

Naperville
Park District

**NAPERVILLE PARK DISTRICT
SPECIAL MEETING
PACKET**

November 19, 2009



AGENDA

Naperville Park District Board of Commissioners Special Board Meeting

Held at:

Naperville Park District
Administration Building Board Room
320 West Jackson Avenue
Naperville, IL 60540

Thursday, November 19, 2009
6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Unfinished Business
 - A. Strategic Plan Discussion
 - B. Barn and Central Shop Discussion
 - C. Stillwater Addition Discussion
 - D. Athletic Field Use Policy (*tabled from the November 12, 2009 Board Meeting*)
Action and Motion Requested:
Move to approve the Athletic Field Use Policy
- IV. New Business
 - A. 2009 Co-Operative Playground Renovation at Mill Street Elementary School
Action and Motion Requested:
Move to approve payment to Naperville Community Unit School District #203 in the amount of \$54,600 for the 2009 Co-Operative Playground Renovation at Mill Street Elementary School.
 - B. Illinois Association of Park Districts' Credentials Certificate
Action and Motion Requested:
Move to appoint Delegate, First Alternate and Second Alternate to serve as delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hilton Chicago on Saturday, January 31, 2009.
- V. Adjournment
Action and Motion Requested: Move to adjourn the November 19, 2009 Special Meeting.



Board Memorandum

November 19, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500 *RM*

From: Brad Wilson, Director of Recreation, 848-3532 *BW*

Re: Athletic Field Use Policy

Action and Motion Requested:

Move to approve the Athletic Field Use Policy.

Background and Analysis:

The Athletic Field Use Policy was developed to establish priority categories for allocation of Park District athletic field space. Each season the Park District is approached by numerous athletic organizations who request athletic fields for their league play. The existing Athletic Field Use Administrative Regulation lacks clarity in how athletic fields will be allocated when multiple requests are received. In addition, the existing Administrative Regulation places greater emphasis on scheduling a field based upon the organization's historical use of the facility, versus other criteria such as group residency. The proposed policy defines the order in which athletic fields will be scheduled, based primarily upon participant residency and ages served by the group.

To support the proposed Board Policy staff created a Field Allocation & Usage Guide. The purpose of the guide is to outline the procedures, regulations and allocation priority based upon the policy. A draft of the guide was provided in the November 6, 2009 Weekly Packet. The guide will provide information on the criteria required to meet the various priority use categories, the process and timeline for obtaining permits, field use rules & regulations, and application forms for athletic events, tournaments and vending. The guide also outlines a systematic method of enforcing athletic field use rules & regulations.

The priority categories included in the proposed Athletic Field Use Policy were developed with input from Naperville athletic organizations. The policy was initially presented to the Board for approval on November 12, 2009 however; the agenda item was tabled in order to allow for revisions to be made based upon Commissioner comments. The revised policy removes language concerning the appeal process and replaces it with "The Executive Director shall develop and publish procedures which implement the allocation of athletic fields in accordance with this policy."

Please contact me if you have questions regarding this action item.



<u>Naperville Park District</u> Board Policy			
Section:	Recreation		
Title:	Athletic Field Use		
Effective Date:	11/19/09 (pending)	Number:	5.3.5
Revised:		Page:	1

The Naperville Park District recognizes the necessity to afford District residents the opportunity to rent athletic fields either owned or leased by the Park District. Priority will be given to Naperville Park District activities and programs, Naperville School District groups, Affiliate organizations, Naperville youth and adult non-profit organizations and Naperville Park District residents. The Park District will charge fees to recover costs to operate, maintain and administer the use of athletic fields.

The Naperville Park District has established the following priority use.

Priority Group Qualification: Groups 1 – 8

Priority use of athletic fields/facilities will be allocated as follows:

Group 1: Naperville Park District sponsored or co-sponsored activities and programs.

Group 2: Naperville Community Unit School District 203 or Indian Prairie School District 204 programs.

Group 3: Affiliate programs, organizations or events.

Group 4: Non-profit youth programs, organizations or events with at least 90% Naperville Park District residency status.

Group 5: Non-profit adult programs, organizations or events with at least 90% Naperville Park District residency status.

Group 6: Non-profit youth programs, organizations or events with less than 90% Naperville Park District residency.

Group 7: Non-profit adult programs, organizations or events with less than 90% Naperville Park District residency.

Group 8: All other programs, organizations or events.

Fields/facilities will be allocated to organizations within each priority group based on the percentage and number of verifiable total Naperville Park District residents participating in that organization.

The Executive Director shall develop and publish procedures which implement the allocation of athletic fields in accordance with this policy.



Board Memorandum

November 19, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director, 848-3500 *RM*

From: Eric Shutes, Director of Planning, 848-5014 *E.S.*

Re: **2009 Co-Operative Playground Renovation at Mill Street Elementary School**

Action and Motion Requested:

Move to approve payment to Naperville Community Unit School District #203 in the amount of \$54,600 for the 2009 Co-Operative Playground Renovation at Mill Street Elementary School.

Background:

As part of the historical playground cooperative, the Naperville Park District and Naperville Community Unit School District #203 share in the cost of renovation projects at agreed upon locations. At the April 20, 2009 business meeting, the Board of Education awarded a contract to renovate the playground at Mill Street Elementary School in the amount of \$215,146 to Fuerte Systems, Inc.

The Naperville Community Unit School District #203 recently submitted bid results and a letter requesting reimbursement of \$54,600 from the Park District (Exhibit A). In anticipation of the playground renovation, the Park District included \$54,600 within the 2009 Capital Budget in order to reimburse the School District this year. The project contractor completed the playground improvements over the summer. As part of the project closeout procedures, School District and Park District staff inspected the playground for compliance.

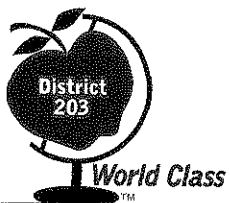


EXHIBIT A

Mark A. Mitrovich
Superintendent of Schools

NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203

Buildings & Grounds Department • 251 West Hillside Road • Naperville, Illinois 60540-6500 • 630/420-6583 • FAX: 630/420-6956
Steve Mathis, Director

November 4, 2009

Mr. Eric Shutes
Director of Planning
Naperville Park District
320 W. Jackson Ave.
Naperville, IL 60540

Dear Eric,

Enclosed is the following information pertaining to the replacement of the playground equipment at Mill Street Elementary School:

- Bid tabulation for equipment and installation of playground equipment at Mill Street Elementary School, indicating the recommended low bidder, Fuertes Systems, Inc., in the amount of \$215,146.00, approved by the Board of Education at the April 20, 2009 business meeting.
- Recommendation to the Board of Education, also available online in BoardDocs.
- Full payment in the amount of \$215,146.00 was approved at the August 17, 2009 Board of Education meeting.

Per our agreement, Naperville Park District will reimburse Naperville Community Unit School District #203 50% of the total costs incurred, up to \$54,600.00.

Please prepare a check payable to Naperville Community Unit School District #203 in the amount of **\$54,600.00**, and mail the check to my attention at 251 W. Hillside Rd., Naperville, IL 60540.

If you have any questions, please don't hesitate to call me at (630) 420-6326.

Sincerely,

Steve Mathis
Director of Buildings and Grounds

enclosure

c: Ralph Weaver, Director of Facilities and Construction

Staff Contact: Steve Mathis

RECOMMENDATION:

I recommend that the District award the bid to supply and install playground equipment and related site work at Mill Street Elementary School to the lowest qualified bidder, Fuerte Systems, Inc. of Plainfield, IL.

BACKGROUND:

The existing School District/Park District cooperative playground had been scheduled for replacement prior to the construction project. It is currently on the site of the new gym; therefore the replacement playgrounds (2-5 and 5-12 areas) will be installed in another area. In addition, the existing Mill Street School playground needs to be relocated due to construction of the parking lots.

FISCAL/PERSONNEL IMPACT:

\$215,146.00 total:

\$100,546.00 from the Construction Budget

\$60,000.00 from O&M

\$54,600.00 Park District reimbursement

ATTACHMENTS:

Table showing breakdown of bids

Naperville Community Unit School District 203
Mill Street Elementary School Playgrounds

Vendor	Bid
Fuerte Systems, Inc.	\$215,146.00
Copenhaver Construction	\$231,900.00
Greenup Landscape	\$236,577.00
M M Peters Construction	\$245,050.00



Board Memorandum

November 17, 2009 Board Agenda Item

To: Board of Commissioners

Through: Ray McGury, Executive Director 848-3500 *BSM*

From: Jacki Stern, Board Secretary 848-3502 *JMS*

Re: **Illinois Association of Park Districts' Credentials Certificate**

Action and Motion Requested:

Move to appoint Delegate, First Alternate and Second Alternate to serve as delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hilton Chicago on Saturday, January 31, 2009.

Background/Analysis:

The above referenced appointments are a routine item on all IAPD-member park district agendas prior to the IAPD/IPRA State Conference held each subsequent January.

Attached you will find a copy of the Credentials' Certificate and IAPD explanatory letter regarding same.

Attachments



TO: ALL MEMBER AGENCIES
FROM: Ted Flickinger, President/CEO
DATE: October 7, 2009
RE: **CREDENTIALS**

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts reads as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701. IMMEDIATELY.

This certificate will entitle the delegate or delegates listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 30, 2010 at 3:30p.m. in the Grand Ballroom, 2nd Floor, Hilton Chicago, 720 S. Michigan Ave., Chicago, Illinois.

Your careful and prompt attention to this important matter is requested.



TO: ALL MEMBER AGENCIES
FROM: Ted Flickinger, President/CEO
DATE: October 7, 2009
RE: **2010 RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 30, 2009 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 15, 2009) in advance of the Annual Business Meeting. For your information, we list the following sections of the Association's Constitutional By-Laws:

ARTICLE XII -- PROCEDURAL POLICIES

"Section 1. The Board of Trustees shall establish operational procedures and policies that are compatible with the Constitutional By-Laws. The major Procedural Policies established by the Board shall be maintained in written form available upon request to the member districts."

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 30, 2009 is the deadline for all changes and/or amendments to be received in the Association's office.



TO: ALL MEMBER AGENCIES
FROM: Ted Flickinger, President/CEO
DATE: October 7, 2009
RE: RESOLUTIONS

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO not later than sixty (60) days prior (November 30, 2009) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 15, 2009) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office not later than November 30, 2009.



TO: ALL MEMBER AGENCIES
FROM: Ted Flickinger, President/CEO
DATE: October 7, 2009
RE: CREDENTIALS CERTIFICATE

The IAPD/IPRA Annual Conference will be held at the Hilton Chicago, 720 S. Michigan Ave., Chicago, Illinois, January 28-30, 2010.

All member agencies must pass the enclosed resolution on CREDENTIALS and return it to the IAPD office immediately, in order to ensure eligibility of your delegates to vote at the Illinois Association of Park Districts' Annual Business Meeting.

Your Agency must be in good standing, the Credentials Certificate must be signed by the board President and Secretary and your agency seal must be affixed.

The Association's Annual Business Meeting will be held on Saturday, January 30, 2010 at 3:30 p.m. in Grand Ballroom, 2nd Floor at the Hilton Chicago, 720 S. Michigan Ave., Chicago, Illinois.

***** NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the _____

Naperville Park District held at
(Name of Agency)
320 W. JACKSON on November 17, 2009 at 6:00pm
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hilton Chicago, 720 S. Michigan Ave., Chicago, Illinois on **Saturday, January 30, 2010, at 3:30 p.m. in the Grand Ballroom, 2nd Floor:**

	<u>Name</u>	<u>Title</u>
Delegate:	<u>Suzanne Hart</u>	<u>Commissioner</u>
1st Alternate:	<u>Mike Reilly</u>	<u>President</u>
2nd Alternate:	<u>Ray McGury</u>	<u>Executive Director</u>

This is to certify that the foregoing is a statement of action taken at the park board meeting cited above.

Affix Seal: Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186