

Lombard Park District
Board of Park Commissioners
Regular Park Board Meeting
Recreation Committee Meeting/Committee of the Whole
Sunset Knoll Recreation Center
Tuesday, January 20, 2009
7:00pm

The meeting was called to order by Vice President Giagnorio at 7:00pm.

Commissioners: Char Roberts, President
Keith Giagnorio, Vice President
John Bielenda, Commissioner
Kathy Hogan, Commissioner
Mike Kuderna, Commissioner
Janice Mills, Commissioner

Absent: Bill Ware, Commissioner

Staff: Paul W. Friedrichs, Executive Director
Rick Poole, Deputy Director
Jason S. Myers, Superintendent of Finance and Personnel
Jacquelynn C. Brzezinski, Administrative Assistant

Guest: John Dzarnowski, FGM Architects
Matthew Fairbanks, Program Manager-Athletics
Greg Hooper, Program Manager-Athletics
Mose Rickey, Guest
Mike Rink, Corporate Construction Services
Debbie Whitcher, Aquatics and Facilities Manager

Executive Director Friedrichs began the meeting by informing the Board that the Lombard Jaycees have yet to present their financials from Taste of Lombard 2008. This information was due November 4, 2008. A discussion was held regarding the pattern of their commitment to submitting financials. Commissioner Hogan suggested that the Lombard Jaycees not receive their deposit if the park district does not receive the financials in a timely basis. She noted that this should be written into their contract.

Mose Rickey then thanked the Board for the experiences at the District then presented each member a gift. The Board wished Mr. Rickey good luck with his new position.

Executive Director Friedrichs then introduced a series of change orders in relation to Paradise Bay for the Board to review and place on the Consent Agenda at the January 27, 2009 Regular Board Meeting. Mike Rink of Corporate Construction Services was present to answer questions regarding Paradise Bay and the change orders #5, #6, #7, #8, #29, #30, #33, #34, #35, #38, #41, #43 and #44. He informed the Board that the project is running ahead of schedule. The slides will be delivered February 26, 2009. Mr. Rink then distributed a copy of an updated Cost of Construction. Mike Rink informed the Board of about a recent law, VGBA (Virginia Graham Baker Act) which restricts the requirements for installing pool pumps and grates.

John Dzarnowski of FGM Architects shared with the Board a drawing of the front gate/sign of Paradise Bay. The sign is approximately 7-8 foot tall and 28-30 foot wide. A brief discussion was held regarding the gate/sign.

Aquatics and Facilities Manager, Debbie Whitcher next gave an overview on the administrative work being done on Paradise Bay. Staff is preparing information for a mailing to all 2007 pass holders which would include pool pass registration information and a tri-fold pamphlet. Signage is being compiled. Additionally, staff is planning special events, a marketing plan, and programming classes and activities from 6:00am-11:00pm. A discussion was held on staffing of Paradise Bay. Ms. Whitcher conveyed that 15 lifeguards are needed on deck for a full rotation. 68 candidates have been interviewed and 55 have been hired. The hiring pool has been very competitive.

Superintendent Myers showed Board black and white logo samples of Paradise Bay. Staff is working with a graphic designed to create a logo for Paradise Bay. Staff is using information from the Focus Groups to assist in the formulation of the logo.

Superintendent Myers requested a review of policies to include: Per Diem, Public Relations, Memberships in Clubs and Civic Organizations, Participation in Trade and Professional Associations and the Park Property Naming Policies. A brief discussion was held regarding the procedures of per diem amounts for conferences and meetings. It was agreed to further discuss the Per Diem Policy at the January 27, 2009 Regular Park Board Meeting. Commissioner Hogan also requested that the Purchasing Policy be revisited. Superintendent Myers will look into past discussions.

Deputy Director Poole then presented the Board 2008 registration statistic summaries. The season totals for 2008 were affected by lack of aquatics and teen programs for the year. Commissioner Hogan inquired about the percentage increase of participation used for budgets. Deputy Director Poole responded 7% increases were used for participation in the budget process. Commissioner Bielenda asked how participants are counted for statistics. Deputy Director Poole responded that not all participants are accounted for, for instance an adult league team is entered into the computer once, not once for every player. Deputy Director Poole did convey that 38% of registration has been taken online.

2008 Fitness Center Usage was then presented to the Board by Deputy Director Poole. In 2008 there were 13865 visits to the Fitness Center. Commissioner Bielenda inquired as to whether the number of users could be determined. Deputy Director Poole will look into it.

Deputy Director Poole next presented Class Cancellations and Program Evaluations Special Event reviews of the Daddy Daughter Holiday Dance and Snacks with Santa. Commissioner Hogan requested that Deputy Director Poole review the actual amount of program fees of \$197.00 from Snacks with Santa. Commissioner Hogan felt that this could be a mistake.

After that Deputy Director Poole presented a review of Financial Assistance distribution. During 2008, a total of \$5,766.40 was granted to eligible families. Commissioner Hogan recommended that the Financial Assistance program be highly publicized. President Roberts inquired as to whether other districts have similar financial assistance programs. Staff responded that others do.

The next topic of the agenda was presented by Program Manager Hooper regarding ASEP and NYSCA coaches training. Currently the Lombard Park District holds NYSCA classroom clinics

for youth sports coaches. The material and format is provided by NYSCA. Staff feels the classroom format does not provide adequate discussion and most rush off to complete their test. After much research staff has concluded that ASEP will enhance the sports programs because it offers interactive video training, online training and resources and a membership tracker. Philosophically, the two programs are similar. A brief discussion was held regarding the transition from NYSCA to ASEP. Staff recommends ASEP and the Board agreed.

Deputy Director Poole announced that Matthew Fairbanks has accepted the position of General Recreation Program Manager for the Lombard Park District. Superintendent Myers went over previously distributed information in the IPRA/IAPD conference packets to the Board. The Board then reviewed costs estimate of replacement windows for the Lombard Community Building which is approximately \$45,000 in capital expenses. Executive Director Friedrichs will add approximately \$50,000 to the budget per formal Board approval. Executive Director Friedrichs also announced that there had been flooding at Western Acres Golf Course but the water was pumped out in two days. WAGC staff is also working on removing old diseased trees at the course. He then thanked the Parks department for diligently working in the cold weather conditions. A brief discussion regarding the ice rinks occurred and President Roberts mentioned that she had seen ice fishing at Terrace View. Executive Director Friedrichs mentioned that he will investigate and inform the proper authorities. To end, Executive Director Friedrichs informed the Board that they would receive their Board packets on Friday, January 23, 2009.

There being no further business Commissioner Hogan made a motion to adjourn the meeting at 9:12pm. President Roberts seconded the motion. On a call for the vote six ayes. Motion carried.

Respectfully submitted,

Paul W. Friedrichs
Secretary

PWF/jcb