



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
By Remote Attendance
May 13, 2020 6:00 pm**

Agenda Item #1 Call to Order

President Long called the Meeting to order at 6:03 pm.

Agenda Item #2 Roll Call

Comm. Conneely, 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, Dustin Kleefisch, Supt. of Recreation, Lenore Farmer,
Finance Assistant & HR

Agenda Item #3 Pledge of Allegiance

Those present recited the Pledge of Allegiance.

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – April 8, 2020
- b. Special Meeting Minutes – April 15, 22, 29 and May 6, 2020
- c. Claims Ordinance – May 13, 2020

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. Conneely, 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

No written requests were presented.

c. Other

There were no additional comments or correspondence.

Agenda Item #6 Unfinished Business

- a. FMC Aquatics Opportunities Alcohol Request

Bob reviewed this request, presented for information at the April Regular Meeting. He referenced a letter from FMC, which was forwarded to the Board, stating the intent to serve alcohol at a small number of events, however, not during youth or high school events. Comm. Karesh does not feel it is necessary to serve alcohol at this facility. Bob explained that the Village will not take any action on the liquor permit request from FMC until they receive direction from the District. The Board began discussion, and expressed concern about the unfinished lease agreement. According to Bob, we are still waiting for Ty Warner and his attorney to approve. The Board also discussed the need to have a simplified lease that will be easy to follow in the future, while adding language regarding an annual liquor permit.

A motion was made by Comm. Conneely to approve FMC Aquatics Opportunities request to serve alcohol, with such language added to the lease agreement.

Before the motion was seconded, Comm. Karesh moved to amend the motion, adding an annual payment to Westmont Park District of not less than \$1,000, along with an annual review for the request to serve alcohol.

The Board discussed this amendment, while also reviewing Robert's Rules for amending a motion.

The motion to amend was seconded by Comm. Moffett

Roll Call Vote:

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

Nays: Comm. Conneely, Comm. Zapinski

Absent: None

Motion Carried.

Motion was made by Comm. Conneely and seconded by Comm. Karesh to approve FMC Aquatics Opportunities request to serve alcohol, with an annual review of the request, and to include an annual payment to Westmont Park District of not less than \$1,000.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board advised the Executive Director to pursue completion of the lease, and also to contact the District's attorney to add language regarding approval to serve alcohol, including an annual fee payable to the District of not less than \$1,000.

b. COVID-19 Impact on Programs and Operations

With regards to the annual 4th of July event and fireworks show, Bob informed the Board that Mad Bomber Fireworks Productions will allow the cancellation fee of \$12,500 to be applied to the 2021 event if this year's event is cancelled. Bob explained that most likely the event cannot happen, as Illinois is still in Phase 2 of the recovery plan, and large gatherings will not be permitted until Phase 5. The Board discussed, and the general feeling was that it was not possible to have only the fireworks show with public viewing from area parking lots, nor should it be planned for this fall.

Motion was made by Comm. Conneely and seconded by Comm. Zapinski to formally cancel the 2020 4th of July Event.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. WCC HVAC Project

Bob reported that Midwest Mechanical is currently conducting the research and investigating the building with WT Engineering, explaining this project is a design build with a fee not to exceed \$230,000. Bob reviewed the project, which would replace the existing rooftop unit over the office space, and the old boilers would be removed. Also, new variable air units with different zones would create more control and flexibility than the current system.

Additionally, the majority of the existing ductwork can be reused. The Board advised staff to have the ductwork cleaned. Bob has already initiated this. This project has already been expensed in this year's budget, but the Board discussed whether it should be done now or carried forward to next year. The Board also expressed concern about the possibility of the current system, which is dated, breaking down. Bob anticipates more repairs on the current system if not replaced. Lastly, the Midwest Mechanical NCPA Contract will be reviewed by the District's attorney.

Motion was made by Comm. Moffett and seconded by Comm. Zapinski to move forward with the WCC HVAC project, approving the expenditure of \$230,000.

Roll Call Vote:

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

Nays: Comm. Conneely

Absent: None

Motion Carried.

d. Other

There was no other unfinished business.

Agenda Item#7 New Business

a. FY 2019/20 Budget Amendments

Sharon explained that any fund exceeding the appropriated budgeted expense requires Board approval. An increase of \$50,000 in fund 40 was presented to the Board for review. She added that any budget line item adjustments were presented for information only.

Motion was made by Comm. Moffett and seconded by Comm. Zapinski to approve the \$50,00 increase to Fund 40 in the FY 2019/20 Budget.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

b. 2020/2021 Tentative Budget

Bob explained that the Tentative Budget will be posted on the District's website, meeting the requirement for public viewing, before Board approval of the 2020/2021 Budget and Appropriation Ordinance in August.

c. Board to Consider an Annual Park Tour

Bob suggested conducting the annual park tour with a car caravan or walking with social distancing. The Board acknowledged the importance of touring the parks, and discussed the possibility of planning a group tour in the fall or next spring, finally agreeing to tour the parks individually.

d. Treasurer's Report

Sharon reported that the checking accounts total is \$2,620,496.40 as of April 30, 2020, the accounts payable total is \$66,798.46, and she reviewed the CD at Royal Bank.

The Board questioned the maintenance agreement payment to Hearthstone for June, July, and August, inquiring if payment should be made in advance. Sharon explained that this payment will be moved forward to June; Bob added that this payment schedule is typical of these types of agreements. Sharon will review the service contract before mailing the check.

e. Revenue Facility Report

Joel reported that he continues to provide IT support to staff working remotely. The golf course opened on May 1st, with many new guidelines and procedures, including tee times every 15 minutes, and no foursomes. According to Joel the course has been very busy, however it's challenging to fit all the golfers in, which will be evident when the Senior and Junior leagues begin. He compared May 2020 to May 2019, and May 2020 revenue is down \$600 from last year. Lastly, the Fitness Club remains closed, and Joel continues to research how other states that have opened are managing.

f. Parks/Maintenance Report

Bob reported that the Babe Ruth Field drainage project is moving along, with about another week of putting the drains in, then the field can be restored and seeded. Bob also reported that pathways are in at the golf course at holes 2, 3, and 4; now restorations are needed. He provided updates on pathway improvements at Diane Main Park field 1, explaining there was a minor change order, however, there was no upcharge. Next, there will be installation of new park signs, along with paving projects.

g. Recreation Report

Dustin reported that as of today, 19 virtual classes have been created, including athletics, music and movement, how to make your own slime, and a cooking class. Virtual classes are scheduled to start the week of May 18th. Dustin continues to gather information and has been attending a variety of webinars. He reported on his three-point plan to proceed with programming, and the recreation department office schedule. Lastly, according to Dustin, Little League Baseball has cancelled regional tournaments and the World Series, however, there may be late summer league play.

h. Other

Bob suggested the idea of conducting a community interest survey, to learn what Westmont residents are prepared to do; fitness may be included as well. The Board discussed, and in general thought this would be a good idea, while advising not to start this project too soon and to ensure that the right questions are included.

The Board agreed to hold the next Special Meeting on Wednesday, May 20, 2020, starting at 5:00 pm, remotely, via Zoom.

Agenda Item #8 Closed Session

The Board was in agreement that it was not necessary to move into Closed Session.

Agenda Item #9 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Regular Meeting was adjourned at 7:28 pm.