

MINUTES OF THE PUBLIC REGULAR MEETING  
PLEASANT DALE PARK DISTRICT  
WEDNESDAY, SEPTEMBER 11, 2013 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, Wade Brewer and Ernie Moon. Director Katherine Parker & Attorney Michael Cainkar.  
Absent: Amy Podczerwinski.

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

- a. Minutes of August 14, 2013 Regular Meeting
- b. Financial Statements presented to the Board of Park Commissioners for July 2013.

**MOTION**

Mr. Radulski made a motion to pass items a & b. Seconded by Mr. Brewer. All Ayes. Motion passed.

4. Old Business

- a. Chalet update.

It was reported that the Realtor had a showing and contractors were looking at the property. There was discussion regarding the reduction in the sales price of the Chalet, and Attorney Cainkar suggested that the Board go into Executive Session regarding the Chalet.

5. New Business

Mr. Burke indicated that he and Mr. Radulski have been talking to and were instructed by the auditors to establish policies and procedures and job descriptions in writing, and there is also a need for checks and balances. Policies will be written up followed by staff meetings.

Mr. Radulski added that this would eliminate any grey areas and they will then have a clear definition of procedures and responsibilities. This should help eliminate any confusion regarding roles and functions with relation to job descriptions. It will establish policies and procedures. This will be an in-house project with input from current employees and staff and management. Rules and procedures need to be clearly established.

Mr. Moon questioned who will be in charge of writing those descriptions?

Mr. Radulski indicated they are in the process of establishing this by using a current staff member as a project manager to work with current employees to get their input and ultimately everything that they come up with will be presented to the Board for approval.

Mr. Moon questioned as project manager whether that would be Ms. Parker's responsibility since she is the director.

Mr. Radulski stated that since the park district is going to own it, it would be beneficial to have the CPA work with Ms. Parker. Management and employees are going to own the policy and follow it. We are going to approve it, and ultimately, the Director will enforce this.

Every single person here who has a job function and everybody who is consistent staff worker will have a say and have input. The employees here who have job experience will have input and will clearly define what the job functions are. Another benefit to the Park would be if somebody leaves a job, a new person can step and know what the responsibilities of that job will be. It will be clearly defined as to what the scope of that job function is.

Mr. Moon mentioned he received a letter from Willow Springs Lyons Club requesting monies from the park district to take out an ad in their booklet. It has been done in the past, and the amount requested was for \$100

#### **MOTION**

Mr. Radulski made a motion to take an ad in the Willow Springs Lyons Club Booklet in the amount of \$600. Seconded by Mr. Brewer. All Ayes. Motion passed.

#### **6. Open Forum**

Mr. Elie Youssef questioned the progress of construction on Willow Springs Hess property.

Mr. Burke indicated that there is no construction on the Hess property. There was a Bobcat which was used to clear up some brush and light debris. Volunteers from Lyons Township helped clean up the area.

Mr. Youssef questioned the Board regarding the \$50,000 talked about at last month's meeting as to whether it was received from the State as yet.

Mr. Bob Soldat from Mr. Molaro's office indicated it is very close to being completed.

Mr. Radulski indicated that unfortunately the political world moves at slower pace than they would like it to.

Mr. Youssef questioned the progress on the new preschool. How many students are enrolled and how many were enrolled last year?

Ms. Parker indicated that the Preschool program started last week, with 14 students enrolled and a possibility of 2 more. The Jolly Phonics Program has been implemented to help children learn sounds through songs. Ms. Parker will check into the enrollment from last year.

7. Staff Reports (Nothing Heard)
8. Additional Items (Nothing Heard)
9. Executive Session

**MOTION**

Mr. Brewer made a motion to go into Executive Session to discuss the sales price of the Chalet. Mr. Moon also made a motion to go into Executive Session to discuss hiring and firing of personnel. Seconded by Mr. Radulski. All Ayes. Motion passed.

(Whereupon the Board went into Executive Session at approximately 7:15 P.M.)

(Whereupon the Board came out of Executive Session at approximately 7:35 P.M.)

10. Hiring and firing of personnel (Nothing Heard)
11. Adjournment.

**MOTION**

Mr. Brewer made a motion to adjourn. Seconded by Mr. Moon. All Ayes. Motion passed.

(Whereupon the Meeting and Executive Session ended at approximately 7:35 P.M.)

Reported by Carmella Traverso