



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
December 12, 2018 6:00 pm**

Agenda Item #1 Call to Order

President Long called the meeting to order at 6:00 pm.

Agenda Item #2 Roll Call

Comm. Flynn, Comm. Karesh, Comm. Long, Comm. Moffett, Comm. Zapinski
Staff Present: Bob Fleck, Executive Director, Sharon Macak, Supt. of Finance, Joel Hymen, Supt. of Revenue Facilities & IT, Ben Grimme, Supt. of Parks & Golf Course, Dustin Kleefisch, Supt. of Recreation, Alice Krampits, Senior & Special Events Coordinator, John Chorney, Parks & Facilities Foreman, Lenore Farmer, Finance Assistant & HR
Guest: Jim Savio, Sikich, LLP

Agenda Item #3 Pledge of Allegiance

Those present recited the Pledge of Allegiance.

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – November 14, 2018
- b. Claims Ordinance – December 12, 2018
- c. Release of Closed Session Minutes – November 2017, March 2018, May 2018, June 2018

Motion was made by Comm. Zapinski and seconded by Comm. Moffett to approve the Consent Agenda.

Roll Call Vote:

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

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 presented a request from Cure SMA to hold their annual Walk-n-Roll fundraising event at Ty Warner Park's Jim Long Pavilion on May 18, 2019, for approximately 250 participants. The Board discussed.

Motion was made by Comm. Flynn and seconded by Comm. Zapinski to approve the Cure SMA Walk-n-Roll fundraiser at Ty Warner Park on May 18, 2019 for 250 participants.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. Other

Bob informed the Board about a recent study conducted by the Village of Downers Grove regarding the Deer Creek detention and open space area. Bob provided a map and explained that this open space borders both Westmont and Downers Grove and routinely floods during heavy rains. This flat-bottom basin is District property, and the Village of Westmont manages the stormwater. Bob assured the Board that this study does not affect the District nor will it impact the Golf Course, which also borders this open space. The Board discussed, and directed staff to keep them informed. The general feeling of the Board was to ensure that nothing is done on District property without Board authority.

Agenda Item #6 Jim Savio of Sikich – 2018 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. The Board was pleased with the information presented.

Agenda Item #7 Unfinished Business

a. Maintenance Facility Update

Bob reported that ComEd hooked up the power the previous night, and the soffit lights are now lit, which subtly light the front of the building. He informed the Board that the interior build out plans have been submitted for permit. Additionally, bid documents for the interior build out project may be obtained beginning December 19, 2018. Bids will be opened on January 8, 2019 and results will be presented at the January meeting.

President Long presented information about the street stub of non-used roadway west of the District's maintenance facility. He presented a street-view visual, illustrating that the business next to our facility uses this street as a parking lot. He explained that the District may acquire at least half of this street stub, however, he is uncertain of cost at this time. He will keep the Board informed.

Bob provided information about installing an automatic gate on the front of the property, explaining that it will have to be presented to Planning & Zoning as a variance, since it needs to be a 6-foot gate and this area is only zoned for a 4-foot gate.

b. Natatorium Update

Bob reminded the Board that the Natatorium groundbreaking will take place on December 13, 2018, with a change. Due to muddy site conditions, only a few key people will be there for pictures and the ceremony will take place at the Hilton.

c. State Conference – Staff Attending

Bob presented a list to the Board of staff who are expected to attend State Conference, held January 24 – 26, 2019: Bob Fleck, Joel Hymen, Ben Grimme, Dustin Kleefisch, Sharon Macak, Lenore Farmer, Casey Greene, Collin Jaffe, Rocco Giase, Gregg Pill.

d. Other

There was no additional unfinished business.

Agenda Item #8 New Business

a. 2018 Tax Abatement Ordinance No. 2018-11

Bob explained that is ordinance is standard practice every year.

Motion was made by Comm. Zapinski and seconded by Comm. Karesh to approve Tax Abatement Ordinance No. 2018-11.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

b. 2019 Regular Board Meeting Dates

Bob provided a list to the Board of 2019 meeting dates, to be held on the second Wednesday of every month. Comm. Moffett has a scheduling conflict in February, so the Board was agreeable to hold that meeting on the first Wednesday in February.

Motion was made by Comm. Karesh and seconded by Comm. Moffett to approve 2019 Regular Board Meeting dates as presented, with the change to February 6, 2019.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. Holly Days Update

Dustin reported that overall everything is going well and all events have been successful, including the Gift Bazaar, Frosty & Friends Parade, and Polar Express.

d. Treasurer's Report

Sharon reported that there is \$3,716,125.25 in the checking accounts and the accounts payable total is \$155,798.08. Sharon provided data from the Illinois Department of Employment Security, stating that the District's 2019 unemployment rate is .675, which is very low. The Board inquired if there was a threshold for unemployment insurance and urged staff to stay educated on this topic. Bob explained that 1,000 hour employees are advised and scheduled accordingly if they are approaching their limit.

Sharon informed the Board that the District's 2019 IMRF contribution will be 12.42%. Bob reported that he was informed by the DNR today that we will receive the \$200,000 grant reimbursement within 7 to 21 days.

e. Revenue Facility Report

Joel reported that the Black Friday Special was very successful, with over 50 golfers, however, the Golf Course is now closed for the season. He stated that 2018 revenue is down approximately \$18,000 from 2017. He explained that he has been working to control expenses, which are also lower than 2017. He informed the Board that going forward, new reporting will reflect a fiscal year, rather than a calendar year. He reported that the Fitness Club has been running smoothly, membership is at positive 10, and the winter college special is currently being offered. The Board requested a report on the age of equipment at the Club, suggesting an intern to assist with this project.

f. Parks/Maintenance Report

Ben reported that all irrigation systems have been winterized. Trees have been planted and some sod work has been completed at the new maintenance facility. He commended his staff for their snow removal efforts following the first big snow of the season. He said both ice rinks in Veterans Park are now filled. The family rink is 75 X 75 feet with 41,000 gallons of water and the hockey rink is 160 X 72 feet with 62,000 gallons of water. Ben provided a visual of the demo currently taking place on the splash pad surface, stating that the District is saving \$11,000 by doing this in-house. He said the concrete underneath is not cracked and looks to be in good condition.

g. Recreation Report

Dustin reported that Rocco Giase has been hired at the new Recreation Coordinator and his first day will be December 17th. He said that Kids Club currently has 54 kids registered, which is a 22% increase over last year's enrollment. The Early Bird program has also significantly increased. He stated that the WPA's Elf Jr. shows were very successful, making a net profit of \$6,807. The Board advised staff to take care of the new microphones used by the WPA. Additionally, care of scoreboard controllers was discussed. Dustin reported that basketball is going well and there are four teams on the new kindergarten level.

Dustin explained that preparations for the upcoming Winter Beer Fest are going well, and there are currently 11 breweries who will be vendors at the event, with the goal of 15 to 20 breweries participating. The event is scheduled for February 9, 2019 from 3:00 to 7:00 pm, with 750 advanced ticket sales only. He explained security, and provided a visual of the set-up for the Board to review.

h. Other

Commissioner Jim Flynn, who served as Board Secretary, submitted his resignation, effective December 12, 2018, since he is moving out of Westmont. The Board accepted his resignation and discussed re-naming officers.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to name Comm. Zapinski as Secretary, Comm. Moffett as Treasurer, and Comm. Karesh as Vice-President/Vice-Treasurer.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Agenda Item #9 Adjournment

Seeing no further business to discuss, 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. Moffett, Comm. Zapinski, Comm. Long

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 7:45 pm.