

Minutes of a Regular Meeting, Board of Park Commissioners of the Rolling Meadows Park District, Park Central Administration Building, 3000 Central Road, January 22, 2019.

The meeting was called to order by President O'Brien at 7:30 pm. After the pledge of allegiance, the roll was taken.

COMMISSIONERS PRESENT

Kevin O'Brien, President
Bill Cooley, Vice President
David Andrejek, Commissioner
Liz Bolash, Treasurer
Donna Bisesi, Commissioner
Kimberley Meehan, Commissioner
Christine Savino, Commissioner

STAFF PRESENT

Amy Charlesworth, Executive Director
Tim Klier, Supt. of Finance
Brian McKenna, Supt. of Parks
Conor Cahill, Supt. of Recreation
Bob Veller, Supt. of Ice Arenas
Connie Kubik, Recording Secretary

ALSO PRESENT

Stephani Ennis, Resident
Emily Ford, Resident

SPECIAL BOARD ACTION

None

APPROVAL OF MINUTES

Comm. Bolash moved and Comm. Bisesi seconded to approve the Minutes of the Regular Meeting of January 8th, 2019. The motion passed unanimously.

FINANCE

Comm. Bolash read and moved, seconded by Comm. Meehan to approve the following resolution:

**A RESOLUTION PERTAINING TO THE APPROVAL OF BILLS
CHARGED TO THE GENERAL CORPORATE FUND**

BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE ROLLING MEADOWS PARK DISTRICT, COOK COUNTY, ILLINOIS, that the following disbursements to the General Corporate Fund be approved for payment:

CHECK #	PAYEE	ACCOUNT	AMOUNT
13028	Amateur Hockey Association	02-05-6520	3,321.00
13029	Alexander Equipment Co. Inc.	01-02-6224	1,500.00
13030	CallOne	01-02-6214	1,587.34
		01-02-6216	53.04
		02-01-6312	2,277.71
		02-05-6514	601.69
13031	Care Program	02-07-7230	8,626.67
13032	Constellation New Energy	01-02-6214	545.07
		02-01-6312	1,681.87
		02-05-6514	3,772.85
13033	Fencing Sports Club	02-02-6403	1,056.00

13034	Hoffman Estates Park District	02-05-6519	4,950.00
13035	Illinois Shotokan Karate	02-02-6443	4,743.76
13036	Nicor Gas	02-05-6514	1,263.65
		02-01-6312	736.98
		01-02-6214	227.02
13037	Park District Risk Management	05-00-6380	21,236.16
		05-00-6381	11,554.14
13038	Park Ridge Park District	02-05-6519	3,910.00
13039	Salt Creek Rural Park District	02-05-6519	1,595.00
13040	Techstar America Corporation	02-01-6311	214.70
		02-01-6323	1,100.00
Total General Fund Checks for January 22, 2019			\$ 76,554.65

Presented the 22nd day of January 2019

AYES:
NAYS:
ABSENT:

Approved the 22nd day of January 2019



President, Board of Park Commissioners

ATTEST: 

Secretary, Board of Park Commissioners

Comm. Savino inquired about the Salt Creek Park District check. Supt. Veller advised that it was a rink rental for youth dry land hockey training. The motion passed unanimously.

Dir. Charlesworth explained the Distinguished Budget Award from GFOA for the current fiscal year and advised that our goal is to always improve from the previous year. She outlined GFOA program participation and review criteria noting that this award is given for excellence in governmental budgeting. There was topic discussion.

Supt. Klier reviewed his previously distributed Finance Report noting negative property tax distributions due to refunds, distribution of 2018 property tax bills by end of January and the Bond closing the first week of February. Comm. Cooley asked how we pay the refund balance. Supt. Klier advised that we leave the negative balance on account.

COMMITTEE/STAFF REPORTS

Building and Grounds:

Comm. Andrejek introduced Dir. Charlesworth's previously distributed Board Summary regarding the ADA Transition Plan Update.

Dir. Charlesworth discussed our previously completed ADA plan projects. She noted Recreation Accessibility Consultants breakdown of 15 site reports with detailed descriptions of their findings, improvements needed, codes from either the federal standard or the Illinois Accessibility Code and recommendations of corrections. She discussed their evaluation process and explained how ADA codes can change while previous outdoor

improvements become altered due to weather and wear. She reviewed the transition plan, outlined the various phases of implementation and advised that future ADA project recommendations will be coordinated with our capital plan. Dir. Charlesworth and Supt. McKenna answered board questions and there was topic discussion.

Comm. Andrejek moved, seconded by Comm. Savino that the Board of Park Commissioners approve the ADA Transition Plan from Recreation Accessibility Consultants, LLC dated November 1, 2018. The motion was unanimously approved.

Supt. McKenna advised the Board that the MWRD permit for Kimball Hill Park was received this morning.

Recreation:

Comm. Meehan introduced Supt. Cahill's previously distributed Recreation Report.

Supt. Cahill reported on basketball, baseball, Care program, camps, parent/teacher discussion night, and the Adult Prom new event. He advised that Marketing is working on phase two of the Spring/Summer catalog and the Hockey Yearbook. He reported that High School (D214) may have two possible Marketing/Graphic Arts intern candidates available.

Comm. Meehan asked how Activenet is performing. Supt. Cahill advised that it is a better system and we are slowly phasing out the google calendar into Activenet. Dir. Charlesworth discussed the calendar scheduling program.

Comm. Meehan introduced Dir. Charlesworth's previously distributed Board Summary regarding the review and approval of non-resident picnic permit fees.

Comm. Meehan moved, and Comm. Andrejek seconded that the Board of Park Commissioners approve the Picnic Permit Rental Fees as presented. The motion was unanimously approved.

Comm. Bisesi asked Supt. Cahill if we had done an analysis of fees. Supt. Cahill replied that the general/public knowledge of surrounding Park District fees was used for comparison.

Ice Arenas:

Supt Veller reported that holiday public skate was well attended, noting that the program was changed from an hour and a half to three hours and drew more people. He reported that adult hockey and Renegades registration begins February 21st and the new ice rink scheduling/billing software program is doing very well; he noted Learn to Skate ice show practices.

Policy:

Comm. Savino introduced Dir. Charlesworth's previously distributed Board Summary regarding the review and approval of the Employee Expense Reimbursement Policy.

Dir. Charlesworth explained that this policy change is to meet the new state law, the Illinois Wage Payment and Collection Act effective January 1, 2019. Comm. Savino moved, seconded by Comm. Cooley that the Board of Park Commissioners approve the Employee Expense Reimbursement Policy as presented. The motion was unanimously approved. There was topic discussion.

Comm. Savino moved, seconded by Comm. Bolash that the Board of Park Commissioners approve the Administrative Policy Manual as presented. The motion was unanimously approved.

REPORT OF OFFICERS

President – Comm. O'Brien thanked Board and staff for texts and emails during his absence.

Vice President – None

Treasurer – Comm. Bolash inquired about any departmental changes after Emily’s departure. Dir. Charlesworth advised that Supt. Cahill is overseeing the event programs and the same personnel continues to work those programs. Emily’s open position will be posted on IPRA and our website.

Secretary/Director – Dir. Charlesworth noted the following items:

- An inquiry from Steve Sperling from the Plum Grove Estates Homeowners Association regarding the renovations at Plum Grove Park. Sent a response outlining the planned improvements.
- An email regarding the cell tower and the Kimball Hill pavilion projects. Advised that it is winter now and there is no construction scheduled,
- Reminder regarding the Legislative Breakfast at Schaumburg Park District on Saturday, February 23rd. An attendance response is required by February 15th.

Attorney – None

MATTERS FROM COMMISSIONERS

Comm. Meehan asked if Emily would be at Conference this week. Staff advised that she has already moved to Florida as she had previously given two weeks notice.

RECOGNITION OF VISITORS

Comm. O’Brien welcomed visitors and thanked them for attending our meeting: Stephanie Ennis-Candidate for Park Board Commissioner and Emily Ford-Candidate for Park Board Commissioner.

NEW BUSINESS

Dir. Charlesworth asked the Board to choose a three person Personnel Review Committee to meet on February 12th at 6:00 PM. Board members chose Commissioners Bolash, Bisesi and Meehan. There was topic discussion.

EXECUTIVE SESSION

None

EXECUTIVE SESSION ACTION

None

SCHEDULE OF MEETINGS

Personnel Review Meeting	February 12, 2019	6:00 PM
Board Meeting	February 12, 2019	7:30 PM
Board Meeting	February 26, 2019	7:30 PM

ADJOURNMENT

There being no further business, Comm. Savino moved to adjourn. Comm. Cooley seconded the motion, which was unanimously approved at 8:05 PM.

Presented this 12th day of February, 2019

AYES:
NAYS:
ABSENT:

Approved this 12th day of February, 2019



President, Board of Park Commissioners

ATTEST: 

Secretary, Board of Park Commissioners