

**WHEELING PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR MEETING  
DECEMBER 4, 2018**

The Regular Meeting of the Board of Commissioners of the Wheeling Park District, Cook and Lake Counties, Illinois, was held in the Training Room of the Parks & Facility Services Building, 245 Egidi Drive, Wheeling, Illinois.

The meeting was called to order at 7:00 p.m. by President Stein, followed by the Pledge of Allegiance.

The following Commissioners were present when the roll was called: C. Klumpp, M. Burns, B. Lichtenberger, P. Zangara, J. Whittington, R. Rosen, and S. Stein.

Staff members present were Jan Buchs, Executive Director; Matt Wehby, Deputy Director; Amy Rivas, Director of Administrative Services; Jim Turloukis, General Manager of Chevy Chase; Juan Acevedo, Marketing & Communications Manager; Erik Ruiz, Multimedia and Graphic Designer; and Marcia Jendreas, Recording Secretary.

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

**CONSENT AGENDA**

Commissioner Lichtenberger moved, seconded by Commissioner Zangara, to approve the Consent Agenda, as follows:

- A. Approval of Minutes of Regular Meeting of November 6, 2018
- B. Approval of Schedule of Regular Meetings for the Year 2019
- C. Approval of Wheeling Historical Society Request for Lollipop Lane Contribution

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

**AYE:** C. Klumpp, M. Burns, B. Lichtenberger, P. Zangara, J. Whittington, R. Rosen, S. Stein

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**UNFINISHED OR CONTINUING BUSINESS**

**Second Quarter Update of 2018-2019 Agency Goals**

Executive Director Buchs reviewed the 2018-2019 Agency Goals, which were approved by the Park Board at its meeting on June 19, 2018, and provided the status of current projects.

Several Commissioners mentioned the need for more lighting at the Chamber Park parking lot. Executive Director Buchs advised that staff is aware of the concerns and is looking at a solution.

Executive Director Buchs said Park District staff is working with Indian Trails Public Library on a “long table” event. Manager Acevedo explained that the idea of the “long table” event is to get community members together to discuss events happening in the Village of Wheeling. The goal is to gather 150 people at this table in 2019. Manager Acevedo noted the event is planned for the 2<sup>nd</sup> week in August, and he will provide further information when he has exact details, such as date and time.

**NEW BUSINESS**

**Approval of 2019 Salary Ranges for Full-Time Employees**

Director Rivas advised that staff worked with HR Source (also known as The Management Association) regarding the 2019 salary ranges. They recommended adding a rate of 2.7% to all pay grades, in order to maintain market value. The current full-time pay grades were benchmarked with similar public agencies. Director Rivas said that the recommended changes for the 2019 salary grades will have no immediate impact on the budget or to any staff member’s compensation.

Commissioner Klumpp moved, seconded by Commissioner Whittington, to approve the Wheeling Park District full-time salary ranges for 2019, as presented.

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

**AYE:** M. Burns, B. Lichtenberger, P. Zangara, J. Whittington, R. Rosen, C. Klumpp, S. Stein

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Approval of Information Technology Consultant Third-Party Agreement**

Director Rivas explained that Wheeling Park District began working with Enteralogix Corporation to manage its information technology (IT) services in 2012. Staff recommends, and has budgeted for, renewing the contract with Enteralogix to manage the District’s IT services again in 2019. Enteralogix will continue to work in conjunction with the full-time Information Technology Specialist, and fees will not be increased.

Commissioner Rosen moved, seconded by Commissioner Burns, to authorize the Executive Director, on behalf of Wheeling Park District, to enter into an agreement with Enteralogix Corporation (d/b/a Ispera Government Systems) to provide IT services for the Park District during the period of January 1, 2019, through December 31, 2019.

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

**AYE:** B. Lichtenberger, P. Zangara, J. Whittington, R. Rosen, C. Klumpp, M. Burns, S. Stein

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

### **Presentation of Post-Issuance Compliance Report**

Deputy Director Wehby advised that the Bond Record-Keeping Policy requires the Compliance Officer to annually review the applicable records and report the findings to the Board of Commissioners. Having followed the proper procedures, Deputy Director Wehby said he believes the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. He noted that he also reviewed the District's compliance with its continuing disclosure obligations, and concluded the District is in compliance with its continuing disclosure requirements.

### **FINANCE**

#### **Treasurer's Report – October 2018**

Deputy Director Wehby reviewed the funds and said Corporate, Recreation, and Chevy Chase are all ahead of budget.

#### **Voucher List**

Commissioner Burns moved, seconded by Commissioner Zangara, to approve the Voucher List dated December 4, 2018, in the amount of \$2,264,723.87.

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

**AYE:** P. Zangara, J. Whittington, R. Rosen, C. Klumpp, M. Burns, B. Lichtenberger, S. Stein

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

### **WRITTEN COMMUNICATIONS**

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

### **VERBAL COMMUNICATIONS**

**Staff:** Manager Acevedo introduced Mr. Ruiz as the new Multimedia and Graphic Designer.

Executive Director Buchs advised that a State of the Park District Address will not be held in 2019 but staff will plan an event in 2020, when construction is done and the new facility is open. She noted that Camosy Construction will provide an update of the Community Recreation Center construction during the December 18 meeting. Executive Director Buchs announced that Director Rivas was recently elected to the PDRMA Board.

**Board:** Commissioners gave positive comments about the Winter Program Guide, Lollipop Lane, Thanksgiving Community Feast, and the NWSRA Pursuit Program. They congratulated staff on receiving the GFOA Award.

A discussion ensued about making some changes to the Thanksgiving Community Feast.

### **EXECUTIVE SESSION**

At 7:59 p.m., Commissioner Zangara moved, seconded by Commissioner Whittington, to adjourn to Executive Session for the purpose of discussion of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the District of the minutes or semi-annual review of the minutes as mandated by Section 2.06 per 5 ILCS 120/2(c)(21).

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

**AYE:** J. Whittington, R. Rosen, C. Klumpp, M. Burns, B. Lichtenberger, P. Zangara, S. Stein

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

#### **Motion carried.**

The regular meeting reconvened at 8:05 p.m. with the following persons present: C. Klumpp, M. Burns, S. Stein, B. Lichtenberger, P. Zangara, J. Whittington, R. Rosen, J. Buchs, and M. Jendreas.

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

President Stein stated that after meeting in closed session for a semi-annual review of minutes lawfully closed under the Open Meetings Act, the Board finds there is a continued need to preserve the confidentiality of the records, with the exception of Executive Session minutes of June 5, 2018, and August 14, 2018.

Commissioner Lichtenberger moved, seconded by Commissioner Burns, to release the Executive Session minutes of June 5, 2018, and August 14, 2018.

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

**AYE:** C. Klumpp, M. Burns, B. Lichtenberger, P. Zangara, J. Whittington, R. Rosen, S. Stein

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

President Stein asked for a motion to dispose of the audio recordings of closed sessions dated March 7, 2017, through March 21, 2017.

Commissioner Burns moved, seconded by Commissioner Zangara, to approve the destruction of verbatim records dated March 7, 2017, through March 21, 2017, per 5 ILCS 120/2.06(c)(1).

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

**AYE:** C. Klumpp, M. Burns, B. Lichtenberger, P. Zangara, J. Whittington, R. Rosen, S. Stein

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**ADJOURNMENT**

There being no further business, Commissioner Klumpp moved, seconded by Commissioner Lichtenberger, to adjourn the meeting at 8:08 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Jan Buchs, Secretary

Approved this 18<sup>th</sup> day of December 2018  
Board of Commissioners  
Wheeling Park District