

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON
SEPTEMBER 27, 2016 AT HOOSIER GROVE BARN,
700 WEST IRVING PARK ROAD
STREAMWOOD, ILLINOIS**

CALL TO ORDER/ROLL CALL

President Janiec called the meeting to order at 7:06 p.m. Present were Commissioners Keating and Wright, along with staff members Executive Director Dennis Stein, Superintendent of Business Services & HR Jennifer Hermonson and Superintendent of Recreation Kurt Reckamp.

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

Absent from the meeting were Commissioner Armstrong, Commissioner Brogan and Finance Manager Harry.

PLEDGE OF ALLEGIANCE

BOND ISSUE NOTIFICATION ACT PUBLIC HEARING

Public hearing concerning the intent of the Board of Park Commissioners to sell General Obligation Limited Tax Park Bonds for park improvement purposes and to refund outstanding obligations of the District.

The Board motioned: Commissioner Keating

Second: Commissioner Wright

Roll Call:

Commissioner Wright: Aye

Commissioner Keating: Aye

President Janiec: Aye

The meeting was called to order by the President, and upon the roll being called, Richard Janiec, the President, and the following Park Commissioners were physically present at said location: President Richard Janiec, Commissioner Thomas Keating and Commissioner William Wright.

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: None.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: Commissioner Adriana Armstrong and Commissioner Rick Brogan.

At 7:08 o'clock P.M., President Janiec announced that the next agenda item is a Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$1,360,000 General Obligation Limited Tax Park Bonds for (i) the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, (ii) providing the revenue source for the payment of the District's outstanding debt certificates, and (iii) the payment of the expenses incident thereto and that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

President Janiec opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows:

- (i) the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District,
- (ii) providing the revenue source for the payment of the District's outstanding debt certificates, and
- (iii) the payment of the expenses incident thereto

Whereupon President Janiec asked for additional comments from the Park Commissioners. Additional comments were made by the following:

None.

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as *Exhibit I*.

None.

Whereupon President Janiec asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following:

None.

President Janiec then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Park Commissioner Wright moved and Park Commissioner Keating seconded the motion that the Hearing be finally adjourned.

After a full discussion thereof, President Janiec directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following Park Commissioners voted AYE:

Commissioner Wright: Aye
Commissioner Keating: Aye
President Janiec: Aye

The following Park Commissioners voted NAY:

None.

Whereupon the President declared the motion carried and the Hearing was finally adjourned.

Other business not pertinent to the conduct of the Hearing was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

INTRODUCTION OF GUESTS

Guests were Tom Chapman of Raymond James, Aquatic Manager Kyle Saros and civic students.

TOPICS FROM THE FLOOR

None.

APPROVAL OF THE AGENDA

Commissioner Keating moved approval of the agenda as presented and Commissioner Wright seconded the motion.

A voice vote was unanimous for approval; motion carried.

FINANCE REPORTS

A. Fall 2016 Bond Issue

Tom Chapman was present and briefed the Board on matters pertaining to the bond issue to be approved October 25, 2016 if not covered during the BINA hearing earlier.

B. Monthly Expenditures/Payroll

There were no questions or comments.

C. Resolution #2016-9-1-R: NWSRA Assessment

Executive Director Stein explained that there was a decrease of 1.71% (or \$3,060.15) from last year.

Commissioner Keating moved approval of Resolution #2016-9-R: NWSRA Assessment and the motion was seconded by Commissioner Wright. Vote on the motion:

Commissioner Wright: Aye

Commissioner Keating: Aye

President Janiec: Aye

Motion carried.

D. Office Copiers RFP Recommendation

Superintendent Hermonson went over the proposals received. Toshiba and Ricoh were immediately eliminated as the companies did not provide copiers according to the specifications listed in the RFP. Imagetec was eliminated, as the District was unable to secure positive reviews on the copier that was quoted.

Commissioner Keating moved approval of a five year lease and service agreement with Marco for three new copier machines for Park Place, Community Center and Administration Building at an annual lease cost of \$7,560.00 and an approximate annual service agreement cost of \$6,405.00. Commissioner Wright seconded the motion. Vote on the motion:

Commissioner Wright: Aye

Commissioner Keating: Aye

President Janiec: Aye

Motion carried.

E. Ordinance #2016-9-1-O: Travel Reimbursement

Superintendent Hermonson will email this ordinance to the Board upon its completion (probably Thursday night or Friday). Then the ordinance number will be inserted into the Personnel Manual, section 3.11, verifying its approval by the Board.

Commissioner Keating moved approval of Ordinance #2016-9-1-O: Travel Reimbursement and the motion was seconded by Commissioner Wright. Vote on the motion:

Commissioner Wright: Aye

Commissioner Keating: Aye

President Janiec: Aye

Motion carried.

POLICY AND PLANNING

A. Resolution #2016-9-2-R: Property Conveyance to IDOT

Superintendent Hermonson explained that IDOT was expanding Irving Park Road right outside of the Hoosier Grove Barn and this was necessary for this expansion. It was also a win-win, as it should help with traffic in and out of the Hoosier Grove Campus.

Superintendent Hermonson also explained that she is looking into possibly redesigning the entrance at Hoosier Grove Campus to try to accommodate three full lanes (if not four) lanes: one lane to turn into Hoosier Grove Campus, one lane to turn right out of Hoosier Grove Campus and one more lane to turn left/go straight out of Hoosier Grove Campus. However, Superintendent Hermonson is unsure what is possible until she receives confirmation from a civil engineer.

Commissioner Wright moved approval of Resolution #2016-9-2-R: Property Conveyance to IDOT and the motion was seconded by Commissioner Keating. Vote on the motion:

Commissioner Wright: Aye

Commissioner Keating: Aye

President Janiec: Aye

Motion carried.

B. PDRMA Loss Control Review Policies

No discussion.

1. Cyber Liability Policy

Commissioner Wright moved approval of the Cyber Liability Policy and the motion was seconded by Commissioner Keating. Vote on the motion:

Commissioner Wright: Aye

Commissioner Keating: Aye

President Janiec: Aye

Motion carried.

2. Hazard Communications Policy

Commissioner Wright moved approval of the Hazard Communications Policy and the motion was seconded by Commissioner Keating. Vote on the motion:

Commissioner Wright: Aye
Commissioner Keating: Aye
President Janiec: Aye

Motion carried.

3. Bloodborne Pathology Policy

Commissioner Wright moved approval of the Bloodborne Pathology Policy and the motion was seconded by Commissioner Keating. Vote on the motion:

Commissioner Wright: Aye
Commissioner Keating: Aye
President Janiec: Aye

Motion carried.

4. Land Acquisition Policy

Commissioner Wright moved approval of the Land Acquisition Policy and the motion was seconded by Commissioner Keating. Vote on the motion:

Commissioner Wright: Aye
Commissioner Keating: Aye
President Janiec: Aye

Motion carried.

5. Park Rules and General Ordinances

Commissioner Wright moved approval of the Land Acquisition Policy and the motion was seconded by Commissioner Keating. Vote on the motion:

Commissioner Wright: Aye
Commissioner Keating: Aye
President Janiec: Aye

Motion carried.

6. Personnel Manual – Legal Updates Only

Commissioner Wright moved approval of the Land Acquisition Policy and the motion was seconded by Commissioner Keating. Vote on the motion:

Commissioner Wright: Aye
Commissioner Keating: Aye
President Janiec: Aye

Motion carried.

APPROVAL OF THE CONSENT AGENDA

Approval of:

- A. Minutes of the Regular Board meeting of July 26, 2016;
- B. July 2016 Financial Statements;
- C. August 2016 Financial Statements;
- D. July 15 – August 15, 2016 expenditures totaling \$137,675.19;
- E. P-Card purchases in June 2016 totaling \$31,558.32;
- F. July 8 and 22, 2016 payroll and payroll taxes totaling \$222,145.27;
- G. IMRF payment totaling \$21,387.30;
- H. August 16 – September 16, 2016 expenditures totaling \$278,753.02;
- I. IMRF payment totaling \$19,052.14;
- J. P-Card purchases for July 2016 totaling \$16,518.42;
- K. August 5 and 19, 2016 payrolls and payroll taxes totaling \$218,018.37.

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

Commissioner Wright: Aye

Commissioner Keating: Aye

President Janiec: Aye

Motion carried.

CORRESPONDENCE

- A. Executive Director Stein stated he received a letter from Hanover Township inviting Director Stein and the Board to tour the local facilities of Hanover Township on October 19, 2016 from 8:00 a.m. to 10:30 a.m.
- B. Executive Director Stein stated that we received an invitation to attend the 25th Anniversary of the Streamwood Oaks Golf Club from 10:00 a.m. to 1:00 p.m. on September 28, 2016.

DEPARTMENTS & DIRECTOR'S REPORT

- A. Superintendent of Recreation Reckamp stated Harvest Fest will be on Saturday. The Kiddie Race will start at 10:00 am, while all other activities will be running from 11 a.m. to 3 p.m.
- B. Superintendent of Recreation Reckamp stated fall programs are in full swing including outdoor soccer, preschool, swim and After School Club (ASC). Thus, there is a full plate of programs going on right now.
- C. Superintendent of Recreation Reckamp also reminded the Board that ASC is now at Park Place.
- D. Superintendent of Recreation Reckamp stated that staff are putting this finishing touches on winter programming and registration for those programs will begin on October 29.
- E. Superintendent of Business Services & HR Hermonson stated that we might need to change, cancel or move the November Board Meeting, as Leslie has a rental that Tuesday night. As we get closer to the date, we will keep everyone informed.
- F. Superintendent of Business Services & HR Hermonson handed out a memorandum to the Board stating the Parks Department was planning on purchasing a John Deere utility vehicle. Superintendent Hermonson stated that because it was such a big purchase, she wanted to make the Board aware, even though it did not need their approval due to the amount.
- G. Superintendent of Business Services & HR Hermonson informed the Board that she has begun the process of putting together information to go out to bid for replacing some playgrounds. Superintendent Hermonson is working with Joe Brusseau to figure out all of the logistics, vendors, options, etc. Superintendent Hermonson stated that she is hoping to replace four (4) playgrounds next year, assuming pricing comes in at or under budget.

- H. Superintendent of Business Services & HR Hermonson will be meeting with a civil engineer this Friday to see what we can possibly complete for asphalt projects in 2017.
- I. Superintendent of Business Services & HR Hermonson went over some possible employee recognition/reward options for the District's 50th Anniversary.
- J. Superintendent of Business Services & HR Hermonson mentioned that there will be a dedication for Guy Patterson on October 15, 2016 at Buchanan Park. Time to be determined, probably around 10:00 a.m. This is a very low key event. The family does NOT want press or a big crowd. The Board, limited key staff and Village President will be the only people invited.
- K. Executive Director Stein informed the Board that he would be at NRPA the week of October 3, 2016. He will be leaving October 1, 2016. If he had any questions or issues to contact Superintendent Reckamp for Recreation and Superintendent Hermonson for all other needs.
- L. Executive Director Stein stated that it has been a busy season with mowing, programs, etc. and staff are now trying to catch up from the busy season.
- M. Executive Director Stein thanked staff for all of their hard work during the busy season.

COMMISSIONERS' REPORT

- A. Commissioner Keating stated the 50th Gala was phenomenal and he heard nothing but great things about the event and had a really good time.
- B. Commissioner Keating stated he had never been in the courtyard since its final completion. He thought it looked great.
- C. Commissioner Wright stated that he thought Summer Celebration went really well and he heard nothing but compliments on how well the District and the Village worked together this year.
- D. Commissioner Wright stated that he thought the 50th Gala was a great success. He also heard nothing but compliments from everyone that it was a great event and staff did a tremendous job.
- E. Commissioner Wright stated he would like to start up the strategic planning process again and get some dates on the calendar so we can start moving the District forward with strategic planning.

PRESIDENT'S REPORT

- A. President Janiec stated that the staff did a great job with the 50th event. He was proud of the event and stated everyone was talking about how it was such a great event.
- B. President Janiec mentioned that the library's 50th event was very nice.
- C. President Janiec stated that next year is the Women Club's 50th Anniversary.
- D. President Janiec stated he would be attending the 25th Anniversary event tomorrow.
- E. President Janiec informed the Board that he would be at Harvest Fest on Saturday and that he has secured a Village Trustee to be the spelling bee judge, he has secured the Women's Club to bake the cakes for the Cake Walk and we are going to have a real fiddler play for the cake walk.

UNFINISHED BUSINESS

None.


NEW BUSINESS

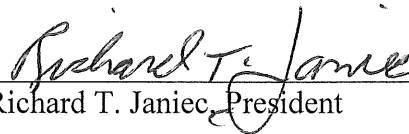
None.

ADJOURNMENT

At 7:58 p.m. Commissioner Keating moved to adjourn and the motion was seconded by Commissioner Wright. A voice vote was unanimous for approval; motion carried.

Approved: October 25, 2016

Signed: 
Jennifer Hermonson, Secretary

Attest: 
Richard T. Janiec, President