



**FOX VALLEY PARK DISTRICT
BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
December 14, 2015
Prisco Community Center
150 W. Illinois Avenue, Aurora
6:00 p.m.**

1.0 CALL MEETING TO ORDER

President Vaughan called the meeting to order at 6:00 p.m.

2.0 PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3.0 ROLL CALL

The following members of the Board of Trustees were present: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins. A quorum was present. Also present: Executive Director Jim Pilmer, Attorney Gerald Hodge, administrative staff and guests.

4.0 ADDENDA TO THE AGENDA

Alex Alexandrou requested an addendum be added to the agenda as item 11.6 regarding a third amendment to the lease with the Athletic & Therapeutic Institute of Naperville, LLC.

5.0 CONSENT AGENDA

Alex Alexandrou motioned, Chuck Anderson seconded and the board unanimously approved the consent agenda items. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

5.1 Approve the Open Session meeting minutes of 11/09/15.

5.2 Approve payables 11/30/15 in the amount of \$1,301,400.41.

5.3 Approve statement of estimated revenues and expenses for period ending 10/31/15.

5.4 Approve Executive Director, Department Heads and other reports.

5.5 Capital projects permitting fees and charges, cost summaries and project bid schedule report.

5.6 Approve 2016 Board of Trustees meeting dates.

5.7 Approve appointment of Jim Pilmer as Fox Valley Park District delegate and Bob Vaughan as alternate at the Annual Business Meeting of the Illinois Association of Park Districts

6.0 PRESENTATIONS AND SPECIAL RECOGNITION

6.1 Special recognition award for FVPD officers who saved a life.

Chief of Park Police and Public Safety Mark Johnson recognized two park police officers, Cherese Spears and Larry Stefanski, for saving the life of a man who collapsed on a park district trail. Police were called to the scene after a man collapsed and went into cardiac arrest. Officer Spears and Sergeant Stefanski

arrived on the scene, applied an AED and revived the man who was then transported to the hospital. The man recovered. Chief Johnson said without a doubt Officer Spears and Sergeant Stefanski are the reason the man is alive today. President Vaughan presented each officer with a plaque recognizing them for their actions.

7.0 PUBLIC COMMENT – None presented.

8.0 ATTORNEY BUSINESS – None presented.

9.0 EXECUTIVE DIRECTOR BUSINESS

9.1 Fox Valley Park Foundation Memorial Program

Executive Director Pilmer discussed the Fox Valley Park Foundation Memorial Program. It is a way for people to memorialize their loved ones who have passed. Currently, there is a cross that has been erected in the right-of-way at Prisco Community Center in memory of a young man who was killed on the property. Director Pilmer said he will have the cross removed after three months and follow that same procedure in any future instances. If the family calls with questions about the removal, they will be given information regarding the Memorial Program.

9.2 Legislative Correspondence

Executive Director Pilmer informed the board that he sent letters regarding suspended grants with the State of Illinois to Reps. Steve Andersson and Keith Wheeler. Rachel Ossyra asked why letters were sent to these particular representatives. Director Pilmer said it was because these representatives are on the Appropriations Committee. The letters requested their assistance in tracking the grants and having the funds released to the park district.

9.3 Board Brief Items

Executive Director Pilmer informed the board that they would regularly receive Board Briefs as a new mode of communication. These will highlight activities in each department.

9.4 Winter Staff Meeting & Annual Holiday Luncheon

- December 16, 10a.m. – 1 p.m.
- Full-time and part-time IMRF staff

Executive Director Pilmer invited the board to the All Staff meeting and luncheon on December 16. Director Pilmer recognized Sandie Gilmer for her work at Blackberry Farm; Holiday Express has had more than 6300 guests during the weekends of December 4-6 and December 11-13. He also recognized the park district police department for their efforts over the past 14 years in collecting toys for the Toys for Tots program.

10.0 CONTINUED BUSINESS – None presented.

11.0 NEW BUSINESS

11.1 Approve Ordinance #15-466 to change the current fiscal year of May 1 through April 30 to January 1 through December 31 beginning 2017.

Diana Erickson began with informing the board there will be a new numbering system for ordinances; all ordinance numbers will now begin with the year the ordinance is approved, followed by a hyphen and the ordinance number. This will make it easier to find an ordinance for review.

The last fiscal year change occurred in 1984 beginning May 1 and ending April 30. Diana proposed changing the fiscal year to a calendar year beginning January 2017. Some of the benefits of this change are: better matching of expenditures with revenue for the tax levy; better cutoff for end of year W-2 payroll processing and reporting; align IMRF reporting with GASB 68 pension requirements; and allows more time for construction bidding and planning resulting in possible savings with early contact awards. Rachel Ossyra asked what risks there might be. Diana replied the only risk would be the budgeting process during the 8-month transition period in 2016; staff would need to be careful when preparing their

budgets.

Cynthia Penne motioned, Denny Wiggins seconded and the board unanimously approved Ordinance #15-466 to change the current fiscal year of May 1 through April 30 to January 1 through December 31 beginning 2017. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.2 Approve 2015 Tax Levy Ordinance No. 15-467 in the amount of \$22,063,996.

Diana Erickson recommended a tax levy of \$22,063,996. She told the board this is a zero percent increase and the fifth year of a flat tax levy.

Rachel Ossyra motioned, Alex Alexandrou seconded and the board unanimously approved the 2015 Tax Levy Ordinance No. 15-467 in the amount of \$22,063,996. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.3 Approval to enter into a contract with the Old Second National Bank for merchant card services.

Diana Erickson reported to the board that the current contract with Citibank for merchant card processing services expired in August 2015. Last year the district paid approximately \$146,000 in fees for merchant card processing. The district went out to bid and received seven qualified quotations. Old Second National Bank submitted a quote that will save the district approximately \$36,000 per year in fees. The rate is \$.08 per \$100. Rachel Ossyra asked if there was a table of fees for the board to review. Diana said she has a table but it was very long to attach to the memo. Rachel asked why Old Second was chosen versus the other lowest bidder. Diana replied Old Second had better proximity; the other low bidder is located in Zion. She also said Citibank had bad customer service and noted they did not submit a bid again. Denny Wiggins motioned, Chuck Anderson seconded and the board unanimously approved entering into a contract with the Old Second National Bank for merchant card services. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.4 Approve the purchase of fitness equipment from bids received for Vaughan Athletic Center in the total amount of \$101,884 less approximate trade in value for a net of \$87,240.

Rachel Ossyra noted the recommended equipment is the most expensive; why? Diana Erickson said the costs include a maintenance program; the lowest bid does not. She also said there were numerous complaints regarding the stair climbers. Jordan Real said the screens on the stair climbers and treadmills were easily broken and constantly out of service. She added that maintenance costs, time that broken equipment is out of service and client satisfaction were also a factor in the decision. Rachel Ossyra asked if the district is required to go with the lowest bid; the way it's presented on paper, the district is choosing the highest bid. Attorney Hodge said the district is obligated to go with the lowest responsible/responsive bid. Alex Alexandrou asked if the equipment chosen is a higher quality for \$14,000 more; Jordan said, yes, it is. Rachel Ossyra motioned, Theodia Gillespie seconded and the board unanimously approved the purchase of fitness equipment from bids received for Vaughan Athletic Center in the total amount of \$101,884 less approximate trade in value for a new net of \$93,659.12. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.5 Approve Jeff Ellis Management contracts as presented.

Jaime Ijams reported to the board that the amendment presented extends the outdoor aquatics agreement with Jeff Ellis Management (JEM) for three years; there will be no increase in management or labor. An analysis was done to determine the feasibility of the district operating aquatics in-house. Outsourcing to JEM will save the district approximately \$3,000 - \$5,000 annually.

Jaime also recommended the board approve an 8-month extension of May – December 2016 to the agreement with JEM to oversee operations at the Vaughan Athletic Center. The annual management fee will be waived during that 8-month period. Labor fees will increase during that same period to \$326,016, but program revenue will be divided 60 percent JEM/40 percent FVPD. Jaime said this agreement allows JEM to be more competitive in the market as they are currently paying staff below market salaries. Director Pilmer said a memo will be forthcoming providing a timeline; pricing is to be negotiated. This

allows the district to plan for 2017. Bob Vaughan asked who does all the scheduling; Jaime said the Fox Valley Park District. Cynthia Penne stressed she wanted to make sure Special Rec. will not lose pool time at the VAC.

Chuck Anderson motioned, Denny Wiggins seconded and the board unanimously approved the Jeff Ellis Management contracts as presented. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.6 Addenda to the agenda regarding a third amendment to the lease with the Athletic & Therapeutic Institute of Naperville, LLC.

Executive Director Pilmer reported to the board that an agreement was reached between Athletic & Therapeutic Institute of Naperville (ATI) to extend the current lease of space at the Vaughan Athletic Center (VAC) for six months to expire October 31, 2016. This will allow time to negotiate a relocation of ATI to a different space at the VAC. Director Pilmer said ATI pays good rent and their presence is an opportunity to sign new members at the facility. ATI would like to expand their operations; the VAC is their number-one location. Director Pilmer commented this may possibly lead to locations at Prisco and Eola Community Centers. Alex Alexandrou motioned and Denny Wiggins seconded. Before the vote was taken, Rachel Ossyra asked Attorney Hodge if it was legal for the board to approve an addenda to the agenda. Attorney Hodge replied yes, but it is not something that should be done habitually. A vote was taken and the board unanimously approved the Third Amendment to Lease between the Fox Valley Park District and Athletic & Therapeutic Institute of Naperville, LLC, extending the term of the lease such that the expiration date of the lease shall be October 31, 2016. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

12.0 CLOSED SESSION

Theodia Gillespie motioned, Rachel Ossyra seconded and the board unanimously approved concluding the open session at 6:40 p.m. and moving into closed session for the reasons stated on the agenda. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

13.0 RETURN TO OPEN SESSION

Rachel Ossyra motioned, Cynthia Penne seconded and the board unanimously approved by voice vote to return to open session at 8:25 p.m.

13.1 Approve Closed Session Minutes from 11/09/15.

Alex Alexandrou motioned, Rachel Ossyra seconded and the board unanimously approved by voice vote the Closed Session Minutes from November 9, 2015.

14.0 ADJOURNMENT

Denny Wiggins motioned, Alex Alexandrou seconded, and the board unanimously approved by voice vote to adjourn at 8:26 p.m.

Respectfully Submitted By,

Arlene Kallien
Assistant Board Secretary/Recorder



Cynthia Penne, Secretary
Board of Trustees