

**Minutes of the Regular Board Meeting  
March 18, 2015  
5:00 pm**

Agenda Item #1 Call to Order

President Main called the meeting to order at 5:12 pm

Agenda Item #2 Roll Call

Comm. Bernas, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith  
Staff present: Ron Gunter, Director, Bob Fleck, Supt. of Parks & Planning, Kim Baxter, Supt. of Recreation, Sharon Macak, Supt. of Finance, Steve Golembiewski, Asst. Supt. of Recreation, John Chorney, Facilities Coordinator, Rick Ricksecker, Fitness Club Manager, Alice Krampits, Senior & Special Events Coordinator, Joel Hymen, IT & Rec Supervisor, Kevin Siewak, Athletics Coordinator, Craig Grember, Golf Course Manager, Lenore Farmer, Admin. Assistant

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes February 18, 2015
- b. March Claims Ordinance

President Main called for a motion to approve the Consent Agenda.

Motion was made by Comm. Long and seconded by Comm. Karesh to approve the Consent Agenda.

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

Agenda Item # 5 Open Forum and Correspondence

- a. General Public

There was no one present from the general public.

- b. Written

Ron read a letter from the Westmont Fire Chief thanking Westmont Park District for use of the Administrative Building for their testing and interviewing. The letter also complimented John Chorney for his assistance. In addition, Ron read a letter from a family that said Bidy Basketball All-Star Day was fun, challenging and well-organized.

c. Other

President Main noted the SEASPAR fundraiser, a performance from the musical Million Dollar Quartet, to be held on April 14 at the Tivoli Theater.

Agenda Item #6 Treasurer's Report

a. Monthly Cash Report

Sharon reported that the bills were light this month and she reviewed the cash & investments balances, revenue & expenses and the bank statements. She also stated there are two CDs that will expire in July.

b. Other

Sharon said the workers' comp audit is scheduled for March 24. Comm. Karesh asked when the Sikich audit will take place and Sharon said the preliminary audit will occur in August.

Agenda Item #7 2015-2016 Fiscal Year Capital Project Presentation

a. Review Budget

Ron explained that a concise list has been compiled; along with a narrative created by Bob and Kim, based on the assumption all of our grants were awarded. Bob explained how the narrative is organized and broken down by facilities, I.T., programs, parks, equipment and ADA fund. Bob said this is a conservative list and only includes items we really need to address.

b. Narrative and Discussion on Proposed Capital Projects

Bob began with the Fitness Club and there was discussion about 3 new treadmills and replacing gym light fixtures. The next facility was the Administrative Office reception area. Bob explained the reception counter is falling apart, and there is a need for more storage space and for a more secure workstation. At the Golf Course Maintenance Garage, Bob stated that we need a fire alarm and security pad, which is mandated by the Westmont Fire Department.

Regarding I.T. needs, there was discussion about a new server, internet security, Golf Course cameras and credit card processing terminals.

The only program in the narrative was the PVPN theater group, requesting specific pieces of equipment to enhance their performances.

Under the parks heading, Bob began with Veterans Memorial Park and reviewed the athletic lighting annual payment. Also for VMP, there was discussion about athletic court resurfacing, pickle ball striping and pickle ball nets, and a family ice rink liner. At Twin Lakes Park, Bob reviewed backstop fencing.

For equipment there was discussion about a new Park Patrol pickup truck. Bob explained that we want to purchase a Chevy Colorado because of its smaller size, which is necessary on park paths.

Under the ADA section Bob listed a sci-fit machine at the Fitness Club and a Golf Course fire alarm system.

Finally, Bob reviewed a 2015 short list of proposed projects already in progress or budgeted for the next fiscal year. Batting cage replacement at Veterans Memorial Park Little League Field was discussed and determined to be a Board-level decision.

Based on the narrative review and discussion, the Board agreed to the following for the 2015-2016 Fiscal Year Tentative Capital Improvement Budget:

Fitness Club	
3 Treadmills	10,500
3 Ellipticals	10,200
Replace Gym Light Fixtures	12,000
Administrative Office	
Front Counter and Reception Area	17,800
Golf Course	
Fire Alarm System	2,300
I.T.	
Server for Security Cameras	6,500
Golf Course Cameras	3,250
Credit Card Processing Terminals	2,000
Internet Security	6,000
Parks	
Athletic Lighting Payments	69,000
VMP-Athletic Court Resurface	17,000
VMP-Portable Pickle Ball Nets	900
VMP-Family Ice Rink Liner	1,500
Twin Lakes-Backstop Fencing	8,500
Fritz & Lions-Monument Signs	3,000
Equipment	
Park Patrol-Chevy Colorado Pickup Truck	25,000
ADA	
Fitness Club-Sci-Fit Machine	4,300
Golf Course Garage-Fire Alarm System	1,000
Total	<u>\$200,750</u>

#### Agenda Item #8 Unfinished Business

##### a. Veterans Memorial Park Athletic Lighting Update

Bob thanked John, Joel and Keith for their work with the install while he was on vacation. Joel explained that he worked with Musco and got the permits from the Village of Westmont while Keith took care of the field and John coordinated the maintenance end of the project. Joel showed photos of the work in progress.

##### b. State of Illinois Grants Update

President Main said we may have more information by July regarding the suspension of state grants. She referenced current information on the IAPD website and urged everyone

to call and write to Governor Rauner. She stressed the priority of getting the information on the Westmont Park District website because the OSLAD grants are so important.

c. Westmont Community Center Ramp Replacement Update

Bob presented pictures of the WCC ramp and explained that the Village of Westmont will not approve the project and issue a permit because we have to meet the State of Illinois requirement for an ADA accessible ramp. He said the problem is the ramp is too steep by five inches, but he presented a solution, which is to incorporate a side ramp. Bob explained that this is not much of a change from the original plan. He will keep the Board updated.

d. Park Monument Signs Concepts

Bob presented several new designs which incorporated the new logo. The Board preferred the smaller arch design with black lettering on a tan background and outlined in green. The signs are made out of recycled plastic.

e. Other

The dance studio was recently updated and Bob showed pictures of the work that was recently completed by Bob Heiden and John Chorney. There is a new railing to replace the solid half wall, the old tile in the entryway was replaced and the beveled edge was removed because it was a safety hazard.

Bob showed a picture of the new trash/recycle bins at the WCC, which are now all consistent.

Bob showed a picture of the new storage closet at the WCC inside the women's locker room. Bob explained that the work was done by Bob Heiden and Larry Secor, the brick mason, and includes a 48-inch door which can easily accommodate the cheer mats.

Bob explained that the Golf Course Club House roof will be completed next week because the Golf Course is slated to open on Saturday, March 28.

Bob listed several other projects scheduled to begin in the next week: the soffit project at the WCC, new restroom floors at Ty Warner, Veterans and Lions parks, controlled burns, and tree planting.

Agenda Item #9 New Business

There was no new business.

Agenda Item #10 Report of Staff

Steve reported on the success of the Frozen Film Festival, held on February 21, and said he is exploring the possibility of hosting it at the Tivoli Theater next year. Steve said he has been working on the sets for the upcoming PVPN performance of "12 Angry Jurors" and he has also been promoting the Community Sponsorship program.

John reported that he has been working on set design for PVPN and he is continuing to work on the project list along with regular duties. He is preparing for Spring and plans to start dragging fields at the end of the week.

Keith reported that the seasonal crews will be returning within the next month and he is starting to get ready for the upcoming season. He explained that there are approximately twenty employees who take care of our parks and golf course. He stated there is a need for drivers during the summer months.

Kevin reported that Bidy Basketball is over. He said it was a successful season and All-Star Day was very successful. The first Wildcats football and cheer registration was held on March 7 and Kevin said it was one of the biggest registrations we've had in several years. He said adult basketball is concluding and the adult floor hockey league will begin at the end of March. Also starting is a youth floor hockey camp. He explained these are first-time programs for us.

Kim reported that the Summer Program Guide is scheduled to be delivered to residents the weekend of April 10 and she is also working on the April/May edition of the Neighbors magazine. She is hosting a teamwork seminar with speaker Laurie Guest on March 25. Kim also reported that Greg Pill from Oak Brook Racquet Club requested the use of the Ty Warner Park tennis courts this summer. The dates he requested are Monday and Wednesday, 6:00 – 9:00 pm, June 1 – August 22.

Motion was made by Comm. Long and seconded by Comm. Bernas to approve Ty Warner Park tennis court usage for Greg Pill Monday and Wednesday, 6:00 – 9:00 pm, June 1 – August 22.

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

Alice reported that Bites with the Bunny and the annual Easter Egg Hunt are scheduled for April 4 starting at 9:15 am. Medicare 101 and the SKAI project, a program that assists seniors with selling their homes, will take place on March 19 and 20. She said the Senior Golf League coffee went well and there are over 100 golfers registered. She and Linda recently attended the Illinois Council of Senior Centers conference and they are currently at work on the summer Young at Heart newsletter. Finally, Alice is preparing for the 10<sup>th</sup> Annual Spring Palette Art Show on March 22 and she invited all to attend.

Craig said he is planning to open the Golf Course for the season on March 28 and he currently has leagues scheduled Monday through Friday. He explained that he is working with Steve and Greg to plan a grand opening for foot golf in May and would like to schedule foot golf for Wednesdays this summer so it will not conflict with any leagues. There was discussion about hiring a golf pro to offer lessons.

Joel reported that Fitness Club membership is +3 for February. He said he has been working with Comcast to remove an extra fee and we should receive a credit soon. He has been trying to simplify the online registration process and clean up any issues that may occur. He explained that he is working to fix the signal drop-out on the treadmills and ellipticals with TVs at the Fitness Club. He has reviewed our phone system with regards to placing 911 calls and is confident our system is fully capable of placing

emergency calls. There was discussion about defibrillators and emergency procedures at each of our facilities and possibly designating a safety officer.

Comm. Karesh raised some concerns. He suggested that park addresses should be posted on our website and if an address does not exist, then one should be assigned. Also, he said that the no parking signs near the WCC should be uniform; they should all be the same size, color, etc.

#### Agenda Item #11 Adjourn to Executive Session to Discuss Personnel

Motion was made by Comm. Karesh and seconded by Comm. Smith to Adjourn to Executive Session.

Roll Call:     Ayes 5           Nays 0           Absent 0  
Motion Carried

The Board Adjourned to Executive Session at 7:58 pm.

**Minutes of the Executive Session  
March 18, 2015**

The Executive Session was called to order by President Main at 8:10 pm to discuss Personnel.

Roll Call: Comm. Bernas, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith  
Ron Gunter, Director

The Board reviewed a proposed succession plan for the Westmont Park District in the future.

Ron discussed the current make-up of the staff and a proposed new organizational structure in the future. The idea would be to prepare a plan effective June 1, 2015 that would be in place prior to the retirement of the Director and Greens Superintendent in 2016.

Discussion continued, looking at our organizational chart and discussing new positions.

At this point Bob Fleck, Supt. of Parks & Planning, entered the Executive Session to also discuss ideas for the future as far as staffing.

The Board wants staff to prepare a detailed plan to review at the April Regular Board Meeting in Executive Session. The Board wants to approve a plan in May.

Motion was made by Comm. Smith and seconded by Comm. Karesh to Adjourn the Executive Session.

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

Motion was made by Comm. Bernas and seconded by Comm. Smith to Adjourn the Regular Meeting.

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

Meeting was adjourned at 9:03 pm.

