



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
July 8, 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. 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 – June 10, 2020
- b. Special Meeting Minutes – June 17 and July 1, 2020
- c. Claims Ordinance – July 8, 2020

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

Roll Call Vote:

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

There was no written correspondence.

c. Other

Bob recognized District staff for being positive, professional and very proactive with reopening.

Bob informed the Board that there will be a farewell gathering on July 24th, in the tent at Twin Lakes Golf Club, to celebrate Rick Ricksecker's retirement. Plans are also underway for Kim Baxter's last day in the office on August 5th.

Agenda Item #6 Attorney's Report

Bob stated this will be addressed under Unfinished Business. The Board was in agreement to move ahead to Agenda Item #7 b. HB 64

Following up from the June 10, 2020 Regular Meeting, President Long confirmed that the \$300,000 grant is for Westmont Park District, and it has to be used for land acquisition. He recommended that the Board start searching for vacant land in Westmont.

Agenda Item #7 Unfinished Business

a. Board to Consider Future Operations of Preschool Program

The Board will address this topic at the end of Unfinished Business.

b. HB64

This item was addressed under Agenda Item #6 Attorney's Report

c. Ashford Open Space Naturalization Project

Bob presented a photo of this shallow detention basin, located in the northeast corner of the Ashford subdivision. Bob reported that this property has been deeded to the District, with the Village maintaining stormwater responsibilities. After some regrading, according to Bob, it will then get naturalized with wetlands and a prairie buffer. The Board began discussion about the possibility of a playground in this space, and expressed concern about this space being designated a wetland. Bob recommended not building a playground in a detention basin and he explained the difference between a detention basin and jurisdictional wetlands. Also, this land was platted before the District took possession.

d. Fitness Club Staffing

Bob reported that full time staff has been filling in at the Fitness Club, as hiring the new manager was postponed due to COVID-19 shutdowns. Now that the Club has reopened, leadership is needed. Bob explained that he and Joel have found an individual with both a park district and fitness background to help us move forward. The job title will be Fitness and Membership Services Supervisor. The Board expressed concern about hiring a new manager now, in case the Club has to close again due to another quarantine. Joel compared revenue and expenses from FY 2019/2020 and FY 2020/21, reporting that the overall operating budget from June 2019 was \$77,474 and June 2020 was \$44,107. According to Joel, during the shutdown, only 25 memberships were cancelled, however, there were nine new memberships during the first week the Fitness Club was open. After discussion continued, the general feeling of the Board was favorable to hiring a new manager.

Motion was made by Comm. Zapinski and seconded by Comm. Moffett to approve the hiring of a new full time Fitness and Membership Services Supervisor.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

a. Board to Consider Future Operations of Preschool Program

Bob reported that there are currently 15 registrations for the Three-Year-Old program and 11 registrations for the Four-Year-Old program. The Board began discussion, acknowledging that preschool cannot be held in any other facility and it would be very costly to modify the current building. Also, social distancing will be a challenge, because the current building cannot handle this many children. The Board expressed concern about where else the registered children will attend preschool, however both Westmont school districts do offer preschool programs. Whether or not children should attend preschool during the pandemic was also discussed. Bob explained that the District will continue to offer early childhood programming using part time staff.

Motion was made by Comm. Conneely and seconded by Comm. Zapinski to close the Twin Lakes Learning Center and cancel the Three-Year-Old and Four-Year-Old preschool programs.

Roll Call Vote:

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

Nays: None

Abstain: Comm. Karesh, Comm. Moffett

Motion Carried.

Bob said families registered for preschool will be contacted tomorrow. The Board directed staff to determine what to do with the Twin Lakes Learning Center building.

e. Other

Bob addressed the Summerfest Softball Tournament, held annually in August. The Board expressed concern, since this tournament attracts many spectators and it will be too challenging to social distance.

Motion was made by Comm. Moffett and seconded by Comm. Zapinski to cancel the annual Summerfest Softball Tournament for 2020.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

There was also discussion about upcoming baseball games in July and the return of WYBA's Fall Ball. Social distancing and safety rules will be observed.

Agenda Item #9 New Business

a. IPARKS Renewal

Bob reported that the 2020-2021 annual renewal contribution, effective August 4, 2020, is \$78,475, which is down over \$1,000 from last year. Additionally, the District received a one-time refund of \$7,670.30 in response to COVID-19. The Board reviewed the current overall aggregate of \$13 million and discussed whether to increase to \$14 million or \$15 million, as we budget more than we pay. The additional cost to increase liability limits to \$15 million is \$1,730.

Motion was made by Comm. Moffett and seconded by Comm. Karesh to approve IPARKS 2020-2021 annual renewal with increased liability limit from \$13 million to \$15 million.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

b. Board to Consider Full Time Marketing Specialist Position

Bob requested Board approval to pursue hiring a full time marketing specialist, explaining that staff has been preparing a job description, with a pay rate based on the salary survey approved by the Board in January. Experience is preferred, the target pay will be \$44,000 per year, and this position will also assist in the WCC office. The Board discussed.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski authorizing the Executive Director to hire a full time Marketing and Communications Specialist at a pay rate of up to \$50,000 per year.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. Treasurer's Report

Sharon reported that the checking accounts total is \$4,165,877.80, which includes almost \$2 million in tax revenue distribution, and the accounts payable total is \$223,286.92. She noted a correction in the Cash & Investments report. The Board questioned the .50% interest rate in the MaxSafe account. Sharon will research. She informed the Board that we are applying for reimbursement for COVID-19 related expenses through the DuPage County Cares Act.

d. Revenue Facility Report

Joel reported that he is keeping up with State guidelines at the Fitness Club and Golf Course, he continues to manage website contact forms, and he has been posting a great deal of updated information on the website. The Golf Course is doing extremely well, and according to Joel, revenues are up approximately \$15,000 over last year at this time. Junior Golf League has 355 registered, compared to 359 in 2019. The Fitness Club opened on June 29. Joel said that class attendance has been increasing and there were seven new memberships within the first week of opening, though 25 memberships have cancelled since the March closing. He informed the Board that per State guidelines, there is no more coffee or towel service, the cardio room is limited to 15 people at one time and the weight room has a maximum of 16 people. Also, staff is disinfecting locker rooms every hour. The Board expressed their appreciation for Joel's management at both facilities.

A listing of accessible door improvements was presented, and Bob reviewed the following proposed locations and costs:

Golf Course Main Entrance	\$12,000
Admin Center Richmond Entrance	\$26,000
Admin Center Interior Lobby	\$ 3,000
WCC Gym South Doors	\$ 6,000
Fitness Club Gym Doors	\$ 6,000

The total cost would be \$53,000 and the ADA budget is \$70,000. The Board discussed and was in agreement to complete all door improvements except for the Admin Center Richmond entrance, as the whole entrance needs to be reviewed at a later date.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve accessible door improvements as presented, omitting Admin Center Richmond entrance and Golf Course main entrance.

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. Karesh and seconded by Comm. Moffett to approve accessible door installation at the Golf Course main entrance as presented.

Roll Call Vote:

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

Nays: Comm. Conneely, Comm. Zapinski

Absent: None

Motion Carried.

e. Parks/Maintenance Report

Bob presented pictures of hole 2 restoration at the Golf Course, explaining that sod has been put on hold due to the excessive heat. He also presented pictures of seed restoration at tee 3 and the Diane Main Park pavilion, which has been power washed. There were additional pictures of newly painted park shelter restroom doors and the new park message boards. According to Bob, landscape projects will be the next focus. He will report on the soil borings at the Golf Course at the next meeting.

f. Recreation Report

Dustin reported that the Rec department has been working diligently to prepare and run a variety of programs, however Senior programming has been most affected by guidelines and restrictions. He reviewed the Museum's Geocaching Adventure Lab and the success of last month's Take Me Fishing event. Though summer camp registration is much lower than last year, Dustin explained that the model for the program is working and there is a 73% profit margin so far. According to Dustin the weekly Camp-in-a-Box has been very successful and greatly appreciated by parents. Also, his baseball hitting and pitching clinics are running well. The Spray Park opened on July 3rd, and has had 616 visitors so far. The WYBA has been planning for Fall Ball, and travel teams will begin play this week. Additionally, a new Santa's Sleigh program has been developed for Holly Days, and staff is working on the Fall Program Guide. Dustin reviewed park rentals, only available for groups under 50 people, and field rentals. Finally, the Board expressed concern about wood rot and the need for repair on the outside stairs at the Museum.

g. Other

The Board was in agreement to continue to meet every other week. The next Special Meeting will be held remotely on July 22, 2020, starting at 5:00 pm

President Long presented information regarding an impact fee of \$120,000 from the developer of the new condos being built on the corner of Cass Ave. and Quincy St. The fee is for

recreation, and the Village would like to spend this money at the fountain and railroad plaza in Downtown Westmont, on the south side of the railroad tracks. According to President Long, the Village will give that property to the District to design as park land. However, it is owned by Metra, and could potentially be very costly to maintain. The Board discussed, and the general feeling was not in favor of managing this property. The Board then began discussion about possibly adding this impact fee to the \$300,000 grant from House Bill 64, for a total of \$420,000, which may be used to develop a downtown park, or to expand Lebeck Park. The Board also looked at a picture of an empty lot on the north side of the train station, on the corner of Lincoln St. and Burlington Ave. After discussion, the Board determined that no decisions would be made tonight, however, they would like the attorney to attend the next Regular Meeting and go into Closed Session to review land acquisition.

Agenda Item #10 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Regular Meeting was adjourned at 8:35 pm.