



Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
May 8, 2019 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. Conneely, Comm. Karesh, Comm. Long, 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, Dustin Kleefisch, Supt. of Recreation, Alice Krampits, Senior/Special Events Coordinator, John Chorney, Parks & Facilities Foreman, Lenore Farmer, Finance Assistant & HR
Guests: Bob & Judy Manning, Westmont residents

Agenda Item #3 Pledge of Allegiance

Those present recited the Pledge of Allegiance.

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – April 10, 2019
- b. Budget Workshop Minutes – April 23, 2019
- c. Claims Ordinance – May 8, 2019

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

Roll Call Vote:

Ayes: Comm. Zapinski, Comm. Karesh, Comm. Conneely, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

Agenda Item #5 Open Forum and Correspondence

a. General Public

There were no comments from the general public.

b. Written

Bob informed the Board that letters were received from the Deputy Liquor Commissioner, stating that both the Golf Course and Fitness Club passed the enforcement check and did not sell alcohol to the police department's underage agent.

Bob presented a request to serve beer and wine at a company picnic to be held at Ty Warner Park on June 21, 2019. The Board discussed.

Motion was made by Comm. Conneely and seconded by Comm. Zapinski to approve the request to serve alcohol at a company picnic to be held at Ty Warner Park on June 21, 2019.

Roll Call Vote:

Ayes: Comm. Conneely, Comm. Zapinski, Comm. Karesh, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

Bob shared an email expressing interest in adding Pickleball to the tennis courts at Ty Warner Park. He explained that the tennis courts at Veterans Park are permanently striped for Pickleball, and this does not impact tennis at that location. The Board discussed, expressing concern about cost for striping the courts, along with the possible impact to tennis.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve striping the tennis courts at Ty Warner Park for Pickleball.

Roll Call Vote:

Ayes: Comm. Karesh, Comm. Zapinski, Comm. Conneely, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

c. Other

There were no additional comments or correspondence.

Agenda Item #6 Swearing in of Newly Elected Commissioners

Lenore swore in Commissioners Susan Zapinski and Michael Conneely, who were elected in the April 2, 2019 Consolidated Election. President Long congratulated both.

Agenda Item #7 Resident Bob Manning, Scatter Garden Presentation

Mr. Manning addressed the Board and presented information regarding a scatter garden for cremated remains. The presentation included photos, charts, and costs, along with revenue projections. He proposed locating the scatter garden in the veterans' memorial area on the north side of Ty Warner Park, and adding a low memorial wall for names to be inscribed. The Board was appreciative of Mr. Manning's informative presentation. After discussion, the general feeling of the Board was to continue to review and possibly make a decision by late summer or early fall.

Agenda Item #8 Unfinished Business

a. Maintenance Facility Update

Bob provided a video of the interior work, noting the motion-activated LED lighting. He presented a property acquisition and construction breakdown, explaining that the anticipated facility cost as of May 31, 2019 is just under \$1.5 million. Additionally, he provided visuals of the building and property, including flooring and warehouse space. He explained that the office furniture from the Community Center will be transferred to the new garage. The

Board began discussion about the property for sale next to the District's facility, along with zoning in this area. According to Bob, we will be moved out of the old maintenance facility on Friday, all utilities will be turned off and insurance will cease. Also, fire inspection is scheduled for next Tuesday. Finally, Bob explained the after the interior is complete and we are moved in, we can then focus on the exterior. He presented a sample of a proposed sign in front of the building, however, the Board suggested placing a sign on the building. Bob acknowledged that mounting on the wall will be less expensive.

b. 2019-2020 Tentative Budget & Appropriation Ordinance

Bob explained that updates from Budget Workshop are included and the Board will approve the final budget in August. Additionally, the tentative budget is available for public viewing. The Board reviewed and discussed.

Motion was made by Comm. Zapinski and seconded by Comm. Conneely to approve the 2019-2020 Tentative Budget & Appropriation Ordinance.

Roll Call Vote:

Ayes: Comm. Zapinski, Comm. Conneely, Comm. Karesh, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

c. June 3, 2019 Bond - \$23,000

1. Bids on Bonds

Bob reported that the low bid was received from Hinsdale Bank & Trust, bearing an interest rate of 2.64%.

Motion was made by Comm. Zapinski and seconded by Comm. Karesh to accept the Bond bid from Hinsdale Bank & Trust bearing an interest rate of 2.64%.

Roll Call Vote:

Ayes: Comm. Zapinski, Comm. Karesh, Comm. Conneely, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

2. Approval Ordinance No. 2019-1

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve Bond Ordinance No. 2019-1 providing for the issuance of \$23,000 General Obligation Limited Park Bonds, Series 2019A.

Roll Call Vote:

Ayes: Comm. Karesh, Comm. Zapinski, Comm. Conneely, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

d. Other

There was no additional unfinished business.

Agenda Item #9 New Business

a. NRPA National Conference September 24-26 Registration

Bob explained that registration will begin May 13. Commissioners Long and Zapinski expressed an interest in attending.

b. Memorial Day Parade, Race to the Flag, and Red, White & BBQ

Bob informed the Board that staff is currently preparing for these Memorial Weekend events.

c. 2018/19 Fiscal Year Budget Adjustments

Bob explained that a list of increases and additions were presented to the Board, which the Board then reviewed and discussed.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve the 2018/2019 Fiscal Year Budget Adjustments as presented.

Roll Call Vote:

Ayes: Comm. Karesh, Comm. Zapinski, Comm. Conneely, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

d. Annexation Ordinance No. 2019-2

Bob explained that there are very few properties left to annex, the Village has already annexed this property, and the District will receive tax revenue. The Board discussed.

Motion was made by Comm. Zapinski and seconded by Comm. Conneely to approve Annexation Ordinance No. 2019-2.

Roll Call Vote:

Ayes: Comm. Zapinski, Comm. Conneely, Comm. Karesh, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

e. Wintrust Bank Financing Promissory Note for Purchase of Maintenance Facility – Ordinance No. 2019-3

Bob explained that per the State, a traditional loan must be refinanced every two years. He informed the Board that the interest rate is 2.75%. The Board discussed.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve the Wintrust Bank Financing Promissory Note for purchase of Maintenance Facility, Ordinance No. 2019-3.

Roll Call Vote:

Ayes: Comm. Karesh, Comm. Zapinski, Comm. Conneely, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

f. Board to Consider 2019 Personnel Policy Manual Revisions

Bob reviewed the new revisions. Part Time and Seasonal personnel classification will now be Short Term and Seasonal. Also, there will now be a tiered monthly stipend for the Cash Option in Lieu of Health Insurance. The Board discussed.

Motion was made by Comm. Zapinski and seconded by Comm. Conneely to approve Personnel Policy Manual revisions as presented.

Roll Call Vote:

Ayes: Comm. Zapinski, Comm. Conneely, Comm. Karesh, Comm. Long

Nays: None

Absent: Comm. Moffett

Motion Carried.

g. Treasurer's Report

Sharon reported that the accounts payable total is \$221,120.80 and the checking accounts total is \$3,677,444.94. She explained that the checking total increased due to the FMC Natatorium payment, which will remain in the MaxSafe account. Additionally, we continue with the \$200,000 CD.

h. Revenue Facility Report

Joel explained that he has been meeting with Comcast to review internet costs in order to prepare for the new internet contract. He reported on website traffic statistics, explaining that the District's site was visited 90,000 times in the last year, with 4th of July being the most popular page. He informed the Board about the upcoming phone server upgrade, and that he has been working with Rocco on the Backstop concession stand point of sale system. He provided Junior Golf League registration numbers dating back to 2013 and reported on the slow start to the golf season due to poor weather conditions. While Joel was presenting statistics, the Board requested that staff reports be displayed on the screen during Board Meetings. Joel explained the new Fitness Club report and requested feedback from the Board as to how they would like it presented.

The Board began discussion about Golf Course attendance, along with the importance of providing quality recreation programs.

President Long suggested inviting the District's attorney to attend a future Meeting, which would be beneficial for the newer Commissioners.

Bob informed the Board that new opportunities are being explored at the Fitness Club in the form of clinics, skills camps and performance training. The Board discussed.

i. Parks/Maintenance Report

Ben reported that the greens at the Golf Course have been aerated with minimal disruption to play, however, carts and mowers have been very limited since the ground is so saturated. He provided a visual of the new Spray Park surface, explaining that work was completed on Sunday night. According to Ben, the Ty Warner Park irrigation system has been started, and the new batting cages at Veterans Park are complete. He informed the Board that the Ford F350 truck approved at Budget Workshop is currently sold out until 2020, so he suggested purchasing an F250 with a plow and salt spreader, costing \$35,665, along with a dump trailer, costing \$6,300. He explained that this will save \$9,000 from the originally approved item. The Board discussed, and was in agreement to purchase the F250 truck and trailer.

j. Recreation Report

Dustin informed the Board that Silvia, Kids Club and Summer Camp Site Director, has resigned and her position has been posted. He presented information to the Board about providing more basketball options, including a potential fall basketball league, along with a program budget. Additional program ideas presented included girls' softball camps and clinics, and soccer. Flag football was also discussed, and Dustin asked if the Bellerive Park soccer field could be converted to a football field for flag football. The Board discussed, and was in agreement to utilize this park more. The Board then offered suggestions regarding whiffle ball and kick ball. Dustin reviewed current Summer Camp registration, and explained that offering single week sessions was very successful in 2018. He reported that Kids Club registration continues to be steady, and WPA will be performing Mama Mia! beginning June 14th, and the Backstop concession stand is now open during baseball games. He also reported on the success of the dance recital, along with WYBA's opening day event.

At this point, at 9:08 pm, Comm. Moffett entered the meeting.

Dustin reviewed the Sponsorship Program restructuring, which will provide better documentation. He stated that price points will be presented at the next meeting. He informed the Board about the upcoming preschool graduation, and that Preschool Director Cindy Bump recently earned a Conservation Education Certificate and hopes to develop more nature-based programs.

k. Other

Bob thanked Sharon and Joel for their work with the budget this year.

Lenore swore in Commissioner Karen Moffett, who was also elected during the April 2, 2019 Consolidated Election. President Long offered his congratulations.

Agenda Item #10 Closed Session

A motion was made by Comm. Karesh and seconded by Comm. Conneely to move into Closed Session pursuant to Section 2 (c) (1) of the Open Meetings Act to consider the appointment, compensation, discipline, performance or dismissal of the specific employees of the public body.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board adjourned to Closed Session at 9:20 pm.

President Long called the Regular Session back to order at 10:30 pm.

Agenda Item #11 Adjournment

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

Roll Call Vote:

Ayes: Comm. Zapinski, Comm. Conneely, Comm. Karesh, Comm. Zapinski, Comm. Long

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 10:39 pm.



**Westmont Park District Board of Commissioners
Minutes of the Closed Session
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
May 8, 2019**

President Long called the Closed Session to order at 9:26 p.m.

Present: Commissioners Conneely, Karesh, Long, Moffett, Zapinski
Executive Director Bob Fleck

Executive Director Fleck presented the current salaries for all full time employees with potential increases at varying percentage levels. The Board discussed staff reviews and performance. Upon the conclusion of the discussion the Board directed Executive Director Fleck to move forward with the discussed salary changes. At this time Executive Director Fleck left the room while the Board discussed the Director's performance. Upon the Director's return, the Board added the completion of a salary survey to establish salary ranges with caps for each staff position to the Director's Goals and Objectives.

A motion was made by Commissioner Conneely and seconded by Commissioner Moffett to return to Open Session.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board returned to Open Session at 10:25 pm.