



**FOX VALLEY PARK DISTRICT
BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
May 9, 2016
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 – None presented.

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 following meeting minutes:

- Budget and appropriation public hearing of 04/11/16
- Open session Board of Trustees meeting of 04/11/16

5.2 Approve payables 04/30/16 in the amount of \$1,218,738.34.

5.3 Approve statement of estimated revenues and expenses for period ending 03/31/16.

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 the purchase of one Atlas Bobcat 3650 utility vehicle and broom attachment from Atlas Bobcat for the price of \$27,023.00.

5.7 Approve the bid in the amount of \$0.09 per gallon mark-up for unleaded fuel, \$0.12 per gallon mark-up for bio-diesel fuel, \$0.12 per gallon mark-up for diesel off-road fuel and \$0.03 per gallon for diesel winter additive from Feece Oil Company, Minooka, Illinois for the District's annual fuel purchase.

- 5.8 Approve the License Agreement between the Fox Valley Park District and Sandie Gilmer for the use of the Blackberry Farm single family residential home.
- 5.9 Approve the Second Amendment to the License Agreement and Second Amendment to the Memorandum of License Agreement between the Fox Valley Park District and American Towers LLC for revisions to the Access Easement Legal Description.

6.0 PRESENTATIONS AND SPECIAL RECOGNITION

6.1 Recognition of Volunteers

Dan Leahy publicly recognized the 150-plus volunteers for their time spent during the Eighth Annual Spring Spruce-Up Event held on April 2. He said during Earth Month in April there were collectively more than 300 volunteers who donated their time toward the clean-up efforts. Dan presented formal proclamations in honor of all the volunteers and their efforts to keep our community clean. The following groups were invited to have their pictures taken with Board President Bob Vaughan: Aurora University, Waubensee Community College, Cub Scout Pack 443, and Kiwanis Club. Executive Director Jim Pilmer thanked all the volunteers for the hours they put in; total accumulated volunteer hours were close to 2000 for the Spring Spruce-Up. He also thanked the park district's Community Outreach Coordinator Debbie Smith.

7.0 PUBLIC COMMENT – None presented.

8.0 ATTORNEY BUSINESS – Attorney Hodge gave a preview of agenda item 11.1; every year the Rules of Order must be reviewed. There were a few references to the Committee of the Whole that were removed. Additionally, the fiscal year has been changed to a calendar year.

9.0 EXECUTIVE DIRECTOR BUSINESS

9.1 Executive Director's Report

Director Pilmer presented the budget book "Time of Transition" that covers the next eight months. He gave district maps to all board members conveying district boundaries and park properties. Director Pilmer informed the board of a change in registration procedures for the NRPA Conference to be held in October. He updated the board about the IAPD Legislative Conference that was held May 3-4. He met with some legislators and discussed the impact of the property tax freeze. He also spoke about the sweeping of \$2 million in park money and the sweeping of \$800,000 in OSLAD money; the state is using that money to pay bills. The state is giving the go-ahead to begin working on planned projects, but with the stipulation that there are no guarantees of reimbursement.

Director Pilmer directed the board's attention to handouts from Cathy Schwieger regarding Golf for Kids. She supplied information that the board can give to friends, family and residents regarding the Golf for Kids benefit. He noted that Cathy has exceeded sponsorship revenues at this point in time in comparison to past years.

Director Pilmer told the board that the park district will be sponsoring two locations of National Night Out on August 2 – Greenfield Park and Copley 2. He also reported that staff presented a magnolia tree to the Friendly Center and daycare for Arbor Day.

He introduced Trustee Cynthia Penne who presented to the board an update on her meeting with the Fox Valley Special Recreation Assoc. She met with other representatives, including Geneva, St. Charles, South Elgin, Oswego and Sugar Grove. Discussion at the meeting included long-term planning and where the FVSRA sees themselves in five years. The FVSRA would like to see the park districts become more inclusive.

Director Pilmer informed the board that the district went “live” with the new RecTrac registration software on May 7. He introduced Jaime Ijams to report on the details. Jaime said the summer registrations with RecTrac were a huge success. This project began about 18 months ago in December of 2014. The board gave approval in June 2015 to enter into negotiations with Vermont Systems. After negotiations and collection of data, key staff spent the past four months, beginning in January, working on implementation of the new RecTrac software. All of this was done in addition to their regular full-time jobs. She commended them on a job well-done. Director Pilmer thanked Jaime and her staff.

10.0 CONTINUED BUSINESS – None presented.

11.0 NEW BUSINESS

11.1 Annual review and approval of Rules of Order, Policies and Operational Procedures for the Fox Valley Park District Board of Trustees.

Denny Wiggins motioned, Cynthia Penne seconded and the board unanimously approved the Rules of Order, Policies and Operational Procedures for the Fox Valley Park District Board of Trustees. 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 Elect and appoint Board of Trustee officers for 2016

Bob Vaughan advised the board to delay action on this agenda item to the end of the meeting.

11.3 Approve the bid submitted by Hacienda Landscaping, Inc. for the construction of the Washington Park playground improvements in the amount of \$216,053.40.

Jeff Palmquist advised the board that following the board approval of the concept plan of the Washington Park playground, a bid packet was developed and put out to bid. It’s an FY2016 funded project. This was very favorable to the district as indicated on the bid tab. Staff scrutinized all bids in terms of scoping, reviewing the prevailing wage obligations, and the contractors providing prevailing wage certified payrolls. Hacienda has done good work for the district in the past and staff recommends approving their low bid. Jeff said the plans for the park improvements surpass the ADA minimum requirements. Alex Alexandrou motioned, Rachel Ossyra seconded and the board unanimously approved the bid submitted by Hacienda Landscaping, Inc. for the construction of the Washington Park playground improvements in the amount of \$216,053.40. 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 bid in the amount of \$292,000.00 submitted by Mechanical Concepts of Illinois, Inc. for the replacement of the leisure pool roof top mechanical unit at the Vaughan Athletic Center.

Jeff Palmquist advised the board that there are three rooftop units above the aquatics facility at the Vaughan Center. There has been premature wear of the unit above the leisure pool. The district hired Kluber to do an assessment and develop a recommended unit and bid package. Annexair was identified as the preferred replacement unit. It is designed for full automation and can be programmed accordingly. Mechanical Concepts, who submitted the lowest responsible, responsive bid, is new to the district but Kluber has worked with them and can recommend them. They are also recommended by other owners who have worked with them and have had good experiences with them. Alex Alexandrou motioned, Cynthia Penne seconded and the board unanimously approved the bid in the amount of \$292,000.00 submitted by Mechanical Concepts of Illinois, Inc. for the replacement of the leisure pool roof top mechanical unit at the Vaughan Athletic Center.. 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 the Resolution Authorizing and Directing the Executive Director to work with the DuPage Monarch Project to improve and increase available Monarch habitat.

Jeff Palmquist informed the board that the Sierra Club of DuPage approached the park district regarding the DuPage Monarch Project. They are creating a Monarch habitat network. The park district is happy to present a resolution of endorsement to the Board of Trustees. The most immediate project identified is the Waubonsie Lake dredging. That has a restoration component. This allows the park district to ensure there is a certain percentage of Milkweed planted which will provide the appropriate habitat for Monarch butterflies. The park district can then

get the site registered on the National Monarch Waystation site. This resolution gives the executive director the authority to continue with that pursuit. Chuck Anderson motioned, Theodia Gillespie seconded and the board unanimously approved the resolution authorizing and directing the executive director to work with the DuPage Monarch Project to improve and increase available Monarch habitat. 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 Approve the bid in the amount of \$239,280.00 submitted by Evans and Son Blacktop, Inc. for District-wide asphalt paving.

Jeff Palmquist said the district had a very good competitive bid and this project is indicative of a new way of looking at things. The last project like this was in August and as a result of that late bid, there was only one bidder and the number was quite high. This time the process was more collaborative. Additionally, staff tried to target and batch more specific smaller areas that needed treatment instead of doing long stretches. Evans and Son specialize in this sort of work as opposed to larger roadway and parking lot projects. They have worked with the park district in the past and do very good work. Cynthia Penne motioned, Alex Alexandrou seconded and the board unanimously approved the bid in the amount of \$239,280.00 submitted by Evans and Son Blacktop, Inc. for District-wide asphalt paving. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.7 Approve the License Agreement between the Fox Valley Park District and Rocktown Adventures LLC for the use of Jericho Lake Park for organized paddle sport activities.

Jeff Palmquist told the board that this agreement will, in the short term, establish a relationship with Rocktown to permit them, with proper procedures, to utilize Jericho Lake for a variety of canoe/kayak and paddle boarding activities. They have various safety and kayak fishing classes. Rocktown estimates there will be about a \$7,000 gross revenue of which Rocktown will pay the district 15 percent. This agreement is modeled after the district's agreement with the electric boat vendor. Denny Wiggins asked if there is a liability to the park district. Director Pilmer said Rocktown has to carry insurance. Attorney Hodge added that Rocktown has to indemnify and hold the park district harmless, and provide a certificate of insurance naming the district as additional insured. Jeff said there is also a detail in the agreement requiring use of a floatation device/life jacket for all participants, for all activities. Attorney Hodge said there is also an early termination provision if the district needs to opt out. Chuck Anderson motioned, Alex Alexandrou seconded and the board unanimously approved the license agreement between the Fox Valley Park District and Rocktown Adventures LLC for the use of Jericho Lake Park for organized paddle sport activities. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

11.8 Approve the resolution granting seven event detours for performances at RiverEdge Park.

Jeff Palmquist said Tim Rater of the Paramount Theater contacted the park district regarding seven dates that he identified as possibly drawing capacity crowds at RiverEdge Park which would require closure of the trail and a short-term detour around the closed section. Jeff said these closures are not definite and they may not need all seven closures, depending on ticket sales. Seven events would be the maximum anticipated closures for the season. Denny Wiggins motioned, Rachel Ossyra seconded and the board unanimously approved the resolution granting seven event detours for performances at RiverEdge Park. Roll call – voting Aye: Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; Alex Alexandrou recused himself from voting; voting Nay: none. Motion carried.

11.9 Approve the execution of the Miner Electronics Motorola five-year Professional Services Agreement in the amount not to exceed \$475,352.27, for District-wide two-way radio communication, including group talk, access control and GPS.

Jon Michael gave an update on the radio communication solution that the district has been developing. He said the district has used an analog two-way communication system for over 30 years. About three years ago the operations department made an attempt to innovate the solution by moving it over to a cellular-based handheld solution, which was very ineffective. Also, additional legislation was passed that prohibited use of handheld devices while operating a motor vehicle. A team was assembled to analyze the current system with Miner Electronics, the district's current Motorola vendor. The team's consensus was to proceed with a digital upgrade. New functions that could be administered with a digital upgrade include talk groups, access control and GPS. Miner Electronics maintains the district's current system, as well as administers the function of FCC license

administration. This upgrade and additional functionality will allow the district to communicate and perform effectively. Director Pilmer added that in certain areas of the district there are dead spots making it difficult to contact employees. This will allow interdepartmental communication and contact throughout the district. This five-year contract will keep the district current with its equipment. Alex Alexandrou asked about the GPS component; will managers be able to access a website to see where the locations of the radios are. Jon said yes, Motorola is in partnership with a web-based system where they will be able to define the zones and all the particulars of that. Alex asked if it is a combination of handheld radios, as well as equipment installed in trucks. Jon said they will be all handheld except for the 12 police squad cars will have them installed. Alex asked if there will be a one-touch panic button which will allow operations to know immediately if there is a problem. Jon said yes, and there is also software that allows the district to monitor the emergency call with regards to location of the call and who the call is coming from. Cynthia Penne expressed concern that communication could be intercepted. Jon said there would be no cross-traffic; that it would be a dedicated digital channel administered through the district's FCC license. It would be an open channel that could be listened to but there will be no interference.

Alex Alexandrou motioned, Denny Wiggins seconded and the board unanimously approved the execution of the Miner Electronics Motorola five-year Professional Services Agreement in the amount not to exceed \$475,352.27, for District-wide two-way radio communication, including group talk, access control and GPS. Roll call – voting Aye: Alex Alexandrou, Chuck Anderson, Theodia Gillespie, Rachel Ossyra, Cynthia Penne, Bob Vaughan and Denny Wiggins; voting Nay: none. Motion carried.

Director Pilmer added to his Executive Director's Report; he recognized the district's police department and Chief Johnson; in early April, they were reaccredited as a CALEA law enforcement agency. Chief Johnson told the board this was the department's third reaccreditation from CALEA. He said there are 1,150 police departments in the state of Illinois, of which 44 are accredited. To receive accreditation, there are 189 standards that need to be developed. The Fox Valley Police Department is the smallest department internationally to have attained accreditation.

Alex Alexandrou commented on the board packet and the reports that it contains; he commended district staff on the recent savings that have added up against budget. As examples, the Washington Park project saw a savings of almost \$44,000 under budget; the mechanical project at the VAC is almost \$120,000; the paving project at \$95,000. Alex said if you add in savings from the last meeting, there is a total of almost \$350,000 in savings below budget. Alex said he wanted to state publicly that the board very much appreciates that work.

11.2 Elect and appoint Board of Trustee officers for 2016

Denny Wiggins motioned, Theodia Gillespie seconded and the board unanimously approved the election and appointment of the following Board of Trustee officers for 2016: President, Chuck Anderson; Vice President, Alex Alexandrou; Secretary, Cynthia Penne; Treasurer, Rachel Ossyra. 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

Rachel Ossyra motioned, Cynthia Penne seconded and the board unanimously approved concluding the open session at 7:00 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

Bob Vaughan motioned, Rachel Ossyra seconded and the board unanimously approved by voice vote to return to open session at 8:08 p.m.

13.1 Approve Closed Session Minutes from 04/11/16.

Bob Vaughan motioned, Rachel Ossyra seconded and the board unanimously approved the Closed Session Minutes from April 11, 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.

14.0 ADJOURNMENT

Denny Wiggins motioned, Rachel Ossyra seconded, and the board unanimously approved by voice vote to adjourn at 8:10 p.m.

Respectfully Submitted By:

Arlene Kallien

Assistant Board Secretary/Clerk of the Board