

MINUTES OF THE ITASCA PARK DISTRICT COMMISSIONERS

February 27, 2023

- Page 1

Call to Order: The meeting was called to order by Mrs. Aiani at 6:15 P.M.

Roll Call Vote: Mr. McClellan, Vice President; Mr. Craven, Commissioner; Mr. Kompanowski, Commissioner; and Mrs. Aiani, President. Not present Mr. Hansen, Commissioner.

Also Present: Mrs. Leno, Executive Director; Mrs. Harris, Superintendent of Recreation & Facilities; Mr. Kinsinger, Superintendent IT, HR and Finance; Mr. Alexander, Superintendent of Buildings & Parks; Mrs. Powles, Superintendent of Marketing and Communications and Mrs. Depa Recording Secretary.

Minutes: Mr. McClellan made a motion to approve the minutes of January 23, 2023, seconded by Mr. Kompanowski.

Roll Call Vote: Ayes - Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays – None Motion Passed

Citizens to Be Heard: None

Accounts Payable: Mr. Craven made a motion to approve the accounts payable list dated January 2023, in the amount of \$208,693.49 and credit card refunds for the same period in the amount of \$1,967.00, seconded by Mr. McClellan.

Mr. Craven inquired about check #110(E) for Illinois Department of Revenue. Mr. Kinsinger advised this is a once a year sales tax payment.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

Mr. Craven made a motion to approve the payroll distribution for the month of January 2023, including wages, payroll tax liabilities and agency payments in the amount of \$144,992.42, seconded by Mr. McClellan.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

Mr. McClellan made a motion to approve the attendance of Commissioners Craven and Kompanowski to the 2023 IAPD/IPRA Conference at a cost of \$70.00 each for a total of \$140.00, seconded by Mr. Craven.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

Financial Report: Mr. Kinsinger reviewed with the Board the Itasca Park District Fund Balance Report for January 31, 2023.

Tax Collection: 100.68% of expected taxes have been collected.

Corporate Fund: The Corporate Fund is on target.

MINUTES OF THE ITASCA PARK DISTRICT COMMISSIONERS

February 27, 2023

- Page 2

Capital Fund: The Capital Fund is on target.

As of January 31, 2023, the Cash on Hand Fund Balance is \$3,924,200.33.

Rec Programming as of January 31, 2023, has a net of \$412,706.74.

Parks & Maintenance: Mr. Alexander reviewed the report with the Board.

Pool:

Is good.

Sixty working days till guards need access to the pool. Staff is starting to go thru the concessions stand, locker rooms and pump room.

Dog Park:

Is good.

Parks will be re-seeding this spring the high traffic areas.

Bird Sanctuary:

Is good.

McGinity is scheduled to do a burn the month of March.

The Complex - Ice Rink:

Is good.

The ice rink is drained. Parks is scheduled to remove the rink Tuesday and the rental fence to be removed Friday. The ice rink was only open 6 days this season. The last 2 years we averaged 25-30+ days.

Rec Center:

The dance room (Studio A) has been completed. New mirrors were added and Parks extended the ballet bars.

There was one board that splintered since the install. The company is replacing and resealing the board.

The trophy case is completed for the Dance Team.

The Lounge (Studio B/C) is now complete. Touch ups are done, sound system is in and approximately 40' of mirrors have been installed.

The Kids Klub is 80% complete. Parks is in the process of staining the pocket door. The carpet should be installed within the next 4 weeks.

Parks will be replacing the vestibule carpet. We are waiting on 2 more cartons of carpet squares.

Parks also installed two plaques in the vestibule.

All plexiglass barriers have been removed from the fitness desk and the front desk.

Nature Center:

Is good.

Parks will be completing a few miscellaneous items to wrap up the off season. Such as, installing a new metal door and outcropping timbers.

Winter Wonderland is 90% removed and stored. All that is left is the big green tree and Astro turf on the gazebo.

MINUTES OF THE ITASCA PARK DISTRICT COMMISSIONERS

February 27, 2023

- Page 3

Superintendent of Recreation Report: Mrs. Harris reviewed the report with the Board.

Highlights from the Recreation team this month:

Winterfest Celebration at the Nature Center – Chris Carling did an outstanding job!

Staff attended IAPD/IPRA 2023 Conference

Completed Dance Studio Renovations – Kudos to Matt Alexander, Alec Logan and Cody Johnson

Gymnastic Team earned high scores at their 1st competition. One gymnast scored 9.1 on the vault

Seniors:

The seniors hosted a surprise baby shower for Mrs. Rubo.

Youth/Teen:

January Club Friday Night had 72 participants. 38 came an hour early for pizza and 34 came for just the dance.

Dance:

The Inner Prestige Dance Team had their first competition on Saturday, February 11th at Trinity High School in River Forest.

Dance Team had a fundraiser at Chipotle on November 19th and raised \$188.00.

Dance Team competition costumes were delivered.

Team did a fantastic job performing at Winter Wonderland.

The Dance Team holiday party was on Saturday, December 17th.

Special Events:

Staff meet with John from the Fire Department and Mike from Public Works to discuss the parade route. The route is tentatively last year's route.

Summer Camps:

Camp hiring has begun. We need about 15-18 counselors for the 2023 season. We have 3 candidates at this time. Open interviews have been scheduled and will continue until we are fully staffed.

Aquatics has also begun the hiring process for the season.

Nature Center Programming:

A total of 1,133 participants attended Nature Center programs/events/camps.

During January the Nature Center had 938 total visitors.

The Jr. Naturalist Club volunteered for the Winterfest and participated in an Upcycle Art Project.

Athletics:

WIBA Travel has 5 teams. Travel is nearing the end of the season.

In-house WIBA is about halfway through their season and going strong.

IBSL currently has 12 teams.

Pickleball is going strong. Mrs. Aiani inquired if there will be additional days for pickleball. Staff advised right now there isn't any gym space. However, open pickleball is available Tuesdays and Thursdays from 11:00 A. M. – 1:00 P. M.

Gym Rentals: The gym was rented for a total of 16 hours for basketball, volleyball and soccer.

Field Rentals:

We have a softball tournament reserved for the week of July 1-9.

MINUTES OF THE ITASCA PARK DISTRICT COMMISSIONERS

February 27, 2023

- Page 4

Fitness Facility/Rec Center:

There was a total of 4,570 visitors in the fitness center for January.
Group Fitness classes are averaging 75 participants per week.

Executive Director's Report: Mrs. Leno reviewed the report with the Board.

Administration:

- The District was awarded 3rd place for the brochure series at the IPRA/IAPD Annual Parks & Recreation Conference in January. Mrs. Powles submitted entries in three categories for which 3rd place was won for the brochure.
- Mrs. Powles, Superintendent of Marketing & Communications has resigned, with her final day being March 15th. The open position has been posted on the IPRA Website and interviews will take place upon receipt of viable candidates.
- Recreation Department – 2 full-time staff will be on leave 2-3 months beginning early/mid-April.
- The following items are being reviewed and some will be brought back to the Board for formal approval over the next 3 months.
 - District's General Rules & Regulations – March 2023 Board Meeting – the Village finally adopted a new ordinance affecting motorized vehicles on pathways, nature center, etc. We will incorporate this to match and this will be brought for approval.
 - Personnel Manual – March 2023 Board Meeting
- Staff is working on the Summer 2023 Brochure.
- Staff is in the FY23/24 budget process. It will be presented in April.
- Gold Medal Submission – this year is the first time since the District won in 2017, the District is eligible to apply. The application and needed data are due by March 3rd. Staff is working on a submission.
- 2nd Floor Remodeling – hallway wall tile, hallway/dance room storage cubbies, seating/tables, etc. are in the works. Next, the Parks Department took on the Kids Klub room. It is being converted into a medium sized – multi-purpose room for seniors, before & after school care, misc. programs, board meetings and an additional office area. All work was performed in-house, except for flooring and mirror materials/installation. Thanks to Matt Alexander and his staff for all the time and effort put into performing these projects in-house!!

IDNR Announcement of 23/24 Grant Cycles:

RTP Programs for trails – Due March 17th (possible north section at Benson to connect to Forest Preserve)
OSLAD – Due August 31, 2023, (re-apply RFBS if not awarded, if awarded than consider Usher Park)
Museum – Due May 31, 2023 – (SBNC - replace flight cage, picnic shelter and wetland project)

FY23/24 Capital (draft list):

DuPage County Nordic Treatment Plant/Itasca Softball Complex/Ray Franzen Bird Sanctuary Site

1. 2" NPW copper service line from the Plant to our property line = \$7,217.58
2. West end of driveway – we agreed if a mill and overlay is needed (which it does), that we would pay up to \$20,000.00 towards. (Project estimate is \$50,000.00)
3. Park District Lot and dog park spaces – mill and overlay are approximately \$120,000.00.

Itasca Recreation & Fitness Center Roof & HVAC Project - \$265,000.00 plus A/E Fees

Itasca Recreation & Fitness Center Elevator Project – working on estimate budget

Itasca Fitness Center Revitalization Project – working on estimates for equipment/flooring overhaul

Franzen Tennis Court Revitalization Project - \$220,000.00 plus A/E fees

Benson Park OSLAD Grant Project - \$900,000.00 Budget (of which \$400K Grant funded)

MINUTES OF THE ITASCA PARK DISTRICT COMMISSIONERS

February 27, 2023

- Page 5

Springbrook Nature Center Museum Grant Project – completion of current project, TBD 23/24. Upon project completion will receive \$375,000.00 grant and village owes \$100K towards project.

MISC – preschool kitchen, dog park turf at entrances

Itasca Waterpark Bathhouse OSLAD Project Update:

Friday, February 17th, the OSLAD Close-Out paperwork was picked up by our auditors. They are performing the required audit and once completed, the District will submit for \$200K reimbursement.

Benson Park 2021 OSLAD Grant Project: \$900,000.00 Budget Staff has been working with Hitchcock Design Group on project drawings. The project will be bid in March for a summer construction project. Staff will present a few short discussion items that are needed before going to bid.

RFBS/Softball Complex Project Phase II: 2 grants were submitted on September 30th. OSLAD and ITEP. Grants are to be announced on February 28th!

OSLAD budget: \$1.38M (\$600K grant potentially)

ITEP budget: \$1M (80/20 grant split)

Park District – Village Intergovernmental Agreements: Staff reviewed four IGA's and have sent back requested revisions to our attorney. Next drafts should be this week, with finalization:

IGA – Land Usage at the Waterpark for Village Hall

IGA – Parking Usage at Village Hall

IGA – Second Addendum for Springbrook Nature Center

IGA – First Addendum for Depot Parking Lot & Park Ground Maintenance

Waiting for following drafts:

- Depot Land Transfer
- Winter Wonderland
- Special Events – in discussion

****Note** – the District has not received payment from the Village for neither the \$110K SBNC Operations Agreement, or \$130K SBNC Capital Projects (boardwalks and other capitals). Invoices were sent in August 2022, and again last week. Staff is waiting for a response as to when payment is expected.

Springbrook Nature Center: 2021 Museum Grant – The Boardwalk Replacement Project began on February 20th – Bids are being presented at the meeting. The final step is divided between Exterior Interpretive Signage, Interior Interactive Displays and Ground Entrance Signs. Upon completion, the District will receive a \$375K reimbursement.

Staff will need to bid for a new lawn service. Staff will bring to the March meeting.

Staff meet with the supplier of the Winter Wonderland Displays to follow up to the event. The supplier stated they lease displays and sell refurbished displays at a discounted price. The supplier will also reinforce several displays which were damaged.

Itasca Intergovernmental Committee Meeting:

Next Meeting: Monday, April 17th @ 5:00 P. M.

Dates to Remember:

March Board Meeting March 20th

Spring Fling April 1st @ 10:30 A.M. at Washington Park

MINUTES OF THE ITASCA PARK DISTRICT COMMISSIONERS

February 27, 2023

- Page 6

| | |
|----------------------|---|
| April Board Meeting | April 24 th |
| Arbor Day | April 29 th @ 10:00 A. M. at the Nature Center |
| Parks Day at Capital | May 1-3 in Springfield |
| Shape of Itasca | May 8 th @ 7:00 P. M. at Village Hall |
| May Board Meeting | May 15 th |

NEDSRA: Mrs. Leno advised the NEDSRA executive director will be retiring December 2023. Sue Martellotta, Executive Assistant/HR has retired. Staff will have a synopsis of the survey from the eleven surrounding suburbs at the next meeting.

Old Business: None

New Business: a.) Jennifer Duffy Rental Request for Alcohol

Mr. McClellan made a motion to approve Jennifer Duffy Rental Request, which includes the ability to serve alcohol during the rental on March 18th at the Itasca Recreation & Fitness Center; and for staff to obtain the required permit through the Village of Itasca; and Jennifer Duffy to acquire the necessary liability insurance, seconded by Mr. Craven.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

b.) Franzen Tennis Court Replacement Project – bid approval

Mr. Craven made a motion to approve the lowest qualified bidder ChicagoLand Paving in the base bid amount of \$180,000.00 and Alternate #1 in the amount of \$40,000.00 for the Franzen Tennis Court Improvement Project, seconded by Mr. Kompanowski.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

c.) Itasca Recreation & Fitness Center Roof & HVAC Rehabilitation Project- bid approval

Mr. McClellan made a motion to approve the lowest qualified bidder CSR Roofing for the base bid amount of \$180,000.00 for the Itasca Recreation & Fitness Center Roof Project, seconded by Mr. Kompanowski.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

Mr. Craven made a motion to approve the lowest qualified bidder CaHill for the base bid amount of \$62,400.00 for the Itasca Recreation & Fitness Center HVAC Project, seconded by Mr. McClellan.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

d.) 2023 Waterpark Fees Approval

Staff reviewed the 2022 waterpark fees with the Board. Staff recommends the following changes for the 2023 waterpark season:

Schedule change for evening swim Monday – Thursday, 6:30-8:30 P. M. move to 6:30 – 8:00 P. M.
Sat/Sun instead of 11:00 A. M. – 6:30 P. M., move to 11:30 A. M. – 6:00 P. M.

MINUTES OF THE ITASCA PARK DISTRICT COMMISSIONERS

February 27, 2023

- Page 7

Proposed pool pass fees keep the same as 2022

| | Family | Individual | Senior (60+) | Adult 1 yr Fitness Member |
|---------|-------------------|-------------------|------------------|---------------------------|
| Res | \$225/\$250/\$275 | \$105/\$115/\$130 | \$90/\$100/\$115 | \$75.00 per person |
| Med | \$250/\$275/\$300 | \$115/\$125/\$140 | n/a | |
| Non Res | \$275/\$300/\$325 | \$125/\$135/\$150 | n/a | |

Proposed Daily Individual Entrance Fees increase as follows:

| | | |
|-----------|--------------------------|-------------------------|
| Weekdays: | \$7.00 AM Usage/Evenings | (increased from \$5.00) |
| | *\$10.00 Afternoon Only | (increased from \$8.00) |
| | All Day Pass for \$15.00 | (new weekdays only) |
| Weekends: | *\$15.00 | (changed from \$10.00) |

**Itasca Park District Residents with an issued Park District Resident Card can receive a \$2.00 discount*

Mr. McClellan made a motion to approve the above fee structure for the upcoming 2023 Itasca Waterpark Season Pass and Daily Fees, seconded by Mr. Craven.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

e.) Medinah Park District Cooperative Agreement

Mr. Craven made a motion to approve the agreement with Medinah Park District to offer Medinah Park District Residents discounted 2023 Itasca Waterpark Season Passes, seconded by Mr. Kompanowski.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

Matters from Executive Director: Nothing to report.


Matters from the Commissioners:

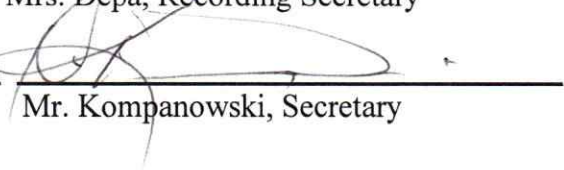
Mrs. Aiani thanked Mrs. Powles on behalf of the Board for her contributions to the Itasca Park District. Mrs. Aiani wished Mrs. Powles good luck for her future endeavors.

Closed Session: None

Mr. McClellan made a motion to adjourn at 8:12 P. M., seconded by Mr. Kompanowski.

Roll Call Vote: Ayes – Mr. Kompanowski, Mr. McClellan, Mr. Craven and Mrs. Aiani. Nays-None Motion Passed

Minutes Prepared by: 
Mrs. Depa, Recording Secretary

Minutes Submitted by: 
Mr. Kompanowski, Secretary