

-Approved May 15, 2008-

**PARK RIDGE RECREATION AND PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
Maine Park Leisure Center  
2701 Sibley Avenue**

**REGULAR BOARD MEETING  
Thursday, April 17, 2008  
7:30 p.m.**

**COMMISSIONERS**

**PHYSICALLY PRESENT:** Dick Barton  
Steve Hunst  
Nicholas Milissis  
Jim O'Brien  
Sal Raspanti  
Mary Wynn Ryan  
Marty Maloney

**COMMISSIONERS ABSENT:** None.

**STAFF PRESENT:** Jim Lange, Director of Parks and Recreation  
Christine Berman, Superintendent of Finance  
Bill Neumann, Superintendent of Dev. & Operations  
Lori Lovell Knouse, Superintendent of Recreation  
Kathie Hahn, Manager of Marketing and Public Relations  
Maryanne Lucarz, Administrative Assistant

**OTHERS PRESENT:** Thomas G. Hoffman, Park District Attorney  
See Sign-in Sheet

President Maloney called the Regular Board Meeting of the Board of Park Commissioners to order at 7:32 p.m. Administrative Assistant Lucarz took roll call.

**ELECTION OF OFFICERS**

Commissioner Maloney nominated Commissioner Barton for the office of President; Commissioner Raspanti seconded the nomination. There being no further nominations, **Commissioner Barton was declared the duly elected President by a unanimous roll call vote. Motion carried.**

The gavel was passed to the newly elected President Barton. Assistant Lucarz presented the ceremonial gavel to Commissioner Maloney. President Barton thanked Commissioner Maloney for serving as President twice.

President Barton nominated Commissioner O'Brien for Vice President; Commissioner Raspanti seconded the motion. There being no further nominations, **Commissioner O'Brien was declared the duly elected Vice President by a unanimous roll call vote. Motion carried.**

President Barton nominated Commissioner Hunst for Treasurer; Commissioner Ryan seconded the nomination. There being no further nominations, **Commissioner Hunst was declared the duly elected Treasurer by a unanimous roll call vote. Motion carried.**

President Maloney nominated Commissioner Ryan for Secretary; Commissioner Raspanti seconded the nomination. There being no further nominations, **Commissioner Ryan was declared the duly elected Secretary by a unanimous roll call vote. Motion carried.**

President Barton nominated Director Lange for the office of the Park Ridge Recreation and Park District representative on the M-NASR Board of Directors; Commissioner Milissis seconded the nomination. There being no further nominations, **Director Lange was declared elected M-NASR Board Representative by a unanimous voice vote. Motion carried.**

President Barton nominated Commissioner Maloney for the alternate representative on the M-NASR Board of Directors. Commissioner O'Brien seconded the nomination. There being no further nominations, **Commissioner Maloney was declared the duly elected M-NASR Board Alternate Representative by a unanimous voice vote. Motion carried.**

#### **DESIGNATION OF DEPOSITORIES AND AUTHORIZED SIGNATURES**

President Barton moved that the District designate:

- A. General Account – Checking – Charter One
- B. Payroll Fund – Checking – Charter One
- C. General Account and Capital Project Accounts – Illinois Park District Liquid Asset Fund
- D. Safe Deposit Box – First Midwest Bank

and further that any two Commissioners of the Board of Commissioners be authorized to sign on these accounts until changed by the Board. The motion was seconded by Commissioner Hunst and passed by a voice vote. Motion carried.

President Barton moved that the District maintain a safe deposit box at First Midwest Bank with the authorized signatures of any two of the following: Board Member, Director and Superintendent of Finance until changed by the Board. The motion was seconded by Commissioner Milissis and passed by a voice vote. Motion carried.

#### **APPOINTMENT OF IMRF AGENT – DIRECTOR OF PARKS & RECREATION**

President Barton moved that Director Jim Lange be appointed as the agent for the Illinois Municipal Retirement Fund. The motion was seconded by Commissioner Milissis and passed by a voice vote. Motion carried.

#### **CITIZENS PRESENT WISHING TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

None.

#### **APPROVAL OF MINUTES**

President Barton moved that the Board approve the following minutes:

- A. Regular Board Meeting –Thursday, March 20, 2008
- B. Committee of the Whole Meeting – Thursday, April 3, 2008

The motion was seconded by Commissioner O’Brien and passed by a voice vote. Motion carried.

**REPORTS OF PARK OFFICIALS**

*President Report*

*Committee Appointments*

President Barton appointed Commissioners O’Brien/Hunst for the Finance Committee; Commissioners Hunst/O’Brien for the Recreation Committee; Commissioners Milissis/Maloney for the Building and Grounds Committee; Commissioners Ryan/Raspanti for the Policy and Procedures Committee; Commissioners Maloney/Ryan for the Personnel Committee and Commissioners Raspanti/Milissis for the Intergovernmental Committee.

*Attorney Report*

No report.

*Director Report*

No report.

**CONSENT AGENDA**

No items were listed under the Consent Agenda.

President Barton called for the report from the Finance Committee.

**REPORT OF COMMITTEE**

*Finance Committee*

**Commissioner O’Brien moved that the Board approve to accept for payment Vouchers in the total amount of \$632,030.96. Commissioner Maloney seconded the motion.** President Barton asked if we pay the Niles Park District for a golf league of some kind. Superintendent Knouse said the District pays Niles Park District for the Senior Center men’s and women’s senior golf leagues. At this point, Superintendent Berman asked the Commissioners if they would like to receive the Voucher List of Bills as a PDF file through email or on paper. After some discussion, Commissioners were in favor of receiving the List of Bills through an email. **The motion was passed by a roll call vote. Motion carried.**

<b>AYES:</b>	<b>Maloney Hunst Milissis O’Brien Raspanti Ryan Barton</b>	<b>NAYS:</b>	<b>None.</b>
		<b>ABSENT:</b>	<b>None.</b>

*Written Finance Report*

Commissioner O’Brien asked if there are any questions. Superintendent Berman said the draft copy of the audit will be presented to the Board at the May Committee meeting and the draft audit will be emailed to all Commissioners.

President Barton called for the report from the Recreation Committee.

***Recreation Committee***

*Written Recreation Report*

Commissioner Hunst asked if the Senior Center information is in the brochure. Superintendent Knouse said yes. Commissioner Hunst said the Senior Center does a great job on adult care programs.

*Environmental Impact Task Force Meeting Update – Commissioner Ryan*

President Barton said Commissioner Ryan chaired the Task Force meeting. Commissioner Ryan said Earth Day is Saturday, April 19 with activities at Maine Park and the Chamber Electronics Recycling event in the Senior Center parking lot. She said there are enough volunteers at this point for the Chamber event. Commissioner Ryan said Member Mary Ellen Murphy had a good experience at the Community Center by cleaning up the plants and sprucing them up. Pesches has given a small donation towards this effort to have healthier plants to make a nicer impression. President Barton said Member Claris Olson presented an excellent report on the chemicals used and cleaning procedures at the Community Center. Staff will follow up with Member Olson’s recommendations. Superintendent Neumann gave an overview of the energy audit to be performed. Commissioner Ryan said student members on the Task Force spoke to the Maine South principal to provide a recycling paper only receptacle. She said the District has received the blue recycling bins which will be placed in various parks once the bins can be secured. Superintendent Neumann said the soy roof idea was suggested for the Community Center and Hinkley Garage roof replacements and Burnidge Cassell Associates will be looking into the soy roof suggestion. President Barton said District 64 will be looking into having “no idle” zones for the schools. Commissioner Ryan said the Park District’s Earth Day event will be from 11am-3pm and, if needed, staff has arranged for the event to be held inside at Maine Park Leisure Center. She said raffle prizes will consist of coupons for a free class or program. Commissioner Ryan said the Chamber recycling event is from 8am-3pm in the Senior Center parking lot as well as a paper shredder will be there between 10am-12pm, courtesy of Liberty Bank.

*Community Center Bath Towel Bid Summary*

**Commissioner Hunst moved that the Board approve the bath towel bid to McArthur Towels, Inc. from May 1, 2008-April 30, 2009 in the amount of \$11,448.00; from May 1, 2009-April 30, 2010 in the amount of \$11,448.00; and from May 1, 2010-April 30, 2011 in the amount of \$11,448.00 with a grand total of \$34,344.00 for three years. Commissioner O’Brien seconded the motion.** Commissioner Milissis asked if the contract includes laundry of the towels. Superintendent Knouse said the Community Center provides the laundry service. President Barton asked if the design is the same. Superintendent Knouse said “yes” and explained the recycling process for old towels. Commissioner Hunst asked if the price is reasonable. Superintendent Knouse said “yes” and the price is consistent for the three year period. **The motion was passed by a roll call vote. Motion carried.**

<b>AYES:</b>	<b>Maloney</b>	<b>NAYS:</b>	<b>None.</b>
	<b>Hunst</b>		
	<b>Milissis</b>	<b>ABSENT:</b>	<b>None.</b>
	<b>O’Brien</b>		
	<b>Raspanti</b>		
	<b>Ryan</b>		
	<b>Barton</b>		

President Barton called for the report from the Buildings and Grounds Committee.

***Buildings and Grounds Committee***

***Written Development & Operations Report***

Commissioner Milissis asked if there are any questions. President Barton asked if there were any more incidents with people driving through parks or if it is under control. Superintendent Neumann said the installation of the fences at various parks is very successful. President Barton asked if there are other areas that restricted fencing needs to be installed. Superintendent Neumann said the Soccer Association has identified the soccer field at Northeast. Some discussion ensued. Commissioner Ryan noted that there are a number of locked glass cases/bulletin boards by the Hinkley sand volleyball courts that have not been changed out since 1997. She suggested that the cases be cleaned out.

**Commissioner Milissis moved that the Board approve American Demolition Corporation as the lowest responsible bidder for the demolition of the Oakton Park diving pool, diving tower and house in the amount of \$172,293.00. President Barton seconded the motion.** Commissioner Ryan asked if the budget amount was higher. Commissioner Raspanti said in the packet it states that the budgeted amount is \$280,000. Some discussion ensued on the bid specifications. Commissioner Hunst asked if the fire department will be performing their burn/train on the house. Director Lange said he spoke to the fire chief earlier this week and they did not receive their permit from the state. Commissioner Maloney suggested that the fire department apply for a permit to burn/training on the little red house. Director Lange said he would contact the fire chief. **The motion was passed by a roll call vote. Motion carried.**

<b>AYES:</b>	<b>Maloney Hunst Milissis O'Brien Raspanti Ryan Barton</b>	<b>NAYS:</b>	<b>None.</b>
		<b>ABSENT:</b>	<b>None.</b>

**Commissioner Milissis moved that the Board in accordance with Section 33E9 of the Illinois Public Contracts Act that the President determine in writing that Change Order Number Two to a construction contract with Schaeffges Brothers Inc. for improvements at Centennial Park Pool in the amount of \$5,838.65 is in the best interest of the Park District and is authorized by law and that such written determination be provided by the President to Director Lange. Commissioner Raspanti seconded the motion.** Commissioner Hunst asked if the reason why there are two motions is one we either have Schaeffges Brothers to do it or we will find someone else to do this at the price. Director Lange said “correct”, but he does not know at that price, but thereabout. **The motion was passed by a roll cal vote. Motion carried.**

<b>AYES:</b>	<b>Maloney Milissis O'Brien Raspanti Ryan Barton</b>	<b>NAYS:</b>	<b>Hunst</b>
		<b>ABSENT:</b>	<b>None.</b>

Commissioner Milissis moved that the Board approve Change Order Number Two with Schaeffges Brothers Inc. for the Centennial Park Pool Improvements project in the amount of \$5,838.65 and that Director Lange be directed to execute and deliver same after the President's written determination that the change order is in the best interest of the Park District is obtained by the Director. The motion was seconded by Commissioner Raspanti and was passed by a roll call vote. Motion carried.

AYES: Maloney  
Hunst  
Milissis  
O'Brien  
Raspanti  
Ryan  
Barton

NAYS: None.

ABSENT: None.

*Policy and Procedures Committee*

Commissioner Ryan moved that the Board amend Policy/Guideline 3.235 of the Administrative Policy Manual to increase the dollar amount for petty cash from \$35.00 to \$100.00.

Commissioner Raspanti seconded the motion. Commissioner Maloney asked if there is a petty cash drawer at Maine Park, Oakton, Senior Center and the Community Center. Superintendent Knouse said the Recreation Departments' only petty cash bank is at Maine Park and the Finance Department has a petty cash bank as well. At this point, petty cash procedures were reviewed. The motion was passed by a roll call vote. Motion carried.

AYES: Maloney  
Hunst  
Milissis  
O'Brien  
Raspanti  
Ryan  
Barton

NAYS: None.

ABSENT: None.

President Barton moved that the Board appoint Commissioner Raspanti to replace Commissioner Hunst as the Chairperson of the Community Center Citizens Advisory Council. Commissioner O'Brien seconded the motion. President Barton said we are trying to have all of council appointments on an annual basis at this time of the year when new Board officers are selected. The motion was passed by a roll call vote. Motion carried.

AYES: Maloney  
Milissis  
O'Brien  
Raspanti  
Ryan  
Barton

NAYS: None.

ABSTAIN: Hunst

ABSENT: None.

**President Barton moved that the Board appoint Commissioner Maloney to replace Commissioner O'Brien as the Chairperson of the Oakton Park Citizens Advisory Council. The motion was seconded by Commissioner Milissis and passed by a roll call vote. Motion carried.**

<b>AYES:</b>	<b>Maloney</b>	<b>NAYS:</b>	<b>None.</b>
	<b>Hunst</b>		
	<b>Milissis</b>	<b>ABSENT:</b>	<b>None.</b>
	<b>O'Brien</b>		
	<b>Raspanti</b>		
	<b>Ryan</b>		
	<b>Barton</b>		

**Commissioner Ryan moved that the Board dissolve the Outdoor Pools Citizens Advisory Council. President Barton seconded the motion.** Commissioner Hunst asked why. Commissioner Maloney said the Council had one meeting in the last two years. Superintendent Knouse said the council members' terms have expired. After some discussion, Commissioner Maloney said an advisory council can always be brought back when the need arises. Commissioner Milissis asked if letters will be sent to the members. Assistant Lucarz said yes. **The motion was passed by a roll call vote. Motion carried.**

<b>AYES:</b>	<b>Maloney</b>	<b>NAYS:</b>	<b>None.</b>
	<b>Hunst</b>		
	<b>Milissis</b>	<b>ABSENT:</b>	<b>None.</b>
	<b>O'Brien</b>		
	<b>Raspanti</b>		
	<b>Ryan</b>		
	<b>Barton</b>		

**President Barton moved that the Board appoint Commissioner Ryan to replace Commissioner Barton as the Chairperson of the Environmental Impact Task Force. Commissioner Raspanti seconded the motion.** President Barton said Commissioner Ryan has been on the task force since the beginning and has done a fine job. **The motion was passed by a roll call vote. Motion carried.**

<b>AYES:</b>	<b>Maloney</b>	<b>NAYS:</b>	<b>None.</b>
	<b>Hunst</b>		
	<b>Milissis</b>	<b>ABSENT:</b>	<b>None.</b>
	<b>O'Brien</b>		
	<b>Raspanti</b>		
	<b>Ryan</b>		
	<b>Barton</b>		

**Commissioner Ryan moved that the Board appoint Commissioner Raspanti as the Public Liaison for the Park Ridge Baseball and Softball Association Affiliate and Commissioner Ryan as the Public Liaison for the Park Ridge Soccer Association Affiliate and Commissioner Maloney as the Public Liaison for the Park Ridge Football Association Affiliate and Commissioner O'Brien as the Public Liaison for the Park Ridge Indian Scouts Affiliate and Commissioner Hunst as the Public Liaison for the Northern Express Hockey Affiliate. The motion was seconded by President Barton and passed by a voice vote. Motion carried.**

*Personnel Committee*

No report.

*Intergovernmental Committee*

No report.

**COMMUNICATIONS AND CORRESPONDENCE**

No Communications and Correspondence.

**NEW BUSINESS**

Commissioner O’Brien said something should be said about Roy Sues passing. Director Lange said there have been several nice donations made to the Senior Center and the Senior Senate is looking into ideas to recognize Roy Sues. President Barton suggested a resolution for Roy Sues.

Director Lange said spots are still open for volunteers to run in the Anelise Run at the Community Center.

**CLOSED MEETING**

**At 8:48 p.m., President Barton moved that the Board adjourn to Closed Meeting for the purpose of discussing land acquisition matters 2(c)(5). The motion was seconded by Commissioner Milissis and passed by a roll call vote. Motion carried.**

<b>AYES:</b>	<b>Maloney</b>	<b>NAYS:</b>	<b>None.</b>
	<b>Hunst</b>		
	<b>Milissis</b>	<b>ABSENT:</b>	<b>None.</b>
	<b>O’Brien</b>		
	<b>Raspanti</b>		
	<b>Ryan</b>		
	<b>Barton</b>		

At 9:22 p.m., the Regular Board Meeting was reconvened.

**ADJOURNMENT**

**At 9:22 p.m., President Barton moved that the Board adjourn the Regular Board Meeting of the Board of Park Commissioners. The motion was seconded by Commissioner Ryan and passed by a voice vote. Motion carried.**

The Regular Board Meeting was adjourned at 9:22 p.m.

Respectfully Submitted,

Mary Wynn Ryan  
Secretary

Recorded By: Maryanne Lucarz, Administrative Assistant