

The Workshop Meeting of the Board of Park Commissioners was called to order by Vice-President Cohen at 7:32 p.m. in the Administrative Offices of the Deerfield Park District located in the Jewett Park Community Center. Attendance was taken and the following were:

Present: Antokal, Caron, Cohen, Patinkin (4)

Absent: Lapin (1)

And there was a quorum in attendance. Also in attendance was Jeff Nehila, Secretary/ Executive Director; Jay Zahn, Tony Korzyniewski, staff members.

Matters from the Public

No members of the public were present.

Park District Project/Purchases for 2017 Update

Staff developed a table to help track and schedule significant purchases & projects for fiscal year 2017. The schedule is continually updated and monitored to ensure staff is aware of the status of these projects and purchases.

Staff is well on the way to completing the majority of the equipment purchases. Staff also have the majority of our capital projects awarded, currently being bid out or will soon be bid out. A few challenges for this year include:

- 1) The overall cost of the JPCC restroom renovation along with the much lower than actually required budget for the folding wall in the Oak Room at Jewett will defer the folding wall purchase and install to 2018. We will also look to complete the upper level restroom renovations in 2018 as we have a more accurate forecast of funds needed and we have quite a bit of the material required for the project already on hand.
- 2) The Brickyards Park south parking lot renovation will soon be bid out according to the scope of the work needed once core sample reports are received from the village.
- 3) A total of \$10,000 was budgeted for a Master Plan of Jewett Park for possible renovation. Actual funding required for a Master Plan for the park will exceed \$30,000. Staff will however, if there is no objection, allocate that \$10,000 towards a detailed topographic survey of the park to facilitate planning when that time comes.
- 4) One major component of any renovation of Jewett Park will more than likely include renovation/replacement of the playground area adjacent to the Community Center. So rather than purchasing one new piece of play equipment in the area designed for 2-5 year olds, staff will just replace the sand under the one piece intended to be replaced to engineered wood fiber safety surfacing.

Draft – Succession Procedures

Staff presented a proposed set of succession procedures for the park district. The procedures identify what position would assume a key leadership position within the district in case of long term absences. Leadership staff have contributed to the procedures within their respective departments.

Important to note is that this is not a full succession plan that identifies professional growth and training opportunities for the positions. Staff foresees that being developed in the future. Staff believes these procedures are integral in providing clear identification and expectations of staff in case of long term absences. One additional benefit to having the procedures is that it's a requirement for accreditation.

The board was concerned about who makes the call to enact the Succession Procedures in the event the Executive Director is unable to perform his/her duties. Language will be added to the procedures for calling a Special Meeting and designating the appropriate staff member to take over the Executive Director's duties.

After revisions are made, the procedures will be brought back to the board at the May Board Meeting for approval.

Other
Recreation Advisory Committee

At the April 27 Recreation Center Advisory Committee meeting, Jolan Silcroft, a member of SRC, attended to ask the committee to consider including Pickleball in the membership instead of as a "pay to play" activity. Currently First Serve Management runs the Pickleball program. Staff did some research and talked with Dana from First Serve Management. She runs the programs at Palatine and Hoffman Estates and they charge there as well. Jolan has stated that Glenview and Highland Park do not charge a separate fee for members to play but staff didn't confirm that. Staff is also aware that Gurnee does charge as well.

First Serve Management does provide all the equipment and monitoring of the program. It wouldn't be a large expense for us to take on and have someone supervise it on a weekly basis but it would be opening a can of worms because we are always asked why we charge for the walking track etc. when other places don't charge.

Vice-President Cohen suggested looking into creating a member/non-member rate for the programs/activities that people "pay to play." He asked staff to track the pickleball players and determine member vs. non-member usage. Staff will look at the usage data and report back to the board.

Also, a committee member requested that we add a fifth Recreation Center Advisory meeting in June. Staff reported that we usually only have 3 members attend the meetings and that the entire committee's terms are ending in August. There are 3 members that would like to continue. This would allow us to only need to add 3 new members instead of 6. Commissioners stated that it is staff's decision whether to add another meeting. Staff felt that the SRC staff is always around and available to except feedback and provide updates so an additional meeting isn't necessary. Vice-President Cohen suggested doing an email update a couple times a year for members of our specific facilities.

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Light at Briarwood Park

Staff was looking for board input on installing a security light in the southeast corner of Briarwood Park. This would provide security for people walking on the path. The light would be solar and wind powered and put off low light. Staff was concerned that lighting the park could create issues with people hanging out in the park after dark. It was the consensus that we should not be putting lights in the park.

Military Discount

Treasurer Antokal noted that he has received several emails about providing discounted memberships for active military. Staff reported that we give active military free daily membership at SRC if they show their ID.

There being no further discussion on agenda items, motion made by Treasurer Antokal, seconded by Commissioner Patinkin, to adjourn the Workshop Meeting at 8:33 p.m. Voice vote as follows:

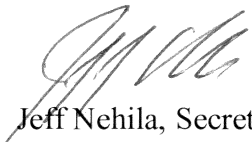
AYES: Antokal, Patinkin, Caron, Cohen (4)

NAYS: None (0)

ABSENT: Lapin (1)

Motion passed in a voice vote.

Respectfully submitted,



Jeff Nehila, Secretary