

SUMMIT PARK DISTRICT

Board of Park Commissioners

Regular Meeting

Tuesday, January 9, 2018

Summit Park District SPARK Recreation Center
5700 South Archer Road, Summit, Illinois 60501

I. CALL TO ORDER

The Regular Meeting of the Summit Park District's Board of Park Commissioners on Tuesday, January 9, 2018 was called to order at 5:00 p.m.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ROLL CALL

	<u>Present</u>	<u>Absent</u>
President Tichacek	X	
Vice President Mundy	X	
Commissioner Cervantes	X	
Commissioner Ponce	X	
Commissioner Santoyo	X	

Also in attendance: Executive Director Francis M. Torres.

IV. PUBLIC COMMENTS

None

V. SECRETARY'S REPORT

1. Approval of Minutes of the Regular Board Meeting of Tuesday, December 12, 2017 .

President Tichacek requested a motion to approve the Minutes of the Regular Board Meeting of Tuesday, December 12, 2017

Commissioner Ponce made a motion to approve the Minutes of the Regular Board Meeting of Tuesday, December 12, 2017

Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Mundy	X		
Commissioner Cervantes	X		
Commissioner Ponce	X		
Commissioner Santoyo	X		

Motion Passed 5-0

SUMMIT PARK DISTRICT
Board of Park Commissioners
Regular Meeting -Tuesday, January 9, 2018 – Page Two

VI.TREASURER'S REPORT

1. Approval of Voucher List of December 11, 2017 to January 4,2018 \$72,127.03

President Tichacek requested a motion to approve the Voucher List of December 11, 2017 to January 4, 2018 \$72,127.03

Commissioner Ponce made a motion to approve the Voucher List of December 11, 2017 to January 4, 2017 \$72,127.03

Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Mundy	X		
Commissioner Cervantes	X		
Commissioner Ponce	X		
Commissioner Santoyo	X		

Motion Passed 5-0

2. Approval of Payroll of December 15, 2017 \$11,529.21 and December 30, 2017 \$11,458.53

President Tichacek requested a motion to approve the Payroll of December 15, 2017 and December 30,2017 \$11,458.53

Commissioner Ponce made a motion to approve the Payroll of December 15,2017 \$11,529.21 and December 30, 2017 \$11,458.53

Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Mundy	X		
Commissioner Cervantes	X		
Commissioner Ponce	X		
Commissioner Santoyo	X		

Motion Passed 5-0

3. Dave Gonzales of GW & Associates did not attend today, but has committed to attending the next meeting.

SUMMIT PARK DISTRICT
Board of Park Commissioners
Regular Meeting -Tuesday, January 9, 2018 – Page Three

VII. NEW BUSINESS

1. Discussion of the event proposal between Mega Events and the Summit Park District for the 2018 Pumpkin Patch Festival.

Discussion: President Tichacek asked Executive Director Francis M. Torres if the Mega Events proposal had been Submitted to Attorney Andrew S. Paine of Tressler, LLP for review. Frank replied that is had not been submitted, but he has spoken with Mr. Paine about it and the contracts are being prepared so that they are identical to to all of the upcoming special events, such as the Lithuanian Fest. Frank and Andrew will see each other at the IPRA/IDPR Conference to review the proposals and contracts in detail.

Frank discussed ways to streamline these events with Village of Summit Mayor Rodriguez, as well as how to get the Village more involved with the park district. He will submit all paperwork to the village for upcoming events on behalf of the park district. Vice President Mundy asked if the park district can use a single, one-time, intergovernmental Agreement to cover all of these, to which Frank responded that the park district's attorney is currently looking into That very idea.

President Tichacek declared that she and Frank had discussed how the village inspector could be replaced with the Park district's own inspectors for all upcoming festivals, so that the park district can be more independent from the Village. Vice President Mundy stated that the park district can hire certified inspectors for this purpose.

President Tichacek mentioned that various organizations that hold events with the park district are having problems obtaining liquor licenses. Frank responded that the mayor is aware of the situation and that they have discussed upcoming events. Mayor Rodriguez has offered to help the park district and Village of Summit Administrator to resolve any licensing difficulties. In addition, the mayor will reach out to the village attorney to work on something like an intergovernmental agreement for park district events.

President Tichacek inquired as to the tentative event dates for Mega Events, to which Frank responded that these dates Are listed in the proposal. He's spoken to Andrew Paine about this and other upcoming events to ensure further Proposals can get streamlined for quick approval, particularly annual recurring events that can be easily extended and/ or renewed. Frank declared that the board would have the options to review and that amending the contracts may be considerably easier.

Commissioner Ponce asked Frank is the park district will be supplying staff for the Mega Events Pumpkin Patch Festival. Frank replied that Mega Events will be hiring park district staff to work the festival, but they won't be on the parks District payroll. The only thing the Mega Events contract will give them is rented space. They will also be providing their own security, dumpsters, and other necessities.

Frank added that the current proposal for Mega Events is to pay the park district \$10,000 to rent out the park district Facility. Vice President Mundy inquired if that fee is the same as last year, and whether wages were raised in 2018. He Also pointed out that the park district insurance costs have increased, so it should be considered to raise fees accordingly for Mega Events, as to cover the expenses for the park district. Commissioner Cervantes said that if park District expenses have gone up, then events fees should offset those costs. Vice President Mundy suggested an Increase of 5% per year to cover the park district's growing expenses. Frank added that a 10% increase each year for events at the park district could be a contract standard.

2. Discussion and Approval of the Electrical Proposal Between Lyons & Pinner Electric Companies and Summit Park District.

SUMMIT PARK DISTRICT
Board of Park Commissioners
Regular Meeting -Tuesday, January 9, 2018 – Page Four

Discussion: Frank reported that ComEd approached the park district regarding a \$12,455.30 grant for changing existing Lighting throughout the park district to LED technology. This represents \$8,600.01 in annual cost savings. Along with \$2,307.00 in annual maintenance savings with an initial cost of \$66,140.00 to change all the lighting, deducting \$12,455.30 in grant money, it will take 4.92 years for the cost savings to offset the investment. Frank stated that the park district has the bond money available to cover this as a capital improvement, and these lights can last 25 years, so their return on investment will be significant for 20 years past the breakeven period. Commissioner Cervantes asked if there is a warranty on the proposed LED lights, to which Vice President Mundy replied these lights all have a warranty. Frank added that there is an initial cost savings of \$120,000 over a five – year period. Vice President Mundy directed Frank to contact Jim Cainkar about the LED lights to prepare a bid and estimate. Frank replied that the attorney's instructions are that this project doesn't have to be put out to bid if it is less then \$25,000, so he will contact Frank Novotny & Associates regarding the project. Instead of voting to approve the proposal, the commissioners all agreed to table this topic.

VIII.EXECUTIVE DIRECTOR'S REPORT

No discussion.

IX.STAFF REPORT

Staff reports were included in the Board Packets.

X.COMMISSIONERS REPORTS

Vice President Mundy Inquired how to determine in which order the various parks in the park district are going to receive Capital improvements. Frank replied that Legion Park has been discussed to receive the first improvements due to the donation of memorial bricks from the American Legion Post. The park district will set up a section of the park for displaying these bricks. Once this project is started or completed, the board can decide which parks will receive work next.

XI.ADJOURNMENT

President Tichacek asked for a motion to adjourn.

Commissioner Ponce made a motion to adjourn the Regular Board Meeting.

Vice President Mundy seconded the motion.

Discussion: None. Yes – 5, No – 0. Motion to adjourn passed 5-0, meeting adjourned at 5:22 p.m.

Patricia Tichacek

Patricia Tichacek, President

Mary Borowski

Mary Borowski, Secretary

