

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON
JANUARY 15, 2019 AT HOOSIER GROVE BARN,
700 W. IRVING PARK ROAD,
STREAMWOOD, ILLINOIS**

CALL TO ORDER/ROLL CALL

President Janiec called the meeting to order at 7:00 p.m. President were Commissioners Brogan, Armstrong and Yawer, along with staff members Executive Director Dennis Stein, Superintendent of Recreation Steve Muenz, Assistant Superintendent of Parks & Planning Ian Pickett and Finance Manager Sherri Harry.

Commissioner William Wright was absent.

All those answering "present" were physically present at the meeting.

PLEDGE OF ALLEGIANCE

INTRODUCTION OF GUESTS

Guests in attendance were staff member Human Resources Manager Rose Baltazar and her husband and Streamwood High School students.

TOPICS FROM THE FLOOR

None.

APPROVAL OF AGENDA

Commissioner Yawer moved approval of the agenda as presented and Commissioner Brogan seconded the motion.

A voice vote was unanimous for approval; motion carried.

FINANCE REPORT

A. November 2018 Financial Statements

There were no questions or comments.

B. December 2018 Financial Statements

There were no questions or comments.

C. Monthly Expenditures/Payrolls

President Janiec questioned an invoice from Addison Park District which Superintendent of

Recreation Muenz explained that he had registered for Executive Development Program and Professional Development School before he was employed at the Streamwood Park District but attended them as a Streamwood Park District employee.

He stated that Deputy Director Jennifer Hermonson approved the expenses when she offered him the Superintendent of Recreation position.

D. Custodial Cleaning Contract Renewal

Assistant Superintendent of Parks & Planning Pickett explained that in March 2018, the District put new specifications together to solicit bids from custodial contractors for custodial services for locations throughout the District. In addition to all locations we also included specifications for a porter to cover Park Place custodial duties during the weekend hours. The specifications called for pricing on a yearly basis for a three year period with contract renewable on an annual basis. Six custodial contractors picked up specifications for the project with five submitting bids.

Assistant Superintendent of Parks & Planning Pickett said that he feels that Perfect Cleaning Service Corp. have done a reputable job and that we have a good relationship with them.

Assistant Superintendent of Parks & Planning Pickett recommended approval of year two bid from Perfect Cleaning Service Corp. for custodial services during year May 1, 2019 to April 30, 2020 in the amount not to exceed \$66,450.00. He stated that our first year of the contract runs through April 30, 2019. The total bid price for all three years would be in the amount not to exceed \$199,350.00.

Commissioner Yawer moved approval of Perfect Cleaning Service Corp. for custodial services during fiscal year May 1, 2019 to April 30, 2020 in the amount not to exceed \$66,450.00 and the total bid price for all three years not to exceed \$199,350.00. Commissioner Brogan seconded the motion. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Aye
President Janiec – Aye

Commissioner Wright – Absent
Commissioner Yawer – Aye

Motion carried.

E. Tree Bid

Assistant Superintendent of Parks & Planning Pickett stated that the District used Graf Tree Care, Inc. to perform an assessment of the trees throughout the District. He said that this assessment allowed the District to establish a tree removal priority list and create specifications to solicit bids for tree removal services. The specifications called for pricing for three phases of removal. He stated that there were twelve tree service contractors that picked up bid packets and four of them submitted sealed bids. Assistant Superintendent of Parks & Planning Pickett recommends approval of the bid from Alvarez, Inc. for tree removal services during fiscal years May 1, 2019 to April 30, 2021 in the amount not to exceed \$29,414.66. The total bid price for the first phase of the fiscal year one will not exceed \$13,511.66.

Commissioner Yawer moved approval of the bid from Alvarez, Inc. for tree services during

May 1, 2019 to April 30, 2021 in the amount not to exceed \$29,414.66 and the price for the first phase of the fiscal year one will not exceed \$13,511.66. The motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Aye
President Janiec – Aye

Commissioner Wright – Absent
Commissioner Yawer – Aye

Motion carried.

APPROVAL OF THE CONSENT AGENDA

Approval of:

- A. Minutes of the Regular Board Meeting of December 11, 2018;
- B. November, 2018 Financial Reports;
- C. December, 2018 Financial Statements;
- D. December 4, 2018 – January 4, 2019 expenditures totaling \$754,353.76;
- E. December 7 and 21, 2018 payroll and payroll taxes totaling \$195,624.61;
- F. IMRF payment for December, 2018 totaling \$25,926.10;
- G. P-Card Purchases paid in December, 2018 totaling \$40,798.21;
- H. November 6, 2018 – G.O. Series – 2015-Principal and Interest - \$743,383.71;
- I. December 1, 2018 – G.O. Refunding – Series 2009C- Principal and Interest - \$218,762.50;
- J. December 1, 2018 – G.O. Refunding Bond – 2010C – Principal and Interest - \$557,000.00;
- K. December 1, 2018 – G.O. Series 2016 – Principal and Interest - \$617,875.00;
- L. December 1, 2018 – G.O. Series 2017 – Principal and Interest - \$88,425.00.

Commissioner Yawer moved approval of the consent agenda and the motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Aye
President Janiec – Aye

Commissioner Wright – Absent
Commissioner Yawer – Aye

Motion carried.

CORRESPONDENCE

None.

DEPARTMENTS & DIRECTOR'S REPORT

- A. Superintendent of Recreation Muenz stated that staff has been busy working on the spring/summer

program guide.

- B. Superintendent of Recreation Muenz said that the Mary Poppins play was held on January 11th and 12th and they had a great turn out for both days.
- C. Superintendent of Recreation Muenz informed the Board that the Recreation, Parks, Marketing and HR departments are working together to have a job fair at Park Place on March 28th and March 30th.
- D. Superintendent of Recreation Muenz said that Recreation Manager Chelsie Petrusha had resigned as she had moved to Michigan.
- E. Superintendent of Recreation Muenz stated that he had interviewed some perspective candidates for the Recreation Manager position.
- F. Superintendent of Recreation Muenz said that there was a Summer Celebration meeting yesterday and all the music talent has been booked and that the next meeting will be on February 11th. President Janiec said that the Summer Celebration committee would like to have Recreation Manager Cindy Babicz on the committee as the Streamwood Park District's second staff member to help with planning.
- G. Assistant Superintendent of Parks & Planning Pickett stated that staff has been busy staffing and working various snow and ice shifts.
- H. Assistant Superintendent of Parks & Planning Pickett said that staff have started working on their 2019-2020 operating budgets.
- I. Assistant Superintendent of Parks & Planning Pickett said that staff has been removing the holiday decorations from the facilities.
- J. Executive Director Stein informed the Board that Assistant Superintendent of Parks & Planning Pickett will be in Springfield as one of the finalist for the OSLAD grant and he will be giving a short presentation of the project.
- K. Executive Director Stein said that Human Resources Manager Baltazar has been busy preparing employment packets for spring and summer employment.
- L. Executive Director Stein stated that he met with our IT consultant in regards to upgrading our phone system.
- M. Executive Director Stein informed the Board that he is leaving tomorrow for Arizona to see his new granddaughter and will be back on January 23rd.
- N. Executive Director Stein stated that Superintendent of Recreation Muenz will be in touch with the Commissioners to let them know the place and time for the Board/Staff dinner at the IAPD/IPRA conference on Thursday night.

COMMISSIONERS' REPORT

None.

PRESIDENT'S REPORT

- A. President Janiec mentioned that Commissioner Wright's mother-in-law had passed away and that the services were private.
- B. President Janiec wished that we didn't have to have the Summer Celebration event at Hoosier

Grove every year and that we could alternate at other locations.

C. President Janiec wished Commissioner Yawer a Happy Birthday as her birthday is tomorrow.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

RECESS

At 7:23 p.m., Commissioner Yawer moved for a 5 minute recess and Commissioner Brogan seconded the motion. A voice vote was unanimous for approval; motion carried.

RECONVENE MEETING

The Board of Commissioners reconvened the meeting at 7:30 p.m.

ADJOURNMENT TO CLOSED SESSION

At 7:30 p.m., Commissioner Yawer moved to adjourn to Closed Session pursuant to Section 2 © (1) of the Open Meetings Act for the purpose of personnel. The motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Aye
President Janiec - Aye

Commissioner Wright – Absent
Commissioner Yawer – Aye

Motion carried.

REGULAR MEETING RECONVENED

President Janiec called the meeting back to order at 8:37 p.m. Present were Commissioners Brogan, Armstrong and Yawer, along with Executive Director Stein.

ADJOURNMENT

At 8:37 p.m., Commissioner Yawer made a motion to adjourn the meeting and the motion was seconded by Commissioner Brogan. A voice vote was unanimous for approval; motion carried.

Approved: February 26, 2019

Signed:

Sherri Harry
Sherri Harry, Secretary

Attest:

Richard T. Janiec
Richard T. Janiec, President