



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Administrative/Senior Center
55 E. Richmond St., Westmont, IL 60559
August 10, 2016, 6:00 pm**

Agenda Item #1 Call to Order

President Main called the meeting to order at 6:03 pm

Agenda Item #2 Roll Call

Comm. Flynn, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith
Staff Present: Bob Fleck, Executive Director, Sharon Macak, Supt. of Finance,
Steve Golembiewski, Supt. of Recreation, 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, Nicolette Jerik, Recreation Coordinator,
Cindy Bump, Preschool Director, Craig Grember, Golf Course Manager,
Rick Ricksecker, Fitness Club Manager, Lenore Farmer, Office Manager,
Kyle Madeja, Athletics Coordinator, Steve Adams, Attorney
Guests: Susan Friend: SEASPAR Executive Director
Diane Compton, Erin Compton: Westmont residents, SEASPAR participants

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting and Closed Session Minutes of July 13, 2016
- b. Claims Ordinance – August 10, 2016
- c. Special Board Meeting of August 3, 2016

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

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Agenda Item #5 Open Forum

a. General Public

There was no one present from the general public.

b. Written

Bob read a press release from the Village that said residents can show support for the Westmont Police Department by displaying blue ribbons and light bulbs at their homes. The Westmont Community Center is a pick-up location.

Bob read a request to serve alcohol at Twin Lakes Woods for a picnic on September 25, 2016. He noted they will have the appropriate insurance coverage.

Motion was made by Comm. Karesh and seconded by Comm. Flynn to approve the request to serve alcohol at Twin Lakes Woods for a picnic on September 25, 2016.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. Other

Bob reported that the IAPD Awards Gala will take place on October 21, 2016 and Comm. Karesh has been nominated for serving 10 years as a Board Member.

Agenda Item #6 Treasurer's Report

a. Monthly Cash Report

Sharon reviewed the checking accounts, which total \$5,288,823.80 as of July 31, 2016 and she reported the accounts payable total is \$205,293.27. She noted that we continue with two CD's, which total \$200,000.

b. Other

There was nothing additional to report.

Agenda Item #7 SEASPAR Report – Susan Friend, Executive Director

a. Susan Friend thanked Westmont Park District for being a member entity as SEASPAR celebrates their 40th anniversary. She reviewed community programs and events, including this year's Believe and Achieve Banquet. She recognized Westmont resident Erin Compton, who participated in the Illinois Miss Amazing Pageant.

b. Other

SEASPAR participants performed the National Anthem at this year's Race to the Flag and Susan said they will do the same in 2017. She also thanked the District for providing parks and facilities for SEASPAR programs. There was discussion about resident participation in SEASPAR programs and the District's contribution to SEASPAR.

Agenda Item #8 Attorney's Report

Steve Adams reported on a statute that was recently signed into law – the Local Government Travel Expense Control Act, which will go into effect in 2017. He explained the District will need to adopt an ordinance which governs travel, meal and lodging expenses for board members and staff. In addition, a roll call vote is required if expenses reach the maximum amount set by the District.

Agenda Item #9 2016-2017 Budget and Appropriation Ordinance No. 2016-5

a. Public Hearing

President Main opened the Public Hearing. There was no one present from the general public. Sharon reviewed some changes, including LED lighting provisions, increase to Administrative Center renovation budget and changes to ADA. President Main closed the Public Hearing.

b. Board Action

Motion was made by Comm. Karesh and seconded by Comm. Smith to approve 2016-2017 Budget and Appropriation Ordinance No. 2016-5.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Agenda Item #10 Fitness Club Update

Kevin acknowledged that membership is down, attributing it in part to members that simply forget to renew, so he is working on a reminder system. He reviewed upcoming specials and Bob added that hours will be extended in September. There was discussion about members that cancel for the summer months and then re-sign. Rick explained that they are charged a processing fee. The Board expressed concern about membership decline.

Agenda Item #11 Unfinished Business

a. Athletic Court and HVAC Bid Awards

President Main reviewed the bids that were accepted at the August 3rd Special Meeting. Hearthstone Heating and Cooling was approved for the HVAC rooftop replacement; Evans & Son Blacktop was approved for the athletic court reconstruction; and U.S. Tennis Courts was approved for athletic court crack repair. Bob said the contracts are currently being prepared.

b. 4th of July Income/Expense Report

Sharon presented a summary of expenses, which total \$53,645.51 and explained that \$35,000 of that amount was the fireworks cost. She said income totaled \$52,540, so the District cost was \$1,105.

c. Quotes for Facility Appraisals

President Main explained that this was discussed at the last Regular Meeting, based on the IParks review, because the Board wants to make sure that we are not underinsured at the Community Center, Fitness Club and Administrative Center. Bob said he is getting quotes from two companies and he will inform the Board when he has those numbers.

d. Park Projects/Facilities

Bob reviewed the landscaping at Veterans Park, near the Community Center, explaining that our staff did most of the work. He said ash trees continue to be removed, with the priority being anything that can be a hazard.

There was discussion about continuing the park tour, possibly before the Regular Meeting in October.

Agenda Item #12 New Business

a. Twin Lakes Golf Club Update

Craig reported that there was over eight inches of rain in July, which impacted league play, but despite the rain, revenue is up for the month over 2015. He said there were two outings in July that generated over \$1,000 in revenue. Craig explained that he is working on a lunch-time promotion since the Junior League has concluded and the course is now open from 11:00am – 3:00pm. There was discussion about hiring a golf pro, but Joel explained that they want to work full time and also need access to a driving range.

b. Wildcat Football/Cheer Program

Kyle reported that due to low registration the football program has been cancelled this year, however the cheer program will continue. He explained that the cheerleaders will enter competitions and he is looking for other places for them to cheer. There was discussion about how to reorganize the program for next year. Eliminating the board and allowing Kyle to run the program was suggested. In addition, there was discussion about marketing the program since registration has been low in recent years. A reorganization plan will be presented at next month's meeting.

c. Bond Fund Excess – Board to Consider the Transfer of Funds from the Bond Fund to Capital Project Fund or to Maintain the Fund

President Main said the Bond Fund excess of \$200,000, which has accumulated over several years, was discussed at Budget Workshop. Bob explained that we do not need it right now and there is reserve of \$675,000 in the Capital Replacement Fund. Steve Adams advised that this transfer of funds should be an ordinance for Board approval, which will be on the Agenda for September's Regular Meeting.

d. Other

There was no other new business.

Agenda Item #13 Report of Staff

Cindy reported that summer camp is in the final two weeks and registration has been consistent all summer. She said preschool classes are scheduled to begin on September 14, and all classes are full. In addition, Cindy explained, Two & Three School has doubled in size so she will now be operating two sessions.

Joel presented information on new sliding doors for the entrance to the Fitness Club, which will fit into the existing opening. He reported that he went to Konica Minolta's office in Oak Brook, along with Cindy and Steve, to view a demo of a SmartBoard. He said it should be installed at the preschool in late October. He met with fire and alarm companies and learned that we are currently getting a better rate than what other companies can provide. Joel explained that he is working on the DECO grant process and provided a sample of the LED light which will be installed in our parking lots.

Ben reported that he has started to aerate and seed the Babe Ruth Field in order to have a better outfield next spring. There was discussion about the safety of spraying and the Board requested a spraying schedule. Ben requested purchasing a new large mower rather than a costly repair for the older mower. This will be discussed at the September meeting, noting that the purchase will go through the state bid program.

Steve reported that PVPN is preparing for their next performance, “Willy Wonka, Jr.,” and the steak feed dinner fundraiser, “Celebrate PVPN,” was successful. PVPN is also preparing for their fall performance, “Inherit the Wind.” He is starting to create the story line and scenes for the Haunted Forest Tour, scheduled for Saturday, October 22. This year’s theme is “Asylum.” Also, the Holly Days committee will have a planning meeting on August 31.

Nicolette reviewed her current programs and said all are going well. She reported that the Backstop concession stand made \$1,425 on July 4th and she will continue to make improvements for next year. She explained that after Labor Day, the Spray Park will continue to remain open on weekends. There was discussion about revisiting the cabana idea for birthday party rentals at the Spray Park.

Kyle reported that a new soccer group will be renting the soccer fields at Ty Warner Park from August to November. He said the 5 Star Basketball Camp was so successful this summer that an additional week was added the first week of August. He explained that adult softball is concluding the regular season and preparing for playoffs.

John reported that he continues to work with his staff, along with Ben and his staff to keep up with current projects. In addition he is organizing equipment and supplies which will be used for the fall.

Agenda Item #14 Adjourn to Closed Session

Seeing no further business, a motion was made by Comm. Karesh and seconded by Comm. Long to adjourn to closed session pursuant to Section 2(c) (1) of the Open Meetings Act to discuss compensation of an individual employee.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board Adjourned to Closed Session at 9:04 pm.

Agenda Item #15 Adjournment

President Main called the Regular Session back to order at 9:45 pm

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 9:47 pm.



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President Main called to order at 9:10 pm the Closed Session pursuant to Section 2(c) (1) of the Open Meetings Act to discuss compensation of an individual employee.

Present: Comm. Flynn, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith
Bob Fleck, Executive Director, Attorney Steve Adams

Director Fleck recapped the Administrative staffing changes that will move Lenore Farmer from Office Manager to Administrative Assistant & HR. Lenore will work directly with and report to Sharon Macak, under the direction of the Executive Director. This change also increases the duties of Supt. of Finance, Sharon Macak.

Director Fleck recommended a wage increase for both Farmer and Macak, based on the change of position and increased responsibilities. The Board agreed.

Per a salary survey of nearby districts, an increase of \$8,000 was agreed upon for Lenore Farmer. This places her salary slightly above the lower end of the range but in line with her limited knowledge in her new position. A \$5,000 increase was agreed upon for Sharon Macak to bring her more in line with her position at neighboring districts. This increase will be justified as she assumes more of the duties that were held by Stan Murphy.

The Board directed staff to make the adjustments effective October 1, 2016.

Since the issue of compensation was addressed, a motion was made by Comm. Long and seconded by Comm. Karesh to adjourn the Closed Session.

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

The Closed Session was adjourned at 9:40 pm.