



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Administrative/Senior Center
55 E. Richmond St., Westmont, IL 60559
January 13, 2016, 6:00 pm**

Agenda Item #1 Call to Order

President Main called the meeting to order at 6:05 pm

Agenda Item #2 Roll Call

Comm. Bernas, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith,
Steve Adams, Westmont Park District Attorney
Staff Present: Ron Gunter, Director, Bob Fleck, Assistant Director, Sharon Macak,
Supt. of Finance, Steve Golembiewski, Supt. of Recreation, Keith Johnson, Greens Supt.,
Joel Hymen, Supt. of Revenue Facilities & IT, Ben Grimme, Supt. of Parks & Golf
Course, Kevin Siewak, Asst. Supt. of Recreation, John Chorney, Parks & Facilities
Foreman, Cindy Bump, Pre-School Director, Craig Grember, Golf Club Manager, Rick
Ricksecker, Fitness Club Manager, Nicolette Jerik, Recreation Coordinator,
Lenore Farmer, Office Manager
Guests: Larry Forssberg, Westmont Chamber Director

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting and Executive Session Minutes – December 9, 2015
- b. Claims Ordinance – January 13, 2015

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

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

Roll Call Vote:

Ayes: Comm. Smith, Comm. Karesh, Comm. Bernas, Comm. Long, Comm. Main

Nays: None

Absent: None

Motion Carried.

Agenda Item # 5 Wildcat Cheer Recognition

Kevin recognized the two cheer teams who went to the national competition in
December, and introduced Liz Meneses, Wildcat Cheer Coordinator. Mrs. Meneses
provided highlights of the cheer competition in Florida and introduced the members of
the first place Pee Wee team and the third place Midget team.

Agenda Item #6 Open Forum and Correspondence

a. General Public

President Main introduced Larry Forssberg, Westmont Chamber Executive Director, who requested approval from the Board to hold the annual Pet Promenade & Picnic at Ty Warner Park. He said it will be held on May 15, 2016, in conjunction with Touch-A-Truck and Flying 4 Kids, in order to attract more families. Steve joined Mr. Forssberg, explaining that this event has traditionally been held in September, but has been rescheduled to avoid competition from similar events. The Board agreed to Mr. Forssberg's request.

b. Written

Ron read a letter from the DuPage Senior Citizen's Council explaining that the Meals on Wheels home delivered meal service will be reduced to Mondays and Thursdays until further notice. However, the volunteers will continue to do well-checks.

c. Westmont Lions Club Presentation

Larry Forssberg again addressed the Board, requesting permission for the Lions Club to hold the annual Red, White & BBQ at Ty Warner Park. He explained that the event, scheduled for Friday, Saturday & Sunday of Memorial Day weekend in May, will be set up and run the same as previous years. The Board agreed to Mr. Forssberg's request.

d. Other

There was no other correspondence.

Agenda Item #7 Treasurer's Report

a. Monthly Cash Report

Sharon reported that the checking accounts total \$5,131,608.05 and the accounts payable total is \$86,584.00.

b. Other

Sharon explained that she has been preparing W-2's and 1099's and completing year-end reporting. Our new bank requires more documentation than originally anticipated, such as bylaws and articles of incorporation, so she has been researching minutes dating back to 1959, when the District was incorporated. Sharon also explained that there will be a new version of time sheet reporting for full-time employees.

Ron stated that WYBA will be on the February Agenda. Steve is now on the WYBA Board and Ron explained that we want to assist them and help them move forward.

Agenda Item #8 Fitness Club Update

a. Membership

Rick reported that this is a very busy time of year at the Fitness Club. According to Rick, a small number of members were displeased with the loss of the whirlpool, but most are looking forward to what will come. Ron added that Kevin will be more involved with management at the Fitness Club.

b. Update on Renovations

Bob updated the Board on the demo status of the whirlpool and reviewed the phases of the remodel and plans for reconfiguration of the lower level fitness room. He explained that 372 square feet of space will be added to the current workout space. He said he is currently obtaining permits and meeting with contractors. Kevin addressed member needs and requests, such as, larger stretching area, heavy bag, squat rack, heavy ropes and a bench press. He said some existing equipment may be eliminated in order to get new equipment. Bob added that cost will be addressed at Budget Workshop.

Agenda Item #9 Unfinished Business

a. WCC Ramp Update

Bob said the ramp is done, however there is concern that it is still slippery, and he is trying to find a solution.

b. State of Illinois Grants

Bob said there is still no news and we are still in limbo. Ron added that anything can happen.

c. Update on Naming of Park Shelters

Bob reported that the plaques will be installed for the start of the summer rental season and the most recent Commissioner photos will be used. Ron added that everything will be submitted to the Commissioners for their approval.

d. Park Projects

According to Bob, maintenance staff is focused on winter snow removal and maintaining the ice rinks.

e. Other

Bob explained that he is revisiting the front counter project in the Administrative Center and is researching solutions for closing off and securing the open space when the office is closed.

Agenda Item # 10 New Business

a. 2016 Statement of Economic Interest List

Ron provided the list of Commissioner and staff filers, and explained that this is done electronically and will be due May 1.

b. Appointment of Westmont Park District General Counsel

Motion was made by Comm. Smith and seconded by Comm. Bernas to appoint Steven B. Adams of Robbins Schwartz as General Counsel of the Westmont Park District effective immediately.

Roll Call Vote:

Ayes: Comm. Smith, Comm. Bernas, Comm. Karesh, Comm. Long, Comm. Main

Nays: None

Absent: None

Motion Carried.

c. 2016 IAPD/IPRA State Conference Information

Ron explained that President Main is concluding her year as IAPD Chairperson and staff has been provided all necessary information.

d. Holly Days Recap

Steve reported that Grinch Whobilation, the final Holly Days program, took place on December 19, and was very successful. He said the committee is already discussing ideas for Holly Days 2016.

e. Golf Course Update

Craig supplied the Board with a comparison chart of fees from other 9-hole golf courses in the area. He recommended that we keep our fees the same because we are priced well for the size of our course. Craig reviewed revenue dating back to 2009, pointing out that both 2015 greens fees and Junior Golf League revenue increased from 2014.

f. Westmont Park District/Village of Westmont Mowing Agreement - Board Action

Bob reviewed the revised agreement, noting the \$10,000 increase for additional work added this year.

Motion was made by Comm. Smith and seconded by Comm. Long to approve the First Amendment to Intergovernmental Landscape Maintenance and Mowing Agreement between Westmont Park District and Village of Westmont.

Roll Call Vote:

Ayes: Comm. Smith, Comm. Long, Comm. Bernas, Comm. Main

Nays: Comm. Karesh

Absent: None

Motion Carried.

g. Deferred Compensation Resolution to be Approved by Board

According to Ron, this resolution needs to be adopted in order to stay in compliance with the IRS. He added that the plan is optional and does not cost the agency anything.

Motion was made by Comm. Smith and seconded by Comm. Karesh to approve and adopt Westmont Park District 457B Deferred Compensation Plan.

Roll Call vote:

Ayes: Comm. Smith, Comm. Karesh, Comm. Bernas, Comm. Long, Comm. Main

Nays: None

Absent: None

Motion Carried.

h. Policy for Westmont Park District Parking Lot Usage

According to Ron, a policy is needed which will authorize staff to give permission for requests regarding our parking lot usage. Bob explained that we are approached by contractors, utility companies, delivery vehicles and residents. Steve Adams said a policy can be drafted, starting with the concept that any unauthorized use of the parking lot is a trespass.

Bob presented to the Board a request from the Audi car dealership wanting permission for temporary access to the west side of the Ty Warner Park overflow lot. They wish to

use this area for vehicles to transport materials used to build a new parking deck. The Board proceeded to discuss how this will impact park property, along with how the District will be compensated. Steve Adams advised that a detailed agreement needs to be created. Ron stated that direction is needed from the Board, so this will be on the February Agenda.

i. Other

There was no other new business.

Agenda Item #11 Report of Staff

Steve reported that PVPN will hold auditions this month for “Barefoot in the Park,” which will be performed March 18-20 and 25-27. He said the Frozen Film Festival will take place on February 20 at Hollywood Boulevard in Woodridge. Recreation staff is working on the Summer Program Guide and Steve explained that he would like to start mail delivery for the guides. He has started receiving application for the Athletics Coordinator position and Steve said he hopes to have that position filled by March.

Nicolette reported that her winter/spring programs have started and she has joined the IPRA Teen Committee. Battle of the Bands will be held July 7-10 and she explained that she is trying to recruit as many bands as possible. Return letters have been sent to both Backstop Concession and Spray Park staff and Nicolette has officially become the supervisor for Early Bird and Kids Club programs.

Kevin reported that Wildcat Football and Cheer has concluded and celebrated with an end of the year party. He added that they will switch to a new league next season, TCYFL, which will be better for our size teams and will offer more cheer competitions. Kevin is working on summer programs and he said Race to the Flag is in full swing. Pursuant to discussion from the December Regular Meeting, Kevin presented information on Westmont Park District protocol for concussions. He explained that all football coaches are required to be USA Football certified and cheer coaches must pass a concussion quiz. In addition, a Wildcat Board member is a trained safety coordinator, all coaches are provided with concussion test kits and there is an athletic trainer at all games.

Cindy reported that Grinch Whobilation was well attended and the volunteers helped make it a successful event. She said the second session for 2 & 3 School begins February 3, the preschool will host an open house on February 17 and registration for the 2015/2016 school year begins on February 29. Finally, Cindy is starting to prepare for Summer Camp.

Joel reported that he was out of the office for an extended amount of time due to the recent birth of his son. He said he has been catching up with projects at the Golf Course and Fitness Club. He noted a new addition to our website which displays the gym closings at the Fitness Club.

Ben reported that he has been working on whirlpool demo at the Fitness Club, learning snow removal procedures and starting to order supplies for spring. He said he has also been working with Bob on the job description and advertising for the new position of Assistant Golf Course Superintendent.

John reported that he has begun the process of removing Holly Days trees and picking up cords, along with making room for storing the houses. He has also been coordinating snow removal procedures.

Keith reported that he has been working on equipment, plowing snow and preparing the Golf Course for the Chili Open.

Agenda Item #12 Adjournment

Seeing no further business, a motion was made by Comm. Smith and seconded by Comm. Karesh to adjourn the Regular Session.

Ayes: Comm. Smith, Comm. Karesh, Comm. Bernas, Comm. Long, Comm. Main
Nays: None
Absent: None
Motion Carried

The Regular Session was adjourned at 8:38 pm.