



BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES

Serving the Fox Valley Park District
Kane, DuPage, Kendall and Will Counties, Illinois

June 9, 2014

Prisco Community Center
150 W. Illinois Avenue, Aurora, IL

6:00p.m.

1.0 CALL TO ORDER

Trustee Ossyra called the Board meeting to order at 6:04 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: Paul Greviskes, Cynthia Hernandez, Rachel Ossyra and Theodia Gillespie. Excused: Bob Vaughan, Gloria Bunce & Alex Alexandrou.

A quorum was present. Also Present: Executive Director Nancy McCaul, Attorney Gerald Hodge, Administrative Staff and Guests.

4.0 ADDENDA TO THE AGENDA - None presented.

5.0 CONSENT AGENDA

Theodia Gillespie moved, Cynthia Hernandez seconded and the Board approved the Consent Agenda items. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

5.1 Approved the following meeting minutes of 5/12/14:

- Budget & Appropriation Public Hearing minutes
- Open Session meeting minutes

5.2 Approved payables 5/31/14 in the amount of \$2,786,308.90.

5.3 Approved statement of estimated revenues and expenses for period ending 4/30/14.

5.4 Approved Executive Director, Department Heads and other reports.

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

6.0 PRESENTATIONS AND SPECIAL RECOGNITION

6.1 Proclamation for July as Park and Recreation Month

It was a consensus of the Board that the Fox Valley Park District to hereby proclaim the month of July as Park & Recreation Month in recognizing the importance of our nation's parks and recreation facilities and to learn more about how to support the places that bring our communities a higher quality of life, safer places to play and health alternatives through recreation programming for everyone. In addition to the Proclamation, the District provided an activities calendar for the month of July to be posted on the District's website and Facebook.

7.0 PUBLIC COMMENT – none presented.

8.0 ATTORNEY BUSINESS – none presented.

9.0 EXECUTIVE DIRECTOR BUSINESS

9.1 Executive Director’s Job Description Update

Theodia Gillespie moved, Cynthia Hernandez seconded and the Board unanimously approved the updated Executive Director’s job description. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

New job description items included naming the Executive Director as a Freedom of Information Act (FOIA) Officer and also requiring the Executive Director to have Open Meetings Act training. Items already within the scope, but not specified in the current job description include responsibility for approving the Crisis Communication Plan, Succession Procedures and Organizational Charts. These are also requirements as part of the Distinguished Accreditation Agency (DAA) review.

9.2 Guidelines clarifying the difference between Fox Valley Park District Board Policies and Administrative Operational Procedures

Cynthia Hernandez moved, Theodia Gillespie seconded and the Board unanimously approved the guidelines clarifying the difference between Fox Valley Park District Board Policies and Administrative Operational Procedures. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

These guidelines were first approved in 2008, but required a few minor modifications to comply with the requirements of the Distinguished Accreditation Agency (DAA) review. This document will be included in the Comprehensive Policy Manual.

9.3 Comprehensive Policy Manual

Theodia Gillespie moved, Cynthia Hernandez seconded and the Board unanimously approved the Fox Valley Park District’s Comprehensive Policy Manual. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

As part of the Distinguished Accreditation Agency (DAA) review, the District is required to show Board review of the Comprehensive Policy Manual every five years. This book includes all Board approved policies, except for the personnel policies. Personnel policies are located in the Personnel Manual and have already been Board approved in aggregate in January 2013.

10.0 CONTINUED BUSINESS

11.0 NEW BUSINESS

11.1 Prevailing Rate of Wages Ordinance

Theodia Gillespie moved, Cynthia Hernandez seconded and the Board unanimously approved Ordinance No 456, Ordinance Determining Prevailing Rate of Wages. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

11.2 Health Insurance

Cynthia Hernandez moved, Theodia Gillespie seconded and the Board unanimously approved changes to the District’s health insurance benefits and contribution rates. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

11.3 Vehicle Purchases & Surplus

Cynthia Hernandez moved, Theodia Gillespie seconded and the Board unanimously authorized the purchase of 1 – Ford F350 4x4 pickup truck with plow for \$34,800 and 1 – Ford F350 4x2 dump truck for \$29,580 each through the Illinois State Bid List/Contract for a total amount of \$64,380 and to declare truck #58 and truck #39 surplus. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

11.4 Mower Equipment Purchases

Theodia Gillespie moved, Cynthia Hernandez seconded and the Board unanimously authorized the purchase of 1 – Toro Grounds Master 4000-D mower for \$54,545.36 and 1 – Toro Grounds Master 4700-D mower for \$70,098.76 each through the Illinois State Bid List/Contract for a total amount of \$124,644.12. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

11.5 Surplus Items at Orchard Valley Golf Course

Theodia Gillespie moved, Cynthia Hernandez seconded and the Board unanimously approved to declare miscellaneous items at Orchard Valley Golf Course as surplus. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

11.6 Wilkinson Excavating Bid Approval

Cynthia Hernandez moved, Theodia Gillespie seconded and the Board unanimously approved awarding the base bid in the amount of \$308,900 from Wilkinson Excavating, Somonauk, Illinois, for the construction of the South River Street Park phase 2 improvements as part of the 2008 Open Space, Park and Recreation Investment Plan (OSPRI). Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

11.7 Access Agreement Amendment

Cynthia Hernandez moved, Theodia Gillespie seconded and the Board unanimously approved the Access Request Letter as an Amendment to the Hurds Island Park Access Agreement between Nicor Gas and The Fox Valley Park District. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

11.8 Americans with Disabilities Act (ADA) Transition Plan

Jeff Palmquist, Director of Planning Development and Grants presented the District's Americans with Disabilities Act (ADA) Transition Plan 2 Year Update. He presented an outline of the ADA Transition Plan background and planning process as staff completes the two year update. Staff will present the 2 year plan update to the Board of Trustees for approval next month. No action or motions were taken.

12.0 CORRESPONDENCE AND ANNOUNCEMENTS

1. Frank L. Demas, St. Athanasios 2014 Golf Outing Committee Chairman
Thanks to Kim, Rachel and OVG staff for all the support and assistance in making the St. Athanasios Golf Outing a success.
2. Fox Valley Park District in the News
Various recent news article(s) concerning the District.

13.0 CLOSED SESSION – no Closed Session was held. Trustee Ossyra moved to agenda item 15.0 Adjournment.

Trustee Hernandez provided comments of praise to the District staff for the successful special events such as the Canoe Race and other events sponsored by the park district to date. She commented on the positive community response and staff cooperation she has observed.

14.0 RETURN TO OPEN SESSION

15.0 ADJOURNMENT

Cynthia Hernandez moved, Theodia Gillespie seconded and the Board unanimously approved adjourning the meeting. Upon motion duly made and seconded, Trustee Ossyra thereupon adjourned the Open Session meeting at 6:52 p.m. Roll Call: Voting Aye: Paul Greviskes, Cynthia Hernandez, Theodia Gillespie and Rachel Ossyra. Voting Nay: None. Motion carried.

*Respectfully Submitted By,
Debbie Thompson
Assistant Board Secretary/Recorder*

A handwritten signature in black ink, appearing to read 'C. Hernandez', written in a cursive style.

Board Secretary, Cynthia Hernandez