

MINUTES OF THE PUBLIC REGULAR MEETING

PLEASANT DALE PARK DISTRICT

WEDNESDAY, JUNE 11, 2014 AT 7:00 P.M.

RECREATION CENTER

7425 SOUTH WOLF ROAD, BURR RIDGE, ILLINOIS

1. Pledge of Allegiance

2. Call to Order/Roll Call: Present: Commissioners: Kevin Burke, Mark Radulski, and Ernie Moon, and Amy Podczerwinski. Also present: Executive Director Matt Russian and Attorney Vincent Cainkar.

Absent: Wade Brewer.

3. Consent Agenda items a & b Monthly Business (Items a & b on the consent agenda will be approved with one motion; Board Members with questions should call Matt prior to the meeting).

a. Minutes of the May 14, 2014 Regular Meeting

b. Financial Statements presented to the Board of Park Commissioners for May, 2014.

**MOTION**

Mr. Radulski made a motion to accept items a & b. Seconded by Ms. Podczerwinski. All Ayes. Motion passed.

4. Old Business

- 4<sup>th</sup> of July Celebration

Judy presented sheets to the Board regarding the golf outing. Seven foursomes have signed up as of today's date. The Board decided to donate a foursome to long-time volunteers from the park district soccer program. Donations are still coming in. Edgewood Valley has donated \$1,000. Staff and volunteers are being set up for the 4<sup>th</sup> of July celebration. Vendors are being lined up. Falco's Pizza has offered to be a vendor. Mr. Moon reported that the local chiropractor offered to set up a tent and offer brochures and some services during the golf outing.

- IGA with Countryside-FCGC

Mr. Burke reported that Mark, Matt, Mike Cainkar, and Maria have been working on this issue. There was discussion regarding control over the hiring and firing of personnel and official control over funds.

Mr. Radulski reported that the Board is going to give full authority to Countryside for the Flagg Creek Golf Course. They will be in charge of hiring and firing and have control over their funds. The Park District Board will still have input and be able to vote. There was further discussion regarding employees, job descriptions, hiring and firing, and the Park District Board's responsibilities.

## **MOTION**

Mr. Radulski made a motion to approve the Inter-governmental Agreement with the Flagg Creek Golf Course. Seconded by Ms. Podczerwinski. Mr. Burke, Mr. Radulski, Ms. Podczerwinski: Aye. Mr. Moon: Nay.

Motion passed.

## 5. Presentation by Hitchcock Design Group

Mr. Steve Connors gave a power-point presentation regarding the company's comprehensive planning process. He offered background regarding the company and his experience with other park districts.

He explained how the company assesses and evaluates the park district's facilities, mapping, funding, grants, and natural resources. They also use social media tools to get the public's opinion regarding recommendations and services they would like. Many factors are taken into consideration before a plan is prepared. Changing trends towards activities are also taken into consideration. Once a plan is decided upon, it can then be offered to the Park District Board regarding how it would be implemented.

Mr. Russian questioned how issues are handled with land-lock situations and smaller park districts.

Mr. Connors explained that they work with existing parks, either replacing or repairing and then set up a five or ten year plan and take the present infrastructure of the area into consideration. He also explained how and when grants are applied for, obtained, and implemented.

## 6. Ordinance 2014-1. Fiscal year 2015 Budget Approval

## **MOTION**

Mr. Radulski made a motion to approve Ordinance 2014-1, Fiscal Year 2015 Budget. Seconded by Ms. Podczerwinski. All Ayes. Motion passed.

## 7. Ordinance 2014-2. Determination of Prevailing Wage

### **MOTION**

Mr. Radulski made a motion to approve the Ordinance 2014-2 for the Prevailing Wage. Seconded by Ms. Podczerwinski. All Ayes. Motion passed.

## 8. Discussion on refunding of bonds/outstanding debt/tax levy

Mr. Vincent Cainkar explained that on December 1<sup>st</sup> of this year, the Park District has the option to call the remaining balance of the 2006 A-Bonds and refinance them at a lower interest rate. The last maturity of that bond is 2026. It's a 12-year bond. The debts annually on that bond are \$570,000 for the next 5 years, and after that it's \$525,000. Principal and interest are paid on that bond from the bond that's issued every December 1<sup>st</sup>. If you issue \$630,000 this year, your debt service payment is about \$570,000. So, there's not much left over. There is a chance to refinance them and possibly lower the payments by about \$25,000 to \$30,000 per year.

Mr. Radulski questioned whether or not they could be consolidated and be paid off from the funds of the sale of the Chalet property.

Mr. Cainkar stated that it can't be done. The Park District can issue limited bonds every year, limited by a debt service extension annually. New refunded bonds can be issued, but maximum maturity cannot exceed what the underlying issue was. The Park District may receive a more favorable interest rate of 2% to 3.25%.

At the present time the park district does not have a good rating. The general fund is supposed to pay the monies back. The reason it was never paid back is because of the Chalet. It's more important to have cash in the bank. The debt is irrelevant. They want you to have at least 25% in your general corporate fund of your yearly expenditures. Rating agencies rate you at the end of a year depending on what funds you have at the end of the year. It can be borrowed and paid back on April 29<sup>th</sup>.

Mr. Vincent Cainkar explained further how the process of the bonding works regarding interest rates and when to issue and pay funds on bonds. Nothing can be done until the audit is available. Once audits are available they can work with the rating agency. His recommendation would be to issue a 12-year bond approximately \$630,000.

Present bond rating for the Park District is A-3 with a severely limited reserve issue. The former rating of A-2 carried a negative outlook but that has been removed. Mr. Vincent Cainkar suggested waiting for the audit and

re-address the issue in September. He also suggested using the same underwriter used in the past, George K. Baum.

#### 9. Final purchase of playground equipment/installation approval

Mr. Russian reported to the Board that the date of the June 19<sup>th</sup> is set for the Kids Around the World to remove certain pieces, and the installation is scheduled for the following Monday, the 23<sup>rd</sup>. Installation should be completed during that week. Final tally was \$30,339 for equipment, and three bids were offered for the installation, lowest being \$10,360.

#### **MOTION**

Mr. Radulski made a motion to approve the purchase of the playground equipment and installation. Seconded by Mr. Moon. All Ayes. Motion passed.

#### 10. Scholarship Requests

Mr. Russian reported 2 requests for scholarships were submitted. One is a single parent, two children.

It is limited to \$1,500 per family, per year for the need for childcare, and that's extended to extra innings and day camp only. The other request is the person who has previously requested a scholarship from last September and is requesting another scholarship for the summer.

There was discussion regarding how many times or years a person can apply for scholarships. The scholarship year would be the beginning of the school year, and summer would be the end of the year. Mr. Russian stated that scholarships are limited to \$300 per family per year for general programs, and up to \$1,500 per family, per year who need child care.

Mr. Moon suggested one scholarship per year, per family.

#### **MOTION**

Mr. Radulski made a motion to approve the the 1<sup>st</sup> request for scholarship. He suggested also that the scholarship agreement be rewritten to clearly outline what the maximum is and what the terms should be. Seconded by Mr. Moon. All Ayes. Motion passed.

## **MOTION**

Mr. Radulski made a motion to approve the 2<sup>nd</sup> request for scholarship. Seconded by Ms. Podczerwinski. All Ayes. Motion passed.

### 11. Appointment of Representative to Flagg Creek Board.

Mr. Burke reported to the Board that Mr. Wade Brewer resigned from the Golf Course Board. He plans on moving, and plans on resigning. He suggested that Mr. Russian address that issue in the Agenda for next month that there will be a vacancy on the Park District Board. It was suggested to have a plaque made and presented to him at the golf outing for his years of service.

Mr. Moon and Mr. Radulski are on the Golf Course Board, and Mr. Burke offered to be on the Board again .

## **MOTION**

Mr. Radulski made a motion to appoint Mr. Burke to the Flagg Creek Golf Course Board. Seconded by Mr. Moon. All Ayes. Motion passed.

### 12. Open Forum (Limited to 15 minutes, 5 minutes per speaker)

Mr. Elie Youssef questioned the Board regarding the budget and credit card expenses, and this issue was explained by Mr. Vincent Caincar regarding the fees and transactions.

Mr. Youssef also questioned cell phone fees for some employees. Mr. Burke explained that cell phone fees go up.

Mr. Youssef questioned the Lobbyist fees. Mr. Burke explained the fees are \$900 a month. The budget may have indicated a different amount previously. At the present time it's \$900 per month.

Mr. Youssef questioned the support staff accounting. It was explained that Maria and Marcia are on the budget and may include some part-time support staff.

Mr. Youssef questioned a recommendation in September of 2013 regarding clarification of job roles.

Mr. Radulski indicated the Board's intention was to increase the details of policies and job descriptions.

There may be general descriptions given to certain jobs. Mr. Russian indicated that they have started the PDRMA review. There are only 4 full-time staff people with part-time support staff.

The write-up from the audit suggested clearly defined roles and responsibilities.

Mr. Youssef questioned the agreement with Countryside. Mr. Radulski indicated for the past ten years, the park district has had administrative duties of the golf course, but they share 50 percent of the revenue. This

Board is shifting administrative duties, including payroll, to Countryside. The only priority is to make sure that the golf course runs without any disruption.

### 13. Staff Reports

a. (Staff reports are provided as information only; Board members with questions – contact Matt prior to the meeting.)

Mr. Burke complimented Mr. Russian for taking care of the tree problem and cleaning up the area.

### 14. Additional Items

Mr. Burke stated that Mr. Molaro contacted him 3 weeks ago after a session in Springfield in a letter stating: “Attached, please find a copy of Section 30-31, House Bill 3793 to appropriate the sum of \$50,000 to the Pleasant Dale Park District. This Bill has been passed in both Chambers in the House, General Assembly and is waiting for the Governor’s signature.” Senator Jacqueline Collins also contributed her time in Springfield. We are waiting for the Governor to sign it. That’s why you have a Lobbyist in Springfield. Mr. Burke stated he didn’t think you could get a better Lobbyist than Mr. Molaro.

Mr. Moon questioned when the funds might be forthcoming. Mr. Bob Soldat indicated that Mr. Molaro would keep contacting Senator Collins to make sure that the bill is signed and will then notify Mr. Russian.

Mr. Russian indicated that Theresa who works at the front desk is going to be retiring. She is going to work the 3<sup>rd</sup> of July, which will be her last day. She has been here 15 years. Mr. Burke suggested to have a small luncheon and also a monetary gift of \$250. He also suggested Mr. Russian compile a letter to attach to the monetary gift.

**MOTION**

Mr. Burke made a motion to make a monetary gift of \$250 to Theresa. Seconded by Mr. Radulski. All Ayes. Motion passed. ‘

Mr. Russian suggested having a panoramic photographer available for the 3<sup>rd</sup> Fireworks Celebration up on the roof or a lift.

Mr. Russian also reported they have a couple of entries for a youth from the area to sing the National Anthem for the July celebration.

15. Executive session (if necessary)

16. Hiring and firing of personnel (nothing heard)

17. Adjournment

**MOTION**

Mr. Moon made a motion to adjourn. Seconded by Mr. Radulski. All ayes. Motion passed.

(Whereupon the Meeting ended at 8:48 p.m.)

Reported by Carmella Traverso