



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Administrative/Senior Center
55 E. Richmond St., Westmont, IL 60559
April 12, 2017, 4:00 pm**

Agenda Item #1 Call to Order

Vice-President Long called the meeting to order at 4:06 pm.

Agenda Item #2 Roll Call

Comm. Flynn, Comm. Karesh, Comm. Long, 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, Kevin Siewak, Asst. Supt. of
Recreation, John Chorney, Parks & Facilities Foreman, Rick Ricksecker, Fitness Club
Manager, Casey Greene, Athletics Coordinator, Colleen McGavock, Recreation
Coordinator, Lenore Farmer, Finance Assistant & HR
Neil Smith, Attorney
Guests: Westmont Wolverines 8th Grade Basketball Team
Larry McIntyre, Village Communications Director
Angela Yang, Taiwanese American Chamber of Commerce

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Fiscal Year 2017/18 Budget Workshop Presentation and Discussion

- a. Financial Recap
Comm. Long opened the Budget Workshop and Bob began the discussion by reviewing changes to the presentation, along with explaining the EAV, which had a 1.4% increase this year, and the tax levy.
- b. Operating Budget
Bob reviewed each individual fund from the 2017/2018 Tentative Budget, with regard to income and expenses. Bob explained that Corporate and Recreation Funds are available to pull from, while all other funds cannot be transferred. The Board requested the prior year's budget for comparison.

At this point, at 4:45 pm, Comm. Main entered the meeting.

- c. Capital Expenses
Bob presented a three-year projection for the Board to review, in order to understand the funds that are available. Topics such as the future maintenance facility, Bernas Park, debt service, bonds, the tax cap, and referendums were discussed. The Board agreed on a down payment of \$200,000 for the new maintenance facility, while also deciding that \$350,000 should be sufficient for improvements.

Each proposed capital project for Fiscal Year 2017/2018 was reviewed, with explanation from staff and discussion from the Board. The Board then came to consensus on the following proposed capital improvement projects:

Facilities:

Fitness Club	Fitness Equipment	22,350
Admin	District Wide Website	18,500
I.T.	Phone Server	7,000
WCC	Gym Curtain Divider	15,500
Golf Course	Shallow Pond Diffused Aerator	3,200
	Total	66,550

Parks:

Veterans Park	Hockey Ice Rink	2,400
Ty Warner Park	Zip Line	50,000
	Total	52,400

Equipment:

Recreation	Dodge Grand Caravan	23,000
Ty Warner Park	Toro Workman GTX	20,000
	Total	43,000

ADA:

Admin	Website ADA Compliance	10,000
Recreation	14 Passenger ADA Bus	63,000
	Total	73,000

Agenda Item # 5 Recess – Close Budget Workshop before resuming regularly scheduled meeting

The Board took a brief recess and reconvened at 7:00 pm.

Agenda Item # 6 Consent Agenda

- a. Regular Board Meeting Minutes – March 8, 2017
- b. Closed Session Minutes – March 22, 2017
- c. Claims Ordinance – April 12, 2017

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. Flynn, Comm. Long, Comm. Main

Nays: None

Absent: None

Motion Carried.

Agenda Item #7 Open Forum & Correspondence

a. General Public

There was no one present from the General Public.

b. Written

Bob read a request from Project Home Children's Foundation to host a 5K run/walk event at Ty Warner Park. The Board agreed more information was needed before approval could be granted.

Bob read a thank-you note from Boy Scout Troop 6 expressing appreciation to both the Park District and Lions Club for their support.

Bob presented two requests to serve alcohol at upcoming picnics: May 7th at Ty Warner Park and May 28th at Veterans Park. The Board agreed to both requests, pending proof of host liquor liability insurance. Discussion began about the need for a policy with an additional fee for rental groups who request to serve alcohol at picnics. The Board then directed staff to create a policy.

c. Other – Recognition of 8th Grade Wolverines Basketball Team

Casey introduced the 8th Grade Wolverines Basketball Team, who was undefeated in both the regular season and tournament play, in the DuPage Youth Travel League.

Larry McIntyre and Angela Yang made a presentation with a slide show about the Westmont-Taiwan Sister City Program. They informed the Board about the official signing ceremony to take place at Ty Warner Park on July 4th.

Agenda Item #8 Attorney's Report

Attorney Smith did not have anything to report.

Agenda Item #9 Unfinished Business

a. Robert Bernas Park/OSLAD-Master Plan Review, Permitting and Budget Update

Bob reported that he is approximately 80% done with the construction documents and he has met with both the engineer and the architect. He said April 27th is the submittal date at the Village for permitting. He will be working with the attorney in order to begin the bid process. In addition, he presented a visual of the permeable pavers for the parking lot.

b. Maintenance Facility Acquisition Update

Bob presented his application submittal to the Village Planning and Zoning Commission for the Board to review. Bob stated that this will be on the Commission's May 10th Agenda, and then it will go before the Village Board for approval. The Board began discussion on the upcoming project, addressing the Village's request to clean up the property that backs up to the railroad tracks. Bob requested that this not be part of the Commission's approval process, since it is not a mandate.

c. SEASPAR April 27th Concert Fundraiser and May 17th Believe and Achieve Banquet

Bob informed the Board of these upcoming events and inquired if anyone was interested in attending.

- d. 2017 Parks Day and Legislative Conference
Bob will be attending this Conference in Springfield on May 2 – 3, along with Commissioners Main and Karesh, and Sharon, Steve, Joel and Ben.
- e. 2017 Trash Receptacle Procurement
Bob explained that new trash receptacles and recycle bins were purchased for the Ty Warner Park Pavilion, however there are still funds available in this year's budget. He asked the Board if he should finish the receptacle procurement at Ty or start at another park. The Board was in agreement to finish the job at Ty Warner Park.
- f. Other
Bob reminded the Board that registration for NRPA National Conference, held in September, will begin on May 1st. Commissioners Main, Karesh, Long and Flynn will be attending.
Bob reported that the tennis court at Ty Warner Park should be complete mid-May.

Agenda Item #10 New Business

- a. June 1, 2017 Bond
Bob explained that the interest payment is reducing, so the amount has changed from \$65,000 to \$45,000. The Board was in agreement to begin the bid process.
- b. Treasurer's Report
Sharon reviewed the checking accounts, which total \$4,442,238.48, as of March 31, 2017. She reported the accounts payable total is \$159,476.60, and we continue with two CD's which total \$200,000.
- c. Revenue Facilities Report
Joel reported that leagues are just starting at the Golf Course but the weather has not been warm or dry enough for steady play. Registration for the Junior Golf League will begin on April 19. He explained that a new sign is needed at the Golf Course and presented a visual which included an open and closed display. The Board was in agreement to purchase a new sign.
Joel will present costs associated with towel service at the Fitness Club at the May meeting. He reported that membership for March was positive 38. Joel presented the proposed membership rate increase. The Board discussed, and came to agreement that all membership fees will increase 5% beginning January 1, 2018.
Joel said the DCEO LED lighting project will begin, explaining that currently there is one test light at the Fitness Club and one on the pathway at Ty Warner Park. He will provide a progress update at the May meeting.
He reported that the new WYBA website that he built is up and running. He provided a demonstration to the Board of how the site works.
Joel explained that he and Sharon have been training on the new Time Clock Plus software, which should be fully implemented this summer. Also, he switched credit card processing companies and new terminals were installed for chip compliance.
- d. Parks/Maintenance Report
Ben reported that he is in the process of getting the baseball and soccer fields ready, despite the heavy amount of rain, and that park restrooms will be opened this weekend. Edging and mulching the beds has started at Ty Warner Park; when complete work will begin at the other parks. Ben explained that he and John attended

a recent WYBA meeting in order discuss field maintenance. The Board expressed concern about scoreboards and field lights and ensuring that both are in good working order. Ben reviewed the drainage repair process at Twin Lakes Field #1 which should eliminate most of the water. Finally, Ben reported on inexpensive equipment he was able to purchase from Indian Lakes Resort Golf Course, which is closing.

e. Recreation Report

Steve reported on upcoming events, including Bites with the Bunny, Easter Egg Hunt, Dance Recital, Sidewalk Art Contest, and Pet Promenade and Picnic in the Park. Men's floor hockey has begun and both adult and girls' softball will begin soon. He said that registrations are currently taking place for football and cheer, along with summer camps, and interviews are taking place for camp counselors.

Steve made the Board aware that football and cheer parents will attend the next meeting to request a program fee discount for parent coaches. Bob explained that he denied this request since it does not follow the spirit of volunteering.

The request to use Ty Warner Park for a Men's 16" softball tournament in June was raised again. The requester previously was hoping to run the tournament without a rental fee, however there is now a sponsor who can cover the fee. There was considerable discussion about the increased burden on park patrol and maintenance staff, rescheduling little league games, inconveniencing residents, determining the rental fee. The Board also requested feedback from other park districts where the tournament has been held in the past.

Motion was made by Comm. Karesh and seconded by Comm. Smith to approve the softball tournament if references are good, monetary and insurance requirements are met, and no programs will be displaced.

Roll Call Vote:

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

Nays: Comm. Long

Absent: None

Motion Carried.

Steve made a request of the Board to allow non-residents room rental privileges at the Community Center, on Fridays, Saturdays, and Sundays, and only one month in advance. Fees still need to be determined.

Motion was made by Comm. Karesh and seconded by Comm. Flynn to approve non-resident weekend rental at Westmont Community Center, as presented.

Roll Call Vote:

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

Nays: Comm. Long

Absent: None

Motion Carried.

f. Other

A Special Meeting for staff performance review and salary increase was scheduled for Thursday, May 4, 2017, at 6:00 pm

Agenda Item #11 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 8:45 pm.