



**Westmont Park District Board of Commissioners**  
**Minutes of the Regular Meeting**  
**Ronald J. Gunter Administrative Center**  
**55 E. Richmond St., Westmont, IL 60559**  
**December 13, 2017, 6:00 pm**

Agenda Item #1 Call to Order

President Long called the meeting to order at 6:02 pm.

Agenda Item #2 Roll Call

Comm. Flynn, Comm. Karesh, Comm. Long  
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 & HR, Collin Jaffe, Recreation Coordinator

Guests: Jim Savio, Sickich, LLP; Sue Zapinski, Westmont resident

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – November 8, 2017
- b. Closed Session Minutes – November 8, 2017
- c. Release of Closed Session Minutes – January 2017, February 2017, March 2017, May 2017, July 2017
- d. Claims Ordinance – December 13, 2017

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

Roll Call Vote:

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

Nays: None

Absent: Comm. Main, Comm. Smith

Motion Carried.

Agenda Item #5 Open Forum and Correspondence

a. General Public

President Long read a letter of resignation from Commissioner Sandra Smith, effective December 13, 2017.

Motion was made by Comm. Karesh and seconded by Comm. Flynn to accept the letter of resignation from Comm. Smith.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

President Long introduced Westmont resident Sue Zapinski.

Motion was made by Comm. Flynn and seconded by Comm. Karesh to nominate Sue Zapinski to fulfill the remainder of Comm. Smith's term.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

Sue Zapinski will be sworn in at the January Regular Meeting.

b. Written

Bob shared an article from the Daily Herald about spending by elected officials at a recent municipal conference.

Bob presented a request from a boy scout who wants to hold a "one-miler" fundraiser at Ty Warner Park for his Eagle Scout project, to be held in June 2018. The Board discussed, indicating a preference for this event to be held in the morning.

Motion was made by Comm. Flynn and seconded by Comm. Karesh to support the Eagle Scout fundraiser project at Ty Warner Park.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

c. Other

The Board directed staff to create a policy to determine which organizations qualify to hold events at District parks, also specifying a fee structure.

Agenda Item #6 Jim Savio of Sickich – 2017 Audit Presentation

Jim Savio from Sikich LLP presented the annual financial report to the Board, explaining that the audit went smoothly this year, with no material weaknesses and no significant deficiencies. He reviewed highlights of the audit and addressed the auditors' annual communication to the Commissioners. There was discussion about IMRF, net pension liability, cash procedures, passwords, and journal entries.

Agenda Item #7 Unfinished Business

a. Robert Bernas Park/OSLAD Update

- Bob reported that the weather has been favorable, so a lot of work has been done in the last month. He presented visuals of the work in progress on the restroom facility, along with the interior sidewalks. He also provided a visual of the shelter, which is 90% done, explaining that the roof, doors, and interior plumbing should be complete in January or February, along with the helical piers for the boardwalk.
- b. OBH Hotel – Purchase, Lease and Restrictive Covenant Agreements  
Bob reviewed a recent meeting with District Attorney Steve Adams, Peter Dumon of the HARP Group, and his attorney. The Board discussed the restrictive covenant on the golf course, along with the District’s wish to develop the land in the future for public recreational use. The payment schedule, which would start in 2021, was also discussed.
  - c. Recreation Staff – Program and Contracted Classes Report  
Collin reviewed the District’s contracted programs, explaining that outside contractors are sometimes used to run programs. He also explained how the District will co-op or partner with other park districts to run programs. Collin presented reasons for developing the successful programs and reducing or eliminating the unsuccessful programs. He also reviewed revenue. The Board was in agreement to develop the successful programs, along with providing new programs.  
Collin also manages the after-school care program and reviewed the current success of the program, which has led to a waitlist. He explained that due to space and staff limitations, additional children cannot be accepted into this program. The Board discussed and provided suggestions, such as running this program at the schools.
  - d. Ron Vine Contract – Meaningful and Measurable Program Surveys  
Bob reported that his contract will start in January, with staff workshops taking place in February.
  - e. Other  
There was no other unfinished business.

#### Agenda Item #8 New Business

- a. 2017 Tax Abatement Ordinance No. 2017-10

Motion was made by Comm. Karesh and seconded by Comm. Flynn to approve Tax Abatement Ordinance No. 2017-10.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

- b. 2018 Regular Board Meeting Dates

Motion was made by Comm. Flynn and seconded by Comm. Karesh to approve 2018 Regular Board Meeting Dates on the second Wednesday of each month, as presented.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

- c. State of Illinois Mandated Revision to Sexual Harassment Policy Ordinance No. 2017-11

Motion was made by Comm. Karesh and seconded by Comm. Flynn to approve revision to Sexual Harassment Ordinance No. 2017-11.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

- d. Annexation Ordinance No. 2017-12

Motion was made by Comm. Karesh and seconded by Comm. Flynn to Approve Annexation Ordinance No. 2017-12, annexing 5809 Western Avenue, Clarendon Hills to Westmont Park District.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

- e. Holly Days Update

Steve reported on the success of Holly Days events, including tree decorating day, the parade and opening ceremonies, Polar Express Storytime Train, and Lunch with Santa. Upcoming events include Breakfast with Santa and Snow Much Fun Night.

- f. Treasurer's Report

Sharon reviewed the checking accounts, which total \$3,741,723.92 as of November 30, 2017, and she reported the accounts payable total is \$428,112.03.

She addressed the minor deficiency reported in the Audit, regarding staff using the same password, which will be rectified. The Board recommended that the Treasurer should have access to the District's financial software. Sharon presented the payroll direct deposit policy to the Board, which states that employees who have earned a minimum of 6 consecutive payroll cycles in the given year have the option to receive their wages through direct deposit.

Motion was made by Comm. Karesh and seconded by Comm. Flynn to approve the Payroll Direct Deposit Policy as presented.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main  
Motion Carried.

g. Revenue Facility Report

Joel reported that the Golf Course is closed for the season, and 2017 revenue was approximately the same as 2016 revenue. He added that the Black Friday promotion generated \$750. He reported that Kevin resigned from the Fitness Club, and Gregg Pill has been hired as the new Fitness and Membership Services Manager. Also, he is currently researching the best device to use as a Timeclock, and continues to work on the new website.

h. Parks/Maintenance Report

Ben reported that the new ice rinks are up and filled and he hopes for solid ice this month. He reviewed the irrigation issue at Ty Warner and presented two bids for the new pump controllers: Muellermist, \$20,510 and Water Well Solutions, \$15,150. He explained that he is still waiting for a third bid. The Board will review and make a decision next month. Additionally, the new sign at Diane Main Park has been installed and Ben continues to work on data input for Productive Parks, the new maintenance software.

i. Recreation Report

Steve reviewed the Community Sponsorship program from 2017, noting the increase from 2016. He also presented reports on parks and facility rentals and scholarships. There was discussion about rental fees for parks and facilities.

j. Other

Bob presented the new logo towels currently in use at the Fitness Club, along with new winter hats for Commissioners and staff.

Bob and Steve provided a visual of the front counter at the Community Center. They explained that this area needs to be redesigned since the curtain which secures the registration office at night has ripped due to the protrusion of the ADA counter. Bob explained that the counter needs to stick out in order to be ADA compliant. The Board agreed that this area needs to be fixed and requested a new design.

Steve explained to the Board that the lockers in the lower level men's room at the Community Center are not used, so he proposed removing the lockers and utilizing that space for storage. The Board requested a design for their review.

Bob explained that the ADA sliding doors in our buildings have been durable for over 10 years, however, they do require maintenance and repair. Staff has researched the expense of an annual service contract in order to cover parts and extend the life of the doors. The cost would be \$3,125 per year. The Board discussed.

Motion was made by Comm. Flynn and seconded by Comm. Karesh to approve a service contract for the ADA sliding doors at the Community Center and the Administrative Center.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

President Long stated the Board would like to rename Twin Lakes Woods to Smith Woods, in honor of Commissioner Sandra Smith, who served for over 30 years. Also, he requested a temporary sign be installed as soon as possible.

Motion was made by Comm. Flynn and seconded by Comm. Karesh to change the name of Twin Lakes Woods to Smith Woods.

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

#### Agenda Item #9 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: Comm. Main

Motion Carried.

The Regular Session was adjourned at 8:55 pm.