

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON
DECEMBER 17, 2019 AT HOOSIER GROVE BARN,
700 W. IRVING PARK ROAD,
STREAMWOOD, ILLINOIS**

CALL TO ORDER/ROLL CALL

President Wright called the meeting to order at 7:02 p.m. Present were Commissioners Adriana Armstrong, Rich Janiec and Raees Yawer, along with staff members Executive Director Jeff Janda, Superintendent of Parks & Planning Ian Pickett, Superintendent of Recreation Steve Muenz, Administrative Assistant Elizabeth Sampson, Fitness and Membership Manager Kyle Saros and Finance Manager Sherri Harry. Commissioner Rick Brogan was absent.

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

PLEDGE OF ALLEGIANCE

INTRODUCTION OF GUESTS

Guests in attendance were Streamwood High School students.

TOPICS FROM THE FLOOR

None.

APPROVAL OF AGENDA

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

A voice vote was unanimous for approval; motion carried.

RECOGNITION OF BOARD MEMBER SERVICE TO THE STREAMWOOD PARK DISTRICT

Executive Director Janda presented Commissioner Armstrong with a plaque for her 10 years of service to the Streamwood Park District.

Commissioner Brogan also served the Streamwood Park District for 10 years and will receive his plaque at the next Board meeting.

FINANCE REPORT

A. Monthly Expenditures/Payroll

There were no questions or comments

B. 2019 Tax Levy Ordinance 2019-12-1-O

There were no questions or comments.

Commissioner Yawer moved to adopt the 2019 Tax Levy Ordinance 2019 -12-1-O with a 2019 levy total of \$3,797,145.00 and Commissioner Janiec seconded the motion. Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

C. 2019 PTELL Ordinance 2019-12-2-O

There were no questions or comments

Commissioner Yawer moved to adopt 2019 PTELL Ordinance 2019-12-2-O and Commissioner Janiec seconded the motion. Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

POLICY AND PLANNING REPORT

None.

CONSENT AGENDA – Approval of:

- A. Minutes of the Regular Meeting of October 22, 2019 and November 19, 2019;
- B. October, 2019 and November, 2019 Financial Statements;
- C. November 11, 2019 – December 11, 2019 expenditures totaling \$125,814.52;
- D. IMRF payment for November, 2019 totaling \$16,221.65;
- E. November 8th and 22nd 2019 payroll and payroll taxes totaling \$193,708.71;
- F. P-Card payments for October totaling \$40,503.41;
- G. P-Card payments for November totaling \$43,834.41.

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

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

CORRESPONDENCE

None.

DEPARTMENTS & DIRECTOR'S REPORT

- A. Superintendent of Recreation Muenz stated that Hoosier Grove Barn brought in about \$65,000 in gross revenue and 30,600 net revenue for the month of November and that the Barn staff already had 49 appointments for possible weddings and rentals for next year.
- B. Superintendent of Recreation Muenz stated that fitness memberships were down from 102 in 2018 to 72 this year although memberships are still on pace to meet the total membership sales of 2018.
- C. Superintendent of Recreation Muenz said Breakfast with Santa and Santa's Storybook Express were well attended. He said Letters to Santa were collected for the past couple of weeks and responses are currently being sent back to the children.
- D. Superintendent of Recreation Muenz stated that *Holiday in Whoville* is taking place on December 20th at Hoosier Grove Barn and 123 tickets have been sold as of today. He also said the Theater Academy's *Into the Woods* is having two performances at Judson University on January 10th and January 11th.
- E. Superintendent of Recreation Muenz thanked President Wright for volunteering tomorrow and Thursday for the preschool holiday programs.
- F. Superintendent of Recreation Muenz mentioned that the Girls Basketball program will begin having games on January 4th and that there are 33 players enrolled.
- G. Superintendent of Recreation Muenz stated that there were five splash parties hosted at the Park Place Family Recreation Center during the month of November and that December is off to a great start with nine parties already booked.
- H. Superintendent of Recreation Muenz said that the inaugural Elf on the Shelf event was held on November 27th at Hoosier Grove Barn and 42 children were registered and participated in the event.
- I. Superintendent of Recreation Muenz said that he has been attending the Community & Economic Development meetings through the Village of Streamwood as the Streamwood High School Career Exploration program will take place over spring break. He said the district will receive a group of high school students during that week to complete a project of the district's choice.
- J. Superintendent of Parks & Planning Pickett informed the Board that TJ Byun completed an Eagle Scout project at Marquette Woods on November 24th. He encouraged everyone to check it out if they hadn't already. Superintendent of Parks & Planning Pickett also said that parks staff had helped out with the set up and coordination and that going forward they will budget and plan to help maintain Marquette Woods.
- K. Superintendent of Parks & Planning Pickett said that staff has been reorganizing the maintenance shop in order to increase our usable space.
- L. Superintendent of Parks & Planning Pickett informed the Board that the athletic crew has installed turf blankets on Hoosier Grove and Canton soccer fields.
- M. Superintendent of Parks & Planning Pickett stated that we purchased and installed a new plow for one of our trucks and also purchased and installed a new salt box for another truck which will give us the ability to plow and salt at the same time.
- N. Superintendent of Parks & Planning said the horticulture department had installed winter decorations at Park Place, Administration Building and Community Center.
- O. Superintendent of Parks & Planning Pickett stated that the facility staff have been working on upgrading the Community Center old music room to a conference room.
- P. Superintendent of Parks & Planning Pickett informed the Board that he attended an OSHA 10- hour training course, Fleet & Mowing Manager Segueda attended the NIPSTA Snow Plow training and Facilities Managers Meyer and Severa attended the Facility Fire Prevention Inspections which was put on by PDRMA and hosted at Park Place.

- Q. Executive Director Janda stated that in January he will be working on some background information regarding Kollar Pond.
- R. Executive Director Janda informed the Board that the 2018 audit had been filed.
- S. Executive Director Janda said that he attended the Streamwood Management meeting at the Poplar Creek Library, the Chicago Directors' Luncheon, NWSRA meeting, Business After Hours event at the Village of Streamwood and the Hanover Park Township meeting.
- T. Executive Director Janda informed the Board that the full time staffs' Christmas party was at Pinstripes.
- U. Executive Director Janda said that the tablets for the Board of Commissioners have been distributed.
- V. Executive Director Janda welcomed Finance Manager Harry back and told the Board that he met with her today regarding the budget and soon he will be meeting with the rest of the staff.
- W. Executive Director Janda thanked Administrative Assistant Sampson for getting TimeClock Plus up and running. He said that now all hourly employees can punch in and that will save a lot of time entering payroll.
- X. Executive Director Janda wished everyone Happy Holidays.

COMMISSIONERS' REPORT

- A. Commissioner Janiec thanked Executive Director Janda for implementing the idea of sending birthday cards to all employees.
- B. Commissioner Yawer also thanked Executive Director Janda and wished everyone Happy Holidays.
- C. Commissioner Armstrong thanked everyone for their patience with her since she had missed some meetings due to personal and work obligations.

PRESIDENT'S REPORT

- A. President Wright wished everyone a joyous holiday season.
- B. President Wright noted that U-46 school district has stopped funding the Special Olympics and hopefully they will find a new solution.

UNFINISH BUSINESS

- A. Commissioners' Park Renovation – Project Update
Executive Director Janda gave a brief update on the Commissioners' Park project.
- B. **Request Authority to Let Out for Bid the Commissioners' Park Renovation Project in January or when Project is ready for Public Bidding**
Executive Director Janda stated that the renovation project of Commissioners' Park has a tentative timeline of being let out for public bid in January 2020. The January Board meeting is scheduled for January 21st and could impact the planned project timeline. He said that the requested authorization will help insure the planned timelines are met on this project, but the project will not be let out to bid before final drawings and specifications are completed.

Commissioner Janiec made the motion to approve the authority to go out to bid the Commissioners' Park Renovation Project in January or when project is ready for public bidding. The motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

NEW BUSINESS

A. Declaration of Surplus Property Ordinance O-12-3-O

There were no questions or comments.

Commissioner Janiec moved to adopt Ordinance O-12-3-O: Declaration of Surplus Property and
Commissioner Yawer seconded the motion. Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

B. Request Authority to Let Out for Bid the 2020 Contracted Mowing Services Bid

Executive Director Janda stated that the previous contact with Cornerstone Land & Lawn, Inc. expired at the end of the 2019 mowing season and staff plans to update the over turf mowing areas in the new contact.

Commissioner Janiec made a motion to approve the request to go out to bid for the 2020 contracted mowing services. Commissioner Yawer seconded the motion. Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

C. Request Authority to Purchase Commissioners' Park Renovation Related Materials and Items through Joint Purchasing Agreements

Executive Director Janda explained that the purchase of amenities and materials through the joint purchase program will help to 1) allow purchase of items at 2019 pricing and 2) will reduce the mark-up from contractors; thus, creating potential savings for the District.

Commissioner Janiec moved approval to purchase Commissioners' Park renovation related materials and items through joint purchasing and the motion was seconded by Commissioner Yawer.
Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

D. Illinois Department of Natural Resources Park and Recreational Facility Construction Grant(PARC) Grant Authorization Resolutions

Executive Director Janda explained that the Illinois Department of Natural Resources PARC grant program awards matching funds of 75% up to \$2,500,000 per project based on a competitive selection process. There is \$20,000,000 available in the program this year. The PARC grant application procedures require a Resolution of Authorization as part of the grant process. He also stated that the grant applications are due by 5:00 p.m. on January 21, 2020.

D1. Resolution 2019 -12-1-R: Resolution of Authorization for Development and Submission of a Park and Recreational Facility Construction Grant (PARC) for Park Place Recreational Community Center Renovation

Commissioner Janiec moved approval of Resolution 2019-12-1-R: Resolution for Authorization for Development and Submission of a Park and Recreational Facility Construction Grant (PARC) for Park Place Recreational Community Center renovation. The motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

D2. Resolution 2019-12-2-R: Resolution of Authorization for Development and Submission of a Park and Recreational Facility Construction Grant (PARC) for Community Center Renovation

Commissioner Janiec moved approval of Resolution 2019-12-2-R: Resolution of Authorization for Development and Submission of a Park and Recreational Facility Construction Grant (PARC) for Community Center Renovation. Commissioner Yawer seconded the motion. Vote on the motion:

Commissioner Armstrong – Aye
Commissioner Brogan – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Aye

Motion carried.

D3. Request to set Public Hearing Date to Provide Information and Receive Public Feedback to Residents for Commissioners' Park, Park Place Recreational Center Renovations and Community Center Renovations

Executive Director Janda explained that the PARC grant application procedures require a Public Hearing for community input as part of the grant process. He said that the two possible dates include Thursday, January 2, 2020 or Tuesday, January 7, 2020 and that the hearing will be held at the Hoosier Grove Barn at 7:00 p.m.

The Board of Commissioners unanimously chose to have the public hearing on Tuesday, January 7, 2020.

- E. Commissioner Janiec stated that he spoke with Executive Director Janda regarding an idea of his to honor people who have done things in the community, for example the Womens' Club. He said that maybe we could have some type of a showcase to put their plaques or awards in.

ADJOURNMENT

At 7:41 p.m., Commissioner Janiec moved to adjourn and the motion was seconded by Commissioner Yawer. A voice vote was unanimous for approval; motion carried.

Approved: January 21, 2020

Signed: Sherri Harry
Sherri Harry, Secretary

Attest: William H. Wright
William H. Wright, President