## Minutes of the Regular Board Meeting May 14, 2014 6:00 PM

Agenda Item #1 Call to Order

President Bernas called the meeting to order at 6:04 PM

Agenda Item #2 Roll Call

Comm. Bernas, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith Staff Present: Ron Gunter, Director, Kim Baxter, Supt. of Recreation, Sharon Macak, Supt. of Finance, Keith Johnson, Greens Supt., Steve Golembiewski, Asst. Supt. of Recreation, Joel Hymen, IT & Rec Supervisor, Kevin Siewak, Athletics Coordinator, Alice Krampits, Museum Curator & Senior, Coordinator, John Chorney, Maintenance Foreman, Craig Grember, Golf Course Manager, Cindy Bump, Pre-School Director, Bobbi Trifilio, Admin. Assist. Lenore Farmer, Admin. Assist.

Agenda Item # 3 Approval of the Minutes of the Regular Board Meeting and Executive Session of April 19, 2014. Approval of the Minutes of the Special Board Meeting of May 1, 2014

a. Motion was made by Comm. Smith and seconded by Comm. Main to approve the Minutes of the Regular Board Meeting of April, 19, 2014.

Roll Call: Ayes 5 Nays 0 Absent 0 Motion Carried.

b. Motion was made by Comm. Main and seconded by Comm. Smith to approve the Minutes of the Executive Session of April 19, 2014 and the Minutes of the Special Board Meeting of May 1, 2014.

Roll Call: Ayes 5 Nays 0 Absent 0 Motion Carried.

Agenda Item # 4 Claims Ordinance

Comm. Bernas called for a motion to approve the May claims

Motion was made by Comm. Main and seconded by Comm. Smith to approve the May Claims Ordinance.

Roll Call: Ayes 5 Nays 0 Absent 0 Motion carried.

### Agenda Item #5 Open Forum and Correspondence

Ron announced the retirement of Bobbi Trifilio, Admin. Assist and welcomed Lenore Farmer as the new Administrative Office Manager

a. General Public

No one was present from the general public.

b. Written

There was no written correspondence.

## Agenda Item # 6 Employee Service Awards

Comm. Smith read bios for the following employees who received Service Awards:

Silvia Lyons 15 years (perm. part-time) Sharon Macak 15 years (comb full/part-time)

25 years Cindy Bump Keith Johnson 30 years

## Agenda Item #7 Fitness Club Update

Rick Ricksecker and Joel Hymen reviewed a 2012-2014 Comparison Chart and Rick said that overall things are going well at the Fitness Club. The Fitness Club will close for annual maintenance on June 30 to July 4. Two new treadmills and three new elliptical machines with TVs will be installed along with a new floor Joel showed photos of the new TV/board, which posts gym closings, that is mounted outside the gym between the doors. It also displays the weather and Joel can update it from his desk. The combined Fitness Club and golf course membership was discussed and twenty-seven memberships have been sold to far.

#### Agenda Item #8 Unfinished Business

- a. Land Acquisition Final Payment-South Wilmette
  - 3. The State has reimbursed the park district for their share of the acquisition of the Kuzminski property. A total of \$268,000 was sent from the State last week.
- b. Community Center Ramp Update

There were issues with the architect but two sketches were received today from the structural engineer. There was a favorable response to the current asphalt fix and John Chorney said that it will be seal coated.

c. Rotary Park Playground Installation Contract

The contract was awarded to Kay Jay Construction for \$68,000. Unfortunately, Fred Conforti of Kay Jay cannot perform the work due to an injury. However, Kay Jay will subcontract the job and keep it at the same price. Ron stated that this is legally ok. There was discussion about rebidding the entire project or awarding it to the next bid. Motion was made by Comm. Main and seconded by Comm. Karesh to accept the subcontract and stay with Kay Jay.

Roll Call: Absent 0 Ayes 3 Navs 2

Motion Carried.

#### d. Park Projects Update

The concrete work is done at the Ty Splash Pad and the new, lighter green gator is in. The old one was sent back. Work is being done by Joel and Steve on a sound system for the Spray Park. The fountain pump house at Ty is almost complete; the siding and steel door have been ordered and pricing for the roof is being done. Bob Heiden built the structure.

e. There was no other unfinished business.

#### Agenda Item #9 New Business

a. \$70,000 bonds. Consideration of an Ordinance Providing for the Issue of General Obligation Limited Tax Park Bonds for the district. First Midwest Bank gave us a rate of 3.5% for \$70,000 issue with a term of June 1, 2014 to June 30, 2015

Motion was made by Comm. Karesh and seconded by Comm. Main to approve Bond Ordinance 2014-1 to issue GOB Limited Tax Park Bonds for \$70,000.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion Carried.

## b. 2013-2014 Budget Adjustments

At the end of each fiscal year (June 1 - May 31) the Board needs to approve any budget adjustments and to include them in the Minutes.

Motion was made by Comm. Long and seconded by Comm. Main to approve the changes.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion Carried.

c. 2014-2015 Tentative Budget and Appropriation Ordinance.

This is on public display at least 60 days prior to final approval. Final approval will be at the August Board meeting. Ron stated there is no action needed.

d. SEASPAR 2014-2015 Budget

This budget was approved by the SEASPAR Board.

Motion was made by Comm. Main and seconded by Comm. Smith to approve the SEASPAR Budget.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion Carried.

e. Election of Officers for 2014-2015 Fiscal Year

Motion was made by Comm. Bernas and seconded by Comm. Smith to elect the following slate of Officers for the 2014-2015 fiscal year:

President: Diane Maine
Vice-President: Jim Long
Treasurer: Bob Bernas

Co-Treasurer/

Co/Secretary John Karesh Secretary Sandra Smith

Roll Call: Ayes 5 Nays 0 Absent 0

Motion Carried.

- f. 2014 National Congress October 14-17
  The conference takes place in Charlotte, NC and hotels have been reserved.
- g. Holy Trinity School Request for Alcohol at their Picnic Holy Trinity School submitted a letter requesting they be allowed to serve liquor at their Volunteer Appreciation Event held on May 30, 2014 from 7-10pm at Veteran's Memorial Park. They will provide the appropriate insurance as they have done in the past.

Motion was made by Comm. Main and seconded by Comm. Long to accept Holy Trinity's alcohol request.

Roll Call: Ayes 5 Nays 0 Absent 0 Motion Carried.

- h. Board/Personnel Policy Manual Update
  - Ron explained that with the approval of the Board Policy Manual and our Personnel Policy Manual staff reviewed all of our programs to be sure the park's direct expenses are being paid by staff and the Board. Starting with our summer program there may be some adjustments to the amount charged.
- i. Twin Lakes Golf Course Craig reported on the April special 9 rounds for \$9 which totaled 736 rounds. On May 6th there was a chamber after hour's event with a putting contest. About 60 people attended. Leagues are currently running, greens fees are slightly down from last year and concessions are slightly up. Comm. Long suggested a promotional idea to run a tournament in late October. June 6, 7, and 8 the golf course will be celebrating the 30<sup>th</sup> Anniversary with roll back prices and contests.
- Comm. Main discussed how two retired teachers from Westmont complimented the Westmont Park District while she was swimming at Good Sam.

Agenda Item # 10 Staff Reports.

Kevin reported that Gems season is under way and games will continue until the end of June. There is one 10U team, one 12U team and the 14U Travel team. The 16/18U team begins in June. Adult Softball has also started. On Monday there are 5 teams, Wednesday has 8, Friday has 4 and the Sunday league has 6 teams. All games are going to be played at Ty Warner Field 3. Men's Basketball concluded on May 11<sup>th</sup> and the WYBA opening day was a success.

Steve reported on the dance recital, held on May 3. This year's theme was "Out of this World." and 250 people attended the recital. Programs that will start this month include: Science of Magic and Magic Class The annual Flying 4 Kids event is scheduled for Sunday, May 18 at Ty Warner Park from 11:00AM-4:00PM with the Candy Drop scheduled for 2:00PM. The Progressive Village Performing Network will put on their 3rd annual musical, "13," on June 20-22 and 27-29., which will be held at Westmont High School. The Backstop concession stand will opened Wednesday, May 7 and the Spray Park will open on Saturday, May 24 Steve thanked the Board for the opportunity to attend the Springfield Legislative Conference.

Sharon thanked the Board for her service award and reported that the bookkeeping department is busy with the budget. She will begin to prepare a monthly treasury report for the Board.

<u>Kim</u> returned to work on Monday, May 5 and met with staff, along with prioritizing projects and tasks. Her office hours moving forward will be Mondays and Wednesdays, full days; and Friday mornings. She reported that staffing changes in the WCC office are taking place and she is working to set the schedules with Maureen Heiden, Peggy O'Keefe and Rachel Buster-Dorsey. She will need to hire an additional person for evening and Saturday shifts. All new schedules will go into effect on Monday, June 2. She reminded everyone about the Race to the Flag on Sunday, May 25 There was discussion about Greg Pill using three of the four tennis courts at Twin Lakes Park in June from 9:00am – noon for a fee of \$30 per hour.

Cindy reported that the Macaroni Soup Concert held last Thursday evening was well attended by preschoolers and their families. The four-year-old class celebrated their end of preschool on Wednesday, May 14 with a short ceremony, followed by a pirate cupcake and ice cream gathering. The last day for three-year-old preschool was Thursday, May 15. Summer Camp registration is currently taking place. Camp will run June 9 through August 1, Monday through Friday from 8:30 a.m. – 3:30 p.m. Pre-camp (7:00 a.m. – 8:30 a.m.) and post-camp (3:30 p.m. – 6:00 p.m.) will also be available for an extra fee. Bradley Meyers, will be leading both camps this year. Lynn Dralle EMS, Director with the Westmont Fire Department is providing refresher courses through The American Heart Association in CPR/AED & First Aid for any park employee who needs to either renew their cards or to be trained in these emergency services. The sessions are being offered on both Thursday, June 5 and on Tuesday, June 10. A memo regarding these services has been sent out to all supervisors and other staff as well. Administering Epi-pens was discussed.

Alice reported that the new Young At Heart senior newsletter is out and registration began April 22. Current numbers are good and Motown the Musical is sold out. The AARP tax assistance program concluded April 14. This year the volunteers E-filed 295 returns and 25 amended and paper returns. Last year, they e-filed 246 returns. Alice assured the Board that no information is stored and there is a lot of security. The Joyful Voices Senior Chorus will be on the road with their performance called "Cool Sounds, from June through September. The new Ageless Grace fitness program was well received and 7 people have already registered for the upcoming six week program. The Downers Grove Township SALT organization is working with Westmont, Darien and Hinsdale senior centers and fire and police departments to sponsor a Car Care clinic on September 20 from 8am-12N. Seniors would be able to bring their cars to the Westmont Fire Department (63rd St.) for an inspection that would be done by volunteers. There would also be free information on safety programs, home inspections and various local services for seniors. Police officer Mike Urso is leading this program The Bowling League concluded the 2013/2014 season with their annual banquet at Bohemian Crystal on Thursday, May 15.The Golf League is under way with 139 players.

Du Page Visitor and Convention Bureau took a short video in the museum for use in their future presentations and publications. The garden club ladies hope to plant in the next two weeks. We are starting to set up our summer exhibit about Curious George and we will also have information on the history of the Curtis-Gregg Fashion Plate Circus. Passport booklets are

available for pick up. The Sidewalk Chalk Art contest is Saturday, May 17th from 11am -1pm with prizes awarded at 1:30pm. The Ice Cream Social will take place June 8.

<u>Keith</u> reported that the grass is wet so it's hard to cut but his staff is trying to keep on top of the mowing.

<u>John</u> will continue to balance park projects along with maintaining daily routines and is working to keep the fields playable. There was discussion about keeping park paths in good repair.

<u>Joel</u> reported that the new digital schedule board has been installed at the Fitness Club which displays gym closures and the weather. All this work was done in house with the exception of a new power outlet. At the last meeting the Board approved an addition to our website which will mobilize our site and make it fully optimized for mobile devices. He has been working with the web developer coming up with designs and providing material for the new mobile area of the website, which we will see in another month. He was responsible for marketing and managing the office staff while Kim was on maternity leave. Jr. Golf registration was held in April and numbers are still coming in but we are upwards of 350 golfers. Non-resident day continued to be a large event. The earliest person arrived at 4:45am and we took in about 75% of total registrations in this one day. He continues to keep the website updated. and has been working on computer upgrades.

<u>Bobbi</u> bid everyone a fond farewell.

Bob's report was read by Ron, since he was absent. The contract for the Rotary Park Playground project was awarded to Kay Jay construction but there will be a delay in the project because they are subcontracting it out due to an injury. The Ty Splash Pad is scheduled to open Memorial Weekend even though there were some delays on the super soaker rinse station and the gator. The new fountain mechanical shed at Ty is moving along. All plumbing and electric work is done. Bob Heiden has ordered the white cement board siding to be installed immediately after it is delivered. The roof needs to be installed as well which will be the same blue roof seen on the gazebo. The shed will have ornamental details on the siding to make it blend in and match the gazebo in style and color. Flower installation will begin so that it is complete by Memorial Weekend. We have not heard back from the DNR yet on the Youth Grant Application. Most of the seasonal college staff is not returning so more training will need to be done at the start of the season. Setup for the BBQ will begin on Thursday, May 22<sup>nd</sup>. The bronze sculpture is not ready yet but we are working to schedule an unveiling with Ty's office. There was discussion about whether to have a large event or keep it more private.

Agenda Item #11 Executive Session – Personnel

Motion was made by Comm. Smith and seconded by Comm. Main to adjourn to Executive Session on personnel.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion Carried.

# Agenda Item # 12 Adjournment

Motion was made by Comm. Smith and seconded by Comm. Main to adjourn the regular session.

Roll Call: Ayes 5 Nays 0 Absent 0

**Motion Carried** 

Meeting was adjourned at 8:05 pm.