

**THE LISLE PARK DISTRICT
JOURNAL OF PROCEEDINGS
SPECIAL MEETING
FEBRUARY 23, 2013**

CALL TO ORDER AND ROLL CALL: President Cook called the meeting to order at 8:37 a.m. in the Lisle Park District Recreation Center Multi-Purpose Room, 1925 Ohio Street, Lisle, IL 60532.

Roll Call:	Commissioners Present:	Hough Carballo Cook
	Commissioners Absent:	Kanzler Morse
	Also Present:	
	Director	Garvy
	Superintendent of Parks	Cerutti
	Parks Manager	Hamilton

DISCUSSION

a. Parks & Facilities Department Operations

Manager Hamilton provided a summary of current Parks Department staffing and responsibilities. He explained the increased demand placed on the Parks Department over the past few years, particularly in the area of special events preparation. He explained that what used to only require one three person crew for a couple hours on sporadic Fridays now has grown to several events every week requiring the support of multiple parks department crews to accomplish.

Superintendent Cerutti explained that in an effort to control paying overtime to employees, they have been using compensatory time for evening and weekend events. He stated current park district policy requires comp time to be used within three months of having accumulated it, however with the increase in special events, his staff often times has been unable to use it per policy. Director Garvy added that while employees are entitled to this benefit, there have been so many special events and other demands on the department that make it increasingly more difficult for management to honor this policy while still ensuring the department operates to the levels needed to provide effective park maintenance. Essentially, he said, special events are preventing staff from taking comp time that's been accumulated through having worked previous special events.

Commissioner Hough asked if staff envisions an eventual decline in the responsibilities of the Naturalist position. Manager Hamilton replied that he sees a decline in the invasive species removal process, but that once that progresses, the Naturalist's responsibilities will shift to more regular maintenance and stewardship of the district's natural areas. Director Garvy added that staff actually sees those responsibilities growing with the addition of more park sites including the Leask Lane site, the Arbor Trails development site as well as the wetland enhancements planned for Community Park. He also added there remain large natural areas including Candlewood Park, Hitchcock Woods and Pennywood Park that have yet to receive any focused attention. Lastly, he added that

for the next couple of years the Naturalist will be focusing on the buffer areas between residential properties and groomed parks like Timber Park. Therefore, he stated, there is more of a demand on tending to natural areas than even a couple years ago.

Commissioner Hough asked staff what their plan includes. Manager Hamilton reported staff would like to add a full-time parks department position to accommodate both the increased demand for special events during the summer season, then switch over and provide constant support to the park district Naturalist. Superintendent Cerutti stated this new position would be scheduled Friday through Monday from Memorial Day through Labor Day weekends and would perform such duties as setting up tents, shuttling picnic tables and garbage cans, and other special event preparation and support functions. He said this position and his/her 2 to 3 person seasonal crew would also be able to be in the parks on Saturdays and Sundays emptying garbage cans, picking up litter, cleaning the district's picnic shelters and restrooms and other duties as assigned during scheduled activities in the parks, including baseball, softball and soccer games and picnics.

President Cook asked about how many compensatory hours have been accumulated by the department in 2012. Manager Hamilton said he didn't have that information on hand but offered it was well in excess of 200.

Superintendent Cerutti also reported the need to provide a vehicle for this position as the present district fleet cannot accommodate even the current demand and personnel. He reported often times Manager Hamilton drives his personal truck so the parks crews can better perform the tasks required. He reported staff has investigated leasing a pick-up truck, but they are few and far between. He also looked into purchasing used vehicles, but reported his research revealed that what is available as used has high miles and is only a couple thousand dollars less than a new vehicle currently on state contract. Commissioner Carballo stated he thinks it makes more sense to purchase new versus used and that staff's proposal sounds reasonable. He agreed with staff and said there is a lot more responsibility on the district now than just two years ago with the Recreation Center, Woodglenn Park and Leask Lane. President Cook and Commissioner Hough agreed.

Director Garvy provided an update on the Parks Department Headquarters master plan project. He reported that while this is a priority, staff realized the district's financial resources are limited. He reported that Superintendent Cerutti and Manager Hamilton acknowledge those limitations and requested that consideration be given to an additional employee prior to asking for more funding for a facility expansion, citing the public will see a more direct benefit of an additional staff person versus an expanded maintenance facility. He summarized the current concept which includes constructing a dry storage facility in the vacant yard across the drive from the current headquarters. He said this structure would house vehicles and equipment. He said it would not be temperature controlled except for a single wash bay. He reported the district's technician who currently works at the River Bend Maintenance Facility would be moved into the existing parks department building where he would be closer and have better access to district vehicles and equipment. President Cook asked if Technician Puccia was by himself, to which Superintendent Cerutti answered he was. President Cook expressed concern that he was by himself and that in the event of an emergency or accident that nobody else was around. Superintendent Cerutti added that was a big reason for the expansion and re-purposing plans so he could be under the same roof as the rest of the parks department.

President Cook asked about covered materials storage. Director Garvy said that was also part of the expansion plans but at this point staff merely wanted to provide an update. Commissioner Carballo said he thinks these improvements could actually help save money in the long run by increased equipment and vehicle life. Director Garvy agreed and stated an individual wouldn't purchase an \$800 snow blower and store it on their back patio. He reiterated there is a growing amount of equipment and vehicles that are stored outside and that these expansion plans are really becoming more of a priority with each passing year. Commissioner Hough agreed and said this is really a parks maintenance issue, and if we want to continue to provide the levels of service we provide, we need to accommodate for the responsible maintenance of district equipment.

ADJOURN SPECIAL OPEN MEETING

MOTION: Commissioner Hough moved to adjourn the special meeting at 9:40 a.m. Commissioner Carballo seconded the motion. There was no further discussion and the motion passed by voice vote.