



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
By Remote Attendance
December 3, 2020 6:00 pm**

Agenda Item #1 Call to Order

President Long called the Meeting to order at 6:01 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, Craig Grember, TLGC Manager

Guests: Jim Savio, Sikich, LLP, Westmont Mayor Ron Gunter, Village Manager Steve May, Westmont Chamber Executive Director, Larry Forsberg

Agenda Item #3 Pledge of Allegiance

Those present recited the Pledge of Allegiance.

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – November 11, 2020
- b. Release of Closed Session Minutes – October, November, December 2019, January, August 2020

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. Moffett, Comm. Long

Nays: None

Absent: None

Motion Carried.

Agenda Item #5 Open Forum and Correspondence

a. General Public

Mayor Gunter announced that President Long has been named Westmont Citizen of the Year. Mayor Gunter noted President Long's accomplishments while serving on the Park Board since 1982, and offered his sincere congratulations. President Long was presented with a plaque commemorating this achievement. He thanked the mayor and expressed his appreciation, stating that it's been an honor to serve.

b. Written

President Long received an email request from a young Westmont resident, for an outdoor ping pong table to be located at Ty Warner Park. The Board reviewed the request and began discussion, noting that an outdoor cement ping pong table could cost approximately \$4,000.

A photo of a concrete table with a metal net was presented. Due to cost, the Board suggested holding off and include with Budget Workshop this spring, however, the Board was agreeable to installing a ping pong table at Ty Warner Park near the James Long Pavilion, as it would add to the whole picnic experience.

c. Other

There were no additional comments or correspondence.

Agenda Item #6 Jim Savio of Sikich – 2020 Audit Presentation

Mr. Savio stated that the annual audit was completed remotely this year, and he thanked Sharon and Bob for their assistance. He explained the Annual Financial Report, reviewed the independent auditor's report and drew attention to the balance sheet. He noted IMRF contributions, explaining that it's a very well-run plan, and then reviewed the Auditor's Communication to the Board of Commissioners. Finally, he summarized that there are no material weaknesses and no deficiencies.

Discussion began about outstanding checks. Sharon reported that there are about 20 in the accounts payable system. The Board expressed concern about the potential for fraud with outstanding payroll checks. According to Mr. Savio, this is not a concern. With regards to outstanding checks, Sharon explained that after seven years of no response and no re-issue, then we legally have to send the funds to the State, and she has a process in place.

Discussion then continued about debt retirement; Sharon and Bob will research, and suggested a future presentation from Raymond James.

Agenda Item #7 Unfinished Business

a. Continued Discussion Regarding Potential Change of Fiscal Year

The Board acknowledged that the recommendation is to not change the fiscal year to calendar year. Bob explained that there would be added cost due to additional staffing needed in order to complete year-end procedures, along with preparing for a February audit. After discussion, the Board was in agreement to continue operating with the District's current fiscal year.

b. IAPD Virtual State Conference

Bob recommended not participating in State Conference, as there is not yet a schedule of educational opportunities, and the cost would be over \$3,000 for commissioners and staff to attend. The Board discussed, and will decide at the January meeting, after reviewing the education sessions, since the registration deadline is January 15, 2021.

c. Brochure – Digital vs. Print Discussion

Bob reported that a postcard was mailed to residents informing them of the online only Winter/Spring 2021 Program Guide. However, there are no registrations due to current mitigations, so there is no way to tell how effective the digital guide is. The Board discussed, and recommended continuing with the online only program guide. According to Bob, continuing with the digital program guide will save \$15,000 per year. The Board would like Anna, who manages the program guide, to come to the next meeting with a plan for future guides.

d. COVID Testing and Return to Work Protocol

Bob reviewed current CDC guidelines stating employers should not require a COVID test result to validate illness. Bob requested guidance from the Board as to whether to follow

CDC guidelines or set a policy to provide a test result. The Board discussed, with the general feeling that it's important for an employee to report the illness and to quarantine. Also, a test to return to work should not be required, especially since testing availability can be limited.

Motion was made by Comm. Karesh and seconded by Comm. Conneely to not require Westmont Park District employees to provide a negative COVID test result in order to return to work following a 14-day quarantine period, per CDC guidelines.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. Other

There was no other unfinished business.

Agenda Item #8 New Business

a. 2020 Tax Abatement Ordinance No. 2020-5

According to Bob, this ordinance is standard practice every year.

Motion was made by Comm. Zapinski and seconded by Comm. Moffett to approve Tax Abatement Ordinance No. 2020-5.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

b. Annexation Ordinances: 2020-6, 2020-7, 2020-8, 2020-9

President Long stated that there are four homes to be annexed and each will be voted on individually. Bob explained that these four parcels were voluntarily annexed into the Village of Westmont, and per code, they were to be annexed into Westmont Park District as well, however, it came to our attention last winter that this did not happen. After investigation, Bob said we are rectifying this matter and bringing these parcels into the Park District.

Motion was made by Comm. Karesh and seconded by Comm. Conneely to approve Annexation Ordinance No. 2020-6.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve Annexation Ordinance No. 2020-7.

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. Moffett to approve Annexation Ordinance No. 2020-8.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

Motion was made by Comm. Karesh and seconded by Comm. Zapinski to approve Annexation Ordinance No. 2020-9.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

c. 2020 Regular Board Meeting Dates

Motion was made by Comm. Conneely and seconded by Comm. Karesh to approve the 2021 Regular Board Meeting dates, to be held on the second Wednesday of the month, as presented.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

d. SEASPAR Change of Fiscal Year Resolution 2020-1

According to Bob, as a member entity, it's necessary to approve or deny this resolution.

Motion was made by Comm. Zapinski and seconded by Comm. Moffett to approve Resolution No. 2020-1, amending the joint agreement for the Southeast Association for Special Parks and Recreation (SEASPAR).

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

e. Board to Consider Dustin Kleefisch as SEASPAR Board Alternate
Bob explained that Dustin would serve as alternate if he is not available.

Motion was made by Comm. Conneely and seconded by Comm. Karesh to appoint Dustin Kleefisch as SEASPAR Board Alternate.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

f. Treasurer's Report

Sharon reminded the Board that financial reports will be sent on Tuesday, December 8th.

g. Revenue Facility Report

Joel reported that the security cameras at Ty Warner Park will be installed in January and he has been confirming details with Comcast for the free Wi-Fi at Ty Warner Park. Also, the IPRF Safety Grant application was submitted, \$2,464, for hi visibility clothing for the maintenance staff, along with cleaning products.

He reported that the golf course had one of its most successful seasons in a decade, with revenues totaling \$99,456 as of November 30th. Joel explained that the season is winding down and the golf course will close this month. The Board was pleased with the successful golf season.

Joel reviewed the changes in effect at the Fitness Club as a result of Tier 3 Resurgence Mitigations for COVID in Illinois. The Club is currently operating at 25% capacity, there are no group classes, face coverings are required at all times, and reservations are required. He spent almost a full day building the reservation system. Also, full time staff has been covering shifts in order to control expenses. Joel updated the Board on memberships, reporting that 142 monthly memberships have been lost since March. He explained that annual memberships were extended 105 days, which is the length of time the Club was closed. He recommended extending memberships, and also waiving the renewal fee for those who renew their memberships. The Board discussed and was in agreement to do this.

h. Parks/Maintenance Report

Bob reported on the electrical relay maintenance issues with the elevator in the Administrative Center. He explained that due to State laws, the elevator needs a modernization plan, which could result in a cost in excess of \$100,000, as this will be almost a rebuild. The elevator is almost 30 years old. He said we will go out to bid on this, however he plans to wait until the next fiscal year. The Board began discussion, expressing concern about safety, with the general feeling that this project should not be delayed. Bob explained that if we wait until June, then this project can be completely budgeted out of the ADA fund. Joel explained that he has been managing the repairs for the last three days, and he learned that it will take approximately 2½ weeks for the complete overhaul; the current analog elevator need to be made digital.

Bob informed the Board that the ionization units were delivered today and will be installed next week. He said a promotional video will be created.

Bob presented pictures of Ty Warner ball fields 1 and 2, indicating the big rolls of sod being planted. He explained that the cost is the same as small rolls and the field can be played on within three days of planting. He also showed a picture of the sod installer, which cost \$250 to rent, and was operated by District staff. Pictures were then presented of Ty Warner field 3

improvements. According to Bob, these areas include extension of the irrigation system and will be much better and more playable throughout the season. He said that all work was done in-house for a total cost of about \$6,000. He noted that staff did a great job with this project. The Board was appreciative of the work done by staff.

i. Recreation Report

Dustin reported on Tier 3 Resurgence Mitigations, which resulted in no indoor recreational activities. He explained that the dance program is currently being held virtually, and there are currently 20 children enrolled in the E-Learning program. Since all basketball has been cancelled, he recommended refunding all Wolverines travel participants, minus \$50, to cover training expenses and credit card fees. He added that uniforms were not ordered. The Board was agreeable with Dustin's plan. According to Dustin, there are only 12 registrations for Biddy Basketball, which has also been cancelled. He hopes to offer an alternate plan in the future.

Dustin reported that WYBA submitted a \$12,500 payment for fall ball contributions, and he is working with them to create a flat rate fee. Additionally, he is working to create a fixed fee per player. The Board was agreeable, but advised to be specific of what that fee represents. Bob explained that WYBA needs to determine their fixed costs at every level, per team per player, to calculate a per player cost. Dustin stated that approximately \$45 per player will then go to the District; he will create a model to present to the Board. Bob reiterated that WYBA needs to account for all costs for uniforms, umpires, all-star fees, etc. The Board began discussion, with the general feeling that baseball costs more to run than other programs, and fees should increase to cover lights and field maintenance. Dustin informed the Board that he provided the WYBA with his budget template. He said they understand the break-even more now, and will be able to provide a competitive fee. The Board also advised creating an agreement and suggested an audit. Dustin agreed that the affiliate agreement can be reviewed every year, and he assured the Board that registrations through SportsEngine safeguard the potential for theft. Dustin has access and can monitor all electronic payments through the system.

Dustin reported that 30 families are registered for Santa's Sleigh Visits, which will take place December 14th - 18th.

Dustin reported on the upcoming Winter Beer Fest To Go, and explained that he helped brew the 100th Anniversary lager which will be sold at Beer Fest, commemorating the Village's 100th anniversary. There are currently 15 breweries participating in this February event.

j. Other

There was no other new business.

Agenda Item #9 Closed Session

President Long stated that the Board will now convene to Closed Session pursuant to Section 2 (c) (1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance or dismissal of the specific employees of the public body.

All were in favor.

The Board convened to Closed Session at 8:31 pm.

President Long called the Open Session back to order at 9:45 pm.

Agenda Item #10 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 9:47 pm.

Westmont Park District Board of Commissioners Minutes of the Closed Session By Remote Attendance December 3, 2020

President Long called the Closed Session to order at 8:43 pm.

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

The discussion began with the consideration of rewarding staff with salary increases or bonuses beginning on January 1, 2021. Wage increases were implemented in the spring as a result of COVID impacts on the District. After seven months of the fiscal year, the District has weathered the financial storm much better than anticipated. Budget cuts, wage freezes, reduction of part time staff and other cost saving measures have helped considerably. The District's reserves are intact. Furthermore, the Board wanted to recognize staff's efforts, contributions, ability to adapt and willingness to work throughout the pandemic.

The Board realized any percentage increase was not the full percentage of a salary, as seven months of the pay period have elapsed, giving them more confidence to move forward with this decision. Increases would not be retroactive.

Final direction given to Director Fleck by the entire Board was to award all full time staff, plus Maureen Heiden and Craig Grember, with a \$100 bill for Christmas and a percentage salary increase. After discussion of each employee's performance and role during the year, this increase is based on performance and value to the District during the pandemic.

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

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board reconvened to Open Session at 9:45 pm.