

**STATE OF ILLINOIS
COUNTY OF DUPAGE
DARIEN PARK DISTRICT
COMMITTEE MEETING OF THE WHOLE**

May 22, 2006

CALL TO ORDER

President Campagnolo called the meeting to order at 7:10 p.m. in Room 5 of the Marion Hills Community Center, 133 Plainfield Road, Darien, Illinois.

ROLL CALL OF THE BOARD OF COMMISSIONERS

Upon roll call the following Commissioners and staff were present:

PRESENT: Nancy Campagnolo, Frank Noverini, Neil Christensen, Dick Simester, Shari Gillespie

ABSENT: None.

STAFF: Stephanie Gurgone; Executive Director, Chris Katsougris; Assistant Director, Robert Strickler, Superintendent of Parks, Della Deldin; Superintendent of Finance, Matt Henderson; Sportsplex General Manager

GUESTS: Donna Carter, Darien
Gloria Anderson, Darien

PUBLIC COMMENT AND GUESTS

President Campagnolo welcomed the guests to the meeting. There was no one in the audience wishing to present public comment.

COMMUNICATIONS

None.

COMMITTEE TOPICS

A. Long Range Goals
None.

B. Short Range Goals
None.

C. Operational Issues

1. Sportsplex

a. Sportsplex Financials

Executive Director Gurgone reported that Ms. Della Deldin was hired as the new Superintendent of Finance. She reported that the Board received the year end financials for Sportsplex and that the financials are unaudited and will not be final until the audit report is passed in the summer. Executive Director Gurgone stated that this year end is significantly better than budgeted.

Commissioner Christensen stated that even though there was a spending binge in April there is still over \$106,000 in reserves.

b. Summer Program Status

General Manager Henderson reported that he is in the process of registration for summer camps for Kids First and that he expects them to be filled. He also reported that he is looking to continue a partnership with Kids First in the fall.

General Manager Henderson reported that he has scheduled three MLS camps in the summer and three week long hockey camps.

c. Chicago Mission Tourney

General Manager Henderson reported that the AAA Tournament is hosted at Sportsplex on an annual basis and that a one year contract was signed for November. He stated that they are looking to add on three years for approximately \$62,000. The Board agreed to place this item on the consent agenda.

d. Advanced Arenas

General Manager Henderson reported that there are four tournaments in a one year contract. The Board agreed to place this item on the consent agenda.

e. Sportsplex Janitorial Services

General Manager Henderson reported that the current contract is up in August and that he is looking to bring janitorial services in house.

f. Update on Landscaping

Superintendent Strickler reported that staff is working on the entrance area at Sportsplex and that a lot of landscaping has been replaced. He stated that the retaining wall work should be completed by the end of the week.

2. Parks and Recreation

a. EJH Tennis Courts

Executive Director Gurgone reported that she has been in contact with Chip Johnson regarding the tennis courts at Eisenhower Junior High. She stated that it is PDRMA's

recommendation to close the courts and have District #61 post "Closed" signs until the issue is resolved. Executive Director Gurgone stated that there is no record of a written agreement regarding the maintenance and ownership of the courts. She stated that there are three options:

1. The school district continues ownership of the courts and maintains the courts, since they are on school district property, and the Park District has no involvement.
2. The school district deeds the land to the Park District through an agreement and the Park District then assumes all maintenance and liability on the courts.
3. The courts are removed.

Executive Director Gurgone stated that option one is not an option for the school district due to their current financial situation. She stated that with this in mind the District can take over full ownership and maintenance of the courts or the courts are removed. Executive Director Gurgone recommended keeping the courts closed for now until staff investigates the costs of both options 2 and 3.

Commissioner Simester stated that somewhere down the road the District has some obligation to the residents.

Commissioner Gillespie asked how much it would cost for a quick fix.

Superintendent Strickler stated that a quick fix would be \$600 - \$3,200.

President Campagnolo stated that maintenance to the courts would be similar to putting in playground equipment. She stated that the capital replacement budget will have to be altered but that the budget is set for this year and that a commitment cannot be made until next year.

Executive Director Gurgone stated that a quick fix could be done but that the long term needs to be determined. She stated that it is not a top priority.

There was some discussion as to how much the courts are used.

Assistant Director Katsougris stated that there are tennis lessons throughout the summer at DCP but that it appears that tennis is not as popular as it has been in the past. She stated that they are not aware of how much the courts are used.

b. Meyers Barn Floor Assessment

Superintendent Strickler stated that the Board received a report from PSA Dewberry to do an analysis of the structural load capacity of the second floor of the barn. He stated that the report indicates that 2/3 of the floor upstairs is good as a second floor and that the other area needs restructure. Superintendent Strickler reported that the second floor will be great for storing items such as sports equipment, nets, bases, etc. but nothing too heavy. He stated that

he would contact contractors for pricing for a tongue and groove floor installed and also to have the same type of flooring installed over what is there now.

Executive Director Gurgone stated that Superintendent Strickler will get two quotes for the barn work. She stated that the Save the Barn Committee mentioned pitching in to have it done historically correct if there is a price difference.

Executive Director Gurgone stated that she would forward the report to the Save the Barn Committee.

c. Update on Birchwood Pond Erosion

Superintendent Strickler stated that he did not have any new information and that he would contact the City of Darien because they are leading the project. He stated that previous conversations with the City indicated that the work would be completed sometime in July.

d. Update on Meyers Barn Windows

Superintendent Strickler reported that staff is cleaning the lower level of the barn and that once the cleaning is complete will begin on the window repairs.

e. Volunteer Recognition Evaluation

Assistant Director Katsougris stated that staff was looking for feedback and any ideas or suggestions for the future. She stated that the website now lists all the volunteers that provided service to the District last year as well as a way for anyone wishing to volunteer. Assistant Director Katsougris stated that in the future at the annual recognition meeting they will recognize all of the names of the volunteers even if they were not in attendance.

Commissioner Christensen stated that he thought the event went well but that the hallway in the City Council Chambers was too tight for the reception. He suggested moving it to the Police Department conference room.

Executive Director Gurgone stated that any other ideas or suggestions should be forwarded to Assistant Director Katsougris.

General Manager Henderson suggested picking one outstanding Volunteer of the Year.

3. Administration

a. Prevailing Wage Ordinance

Executive Director Gurgone reported that the Prevailing Wage Ordinance is done each year stating that the District will comply with the Act. The Board agreed to place this item on the consent agenda.

b. No Smoking Policy

Assistant Director Katsougris reported that a resident suggested that the Board pass a no smoking ordinance in the playground area. She stated that she checked with the IAPD and of the 40 districts that were surveyed one banned smoking. She reported that districts have not figured out how to enforce the policy.

Assistant Director Katsougris recommended waiting when more districts have it in place and there is enforcement.

c. Capital Projects Approval

Executive Director Gurgone reported that the Board received a list of the projects budgeted this year. She stated that she recommends that all projects under \$20,000 that staff will solicit a minimum of three quotes before any money is spent and at that time staff review the projects at weekly department head meetings. She further stated that a purchase order will then be issued for the quote and signed by the Executive Director.

Executive Director Gurgone stated that all projects over \$20,000 will be formally bid and brought to the Board for approval.

Ms. Gloria Anderson stated that the problem with that is that research needs to be done to make sure the company is reputable such as when the playground equipment was ordered.

Executive Director Gurgone stated that playground projects would need Board approval because it is treated as a whole project and not approved separately. She stated that anything big would be presented to the Board for approval.

Executive Director Gurgone stated that 90% of the projects are routine maintenance.

President Campagnolo stated that the projects that Executive Director Gurgone is referring to is tuck pointing, landscaping, tree trimming, ball field maintenance, etc.

Executive Director Gurgone stated that the state law increased the bid requirement that anything over \$20,000 needs to go out to bid. She stated that staff will seek three competitive bids.

Commissioner Christensen stated that he would like to be updated and not be informed that it was done. He recommended that the amount be \$15,000 not \$20,000.

The Board agreed to change the amount to \$15,000 and to place this item on the consent agenda.

Superintendent Strickler reported that through the Vehicle Replacement Program to purchase a new utility truck for the cost of \$25,565. He stated that with the trade in of the old vehicle the cost with the trade in will be \$20,765. The Board agreed to place this item on the consent agenda.

d. SEASPAR 2006-07 Budget

Assistant Director Katsougris reported that the SEASPAR budget was approved at their Board meeting last week. She stated that every year the entity groups also need to approve the budget. The Board agreed to place item on the consent agenda.

e. Establish Consent Agenda for 6/12 meeting

Executive Director Gurgone reported that the Chicago Mission Tournament, the Advanced Arenas, the Prevailing Wage Ordinance, the Truck Purchase, Capital Projects and the SEASPAR budget be placed on the consent agenda.

PUBLIC COMMENT

Ms. Gloria Anderson asked if there was any feedback regarding the no golfing in parks.

Superintendent Strickler stated that he had not seen any golfers and that the complaints were gone.

Commissioner Christensen suggested that General Manager Henderson work on having the Hawks as part of the 4th of July parade showing Sportsplex participation.

General Manager Henderson stated that he would speak with the Hawks. He stated that they are already participating in the Pet Parade.

ADJOURNMENT

There being no further discussion, Commissioner Simester moved, duly seconded by Commissioner Noverini that the meeting be adjourned. Upon voice vote the Motion was thereby carried.

The meeting adjourned at 8:04 p.m.

Nancy Campagnolo, President
Darien Park District

Richard Simester, Secretary
Darien Park District