

MINUTES OF THE REGULAR MEETING  
THE MEDINAH PARK DISTRICT, DUPAGE COUNTY, ILLINOIS  
March 20, 2024

The Regular Meeting of the Board of Commissioners of the Medinah Park District, DuPage County, Illinois was held on Wednesday March 20, 2024 at the Connolly Recreation Center located at 22W130 Thorndale Avenue, Medinah, Illinois.

The meeting was called to order at 7:01 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; John Blankenship, Commissioner

Commissioners Absent: None

Also Present: Steven Muenz, Executive Director; Vince DeGrado, Superintendent of Parks; Maria Piworski, Superintendent of Finance/HR; Jim Huetson, Superintendent of Recreation; Tod Stanton, Design Perspectives

Public in attendance: None

President Ott recognized a quorum.

President Ott asked if there were any additions, corrections or deletions to the Agenda. Director Muenz stated the agenda could move forward as presented. It was moved by Commissioner Bean and seconded by Commissioner Grygiel to approve the Agenda as presented. President Ott asked for discussion. There was none. Ex. Director Muenz stated that there will be no need to go into Executive Session.

**Approval of March 20, 2024 Agenda**

ROLL CALL VOTE:

Aye: Ott, Grygiel, Jarocinski, Bean, Blankenship

Nay: None

Abstain: None

Motion Carried.

President Ott asked for approval for the February 21, 2024 Regular Meeting Minutes. It was moved by Commissioner Grygiel and seconded by Commissioner Bean. President Ott asked for discussion. There was none.

**Approval of Regular Meeting Minutes: February 21, 2024**

ROLL CALL VOTE:

Aye: Ott, Grygiel, Jarocinski, Bean, Blankenship

Nay: None

Abstain: None

Motion Carried.

President Ott asked for approval for the February 21, Special Meeting Minutes. It was moved by Commissioner Grygiel and seconded by Commissioner Bean. President Ott asked for discussion there was none.

**Approval of Special Meeting Minutes: February 21, 2024**

**ROLL CALL VOTE:**

Aye: Ott, Grygiel, Jarocinski, Bean, Blankenship  
Nay: None  
Abstain: None  
Motion Carried.

It was moved by Commissioner Bean and seconded by President Ott to approve the payment of disbursement for past and future bills. President Ott asked for discussion. Commissioner Grygiel asked about a check to the Carol Stream Park District, Ex. Dir. Muenz stated it was for an amended invoice originally charged for 5 people and amended to charge only for the 3 in attendance. Commissioner Grygiel also had a question about the cost of and need for new name tags and name plates. Ex. Dir. Muenz answered that, with new staff and new attorney, plates were made for all.

**ROLL CALL VOTE:**

Aye: Ott, Grygiel, Jarocinski, Bean, Blankenship  
Nay: None  
Abstain: None  
Motion Carried.

The payroll information for February was presented. President Ott had a question about percentage of the administration salaries being used. Ex. Dir. Muenz stated it was mainly finishing up with Bruce Baum and that it should be less moving forward.

The Treasurer's report for the month ending February 29, 2024 was given by Treasurer Jarocinski. President Ott asked if the attorneys fees are included in the report. It was stated that they will be included next month. The report will be filed for future auditing purposes.

Supt. DeGrado provided his written report in the packet. President Ott asked if there were any question? Hearing none. Moved Forward.

Supt. Huetson provided his written report in the packet. President Ott asked about the two new part-time employees that were hired. Supt. Huetson said one was a fitness instructor and one a Power Through instructor.

Supt. Piworski provided her written report in the packet. President Ott asked if Sikich has finished the audit. Supt. Piworski stated that they are still waiting for details about the OSLAD Grant.

President Ott asked if the manuals have been provided and are up at the front desk yet. Ex. Dir. Muenz said he would follow up with Mark Goode regarding the manuals.

There is no Attorney's Report this month.

Commissioner Grygiel said she heard from several people what a great time they had at the Mother and Son Bingo Night.

**Approval of Disbursements – Past and future bills as presented.**

**Approval of Disbursements for Payroll for month ending February, 2024**

**Treasurer's Report**

**Parks / Maintenance Report**

**Recreation Report**

**Finance/HR Report**

**Risk Management Report**

**Attorney's Report**

**Written/Verbal Communications from Public to Staff/Commissioners**

There were NO citizen comments that came before the Board of Commissioners.

NEDSRA has cancelled the March 6 board meeting and continues working on the 2024 budget. NEDSRA hired a new staff member for their Rec. department, Karen Spandikow. She has over 20 years' experience in the rec. field and was formally the Supt. Of Rec. for the West Chicago Park District.

The 2024 Budget /Appropriations was filed with DuPage County March 1, 2024.

Ex. Director Muenz said the Statements of Economic Interest have been sent out via email to staff and board and need to be returned by May 1, 2024.

Graf Tree made their initial visit on March 7, 2024 to Thorndale Park to inject the ash trees. Ex. Dir. Muenz said he asked Supt. DeGrado to get quotes from other companies for 2025.

Partnership with L6 started last week. They added management software to the district computers and are working with staff over the next year on needed upgrades and cyber security.

Ex. Director Muenz is still working on securing permits, and is in touch with DuPage County and provided the necessary documentation regarding the permitting. There are ongoing discussions between D & J Landscaping, MPD staff, Design Perspectives and Ancel Glink regarding our options moving forward. President Ott asked if it made sense to rebid the Goodenough Playground project and apply for a 2025 OSLAD grant. Tod Stanton from Design Perspectives stated that the success rate has gone from 70% to about 50%, for new OSLAD applications and smaller projects aren't as attractive to OSLAD as larger projects like Thorndale Park.

Ex. Dir. Muenz stated we are in the same position regarding the permits, still waiting to receive them from the county. Tod has been working with the contractor on pricing and some ways to save money would be: demolition of the old playground being done in house, moving of the bags, eliminating the guardrail, doing the pickleball striping on the tennis courts in house, using a different vendor for the bollards, changing the manufacturer of the bench seating, and lastly purchasing trees ourselves and planting them. Tod will also work up a sketch and provide some pricing information regarding a half-court basketball court.

Ex. Dir. Muenz stated he has spoken to Greg Petry of Petry consulting about a mini-retreat with the board and himself to discuss board vs. staff responsibilities and chain of command as well as budgeting from a staff perspective. And hopefully this can lead up to the building of a board manual. Greg Petry can meet with the board for 2 hours before the next board meeting for a cost of \$300.00.

Nothing was discussed at this time. It was discussed in the previous OSLAD update earlier in the meeting.

President Ott asked if there was any old business to discuss. Ex. Dir. Muenz said there was not.

**Citizen Comments**

**Director's Notes:**  
**NEDSRA**

**2024 Budget & Appropriations Filing with DuPage County (March 1)**

**Statements of Economic Interest**

**Graf Tree Update**

**L6 Technology Update**

**Items For Discussion:**

**Goodenough Park Playground Project**

**OSLAD Update**

**Petry Consulting Retreat Meeting**

**2024 OSLAD discussion**

**Unfinished/Old Business/Action Items**

It was moved by Commissioner Blankenship and seconded by Commissioner Bean to approve Resolution 24-7, a resolution approving an Independent Contract Agreement between the Medinah Park District and Andrews Services Corporation for marketing services. President Ott asked for discussion. President Ott said she would move to approve as long as it stayed within budget which entails limiting hours worked. President Ott then added we would need another Certificate of Insurance for this new contract.

**ROLL CALL VOTE:**

Aye: Jarocinski, Bean, Ott, Grygiel, Blankenship

Nay: None

Absent: None

Motion Carried.

It was moved by Commissioner Blankenship and seconded by Commissioner Jarocinski to approve Resolution 24-8, a resolution approving an agreement between the Medinah Park District and the Roselle Medinah Softball Baseball Organization (RMSBO) for the 2024-2025 seasons. President Ott asked for discussion. Commissioner Blankenship asked if we can look into concessions for the seasons moving forward to bring in some additional revenue.

**ROLL CALL VOTE:**

Aye: Bean, Ott, Grygiel, Blankenship, Jarocinski

Nay: None

Absent: None

Motion Carried

It was moved by Commissioner Blankenship and seconded by Commissioner Bean to approve an agreement between Medinah Park District and Premier Vending Chicago for vending services. President Ott asked for discussion. President Ott asked where the snack machine would go? Ex. Dir. Muenz said the machine would go in one of two spaces in the lobby. Commissioner Blankenship asked about outside vending machines. Supt. DeGrado said that there were problems with vandalism previously and the machines can only be outside for about half of the year due to the weather.

**ROLL CALL VOTE:**

Aye: Ott, Grygiel, Blankenship, Jarocinski, Bean

Nay: None

Absent: None

Motion Carried.

Commissioner Grygiel said the Mother and Son Bingo was a great success! Everyone had a great time and the bread from Texas Roadhouse was a huge hit. And there were great prizes. Commissioner Bean asked about Meacham Creek Park and where we are with it. President Ott said there are a lot of environmental restrictions, but can we still look into some signs? Supt. DeGrado said at this point we are basically just maintaining it, and that the DuPage County water commission does not want anything there but natural plantings. Commissioner Jarocinski mentioned there is water in the Meacham Creek parking lot and also on field #1. Commissioner Blankenship has no comments. President Ott suggested that for the 2025 state conference, board and staff go on Friday only and there should be no stipend just keep receipts for reimbursement. And to cut back on NRPA Conference for this year also the Legal Symposium along with Days at the Park, held in Springfield. Also, possibly next year looking into the Community Garden again, in the Nordic Park tennis courts. And where are we at with the OOMA contract? Ex. Dir. Muenz said it is still in limbo and we are still looking for the two existing phone lines. L6 will be looking into the phones.

**New Business**  
**Ordinance 24-7:**  
**Contract Agreement**  
**Between MPD and**  
**Andrews Services**  
**Corporation**

**Resolution 24-8:**  
**Agreement Between**  
**MPD and RMSBO for**  
**2024-2025 Seasons**

**Resolution 24-9:**  
**Agreement Between**  
**MPD and Premier**  
**Vending Chicago**

**Commissioner**  
**Comments:**

It was moved by Commissioner Blankenship and seconded by Commissioner Jarocinski to adjourn the Regular Meeting of the Board of Commissioners of the Medinah Park District for March 20, 2024 at 8:43 PM. President Ott asked for discussion. There was none.

**Adjournment**

ROLL CALL VOTE:

All In Favor: Aye (5) – Ott, Grygiel, Blankenship, Jarocinski, Bean

Opposed: None

Absent: None

Motion Carried.

Respectfully submitted,

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Steven Muenz  
Board Secretary

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Jean I. Ott  
President

Date: March 20, 2024