



**Westmont Park District Board of Commissioners  
Minutes of the Special Meeting  
Administrative/Senior Center  
55 E. Richmond St., Westmont, IL 60559  
September 28, 2016, 5:00 pm**

Agenda Item #1 Call to Order

President Main called the Special Board Meeting to order at 5:12pm

Agenda Item #2 Roll Call

Comm. Flynn, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith  
Executive Director Robert Fleck, Attorney Steve Adams

Agenda Item #3 Old Business

a. Board to consider Audi of Westmont request to extend parking lease at Ty Warner Park South

The Board reviewed the request from Audi and General Manager, Evan Ellis, to extend parking on the Ty Warner Park overflow lot through October 24, 2016. Audi does not have a Certificate of Occupancy because of inspection and construction delays. President Main weighed the pros and cons, suggesting 3 week extension does not complicate the District's operations and would help keep parking off the street relieving congestion. Also, it may be best to be a good neighbor.

Each Commissioner was given 3 minutes to express their opinion. Comm. Smith agreed with President Main, it was sensible to grant the request. Comm. Long and Karesh were opposed. Discussion was shared about Audi's contribution to the Fireworks on the 4<sup>th</sup> of July. Comm. Long and Comm. Karesh felt it was not a concern. Comm. Flynn removed himself from the discussion not having had any history with the agreement.

Roll Call Vote:

Ayes: Comm. Smith, Comm. Main

Nays: Comm. Karesh, Comm. Long

Abstain: Comm. Flynn

Attorney Adams confirmed no decision, therefore the split vote kept the original end date of September 30 as communicated between the Director and Audi GM.

b. Review and Selection of Engineering Firms for PARC Grant Project

Director Fleck presented the engineering rating sheet for the PARC Grant RFQ's to the Board for review.

Motion was made by Comm. Long and seconded by Comm. Smith to approve engineering firm V3 of Woodridge for the PARC Grant Project.

Roll Call Vote:

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

Nays: None

Motion Carried

c. Board to Review and Consider Adoption of the Revised Roles & Regulations Ordinance

The Board reviewed the proposed Conduct Ordinance as prepared by Attorneys Adams and Karas. No major changes were suggested. Director Fleck will need to meet with Attorney Karas to answer some additional Attorney questions and establish the final draft.

The Board reviewed the proposed Personnel Policy Manual as prepared by Attorneys Adams and Karas. Much of the discussion centered on employee classifications and mandated Department of Labor FLSA legislation. The Board decided employees Baxter and Grember would become hourly. Their benefits and annual pay would not change. Maintenance employees Wittman, Vazquez and Smith would also become hourly. Benefits and pay would not change. Madeja, Farmer and Jerik would remain salary. This will allow management the ability to control hours and better document hours worked. It was agreed that comp time would continue to be used to manage hours worked over 40 per week. A combination of comp time and OT would be used with a threshold of 45 hours per week. After 45 hours it would be considered OT. It was also agreed that it may be necessary to review and revise this policy in the next year. A better comp time policy with a cap will need to be defined for the final version.

The employee hour and comp time discussion led to the consideration of investigating and finding a better electronic based system to record employee hours. Comm. Flynn recognized the fact we still double enter hours worked via a timesheet for some of our staff. iPad timeclocks are in use but not everywhere and without bio or fingerprint controls. Staff was directed to report back on what is in use and to investigate new systems for the Board's consideration. The Board stressed the need to have accountability without eroding the positive culture and work environment in place at the District. Director Fleck agreed and discussed his desire to accomplish this exact goal.

Regular Part time Employee benefits were also discussed. Comm. Main recommended re-establishing holiday and vacation time for the classification. All 4 other Commissioners disagreed.

After October and the Park Tour non – superintendent full time staff will not be required to attend Board meetings, unless their presence is requested. The Personnel Policy Manual has always stated it was not required, it is now confirmed.

Comm. Long asked if employees would be creating goals and objectives as part of their performance review. Director Fleck confirmed yes and that he is also doing the same for the Board. Director Fleck will be presenting his to the Board by winter at the latest. This conversation led Commissioner Flynn to talk about top/down goals and objectives. He is interested in having the goals and objectives for each level of staff compliment or follow the lead of their supervisors for continuity throughout the District. Everyone agreed this to be a good idea.

Director Fleck will need to meet with Attorney Karas to answer some additional Attorney questions and establish the final draft.

Agenda Item #4 New Business

a. Board to Consider DNR Roles for Relocation of North Side Recreation Center to Ty Warner South per the PARC Grant Agreement

The idea of moving the site for the proposed Northside Recreation Center to Ty Warner Park South was discussed. The DNR will require proof of ownership, submission of new CERP forms and a decision by the Park Board requesting this be done no later than October 19, 2016. The DNR will not allow us to have both sites as an option. It is one or the other. The Board has decided to postpone this decision until we have had the opportunity to speak with Mr. Ty Warner to gauge his level of interest, or possible objection, as a benefactor of the District.

#### Agenda Item #5 Adjournment

Seeing no further business, motion was made by Comm. Smith and seconded by Comm. Long to Adjourn the Special Meeting.

Roll Call Vote:

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

Nays: None

Motion Carried.

The Special Meeting was adjourned at 9:00 pm.