

**MINUTES OF A REGULAR MEETING OF THE
KENILWORTH PARK DISTRICT BOARD HELD AT THE VILLAGE HALL,
419 RICHMOND ROAD, AT 5:00 P.M. ON THURSDAY, DECEMBER 4, 2008.**

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

Present:	Thomas Feeney Heidi Higgins Chip Kenyon	President Commissioner Commissioner
Absent:	Richard Peterson Jason Hanold	Commissioner Commissioner
Others Present:	Brad Burke Lou Maggi Mary Cole Maryann Van Dyke Brett McGinnis Amy Madigan Debbie Killion (arrived 5:40 pm) Tolbert Chisum	Secretary Superintendent Mr. Burke's Secretary Finance Administrator 136 Tudor Place 353 Melrose Avenue 515 Cumnor Road Village President

The minutes of the November 6, 2008 meeting were placed before the Board. Commissioner Higgins made a motion to approve the minutes. President Feeney seconded the motion, which was unanimously carried, and the minutes as presented were approved.

Secretary Burke discussed the November payables. He noted payment to CDW for \$5,477.95 which is the Park District's 1/5 share of the cost for the new computer server for both Village and Park District data processing and storage needs. He also noted \$3,375.00 for the 2007-08 audit. Secretary Burke noted this month's financial reports are in order and reflect where the District should be at this point in the fiscal year. President Feeney made a motion to approve the payables. Commissioner Kenyon seconded the motion, which was unanimously carried, and the minutes as presented were approved.

Next, Secretary Burke discussed the Hampton, Lenzini and Renwick bills for engineering review services for Townley Field in relationship to the artificial turf project. Secretary Burke noted Commissioner Kenyon had requested these invoices be presented to the Park Board for their consideration for payment rather than requiring the private group who would be donating funds for the Field Turf project pay these bills. The amount of engineering review services billed to date is \$2,081.00; however, more engineering charges are expected to be incurred. President Feeney said the Park Board had included in the budget a line item of expenditures related to Townley Field. Secretary Burke noted that the Park Board has paid some of the past expenses related

to the exploration of the artificial turf project including the preparation of a topographic survey and completion of a soil study.

Commissioner Higgins asked how much had been spent by the Park District to date, and Secretary Burke said approximately \$3,300.00 for soil borings and report and \$5,000 for the survey had been spent by the Park District to date.

Commissioner Kenyon said he thought the Park District could pay the \$2,081.00 for engineering as an act of good will toward the donor group. Commissioner Higgins felt the Park Board should only pay costs that apply to or would benefit both Field Turf and natural grass options.

Commissioner Kenyon said there is \$10,000 in the budget for these expenses.

Commissioner Higgins asked specifically what were the services being billed, and Commissioner Kenyon said it was to look at the drainage on Townley Field and see if Field Turf would work. Secretary Burke further explained that in order for the Metropolitan Water Reclamation District to receive the plans and begin their review of the issue, the Village engineer had to sign off on the drainage plan.

Commissioner Higgins expressed her opinion she did not think it was appropriate for the Park District to pay for expenses incurred for costs related to a project the Board said they would let the community decide if they wanted or not. Commissioner Kenyon noted the expenditures only total \$2,100.00 to date.

President Feeney asked if engineering costs would be less for a natural grass project. Secretary Burke responded that the cost would be less. Secretary Burke said there has been money allocated in the budget that could pay for these expenses.

Commissioner Higgins said she was not aware of this budget allocation. Secretary Burke explained that when the budget was passed, the Board directed some money be set aside to gather advice on some sort of turf to improve Townley Field. Superintendent Maggi expressed his opinion some of the engineering information can be used for a natural grass improvement.

President Feeney made a motion to authorize payment by the Park District of the Hampton, Lenzini, and Renwick engineering bills. Commissioner Kenyon seconded the motion, which was unanimously carried, and the bills were approved for payment.

Next, Secretary Burke presented the audit. He said he had asked President Feeney if it was necessary for one of the auditors to attend this meeting, and it had been decided their attendance was not necessary. Secretary Burke provided an overview of the audit.

Secretary Burke explained the various issues and deficiencies identified in the management letter. Secretary Burke went on to explain changes to accounting and report preparation requirements determined by the Governmental Accounting Standards

Board (GASB). Secretary Burke explained the Kenilworth Park District is too small an entity to have someone on staff who can prepare all financial reports required in the audit; however, GASB requirements are such that if there is not someone on staff with the ability to prepare these reports that this status be identified as a material weakness. Secretary Burke noted that neither the Village nor the Park District have a CPA on staff who can prepare these reports, which is considered a material weakness. Pursuant to GASB standards, all small entities, without the necessary in-house staff, will have this material weakness. The Park District could hire a CPA to prepare these reports, but it would be expensive and really not serve any purpose other than eliminating this note from the management letter.

Secretary Burke also noted the auditor comments about segregation of duties. Secretary Burke noted this comment has been made in all prior year audits, which is a status that cannot be complied with due to the small size of the Village and Park District staff.

Secretary Burke then turned to page 5 which referenced the note on the Park District's need for an investment policy. Secretary Burke noted the Park Board had approved its own investment policy that meets State requirements this year which addressed an auditor concern raised during the previous year's audit. He also noted the comments regarding the need for an Employee Handbook which is in the works.

Secretary Burke said the audit reflected a 4% increase in net assets, and pages 4 and 5 of the audit gave an overall picture of finances and a breakdown of funds. He said page 7 showed the changes in fund balances.

Commissioner Higgins made a motion to accept the audit. Commissioner Kenyon seconded the motion, and the audit was unanimously accepted.

Secretary Burke then introduced the Tax Levy. He said the Board has to approve this every year, and the tax levy ordinance must be sent to Cook County by the third Tuesday in December. He said the Levy is in compliance with the tax cap which is the lesser of 5% or the CPI figure. The overall total is 5.14% which includes new construction coming on line. Secretary Burke distributed an exhibit reflecting the amount of tax paid by homeowners of homes of various values in the community. Secretary Burke noted residents owning a \$500,000 home currently pay \$221 per year and owners of homes valued at \$1,250,000 pay \$552 in taxes to the Park District annually. The increase in the proposed property tax will be only \$11 for a \$500,000 home to \$28 per year for a \$1,250,000 home. Secretary Burke noted the proposed tax increase has a relatively small impact on the individual tax bill. Secretary Burke also noted that only 1.73% of the total tax bill goes to the Park District.

Commissioner Higgins made a motion to approve the Tax Levy ordinance. Commissioner Kenyon seconded the motion, which was unanimously carried, and the Tax Levy ordinance was approved.

Secretary Burke introduced the Park District meeting schedule for 2009. He noted that the January and July meeting dates were not first Thursdays due to holidays. President Feeney made a motion to approve the schedule. Commissioner Higgins seconded the motion, and the 2009 meeting schedule was unanimously approved.

Commissioner Higgins briefly discussed the basketball program. She asked about referees and said some people who refereed last year were promised jobs this year. She said Commissioner Hanold has the names of those returning referees. Secretary Burke indicated he would follow up with Commissioner Hanold regarding referees.

Secretary Burke turned the discussion to the proposed referendum question regarding Field Turf. He explained a question had been raised regarding the number of questions that could be placed on the ballot, and noted the Park District could have up to three questions on the ballot. He said the Board would have to approve the wording of the questions in the January meeting via a resolution. Upon approval of the resolution, the information would be forwarded to the Cook County Clerk's office by February 9, 2009.

President Feeney asked when the next election after April 2009 would be. Secretary Burke said not until 2010. Secretary Burke had asked Attorney Adams to provide him with samples of ballots from other municipalities on advisory referendum questions. Secretary Burke explained he is prepared to draft the resolution for review by Attorney Adams and presentation to the Park Board at their January meeting.

Commissioner Kenyon passed out sample ballot questions he had written for consideration by the Park Board. Commissioner Kenyon noted the questions and language suggested are just a starting point for discussion by the Board.

Commissioner Kenyon said that perhaps the Board could meet late in January which would give more time for the MWRD report to be received.

Commissioner Higgins referred to Commissioner Kenyon's sample ballot and expressed her opinion she would not support language indicating that the Park Board was behind the project. Commissioner Kenyon said such wording could be eliminated.

Commissioner Higgins had several other objections to Commissioner Kenyon's phrasing. There was general discussion of the phrasing of the two advisory referendum questions followed.

Brett McGinnis asked if ultimately the Park Board has to approve the project should the referendum be successful. Secretary Burke said the referendum is advisory and should the Park Board decide to move forward with any option that would include the expenditures of funds or awarding of a contract would have to be approved by the Park Board.

Commissioner Higgins said the Park Board told the citizens it would do their will as indicated by an advisory referendum.

Commissioner Kenyon said Brett McGinnis's point is that this is still the Park Board's decision regardless of the phrasing of the question or the results of the election.

Commissioner Kenyon expressed concern that this issue and the advisory referendum would stir up the community like the recent historical district issue and expressed his opinion this is something he did not want to do. Commissioner Kenyon noted that if anonymous emails with incorrect information are circulated, he will hire his own public relations firm to counteract the misinformation. He read one erroneous email and explained the misinformation and the misleading the information contained in the email.

Commissioner Higgins said she could argue the other side and that the email did not include information. Commissioner Higgins noted it is a matter of opinion. Commissioner Kenyon said the difference is that he did not send anything out to the residents in the community on this topic.

Commissioner Higgins said, for the record, she does not agree with a private group funding artificial turf for Townley Field. Commissioner Higgins also said, for the record, that Superintendent Maggi and his crew did a wonderful job on the Christmas tree displayed in the Village fountain.

There was discussion about the Park District having to ultimately approve the Field Turf project if it is approved in the advisory referendum.

Amy Madigan said the referendum question has to be specific. It is important that residents know what percentage of Townley Field would be covered with artificial turf and what kind of product is being used.

Commissioner Kenyon asked for Ms. Madigan to clarify her comment. Ms. Madigan expressed her opinion residents need to know specifically what is being proposed in order to make an informed decision.

Commissioner Kenyon asked Ms. Madigan what she preferred. She said she prefers natural grass and has no preferences for artificial turf types.

Amy Madigan also asked where the funding is coming from for the future maintenance of artificial turf should it be installed. Commissioner Kenyon said that has already been covered, and noted he has received pledges from a number of organizations that use Townley Field. He said the cost after ten years would be approximately \$350,000. He said the Park District would need \$500,000 for natural grass maintenance.

There was a question about some of the organizations Commissioner Kenyon mentioned as being willing to contribute for maintenance costs of Field Turf and which organizations are currently using the field.

Superintendent Maggi made his monthly report. He said he and his crew are through with Fall cleanups and are now into winter maintenance. He said the hockey rink is up

and they will put the liner in soon. Superintendent Maggi noted crews will begin to flood the rink as soon as weather permits. He said he needs skating guards and wanted Board direction regarding the pay scale for guards. He did not think any of last year's guards would be returning. The Park Board was in general agreement to keep the pay the same as last year for new guards. Superintendent Maggi asked Board members to get the word out to the community that skating guards are needed.

Next, Superintendent Maggi reported that representatives from Musco Lighting had met with him regarding lighting in Townley Field. He said anticipates representatives will be in attendance at a future Park Board meeting to discuss lighting issues and options. Superintendent Maggi said he was with the representatives from Musco Lighting when the collected data related to the lighting of the field and the current lighting situation is not consistent or good.

The next issue for discussion was employee bonuses. The Board members decided on the amounts to be awarded to Park District personnel and unanimously approved bonuses.

President Feeney made a motion to adjourn. Commissioner Kenyon seconded the motion, which was unanimously approved, and the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Mary Cole