



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
April 3, 2024 6:00 pm**

Agenda Item #1 Call to Order

President Karesh called the Meeting to order at 6:00 pm.

Agenda Item #2 Roll Call

Commissioners: Bill Belmonte, Mike Conneely, John Karesh, Karen Moffett, Sue Zapinski
Staff Present: Bob Fleck, Executive Director, Joel Hymen, Supt. of Revenue Facilities & IT/Asst. Director, Luke Wyss, Supt. of Recreation, Rosy Fejzic, Finance Manager & Accountant, Lenore Farmer, Finance Assistant & HR, Alice Krampits, Senior & Special Events Coordinator, John Chorney, Parks & Facilities Foreman

Agenda Item #3 Pledge of Allegiance

Those present recited the Pledge of Allegiance.

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – March 13, 2024
- b. Claims Ordinance – April 3, 2024
- c. Other

A motion was made by Commissioner Conneely and seconded by Commissioner Moffett to approve the Consent Agenda.

Roll Call Vote:

Ayes: Commissioners Conneely, Moffett, Belmonte, Zapinski, Karesh

Nays: None

Absent: None

Motion Carried.

Agenda Item #5 Open Forum and Correspondence

- a. General Public

There was no one present from the public.

- b. Written

There was no written correspondence.

- c. Other

There were no additional comments or correspondence.

Agenda Item #6 Unfinished Business

a. Grant Update

Regarding the DCEO Grant, Bob reported that he was contacted by the IDNR to complete an environmental review of the properties to ensure there are no endangered species, burial grounds, etc. In addition, he signed off on the grant agreement for Grant Street Park and is now waiting for signature from the IDNR director. Once the agreement is fully executed we can proceed.

b. Capital Project Report

Bob reported that we will not expect playground delivery until August for Fritz Werley and Williams Cove parks, so this will be a late summer project in the new fiscal year. Also, we have to do a stormwater review for James Long Park permanent pickleball courts; this will be reflected in the tentative budget for the new fiscal year.

Bob presented several pictures of Diane Main Park, near field #3, on a rainy day, indicating the drainage issues. He reminded the Board that this park has a lot of clay and very little soil. He explained that homes along the north end of the park drain their water here. There were pictures of downspouts and gutters running the length of the park, with no inlets to accept water. He addressed this at a meeting with Village Public Works, as well as the storm pipe at this location. Regrading, installation of inlets and opening the storm pipe may solve the water problems. The Board also expressed concern about Village code enforcement. Bob concluded that this will be a Capital project for the new fiscal year.

He then presented pictures of the completed batting cages at Diane Main Park, as well as padding on the new light poles at Diane Main Field #1. President Karesh suggested safety training for softball coaches, to be aware of the light poles.

c. Other

There was no additional unfinished business.

Agenda Item #7 New Business

a. Park Place Dedication May 8, 2024

Bob confirmed dedication is scheduled to start at 5:00 pm. The Regular Board Meeting will then take place in the Administrative Center at 6:00 pm. Closed session will immediately follow.

b. Board to Consider Park Place Rental Rates

Bob noted the proposed rental fees from Luke's report, explaining that we want to begin marketing efforts. Luke provided comparison rates from area park districts. Commissioner Conneely advised beginning with lower rates to attract more renters, then increase the rates after the first year. The Board began discussion, reviewing rates for other District facilities, the deposit rate and our current facility agreement. After discussion, the Board came to consensus on the following: \$160/hour, resident; \$200/hour non-resident; Memorial Day – November. \$120/hour, resident; \$160/hour, non-resident; December – May.

c. Board to Consider FY2024/25 Part Time Pay Ranges

Discussion began about summer positions, scheduling, and pay rates for both adults and under 18-years-old. After consideration, the Board agreed to the following pay rates starting in the new fiscal year on June 1: Adult: \$16-\$19/hour; under 18: \$14-\$16/hour.

d. Treasurer's Report

Rosy reported that the checking accounts total is \$5,676,203.86. The money market account is bearing an interest rate of 5.61%, totaling \$24,491.82. The accounts payable total is \$195,221.76. Commissioner Conneely commented favorably on the Winter Beer Festival data listed in Rosy's report, and she explained the process of creating this report. According to Joel, our new financial software will make this reporting process more efficient.

e. Revenue Facility Report

Joel reported on cybersecurity training in progress for the Board, preparing catalog pages for the upcoming Budget Workshop, and the low voltage wiring project at Park Place. The Golf Course was open six days in March, however is currently closed due to weather. According to Joel, Fitness Club memberships increased in March, and he reviewed membership revenue. Also, he is currently looking at new equipment for Budget Workshop. In addition, Taylor continues to work on Race to the Flag. Commissioner Belmonte inquired about sponsorships for Race to the Flag and suggested advertising at the Fitness Club. Bob explained that historically our Board did not want to commercialize our facilities, however, there are sponsors on the golf scorecard, as well as sponsors for Holly Days events.

f. Parks/Maintenance Report

Bob reported that batting cages, tennis nets and basketball nets are up, and staff was able to focus on park clean-up during the recent good weather. However, due to the current wet weather, staff is now indoors reopening park shelter restrooms. Once the weather breaks, maintenance staff will be needed seven days per week. Bob also updated the Board on today's Safety Committee meeting and upcoming staff safety training.

g. Recreation Report

Luke reported that Summer Camp will be able to use Lions Pool in Clarendon Hills, and seasonal hiring continues for summer camp counselors, along with field attendants, Spray Park and Backstop Concession staff. Luke recapped Easter events, Spring Break Camp and the Hop To It Golden Egg Hunt. Finally, Luke reported that softball and soccer registrations are increasing from last year, and staff is planning a family date night event for November.

h. Other

The Board addressed scheduling a park tour prior to the April 25th Budget Workshop. However, after discussion, it was agreed that the park tour will take place on June 8th. Joel informed the Board that the Budget Workshop packet will be delivered on April 19th.

Agenda Item #8 Adjournment

A motion was made by Comm. Conneely and seconded by Comm. Belmonte to move into 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: Commissioners Conneely, Belmonte, Moffett, Zapinski, Karesh

Nays: None

Absent: None

The Board convened to closed session at 7:30 pm.

President Karesh called the open session back to order at 8:01 pm.

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

Motion approved by unanimous voice vote.

The Regular Meeting was adjourned at 8:02 pm.

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President Karesh called the Closed Session to order at 7:40 pm 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.

Present: Commissioners Karesh, Zapinski, Moffett, Conneely, Belmonte
Executive Director Fleck

Commissioner Conneely requested closed session to discuss his thoughts and expectations regarding staff performance, evaluations and raises. First, he would like to see more of a definable method to determine raises based on performance evaluation; a structure. The Board should also consider where an employee sits in the corresponding salary range. If we have a quality employee who is on the low end of a salary range, said employee should be adjusted accordingly to move them up the salary range. If an employee is near the top of the salary range then said employee would begin to peak receiving less of an increase.

Additionally, Commissioner Conneely felt the Board should have less input on the evaluations and increases going forward than what has been exercised in the past. Instead, the Board should set an amount for the Director to distribute based on evaluations. The highest performers should get more than others rather than giving all the same percentage.

The Board considered these suggestions and concurred it is the direction they would like to take this year. More discussion will be had during the May closed session meeting.

A motion to return to open session was made by Commissioner Conneely and seconded by Commissioner Zapinski.

Motion approved by unanimous voice vote.

The Board reconvened to open session at 8:01 pm.