



MINUTES OF THE PUBLIC REGULAR MEETING  
PLEASANT DALE PARK DISTRICT  
Tuesday, February 10, 2009 6:30 PM  
at the Recreation Center  
7425 S. Wolf Road  
Burr Ridge

**1. Pledge of Allegiance:**

**2. Call to Order:** The meeting was called to order at 6:30 PM

**Roll Call:** Present were commissioners Durham, Tertell, Moon, McMurray, and Pettrone. Also present were Director Wendt-Epting, City of Countryside golf course administrative board members John VonDrasek, Marty Sweeney, & Karen Michalczyk; Joe Lightcap from Virchow-Krause, Chalet Manager Nikki Naroleski and Marketing Communications Coordinator Karla Olson.

**3. Additions/corrections:** Add AEK to new business.

**4. Open Forum:** none

**5. Board Member Comments:** none

**6. Consent Agenda.**

A. Minutes.

- i. January 13, 2009, Regular Meeting Minutes
- ii. January 13, 2009, Executive Session

Commissioner Durham moved to accept the minutes. 2<sup>nd</sup>: Commissioner Moon. Roll: Durham: aye; Tertell: aye; Moon: aye; Pettrone: aye. Motion passed

B. Financial Statements.

i-viii. Vouchers #011401, 012101, 012801, 020401 and Chalet Vouchers# 011403, 012103, 012803, & 020403. Page 4: upgrade for march 2009. Training is scheduled for this week. 5 staff members will attend. Page 9: computer systems: this was the yearly fee. Thomas Malow: the invoice was late, this is through December . P. 15 American Legion: this was for room rental. P. 17: Burr Ridge summer camp at their pool Director Wendt-Epting will talk to their director to find out what their plans are for the pool. P. 22: food & plates was for the staff appreciation. Director Wendt-Epting will update the board on this item on the Friday report. Grantseekers: payment is 1/3 per month. On page 26: R & M Mowing: it was requested that they get their bills in every month. P. 29: Basketball: the park district gets \$2000 plus bar. Aramark: it was asked if the invoices can be grouped onto one check. It was requested that regarding questions on the vouchers that the board members call Director Wendt-Epting before the meeting to get clarification. Commissioner Durham moved to accept the financial statements iv-viii. 2<sup>nd</sup>: Commissioner McMurray. Roll: McMurray: aye; Durham: aye; Tertell: aye; Moon: aye; Pettrone: aye. Motion passed

7. Old business:

- A. Savoy Club Playground. The equipment for 5-12 year olds is in. The curb was not installed per drawing so the small children's equipment is not installed. Attorney Anderson will handle this with the developer. The trees installed per the agreement: some of the trees have died. Ground cover has stopped because of the mud.
- B. Walker Park ADA Bathrooms. The contractor is not done. He said the plumber has not come through; they are waiting on the stainless steel toilet and sinks. They can install temporary fixtures until the stainless steel fixtures arrive. It was noted that the excuse last month was that they were waiting on the equipment ordered by the park district. The Park District has paid 20% of the contract. It was suggested that it be finished in ten days and as of the tenth day, \$100/day be forfeit by the contractor. Commissioner Moon moved to get someone else to finish the job and deduct the cost from the withheld monies from the contract. 2<sup>nd</sup>: Commissioner Durham. Roll: Petrone: nay; Moon: aye; McMurray: aye; Durham: aye; & Tertell: aye. Motion passed.
- C. Recreation Center Sign. The Park District is awaiting final permit approval from Burr Ridge. Director Wendt-Epting is to call to request a date.
- D. Hess Property. There is to be a meeting with Keith; more leveling to be done. The permit for the demolition has not been received from Cook County. A letter was sent to the high school to see if there is any interest.
- E. Other: none.

8. New Business

- A. Auditors: 4 reports: Two for the park district, one for the Chalet, and one for the Golf Course.  
Park financial statements: At the end of the year, the governmental funds show 7.2 million in assets, 1.3 million in liabilities for an approximately 6 million fund balance. In the fund balance section 4.6 million is reserved. On page 18 and 19 there is a fund balance of 2.5 million with expenditures just under that amount. The funds for the park district increased slightly over last year. If revenue does not go up, expenses need to be watched. On page 21-22 the Chalet has 2.4 million in capitol, 4.5 million in liability for a net deficit of 2.2 million. There was an increase in deficit at the Chalet, \$385,000 deficit last year. On page 22, the Chalet revenue does not cover expenses. Salaries, wages & programming are a direct cost of the running of the Chalet. \$217,000 is the salaries. On page 17 & 18, the revenues of the park were 2.5 and the expenditures of the park were just under 2.5 for an increase in fund balance. Director Wendt-Epting will give a comparison of the overall funds last year versus this year to the park board. Page 6, Capitol assets and liabilities of the park as a whole. Net assets; there is an increase of 599,000 in 2007 and 858,000 in 2008. Flagg Creek: Page 7, end of year, 8.8M in assets, \$191,000 in liability for net assets of 8.7M. There are \$307,000 in net assets for operations. On page 8, 1.2 million operating assets, and just under 1.2 M in expenses for a total of \$87,699. Page 20: budget to actual comparison, page 22: operating income \$26,000 higher than budgeted for. Reserves are not referenced in financial statements. There is 150,000 in

- capitol reserve and 182,017 in project reserves. Director Wendt-Epting and staff do internal controls. In the comments section, there should be segregation of duties. Weaknesses on page 2: The park district has external financial reporting: Virchow Krause prepares the report because there is no personnel in place in the park district to prepare the reports. There may not be a benefit in correcting this because of the cost of having internal personnel to do this function. No improprieties found.
- B. State Bank of Countryside. A letter has been sent to the State Bank of Countryside. PDRMA and Attorney Eric Anderson reviewed the letter. Countryside will have a copy in their board packet.
- C. Golf Course Payout: Irrigation system would cost between \$255,000 ó 260,000 The current system has a lot of problems, it may be time to do something. This would be a complete new system except for the main line. The hole being worked on would be closed that day. Work would happen on Monday, Tuesday, Wednesday, and Thursday. Friday, Saturday and Sunday the entire course would be open. The guarantee is for one year. Pipe lasts 50 years in the ground, the sprinkler heads wear out. The current sprinkler heads are outdated. The original layout was not designed for a golf course. The new system will be much different and offer better precipitation rates without using more water. It is more efficient. The plan utilizes less hardware than currently in use, and is an easier system to install. The price is good for spring. Prices go up 5-8% every year. The system would re-use the control system and update the central software. Commissioner Moon moved that the irrigation system go out to bid. 2<sup>nd</sup>: Commissioner Pettrone. Roll: Pettrone: aye; Moon: aye; McMurray: aye; Durham: aye; & Tertell: aye. Motion passed. Commissioner Durham moved to disburse the \$71,135.50 to the City of Countryside. 2<sup>nd</sup>: Commissioner McMurray. Pettrone: aye; Moon: aye; McMurray: aye; Durham: aye; & Tertell: aye. Motion passed.
- D. CAC February Report: The CAC has met with Dave Johnson, RASA, the YMCA and Unicus. Unicus and the baseball are under discussion. Agreements have been reached with Dave Johnson, RASA, and the YMCA. Free classes will be offered to Chalet members. Non members will pay list price for the programs, and Chalet members will receive the class for free. The space will not be RASA exclusive space. Spinning, yoga, and other classes will be offered. Mile stones have been placed in the contracts for each quarter as this can be a substantial draw. The culture is changing. The YMCA is making badges. Badges need to be presented to be admitted. The YMCA programming is moving to off peak hours. Nikki is working on a tracking system to find out where the new members are coming from. If it is due to the new dues structure or classes or other reasons. It was noted that a friend of a board member went to the Chalet and they did not get a tour, no guest pass, no drive for membership. It was noted that there is no network to give tours to prospective members. Volunteers are needed to teach classes and give tours. The Chalet is being cleaned up so it shows well. E-mails are being collected for e-mail blasts. CAC met with the park district accountant. Membership is not amortized over the membership period. This can be done off books for accountability. No high level review of cash coming in for the bar compared to inventory purchased. Kegs of beer, cases of liquor. Category of revenue reporting. Beginning inventory, plus purchases per week minus inventory sold by the end of the week to control inventory. They are developing

- internal controls. The CAC is in the process of looking at the budget with Chalet manager Nikki. Initially the CAC was saying that it will take a year to turn the Chalet around and 2-3 years to see a profit. The dues restructuring is working to bring more members to the Chalet.
- E. Amendment Extending Completion Date for Park Improvements Under and Intergovernmental Agreement Between the Pleasant Dale Park District and the Village of Burr Ridge: Commissioner Durham moved to approve the amendment to extend the date to June. 2<sup>nd</sup>: Commissioner McMurray. Pettrone: aye; Moon: aye; McMurray: aye; Durham: aye; & Tertell: aye. Motion passed.
  - F. Next golf course meeting Tuesday, February 27, 2009, at Flagg Creek Golf Course at 6:30 PM.
  - G. Other: AEK: Mike S, Marcia, Nikki, John and a floating person will go to the AEK training for Chalet functions and membership. They will train new people. A handbook will also be created to act as a refresher course. Judy goes to a later class to learn recreation and registration.

9. Directorø Report: none

10. Additional Items: none

11. Open Forum: none

12. Executive Session:

Closed session for purposes of employees, land acquisition, and litigation 5 ILCS 120/2 (c) (1), (5), (11)

Moved to Executive Session at: 8:13 PM

Returned from Executive Session at: 8:27 PM

13. Adjournment: Commissioner Moon moved to adjourn the meeting at 8:27 PM; 2<sup>nd</sup>: Commissioner Durham Aye-U.

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Nancy McKenna  
Recoding Secretary



