



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Administrative/Senior Center
55 E. Richmond St., Westmont, IL 60559
December 14, 2016, 6:00 pm**

Agenda Item #1 Call to Order

President Main called the meeting to order at 6:00 pm

Agenda Item #2 Roll Call

Comm. Flynn, Comm. Karesh, Comm. Long, Comm. Main, Comm. Smith
Staff Present: Bob Fleck, Executive Director, Sharon Macak, Supt. of Finance,
Steve Golembiewski, Supt. of Recreation, Joel Hymen, Supt. of Revenue Facilities &
Technology, Ben Grimme, Supt. of Parks & Golf Course, John Chorney, Parks &
Facilities Foreman, Alice Krampits, Senior & Special Events Coordinator, Lenore
Farmer, Finance Assistant & Human Resources, Casey Greene, Athletics Coordinator
Steve Adams, Attorney
Guests: Jim Savio, Sikich LLP; Cheryl Cross, Harris Local Government;
Leslie Davis, TimeClock Plus (via phone)

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting and Closed Session Minutes – November 9, 2016
- b. Claims Ordinance – December 14, 2016

President Main called for a motion to approve the Consent Agenda.

Motion was made by Comm. Karesh and seconded by Comm. Flynn to approve the
Consent Agenda.

Roll Call Vote:

Ayes: Comm. Karesh, Comm. Flynn, Comm. Long, Comm. Smith, Comm. Main

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 agenda and meeting packet for the Illinois Association of Park
Districts' Annual Business Meeting, held on January 21, 2017 at the state conference.
- c. Other
Bob introduced the District's new Athletics Coordinator, Casey Greene.

Agenda Item #6 Treasurer's Report

- a. Monthly Cash Report
Sharon reviewed the checking accounts, which total \$6,023,179.13 as of November 30, 2016. She reported the accounts payable total is \$143,855, and the investment total is \$200,000.
- b. 2015-16 Audit Presentation
Sharon introduced Jim Savio, Partner from Sikich LLP, who presented the annual financial report, stating the audit went very smoothly this year. He reviewed highlights of the audit and addressed the auditors' annual communication to the Commissioners. There was discussion about IMRF balances and net pension liability.
- c. Other
There was nothing additional to address.

Agenda Item #7 Attorney's Report

Steve Adams referenced the email sent to Commissioners regarding current projects and he reported that there is not much activity in Springfield at this time.

Agenda Item #8 Unfinished Business

- a. Harris TimeClock Demo
Joel introduced Cheryl Cross from Harris Local Government who explained benefits of utilizing TimeClock Plus for payroll entry. She said this system is compatible with the District's financial software and will make payroll entry easier. Also, it gives managers more control for tracking employees' time and it has the ability to track comp time.
Leslie Davis from TimeClock Plus provided an overview and presentation via phone and answered questions from the Board and staff.
The District's current payroll process was reviewed by Joel and Sharon. Cost was discussed and Joel said the initial start-up would be approximately \$2,000. There was discussion about implementing the new system and whether the time clock hardware is necessary for every facility. Bob said this will be presented at Budget Workshop.

Motion was made by Comm. Long and seconded by Comm. Karesh to approve a TimeClock Plus expenditure up to \$3,000.

Roll Call Vote:

Ayes: Comm. Long, Comm. Karesh, Comm. Flynn, Comm. Smith, Comm. Main

Nays: None

Absent: None

Motion Carried.

- b. Personnel Policy Manual – Board to consider adoption of revised PPM
Bob explained that the revised Personnel Policy Manual was presented to the Board. There was discussion about employee classification, overtime and comp time limits. The Board expressed concern about full time staff working too many hours, which led to discussion about the possible need to hire more staff. Bob said this will be addressed at Budget Workshop. The Board requested that comp time guidelines be modified. In addition, the Board requested an overtime report per pay period. Due to

the length of the discussion, the Board agreed to table and continue at the January Regular Meeting.

c. Robert Bernas Park/OSLAD – Update

Bob presented the plan for Bernas Park and discussed the recent survey which found jurisdictional wetland on the property. This would require additional permitting and expense to expand the pond. Bob explained that since the intent is simply to enhance the wetland, the pond will not be expanded. If a 50-foot buffer is maintained around the wetland, both a boardwalk and pathway are still allowed. Bob said individual costs have not been determined yet, but the permits will be simplified since the excavation area is limited. Bob recommended using a local architect to cut down on costs. Also, there was discussion about using crushed stone or asphalt for the pathway.

d. Maintenance Facility Lease Agreement with the Village Status Report

Bob explained that this needs to be addressed sooner rather than later. The possibility of a joint Village/Park District maintenance facility was discussed. Other options presented included reconfiguring the golf course to accommodate a new facility or purchasing a building along Quincy Ave. near the railroad tracks. The general feeling of the Board was to continue to explore options.

e. PARC Grant Discussion-Board to consider acceptance or withdrawal of PARC Grant

Bob reminded the Board of the timeline per the DNR and how the project may not be feasible at this time. According to recent discussions with the DNR, Bob explained that withdrawal will not be held against the District with regards to future projects.

Motion was made by Comm. Flynn and seconded by Comm. Long to respectfully withdraw from the PARC Grant Award.

Roll Call Vote:

Ayes: Comm. Flynn, Comm. Long, Comm. Smith

Nays: Comm. Karesh, Comm. Main

Absent: None

Motion Carried.

f. WYBA

Bob explained that there has been progress in recent discussions and there are WYBA Board Members who are open to assistance from the District with registration and website maintenance. He added that revenue from the signs on the outfield fence are an issue; the District has received that revenue for the last two years since the signs are on Park District property. Steve Adams referenced the new agreement he is drafting per Bob's request, adding the goal of this agreement should be to help the WYBA re-grow their program. Bob said he doesn't have specifics on their budget yet, and there was also discussion about their insurance coverage. The Board recommended giving the WYBA a deadline to provide budget and insurance information.

g. Other

There was no additional old business.

Agenda Item #9 New Business

a. 2016 Tax Abatement Ordinance No. 2016-10

Steve Adams reviewed this ordinance which authorizes the County to abate taxes levied for 2016 to pay debt service on 2011 General Obligation Park Bonds.

Motion was made by Comm. Long and seconded by Comm. Karesh to approve Tax Abatement Ordinance No. 2016-10.

Roll Call Vote:

Ayes: Comm. Long, Comm. Karesh, Comm. Flynn, Comm. Smith, Comm. Main

Nays: None

Absent: None

Motion Carried.

b. 2017 Regular Board Meeting Dates

Motion was made by Comm. Long and seconded by Comm. Smith to approve 2017 Regular Board Meeting dates on Wednesdays as presented.

Roll Call Vote:

Ayes: Comm. Long, Comm. Smith, Comm. Flynn, Comm. Karesh, Comm. Main

Nays: None

Absent: None

Motion Carried.

c. Holly Days Update

Steve reviewed the success of recent Holly Days programs and events, including the Giving Tree program, the Frosty and Friends Night Parade, and the Winter Wonderland event.

d. Concerts in the Park

Alice requested four concerts for 2017, with a similar schedule to 2016: two Wednesdays in July, two Wednesdays in August, all held at Veterans Park, with a \$5,000 budget. The Board was in agreement.

e. Golf Course Update

Joel reported that the Golf Course closed for the season on November 30. He said the Chili Open is scheduled for January 14 and has approximately 40 people registered. He explained that the 2016 season will be reviewed at the January Board Meeting.

f. Fitness Club Update

Joel reported that the new automatic doors were installed at the front entrance. He explained that the install took less than a day and the only impact to members was having to use the side entrance. In addition, November membership was +15.

g. Other

There was no other new business.

Agenda Item #10 Report of Staff

There were no additional staff reports.

Agenda Item #11 Adjournment

Seeing no further business, a motion was made by Comm. Smith and seconded by Comm. Karesh to adjourn the Regular Session.

Roll Call Vote:

Ayes: Comm. Smith, Comm. Karesh, Comm. Flynn, Comm. Long, Comm. Main

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 9:40 pm.