

**WHEELING PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF MEETING
MARCH 2, 2010**

The Regular Meeting of the Board of Commissioners of the Wheeling Park District, Cook and Lake Counties, Illinois, was held in the Gable Room at Chevy Chase Country Club, 1000 N. Milwaukee Avenue, Wheeling, Illinois.

The meeting was called to order at 8:02 p.m. by President Pecka, followed by the Pledge of Allegiance.

The following Commissioners were present when the roll was called: C. Klumpp, J. Kolssak, B. Lichtenberger, M. Kurgan, S. Stein, R. Rosen, and K. Pecka.

Staff members present were Jan Buchs, Executive Director; Elliott Becker, Director of Finance & Business Operations; Larry Raffel, Superintendent of Planning; Amy Rivas, Director of HR and Risk Management; Matt Wehby, Director of Park and Recreation Services; Allen Parkes, Head Golf Course Superintendent; Joe Lofsness, Interim Food & Beverage Manager; and Marcia Jendreas, Recording Secretary.

Also present were residents Patti and Wedge Hancock, and Marilyn Chromy.

AGENDA ADDITIONS/DELETIONS/CORRECTIONS – None

CONSENT AGENDA

- A. Approval of Minutes of Special Meeting of January 26, 2010
- B. Approval of Minutes of Rescheduled Regular Meeting of February 9, 2010
- C. Administrative Policy Manual – Scholarship Policy Revision
- D. Personnel Policy Manual Revisions

Commissioner Kolssak moved, seconded by Commissioner Lichtenberger, to approve the Consent Agenda.

On the roll call, the vote was as follows:

AYE: J. Kolssak, B. Lichtenberger, M. Kurgan, S. Stein, R. Rosen, C. Klumpp, K. Pecka

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

NEW BUSINESS

VGBA Construction Work Change Orders

Director Wehby explained that the State of Illinois required five separate design revisions to the original documents for both the Aquatic Center and Arctic Splash. Each revision required the Park District to submit new design drawings and to restart the approval process. Change Order No. 1 includes the following additions to the original cost:

Modifications to the project scope for Arctic Splash –
Add \$19,779.50 for the materials and labor for the installation of sump basins and hydrostatic valves.

Modifications to the project scope for the Aquatic Center –
Add \$10,982.50 for the materials and labor for fabrication and installation of sump basins and hydrostatic valves.

Commissioner Kolssak asked if other park districts were contacted about the possibility of having Wheeling's swim lessons held at their pools. Director Wehby said that the Park District had an agreement with the Westin Hotel before the District had to postpone again because of another revision. Executive Director Buchs said that staff will also contact the Arlington Heights Park District in this regard.

Commissioner Stein moved, seconded by Commissioner Klumpp, to authorize the Executive Director, on behalf of the Wheeling Park District, to approve Change Order No. 1, adding \$29,762.00 to the Virginia Graeme Baker Act Compliance Project, for an amount not to exceed \$110,062.00.

On the roll call, the vote was as follows:

AYE: B. Lichtenberger, M. Kurgan, S. Stein, R. Rosen, C. Klumpp, J. Kolssak, K. Pecka
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

Purchase of Park District Vehicle – Recommendation

Director Wehby explained that the vehicle to be replaced is a 1994 GMC truck. The vehicle to be purchased is a new 2009 Ford F-350 4x4 truck, equipped with a 9-foot steel dump body and a 9-foot plow. By utilizing the State of Illinois Vehicle Bid, the Park District is not required to conduct its own bidding process.

Commissioner Kurgan asked for a recap of how the State purchasing process works, and asked if the Park District could buy local instead of going through the process. Director Wehby explained

the State process and said that the Park District would have to undertake its own bidding process if local bids are wanted. In the past, prices through the State have been lower.

Commissioner Klumpp moved, seconded by Commissioner Kolssak, to use the State Bid process and purchase one 2009 Ford F-350 4x4 truck from The Landmark Automotive Group in Springfield, Illinois, including the optional equipment, for an amount not to exceed \$38,444.00 for all equipment and warranties listed in the bid specifications.

On the roll call, the vote was as follows:

AYE: M. Kurgan, S. Stein, R. Rosen, C. Klumpp, J. Kolssak, B. Lichtenberger, K. Pecka

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Selection of Engineering Consultant for Heritage Park – Recommendation

Superintendent Raffel explained that staff issued a Request for Qualifications (RFQ) in July 2009, requesting qualifications from engineering firms to provide consulting engineering services relative to the redevelopment of Heritage Park. Seven firms responded, and three were selected for interviews before a selection committee comprised of the members of the Future Planning Committee, the Director of Park and Recreation Services, and the Superintendent of Planning.

Based on the interviews, Superintendent Raffel said that by consensus of the Committee, the choice was V3. It was felt that V3 has a good understanding of the recreation component and also has construction knowledge. V3 adjusted its fees down a notch and there will be no retainer.

Commissioner Lichtenberger moved, seconded by Commissioner Kolssak, to authorize the Executive Director, on behalf of the Wheeling Park District, to enter into a professional services agreement, prepared by the Park District's legal counsel, with V3, for services relative to the redevelopment of Heritage Park.

The motion carried by unanimous voice vote.

Overview of 2009 Annual Report and Introduction to 2010 Agency Goals

Executive Director Buchs gave a slide presentation of the 2009 year in review, followed by an introduction of the 2010 Agency Goals. At the conclusion of the presentation, each Commissioner received a take-home copy of the 2009 Annual Report.

COMMITTEE REPORTS

Administration Committee – Chair Pecka said that the Committee met on February 9 and discussed Personnel Policy Manual revisions, and Scholarship Policy revisions, both of which

were approved under the Consent Agenda tonight. The next meeting is scheduled for April 6 at 6:00 p.m.

Future Planning – Chair Lichtenberger said that the Committee interviewed engineering consulting firms at its last meeting on February 25. He reported that the Wheeling Village Board approved the 2040 concept, and made it a part of the VOW Comprehensive Plan. Also, on March 18, at 6:00 p.m., the Wheeling Plan Commission will discuss bike paths.

Intergovernmental & Community Relations – Commissioner Klumpp said that the Committee met on February 16, at which time Director Wehby presented the idea of a golf outing partnership with School District 21 that will help to generate additional funds to support the Family Learning Program, and Gregg Crocker gave an update on the Family Learning Program partnership.

Commissioner Klumpp said that she attended an enjoyable event on February 20, spearheaded by Mr. Crocker, for the families in the Colonial Subdivision in Wheeling. She advised that on March 14, the Historical Society is having a Social from 2:00 to 4:00 pm. The intent is to have people come and talk about past events in the Village of Wheeling.

FINANCE

Treasurer's Report – January 2010

Director Becker reported that the District is doing better in each of the three major funds than what was anticipated, and said that staff continues to focus on expending resources in direct relationship to need.

Voucher List

President Pecka moved, seconded by Commissioner Stein, to approve the Voucher List in the amount of \$324,036.77.

On the roll call, the vote was as follows:

AYE: C. Klumpp, J. Kolssak, B. Lichtenberger, M. Kurgan, S. Stein, R. Rosen, K. Pecka

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

WRITTEN COMMUNICATIONS

President Pecka listed the written communications and asked that they be placed on file.

VERBAL COMMUNICATIONS

Staff:

Superintendent Raffel said that the Wheeling Village Board approved the Town Center concept, in the form of an Ordinance amending the VOW Comprehensive Plan. He advised that a bid advertisement will be published on March 16 for reconstruction of the parking lot south of the CRC.

Director Wehby stated that Passport to the World will be held on Sunday, March 7, from 11:30 a.m. to 4:00 p.m., at the CRC.

Director Becker informed the Commissioners about the *Friday Night Wine Down* event to be held at Chevy Chase Country Club on April 16, from 6:30 to 11:00 pm. Proceeds will benefit the ME Campaign.

Executive Director Buchs reported that she is serving as a Regent March 14 through March 19 at the NRPA Revenue Development and Management School.

Board:

Commissioner Rosen commented that the presentation tonight was wonderful and it was good advertising to have it at Chevy Chase.

Commissioner Stein expressed her thoughts on the importance of the Park District having a skateboard park. She said a needs assessment was done in 2005, followed by a survey, and she feels that now is the time to look at it again.

Commissioner Kurgan said that it was a great idea to have the meeting at Chevy Chase and felt it should be held there every year. He also felt that having a skateboard park in the community was a great idea.

Commissioner Klumpp said that tonight was a lovely evening, and she thanked everyone for their hard work in making it a success. She attended the IAPD Legislative Breakfast at the Mundelein Park District, as did Representative Carol Sente. Due to the fact that Representative Sente was in Springfield tonight, her assistant, Jessica Santana, attended the State of the Park Address.

Commissioner Kolssak thanked staff for doing an excellent job tonight. He said he liked having the State of the Park District Address at Chevy Chase, and hoped that the acoustics in the Gable Room could be improved.

Commissioner Lichtenberger gave kudos to the staff and said that the atmosphere was great. He told Executive Director Buchs that the presentation was very good, and he was extremely proud. He thanked staff for producing the *In The Know* newsletter. He also attended the IAPD Legislative Breakfast and had an enjoyable time.

President Pecka commented that he thought everyone who attended tonight's event was impressed with the presentation, the food, and the atmosphere. He thanked Executive Director Buchs for giving a great presentation.

Citizens: No comments were made.

ADJOURNMENT

There being no further business, Commissioner Kolssak moved, seconded by Commissioner Lichtenberger, to adjourn the meeting at 9:53 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Jan Buchs
Secretary

Approved this 6th day of April 2010
Board of Commissioners
Wheeling Park District