



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
December 11, 2019 6:00 pm**

Agenda Item #1 Call to Order

President Long called the Meeting to order at 6:02 pm.

Agenda Item #2 Roll Call

Comm. Conneely, Comm. Karesh, Comm. Moffett, 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, John Chorney, Parks & Facilities Foreman, 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 – November 13, 2019
- b. Closed Session Minutes – November 13, 2019
- c. Claims Ordinance – December 11, 2019
- d. Release of Closed Session Minutes – March 13, May 8 and September 11, 2019

The Board briefly discussed the Closed Session Minutes to be released.

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

There were no additional comments or correspondence.

Agenda Item #6 Jim Savio of Sikich – 2019 Audit Presentation

Jim Savio from Sikich LLP presented the annual financial report to the Board, and thanked staff for their assistance. He explained 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. There were some questions from the Board, and there was discussion about fraud and uncashed checks. The Board was pleased with the information presented.

Agenda Item #7 Unfinished Business

a. Natatorium Update

According to Bob, the declaration draft still needs to be reviewed by Mary Ann's attorney and Ty Warner's attorney, since we are still trying to have one simple declaration. He said that Mr. Warner has a new attorney, who has to review all documents, which is a slow process. Attorney fees were discussed, and Bob explained that the District has paid approximately \$35,000 in legal fees for this project.

b. Other

There was no other unfinished business.

Agenda Item #8 New Business

a. 2019 Tax Abatement Ordinance No. 2019-7

Bob explained that this ordinance is standard practice every year.

Motion was made by Comm. Zapinski and seconded by Comm. Moffett to approve Tax Abatement Ordinance No. 2019-7.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

b. 2020 Regular Board Meeting Dates

The Board reviewed the list of dates for meetings to be held the second Wednesday of every month. Comm. Moffett has a schedule conflict in February, so the Board was agreeable to hold the February meeting on the third Wednesday of the month.

Motion was made by Comm. Moffett and seconded by Comm. Karesh to approve the 2020 Regular Board Meeting dates as presented, with the change to February 19, 2020.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. Board to Consider Purchase of a Forklift

Quotes for new, used and leased options were presented, and Bob explained that the used Hyster H50FT forklift from Alta Equipment Company, for \$14,000, is the best choice, due to the amount of use it will have at the new maintenance facility. He said that the forklift will be inspected and then there will be a two-week trial. The Board discussed and recommended that staff get the required operator training.

Motion was made by Comm. Conneely and seconded by Comm. Zapinski to approve the purchase of the Used Hyster H50FT forklift from Alta Equipment Company for \$14,000.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

d. Board to Consider WYBA Agreement Revisions

Bob explained that this is a formality at this point, as WYBA has switched to SportsEngine for registration, so we will no longer be accepting registrations on their behalf. According to Bob, both Dustin and Sharon will have administrative capabilities and full access.

Additionally, WYBA is required to provide the District with a financial report every February, and Dustin is a member of their board. Dustin explained that approximately 25% of registrations were done in the Community Center this past season, while the remaining 75% registered on-line. The Board discussed, expressing concern about WYBA's financial accountability, and the need to protect Westmont residents. Bob reassured the Board, stating that we have responsible staff involved and we have control over the fields. Sharon reported that WYBA will be making their contribution to the District this year. After discussion, the general feeling of both Board and staff is that the District has a good relationship with WYBA, and they are doing a good job with the program.

Motion was made by Comm. Moffett and seconded by Comm. Zapinski to approve WYBA Agreement revisions as presented.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

e. Holly Days Update

Dustin reported that Holly Days events are ongoing, however, the parade was cancelled due to bad weather. According to Dustin, 49 trees were decorated by local organizations, the Craft Bazaar was successful, and both the Storytime Train and Lunch with Santa were sold out. Upcoming events include Breakfast with Santa and Snow Much Fun, and planning is already underway for next year.

f. Treasurer's Report

Sharon reported that the accounts payable total is \$122,294.83 and checking totals as of November 30, 2019 are \$5,631,679.22.

g. Revenue Facilities Report

Joel reported that the Race to the Flag website has launched, it is functioning and will be used for registration, rather than the third party registration that has taken place in the past. There was discussion about the RTTF committee, comprised of District staff, representatives from People's Resource Center, and members of the Village and the community. The general feeling of the Board was that the committee needs to be defined, since it is a District event. Bob informed the Board that he is on the committee and will supply the agreement to the Board.

Joel provided a golf season-end report, detailing both fiscal year and season year, explaining that rounds are tied to the Junior League, which tends to fluctuate. He also reviewed the increased lessons and clinics that are currently offered. The Board discussed, and directed staff to add golf course rates to the January Meeting Agenda. There was additional discussion about a golf season pass, with the Board advising staff to research and present information at the January meeting.

The Fitness Club is currently offering the Winter College Special, and Joel explained that there is usually an average of 30 students that take advantage of this offer. He reported that there are currently no enrollments in the Wolverines training program, however staff is still working to make this a successful program.

h. Parks/Maintenance Report

Bob explained to the Board that planning is underway to get a survey out to the community regarding Holly Days, since tree decorators and sponsors continue to dwindle. The hope is to breathe new life into this program.

Ben reported on current projects at the golf course, including improvements at the third tee and clean-up at the creek. He informed the Board that the two ice rinks are up, which included 78,400 gallons of water and 111 man hours. Additionally, this will be the last year for the liners, as they last two years.

There was discussion about how the ice rinks have impacted conditions of the Babe Ruth Field, creating depressions. Bob explained the drainage system, stating that drain lines still probably need to be added. According to Ben, there will be an aggressive top-dressing program. The Board directed staff to present a plan for repairing and maintaining the field at the January meeting.

i. Recreation Report

Dustin reported on the positive visit that he and Rocco recently had at the NIU Esports Lounge in Naperville. He hopes to partner with them and utilize this facility for future field trips and programming. The Board discussed. Dustin then provided a year-end recap of District program offerings: 393 activities, 304 programs, 37 special events and 52 senior trips. According to Dustin the Kids Club after school program enrollment is projected to be higher than last year, however Early Bird is significantly lower. He also reported on the success of WPA's recent production of Schoolhouse Rock Jr. He said that travel basketball is in full swing with practices and games and Bidy Basketball games are scheduled to begin January 11th. Finally, there are 21 breweries confirmed and \$1,000 in ticket sales to date for the February 8, 2020 Winter Beer Festival.

j. Other

There was no other new business.

Agenda Item #9 Closed Session

A motion was made by Comm. Conneely and seconded by Comm. Zapinski 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. Conneely, Comm. Zapinski, Comm. Karesh, Comm. Moffett, Comm. Long

Nays: None

Absent: None

Motion Carried.

The Board moved into Closed Session at 7:50 pm.

President Long called the Regular Session back to order at 8:55 pm.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to award full time staff with a \$100 bonus.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Agenda Item # 10 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 Session was adjourned at 8:56 pm.



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President Long called the Closed Session to order at 8:05 pm.

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

Executive Director Fleck provided an update on the Fitness Club transition plan. No action is being taken at this time. The plan and question of future staffing will be revisited in the new year. Director Fleck shared the current range of hourly staff wages for all short term staffing positions. The Board discussed each position, amounts and anticipated impacts on hiring, and maintaining quality staff. The Director also shared the anticipated annual increase associated with the State's Minimum Wage increase. The mandate will begin to impact the District's budget beginning in 2022. The Board requested new hourly wage ranges be presented by the Director at the January 2020 meeting.

Lastly, Commissioner Karesh suggested the Board recognize full time staff at the holiday for all their effort and dedication throughout the year by presenting them with a gift card. Board discussion led to a unanimous recommendation of presenting staff with a \$100 bill for Christmas after the Director investigated the rules associated with such a bonus.

Seeing no further discussion, a motion was made by Comm. Moffett and seconded by Comm. Karesh to return to Open Session.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board returned to Open Session at 8:55 pm.