

WESTERN SPRINGS PARK BOARD MEETING
December 13, 2011 (BOARD APPROVED 1/10/12)

COMMISSIONERS PRESENT

Bob Daman
Jennifer Cromheecke
Dominic Arquilla
Walter Knake (arrived @ 7:07)
Mike Stibich
Damian Marshall
Jennifer Dunleavy

OTHERS PRESENT

Robert Ekroth, Park District Attorney (arrived 7:40)
Craig Himmelmann, Director of Parks
Maribeth Newell, Park Board Secretary
Tracy Alden, Recreation Director
Sheila Hansen, Village Trustee

President Bob Daman called the December 13, 2011 Western Springs Park Board Meeting to order at 7:04 p.m.

APPROVAL OF MINUTES

Commissioner Arquilla moved with a second by Commissioner Stibich to approve the November 8, 2011 minutes as written, which motion was carried by all on voice vote.

ACKNOWLEDGEMENT OF VISITORS AND PERSONS TO BE HEARD FROM THE FLOOR Mr. Spiller and his son, Western Springs Residents, were present only to observe government in action.

TRUSTEE REPORT

Trustee Hansen reported that Pam Church and Officer Daniel Stevens were named Illinois Chief of the year and Officer of the year, respectively. The Emerald Ash Borer is in close proximity to Western Springs and the Village's plan of action will probably be to cut down the Ash trees in the Village.

RECREATION DEPARTMENT REPORT

Director Alden stated that the agenda and minutes for both the November and December, 2011 Recreation Department meetings were included in the Park Board packets. The next Recreation Department meeting will not be held until January 30, 2012 and then the schedule will be the first Monday of March, April and May, 2012. The Summer Brochure deadline is in February.

President Daman inquired about the Recreation Department's payment of the \$5,190.00 for repairs to the lacrosse field and the \$50,000.00 user fee payment. Director Alden confirmed that the Park District will receive both payments by the end of the year.

TREASURER'S REPORT

Treasurer Stibich presented the October, 2011 Financial Report as written. He noted that there was a collection of property taxes in the amount of \$215,700.00, \$133,510.00 in expenditures,

and \$38,655.00 in normal operating expenses for the month.

MOTION TO APPROVE OCTOBER, 2011 FINANCIAL REPORT

Commissioner Arquilla motioned with a second by Vice President Cromheecke to approve the October, 2011 Financial Report as written, which motion was carried by all on voice vote.

MOTION TO APPROVE ORDINANCE #2011-8

Vice President Cromheecke moved to pass Ordinance #2011-8 Approving a Budget for the Year 2012 calling for expenditures of \$847,316.00, which motion was passed on roll call vote; Knake, aye; Stibich, aye; Arquilla, aye; Cromheecke, aye; Daman, aye; Marshall, aye; Dunleavy, aye.

MOTION TO APPROVE ORDINANCE # 2011-6 A PROPERTY TAX LEVY FOR THE YEAR 2011 TO BE COLLECTED IN 2012

Vice President Cromheecke moved to pass Ordinance #2011-6 approving a property tax levy for the year 2011 to be collected in 2012, which motion was passed on roll call vote; Knake, aye; Stibich, aye; Arquilla, aye; Cromheecke, aye; Daman, aye; Marshall, aye; Dunleavy, aye.

MOTION TO APPROVE ORDINANCE #2011-7 DIRECTING THE COOK COUNTY CLERK'S OFFICE TO REDUCE THE 2011 TAX LEVY IN A CERTAIN MANNER ACCORDING TO THE PROVISIONS OF THE TAX CAP

Treasurer Stibich explained that the 2011 tax levy to be collected in 2012 needs to be adjusted to \$759,888.00. Commissioner Knake moved to pass Ordinance 2011-7, which motion was passed on roll call vote; Knake, aye; Stibich, aye; Arquilla, aye; Cromheecke, aye; Daman, aye; Marshall, aye; Dunleavy, aye.

DISCUSSION ON E-MAILS AND OPEN MEETINGS ACT

Director Himmelmann included an article regarding emails and possible violations of the Open Meetings Act. President Daman asked Attorney Ekroth for his input on the matter. Attorney Ekroth explained that some State's Attorneys are now prosecuting government officials for violating the Open Meetings Act when a series of emails are sent between government officials. A general discussion ensued and it was agreed that the Commissioners should not communicate with more than one other Commissioner. If there is information to be distributed to all the Commissioners on the Board, it should be sent to Director Himmelmann who will then distribute the information.

COMMUNICATIONS/DIRECTOR'S REPORT

Director Himmelmann submitted his report as written. He also reported that he received an email from Eric Hummel regarding the possibility of St. John of the Cross for a start-up football program. Director Himmelmann told Mr. Hummel that he will be informed of the meeting date for field reservations and Mr. Hummel will need to sign a Field and User Group Agreement. At that time, we will assess all needs and availability of space. Director Himmelmann also suggested that Mr. Hummel contact the neighboring communities of Hinsdale, LaGrange, LaGrange Park, Burr Ridge and Pleasantdale. A second communication was received from St. Francis Xavier with a donation of \$200.00 for use of the perimeter of Spring Rock Park for their running practices. The final communication from Director Himmelmann is a copy of the

schedules for regular board meetings of various Village Committees and Boards.

Director Himmelmann informed the Board that we have completed our PDRMA evaluation process. They asked for the Personnel Policy & Procedure Manual. The first draft is complete. PDRMA recommends that a labor law attorney review the document. This will cost approximately \$2,000.00 or \$3,000.00.

Director Himmelmann has placed a surplus 1998 Dump Truck out for bid. He will be opening bids on December 15, 2011. Typically, we award surplus equipment to the highest bidder and the proceeds go into the budget. Director Himmelmann asked the Board for permission to accept the highest bid and award the truck. Attorney Ekroth stated that the Board needed a motion to declare the truck surplus and allow Director Himmelmann to award the truck to the highest bidder. The truck will be advertised in the Suburban Life newspaper to be sold in “as is” condition with no warranties implied.

MOTION:

Vice President Cromheecke motioned to declare the Western Springs Park District’s 1998 dump truck to be surplus equipment in our inventory and to allow Director Himmelmann to accept the highest bid received and award the surplus equipment on December 15, 2011, which motion was carried by all on voice vote.

OLD BUSINESS

IPM PLAN

Vice President Cromheecke reported that are minimal changes needed to the IPM plan. It needs one final review. President Daman stated that the IPM plan needs to be approved before we go out to bid in February, 2012. Attorney Ekroth has received the IPM plan for review and he will forward the changes to Director Himmelmann. Director Himmelmann will then forward them on to Commissioner Marshall.

USER GROUP FIELD AND RENTAL LICENSE AGREEMENT ADDENDUM

Director Himmelmann explained that there have been issues in the past with “donated” improvements to the Western Springs Parks. In some cases we have not been provided with schematics or material lists for approval prior to the improvements being made. President Daman noted that this addendum will require all plans, schematics and material lists to be provided to Director Himmelmann prior to any improvements being made.

MOTION TO APPROVE ADDENDUM TO ORDINANCE #2011-5

Commissioner Dunleavy motioned with a second by Commissioner Knake to pass an Addendum to Ordinance #2011-5, An Ordinance to Adopt a Western Springs Park District User Group Field License Agreement and Facilities Storage Agreement, which motion was carried on roll call vote; Knake, aye; Stibich, aye; Arquilla, aye; Cromheecke, aye; Daman, aye; Marshall, aye; Dunleavy, aye.

SPRING ROCK PARK PARKING STUDY

Commissioner Arquilla stated there was nothing to report at this time. This item can be removed from the Agenda since we will need to wait until the height of scheduling in the park for a

comprehensive parking study to be conducted.

UPDATE ON FOREST HILLS PLAYGROUND

President Daman reported that he, Commissioner Knake, Vice President Cromheecke, and Director Himmelmann attended a school board meeting. Notice was placed in the local newspaper that the representatives of both boards would be in one meeting. At the meeting President Daman gave an opening statement. He made no attempt to ask them for funding or help with the playground. He presented budget figures for upkeep of the playgrounds and gave background information from Vice President Cromheecke's report on the history of the Park District and School Board's relationship. He also reported to the School Board that other school districts in the area contribute to the upkeep or are solely responsible for the upkeep of their playgrounds. President Daman then gave the some suggestions in raising money, such as an activities fee. The School Board was opposed to any of the suggestions President Daman offered. Mr. Ptacek of the School Board summarized in the meeting that their biggest concern would be that they do not have financial oversight of any monies that they would give to the Park District. He followed-up with a phone call to President Daman and suggested that the Park District try to work with the PTO or the Western Springs Excellence for Education. The School Board would like to attend one of the Park District's regular Board Meetings. President Daman suggested that they wait until he had time to present a recap of the School Board meeting to all of the Park Board Commissioners and allow time for discussion on our end.

A general discussion ensued regarding the Forest Hills playgrounds, including the disproportionate size of the play area as compared to other schools in the district and open space/play areas in other parks in the district. The Board discussed several options and it was agreed that they would make an effort to work with the PTO to fundraise for upgrades needed. Because these fundraising efforts can take more than a year or two, the Park District will proceed with a portion of the original plan for the playground. The Park District will remove the older equipment and replace it with the proposed tot lot and a ground event. It can be designed in a way that the new 3-5 year old equipment is installed with the option of adding on equipment for the 5-8 year olds. We will work with NuToys to accomplish this. Director Himmelmann will try to save the belt swing set. The frame is 10' high, which is obsolete, it should be 8' high. He will investigate the possibility of taking it out and sinking it deeper into the ground so that it is 8' and he would also paint the frame. The stand-up spinners and the tot swings must be removed due to age and compliance issues. **(see note at bottom of page 6)* Vice President Cromheecke and Director Himmelmann will begin working with NuToys on the new design. Due to the winter weather quickly approaching, nothing will be done until the Spring of 2012. Director Himmelmann suggested that we work 1:1 with the PTO and assign a liaison to the committee. President Daman will contact Dr. Barnhardt and bring him up-to-date on the Park Board's decision.

MOTION

Vice President Cromheecke moved with a second by Treasurer Stibich to install a tot lot at Forest Hills Park and salvage some of the older equipment to allow for the PTO to access it and add on 5-8 equipment. In the event that the PTO proceeds with this alternative, they will be bound by the Western Springs Park District's amended Ordinance 2011-5 Western Springs Park District User Group Field License Agreement and Facilities Storage Agreement.

EMPLOYEE MANUAL POLICY

President Daman reported that Secretary Newell typed the new manual and Attorney Ekroth has reviewed it. In the future when Director Himmelmann meets with PDRMA, any changes that they suggest will be brought to the Board. This will be included in the new job description for the Director. Director Himmelmann will be the keeper of the manual. If any of the Commissioners would like a copy of the new manual, they may contact Director Himmelmann.

NEW BUSINESS

EVALUATION PROCESS FOR DIRECTOR POSITION

President Daman reported that the current job description for the Director position dates back to 1993. Commissioner Dunleavy has had experience in writing performance objectives and Commissioner Arquilla has experience writing job descriptions. Commissioner Dunleavy suggested that Director Himmelmann write the description and then forward it to them and they will help him revise it. Director Himmelmann stated that PDRMA does have some suggestions for job descriptions. He will forward those suggestions to Commissioner Arquilla. President Daman will set-up a meeting with Director Himmelmann between December 27th and 29th for his review.

COMMISSIONER'S REPORTS

KNAKE: nothing further to report

STIBICH: Treasurer Stibich asked whether or not the monthly Board Packet could be distributed electronically via PDF Files. A general discussion ensued and it was agreed that the Park District should make an effort to go paperless. Director Himmelmann will begin to make changes toward that end. Treasurer Stibich also asked for clarification regarding the "no sledding" signs that have been posted in Spring rock Park. Director Himmelmann explained that if we are to operate the hill as a sled hill, PDRMA requires inspections and removal of all the trees on the hill and the memorial wall at the bottom of the hill. If we put up bales of hay to protect sledders from the trees and the walls, we are promoting it as a sled hill. This year, there will be no bales of hay in place because we are not encouraging sledding due to the impossibility of removing all the trees and the memorial wall to be in compliance with PDRMA.

ARQUILLA: nothing further to report

CROMHEECKE: nothing further to report

DAMAN: nothing further to report

MARSHALL: nothing further to report

DUNLEAVY: nothing further to report

HIMMELMANN: nothing further to report

ADJOURNMENT

MOTION TO ADJOURN: Commissioner Knake moved with a second by Vice President Cromheecke to adjourn the December 13, 2011 Western Springs Park Board meeting at p.m., which motion was carried by all on voice vote.

Respectfully submitted,

Maribeth Newell
Park Board Secretary

*Director Himmelmann reported at the 1/10/12 meeting that he had a discussion with NuToys regarding the playground redesign at Forest Hills. We will be able to salvage the swing set and reduce it to 8' as well as the Spring Ring and Stand-up Spinner. These three events can be included in the final design of the new playground.