

**MINUTES OF THE KENILWORTH PARK DISTRICT BOARD
HELD AT THE VILLAGE HALL, 419 RICHMOND ROAD,
AT 5:00 PM. ON THURSDAY, APRIL 7, 2011**

Park District President Thomas Feeney called the meeting to order at 5:05 p.m., and the Secretary called the roll as follows:

Present:	Tom Feeney	Chairman
(arrived 5:07p.m.)	Chip Kenyon	Commissioner
	Heidi Higgins	Commissioner
	Rick Peterson	Commissioner
Absent:	Jason Hanold	Commissioner
Others Present:	Brad Burke	Secretary
	Lou Maggi	Superintendent
	Mary Cole	Mr. Burke's Secretary
	Debby Killion	515 Cumnor Road
	Arlene Haynes	427 Sheridan Road
	Eileen Madigan	353 Melrose Avenue
	Lois Stanley	167 Sheridan Road
	Hester McCarthy	336 Leicester Road
	Carl Anderson	731 Roger Avenue
	George Drake	143 Sheridan Road

The minutes of the March 3, 2011 meeting were placed before the Park District Board. Commissioner Higgins had a minor amendment to said minutes. ***Commissioner Higgins made a motion to approve the minutes as amended. Commissioner Peterson seconded the motion, which upon a voice vote, was unanimously approved without dissent.***

The Intergovernmental Agreement between the Village and Park District was introduced into the meeting for discussion. President Feeney asked if the Village is in the process of considering a budget reflecting a \$217,000 surplus, why are more funds being sought from such a small entity as the Park District. Secretary Burke explained the Village's existing reserve balance has depleted to just over two months of operations, and the Village Board has worked hard to implement policy decisions and changes to correct the issue of such a limited amount of reserves. Secretary Burke noted it is Village policy to have a six month surplus of reserves for General Fund operations.

Secretary Burke explained prior to the current fiscal year, the Village had experienced multiple years of deficit spending. The Village Board began working to address this structural imbalance in the Village's budget over two years ago with the appointment of the Revenue/Expenditure Study Committee. One of the areas identified for further study was the existing relationship between the Park District and the Village. Based upon a review of this relationship, it has become evident, that the true cost of providing Park District programs and services is not reflected in the Park District budget.

Commissioner Higgins asked if the Village looked at the services the Park District provides to the Village for such activities as grounds maintenance for various Village-owned properties throughout the community. Secretary Burke said that was part of the financial analysis and noted even with the Park District's support taken into consideration, the Village provides over

\$200,000 of in-kind services and support to the Park District on an annual basis. President Feeney said in all the discussions between the Village and Park District to date on this topic, there has always been a recognition that the relationship between the two entities is symbiotic and not parasitic. Secretary Burke reviewed the various actions the Village Board has taken in the last 18 months to balance the budget, which includes reducing the total number of full-time personnel by 2 positions. Secretary Burke noted the Village provides the Park District \$50,000 to \$60,000 worth of administrative services annually to support and maintain Park District programs and services.

Secretary Burke provided a review of the proposed intergovernmental agreement and explained it is drafted to become effective June 1, 2011. Secretary Burke noted the proposed agreement does not reflect the Park District compensating the Village for office, storage, and maintenance space at the Public Works Facility even though the Park District uses about 22% of the Public Works building.

Secretary Burke further explained the proposed intergovernmental agreement has language typical to other such agreements between municipalities and special districts. Secretary Burke said he had worked with Attorney Barb Adams on the drafting of the proposed agreement. Secretary Burke explained both Village President Steingraber and Park Board President Feeney had signed a letter acknowledging Attorney Adams' role in drafting the agreement on behalf of both entities. He added there was a monetary savings in choosing this approach because Attorney Adams does know the relationship between the Village and the Park District.

Secretary Burke said this agreement will void the existing 1967 agreement and the existing lease document providing for the Park District to occupy a portion of the Public Works Facility. Secretary Burke noted the Village has been paying the Park District \$4,000.00 per year for services; however, with this agreement that payment is eliminated.

Commissioner Higgins suggested the Board go over the information about banner signs, then get back to discussion about the Agreement since there are members of the public in attendance with an interest in installing a banner on Park District property. Secretary Burke said he has received two requests to put up banners on Park District property. He said the updated Village Sign Code allows approved banners to be installed for a period of up to 21 days. Secretary Burke noted Superintendent Lou Maggi and his team installed sleeves in the ground at North Park to be used for standards to hold banner signs when requests are brought forward. Secretary Burke also created a form that needs to be filled out by any community group or organization that desires to put up a banner sign. The process provides for Park District staff to install the banners and then return them to the owners. The current requests received are from the Beautification Committee for their Annual Plant Sale and Sears School for the 8th Grade Play.

Hester McCarthy, speaking for the School, said the play is on April 28th, April 29th and April 30th.

Secretary Burke said two banners could be installed between the two standards depending on the width of the banners. The new banner policy would allow local Kenilworth groups to put up banners without any Board approval. However, if an individual or organization from another town requested a banner, it would have to obtain approval from the Park Board prior to installation. **Commissioner Peterson made a motion to approve the banner requests and the banner sign policy as proposed. Commissioner Kenyon seconded the motion which was unanimously passed, without dissent.**

President Feeney said the Park Board should move on to discussion of bills. Secretary Burke said the bills were pretty standard except for the \$2,300.00 to Harris Computers for the annual software license renewal. Commissioner Peterson asked about the payment to the Illinois State Police for background checks. Secretary Burke said that was for basketball referees, which is a requirement under state law.

Commissioner Kenyon made a motion to approve the March 2011 bills in the amount of \$8,179.80. Commissioner Peterson seconded the motion, which upon a voice vote was unanimously approved without dissent.

President Feeney announced that there are two retiring Park Board members. President Feeney thanked Commissioners Kenyon and Peterson for their dedication and service to the Park District during their term and he presented them both with gifts of appreciation for their public service to the Kenilworth Community.

Commissioner Kenyon said it was his last hurrah and asked when the sod would be put down on Townley Field. Secretary Burke said the sod will be delivered and put down next Friday, weather permitting. He said if the sod is installed under this time-frame, May 27th would be six weeks after the sod is laid and the field could be used. There were questions about the final grading, and whether or not the field will have to be resodded if it rains.

Commissioner Higgins noted the District received a \$1,000 check from the Booster Club to help with the cost of the renovation. She said many people are concerned about a fence. They do not want anyone or any pets to damage the field once the sod is installed. She asked if the area is fenced in now. Commissioner Kenyon said a temporary fence has been erected around the renovated area and the bike path extending to Cumnor Road. President Feeney said the fence is temporary and ugly, but necessary. Commissioner Kenyon suggested erecting a fence on the east side of Townley Field. Superintendent Maggi said he had received a quote for such a fence in the amount of \$16,000.00 and noted this will likely be included in the budget for the coming year. Lois Stanley noted the fence is not included as part of the Garden Club's beautification plan for this area.

A discussion of a proposed fence along Cumnor Road followed. President Feeney said a fence would keep balls from going into Cumnor Road. He asked Eileen Madigan, who lives near Townley Field, if she had any thoughts on a proposed fence. Ms. Madigan said she thought a 3 to 4 foot high black vinyl fence would be helpful. President Feeney said aesthetically that is the best that can be done.

Commissioner Kenyon asked, in light of the new agreement, if Superintendent Maggi can have summer help. Superintendent Maggi said yes, he had some help in mind.

Secretary Burke said the Park District has solicited bids for landscaping which will be opened tomorrow.

Commissioner Kenyon said he had to leave the meeting. President Feeney thanked Commissioner Kenyon, and said it has been wonderful working with him. There was a round of applause for Commissioner Kenyon.

Secretary Burke returned to the discussion of getting bids from landscapers for park maintenance. He said the Park Board would have to approve a contract for landscape service if this is an option they would like to pursue.

Lois Stanley said, with this new arrangement, the landscapers would maintain Townley Field so Superintendent Maggi and his crew would spend less time on Townley Field. Superintendent Maggi corrected Ms. Stanley and said Townley Field would require more staff maintenance the first year, but after that the work load would get lighter.

Eileen Madigan asked if the daily start time for the workers renovating Townley Field could be changed. It is near several residential homes and they start very early and it is noisy. Secretary Burke thanked Ms. Madigan for her input and noted he would talk to the various contractors.

Secretary Burke brought up T-Ball. He said, because Commissioner Peterson who has run the program for the last few years is retiring from the Board, they need a new coach. President Feeney said he would come up with someone. Commissioner Higgins asked the upcoming Commissioners, Chip Anderson and George Drake, who were in the audience, if they would be interested in running T-Ball. President Feeney and Commissioner Higgins explained the job of running the program to the Commissioners-elect in the audience. Chip Anderson said he would help but did not have much time because he is coaching KWBA. Retiring Commissioner Peterson said a few of the participants' fathers always help out which makes it easier. Commissioner Higgins said she would run the program, and Chip Anderson said he definitely will help out as available. Commissioners Peterson and Higgins talked about sharing duties. The Board asked that the applications get out on Monday. The Board also suggested adding something about signing up for summer camp to the registration forms.

President Feeney asked how camp registrations were coming in. Secretary Burke said they are coming in slowly but still better than last year. Commissioner Higgins said the Park District should advertise the camp in the "Beacon". Secretary Burke said there is going to be an article about Kenilworth in the "Beacon" at the end of the month. Commissioner Higgins said one of the camp directors, Brian Drelicharz, had contacted her son about doing a drama section for the camp. Secretary Burke said he is having a meeting with the directors next week about hiring. Commissioner Peterson asked if the Park District was late last year and if we were earlier this year. Secretary Burke said not as late as other years, but late compared to other camps.

The Park Board turned discussion back to the Intergovernmental Agreement between the Village and the Park District. Secretary Burke said the Agreement uses boiler plate language in many sections throughout. He had talked to the Village's and Park District's risk management agencies about the language to use regarding shared personnel and equipment. The biggest part of the Agreement is about reimbursement for administrative support provided to the District by the Village. Commissioner Peterson asked if it was consistent with other agreements. Secretary Burke said yes. He said the staff will be doing time sheets which indicate Park District work or Village work. Commissioner Peterson said reimbursement will come due every month. Secretary Burke said yes, rather than once a year.

Commissioner Peterson made a motion to approve the Intergovernmental Agreement between the Village of Kenilworth and the Kenilworth Park District. President Feeney seconded the motion, which upon voice vote without dissent, was carried 3-0.

Lois Stanley suggested the Park Board may want to have someone else look at the Agreement prior to its approval, and President Feeney said the document has been discussed on numerous occasions and has been approved.

Superintendent Maggi said he and his crew have been involved with routine spring cleanup and planting. During spring break, when many families were gone, they worked on the Village House.

Lois Stanley brought up the Beautification Committee's annual Plant Sale and how important it is to the Park District. They would like to raise three times the money they normally raise to help with Townley Field renovation. She said ordering starts next Monday and delivery of plants will be on Mother's Day. Secretary Burke said he received an email from Susan Nelson and the advertising posters will go up on Monday.

Lois Stanley said promotion and enthusiasm are very important.

President Feeney then told Commissioner Peterson, who is retiring from the Board, that it has been wonderful working with him. Commissioner Peterson said it has been an enlightening and rewarding experience. There was a round of applause for Commissioner Peterson.

President Feeney made a motion to adjourn. Commissioner Higgins seconded the motion, which was unanimously carried without dissent, and the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Mary Cole