



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

Agenda Item #1 Call to Order

President Main called the meeting to order at 6:04 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 & IT,
Ben Grimme, Supt. of Parks & Golf Course, Kevin Siewak, Asst. Supt. of Recreation,
John Chorney, Parks & Facilities Foreman, Nicolette Jerik, Recreation Coordinator,
Cindy Bump, Preschool Director, Craig Grember, Golf Course Manager,
Rick Ricksecker, Fitness Club Manager, Lenore Farmer, Office Manager,
Kyle Madeja, Athletics Coordinator, Steve Adams, Attorney

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting and Closed Session Minutes of August 10, 2016
- b. Claims Ordinance – September 14, 2016
- c. Special Meeting of August 24, 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

a. General Public

There was no one present from the general public.

b. Written

Bob read a letter from the Reclaim 13 organization, thanking the District for use of Ty Warner Park on August 20 for a 5K event.

Bob also read a request for lights at Twin Lakes Park tennis courts, along with his response to the email, explaining that cost is one of the main reasons why the courts are not lit. In addition this email included a request for Park Board Meetings to be broadcast.

c. Other

There were no additional requests or comments.

Agenda Item #6 Treasurer's Report

a. Monthly Cash Report

Sharon reviewed the checking accounts, which total \$5,108,678.82 as of August 31, 2016 and she reported the accounts payable total is \$205,907. She noted that we continue with two CD's, which total \$200,000.

b. Other

There was discussion about the District's IMRF contribution, which Sharon explained stays for one year, adding we receive the statement in February or March.

Agenda Item #7 Local Government Travel Expense Act – Board to discuss required ordinance and maximum allowable reimbursements

Bob presented a chart with suggested travel, meal and lodging expenses and said maximum limits need to be established. Steve Adams said the ordinance is mandated by the state, explaining it prohibits elected officials and employees from using any public funds to pay for entertainment. The ordinance will regulate travel, meal and lodging expenses, and requires prior approval for reimbursement of these expenses, even when using the District's p-card. In addition, if these expenses exceed the maximum cap set by the Board, approval by a roll call vote at an open meeting is required. There was considerable discussion about the ordinance and the maximum amounts that need to be set. The ordinance will go into effect no later than March 2, 2017.

Agenda Item #8 Bond Excess Ordinance

Bob explained that the auditor just approved this the day before, so the ordinance to transfer the funds to Capital Replacement will be ready for the October Regular Meeting.

Agenda Item #9 Fitness Club Update

Kevin reported that membership is +24 for August, attributing new membership to current promotions and also the notification system if a membership is about to expire. Kevin said October Membership Appreciation will feature the annual Octoberfest barbeque. There was discussion about the facility rental module with the registration system, which the District does not currently own. The Board requested the cost, which Joel will report on in October.

Agenda Item #10 Unfinished Business

a. Park Tour – Board to Consider October 12, 2016 at 4:00 pm

The Board agreed to conduct the park tour starting at 4:00 pm on October 12, 2016, before the Regular Board Meeting. The tour will include the Fitness Club, Ty Warner Park, Twin Lakes Park and Veterans Park.

b. Soccer Field Rental Update

Kyle reviewed the schedule for the new soccer club, Chicago Empire, who is currently renting field space at Ty Warner Park. He said there are Westmont resident children in this program.

c. Park Projects

Ben reviewed the work currently being done on the tennis courts at Ty Warner Park, Veterans Park and Twin Lakes Park and provided visuals of each project. He said work is running smoothly at Veterans Park and explained the armor system and color coat process for crack repair at Twin Lakes Park. At Ty Warner Park, after the fence posts were removed, standing water was found in the holes. He explained that drainage will need to be installed in order to keep the water out and therefore extend the life of the court. Ben also provided a visual of the new landscaping on the east and south sides of the Community Center and reviewed his improvements to the Babe Ruth Field.

d. NRPA National Conference – October 5-8

Comm. Karesh, Comm. Flynn, Joel, Steve and Ben will attend this year's conference, held in St. Louis.

e. PARC & OSLAD Grants – Board to consider acceptance or withdrawal of PARC Grant

Regarding Robert W. Bernas Park, Bob reviewed the budget and development plan for the park, which will be funded in part by the OSLAD Grant. He said we should be getting \$200,000 reimbursement from the State this fall. He explained that this will be a neighborhood park with no programming and will include an environmental educational habitat. In addition, there will be a permeable paved parking lot, playground and shelter with restroom.

Bob explained there is still no word from the DNR regarding the PARC Grant agreement. He presented two different scenarios for the building project: full grant funding and 100% District funded. After considerable discussion about how to fund the building project, the general feeling of the Board is the District does not have enough money to complete this project if the State does not come through with their payment. There was also discussion about different alternatives to the PARC Grant, such as a line item grant or phasing the project into two parts. The discussion resulted in a plan to continue to review funding options and for staff to create a bullet-point summary of the current situation to present to our legislators for assistance.

f. Special Board Meeting September 28, 2016

This meeting, starting at 5:00 pm, is for review and consideration of the Personnel Policy Manual and Rules & Regulations Ordinance.

g. DECO Lighting Grant

Joel said the application process is complete and ready for submittal if the Board wishes to do so. He explained this will involve 132 light fixtures at the Fitness Club, Community Center and Ty Warner Park. The total cost of the project is \$39,272. The rebate amount is \$19,429 so the cost for the District will be \$19,843.

Motion was made by Comm. Karesh and seconded by Comm. Flynn to approve submittal of the DECO Lighting Grant.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Agenda Item #11 New Business

a. Twin Lakes Golf Course

Craig reviewed the outings scheduled for September. He said revenue is up \$5,000 from last year and projected a profitable end to the season as long as the weather remains good. There was discussion about outings and leagues and Craig explained that leagues help make the course profitable.

b. Wildcat/Athletics Program – Report and presentation of proposed organizational recommendations

Kyle reviewed why the athletic programming is currently being reworked. His presentation included several ideas, mainly rebranding and changing Wildcats to Westmont Wolverines, which is also currently used by the travel basketball program. He presented reasons for rebranding, costs, marketing and goals for football programming in 2017. The Board was favorable to the presentation and advised Kyle to move forward.

c. WYBA/Park District Memorandum of Understanding on Park District Assistance

Bob said the goal is to have an agreement signed and in place by December, so we can assist WYBA with their registration in January. There was discussion about the registration process, how payments should be managed, team sponsors, field usage and tournaments. The possibility of this becoming a District program was also addressed. The request of the Board was to rework the Memorandum and bring it back to the October meeting.

d. Review and Selection of Engineering Firms for Professional Services on OSLAD and PARC Grants.

Regarding the Robert Bernas Park development project and OSLAD Grant, Bob explained that unless the District has a previous, existing relationship with an engineering firm, we need to go through the RFQ process to select proposals based on the merits of the firm, ability to handle the project and price. Regarding the PARC Grant project, Bob explained that five firms have submitted proposals, which the Board needs to review. This will be on the agenda for the Special Meeting on September 28.

Comm. Smith departed from the Meeting at 9:30 pm.

e. Other

Bob noted the upcoming Consolidated Election on April 4, 2017. Comm. Karesh and Comm. Smith are up for reelection for six-year terms and Comm. Flynn can run for election for a two-year term.

Agenda Item #12 Report of Staff

Joel reported that he began using the email phishing software in order to test staff about clicking on links they are not familiar with. He will send a link for training videos to help educate staff on potential hazards that can come from the internet or emails. He explained

that the Junior Golf League averages 40% attendance over the summer; the registration fee is paid but the golfers do not use all their rounds.

Ben followed up from the August meeting regarding his weed program. He reviewed his fall and spring spraying schedule, explaining that if he continues with this program, there will be a great improvement in weed control in our parks. He also reviewed the steps he has taken to improve the Babe Ruth Field.

Steve reported on PVPN's upcoming show, "Inherit the Wind," which will be held in November. He discussed his new responsibility as liaison for Westmont school districts and said he became supervisor of Park Patrol in September. He reviewed Haunted Forest, Holly Days and upcoming community events.

Nicolette reported on her current programs, schools out trips and said she hired two new counselors for Kids Club. She said Spray Park and Backstop have started fall hours of weekends only and there was discussion as to whether or not they should remain open after Labor Day.

Kyle reported on the positive evaluations he has received from the Junior Golf League and he discussed upcoming programs, including the travel basketball league and Punt, Pass and Kick. In addition, he explained that Woodridge Park District has been added to the girls' softball league.

John reported that he is preparing for fall and winter and continues organizing the maintenance garage. He is also preparing for Haunted Forest and has been assisting with park beautification projects.

Agenda Item #13 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

The Regular Session was adjourned at 9:50 pm.