



Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
December 8, 2021 6:00 pm

Agenda Item #1 Call to Order

President Karesh called the Meeting to order at 6:01 pm.

Agenda Item #2 Roll Call

Comm. Conneely, Comm. Karesh, Comm. Moffett, Comm. Pecard, 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

Guests: Jim Savio and Kellan O'Malley, Sikich, LLP

Agenda Item #3 Pledge of Allegiance

Those present recited the Pledge of Allegiance.

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – November 10, 2021
- b. Release of Closed Session Minutes – December 3, 2020, January 13, 2021,
May 12, 2021
- c. Claims Ordinance – December 8, 2021

A motion was made by Comm. Moffett and seconded by Comm. Pecard to approve the Consent Agenda.

Roll Call Vote:

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

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

Bob presented the Credentials Certificate from IAPD, to designate which Commissioners will serve as delegates at the Annual Business Meeting, to be held on January 29, 2022, during State Conference. After discussion, the Board was in agreement that Comm. Pecard would serve as delegate, and the following would serve as 1st, 2nd and 3rd Alternates, respectively: Comm. Conneely, Comm. Zapinski, and Comm. Moffett.

Bob then presented SEASPAR's annual report for the Board's review and, finally, he shared an email from a Westmont resident Mike Chorney, who recognized Fitness Club staff Terry Chatton, for finding and returning his wallet.

c. Other

Comm. Pecard informed those present that WYBA registration will open on Friday, and they are looking forward to the upcoming Spring season.

Agenda Item #6 Sikich – 2021 Audit Presentation

Jim Savio addressed the Board, beginning the presentation with a review of the Annual Financial Report. He explained the table of contents, the Independent Auditor's Report, and the opinion section. Next, Kellan O'Malley addressed the Board, beginning his presentation with a review of the balance sheet. Next, he explained IMRF employer contributions over the last six years, along with the pension liability. Finally, he drew attention to the Auditor's Communication to the Board of Commissioners, which indicated no delays or difficulties with management. He explained that adjusting journal entries were similar to prior years, and there were no material weaknesses. Both Mr. Savio and Mr. O'Malley thanked District staff, particularly Sharon and Bob, for their assistance with the audit. Throughout the presentation, the Board asked questions and there was discussion. The Board was appreciative of the presentation.

Agenda Item #7 Unfinished Business

a. Board to Consider Approval of the Revised 2021 Master Plan

Bob referenced the copy of the Master Plan which was previously distributed to and reviewed by the Board. He stated that this is the time to discuss any revisions, and if the Board is satisfied with the Master Plan, then they are in a position to approve. The Board began discussion, expressing concern about additional soccer fields for future programming, along with the future of the Twin Lakes Learning Center, and outdoor pickleball courts. After discussion, the Board was in agreement to continue review and consideration of the Master Plan at the January Regular Meeting.

b. 5 Year Capital Planning Update

According to Bob this will be used to solicit new bonds and new debt. He added that action will be taken in January and there will be an ordinance authorizing staff to move forward to acquire new debt. Staff will work with Raymond & James. Bob explained that additional detail has been added to the document from last month, and it will continue to be updated every year.

The Board began discussion, reviewing the capital fund, new bond money and the potential for grant money. There is \$60,000 contingency earmarked in the capital fund for unexpected items, Bob explained, and every year, we eat into this. Current spending was discussed, with the Board acknowledging that this document is a planning and forecasting tool, not the budget ordinance. Bob stated that based on this discussion, the contingency line item will be removed, adding that money stays in capital and then rolls over into the next year.

Bob then presented a 5-year capital plan expense allocation pie chart illustrating 48% for parks/recreation; 35% recreational revenue facility; 11% maintenance/equipment and 6% contingency. Bob requested Board direction, and in general they were agreeable toward this chart. The Board continued discussion, and expressed concern about the Twin Lakes Learning Center, which is currently being used for Summer Fun Camp, while noting the

future building at Veterans Park. The Board acknowledged that a course needs to be chosen, however, there is not yet a definite plan.

Finally, four architectural renderings for the proposed new day camp building at Veterans Park were presented. The Board reviewed and discussed potential use throughout the year, such as party rentals. Bob recommended soliciting new bonds early next year, getting started with detailed design and construction plans, and beginning demo of the current structure at the conclusion of 2022 summer day camp. The hope is to have the new building ready for day camp 2023. The Board continued discussion, expressing concern about the need for a construction manager or general contractor for this project.

c. Acquisition Grant Update

At 314 N. Grant St., Bob reported that the construction fence is up, tree work is done and we are waiting for the fire department training schedule. The construction fence is up at 418 N. Warwick Ave. and we are also waiting for the fire department training schedule. With the signed Declaration of Use Restrictions document, we can now get a recorded deed.

Agenda Item #8 New Business

a. 2021 Tax Abatement Ordinance No. 2021-12

Bob and Sharon explained that this is done to abate last year's tax on the Bond levy, to ensure that we only pull one Bond levy every year.

A motion was made by Comm. Zapinski and seconded by Comm. Conneely to approve Tax Abatement Ordinance No. 2021-12.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

b. Board to Consider Financial Policy

Bob said that we typically follow State law with regards to managing investments, fund balances, etc., and we need a clear definition of staff spending. He explained that this policy cannot be finalized tonight, as it is still being reviewed by District Attorney Steve Adams. He began the discussion with the draft of the Purchasing Authority Policy. Obtaining three quotes was discussed, and Bob reminded the Board that \$25,000 is the threshold for bid. After discussion, the Board was agreeable with the first draft. Next, levels of recognition and recognizing contributions was reviewed. According to Bob, we do not have a structure for this. The Board was in agreement that this should be defined. Bob stated that this will be reviewed again after Attorney Adams provides his revisions.

Memorial trees, benches and bricks were also discussed. It was determined that there should be a life span as they will need to be replaced.

c. 2022 Regular Board Meeting Dates

The list of 2022 Regular Meeting dates, typically on the second Wednesday of each month, was presented for board review. It was noted that there may be a potential conflict with March 9, 2022 meeting date, due to Legislative Reception and Conference on March 8-9, in Springfield. After discussion, the Board was in agreement with the 2022 Regular Meeting dates as presented, while rescheduling the March meeting to March 16, 2022.

Though staff reports were inadvertently omitted from the Agenda, the Board was agreeable to the regular presentation of reports.

Sharon reported that the accounts payable total was \$187,194.55, and the checking accounts total is \$5,854,089.27. She explained this high amount is due to the fact that the Bonds had not been paid as of November 30th.

Joel reported on MaintainX, the new work order management software. He explained that it has good preventative maintenance programs and software, and many reporting capabilities. Commissioner Conneely questioned if this software has the ability to track the time staff spends on daily tasks. Joel will research and follow up. Bob explained that currently, MaintainX is mainly utilized for repairs that may come up. The Board began discussion, expressing concern about the need to manage the maintenance staff daily tasks and work load. The Board acknowledged that this may require extensive training with the new software, and advised staff to start with basics and then build from there.

Joel also reported on current projects, including working on the backend setup of ticket sales in the registration system for Winter Beer Festival. Additionally, work on the Administrative Center elevator upgrade is scheduled to begin January 24, and should take approximately four to five weeks. Finally, the golf course is closed for the season, and Fitness Club memberships are increasing slightly.

Dustin reported on Holly Days events, and said there was a good turnout for the recent Frosty and Friends Parade. A new activity, Elf Try-outs, is taking place tonight, and there are currently 129 registrations for the upcoming Holly Jolly Trolley event. He reviewed his recent meeting with SEASPAR regarding new inclusion procedures, and explained that the piano instructor has retired and he is currently searching for a new instructor. Rec staff is preparing for summer 2022 programs, and 3,000 printed copies of the summer program guide will be made available. He reviewed current senior activities, Wolverines Travel Basketball, and registrations for Bidy Basketball. Finally, Dustin reported on the upcoming Winter Beer Festival, scheduled for February 19, 2022.

Agenda Item #9 Closed Session

A motion was made by Comm. Moffett, and seconded by Comm. Zapinski to 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.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

The Board convened to Closed Session at 8:35 pm

President Karesh called the Open Session back to order at 9:28 pm.

A motion was made by Comm. Moffett and seconded by Comm. Pecard to increase the annual sick day benefit from 6 to 9 days for all full time employees; to extend 5 vacation

days to new full time hires for the first 0-6 months of employment, with another 5 days for the following 6-12 months; and to increase the vacation benefit for employees with 20 years of service by adding one additional day per year after 20 years with a maximum benefit capped at 25 days for 25 years of service.

Roll Call Vote:

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

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 Meeting.

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

Nays: None

Absent: None

Motion Carried

The Regular Session was adjourned at 9:30 pm.