

WINFIELD PARK

DISTRICT

Regular Board Meeting

Tuesday– April 19, 2016

7:30p.m.

- I. Call to Order
- II. Roll Call
- III. Ceremony
- IV. Public Participation/Presentation:
- V. Consent Agenda

All items listed in Section V. are in the consent agenda and will be enacted by a motion. There will be no separate discussion of these items unless a board member so requests, in which event, the items will be removed from the consent agenda. Members of the public may petition in writing that an item be removed from the consent agenda.

- 1. Bills Due List March/April-2016
- 2. Treasurers' Report March-2016
- 3. Minutes of the Regular Board Meeting, March 15, 2016
- 4. Minutes of the Long Range Planning Committee Meeting, March 31, 2016
- 5. Minutes of the Finance Committee Meeting, April 13, 2016

VI. Recreation Report

VII. Director's Report

VIII. New Business

- 1. **Budget & Appropriation Ordinance(Proposed) #2016-02**
- 2. **Approval of the Salary Band adjustments for 2016**
- 3. **June Board Meeting, location change**
- 4. **Approval of Budgeted Fund Transfers 2015-16**

IX. Old Business

- 1. **Approval, 2016 WIA-WPD Service Agreement**

X. Correspondence

XI. Adjournment

DIRECTOR'S REPORT
Tuesday – April 17, 2016
PREPARED BY: MARK L. PAWLOWSKI

UPDATE :

Winfield Riverwalk..... The annual Winfield Criterium was held at Oakwood Park on July 11th. The rainy weather was the only hindrance to another successful event. *WINFIT* staff was on site to promote the fitness center. **Event was moved back to Oakwood Park for 2016, due to same weekend as baseball Summer Slam Tournament at Wynwood Park. NO NEWS**

Timber Creek development – Staff has met with Village of Winfield staff to review the new neighborhood development proposal-Timber Creek on the northern end of the Park District on County Farm rd. Staff will review the plan and our staff level discussions. The latest site plan is enclosed for your review. Staff has provided our attorney with the information needed to complete the Agreement. I expect this to be on the September Agenda for Board Approval. **The model home “opening” was earlier this month. NO NEWS**

WYNWODD PARK – OSLAD Grant - We officially got invited (see attached) to make our OSLAD grant presentation on Friday-October 24th.The State of IL budget for the balance of Fiscal Year 2014-15 did not include the sweep of the 2014 OSLAD Grant funds. **No news on the release of the OSLAD grants, yet.** The Building permit has been submitted to the Village of Winfield and DuPage County. Park development Permitting process is COMPLETED ongoing with the Village of Winfield and DuPage County. **We are still waiting for the State of IL to approve a budget and release the OSLAD Grant. January is the latest rumor.** The Dog Park portion is on HOLD pending comments/concerns raised by neighbors of the park. Staff recommends the Board consider their concerns before moving forward. Also, Winfield Village staff is requesting the PD present the changes to the location of the dog park from the west side of the park top the south side before issuing the actual building permit. I also invited the resident to attend the November Board meeting. **NO NEWS**

Dog Park Survey Staff has developed a survey tool specific to the topic of a Winfield Community Dog park. A paper copy of the draft survey is enclosed for your review/comments. An email Test of the survey has also been sent out to staff and board members. Staff would like to launch the survey by January 22, 2016. **The Survey has been launched. We have already received 100+ participants. UPDATE**

I have been approached by members of the **Winfield Historical Society** to begin a review of the short-term and long-term over sight of **Hedges Station**. This would include financial and operational responsibilities. I'd like to refer this matter to our Long Range Planning Committee. I've enclosed some “management” information with regards to Hedges Station for your review/comments. **We had a Long Range Planning Committee meeting on March 29- 11:00am at Hedges Station to review the condition of the building. Minutes of the meeting are enclosed. This will be the first step in the review and future planning for Hedges Station. The next meeting is June 9th at 11:00am. The June Board Meeting would like to be held at Hedges Station too. UPDATE**

I am working with Doug Ehorn to look into making some improvements at the **Veteran's Memorial** (Creekside Park), with the use of his Commissioner's funds. **NO NEWS**

NEW BUSINESS:

1. Budget & Appropriation Ordinance(Proposed) #2016-02

We will review the **Capital Budget in advance** of the Approval of the Proposed Budget Ordinance. The Finance Committee has met on April 13th (All Funds) to review the budget for the upcoming fiscal year: May, 2016-April, 2017. Staff has prepared the "Proposed" Budget & Appropriation Ordinance #2016-02 for Board approval. Upon approval the budget will be available to the public at the front desk of the main office for a 30-day period. On May 17th a Public Hearing, with regards to the budget will precede the Regular Monthly Board meeting on May 17th at 7:25pm. If no outstanding issues arise at Public Hearing the Budget & Appropriation Ordinance#2016-02 will be on the Agenda for approval at a Special Meeting after May 21st . May 23rd is recommended for the Special Meeting. **Board Approval is Requested**

2. Approval of the Salary Band adjustments for 2016

The 2016 Salary Band adjustment of 2% was discussed during the Finance Committee Meeting. In keeping with the 2015 goal to establish a current Salary Band staff recommends a 2% increase, which is in line with the professional guidance provided by Management Association of 1.9-2.1%. **Board Approval is Requested**

3. June Board Meeting, location change

In an effort to allow all of the Park Board members to tour the current Museum/Hedges Station, staff recommends that the June Monthly Board Meeting be held at Hedges on the normal meeting date of Tuesday-June 21 at 7:30pm. **Board Approval is Requested**

4. Approval of Fiscal Year 2015-16 Budget Transfers

The enclosed Budget Transfers were all approved in the Budget for Fiscal Year 2015-16 on May 20, 2014. Staff is requesting Board approval to make these transfers in accordance with the previously approved budget, prior to the end of Fiscal Year 2014-15 (April 30, 2015). **Board Approval is Requested**

OLD BUSINESS:

1. WIA-WPD Service Agreement-2016 (Approval)

2016 WIA-WPD Service Agreement The updated agreement is included for your review and Approval. No major changes are involved from 2015. Minor changes were made, that would allow WIA to pay WPD to stripe the soccer fields if they choose to do that. The Agreement also allows us to work together to rent the soccer fields to other user groups. Last week the Agreement was Approved by WIA's Board. **Staff recommends Board Approval.**

CORRESPONDENCE:

-WDSRA

UPCOMING MEETINGS:

-Long Range Planning Committee
at Hedges Station

(Tuesday) 6-9-16 11:00am

- May Monthly Board Meeting (Tuesday) 5-17-16 7:30pm
- Special Board Meeting *Budget Approval () 5- - 16 TBD
- June Monthly Board Meeting (Tuesday) 6-21-16 7:30pm
-At Hedges Station

WINFIELD PARK DISTRICT

FINANCE COMMITTEE MEETING

WEDNESDAY - APRIL 13, 2016 - 7:00pm

AGENDA

- REVIEW 2015 TAX LEVY
- REVIEW 2016-2017 PROPOSED BUDGET
 - CORPORATE FUND
 - RECREATION FUND
 - SPECIAL REC FUND
 - LIABILITY FUND
 - AUDIT FUND
 - SOCIAL SECURITY FUND
 - BOND FUND
 - CAPITAL FUND (Reviewed at 4-19-16 Board Meeting)

COMMITTEE MEMBERS:

BOARD REPS / DAN HITZEMAN & JOANN NELSON
STAFF / MARK PAWLOWSKI, SUE BIELECH, TOM BOWER

Long Range Planning Committee Meeting

Thursday– March 31, 2016

11:00a.m.

at HEDGES STATION

- I. Call to Order

- II. Roll Call

- III. Review of Hedges Station / Museum
 - I. Interior review, current status and recent improvements
 6. Exterior review, current status and recent improvements
 7. Review of capital improvements needed in next 3 years

- IV. Review of Agreement for Ownership and Operations of The Besch House/Hedges Station

- V. Scheduling of future Committee Meetings/Topics
 1. Financial review, past 3-5 years, current, next 3-5 years
 2. Management/Operations review, past 3-5 years, current, next 3-5 years
 3. Other related issues
 4. Summary Meeting

- VI. Adjournment

WPD - Long Range Planning Committee

-Board Members

1. Steve Massie, Board President
2. Dennis Cox, Board Vice President (alternate : Dan Hitzeman, Commissioner)

-Staff

1. Mark Pawlowski, Executive Director

Regular Board Meeting

Tuesday– March 15, 2016

7:30p.m.

I. Call to Order

II. Roll Call

III. Ceremony

IV. Public Participation/Presentation:

V. Consent Agenda

All items listed in Section V. are in the consent agenda and will be enacted by a motion. There will be no separate discussion of these items unless a board member so requests, in which event, the items will be removed from the consent agenda. Members of the public may petition in writing that an item be removed from the consent agenda.

I. Bills Due List February/March-2016

8. Treasurers' Report February-2016

9. Minutes of the Regular Board Meeting, February 16, 2016

VI. Recreation Report

VII. Director's Report

VIII. New Business

-Review, 2016 WIA-WPD Service Agreement

IX. Old Business

X. Correspondence

XI. Adjournment

DIRECTOR'S REPORT
Tuesday – March 15, 2016
PREPARED BY: MARK L. PAWLOWSKI

UPDATE :

Winfield Riverwalk..... The annual Winfield Criterium was held at Oakwood Park on July 11th. The rainy weather was the only hindrance to another successful event. *WINFIT* staff was on site to promote the fitness center. **Event was moved back to Oakwood Park for 2016, due to same weekend as baseball Summer Slam Tournament at Wynwood Park. UPDATED**

Timber Creek development – Staff has met with Village of Winfield staff to review the new neighborhood development proposal-Timber Creek on the northern end of the Park District on County Farm rd. Staff will review the plan and our staff level discussions. The latest site plan is enclosed for your review. Staff has provided our attorney with the information needed to complete the Agreement. I expect this to be on the September Agenda for Board Approval. **The model home “opening” was earlier this month. NO NEWS**

WYNWODD PARK – OSLAD Grant - We officially got invited (see attached) to make our OSLAD grant presentation on Friday-October 24th.The State of IL budget for the balance of Fiscal Year 2014-15 did not include the sweep of the 2014 OSLAD Grant funds. **No news on the release of the OSLAD grants, yet.** The Building permit has been submitted to the Village of Winfield and DuPage County. Park development Permitting process is COMPLETED ongoing with the Village of Winfield and DuPage County. **We are still waiting for the State of IL to approve a budget and release the OSLAD Grant. January is the latest rumor.** The Dog Park portion is on HOLD pending comments/concerns raised by neighbors of the park. Staff recommends the Board consider their concerns before moving forward. Also, Winfield Village staff is requesting the PD present the changes to the location of the dog park from the west side of the park top the south side before issuing the actual building permit. I also invited the resident to attend the November Board meeting. **NO NEWS**

Dog Park Survey Staff has developed a survey tool specific to the topic of a Winfield Community Dog park. A paper copy of the draft survey is enclosed for your review/comments. An email Test of the survey has also been sent out to staff and board members. Staff would like to launch the survey by January 22, 2016. **The Survey has been launched. We have already received 100+ participants. UPDATE**

I have been approached by members of the **Winfield Historical Society** to begin a review of the short-term and long-term over sight of **Hedges Station**. This would include financial and operational responsibilities. I'd like to refer this matter to our Long Range Planning Committee. I've enclosed some “management” information with regards to Hedges Station for your review/comments. **We will be having a Long Range Planning Committee meeting on March 29- 11:00am at Hedges**

Station to review the condition of the building. This will be the first step in the review and future planning for Hedges Station. UPDATE

I am working with Doug Ehorn to look into making some improvements at the **Veteran's Memorial** (Creekside Park), with the use of his Commissioner's funds. **NO NEWS**

NEW BUSINESS:

1. WIA-WPD Service Agreement-2016 (Review)

2016 WIA-WPD Service Agreement The updated agreement is included for your review. No major changes are involved from 2015. Minor changes were made, that would allow WIA to pay WPD to stripe the soccer fields if they choose to do that. The Agreement also allows us to work together to rent the soccer fields to other user groups. Last week the Agreement was Approved by WIA's Board. Staff recommends Board Approval.

OLD BUSINESS:

N/A

CORRESPONDENCE:

-WDSRA

UPCOMING MEETINGS:

- | | | | |
|---|-----------|---------|---------|
| -Long Range Planning Committee
at Hedges Station | (Tuesday) | 3-29-16 | 11:00am |
| - April Monthly Board Meeting | (Tuesday) | 4-19-16 | 7:30pm |

Regular Board Meeting
Tuesday– February 16, 2016
7:30p.m.

I. Call to Order

II. Roll Call

III. Ceremony

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I. Bills Due List January/February-2016

10. Treasurers' Report January-2016

11. Minutes of the Regular Board Meeting, January 19, 2016

VI. Recreation Report

VII. Director's Report

VIII. New Business

IX. Old Business

X. Correspondence

XI. Adjournment

DIRECTOR'S REPORT
Tuesday – February 16, 2016
PREPARED BY: MARK L. PAWLOWSKI

UPDATE :

Winfield Riverwalk..... The annual Winfield Criterium was held at Oakwood Park on July 11th. The rainy weather was the only hindrance to another successful event. *WINFIT* staff was on site to promote the fitness center. **NO NEWS**

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by January 22, 2016. **The Survey has been launched. We have already received 80+ participants. UPDATE**

Property Sales Updates: Over the past month I have had conversations about homes/property that is For Sale that is adjacent to Founders Park (corner of County Farm and Jewel rd) and East Street Park (re-listed home on south side of park). Staff will update the Board on these conversations. **NO NEWS**

I have been approached by members of the **Winfield Historical Society** to begin a review of the short-term and long-term oversight of **Hedges Station**. This would include financial and operational responsibilities. I'd like to refer this matter to our Long Range Planning Committee. I've enclosed some "management" information with regards to Hedges Station for your review/comments. **We will be having a Long Range Planning Committee meeting in the last week of March at Hedges Station to review the condition of the building. This will be the first step in the review and future planning for Hedges Station. UPDATE**

I am working with Doug Ehorn to look into making some improvements at the **Veteran's Memorial** (Creekside Park), with the use of his Commissioner's funds. **NO NEWS**

NEW BUSINESS:

N/A

OLD BUSINESS:

N/A

CORRESPONDENCE:

-WDSRA

UPCOMING MEETINGS:

- | | | | |
|--------------------------|------------|---------|--------|
| - WDSRA Black-n-Red Bash | (Saturday) | 3-5-16 | 6:00pm |
| - March Board Meeting | (Tuesday) | 3-15-16 | 7:30pm |

Regular Board Meeting
Tuesday– January 19, 2016
7:30p.m.

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II. Roll Call

III. Ceremony

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V. Consent Agenda

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I. Bills Due List December-2015/January-2016

12. Treasurers' Report December-2016

13. Minutes of the Regular Board Meeting, December 15, 2015

VI. Recreation Report

VII. Director's Report

VIII. New Business

1. Approval of Ordinance #16-01 (Abatement : Bond Series 2014)

IX. Old Business

X. Correspondence

XI. Adjournment

DIRECTOR'S REPORT
Tuesday – January 19, 2016
PREPARED BY: MARK L. PAWLOWSKI

UPDATE :

Winfield Riverwalk..... The annual Winfield Criterium was held at Oakwood Park on July 11th. The rainy weather was the only hindrance to another successful event. *WINFIT* staff was on site to promote the fitness center. **NO NEWS**

Timber Creek development – Staff has met with Village of Winfield staff to review the new neighborhood development proposal-Timber Creek on the northern end of the Park District on County Farm rd. Staff will review the plan and our staff level discussions. The latest site plan is enclosed for your review. Staff has provided our attorney with the information needed to complete the Agreement. I expect this to be on the September Agenda for Board Approval. **The model home “opening” was earlier this month. NO NEWS**

WYNWODD PARK – OSLAD Grant - We officially got invited (see attached) to make our OSLAD grant presentation on Friday-October 24th at 10:30am in SpringfieldThe State of IL budget for the balance of Fiscal Year 2014-15 did not include the sweep of the 2014 OSLAD Grant funds. **No news on the release of the OSLAD grants, yet.** The Building permit has been submitted to the Village of Winfield and DuPage County. Staff will also discuss/negotiate extending the start date and securing the hid numbers on the project. Park development Permitting process is COMPLETED ongoing with the Village of Winfield and DuPage County. **We are still waiting for the State of IL to approve a budget and release the OSLAD Grant. January is the latest rumor.** The Dog Park portion is on HOLD pending comments/concerns raised by neighbors of the park. Staff recommends the Board consider their concerns before moving forward. Additionally, Winfield Village staff is requesting the PD present the changes to the location of the dog park from the west side of the park top the south side before issuing the actual building permit. I also invited the resident to attend the November Board meeting. **NO NEWS**

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review/comments. An email Test of the survey has also been sent out to staff and board members. Staff would like to launch the survey by January 22, 2016. **UPDATE**

Property Sales Upadets: Over the past month I have had conversations about homes/property that is For Sale that is adjacent to Founders Park (corner of County Farm and Jewel rd) and East Street Park (re-listed home on south side of park). Staff will update the Board on these conversations. **NO NEWS**

I have been approached by members of the **Winfield Historical Society** to begin a review of the short-term and long-term over sight of **Hedges Station**. This would include financial and operational responsibilities. I'd like to refer this matter to our Long Range Planning Committee. I've enclosed some "management" information with regards to Hedges Station for your review/comments. **UPDATE**

I am working with Doug Ehorn to look into making some improvements at the **Veteran's Memorial** (Creekside Park), with the use of his Commissioner's funds. **NO NEWS**

NEW BUSINESS:

1. Ordinance #2016-01

1. This Ordinance provides for the abatement of taxes collect in the Bond Fund Levy for Bond Series 2014. Since the passage of our referendum, we now collect taxes and make payments for this bond issue through the Corporate Fund. Board approval is recommended and requested at this time.

OLD BUSINESS:

N/A

CORRESPONDENCE:

-WDSRA

UPCOMING MEETINGS:

- February Board Meeting (Tuesday) 2-16-16 7:30pm

WINFIELD PARK DISTRICT Public Hearing

Tuesday, December 15, 2015 - 7:25p.m.

- I. Call to Order
- II. **Ordinance #2015-06**
- Levy for 2015 for fiscal year 2016-2017
- III. Public Comment

Regular Board Meeting

Tuesday– DECEMBER 15, 2015 - 7:30p.m.

- I. Call to Order
- II. Roll Call
- III. Ceremony
- IV. Public Participation/Presentation:
- V. Consent Agenda

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will be removed from the consent agenda. Members of the public may petition in writing that an item be removed from the consent agenda.

- I. Bills Due List November/December-2015
14. Treasurers' Report November-2015
15. Minutes of the Regular Board Meeting, November 17, 2015
16. Minutes of the Recreation Committee Meeting, December 1, 2015

VI. Recreation Report

VII. Director's Report

VIII. New Business

1. Approval of Action Plan, RE: Off-Leash Dog Park
2. Approval of Ordinance #2015-06 :
2015 Levy- fiscal year May, 2016-April, 2017

IX. Old Business

X. Correspondence

XI. Adjournment

DIRECTOR'S REPORT
Tuesday – December 15, 2015
PREPARED BY: MARK L. PAWLOWSKI

UPDATE :

Winfield Riverwalk..... The annual Winfield Criterium was held at Oakwood Park on July 11th. The rainy weather was the only hindrance to another successful event. *WINFIT* staff was on site to promote the fitness center. **NO NEWS**

Timber Creek development – Staff has met with Village of Winfield staff to review the new neighborhood development proposal-Timber Creek on the northern end of the Park District on County Farm rd. Staff will review the plan and our staff level discussions. The latest site plan is enclosed for your review. Staff has provided our attorney with the information needed to complete the Agreement. I expect this to be on the September Agenda for Board Approval. **The model home “opening” was earlier this month. NO NEWS**

WYNWODD PARK – OSLAD Grant - We officially got invited (see attached) to make our OSLAD grant presentation on Friday-October 24th at 10:30am in Springfield. The list has been cut from 118 applicants(requests \$38.5mil) to 85 applicants(requests \$29mil)....but only \$24mil is available. Steve Massie and I made our presentation. The grant submittals are now being processed by the IDNR and expected to send recommendations to the Governor's office in December/January. The State of IL budget for the balance of Fiscal Year 2014-15

did not include the sweep of the 2014 OSLAD Grant funds. **No news on the release of the OSLAD grants, yet.** The Building permit has been submitted to the Village of Winfield and DuPage County. Staff will also discuss/negotiate extending the start date and securing the bid numbers on the project. Park development Permitting process is COMPLETED ongoing with the Village of Winfield and DuPage County. **We are still waiting for the State of IL to approve a budget and release the OSLAD Grant. January is the latest rumor.** The Dog Park portion is on HOLD pending comments/concerns raised by neighbors of the park. Staff recommends the Board consider their concerns before moving forward. Additionally, Winfield Village staff is requesting the PD present the changes to the location of the dog park from the west side of the park to the south side before issuing the actual building permit. I met with several residents on Saturday-November 7th a summary of their comments/concerns is included for your review. I also invited the resident to attend the November Board meeting. **NO NEWS RE: Dog Park....SEE New Business (December-2015)**

Property Sales UPDATE : Over the past month I have had conversations about homes/property that is For Sale that is adjacent to Founders Park (corner of County Farm and Jewel rd) and East Street Park (re-listed home on south side of park). Staff will update the Board on these conversations. **NO NEWS**

I am working with Doug Ehorn to look into making some improvements at the **Veteran's Memorial** (Creekside Park), with the use of his Commissioner's funds. **NO NEWS**

NEW BUSINESS:

1. Approval of Action Plan, RE: Off-Leash Dog Park

Enclosed you will find the Action Plan with regards to the Off-Leash Dog Park area. **Staff recommends Board Review and Approval.**

2. Approval of Ordinance #2015-06 : 2015 Levy- fiscal year May, 2016-April, 2017

The (proposed) levy has been prepared for Board review and approval. The levy request is based upon a 15% growth in the EAV and maximum levies in the Corporate, Recreation, Special Recreation, Social Security, Audit and Liability Funds. A similar approach was used last year, I would use 15-18% as a guestimate increase in the EAV. Due to this uncertainty it was recommended by County staff to increase the Recreation Fund levy request, which is currently well below its statutory limit. The levy request reflects an additional \$100,000 in the Recreation Fund request. We also have the potential to capture some New Growth in 2015 with Silverwood Glen and Shelburne developments. The higher levy request is more likely to bring these areas in under a more "fair share" level.

The levy only represents a request. The actual amount will eventually be lowered by the effect of the "Tax Cap" . The "Tax Cap" will be based upon the CPI and adjusted by the DuPage County Clerk's office, this spring. Board Approval is recommended and requested by staff. Advertising of the proposed Levy and a Public hearing will take place prior to final

approval of the levy at the December Board meeting. Staff has not received any public comments or questions. **Board approval is requested by Staff.**

OLD BUSINESS:

N/A

CORRESPONDENCE:

-WDSRA

UPCOMING MEETINGS:

- January Board Meeting (Tuesday) 1-19-16 7:30pm