

**WHEELING PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR MEETING  
DECEMBER 20, 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 7:05 p.m. by President Pecka, followed by the Pledge of Allegiance.

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

Commissioner Rosen was absent.

Staff members present were Jan Buchs, Executive Director; Elliott Becker, Director of Finance; Allen Parkes, General Manager, Chevy Chase Country Club; Amy Rivas, Director of HR & Risk Management; Larry Raffel, Superintendent of Planning; LeRoy Scheve, IT Manager; Matt Wehby, Director of Park and Recreation Services; and Marcia Jendreas, Recording Secretary.

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

**APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 6, 2011**

Commissioner Klumpp moved, seconded by Commissioner Lichtenberger, to approve the Minutes of Regular Meeting of December 6, 2011.

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

**AYE:** L. Widmer, B. Lichtenberger, M. Kurgan, S. Stein, C. Klumpp, K. Pecka

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Rosen

**Motion carried.**

**UNFINISHED OR CONTINUING BUSINESS**

**PDRMA Review Update**

Director Rivas advised that every three years, the Park District Risk Management Agency (PDRMA) requires a comprehensive evaluation of each member's loss control program. Director Rivas explained the Loss Control Review process and described what was covered by PDRMA's

site visits. She said that the final overall score for the Park District for the 2011 LCR was 96.17%, which means that the District continues to be an accredited agency. The Agency will receive a \$1,500 award from PDRMA for the next three years.

Director Rivas reported that staff is now setting new goals for 2012, based on recommendations made by PDRMA.

**NEW BUSINESS**

**Meadowbrook Tot Lot Design Presentation**

Superintendent Raffel provided a slide presentation on the design concept of Meadowbrook Tot Lot, which is a one-half acre parcel of land located at Manchester Avenue and Nancy Lane. He explained that playground equipment will be removed from Heritage Park and installed by staff in the spring. No neighborhood meetings will be held, but staff will notify residents of the design and changes before the equipment is installed.

Superintendent Raffel informed Commissioners that a new playground safety surface, called SMARTE™, will be installed as a test product at no cost to the Park District. This will result in a savings of approximately \$18,000. The Village will be contacted in the near future to inquire about any necessary approvals and/or permits. Superintendent Raffel added that the site is entirely ADA accessible.

Commissioners were very much in favor of this project and liked the design concept.

**Ordinance 2011-L – Budget and Appropriation Ordinance**

Director Becker explained that, as part of the approval process, the proposed ordinance was made available for public inspection for a thirty-day period, and a Public Hearing was held tonight just before the Regular Meeting.

Commissioner Widmer moved, seconded by Commissioner Stein, to adopt Ordinance 2011-L – Budget and Appropriation Ordinance – for the year beginning January 1, 2012, and ending on December 31, 2012, in the total budgeted amount of \$16,884,961 and the total appropriated amount of \$18,573,457, as detailed in the Ordinance.

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

**AYE:** M. Kurgan, S. Stein, C. Klumpp, L. Widmer, B. Lichtenberger, K. Pecka

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Rosen

**Motion carried.**

**Bid Summary/Recommendation for the Supply and Installation of a Multimedia System at Chevy Chase Country Club**

General Manager Parkes explained that staff identified audiovisual deficiencies in the Grand Ballroom with regard to tabletop projectors, small pull-up screens, and poor audio reception, and had included \$100,000 in the 2012 Budget for AV improvements. A bid advertisement was published on December 8 and three bids were received, with the low bidder being Abt of Glenview, Illinois. After checking the references provided, staff recommends accepting the bid from Abt.

Commissioner Klumpp moved, seconded by Commissioner Lichtenberger, to accept the bid from Abt and authorize the Executive Director, on behalf of the Park District, to enter into an agreement for an amount not to exceed \$92,162.70 for construction, supply and installation of a multimedia system in the Grand Ballroom of Chevy Chase Country Club, as specified in the Project Manual dated December 8, 2011.

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

**AYE:** S. Stein, C. Klumpp, L. Widmer, B. Lichtenberger, M. Kurgan, K. Pecka

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Rosen

**Motion carried.****Resolution 2011-05 – Transfer of Corporate and Recreation Funds to Capital Projects-Other Fund**

Director Becker explained the Board had approved Policy 6.20 in August 2007, which created an Internal Service Fund for Capital Replacement and Improvement. During the 2012 budget discussion, transfers were approved from the Corporate and Recreation Funds, but staff believes that by the time the year ends, the results of operations will position the District to transfer larger amounts.

Staff recommends that Resolution 2011-05 be approved to transfer the maximum amount that can prudently be transferred to the Capital Projects-Other Fund by year's end, which would then show a deficit.

President Pecka polled the Commissioners on the idea of larger transfers going into the Capital Projects-Other Fund, and all Commissioners were in favor of this being done.

Commissioner Stein moved, seconded by Commissioner Lichtenberger, to approve Resolution 2011-05 – Transfer of Corporate and Recreation Funds, and transfer an amount, yet to be determined, from the Corporate and Recreation Funds to the Capital Projects-Other Fund prior to the end of fiscal year 2011.

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

**AYE:** C. Klumpp, L. Widmer, B. Lichtenberger, M. Kurgan, S. Stein, K. Pecka

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Rosen

**Motion carried.**

**Resolution 2011-06 – Authorizing the Appointment of a Coordinator for ICMA Retirement Corporation**

Executive Director Buchs explained that with the change in personnel, it is recommended that Director Rivas be appointed as Coordinator to act on the District's behalf in matters pertaining to the ICMA Retirement Corporation.

Commissioner Widmer moved, seconded by Commissioner Stein, to adopt Resolution 2011-06, appointing Amy Rivas as the Coordinator for ICMA-RC.

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

**AYE:** L. Widmer, B. Lichtenberger, M. Kurgan, S. Stein, C. Klumpp, K. Pecka

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Rosen

**Motion carried.**

**Resolutions 2011-07 and 2011-08 – Bank Signature Authorizations**

Executive Director Buchs said that with the personnel change occurring, it is necessary to revise the approved signatory on the Park District's accounts for payroll and accounts payable checks.

Commissioner Lichtenberger moved, seconded by Commissioner Stein, to approve Resolutions 2011-07 and 2011-08, adding the name of the Director of Park and Recreation Services as an authorized check signer for the Wheeling Park District accounts at Buffalo Grove Bank and Trust.

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

**AYE:** B. Lichtenberger, M. Kurgan, S. Stein, C. Klumpp, L. Widmer, K. Pecka

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Rosen

**Motion carried.**

**FINANCE**

**Treasurer's Report – November 2011**

Director Becker advised that approximately 97% of the Cook County property taxes budgeted for 2011 have been collected; however, TIF revenues usually received in December will not arrive until the early part of 2012.

Director Becker gave a brief review of all the funds.

**Voucher List**

Commissioner Stein moved, seconded by Commissioner Lichtenberger, to approve the Voucher List dated December 20, 2011, in the amount of \$262,501.52.

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

**AYE:** M. Kurgan, S. Stein, C. Klumpp, L. Widmer, B. Lichtenberger, K. Pecka

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Rosen

**Motion carried.**

**STAFF REPORTS**

Director Wehby advised that the Arctic Splash improvement project is well underway, and the new bridge at Childerley Park will be installed as soon as weather permits. The last 2011 edition of *In The Know* will be mailed out the week of December 25 and will contain an article about Heritage Park construction. A website will be established soon to provide information on this project.

Director Becker said that it was an honor to be a part of the Wheeling Park District for the last six years. He thanked everyone for their support, both personally and professionally.

Executive Director Buchs said that a contingency tracking report on the Parks & Facility Services Building has been handed out for the Board's information. Staff is discussing the need for a generator at this facility and has an opportunity now to rough in the connection and install it later. The cost of roughing in the connection is approximately \$27,000, and the concrete pad would be \$3,000 to \$5,000. She asked if the Board is in support of adding these costs to the project. All Commissioners present felt this was a good idea. Executive Director Buchs said that the 2012 Budget includes funds to purchase the actual generator.

**WRITTEN COMMUNICATIONS**

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

**VERBAL COMMUNICATIONS**

**Board:** Commissioners enjoyed Breakfast with Santa at Chevy Chase, and Lollipop Lane, which had 1,586 visitors this year. They felt that planning for a generator for the new facility was a great idea. Everyone thanked Director Becker for his years of service and wished him good luck in his new endeavor.

**Citizens:** None.

**ADJOURNMENT**

There being no further business, Commissioner Widmer moved, seconded by Commissioner Stein, to adjourn the meeting at 8:17 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Jan Buchs  
Secretary

Approved this 10<sup>th</sup> day of January 2012  
Board of Commissioners  
Wheeling Park District