

**WHEELING PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR MEETING, AS AMENDED  
APRIL 5, 2011**

The Regular Meeting of the Board of Commissioners of the Wheeling Park District, Cook and Lake Counties, Illinois, was held in the Boardroom of the Community Recreation Center, 333 W. Dundee Road, Wheeling, Illinois.

The meeting was called to order at 7:03 p.m. by President Pecka, followed by the Pledge of Allegiance.

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

Commissioner Kolssak was absent.

Staff members present were Jan Buchs, Executive Director; Elliott Becker, Director of Finance; Matt Wehby, Director of Park and Recreation Services; Larry Raffel, Superintendent of Planning, Amy Rivas, Director of HR & Risk Management; Kim Harris, Superintendent of Recreation Services; Allen Parkes, General Manager of Chevy Chase Country Club; Joe Lofsness, F&B Manager; Bob Falkiner, Golf Operations Manager; and Marcia Jendreas, Recording Secretary.

Also present was resident Jim Schleker.

**AGENDA ADDITIONS/DELETIONS/CORRECTIONS** – None

**CONSENT AGENDA**

- A. Approval of Minutes of Special Meeting of March 8, 2011
- B. Approval of Minutes of Regular Meeting of March 8, 2011
- C. Amendment to Administrative Policy Manual – Section 6.13, Purchase Requisition System

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

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

## UNFINISHED OR CONTINUING BUSINESS

### Personnel Policy Manual Revisions

Director Rivas reported that the Administration Committee met on March 1 to review the proposed changes to the Personnel Policy Manual. Staff is now requesting approval from the full Board.

Commissioner Stein noted *Executive Director* should be added on page 24 under *Filing Complaint*.

Commissioner Stein moved, seconded by Commissioner Rosen, to approve the proposed changes to the Personnel Policy Manual, including the change on page 24 made by Commissioner Stein, and as discussed and supported by the Administration Committee.

#### On the roll call, the vote was as follows:

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

#### Motion carried.

## NEW BUSINESS

### Ordinance 2011-E – Declaration of Surplus Personal Property

Director Becker explained that Wheeling Park District periodically disposes of property it deems to be of no use to the Agency. Traditionally, the District has deemed it is in its best interest to sell the property at auction; however, it has recently been determined that vehicles and equipment may bring a higher price through the public bid process.

Commissioner Rosen expressed his comments about advertising in other ways, rather than, or in addition to, an ad in the *Daily Herald*. Director Becker noted his concern, but said that additional money spent for advertising might not be advantageous.

Commissioner Lichtenberger moved, seconded by Commissioner Klumpp, to approve Ordinance 2011-E, authorizing Wheeling Park District to dispose of surplus personal property, as indicated in Section 1 of the Ordinance.

#### On the roll call, the vote was as follows:

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Sale of Surplus Property – Toro Groundsmaster Mower**

Director Wehby displayed a photo of the mower and said that four bids were received. The highest bidder was David A. Fritz for \$777.77.

Commissioner Stein moved, seconded by Commissioner Klumpp, to accept the sealed bid offer from David A. Fritz in the amount of \$777.77 for the purchase of the Park District's surplus equipment Toro Groundsmaster Mower.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Sale of Surplus Property – 1990 Ford L8000 Dump Truck**

Director Wehby displayed a picture of the dump truck and said that there was only one bid. It was received from Mike Hahnfeld in the amount of \$6,551.00.

Commissioner Kurgan noted that this piece of equipment was sold to the Wheeling Park District years ago for \$1.00 and he felt that the money should be shared with the Village or earmarked for something special, like the 4<sup>th</sup> of July or the Park District's Anniversary celebration. Commissioners had different opinions/suggestions, including having all the Park District funds go back to the community; keeping the money to offset the purchase of the new vehicle; or putting it in the ME Campaign fund.

Commissioner Lichtenberger suggested that staff study this issue further and come back to the Board with a dollar amount spent on the vehicle when it was initially received, and ideas for use of the funds.

Commissioner Stein moved, seconded by Commissioner Lichtenberger, to accept the sealed bid offer from Mike Hahnfeld in the amount of \$6,551.00 for the purchase of the Park District's surplus equipment Ford L8000 Dump Truck.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Sale of Surplus Property – 1991 Dodge Ram 250 Utility Van**

Director Wehby displayed a picture of the utility van and said that there was only one bid. It was received from Mike Hahnfeld in the amount of \$552.00.

Commissioner Klumpp moved, seconded by Commissioner Stein, to accept the sealed bid offer from Mike Hahnfeld in the amount of \$552.00 for the purchase of the Park District's surplus equipment 1990 Dodge Ram 250 Van.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Sale of Surplus Property – 1994 Chevrolet C2500 Truck**

Director Wehby said that no bids were received for the 1994 Chevrolet C2500 truck. Based on the lack of bids, staff will dispose of the vehicle in a different manner – as either a trade-in on a future vehicle purchase, or online using the UBid system currently in place for other Park District surplus property.

**Bid Summary for Sale of Surplus Property – 2000 Chevrolet 3500 Truck**

Director Wehby displayed a picture of the 3500 truck and said that two bids were received. The highest bidder was K.R.S. Company in the amount of \$5853.13.

Commissioner Lichtenberger moved, seconded by Commissioner Klumpp, to accept the sealed bid offer from K.R.S. Company in the amount of \$5,863.13 for the purchase of the Park District's surplus equipment 2000 Chevrolet 3500 truck.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Purchase of Brush Chipper**

Director Wehby said that two bids were received for the purchase of a brush chipper, and the low bidder was Alexander Equipment in the amount of \$40,800.00. He said specifications were reviewed and references were checked.

Commissioner Stein moved, seconded by Commissioner Lichtenberger, to approve the bid from Alexander Equipment of Lisle, Illinois, for the purchase of a brush chipper, for an amount not to exceed \$40,800.00 for the product and all services listed in the bid documents.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Purchase of Pesticide Sprayer**

Director Wehby said that two bids were received for the purchase of a pesticide sprayer. The low bidder was Burris Equipment in the amount of \$27,997.00. He said specifications were reviewed and references were checked.

Commissioner Rosen moved, seconded by Commissioner Klumpp, to approve the bid from Burris Equipment of Waukegan, Illinois, for the purchase of a pesticide sprayer, for an amount not to exceed \$27,997.00 for the product and all services listed in the bid documents.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Purchase of Cargo Van**

Director Wehby said that four bids were received for the purchase of a cargo van. The low bidder was Advantage Chevrolet in the amount of \$18,422.00. He said specifications were reviewed and references were checked.

Commissioner Stein moved, seconded by Commissioner Lichtenberger, to approve the bid from Advantage Chevrolet of Hodgkins, Illinois, for the purchase of a cargo van, for an amount not to exceed \$18,422.00 for the product and all services listed in the bid documents.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Bid Summary for Purchase of 15-Passenger Bus**

Director Wehby said that two bids were received for the purchase of a 15-passenger bus. The low bidder was Midwest Transit in the amount of \$37,164.00. He said specifications were reviewed and references were checked.

Commissioner Rosen moved, seconded by Commissioner Stein, to approve the bid from Midwest Transit of Kankakee, Illinois, for the purchase of a 15-passenger bus, for an amount not to exceed \$37,164.00 for the product and all services listed in the bid documents.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**Change Order for 15-Passenger Bus**

Director Wehby explained that staff is recommending modifications to the original product specifications that were not identified in the original base bid documents in order to achieve better versatility and usage of the vehicle. He said Change Order No. 1 would add \$7,825 to the contract amount for the following proposed changes: upgrade the interior passenger seats to Integrated Child Safety (ICS) seats, upgrade the passenger entrance door to an electric opening door, and upgrade the stereo system to include a PA system.

Commissioner Stein moved, seconded by Commissioner Klumpp, to approve Change Order No. 1, adding \$7,825.00 to the 15-passenger bus purchase contract with Midwest Transit Equipment.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**RFP Results for Demolition of Residence at 228 Norman Lane**

Superintendent Raffel said that on February 15, staff faxed a Request for Proposal (RFP) to five contractors to provide demolition services relative to the removal of the single-family residence situated on a property recently purchased by the Park District at 228 Norman Lane. Two contractors submitted proposals. The lowest quote was received from Albrecht Enterprises at a cost of \$9,650, plus an additional \$2,450 for asbestos abatement.

Commissioner Klumpp moved, seconded by Commissioner Lichtenberger, to accept the proposal from Albrecht Enterprises, Inc., and authorize the Executive Director, on behalf of the Park District, to enter into an agreement with Albrecht Enterprises, Inc. to demolish the residence and all ancillary structures at 228 Norman Lane in Wheeling, for an amount not to exceed \$13,000, as specified in estimate 2502, dated February 17, 2011.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**COMMITTEE REPORTS**

Administration – Chair Stein said a meeting was held on March 1 to discuss Personnel Policy Manual revisions.

Future Planning – Chair Lichtenberger said that there has not been a recent meeting. He advised that the Bicycle Task Force met at Village Hall on March 17, but he was unable to attend the meeting. Commissioner Rosen was at the meeting and reported that the Committee is making a little progress and discussed using Cook County tax dollars for the project.

Executive Director Buchs said that a Workshop Meeting has been scheduled at 6 p.m. on April 19, before the Regular Board Meeting, to discuss the results of the Communitywide Survey. Ron Vine will be present.

Intergovernmental & Community Relations – Chair Klumpp said that there has not been a recent meeting. The Historical Society is planning its Installation Dinner for May 25 at Chevy Chase Country Club. She stated that School District 214 will hold a symposium on April 14, entitled *What you Need to Know About Today's Teens*.

**FINANCE**

**Voucher List**

Commissioner Stein moved, seconded by Commissioner Rosen, to approve Voucher List 04A in the amount of \$281,838.25.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**STAFF REPORTS**

Director Wehby said that he was continuing to work with the schools on the Teen Survey, and that staff has been working with School District 21 on the Family Learning Program golf outing fundraiser. He reported that hiring is moving forward for the Aquatic Center, and promotions for pool membership have been started.

Director Rivas said that the Park District is in the height of training sessions.

Superintendent Harris advised that the 50<sup>th</sup> Anniversary Committee has been working on the 4<sup>th</sup> of July event. She said there would be a Bike and Pet Parade, Digging of the Time Capsule, and a band at the Aquatic Center from 4:30 to 6:30 p.m.

Director Becker advised that the Park District received a rebate of \$11,343 on purchase cards, and \$46,000 from the River Mill TIF.

Executive Director Buchs reported that the property on Egidi Drive will close at the end of April. She said that both the Phase I Environmental testing and the Structural Report were satisfactory.

**WRITTEN COMMUNICATIONS**

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

**VERBAL COMMUNICATIONS**

**Board:** Commissioner Rosen thanked Mr. Schleker for running a great campaign. He said he learned a lot about people in the community. Commissioner Rosen felt that Wheeling residents should be given the highest priority for Park District summer jobs.

Commissioner Stein thanked Director Rivas for a great job on the Personnel Policy Manual. She learned from her students that people are definitely reading the Park District's Summer Brochure.

Commissioner Klumpp said that people are definitely noticing the new carpet in the Boardroom. She commented that everyone is doing great on the 50<sup>th</sup> Anniversary Committee.

Commissioner Lichtenberger thanked all the candidates for running. He complimented staff on a great Summer Brochure. He said the Wheeling Jazz Band will perform at Chevy Chase on Friday, April 8, and he invited everyone to attend.

President Pecka thanked Executive Director Buchs for teaching at the NRPA Revenue Development & Management School. He advised that Commissioner Kurgan has requested that discussion of the concession building for the Heritage Park project be placed on the April 19 agenda.

Commissioners said "Go Haley!"

**Citizens:** Mr. Schleker commented that his campaigning was enlightening and he felt good about getting out and meeting people in the community.

#### **EXECUTIVE SESSION**

At 8:45 p.m., Commissioner Klumpp moved, seconded by Commissioner Stein, to adjourn to Executive Session for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee of the District or against legal counsel for the District to determine its validity per 5 ILCS 120/2(c)(1); and discussion of the purchase or lease of real property for the use of the District, including meetings held for the purpose of discussion whether a particular parcel should be acquired per 5 ILCS 120/2(c)(5).

#### **On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

#### **Motion carried.**

The regular meeting reconvened at 9:39 p.m. with the following persons present: C. Klumpp, B. Lichtenberger, M. Kurgan, S. Stein, R. Rosen, K. Pecka, J. Buchs, and M. Jendreas.

#### **ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

Commissioner Lichtenberger moved, seconded by Commissioner Klumpp, to approve Executive Director Buchs' Employment Agreement dated April 5, 2011.

#### **On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** J. Kolssak

**Motion carried.**

**ADJOURNMENT**

There being no further business, Commissioner Stein moved, seconded by Commissioner Klumpp, to adjourn the meeting at 9:40 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Jan Buchs  
Secretary

Approved this 19<sup>th</sup> day of April, 2011  
Board of Commissioners  
Wheeling Park District