

**THE LISLE PARK DISTRICT
JOURNAL OF PROCEEDINGS
REGULAR MEETING
October 23, 2014**

I. CALL TO ORDER AND ROLL CALL: President Cook called the meeting to order at 7:03 p.m. in the Lisle Park District Recreation Multipurpose Room, 1925 Ohio Street, Lisle, IL 60532.

Director Garvy Called Roll:	Commissioners Present:	Altpeter Buchelt Cook Hough Richter
	Absent:	None
	Also Present:	
	Director	Garvy
	Superintendent of Recreation	Toohy
	Superintendent of Operations	Leone
	Superintendent of Parks	Cerutti
	Superintendent of Finance	Silver
	General Manager	Shamberg
	Golf Operations Manager	Culbertson

II. PLEDGE OF ALLEGIANCE: President Cook led those assembled in the Pledge of Allegiance.

III. PRESENTATIONS

None.

IV. PUBLIC COMMENT

None.

V. APPROVE MEETING AGENDA

MOTION: Commissioner Hough moved to approve the meeting agenda for the regular meeting for Thursday, October 23, 2014. Commissioner Buchelt seconded the motion.

VI. CONSENT AGENDA ITEMS

Motion: Commissioner Hough moved to approve consent agenda items A through E:

- A. Approve Minutes of Regular Meeting of September 18, 2014.
- B. October 23, 2014 Voucher List in the amount of \$2,719,460.02.
- C. Adopt Resolution 102314, a Resolution of the Board of Park Commissioners of the Lisle Park District, DuPage County, Illinois Approving a License Agreement with Margaret Trocki D/B/A Bee Wild Honey for a Portion of Community Park.
- D. Approve revisions to Lisle Park District Code of Conduct and Behavior Management Policy.
- E. Authorize the purchase of a replacement skid steer tractor from Martin Implement in the amount of \$42,186.25

Commissioner Buchelt seconded the motion.

Regarding the Code of Conduct policy, Commissioner Hough asked if the staff will be trained to restrain participants if need be in accordance with the policy. Superintendent Toohey stated that SEASPAR will train all full time staff and also any additional seasonal employees who work camp. Commissioner Hough stated she likes that the Code of Conduct helps in getting parents involved and opens up communication so the parents and the District are all on the same page.

Roll Call:

Ayes: Hough, Buchelt, Altpeter, Richter, Cook

Absent: None

Nays: None

Motion passed.

VIII. COMMUNICATIONS

A. Lisle Community Band

Lisle Community Band sent a thank you for the Park Districts sponsorship to their program.

B. Lisle-Woodridge Fire Protection District Certificate of Appreciation

The Park District received a certificate of appreciation from the Lisle/Woodridge Fire District for the buildings the Park District donated to their training.

Commissioner Cook shared that he received a notice that the district received the Certificate of Achievement Award from the Office of Government Finance for Scott Silver for the fiscal year ending in 2013. He thanks Scott Silver for his dedication and service to the District.

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

A. 2014 Community Park Ball Field Fencing

Superintendent Cerutti reported the bid opening for the 2014 Community Park Ball Field Fencing Project took place October 23, 2014 at 10:00am and the District had a total of four contractors submit bids the project. The low bidder was Classic Fence, Inc. from Oswego, IL.

Commissioner Hough moved to award the 2014 Community Ball Field Fencing Project to Classic Fence, Inc. of Oswego, IL for an amount not to exceed \$72,935.00.

Commissioner Richter Seconded the motion.

Roll Call:

Ayes: Hough, Richter, Altpeter, Buchelt, Cook

Absent: None

Nays: None

There was no further discussion and the motion passed unanimously by voice vote.

B. Discuss Draft of 2015 Budget

Director Garvy reported that he had provided the Board a copy of the 2015 draft budget along with a highlights memo that should identify any notable allocations in the draft budget. He said he and staff would be happy to field any questions.

Commissioner Richter asked a question regarding the status of IMRF funding.

Superintendent Silver stated the IMRF fund is 84/85% fully funded and explained his recommendation to allocate more than is required in order to fund more of the districts obligation. He said the goal of the District is to be 100% funded, which he reported should happen in about 7-8 years.

Commissioner Hough asked about the actual and projected year end numbers, to which Superintendent Silver stated the balance is shown as of the end of September.

Commissioner Cook asked about the softball numbers being down and Superintendent Toohey explained the numbers are down due to the lack of fencing in the outfield. He reported many teams prefer to play on fields with fences and that the park district will install temporary fencing during the season to attract teams that have left the district's league. Commissioner Cook asked about the Spin Class numbers and Superintendent Toohey explained those numbers are for a part year program that has just started. Mike said he expects the numbers will increase once the program gets going. Commissioner Cook also asked about the \$0 revenue for birthday party services. Superintendent Toohey reported the Birthday services are a full service party where pizza and cake are included and most rentals just want to rent the room hourly and design their own party and bring in their own food. He added staff plans on trying one more year and see if there is any interest. Commissioner Hough asked about the Museum deficit being listed at \$10,000. Superintendent Silver explained there this year's total tax revenue has not hit that fund yet. Commissioner Richter asked about vehicle and equipment replacements. Superintendent Cerutti reported there is only one vehicle scheduled for replacement in 2015. Discussion ensued regarding district's process for replacements and the success the district has had in extending the lives of many of its vehicles and equipment. We will use an auction site to sell the old vehicles.

Director Garvy reported staff will go through the budget again with a fine tooth comb and give any changes to the Board in advance of the November 13 meeting where the board will be asked to put the draft budget on public display. He added that just because there is an allocation in the budget doesn't mean it has to be spent. He stated that during the course of the year if staff or the board does not want to proceed with a specific allocation, they don't have to. He concluded by reporting that the final budget will be presented for adoption in December.

XI. STAFF REPORTS

Commissioner Hough asked General Manager Shamberg to explain what the Search Engine Optimization (SEO) and Search Engine Marketing (SEM) are in his report. He explained search engine optimization (SEO) is the process of moving the visibility of a website or a web page in a search engine's natural search results. It makes the site appear more frequently and higher on the list of search results. He added that as an Internet marketing strategy, SEM considers how search engines work, what people search for, the actual search terms or keywords typed into search engines and which search engines are preferred by their targeted audience. He credited Marketing & Communications Specialist Tiffany Kosartes with optimizing Wheatstack's website by editing its content & HTML to use specific keywords which boosts the website traffic.

XII. LISLE PARTNERS FOR PARKS FOUNDATION REPORT

Superintendent Leone reported that Lisle Partners for Parks discussed the Green Play Cost Recovery project at their last meeting. She reported the Foundation will be waiting to hear back from the park district and Director Garvy on the status Kayak Launch Grant which should happen in February or March. She also reported that the Eyes to the Skies Committee presented a check to Partners for Parks in the amount of \$39,031 for their volunteer hours during the 2014 festival.

XIII. SEASPAR REPORT

Director Garvy reported the SEASPAR Board briefly discussed accepting Lemont Park District to SEASPAR at their last meeting. He reported Lemont had voted to withdraw from Tri County Special Recreation Association and will be presenting an official request to be accepted into SEASPAR in November. Director Garvy reminded the Board that Monday, October 27th is the EAGLES Grand opening at the SEASPAR space here at the Recreation Center.

XIV. OFFICER REPORTS

A. President, Commissioner Cook

President Cook reported he attended the Chamber of Commerce meeting on the Downtown Development. He also attended the Cost Recovery Workshop meetings. Commissioner Cook stated he thought NRPA went very well. He said he went to some great sessions with good information and said it is well worth it to find out the latest trends in the field and how to incorporate the successes of other agencies here in Lisle. He explained he attended one session on pool Super Passes which allowed residents of different local communities to use pools/aquatic centers in the area under one joint co-op pass. Director Garvy stated he attended a session on community wellness where one community has partnered with its health care providers to increase the use and promote the health benefits of their local parks. Discussion ensued regarding the benefits of participating in the conference and different sessions that were attended.

B. Treasurer, Commissioner Altpeter, Financial Reports ending September 30, 2014

Superintendent Silver reported that all the funds for the District are FDIC insured and that the park district financially in good shape. He reported that the enterprise is performing better than it ever has. He added River Bend golf course will be open longer this year than last so that will hopefully result in additional revenue, as the proshop will be staffed with a skeleton crew. He complimented General Manager Shamberg for continuing to improve the performance of the restaurant and Golf Operations Manager Culbertson for her work at the golf course, too.

C. Commissioners' Reports

Commissioner Altpeter reported that she had attended Ale Fest and Monster Madness, both of which she said were great events. She stated she also attended the intergovernmental invitation to the Skybox at Benedictine for the Lisle High School football game. She also reported she attended the Village of Lisle Board meeting and watched Lisle Partners for Parks Foundation get their check. She added that she also went to some great educational sessions at the recent conference.

Commissioner Richter reported he too attended the Ale Fest and the downtown development meeting hosted by the Chamber. He said he also attended the Veterans Memorial workshop meeting and they are ready to present ideas to the Park and Village Boards. He said they are looking at the date of Thursday, December 4th for this joint meeting.

Commissioner Buchelt added that he also attended the Ale Fest and Scarecrow Scramble and said he thought the addition of jump house at Scarecrow Scramble was a nice touch.

XV. COMMITTEE REPORTS

A. Buildings and Grounds

None.

B. Recreation and Golf

None.

C. Personnel/Technology

None.

D. Policies and Procedures

None.

E. Intergovernmental

Director Garvy reported he attended the latest Intergovernmental Committee and summarized some discussion that had occurred there, including the Library reporting they have yet to determine exactly how they will proceed with replacing the director position that currently there is no Library Director. He reported district 202 will be incorporating additional security measures including key fobs for all personnel. He reported the Lisle Area Chamber of Commerce is having their Turkey Trot on November 23rd and that the Village of Lisle is pushing their volunteer program Volunteers for Lisle.

F. Finance

None.

XVI. ADJOURN OPEN MEETING

MOTION: Commissioner Hough moved to adjourn the open meeting at 8:36 p.m. Commissioner Altpeter seconded the motion. There was no further discussion and the motion passed by voice vote.