

**WESTERN SPRINGS PARK BOARD MEETING**  
**September 13, 2011 (BOARD APPROVED ON 10/11/11)**

**COMMISSIONERS PRESENT**

Bob Daman  
Damian Marshall (arrived @ 9:06 p.m.)  
Dominic Arquilla  
Jennifer Dunleavy  
Mike Stibich  
Walter Knake

**COMMISSIONERS ABSENT**

Jennifer Cromheecke

**OTHERS PRESENT**

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

President Bob Daman called the September 13, 2011 Western Springs Park Board Meeting to order at 7:05 p.m.

**APPROVAL OF MINUTES**

Commissioner Knake moved with a second by Commissioner Arquilla to approve the August 9, 2011 minutes, with corrections as noted, which motion was carried by all on voice vote.

**ACKNOWLEDGEMENT OF VISITORS AND PERSONS TO BE HEARD FROM THE FLOOR** There were no visitors present this evening.

**TRUSTEE REPORT**

Director Alden explained that Trustee Hansen would arrive a little late. Trustee Hansen arrived at 7:40 p.m. and reported the grand opening of the new fire station will be held this Saturday. The Village of Western Springs was complimented during a recent accounting audit for municipal compliance for a municipality of our size.

**RECREATION DEPARTMENT REPORT**

Director Alden reported that the Commissioners have received a copy of the Recreation Department's minutes from their June 20, 2011 meeting and the Agenda for their August 29, 2011 meeting. The next meeting for the Recreation Department will not be held until October 3, 2011. They are currently working on the Winter Book and any items to be included are due by October 10, 2011. He also reported that the 2011 Participant Evaluations have been returned and processed. The received more than 70 pages of comments. Overall, the comments were favorable. Director Alden also informed the Board that the Resident for whom Sereda Park was named, recently passed away.

**TREASURER'S REPORT**

Treasurer Stibich presented the July 31, 2011 Financial Report as written. He reported that we incurred normal operating expenses for the month, some of the utilities were a little higher than

normal, but he is comfortable with the numbers due to increased demands of summer.

**MOTION**

Commissioner Knake moved with a second by Commissioner Dunleavy to approve the July 31, 2011 financial report as written, which motion was carried by all on voice vote.

Treasurer Stibich presented the August 31, 2011 Financial Report as written with an ending balance of \$1,122,793.00. He reported that we incurred \$50,000.00 in expenses for the month of August, including; \$9,000.00 in field repairs, \$10,145.00 for storm clean-up and \$6,075.00 in outsourced lawn care.

**MOTION**

Commissioner Knake moved with a second by Commissioner Dunleavy to approve the August 31, 2011 Financial Report, which motion was carried by all on voice vote.

Treasurer Stibich also informed the Board that he received the Tax Levy Report. The levy we ask for is based on the amount received in the prior year. We don't know the exact amount we will receive for 2010 until this time in 2011. We asked for \$736,000.00 in the 2010 tax levy and former Treasurer Bastyr budget \$707,000.00. We actually received \$712,000.00 in the levy, which is \$5,000.00 more than we budgeted, but is \$25,000.00 less than we asked for. Treasurer Stibich is comfortable with these final numbers.

President Daman asked Treasurer Stibich to write a "Best Practices" document for future Treasurers to have for guidance. When it is complete, Director Himmelmann will keep a file in his office of all "Best Practices" to be distributed to new Commissioners stepping into a specific role on the Board. President Daman also asked Treasurer Stibich to include the information that, in the event that nobody with a financial background is available in an election to fill the position of Treasurer, the Board is given permission to hire someone to fill the position.

Attorney Ekroth reminded the Board that the proposed Tax Levy must be made available to the public for 30 days to review. Director Himmelmann stated that he will have a copy available at the Park District offices on Central Avenue, and he will distribute a copy to the Village Hall and the Library for public review. The proposed Budget for 2012 will also be made available at these same locations for public review, once we have it finalized. Attorney Ekroth will generate the Ordinance we need to pass for the proposed budget at the November, 2011 meeting.

**COMMUNICATIONS/DIRECTOR'S REPORT**

**COMMUNICATIONS**

Director Himmelmann reported he received a phone call from a resident of Ridgewood who was very upset about dogs in the park. Their son was playing soccer and slipped on dog feces in the field. The resident also reported that there is a neighbor who lets her dog out of the back door, without a leash, to use the park. The dog is not walked nor is the feces picked up by the neighbor. Director Himmelmann explained that Ridgewood Park is unique in that the yards actually back up to the park. It is difficult to police the Park District Ordinance which prohibits dogs in our parks. He suggested that this resident attend their homeowner association meeting or write a complaint to be published in Ridgewood's quarterly newsletter. President Daman agreed that these were both good suggestions, however, he would prefer that the Park District send something to the Homeowners Association which outlines our ordinances for the park. Director Himmelmann will contact the Ridgewood Homeowners Association and get the information

needed to send a letter and have this problem discussed at their next meeting. President Daman also suggested that we send a notice to Tower Topics for their next issue.

Commissioner Arquilla asked whether we have the manpower to police the park and if we ever impose a fine for violations. Director Himmelmann stated that we typically have an informative approach. If an employee observes a violation, they will inform the dog owner of our policy. If the owner continues to ignore the request, they are given a second reminder. If they enter the park a third time, the police are contacted.

### **DIRECTORS REPORT**

Director Himmelmann reported that the sidewalk installation at Springdale Park is well underway. The sidewalks being installed at Forest Hills are also moving forward, but they are a little behind schedule compared to Springdale. He will monitor the construction as well as the landscaping. The new fencing at the Laidlaw tennis courts is complete and the color coating is in process. The Northeast Park drinking fountain has been installed. It is not working because we are waiting for the Public Works Department to repair the buffalo box, which is frozen. Football has installed one goal post. Employee Dennis Conway handled an irrigation leak in Spring Rock Park while Director Himmelmann was on vacation. He wanted the Board to know that the leak has been repaired and that Mr. Conway handled the incident well and at a reasonable cost.

Director Himmelmann further reported that there is a new soccer goal law. Existing soccer goals are grandfathered in and would not have to be replaced. Any newly purchased goals would have to comply with the new tipping standards. He spoke to PDRMA who stated that because the goals are not owned by the Western Springs Park District, we would not need to implement a policy. However, several of the surrounding districts are getting together to draft a universal policy to insure uniform compliance. Also, the soccer teams would benefit because they would be in compliance no matter where they brought their goals and would not have to deal with several different policies. Director Himmelmann feels that we should be involved with and adopt the universal policy when it is written. A general discussion ensued regarding whether we should purchase the existing goals from AYSO or purchase new goals that are in the tipping compliance. The subject will be revisited at a future date when AYSO has decided whether or not they want to sell their goals. If we purchase new goals, we would need 6 total.

There was also a neighbor near the Seacords at the front of Hampton by 39<sup>th</sup> Street and the rear east of the Rose Avenue Cul-de-sac who complained last year that Sereda Park was not graded well enough to keep water from collecting in their yard. Their sump pump and several others discharged directly into the park. At that time, we worked with the Village to do some maintenance and create a swale behind their property. On Friday, Director Himmelmann was making his rounds and noticed a 3' x 4' hole directly behind the Seacords home. He contacted the landscaper who said that the Seacords had spoken to the Village Engineer who said to cut into the park. Director Himmelmann then contacted Village Engineer, Jeff Zeigler, who confirmed that he never made that statement. He did review a plan submitted by the Seacords, but it was rejected. He told Director Himmelmann to have them stop the project and leave the premises. Director Himmelmann stated that the project was nearly complete, they had already hauled off the dirt and the sod was ready for install. He asked for a Certificate of Insurance, naming the Park District as Additionally Insureds and let them finish the project. A general

discussion ensued and President Daman stated that he contacted Attorney Ekroth who will be sending a letter to the Seacords. As we move forward, the policy of the Board is that any unauthorized work in our parks will cease immediately and the property returned to the way it was, regardless of how close they are to completion.

Director Himmelmann also included copies of a training guide and workplace safety standards written by OSHA/IDOL. They include, Personal Protective Equipment Program, Fall Protection Program, Powered Industrial Truck Compliance, Hearing Conservation Program, and 3 Points of Contact Program. He explained that the Board should pass an ordinance adopting these policies so that we are in compliance with all of these agencies. A general discussion ensued regarding the various policies. PDRMA also has a Maintenance Policy and Training Guide. This policy was last approved by the Board in 1997. It should be reviewed every 3 years. President Daman noted that his son has offered to review our policies, at no charge, and red flag anything that needs further consideration. He works in Atlanta and reviews policies for many states and municipalities and he would like to take advantage of his free services.

### **RESOLUTION**

Commissioner Arquilla moved with a second by Commissioner Dunleavy to pass Ordinance No. 2011-3, RESOLUTION ADOPTING OSHA/IDOL WORKPLACE SAFETY STANDARDS, which motion was carried on roll call vote; Knake, aye; Stibich, aye; Arquilla, aye; Daman, aye; Dunleavy, aye; Marshall, absent; Cromheecke, absent.

### **OLD BUSINESS**

#### **IPM PLAN**

Commissioner Marshall arrived at 9:06 p.m. and reported that there are some items that need fine tuning. He is hopeful that he and Vice President Cromheecke will have a complete plan for review at the next Board meeting. They are about 95% done at this point.

### **USER GROUP FIELD AND RENTAL LICENSE AGREEMENT**

President Daman reported that he met with the majority of our large user groups. Western Springs Football is on board with the field use and rental agreement. Their main concern was with the storage rental. They want to have time to share the proposal with their Board. AYSO is concerned about the cost, which might amount to \$3,000.00 for them. They are not surprised by our move toward charging for field use and storage space because it has already been implemented in the Hinsdale parks. LT Soccer is amenable to all of it. Their only problem is that their budget runs from July to July. They would like to know if they can put off the January, 2012 payment until July, 2012 when their new budget begins. Western Springs Little League agreed with the field use proposal and they felt that the \$2.00 per non-resident charge should be higher. The representative from District 101 said that she would go to Dr. Barnhardt and we would hear back from them. It has been 3 weeks, and we have not heard anything yet. Lyons Township Little League has boxes for storage in Spring Rock Park and Timber Trails. They want to know if they will be charged storage since they're not inside storage spaces. President Daman asked Treasurer Stibich what would be the best cycle for rental invoicing and payment. Treasurer Stibich stated that an annual invoice and payment would be best. Overall, everyone felt that our demands were reasonable. In conclusion, President Daman noted that the majority of the user groups felt that the scheduling dates of July 1<sup>st</sup> and February 1<sup>st</sup> were too early.

President Daman also stated that AYSO is not comfortable with providing the addresses of its team members who are not Western Springs Residents. Commissioner Arquilla suggested that we just get a zip code or town, without the full address. Commissioner Cromheecke asked if the honor system would be appropriate. Western Springs Little League pointed out that there are several travel teams that use the parks now. They would like the same fees to apply to the travel teams. Director Himmelmann agreed that the travel teams have increased substantially in the past few years. Historically, they would contact the Western Springs Little League to schedule the field when they did not have games. They will now have to be part of the scheduling through the Park District.

In conclusion, President Daman asked the Commissioners to review all of the information he has assembled. If they have comments, please forward them to Attorney Ekroth. He will then incorporate them into the final draft of the agreements and we can approve them. Please be prepared to go over the final drafts at the October, 2011 meeting. The user groups have been notified that we expect to have something in place by January, 2012.

#### **SPRING ROCK PARK PARKING STUDY**

Commissioner Daman had nothing to report at this time. The study would have to take place in the Spring to get an accurate assessment of the problems.

#### **UPDATE ON SPRINGDALE PARK FOOTBALL PRACTICE PICKUP PROCEDURE**

President Daman reported that he, Dennis Conway, and Director Himmelmann went to the park during pick-up and drop-off for football. Overall, the solutions we have put in place are working well. The longest time it took to clear the park was 10 minutes. On average it was between 4 and 6 minutes for the park to be 90% empty. We will continue e-mail blasts with the parking reminders.

#### **UPDATE ON FOREST HILLS PLAYGROUND**

Director Himmelmann showed the Commissioners an architectural drawing of the proposed playground equipment. Commissioner Cromheecke stated that we are using NuToys, who has done several of the playground replacements in recent years. We went more toward interactive play for this park. The total cost for equipment would be \$29,500.00 with \$3,500.00 for the boarder. Installation is an additional cost. Director Himmelmann noted that demolition and removal of the existing equipment will be handled by his employees. He also noted that wood fibers would cost an additional \$1,500.00 to \$2,000.00. Commissioner Knake asked if there were any plans to review the design with the neighbors. Director Himmelmann explained that we have asked for input in the past, and there has been very little interest shown by the residents. President Daman stated that, historically, we have not had any complaints from residents with regard to a new playground built by NuToys.

#### **NEW BUSINESS**

##### **REQUEST TO IMPROVE FOOTBALL/LAX FIELD**

President Daman reported that Western Springs Football has requested that the field be sodded. Due to a poor growing season, excessive rain and heat, the field is in poor condition. Jim Walsh came out to look at the field and assess the problem. He is one of the top greensmen in the area and is highly respected in his field. He suggested constant growth of grass or to let the sod sit

without play on the field to let sod roots take hold. We gave him two windows of time. Either the end of football in October, or before the start of lacrosse in late April. Director Himmelmann had not heard back from Mr. Walsh before this meeting. Director Alden stated that he was concerned that lacrosse might be cancelled. This is not an option for him. The Recreation Department would be willing to share the cost of sod with the Park District. President Daman suggested that maybe we could split the cost 3-ways between the Park District, Recreation Department and Western Springs Football. Director Himmelmann said that this should become a regular budget item under maintenance. President Daman asked Director Himmelmann to carry the Request for Field Improvement over to Old Business for the October, 2012 meeting Agenda

### **2012 CAPITAL IMPROVEMENTS**

President Daman explained that this is the time of year when the Commissioners collectively come up with a capital improvement list. He asked each of them to think about items they would like included and to have them ready at the October, 2012 meeting. Director Himmelmann began the process by discussing items that have been suggested by previous Boards as well as items that he feels need to be considered. They included; Musco contract for light control \$8,500.00, Steve's Place outlet, \$12,000.00; Solar light panel in any park (he suggested Ridgewood), \$8,000.00; continue the tennis court fencing replacement program, \$23,000.00; color coding of tennis courts (Springdale), \$9,000.00; drinking fountain replacement, 2 at \$7,000.00 each; new trash cans and picnic tables (we donated one table to the new fire station); move the Thorguard system in Spring Rock Park to Springdale Park and install a new system with remote light on Steve's Place in Spring Rock Park, \$16,000.00; new basketball posts and back boards in Spring Rock Park; irrigation lines (1 head per park), \$6,000.00 each; continue reforestation plan; regrade perimeter path in Spring Rock Park (this is actually should be a maintenance issue); construct a pick-up pavilion in Spring Rock Park and make major renovations for traffic flow. Director Himmelmann asked that the Commissioners add their suggestions and prioritize them in order of importance. President Daman asked that they contact Director Himmelmann with any of their suggestions so that he may get pricing to be presented at the next meeting.

Commissioner Arquilla would like to see protective fencing and benches installed in Sereda and Ridge Acre parks where the children play T-ball. Director Himmelmann will get preliminary pricing for these items for the October, 2012 meeting.

President Daman stated that we continue to look into grants and outside funding for some of the major projects on the wish list.

### **COMMISSIONER'S REPORTS**

**KNAKE:** nothing further to report

**STIBICH:** nothing further to report

**ARQUILLA:** nothing further to report

**CROMHEECKE:** absent

**DAMAN:** asked the Commissioners to review the User Group Agreements and forward any comments to Rob Ekroth. He also asked that they work on their Capital Improvement lists and Budget items.

**MARSHALL:** nothing further to report

**DUNLEAVY:** nothing further to report

**HIMMELMANN:** nothing further to report

**ADJOURNMENT**

**MOTION TO ADJOURN:** Commissioner Arquilla moved with a second by Commissioner Stibich to adjourn the September 13, 2011 Western Springs Park Board meeting at 9:12 p.m., which motion was carried by all on voice vote.

Respectfully submitted,

Maribeth Newell  
Park Board Secretary