

MINUTES OF THE REGULAR MEETING
THE MEDINAH PARK DISTRICT, DUPAGE COUNTY, ILLINOIS
NOVEMBER 15, 2023

The Regular Meeting of the Board of Commissioners of the Medinah Park District, DuPage County, Illinois was held on Wednesday, November 15, 2023 at the Connolly Recreation Center located at 22W130 Thorndale Avenue, Medinah, Illinois.

The meeting was called to order at 7:02 PM by President Jean Ott.

Call to Order

President Ott led the Pledge of Allegiance.

Pledge of Allegiance

Roll Call was taken showing the following members present:

Roll Call

Commissioners Present: Jean Ott, President; Maryann Grygiel, Vice-President; Irene Jarocinski, Treasurer; Russell Bean, Commissioner;

Absent: John Blankenship, Commissioner

Also Present: Bruce Baum, Executive Director/Secretary; Vince DeGrado, Superintendent of Parks; Maria Piworski, Supt. of Finance/HR; Jim Huetson, Supt. of Recreation; Bryan Mraz, MPD Attorney

Guests: Steve Muenz, Kurt Asprooth (Ancel Glink)

Commissioner Ott recognized a quorum.

Commissioner Ott asked if there were any additions, corrections or deletions to the Agenda. It was moved by Commissioner Ott and seconded by Commissioner Bean to approve the Agenda as presented. Commissioner Ott asked for discussion. There was none.

**Approval of
November 15, 2023
Agenda**

ROLL CALL VOTE:

Aye: Jean Ott, Maryann Grygiel, Russell Bean, Irene Jarocinski
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Bean and seconded by Commissioner Grygiel to approve the Regular Meeting Minutes of October 18, 2023 as presented. Commissioner Ott asked for discussion. There was none.

**Approval of the
Regular Meeting
Minutes: October 18,
2023**

ROLL CALL VOTE:

Aye: Maryann Grygiel, Russell Bean, Irene Jarocinski, Jean Ott
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Grygiel and seconded by Commissioner Jarocinski to approve the Executive Session Meeting Minutes of October 18, 2023 as presented. Commissioner Ott asked for discussion. There was none.

**Approval of Executive
Session Minutes –
October 18, 2023**

ROLL CALL VOTE:

Aye: Russell Bean, Irene Jarocinski, Jean Ott, Maryann Grygiel
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Ott and seconded by Commissioner Bean to approve the payment of disbursements for past and future bills. Commissioner Ott asked for discussion. Commissioner Ott asked about the Home Depot billing statement.

Approval of Disbursements – Past and future bills as presented.

ROLL CALL VOTE:

Aye: Russell Bean, Irene Jarocinski, Jean Ott, Maryann Grygiel
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Bean and seconded by Commissioner Ott to approve the payment of disbursements for payroll for month ending October, 2023. Commissioner Ott asked for discussion. There was none.

Approval of Disbursements for Payroll for month ending October, 2023

ROLL CALL VOTE:

Aye, Irene Jarocinski, Jean Ott, Maryann Grygiel, Russell Bean
Nay: None
Absent: John Blankenship
Motion Carried.

The Treasurer's Report for the month ending October 31, 2023 was given by Treasurer Jarocinski. The report will be filed for future auditing purposes.

Treasurer's Report – October 31, 2023

Supt. DeGrado provided his written report in the packet. Commissioner Ott mentioned information related to the new grill installation at Meacham Creek Park and asked about work on ballfields #1 and #2.

Parks / Maintenance Report

Supt. Huetsen provided his written report in the packet. Commissioners Grygiel and Ott complimented the Recreation Dept. on the success of the Halloween Happenings event. An offer to Josh Novelli to be the District's new Recreation Supervisor was announced by Supt. Huetsen. Mr. Novelli has accepted the position. Updates on rental procedures and part-time staff were provided.

Recreation Report

Supt. Piworski provided her written report in the packet. The annual levy is scheduled to be approved this evening. Staff is currently working on the annual 2024 fiscal budget. Commissioner Ott mentioned her thanks for work on the budget and tax levy. Commissioner Ott and Supt. Piworski attended the IAPD Legal Symposium.

Finance/HR Report

Director Baum provided Safety Coordinator Goode's report to the Board. There were no questions from the Commissioners on the report. There will be a slight increase in the District's Property/Casualty insurance premiums in 2024. Director Baum updated the Board on PDRMA's financial health and thus, as it then relates to insurance premiums.

Safety Report

<p>Attorney Mraz had no report to file at the meeting.</p> <p>Commissioner Jarocinski referenced that the property on Thorndale Avenue near Meacham Creek Park seems to have been sold.</p> <p>Commissioner Ott mentioned or asked about the following subjects: Metra lease agreements which Director Baum updated the Board on, updates on the website changeover, the new grills at Meacham Creek Park and providing information to the Board on the recently attended IAPD Legal Symposium.</p> <p>There were NO citizen comments that came before the Board of Commissioners.</p> <p>NEDSRA information per the written report was provided. Please provide RSVP on NEDSRA Holiday Party no later than November 18.</p> <p>Staff continues to work toward completing stages of the budget calendar timeline. This evening will see passage of the 2022 Tax Levy. A rough 1st draft of the 2023 fiscal budget is in your packet. Two additional drafts are still to come.</p> <p>Director Baum mentioned the Tax Levy ordinance will come up later in this evening's agenda. Upon approval, the Levy will be filed with the DuPage County Clerk in late November/early December.</p> <p>Director Baum mentioned some items that will be visited at the December board meeting. Items could include the possible transfer of funds ordinances and will include the 2nd draft of the 2024 budget.</p> <p>Director Baum mentioned all lodging is complete for interested attendees. Registration is still to come in early December.</p> <p>Director Baum provided the Board with the monthly Activity/Project Log via electronic mail as of November 10, 2023.</p> <p>The initial draft of the 2024 fiscal budget is included but much work still needs to take place as we move forward within this timeline of production. The 2nd draft in December will be much further along and we will conclude with a 3rd and final draft for an early January Special Meeting that will be tied to the 2024 Budget and Appropriations Ordinance. Updates to the 5 year rolling budget are taking place and will be more detailed in the next two drafts as are updates to the District's capital project/equipment replacement projections. These numbers (broken down equally between the 2023 and 2024 fiscal years) place the district budget into the negative numbers significantly (primarily within the capital projects line items). Review of Recreation division revenues and expenses still require additional budget work. There were some questions from Commissioners related to specific line-item revenues and expenses.</p>	<p><u>Attorney's Report</u></p> <p><u>Written/Verbal Communications from Public to Staff/Commissioners</u></p> <p><u>Commissioner Comments</u></p> <p><u>Citizen Comments</u></p> <p><u>Director's Notes:</u> NEDSRA</p> <p>2023-24 Budget Calendar</p> <p>Filing of Tax Levy Ordinance</p> <p>December Agenda Items</p> <p>2024 IPRA/IAPD Conference</p> <p>Activity/Project Log Update</p> <p><u>Items for Discussion:</u> 2024 Fiscal Budget (Draft #1)</p>
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Director Baum mentioned that staff, along with legal counsel, would be providing ordinance documents at the December meeting in order to eliminate 3 specific vehicles from our rolling stock. All vehicles are no longer of any use to the district and can be disposed of, either via sale or via demolition.

There was NO unfinished/old business before the Board of Commissioners.

It was moved by Commissioner Grygiel and seconded by Commissioner Bean to adopt Ordinance 23-2, an Ordinance levying the taxes of the Medinah Park District for its fiscal year beginning January 1, 2023 and ending December 31, 2023. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Jean Ott, Maryann Grygiel, Russell Bean, Irene Jarocinski
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Jarocinski and seconded by Commissioner Grygiel to appoint Jean Ott as Medinah Park District delegate to the 2024 IAPD Annual Meeting and Maryann Grygiel, Irene Jarocinski and John Blankenship as Alternate delegates, respectively. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Maryann Grygiel, Russell Bean, Irene Jarocinski, Jean Ott
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Grygiel and seconded by Commissioner Bean to approve the 2024 schedule of regular Board Meetings of the Medinah Park District as presented. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Russell Bean, Irene Jarocinski, Jean Ott, Maryann Grygiel
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Ott and seconded by Commissioner Bean to enter into Executive Session at 7:55PM under Section 120/2(C) 1 – Personnel. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Irene Jarocinski, Jean Ott, Maryann Grygiel, Russell Bean
Nay: None
Absent: John Blankenship
Motion Carried.

Disposal of Park District Personal Property

Unfinished/Old Business

**New Business
Ordinance 23-2: Tax Levy**

IAPD Annual Meeting Representative

Regular Board Meetings for 2024

**Executive Session
120/2(C) 1 - Personnel**

It was moved by Commissioner Ott and seconded by Commissioner Bean to reconvene to the Regular Meeting of the Board of November 15, 2023 at 9:01PM. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Jean Ott, Maryann Grygiel, Russell Bean, Irene Jarocinski
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Grygiel and seconded by Commissioner Bean to approve Resolution 23-27, a resolution approving a 2023 amendment to the Medinah Park District's 2009 Personnel Policy Manual. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Maryann Grygiel, Russell Bean, Irene Jarocinski, Jean Ott
Nay: None
Absent: John Blankenship
Motion Carried.

It was moved by Commissioner Ott and seconded by Commissioner Bean to continue the November 15, 2023 Regular Meeting to Monday, November 20, 2023 at 1:00pm. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Russell Bean, Irene Jarocinski, Jean Ott, Maryann Grygiel
Nay: None
Absent: John Blankenship
Motion Carried.

The Regular Meeting of November 15, 2023 was reconvened on Monday, November 20 at 1:00pm by Commissioner Ott. **Commissioner Blankenship was in attendance for this portion of the meeting.

It was moved by Commissioner Bean and seconded by Commissioner Grygiel to enter into Executive Session under 120/2(C) 1 Personnel at 1:05pm. There was no discussion.

ROLL CALL VOTE:

Aye: Jean Ott, Maryann Grygiel, Russell Bean, Irene Jarocinski, John Blankenship
Nay: None
Absent: None
Motion Carried

It was moved by Commissioner Bean and seconded by Commissioner Blankenship to reconvene the Regular Meeting of the Board of the November 15, 2023 meeting at 1:25pm on November 20, 2023. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Jean Ott, Maryann Grygiel, Russell Bean, Irene Jarocinski, John Blankenship
Nay: None
Absent: None

Reconvene Regular Meeting of November 15, 2023.

Other Business Resolution 23-27: Amendment to the Personnel Policy Manual

Motion to continue Regular Meeting of November 15 to Monday, November 20 at 1:00pm

Reconvene Meeting on November 20

Executive Session: 120/2(C) 1 - Personnel

Reconvene Continuation of Regular Meeting of November 15, 2023

Motion Carried.

It was moved by Commissioner Jarocinski and seconded by Commissioner Grygiel to approve Resolution 23-28, a resolution authorizing the employment contract between the Medinah Park District and Steven Muenz. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

Aye: Russell Bean, Irene Jarocinski, Jean Ott, Maryann Grygiel, John Blankenship
Nay: None
Absent: None
Motion Carried.

It was moved by Commissioner Ott and seconded by Commissioner Blankenship to adjourn the Regular Meeting of the Board of Commissioners of November 15, 2023 at 1:26PM on Monday, November 20, 2023. Commissioner Ott asked for discussion. There was none.

ROLL CALL VOTE:

All In Favor: Aye (5) - Blankenship, Bean, Jarocinski, Ott, Grygiel
Opposed: None
Absent:

Motion Carried.
Respectfully submitted,

Bruce E. Baum
Board Secretary

Date: _____

Jean I. Ott, President

**Resolution 23-28:
Employment Contract**

Adjournment