

**WHEELING PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR MEETING
FEBRUARY 19, 2019**

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; Larry Raffel, Superintendent of Planning; Juan Acevedo, Marketing & Communications Manager; Jennifer Sweeney, Superintendent of Recreation Programs & Facilities; Beth Harrington, Wellness Manager; and Marcia Jendreas, Recording Secretary.

AGENDA ADDITIONS/DELETIONS/CORRECTIONS

President Stein rearranged the items under Section IV. New Business by moving Item C to A, and A to C.

CONSENT AGENDA

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

- A. Approval of Minutes of Regular Meeting of January 22, 2019
- B. Transfers from Corporate and Recreation Funds to Capital Projects-Other Fund

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 – None

NEW BUSINESS

Approval of Purchase of Equipment for Fitness Center through Sourcewell Cooperative-Purchase Group

Deputy Director Wehby provided details on the new equipment staff recommends acquiring for the Fitness Center as part of the CRC Renovation and Expansion Project. The equipment is a mixture of cardio and strength equipment. Some of the old equipment will be traded in.

Deputy Director Wehby acknowledged the efforts of Superintendent Sweeney and Manager Harrington in researching equipment that would work out best for the facility.

Staff responded to questions from the Board. A complete list of equipment to be purchased was provided to all Commissioners.

Commissioner Rosen moved, seconded by Commissioner Whittington, to use the Sourcewell cooperative-purchase process and purchase the recommended equipment for a total cost not to exceed \$385,659.22 for all equipment and warranties listed in the bid specifications.

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.

Superintendent Sweeney and Manager Harrington exited the meeting at 7:25 p.m.

Bid Summary/Recommendation for Custodial Services at Chevy Chase Country Club

General Manager Tourloukis advised that two bids were received for Custodial Services at Chevy Chase Country Club. He explained the work involved and said that after a thorough review of the bid and a meeting with the low bidder, Crystal Maintenance Services Corporation, staff is recommending the Board accept the bid from Crystal Maintenance.

Commissioner Klumpp moved, seconded by Commissioner Lichtenberger, to accept the bid from Crystal Maintenance Services Corporation, of Mt. Prospect, Illinois, to provide overnight custodial services at Chevy Chase Country Club for an annual amount not to exceed \$29,880.00.

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.

Presentation of 2018 Annual Report

Executive Director Buchs outlined the agenda for presenting the 2018 year in review as follows: 2018 District Overview, Administration, Parks & Recreation Services, and Chevy Chase Country Club.

Executive Director Buchs reviewed the Community Recreation Center Renovation and Expansion Project, awards and accreditations, Meadowbrook Park project, Chamber Park parking lot, Heritage Park, and the 2018-2021 Strategic Plan.

Director Rivas presented highlights of Human Resources, Risk Management, and Information Technology.

Deputy Director Wehby outlined the 2018 Key Points of Measurement for Success. He reviewed the goals that were set for 2018, and highlighted the 2018 accomplishments. He also provided information on 2014-2018 program participation, the Fitness Center in-house move, playground and Sports Complex at Heritage Park, marketing and communications efforts, Park District website, Districtwide special events, and summer entertainment.

General Manager Tourloukis explained the struggles of golf operations in 2018. He pointed out that Food and Beverage brought in \$4 million in revenue, and noted events are way up, with great online reviews.

BOARD MEMBERS DISCUSSION OF IAPD/IPRA 2019 CONFERENCE

Commissioners agreed that the exhibits and presentations were very good at the Conference. They especially enjoyed the off-site historical trip, information about the Cal-Sag Trail, social media, information that is FOIA-able, legal legislation, Facts Matter by editors of the *Daily Herald*, how important it is to put things in writing, and the program on crisis situations within the organization. Other enjoyable seminars included leadership and change, finding your District's niche, and Practical Implications of the Tort Immunity Act. Commissioners also agreed that it was a great time to talk to fellow Commissioners outside of a regular meeting and get to know them better.

FINANCE

Treasurer's Report – Final for December 2018, and January 2019

Deputy Director Wehby reviewed the funds and answered questions about the report.

Voucher List

Commissioner Burns moved, seconded by Commissioner Zangara, to approve the Voucher List dated February 19, 2019, in the amount of \$1,402,607.81.

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: Deputy Director Wehby advised that due to weather conditions, the Heritage Park ice rink will be shut down; however, staff will keep the Horizon Park ice rink open.

Executive Director Buchs advised there will be Board Workshop held on March 5 at 6 p.m. for the purpose of touring the CRC construction project, and NWSRA's Executive Director will make a presentation during the March 5 regular meeting. There will be another Workshop on March 12 at 6 p.m. for the Board to discuss the Fitness Center operations and Agency branding.

Board: Commissioners made positive comments about the February 8 staff appreciation event, the Stay Active 55 field trips, a great IAPD-IPRA Conference experience, and the Program Guide Award.

Citizens: None

ADJOURNMENT

There being no further business, Commissioner Burns moved, seconded by Commissioner Lichtenberger, to adjourn the meeting at 9:34 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Jan Buchs, Secretary

Approved this 5th day of March 2019
Board of Commissioners
Wheeling Park District