

**ADDISON PARK DISTRICT**  
**REGULAR BOARD MEETING**  
**ANNUAL MEETING**  
**MAY 23, 2016**

**1. CALL TO ORDER**

The Regular Meeting of the Addison Park District, a Distinguished Accredited Agency, and Board of Commissioners was called to order at 6:00 p.m. by President Towns on May 23<sup>rd</sup>, 2016 in the Board Room of the Addison Park District Community Recreation Center, 120 East Oak Street, Addison, DuPage County, Illinois. Those in attendance were Commissioners: Capizzano, Gayon, Maxwell, Reed, and President Towns.

Also in attendance were Geri Estvanik, Executive Director; Laurie Woods, Director of Finance; Ray Chaussey, Manager of Parks & Planning; Charles Sims, Golf Operations Manager; Steve Muenz, Manger of Recreation; Deb Pfaff, Marketing & Communications Supervisor.

**ROLL CALL:                   PRESENT: Commissioners: Capizzano, Gayon,  
Maxwell, Reed, and President Towns.**

**2. CHANGE OF AGENDA**

None

**3. PLEDGE OF ALLEGIANCE by President Towns**

**4. PUBLIC COMMENT**

None

**5. RECOGNITION**

- a) Staff Anniversaries – Recognition of Staff Kelly Sisco, Youth & Leisure Supervisor 15 years, and Charles Sims, Golf Operations Manager, 10 years. Executive Director, Geri Estvanik introduced Kelly Sisco. She gave a brief background of Kelly and her 15 year career with the district and her accomplishments during her time here.

Executive Director Estvanik then introduced Charles Sims and gave a brief background of Charles and his accomplishments with Links & Tees and his contributions to the park district.

- b) Guest Donna Sebok from Healthy Minds, Healthy Bodies- Executive Director Estvanik gave a brief description of the Healthy Minds, Healthy Bodies program that we partner with. Donna spoke about the program and the services and benefits it offers our veterans. After speaking about the program Donna presented an award to the park district and Club Fitness which was accepted by President Towns.

- c) Introduction of Keith Trowbridge, Athletic Supervisor – Steve Muenz, Manager of Recreation, introduced Keith as the new Athletic Supervisor. He gave a brief outline of the new position and introduced Keith to the board.

**6. ANNUAL MEETING CONSENT AGENDA**

- A. Annual Appointments
- a) Attorney, Patrick K. Bond
  - b) Financial Advisor, Thomas L. Chapman
  - c) Ethics Advisor, Patrick K. Bond
  - d) Park District Risk Management Agency (PDRMA)
  - e) Auditor, Seldon Fox
  - f) Robbins Schwartz – Property Assessment Objective
  - g) Purchasing Card Policies
  - h) Health and Benefit Insurance Provider, PDRMA
  - i) FOIA appointees (Freedom of Information Act)
  - j) OMA appointees (Open Meetings Act)
  - k) Recording Secretary
  - l) Secretary Pro Tem
  - m) Assistant Treasurer

**MOTIONED BY COMMISSIONER CAPIZZANO, SECONDED BY  
COMMISSIONER MAXWELL TO APPROVE ITEMS A-M.**

**ROLL CALL**

**AYES: Commissioners Capizzano, Gayon  
Maxwell, Reed, and President Towns**

**NAYES: None**

**MOTION CARRIED.**

- B. Appointments to committees, other groups, intergovernmental agreements  
(President to appoint Board Member)
- a) Elementary School District 4 (Tina Towns/Geri Estvanik)
  - b) DuPage High School District 88 (Michael Capizzano/Geri Estvanik)
  - c) Village of Addison (Ron Maxwell/Geri Estvanik)
  - d) IAPD/NRPA (Tom Reed/Geri Estvanik)
  - e) Citizens Advisory Committee (Debbi Gayon/Rec Manager)
  - f) Addison Tax Consortium (TIF) (Tom Reed/Geri Estvanik)
  - g) Township of Addison (Michael Capizzano)
  - h) Community Organizations (Ron Maxwell/Geri Estvanik)
  - i) Addison Park District Foundation (Tom Reed/Geri Estvanik)
  - j) Safety Coordinator Intergovernmental Agreement (Geri Estvanik/Mark Goode)
  - k) Information Services Intergovernmental Agreement (Geri Estvanik/Waseem Kahn)

- l) PDRMA, Park District Risk Management Agency (Geri Estvanik)
- m) Senior Citizen Commission/Club (Michael Capizzano/ Tom Reed/Rec Manager)
- n) IMRF, Illinois Municipal Retirement Fund (Geri Estvanik)
- o) Army Trail Nature Center (Geri Estvanik/Ray Chaussey/Deborah Gayon)
- p) NEDSRA (Deborah Gayon /Geri Estvanik)

No approval for the appointments is needed.

## 7. NEW BUSINESS

- a. Election of Officer
  - a) President – Tina Towns
  - b) Vice-President – Michael Capizzano
  - c) Treasurer – Ron Maxwell
  - d) Secretary – Deborah Gayon
  - e) Commissioner – Tom Reed

President Towns gave a brief overview of the officer assignments and explained that an email went out to commissioners with any suggestions of changes to the slate. She stated that she did not receive any comments back regarding the email. The slate was presented at the committee meeting earlier in the month and discussion took place at that time and the majority of the commissioners suggested keeping the slate of officers the same.

President Towns explained the process to motion, then open the matter for discussion, make any changes, then approve the motion with a roll vote.

**MOTIONED BY COMMISSIONER CAPIZZANO TO APPROVE SLATE OF OFFICERS FOR FY 16-17, SECONDED BY COMMISSIONER MAXWELL.**

After the motion, the item was open for discussion. Commissioner Reed gave his suggestions to have each commissioner serve in different capacities to change the slate.

President Towns asked if there were any other comments. Roll call was taken to pass the motion.

**ROLL CALL**                      **AYES:**      **Commissioners Capizzano, Gayon, Maxwell, and President Towns**

**NAYES:**      **Commissioner Reed**

**MOTION CARRIED.**



- e) Intergovernmental Agreement for Loss Prevention and Safety Coordination services - An agreement is presented for the Board's consideration starting June 20, 2016 - A motion to approve is requested.

**MOTIONED BY COMMISSIONER CAPIZZANO TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LOSS PREVENTION AND SAFETY COORDINATON SERVICES, SECONDED BY COMMISSIONER MAXWELL.**

**ROLL CALL            AYES:    Commissioners Capizzano, Gayon, Maxwell,  
Reed and President Towns**

**NAYS:    None**

**MOTION CARRIED.**

- f) Approval of Accounts Payable for May 23, 2016 in the amount of \$83,915.98

**MOTIONED BY COMMISSIONER CAPIZZANO TO APPROVE ACCOUNTS PAYABLE THROUGH MAY 23, 2016, SECONDED BY COMMISSIONER MAXWELL.**

**ROLL CALL            AYES:    Commissioners Capizzano, Gayon, Maxwell,  
Reed and President Towns**

**NAYS:    None**

**MOTION CARRIED.**

- g) Approval of Payables for Ratification through May 23, 2016 in the amount of \$306,155.99.

**MOTIONED BY COMMISSIONER CAPIZZANO TO APPROVE PAYABLES FOR RATIFICATION THROUGH, MAY 23, 2016, SECONDED BY COMMISSIONER MAXWELL.**

**ROLL CALL            AYES:    Commissioners Capizzano, Gayon, Maxwell,  
Reed and President Towns**

**NAYS:    None**

**MOTION CARRIED.**

## 8. COMMITTEE REPORTS

### a) Laurie Woods, Finance & Administration

The following reports were reviewed:

- Revenue & Expense Summary
- Combined Statement of Revenue & Expenditures & Changes
- Cash Balance Report

### b) Recreation

Steve Muenz, Manager of Recreation

- The school year is coming to a close and preschool graduation is this Wednesday at Centennial
- We are expanding the keypers program to Wesley school for next year
- The Electronic payment process is in place for preschool and keypers in the fall
- Summer camps start on Thursday, June 9<sup>th</sup>.
- The outdoor pool is scheduled to open this Friday, weather permitting.
- The pool is looking great, and in good shape.
- We have a lot of fun events and activities planned at the pool this summer.
- Rentals are doing great for spring and numbers are up, as they have almost doubled.
- Some events for June include a lot of teen trips. We are co-oping with other park districts for these events.

### c) Building, Grounds, and Facilities

Charles Sims, Golf Operations Manager

- We are researching the pole replacement at the end of the range.
- An industry search for the new building & grounds supervisor continues, and we have interviewed two candidates.
- All of the used range balls have been sold and taken away with the new stock being used.
- Revenue is up by 20% from last year. We've also seen an increase in footgolf groups.
- There has also been an increase in mini golf and sales of driving range passes.

Ray Chaussey, Director of Parks & Planning

- May has been a very active month
- This is my first time opening a pool with a lot of improvements
- We repaired power on the pumps, furnace, installing the ADA steps, and recarpeting the lobby of the pool office.
- Staff has been working at the pool, and cutting grass which has been challenging with all of the rain and wet grass.

- We have started a maintenance program with the ball fields and soccer fields.
- We're looking to do repairs to our parking lot, and coordinate with the village to fix the sinking sewer drains.
- Summer staff is being hired and we're helping at Links & Tees
- The water heater at Community was replaced last week.
- Keeping up with park beautification and necessary inspections.

Executive Director, Geri Estvanik gave the report for Club Fitness in Erin Chapa's absence

- Club Fitness is offering a student membership for the summer
- Just a reminder that the club will close for a week in August to do repairs
- Specials are being advertised in the brochure
- We've worked out a partnership with Elmhurst Hospital and their diabetes program. There are a lot of people signed up for the first session.

d) Community Relations

Deb Pfaff, Marketing & Communications Supervisor

- Thank you to all of the community partners and volunteers that showed up for park pride.
- Over 200 volunteers showed up to help from schools to local businesses
- Thank you to the Parks and Rec association for sponsoring the event.
- The summer brochure was delivered to residents on Friday, May 6<sup>th</sup>
- We will be starting our eagle eye watch parks meetings on Tuesday, June 14<sup>th</sup> at Kenroy Park
- Postcards will be sent out to residents in the area
- Save the date for the Foundation Swing for Scholarships golf event on Tuesday, June 28<sup>th</sup> at Bloomingdale Golf Club. Shotgun start is at 10 a.m.

**9. PRESIDENT/DIRECTOR REPORT AND COMMISSIONER COMMENTS**

Geri Estvanik, Executive Director gave the following updates:

- State representative Kathy Willis also sponsored the park pride event. We're the only district that does this.
- Auditors Seldon Fox has been on site to begin the audit process. They hope to present the audit at the July board meeting.
- Addison Memorial Day events will take place on Monday. We will participate with the use of our vans for transportation.
- We recently had a party to recognize our senior volunteers. There were 110 volunteers attending the event that will be honored.
- Wishing Fire Chief Markowski good luck on his retirement.

Tom Reed

- Everyone is doing a great job. We have a great group of people working for the park district.

Michael Capizzano

- The annual dance recital was held recently. It was one of the best recitals that also included our senior tap group and Westernettes.

Ron Maxwell

- Thank you to everyone for participating in park pride. We're looking forward to the fall event.

Tina Towns

- District 88 and District 4 will be out of school on June 8<sup>th</sup>. There will be more activity in our parks and on our streets. Please let us know of any suspicious activity in any of our parks.

#### 10. WRITTEN CORRESPONDENCE OR COMMUNICATIONS RECEIVED

a) Board & Administrator Newsletter

#### 11. EXECUTIVE SESSION

None

President Towns then read a statement noting that no action was taken in executive session that was held after the last board meeting.

#### 12. ADJOURNMENT

**MOTIONED TO ADJOURN THE MEETING BY COMMISSIONER CAPIZZANO,  
SECONDED BY COMMISSIONER MAXWELL.**

**MEETING ADJOURNED AT 7: 25 P.M.**

**ROLL CALL**

**VOICE VOTE: ALL AYES**

**NO NAYS**

**MEETING ADJOURNED**

Respectfully Submitted

Lisa Jeffers

Recording Secretary



Tina Towns, Board President

Approved this 27<sup>th</sup> of June, 2016



Deborah Gayon, Secretary