



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
March 11, 2020 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, Dustin Kleefisch, Supt. of Recreation, Alice Krampits, Senior/Special Events Coordinator, John Chorney, Parks & Facilities Foreman, Lenore Farmer, Finance Assistant & HR, Rocco Giase, Recreation Coordinator

Guests: Jeannine East, NIU Esports Content & Project Manager

Agenda Item #3 Pledge of Allegiance

Those present recited the Pledge of Allegiance.

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – February 19, 2020
- b. Closed Session Minutes – February 19, 2020
- c. Claims Ordinance – March 11, 2020

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

Roll Call Vote:

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

Nays: None

Absent: Comm. Moffett

Motion Carried.

Comm. Moffett was not able to attend the meeting and requested permission to attend remotely, via phone.

Motion was made by Comm. Conneely and seconded by Comm. Karesh to approve Comm. Moffett's attendance at the March 11, 2020 regular Board Meeting via phone.

Roll Call Vote:

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

Nays: None

Absent: Comm. Moffett

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 two requests to serve alcohol at District parks & facilities. The Board discussed.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve the request to serve alcohol during a birthday party at Ty Warner Park James Long Pavilion on June 6, 2020.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Motion was made by Comm. Conneely and seconded by Comm. Zapinski to approve the request to serve alcohol during a birthday party in the Linden Room on March 21, 2020.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Bob shared an invitation with the Board to attend the Westmont Chamber Community Awards Dinner, scheduled for April 20, 2020.

C, Other

There were no additional comments or correspondence.

Agenda Item #6 NIU Esports Presentation

Dustin introduced Jeannine East, NIU Esports, to the Board. Ms. East provided an overview of Esports, including the benefits, statistics, popular competitive games, evolution of Esports, and goals. Programming with the District at NIU's Naperville campus was discussed, and Dustin reviewed transportation, fees, and upcoming field trips with summer camp. The Board was appreciative of the presentation.

At this point, at 6:30 pm. Comm. Zapinski departed the Meeting.

Agenda Item #7 Unfinished Business

a. Property Annexation Considerations

Bob reported that there are four parcels that were annexed voluntarily and four parcels annexed involuntarily into the Village. He explained that the four voluntary annexations also should have been annexed into the Park District, however, this did not occur; it was discovered during an audit and was then brought to our attention. After discussion, the

Board determined that these parcels need to be annexed into the Park District and should be paying Park District taxes as well. Additionally, the Board was agreeable to notifying the property owners of annexation into Westmont Park District. According to Bob, the Village ordinance only concerns voluntary annexation, and involuntary annexation does not fall under the same criteria. The Board continued discussion and was in agreement that annexation should be reviewed by the District's attorney. Also, a procedure should be established to ensure all properties annexed into the Village are annexed in to the Park District at the same time. Finally, the Board requested that a boundary map be provided for each Commissioner.

b. Babe Ruth Outfield Drainage

Bob provided a picture of the field, reporting that ground conditions are very wet since it's been raining and this has created a high water table. Bob then provided a picture of the field, indicating where the vertical drainage system will be installed. He also showed a picture of where the crews have been digging, explaining that work will continue as weather allows. Finally, photos indicating the new base paths were presented. All were in agreement that the ice rinks caused much damage to the field.

Bob then showed photos of work being done in the Babe Ruth building, explaining that the ceiling joists were opened up and old phone wires have all been removed. According to Bob, the building now has motion-activated LED lighting and open shelving will be installed. Bob then informed the Board that the roof is intact and water-tight. The Board advised staff to paint the exterior.

c. Other

There was no other unfinished business.

Agenda Item #8 New Business

a. Community Center HVAC Bids

According to Bob, the budget for the project is \$165,000, however, of the two bids received, the low bid was \$297,000, though the scope of the project did not change. His recommendation to the Board is to reject the bids. He plans to send the project information to Midwest Mechanical and will continue conversations with the engineer. Bob explained that we are not in dire straits since the system still works.

b. March 18, 2020 Combined Board Meeting with Village of Westmont

Bob reminded the Board that this meeting will be held at Village Hall and is scheduled to begin at 6:00 pm. According to Bob the history of Village and Park District cooperation will be sent to both boards prior to the meeting. He said that annexation will be added to the agenda and mowing and detention agreements will be reviewed, however they are not yet ready for formal action at this meeting. Additionally, concerns about pedestrian access to Bernas Park were discussed.

c. ePACT On-line Medical Forms

Rocco reported that he has been researching different ways to manage emergency medical forms for program participants. He presented a video demonstration from ePACT, which provided an overview of the system. Rocco has reached out to many area park districts who utilize this system and he received positive feedback. He explained benefits of using this system for programs such as Kids club and Summer Camp, including assigned administrators, increased efficiency, and parents will have the ability to complete the information online during program registration. ePACT has the ability to interface with the

District's RecTrac registration system, and it can also be used for check-in and check-out of program participants. The Board discussed, expressing concern about medical privacy, who would have access, and fees. The Board was favorable toward the presentation.

Motion was made by Comm. Moffett and seconded by Comm. Conneely to allow staff to pursue the ePACT online medical forms program.

Roll Call Vote:

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

Nays: None

Absent: Comm. Zapinski

Motion Carried.

d. Legislative Conference April 28-29, 2020

Bob reported that he will attend, along with Comm. Karesh, Joel, Sharon and Dustin.

e. Budget Workshop Date

After discussion, the Board was in agreement to schedule Budget Workshop for Wednesday, April 22, 2020, starting at 6:00 pm., in the Administrative Center.

At this point, at 7:45 pm, Comm. Zapinski returned to the Meeting.

f. Treasurer's Report

Sharon reported that the accounts payable total is \$76,836.47, and the checking totals are \$3,070,328.78, with 1.7% interest in the MaxSafe account. She said that Royal Bank will contact her on March 22, 2020 with the CD renewal rate, and requested Board direction with regards to renewing the CD. The Board advised continuing with the CD at Royal Bank.

g. Revenue Facility Report

Joel reported that six interviews are scheduled to take place on Thursday and Friday, March 12th and 13th for the Fitness and Membership Services Supervisor position at the Fitness Club. He stated that all have fitness related experience. Joel completed Payment Card Industry compliance certification, which will enable the District to continue to accept credit card payments. Joel informed the Board that the Golf Course was open this past weekend. He then reviewed the Fitness Membership Report. According to Joel, he is still not able to get the replacement lights for the racquetball courts, as they come from China. He reminded the Board that the lighting doesn't affect play. The Board advised that if play is affected, then alternative lighting should be found. Additionally, Joel updated the Board on Wolverines training at the Club, including an upcoming March Madness Minicamp. Finally, Joel continues to ensure the cleaning company is working hard to clean and disinfect the Fitness Club due to current coronavirus concerns.

Discussion began about cleaning and Bob informed the Board that all staff is pitching in to keep all facilities as clean as possible. He added business is being conducted as usual unless otherwise advised by the health department, proper authorities or the Board. According to John, there are enough cleaning products on hand for all District facilities. Additionally, Bob stated that staff has been encouraged to stay home if not feeling well. The general feeling of the Board was to continue to pay all staff who stays home sick, advising that a policy may need to be created.

h. Parks/Maintenance Report

Bob provided photos of tee 3 at the Golf Course, explaining that the ground is not workable now, however the plan it to rebuild and create a swale in order to collect water. He informed the Board that maintenance staff is working as weather allows. He reported that park restrooms are being prepared for opening and the meters will be reinstalled in April, explaining that the Village owns the meters and also stores them. Finally, the park patrol kickoff meeting will take place within the next two weeks, and foot patrol is also scheduled to begin in about two weeks.

i. Recreation Report

Dustin reported that he passed the Certified Park and Recreation Professional (CPRP) exam and Edith passed the Certified Pool Operator (CPO) exam. He reviewed a recent Holly Days Committee meeting, explaining that the hope is to get downtown business more involved. He stated that the intern is working out well, Shelby and Rocco are doing a good Job with Kids Club, WYBA has 206 registrations as of March 5th, WPA will begin performances of Brighton Beach Memoirs on March 20th, and the Dance Recital is scheduled for May 2nd. In athletics, Bidy Basketball playoffs will begin this weekend, and basketball clinics will be offered after the Bidy season concludes. He said the soccer program is picking up and he and Rachel met with representatives from the Chicago Fire to plan skills training and summer camps. Softball registration is low, however Dustin is hopeful there will be team play this spring.

j. Other

There was brief discussion about an alternate date for next year's Winter Beer Festival, which is scheduled for February 13, 2021.

Alice invited all in attendance to visit the Spring Palette Art Show, scheduled for Sunday, March 15th, from 11:00 am to 4:00 pm.

Agenda Item #9 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 8:30 pm.