – ComEd for Zone250 in the amount of \$2,058.54 - Bass/Gasparini. Is the high bill a result of higher use at Zone250 since the amount is so close to ARC amount. In part, yes but it should be noted that the ARC bill is actually double the price listed as half the ARC electricity is billed by ComEd (delivery) and the other half is billed through Mid America (usage).

Page 87 – NicorGas for 830 W Hawthorne building in the amount of \$116.60 – Lenertz/Gasparini. The low cost is attributed to the fact that the bill is for late August / early September.

Page 89 – PNC Equipment Finance, LLC in the amount of \$920.39 – Spencer / Gasparini. This is a monthly lease bill for 2 mowers on a 3-year lease agreement. The cost of each mower outright would be \$30,000.00 each. At the end of the lease the District is given the opportunity to purchase the mowers at current value or turn them back in. The lease agreement does not include parts and labor.

Commissioner Voelz motioned to approve the Expenditures Approval Report. Commissioner Turney seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

IX. Staff Reports

- A. Executive Director – A written report from the Executive Director was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.
- B. Recreation Department – A written report from the Recreation Department was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.
- C. Superintendent of Parks – A 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 – A written report and financial statements were delivered to the Board prior to the meeting. Superintendent Hoffmann reviewed the report and financial statements with the Board.

X. Unfinished Business

There was no unfinished business.

XI. New Business

- A. Commissioner Voelz motioned to approve Ordinance 19-03; AN ORDINANCE providing for the issuance of Taxable General Obligation Limited Park Bonds, Series 2019, of the West Chicago Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

- B. The Board reviewed Ordinance 19-04; Annual Levy Ordinance
- C. Superintendents Radun and Gasparini, and Director Major reviewed the Turtle Splash Water Park Membrane Project with the board. Commissioner Voelz motioned to find the purchase of the Reno Sys' Membrane, by its nature, is not adapted to competitive bidding and award of project to Reno Sys not to exceed \$185,000. Commissioner Spencer seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

- D. Commissioner Voelz motioned to provide all full-time staff a Holiday Bonus in the amount of \$250.00. Commissioner Bass seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

- E. Commissioner Voelz motioned to provide a Holiday Gift to Greg Frommert and Gene Morrison, year-round Deo-Tek contractors in the amount of \$150.00. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

- F. Commissioner Voelz motioned to accept the bid for tree removal and stump grinding in the amount of \$26.55 per diameter inch from Landscape Concepts Management. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

- G. Commissioner Voelz motioned to accept the bid for existing stump removal in the amount of \$8.00 per diameter inch from Steve Piper & Sons, Inc. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

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

Nay: 0

Absent: Zaputil

XII. Adjourn Open Meeting

Commissioner Volez motioned to adjourn at 7:43 p.m. Commissioner Turney seconded the motion which carried by voice vote.