

Present: Chairperson Kondak; Vice-Chairperson O'Reilly; Members: Arvant, Davis, Greening, Ross and Schmitt

Absent: None

Also: Assistant Manager, Marshall  
Finance Director, Wiszowaty

Chairperson Kondak called the meeting to order at 7:30 p.m. in the Village municipal building at 18500 W. Thirteen Mile Road.

### **APPROVE MINUTES OF OCTOBER 15, 2009 PARKS & RECREATION BOARD MEETING**

Motion by Schmitt, second by Arvant, that the minutes of a meeting of the Parks and Recreation Board held on October 15, 2009 be approved.

Motion passed (7 – 0).

### **PUBLIC COMMENTS**

Drew Steffes, Scout from Troop 1024, presented ideas to the Board for an Eagle Scout project associated with Beverly Park. A possible project would be staining the fence on the sled hill. Replacing damaged boards would be a part of this effort.

Another idea was to contain the erosion along the south side of the sled hill facing Huntley Subdivision by adding a truck load of dirt and terracing the area. A Board member suggested installing a sandbox near the playground area of the park. Steffes discussed these three ideas with Board members.

Steffes will consider the options and come back with a proposed plan for an Eagle Scout project for the Board's approval. It was noted that an Eagle Scout project involves the scout designing and implementing the plan.

### **PRESENTATION BY FINANCE DIRECTOR WISZOWATY REGARDING BUDGET ALLOCATIONS**

Finance Director Wiszowaty has been asked to attend a Board meeting to explain how various park related funds are allocated in Village accounts and what occurs at the end of a fiscal year. Wiszowaty summarized various facets of the Parks and Recreation budget. He discussed the function of each account and how the money is managed. Board members receive a revenue and expense report periodically that includes an accounting of general fund money and capital money that is available for use on future projects.

Wiszowaty addressed General Fund revenue line items. Park Improvement Fees include permit fees for pavilion use. This money is transferred to the Park Capital Projects fund at the end of the year. The Park Opener/Use Fee is a pass through account. Donations – Friends of Beverly Park line item consists of money received through donations to the park. That money is transferred to the Park Capital Projects Fund for use on future park improvements.

Wisowaty talked about the Parks and Recreation expense line items. He clarified that the R&M/Park account represents miscellaneous repair and maintenance to the park that is paid for through the General Fund. Wisowaty noted that there is \$71,000 allocated from the General Fund towards park expenditures throughout the year under various line items in this report. Board members have asked what happens to remaining amounts at the end of the year. Wisowaty stated that any money in the Expense line items that is not spent goes to the General Fund balance at the end of the fiscal year.

Wisowaty explained that money collected through Park Improvement Fees and from donations is transferred to the Capital Projects Fund at the end of each fiscal year.

The Park Millage Fund was reviewed in terms of revenue and expenditures. The Revenue and Expense worksheet as of October 2009 shows a balance of \$59,166.90 remaining in this fund. This amount does not reflect approximately \$6,000 that was spent recently on park landscaping.

In response to an inquiry, Wisowaty stated that the amount of money raised from the Memorial Day Parade and Carnival does not appear on the revenue and expense worksheet. Wisowaty related that the revenue for this event went into the General Fund and the expenses came out of the General Fund. The net amount of approximately \$8,900 was placed in a liability account in the General Fund reserve. Wisowaty noted that the Village Auditors did not approve of this designation from an accounting standpoint. It will be a Council decision to consider the designation of this money to the Park Capital Projects Fund for future acquisitions.

Greening proposed that part of the net earnings from the carnival be set aside to cover expenses needed to organize next year's Memorial Day event. The balance should be placed in a park account for use on park improvements as opposed to park maintenance.

Wisowaty expressed the view that the Village should not be in the business of putting on a carnival. The event should be handled by a non-profit organization. The Parks and Recreation Board could consider establishing a non-profit organization with a separate bank account to handle the Memorial Day event.

O'Reilly commented that the Parks and Recreation Board undertook the organization of the Memorial Day Parade and Carnival at the request of Council with the stipulation that the net money generated would be allocated towards Parks and Recreation. Seed money must be available next year in order for the Board to make deposits and enter into contracts associated with 2010 Memorial Day activities.

Motion by Schmitt, second by O'Reilly, that the Parks and Recreation Board recommend that Council authorize the transfer of money in General Fund liability account #101-000-288.00 to the Park Capital Projects Fund #401-000-675.00 less \$3,000 to be retained in the liability account to be used towards organizing the 2010 Memorial Day Parade and Carnival.

Motion passed (7 – 0).

Additional questions from Board members were addressed by Wiszowaty.

**DISCUSS PREPARATIONS FOR 2010 WINTER FAMILY FUN DAY**

Winter Family Fun Day is scheduled to be held on Sunday, January 24 in Beverly Park from 1:00 to 4:00 p.m. Lisa Ross will organize the event this year. There will be an announcement in the Villager Newsletter and a press release sent to local newspapers. Ross reviewed activities and plans with individuals who will assist with various events. She will consult the checklist to determine when contacts and preparations should be made.

**STATUS OF BEVERLY PARK LANDSCAPING**

Davis stated that Goldner Walsh Nursery has completed the park landscaping, and it looks fantastic. She mentioned that the company donated and planted daylilies and daffodils in the park. Board members expressed their satisfaction with the work effort of the landscaping firm and the results. Davis suggested that the Board submit an article for the Spring edition of the Villager Newsletter inviting everyone to take a look at the new park landscaping.

Don Greening proposed that the Village contact Goldner Walsh about setting up a regular program to maintain the current plantings. Davis agreed to consult with the landscaping company about a landscape maintenance plan.

**DISCUSS POTENTIAL PARK ACTIVITY FOR SUMMER 2010**

There were no responses received to a letter sent by the Parks and Recreation Board to Village homeowner and condominium associations asking for suggestions about activities to be held in Beverly Park next summer. An open letter will be published in the December edition of the Villager Newsletter to communicate that the Board is looking for citizen interest and participation in organizing a community event in the park next year.

Arvant said that she was a strong advocate of organizing an activity in Beverly Park next summer. She will come to the next meeting with proposals for park summer events.

**DISCUSS POSSIBLE CANCELLATION OF DECEMBER 17 MEETING**

Motion by O'Reilly, second by Schmitt, to cancel the regularly scheduled Parks and Recreation Board meeting of December 17, 2009.

Motion passed (7 – 0).

**LIAISON COMMENTS**

The Council liaison was not present.

**ADMINISTRATION COMMENTS**

Ellen Marshall had no comments. Schmitt asked that all the picnic tables be moved under the pavilion for the winter months.

**BOARD COMMENTS**

Board members expressed enthusiasm about the success of this year's Halloween Hoot. Pat Greening and those who assisted her were congratulated. Members thanked Irene Davis for her efforts in facilitating the recent landscaping in the park accomplished by Goldner Walsh.

O'Reilly reported that the parking lot and basketball court in the park have been striped and painted.

Ross stated that she will be in contact with Board members via email regarding plans for Winter Family Fun Day.

Board members wished everyone a Happy Thanksgiving and Merry Christmas.

The meeting was adjourned at 8:43 p.m.