



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Administrative/Senior Center
55 E. Richmond St., Westmont, IL 60559
November 9, 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 &
Technology, Ben Grimme, Supt. of Parks & Golf Course, John Chorney, Parks &
Facilities Foreman, Lenore Farmer, Finance Assistant & Human Resources, Maggie
South, Administrative Secretary
Steve Adams, Attorney
Guests: Village Manager, Steve May

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – October 12, 2016
- b. Special Board Meeting/Park Tour Minutes – October 12, 2016
- c. Claims Ordinance – November 9, 2016

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

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Agenda Item #5 Open Forum and Correspondence

- a. General Public
There was no one present from the general public.
- b. Written
Bob read a thank-you from Larry Nielsen, Golf Course Assistant Manager, who
retired after 24 years of employment.
- c. IAPD Recognition of Commissioner Karesh – Service Award

President Main recognized Comm. Karesh and presented him with a 10-year Board Member Service Award.

d. Other

President Main also recognized Attorney Steve Adams for having served as the District's legal counsel for one year.

Bob presented visuals of park pavilions that have been named in honor of long-serving Commissioners: Diane Main Pavilion at Veterans Memorial Park, Sandra Smith Pavilion at Twin Lakes Woods, and James Long Pavilion at Ty Warner Park.

Comm. Flynn presented a request from a resident whose property is adjacent to Veterans Park. The resident would like some shrubs planted to protect his house and property from baseballs that land in his yard. The Board was favorable to that request and Bob suggested some shrubbery that could be planted.

Lenore introduced Maggie South, who was recently hired as Administrative Secretary.

Agenda Item #6 Treasurer's Report

a. Monthly Cash Report

Sharon reviewed the checking accounts, which total \$6,060,968.92 as of October 31, 2016. She reported the accounts payable total is \$814,878.52, of which \$587,787.50 is the 2011 series bond payment.

b. Audit

Sharon reported the audit was completed on October 21 and the final signed documents will be received soon. The report will be presented to the Board in December.

c. Other

There was discussion about electronic payments and Sharon stated the majority of the District's payments are made via check, other than monthly or yearly insurance, IMRF, and tax payments. The Board expressed concern about a proper check and balance system and requested two signatures to authorize any electronic transfers. In addition, the Board requested a monthly report for p-card purchases.

Sharon also provided an IMRF update, noting the employer contribution is 12.03% and the member contribution is 4.5%.

Agenda Item #7 Attorney's Report

Steve Adams provided an overview of what he is currently assisting the District with, including the Levy Ordinance, Conduct Ordinance, Memorandum of Understanding with WYBA, Personnel Policy Manual, tax objections and Bond Ordinance.

Agenda Item #8 Unfinished Business

a. Board to Nominate IAPD Delegates and Alternates for Annual Meeting

Motion was made by Comm. Smith and seconded by Comm. Karesh to nominate President Main as IAPD Delegate at the Annual Business Meeting.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

- b. 2017 State Conference – Board to consider the approval of Staff and Board Member attendance, hotel, registration and meal expenses per Ordinance No. 2016-6

There was discussion about attendance at the upcoming State Conference.

Motion was made by Comm. Flynn and seconded by Comm. Smith to approve attendance, hotel, registration and meals at 2017 State Conference for the following commissioners and staff: Comm., Flynn, Comm. Karesh, Comm. Main, Comm. Smith, Bob Fleck, Steve Golembiewski, Sharon Macak, Joel Hymen, Ben Grimme, Kevin Siewak, Nicolette Jerik, Lenore Farmer.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

- c. Conduct Ordinance – Board to consider approval of Ordinance No. 2016-9

Motion was made by Comm. Smith and seconded by Comm. Flynn to approve Conduct Ordinance No. 2016-9.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

- d. Richmond Garden Resolution No. 2016-3 supporting the Village's efforts to create an educational garden with the Village of Clarendon Hills

Motion was made by Comm. Flynn and seconded by Comm. Karesh to approve Richmond Garden Resolution No. 2016-3.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

- e. Robert Bernas Park/OSLAD Update
Bob provided an update and presented information about meeting county requirements, along with the engineering proposal. There was discussion about a survey, stormwater management, and expanding the existing pond. Village Manager Steve May participated in the discussion. Bob concluded that more information needs to be gathered before decisions are made.
- f. PARC Grant Update
President Main said many park districts are going ahead with their projects. Bob contacted area districts and learned that some have the funds and can complete their projects if State money does not come through, while others are waiting. There was discussion about the possible need for a new maintenance garage within two to three years. This will involve a location search, permitting and design. There was also discussion regarding a land swap: Blackhawk Park for the gymnastics facility next to Ty Warner Park South. The general feeling of the Board is the District doesn't have enough money to complete the project should State funding not come through; a decision will be made at the December Meeting.
- g. Park Projects Update: Athletic Courts
Ben reported that the court resurfacing at both Twin Lakes and Blackhawk Parks is complete. He said the color coat will be applied to Veterans Park in the spring. Ben explained that Ty Warner tennis courts will also be completed in the spring, to allow the base to settle before the asphalt is laid, which will prevent future problems. Ben also described the work currently being done at the Little League Field in order to bring the grade up and reduce run-off problems. He added if this works, he will do the same at Twin Lakes Park and Ty Warner to reduce field wash out.
- h. Other
Discussion continued about water problems at Twin Lakes Field 1, where girls' softball is played, resulting from street widening several years ago. The Board requested that softball be played at Ty Warner until the issues are resolved. There was further discussion about field conditions in general, including scoreboard issues. This led to concerns about staffing, specifically adult presence, at evening and weekend games. In addition, the Board expressed concern about future athletic programming, and improvements that may be needed.

Agenda Item #8 New Business

- a. 2016 Tax Levy Ordinance
 - 1. Public Hearing
President Main opened the public hearing, in order to receive any public comment. There was no one present from the general public. President Main closed the public hearing.
 - 2. Board Action – 2016 Tax Levy Ordinance No. 2016-7

Motion was made by Comm. Flynn and seconded by Comm. Smith to approve Tax Levy Ordinance No. 2016-7.

Roll Call Vote:
Ayes: Comm. Flynn, Comm. Smith, Comm. Karesh, Comm. Long, Comm. Main

Nays: None
Absent: None
Motion Carried.

b. \$785,000 Bond Issue – December 1, 2016

1. Bids on Bonds

Bob explained that two bids were received for the Bond issue, with the lowest interest rate of 1.05% from Hinsdale Bank & Trust. Steve Adams summarized the details.

2. Approval – Bond Ordinance No. 2016-8

Motion was made by Comm. Smith and seconded by Comm. Karesh to approve Bond Ordinance No. 2016-8.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. Board to Consider Payroll Data Entry Upgrades and Time Clocks Purchase

Joel provided a visual of a new time clock which is compatible with the District's current financial software. Additionally, the time clocks will assist with meeting the Illinois Department of Labor requirement to track full-time staff hours. He said the cost will be approximately \$3,500 per time clock. The District's current payroll entry process was reviewed, with an emphasis on accuracy and time-saving that can be gained with time clock usage. There was discussion about possible time clock locations, the necessity of a thumb-print feature, and a demo at a future meeting.

d. IPARKS Proposed Premium Increases in Response to Building Appraisals

Bob reviewed the quote from IPARKS and provided the Board with a list of changes. The total additional premium will be \$2,698.

Motion was made by Comm. Smith and seconded by Comm. Karesh to approve the premium increase of \$2,698.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

e. Golf Course Update

Joel reported that operations are winding down at the golf course and the season will come to a close within the next month. He reported that revenues are up approximately \$30 over last year's revenue at this time.

f. Fitness Club Update

Joel reported that membership is +2 for October, which is good for this time of year. He said he continues to meet with Rick and Kevin to discuss operations and look at

areas to make improvements at the club. He noted the winter college special, which is a one-month membership for \$50.

g. Other

There was no other new business.

Agenda Item #9 Report of Staff

President Main reminded those present that staff attendance is no longer required at Board Meetings.

Steve reviewed the recent Haunted Forest event, noting the hard work of staff to make this a very successful event; more than 1,000 people attended. He reported that the Holly Days committee met for the last time and reviewed upcoming programs held in conjunction with this month-long winter festival. He explained that 47 applications were received for the Athletics Coordinator position and six interviews were conducted.

John reported that the Holly Days trees will be delivered this week and he has been preparing for set-up of the trees and houses, along with running the electrical required to light the trees and houses. In addition, he will be setting up Santa's Workshop in the Administrative Center.

Agenda Item #10 Closed Session

Seeing no further business, a motion was made by Comm. Smith and seconded by Comm. Karesh to move into Closed Session pursuant to Section 2 (c) (1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board adjourned to Closed Session at 8:48 pm.

Agenda Item #11 Adjournment

President Main called the Regular Session back to order at 9:40 pm.

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

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

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 9:42 pm.



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November 9, 2016**

President Main called to order at 9:00 pm the Closed Session pursuant to Section 2(c)(1) of the Open Meetings Act for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.

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

Director Fleck presented his 2016 Goals and Objectives for the Board's review and feedback. These will be used by the Board for the Director's performance review. Goals and Objectives then will be shared with the superintendents to assist them in the creation of their own, in order to generate top-down goals that relate to each other for the entire District.

The Board was pleased and approved of the Goals and Objectives as presented.

Since the Director's Goals and Objectives were addressed, a motion was made by Comm. Smith and seconded by Comm. Karesh to adjourn the Closed Session and return to Open Session at 9:38 pm.

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