

MINUTES OF THE REGULAR MEETING
THE MEDINAH PARK DISTRICT, DUPAGE COUNTY, ILLINOIS
NOVEMBER 15, 2017

The Regular Meeting of the Board of Commissioners of the Medinah Park District, DuPage County, Illinois was held on Wednesday, November 15, 2017 at the Connolly Recreation Center located at 22W130 Thorndale Avenue, Medinah, Illinois.

The meeting was called to order at 7:03 PM by the President Lance Murphy.

Roll Call was taken showing the following members present:

Commissioners Present: Lance Murphy, President; Maryann Grygiel, Treasurer;
Jean Ott, Commissioner; John Blankenship, Commissioner
Absent:

Also Present: Bruce Baum, Executive Director/Secretary; Vince DeGrado,
Superintendent of Parks; Bryan Mraz, Park District Attorney;
Maria Piworski, Business Manager

Guests: Wayne Meyers, Irene Jarocinski

Mr. Murphy recognized a quorum.

Mr. Murphy led the Pledge of Allegiance.

Mr. Murphy asked if there were any additions, corrections or deletions to the Agenda. Mr. Baum stated that we will need to go into Executive Session this evening. It was moved by Lance Murphy and seconded by John Blankenship to approve the Agenda as presented. Mr. Murphy asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Lance Murphy, Maryann Grygiel, Jean Ott, John Blankenship
Nay: None
Absent: None
Motion Carried.

It was moved by Jean Ott and seconded by Lance Murphy to approve the regular Meeting Minutes of October 18, 2017 as amended. Mr. Murphy asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Maryann Grygiel, Jean Ott, John Blankenship, Lance Murphy
Nay: None
Absent: None
Motion Carried.

It was moved by Lance Murphy and seconded by Jean Ott to approve the Executive Session Meeting Minutes of October 18, 2017 as presented. Mr. Murphy asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Jean Ott, John Blankenship, Lance Murphy, Maryann Grygiel
Nay: None
Absent: None
Motion Carried

Call to Order

Roll Call

Pledge of Allegiance

**Approval of
November 15, 2017
Agenda**

**Approval of the
Regular Meeting
Minutes: October 18,
2017**

**Approval of Executive
Session Minutes –
October 18, 2017**

Mr. Murphy asked if there was any Written/Verbal correspondence.
There was none.

**Written/Verbal
Correspondence**

It was moved by Jean Ott and seconded by Maryann Grygiel to approve the payment of past bills dated October 24, 2017 of \$3,478.23. Mr. Murphy asked for discussion. There was none.

**Approval of Past Bills:
October 24, 2017 -
\$3,478.23**

ROLL CALL VOTE:

Aye: John Blankenship, Lance Murphy, Maryann Grygiel, Jean Ott
Nay: None
Absent: None
Motion Carried

It was moved by John Blankenship and seconded by Maryann Grygiel to approve the payment of present bills dated November 10, 2017 of \$34,545.08. Mr. Murphy asked for discussion. Jean Ott asked about new HVAC unit and if it was functioning OK. John Blankenship asked about our Call One phone billing and if we may need to investigate other vendors.

**Approval of Future
Bills: November 10,
2017-\$34,545.08**

ROLL CALL VOTE:

Aye: Lance Murphy, Maryann Grygiel, Jean Ott, John Blankenship
Nay: None
Absent: None
Motion Carried

It was moved by Maryann Grygiel and seconded by Lance Murphy to approve salaries, social security, medicare and IMRF (liability) dated October, 2017 of \$48,028.02. Mr. Murphy asked for discussion. There was none.

**Approval of Salaries,
Social Security,
Medicare and
IMRF(liability)-
October, 2017 -
\$48,028.02**

ROLL CALL VOTE:

Aye, Maryann Grygiel, Jean Ott, John Blankenship, Lance Murphy
Nay: None
Absent: None
Motion Carried

It was moved by Lance Murphy, and seconded by John Blankenship to approve the Treasurer's Report for the month ending October 31, 2017 as presented. Mr. Murphy asked for discussion. There was none.

**Treasurer's Report –
October 31, 2017**

ROLL CALL VOTE:

Aye: Jean Ott, John Blankenship, Lance Murphy, Maryann Grygiel
Nay: None
Absent: None
Motion Carried

Mr. DeGrado asked if anyone had any questions regarding the parks report. MaryAnn Grygiel asked about the piece of equipment Fitzgerald Lighting uses for the tennis and sled hill lighting repair. Mr. DeGrado explained the variations of equipment used based upon ground firmness and repair needs. Lance Murphy asked if we have to cover the tennis courts or seal them. Mr. DeGrado said we do not have to do anything. Jean Ott asked about the wood chips at Riha Park and if all work was complete. The playground area is complete. The manufacturer will be replacing the ADA swing at Riha Park due to an equipment malfunction with the swing.

**Parks / Maintenance
Report**

Bruce Baum mentioned a few of the highlights that the Recreation Dept. put together. He mentioned the timeline for the upcoming 2018 Winter/Spring brochure getting to households within the District. Jean Ott asked about the House Decorating Contest and when the last date to register is. Bruce said the date is December 18th, 2017. The glowstick event at Halloween time went well with 43 in attendance.

Recreation Report

Bruce Baum said Mark Goode provided information about the fire drill for our preschooler went very well. Mark has been working with Scott Meyer to get him up to speed on safety issues within the District. Jean Ott asked if Scott was in attendance at the Glowstick event.

Safety Report

Maria Piworski met with Roselle Bank & Trust about future banking options (18 month CD's) for some of our accounts that could be tied to future sponsorships as well. We are presently out to RFP on a new auditing firm. John Blankenship asked about various credit card system options that provide benefits to the District. Bruce Baum stated that we have applied for a card of this stature.

Business/Finance Report

Bruce Baum said there was nothing out of the ordinary for the month of October. Bruce asked if anyone had any questions. There was none.

Park Ranger Report

Attorney Bryan Mraz had no comments at this time.

Attorney's Report

Bruce Baum reminded that the Annual Holiday Party for NEDSRA is December 7, 2017 at 5:30PM. Please use the entrance off of Prospect Avenue in Wood Dale. Jean said she would be going.

**Director's Notes:
NEDSRA**

Bruce Baum said the 2018 budget is moving forward and is meant to be a rough draft. Future drafts will be available in January and February, 2018.

2016-17 Budget Calendar

Bruce Baum mentioned the Tax Levy ordinance will come up later on this evenings agenda.

Filing of Tax Levy

Bruce Baum mentioned some items that will be visited at the December board meeting.

December Agenda Items

The Riha Park playground project, with the exception of the ADA swing, has been completed. The open turf, soccer area is nearing completion. Fine grading and seeding/blanketing will be completed in the next week or so. This now completes all Park projects as listed within the 2013/14 Master Plan.

**Items for Discussion:
Park Projects**

Mr. Baum informed the Board that the District's long term auditing firm, Gibbert and Assoc. will no longer be providing services to the District. An RFP for auditing services has gone out to a dozen firms with the deadline of December 11 for return applications. Firms that have backgrounds handling park agencies is preferred. A small cleanup in the language of the RFP, suggested by John Blankenship, was taken under advisement.

Auditing Firm Request for Proposal

Bruce Baum suggested the Board have a short discussion about future trail maintenance due to future operational requirements, and thus possible equipment needs, surrounding the addition of nearly 2 miles of trails built since 2015. Maryann Grygiel asked what we have done in the past related to maintenance. Vince DeGrado explained our maintenance program for trails, sidewalks, parking lots, etc. and the machinery needed to move our operations to year round. John Blankenship discussed how the ground surrounding the new pathways was separating from the path system and pulling away some of the asphalt. Mr. DeGrado explained how the park division would rectify this issue. John Blankenship stated he would prefer maintaining in the good weather months and leave the trails snow covered during winter. Vince also discussed upgraded machinery needs should we decide to take on year round maintenance and approximate costs associated with the machinery. Jean Ott asked about labor hours needed to maintain sidewalks, ice rink, etc. It was ultimately decided to forego any winter maintenance.

John Blankenship asked about the checks draft paperwork associated with Bond Issue payouts to contractors, etc.. Bruce Baum mentioned there was no need for approval as all numbers associated with projects has already been approved by the Board during approval of the contracts.

President Murphy asked if anyone had any questions. There were none.

Mr. Baum reminded the Board not to forget, as we move forward into 2018, about District insurances for personnel and policy as we ultimately move into the 2019 fiscal year. Mr. Blankenship provided some initial data for future discussion.

It was moved by John Blankenship and seconded by Jean Ott to approve Payout #1 in the amount of \$16,155.00 to Hacienda Landscaping, Inc. for work accomplished as of October 30, 2017 on the Riha Park playground installation project, pending attorney's final approval. Mr. Murphy asked for discussion. There was none.

ROLL CALL VOTE:

Aye: John Blankenship, Lance Murphy, Maryann Grygiel, Jean Ott
Nay: None
Absent: None
Motion Carried.

It was moved by Jean Ott and seconded by Maryann Grygiel to adopt Ordinance 17-5, an Ordinance levying the taxes of the Medinah Park District for its fiscal year beginning January 1, 2017 and ending December 31, 2017.

ROLL CALL VOTE:

Aye: Lance Murphy, Maryann Grygiel, Jean Ott, John Blankenship
Nay: None
Absent: None
Motion Carried.

It was moved by Maryann Grygiel and seconded by Lance Murphy to approve the Medinah Park District's 2018 schedule or Regular Board Meetings as presented or (amended).

**Long Term Trail
Maintenance/Upkeep**

**Commissioner
Comments**

**Citizen Comments
(for items not on the
agenda)**

**Unfinished/Old
Business
District Insurance**

**New Business
Payout#1: Riha Park
Hacienda
Landscaping,
Inc. - \$16,155.00**

**Ordinance 17-5 : Tax
Levy**

**Approval of Schedule
of 2018 Regular Board
Meeting dates.**

ROLL CALL VOTE:

Aye: Maryann Grygiel, Jean Ott, John Blankenship, Lance Murphy
Nay: None
Absent: None
Motion Carried.

It was moved by John Blankenship and seconded by Jean Ott to nominate Maryann Grygiel for Vice-President of the Board of Commissioners of the Medinah Park District.

Election/Appointment of Board Officers – Vice President

ROLL CALL VOTE:

Aye: Jean Ott, John Blankenship, Lance Murphy, Maryann Grygiel
Nay: None
Absent: None
Motion Carried.

It was moved by John Blankenship and seconded by Maryann Grygiel to appoint Jean Ott for Treasurer of the Board of Commissioners of the Medinah Park District.

Election/Appointment of Board Officers - Treasurer

ROLL CALL VOTE:

Aye, John Blankenship, Lance Murphy, Maryann Grygiel, Jean Ott
Nay: None
Absent: None
Motion Carried.

It was moved by Maryann Grygiel and seconded by John Blankenship to appoint Lance Murphy as Medinah Park District delegate to the 2018 IAPD Annual Meeting and Maryann Grygiel, Jean Ott, and John Blankenship as Alternate delegates, respectively.

IAPD Annual Meeting Representative

ROLL CALL VOTE:

Aye, Lance Murphy, Maryann Grygiel, Jean Ott, John Blankenship
Nay: None
Absent: None
Motion Carried.

It was moved by John Blankenship and seconded by Maryann Grygiel to go into Executive Session at 8:17PM under Sections 120/2 (c) 1 – Personnel and 120/2(c)3 Vacancy in Public Office of the Open Meeting Act. Mr. Murphy asked for discussion. There was none.

**Executive Session
120/2 (c) 1 Personnel & 120/2(c) 3 Vacancy in Public Office.**

ROLL CALL VOTE:

Aye: Maryann Grygiel, Jean Ott, John Blankenship, Lance Murphy
Nay: None
Absent: None
Motion Carried.

It was moved by Lance Murphy and seconded by Jean Ott to adjourn the Executive Session at 9:50 PM. Mr. Murphy asked for discussion. There was none.

Adjourn Executive Session

ROLL CALL VOTE:

Aye: Jean Ott, John Blankenship, Lance Murphy, Maryann Grygiel
Nay: None
Absent: None
Motion Carried.

It was moved by Jean Ott and seconded by Maryann Grygiel to return to the Regular Board Meeting of November 15, 2017 at 9:51PM. Mr. Murphy asked for discussion. There was none.

ROLL CALL VOTE:

Aye: John Blankenship, Lance Murphy, Maryann Grygiel, Jean Ott

Nay: None

Absent: None

Motion Carried.

There was no other business to discuss.

It was moved by John Blankenship and seconded by Jean Ott to adjourn the regular meeting at 9:52PM. Mr. Murphy asked for discussion. There was none.

All in Favor: Aye

Opposed: Nay

Motion Carried.

Respectfully submitted,

Bruce E. Baum
Board Secretary

Date: _____

Lance D. Murphy, President

Return to Regular Board Meeting

Other Business

Adjournment