



**FOX VALLEY PARK DISTRICT
BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
September 12, 2016
Prisco Community Center
150 W. Illinois Avenue, Aurora
6:00 p.m.**

1.0 CALL MEETING TO ORDER

President Anderson 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

Director Pilmer requested removing item 5.11 from the consent agenda to be placed on the October 2016 open session agenda.

5.0 CONSENT AGENDA

Rachel Ossyra motioned, Cynthia Penne seconded and the board unanimously approved the consent agenda items, with the exception of item 5.11, which will be delayed to the October 2016 open session meeting. 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 meeting minutes from the following:

- Open session 08/08/16
- Open session Special Meeting 08/10/16
- Open session Special Meeting 08/15/16

5.2 Approve payables 08/31/16 in the amount of \$1,661,456.77.

5.3 Approve statement of estimated revenues and expenses for period ending 07/31/16.

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 Ventrac tractor from Burriss Equipment in the amount of \$59,980.06.

5.7 Approve the bid submitted by Wilkinson Excavating for the construction of the Eola ball field improvements in the amount of \$66,000.

- 5.8 Approve the purchase of CFAWin and ShopFloor Software from CFA Software, Inc. in the amount of \$46,700.
- 5.9 Approve the bid submitted by Direct Fitness Solutions for the purchase of Precor treadmills and ellipticals for Eola Community Center in the amount of \$37,125.
- 5.10 Approve the bid submitted by R.C. Wegman Construction Company, Inc., for renovation of the Eola Community Center ball field restrooms in the amount of \$57,200.00.
- ~~5.11 Approve Lease agreement between Fox Valley Special Recreation Association and Fox Valley Park District for use of Room 112 at Prisco Community Center pending FVSRA approval. Motion delayed until the October 2016 open session meeting.~~

6.0 PRESENTATIONS AND SPECIAL RECOGNITION

6.1 Recognition of GFK Committee Chairpersons Jane Miller and John Philipchuck
 Director Pilmer recognized John Philipchuck and Jane Miller as the co-chairpersons of the 22nd Annual Golf for Kids outing that was held in June 2016. John joined the GFK committee as co-chair 22 years ago. Jane joined in 2016. Director Pilmer wanted to show his appreciation to John and Jane for their hard work on the 2016 event which netted \$50,000 for the Park Foundation. John Philipchuck said it has been a privilege to serve the kids from the area. He has enjoyed the years he has volunteered.

6.2 Recognition of Blackberry Farm’s Special Events Intern Sarah Wais
 Sandie Gilmer recognized Sarah Wais who started at Blackberry Farm as the event intern. Sarah worked hard with much enthusiasm to help make the events very successful. Sandie said Sarah will do great on her future endeavors. Sarah thanked the board for overseeing such a great organization and for the opportunity to work as an intern. She said she learned a lot, and thanked Sandie for her help and guidance.

6.3 Recognition of Red Oak Nature Center’s Intern Zach Butcher
 Margaret Gazdacka said she has known Zach Butcher since 2008 when he volunteered at Red Oak Nature Center. She said Zach has been a blessing to have at the nature center. Zach did camps with children ranging in ages from 2-12. He had a wide range of responsibilities and was excellent at his job. Margaret thanked Zach for a fantastic summer and said it was great having him as an intern.

7.0 PUBLIC COMMENT – None presented.

8.0 ATTORNEY BUSINESS

Attorney Hodge told the board that in closed session he will cover the resolution on the settlement of the litigation involving the parking easement near Copley I. After returning from closed session, he will ask the board to approve the resolution.

9.0 EXECUTIVE DIRECTOR BUSINESS

9.1 Executive Director’s Report

Director Pilmer said August was a very busy month. He said it was a joy to attend Bug Fest, the Back-to-School Bash at Dr. Martin Luther King, Jr. Park, Princess Fair Tale Wedding. He saw a production of Alice in Wonderland, went to the Amazing Race and National Night Out, Montgomery Fest and North Aurora Days. He said the success of these programs is due to the pride of the employees of the Fox Valley Park District. They provide collaborative services and volunteer in their off-hours. He noted that the Eola Center hosted the Quad County Urban League in a partnership discussion with other agencies about the state of our youth and community. He thanked Ivan Chambers for hosting the event.

Director Pilmer said he met with the Fox Valley Junior Golf Academy, formerly The First Tee. They presented Director Pilmer with a report of their activities for the year. They discussed the possibility of becoming part of the park district's recreation department with the premise that they would serve more youth in the community. He is in discussions with the Kids Golf Foundation to begin using their curriculum and building youth golf as a year-round recreation program at Orchard Valley and at the community center. More information will be forthcoming.

Director Pilmer met with Tim Rater to discuss opportunities for the Civic Center Authority and the park district to build a partnership in the arts community.

Director Pilmer directed the attention of the board to packets for the upcoming 2017 consolidated elections. The packets are available for pickup at the Cole Center for anyone interested in being a candidate in the election for trustees of the Fox Valley Park District board.

Director Pilmer reminded the board that the October Board of Trustees meeting will be one week later on October 17 due to the Columbus Day holiday. He also told the board that the November meeting falls late in the month on November 14.

Director Pilmer recognized Jon Michael for completing his graduate studies, earning a Master of Business Administration from Aurora University.

10.0 CONTINUED BUSINESS – None presented.

11.0 NEW BUSINESS

11.1 Approve the proposal submitted by WBK Engineering, Inc. for professional engineering services for the Blackhawk Street park improvements for an amount not to exceed \$31,300.00.

Jeff Palmquist told the board that the 2016 budget allocated money for the development of the park site at Blackhawk and Galena Boulevard. The park district obtained the land upon approval by the board of a land conveyance agreement between the City of Aurora and the Park District. The design team needs two areas of expertise: civil engineering and a design and landscape architect. Jeff said the number in the attached proposal is a reasonable amount.

Denny Wiggins motioned and Bob Vaughan seconded. Bob Vaughan noted, in regard to Task 4 in the proposal, that the site was probably 85 percent impervious before the demolition of the school, parking lot and playground. He asked if the park district would receive any credit concerning the “fee-in-lieu of” stormwater detention section of the proposal. Jeff said the district would advocate for that when conversations begin.

The board unanimously approved the proposal submitted by WBK Engineering, Inc. for professional engineering services for the Blackhawk Street park improvements for an amount not to exceed \$31,300.00. 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 the proposal submitted by Design Perspectives, Inc. for professional design services for the Blackhawk Street park improvements for an amount not to exceed \$79,500.00.

Jeff Palmquist said the district assembled the same consulting team as the city did for McCarty Park. He had Design Perspectives quote two fees, as outlined in his memo. He said in order to do a water feature of the magnitude of McCarty would require a recirculating water system, which would cost approximately \$250,000. A smaller, simpler water element could be accomplished for a fee of \$38,500.

Director Pilmer said the district does envision a water feature at this park similar to the splash pad that was installed at Dr. Martin Luther King Jr. Park.

Cynthia Penne motioned, Rachel Ossyra seconded and the board unanimously approved the proposal submitted by Design Perspectives, Inc. for professional design services for the Blackhawk Street park improvements for an amount not to exceed \$79,500.00. 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 Approve the base bid in the amount of \$221,710 and Alternate 1 in the amount of \$36,425 submitted by George’s Landscaping, Inc. for the construction of the Barrington Lake Park playground improvements.

Jeff Palmquist told the board that the results of the bidding for the Barrington Lake Park playground improvements are shown on the bid tab. Staff’s recommendation is to approve the base bid and Alternate 1. The base bid is the playground area; Alternate 1 is the inclusion of the shelter. He is not recommending approval of the adult fitness. The combined total with adult fitness would be \$276,424

Cynthia Penne motioned, Bob Vaughan seconded and the board unanimously approved the base bid in the amount of \$221,710 and Alternate 1 in the amount of \$36,425 submitted by George’s Landscaping, Inc. for the construction of the Barrington Lake Park playground improvements.. 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 proposed usage increase fees for the outdoor athletic fields beginning January 1, 2017.

Jaime Ijams said the district has been subsidizing outdoor athletics for many years. In an attempt to close the gap between expenses and revenues, the district is requesting an increase in user fees. She directed the attention of the board to a rate chart compiled by Anna Kish and Kevin Glock, included in the board packet. Anna and Kevin did research on local area park districts, as well as several regional complexes. The proposed rates are in line with what these complexes charge for their tournaments.

Staff are recommending user fees be increased across the board at district premier sites: Stuart diamond and fields, New Haven and Hoscheit diamonds. Staff also recommends restructuring the fees for tournaments with a flat weekend per field fee. Currently, tournaments are being paid for on a per-game basis. If the tournaments end up being smaller than anticipated by the affiliate group, the district ends up having premier fields not being utilized causing the district to lose revenue. In looking at the 2016 season, April – August, the impact of the proposed revenue increase could potentially be \$94,000. This would help offset the cost of operations.

Another large expense currently absorbed by the park district is the cost of lighting at the diamonds. Staff is recommending a fee of \$25 per hour for usage of lights at New Haven, Stuart and Hoscheit. This fee is also in line with other area districts of \$25-\$45 per hour.

Alex Alexandrou asked if the \$94,000 included lighting fees; Jaime said no. Alex asked the projected revenues from lighting; Jaime said, based on usage so far this year alone of 5,337 hours, that would equate to approximately \$133,000.

Director Pilmer added that the affiliates begin scheduling and reserving 10-12 fields for next year right now. When it comes time for the tournament the following year, they only end up using five or six of the reserved fields. The rest of the fields go un-played. Moving to this type of fee schedule will guarantee the park district revenue and force the clubs to do a better job of planning so that, a) other groups can use fields that are not being used during the tournament and the district can generate revenue, and b) have

better use of all the district facilities. Under the current fee schedule, there is no loss to the affiliates; only to the district.

Chuck Anderson asked if staff is expecting push-back from the affiliates. Jaime said she does. She said she will be meeting with the affiliates, along with Anna Kish and her staff, to discuss the increase and new procedures. Alex said it sounds as if the district has been on the low end for years and the neighboring communities have been at this rate or higher. Jaime said yes. Bob Vaughan said he considers Elgin and Rockford to be comparable to Fox Valley and asked what they charge. Anna Kish said she didn't have their current rates, but that in 2012 when Fox Valley put an increase in place, the district was still significantly lower than them.

Director Pilmer told the board that 60 percent of the fees to operate the park district come from property taxes. The district has chosen not to look at a referendum at this time. 17.8 percent of fees are from memberships. This is 70 percent of the district's revenue stream. It's either raise taxes or raise user fees; many of the users come from out of district to use tax-payer facilities.

Cynthia Penne asked how this increase would affect groups that serve lower income residents. Anna said they will still receive the same privileges as before. Those groups have been treated as if they are all residents, whether they are or not. Adult usage on the fields is very demanding, requiring a lot of repair and a lot of work. The district is spending a lot of money on the fields where the adults are playing. Anna said the affiliate groups won't be impacted greatly as far as the league play is concerned. The problem lies where they play up to three tournaments each year and reserve three weekends; the first weekend goes well; the second weekend they are "kind of happy"; by the third weekend they may or may not even run the tournament and the district ends up with an empty complex.

Denny Wiggins motioned, Alex Alexandrou seconded and the board unanimously approved the proposed usage increase fees for the outdoor athletic fields beginning January 1, 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.

11.5 Approve the base five-year copier lease agreement to Proven Business Systems in the amount of \$137,625 with the option for additional upgrades to enhance savings.

Ron Evans told the board that the current contract with Gordon Flesch ends at the end of September. The district put out an RFP May 20 with a closing date of June 29. The district received eight proposals; one was deemed unresponsive due to lack of information. A technical evaluation of the two lowest dollar proposals was completed by district personnel. The second lowest bidder, Proven Business Systems, was declared the best company overall based upon their machine operation and service department. By having the police department move to the Cole Center, and by removing the executive copy machine, the district is able to reduce the number of machines from 11 to nine. Due to the low cost, eight of the nine machines were upgraded to print color. All will have the ability to three-hole punch and make booklets. Estimated cost savings is expected to be approximately \$56,000 over the life of the contract.

Rachel Ossyra motioned, Cynthia Penne seconded and the board unanimously approved the base five-year copier lease agreement to Proven Business Systems in the amount of \$137,625 with the option for additional upgrades to enhance savings.. 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 a one-year custodial agreement to Perfect Cleaning in the amount of \$111,000 and a one-year contract with GSF in the amount of \$247,812.

Ron Evans said the current custodial contract with Crystal Maintenance expires at the end of September. An RFP was sent out on June 10 and closed on July 15. Four proposals were received. Ron said proposals

were sent to district facility managers after he redacted the pricing for a technical review. Based on a point system review, and taking into consideration the proposed costs, the decision was made to contract with Perfect Cleaning for Copley Boxing and Eola, and GSF for the Cole Administrative Center, Vaughan Athletic Center and Prisco. This reduced the total cost by \$30,972. Additionally, the companies will supply their own cleaning supplies and equipment, saving an additional \$30,000.

Director Pilmer said the one-year contract is by design due to continued dissatisfaction with the performance of Crystal Maintenance. The contract will be with supervision and may move to a two-year contract if the district is satisfied with their performances. Rachel Ossyra asked if Crystal Maintenance participated in the bidding. Ron said they came to the walk-through at the Cole Center, but did not participate in any of the other building walk-throughs. They never offered a proposal.

Theodia Gillespie motioned, Rachel Ossyra seconded and the board unanimously approved a one-year custodial agreement to Perfect Cleaning in the amount of \$111,000 and a one-year contract with GSF in the amount of \$247,812. 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, Alex Alexandrou seconded and the board unanimously approved concluding the open session at 6:55 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

Motion to go out of closed session and return to open session was made by Denny Wiggins and seconded by Bob Vaughan; unanimously approved by voice vote at 7:25 p.m.

13.1 Approve terms of proposed settlement of payment by ATMI Precast, Inc.

Alex Alexandrou motioned, Rachel Ossyra seconded and the board unanimously approved by voice vote the terms of the proposed settlement of payment by ATMI Precast, Inc.

13.2 Approve Closed Session Minutes from 08/08/16.

Theodia Gillespie motioned, Alex Alexandrou seconded and the board unanimously approved by voice vote the Closed Session Minutes from 08/08/16.

14.0 ADJOURNMENT

Alex Alexandrou motioned, Rachel Ossyra seconded, and the board unanimously approved by voice vote to adjourn at 7:30 p.m.

Respectfully Submitted By:

Arlene Kallien

Assistant Board Secretary/Clerk of the Board