



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
July 12, 2017, 6:00 pm**

Agenda Item #1 Call to Order

President Main called the meeting to order at 6:12 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, Craig Grember, Golf Club Manager, Lenore Farmer, Finance
Assistant & HR, Kim Baxter, Marketing Coordinator, Mary Kawalek, Recreation
Coordinator

Guests: Yvonne Novak, RCP Insurance Services
Kaylene Costello, Manning Elementary School PTO

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – June 14, 2017
- b. Claims Ordinance – July 12, 2017

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

Roll Call Vote:

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

Nays: None

Abstain: Comm. Smith

Absent: None

Motion Carried.

Agenda Item #5 Open Forum and Correspondence

a. General Public

Kaylene Costello from Manning School PTO addressed the Board in order to request
use of Ty Warner Park for a fundraiser event on October 15, 2017. After a brief
discussion, the Board agreed to Ms. Costello's request.

b. Written

Bob presented a request to serve beer and wine at a company picnic to be held at Ty
Warner Park on August 23, 2017. After a brief discussion, the Board was in
agreement, pending proof of host liquor liability insurance.

Bob presented a second request, from New Wave Lacrosse, who will be hosting a tournament at Westmont Yard on December 30, 2017, and would like access to the parking lot at Bellerive Park for overflow parking. The Board began discussion, and determined that a fee of \$150 should be charged.

c. Other

Bob informed the Board that the carnival workers from this weekend's Taste of Westmont event were not able to set up their camp at their usual location, so they will use the road near the Golf Course maintenance garage for this purpose. Steve introduced Mary Kawalek to the Board, who began working as Recreation Coordinator on July 10.

Agenda Item #6 Attorney's Report

Bob explained that going forward Steve Adams will not be in attendance at every Regular Meeting, but he will send reports to the Board via email. The Board was in agreement that the attorney should be present only when necessary.

Agenda Item #7 IPARKS Renewal

Bob introduced Yvonne Novak from RCP Insurance Services, who reviewed the Current Statement of Values and explained the 4% rate increase for the renewal premium. She noted that the new maintenance facility has been included. The Board discussed the possibility of increasing the liability limit. Yvonne will provide comparison information from other districts to assist the Board with making this decision. Bob also presented the Loss Run Summary Report from IPRF. The Board found the renewal summary very informative.

Agenda Item #8 Unfinished Business

a. Robert Bernas Park/OSLAD Update

Bob reported that 16 general contractors attended the mandatory pre-bid meeting that took place earlier today, and the sealed bids will be opened on July 18 at 10:00 am. The Board scheduled a Special Meeting on July 19 at 4:00 pm to review the bids. Bob explained that permits are pending, depending on the successful bid. Also, he has not heard back from the County regarding the wetlands.

b. Maintenance Facility Acquisition

Bob said that demolition will begin next week, and will continue through the end of summer. Fencing, a new roof, and cleaning up the façade were discussed. Bob explained that work will be completed in phases, with exterior work and parkway improvement being the focus for the next three months.

c. Mertz Park/Ashford Open Space Property Conveyance Update

Bob explained that he spoke with the Village attorney and all that needs to be done is to schedule the closing.

d. LED Lighting Projects Update

Joel reviewed costs for both the Fitness Club Gym and the Community Center Gym. After questioning the Capital Projects Budget, which Bob explained is tight, the

Board began discussion. They determined that the Community Center Gym has inferior lighting and should be improved now, and the Fitness Club Gym can wait.

e. Other

Bob stated that all athletic court repair and resurfacing is complete.

Agenda Item #9 New Business

a. Dedication and Renaming of Diane Main Park

Motion was made by Comm. Long and seconded by Comm. Flynn to officially rename Twin Lakes Park to Diane Main Park.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

b. July 4th

Bob reported that the July 4th event ran very smoothly and the only incidents were some lost children, who were returned to their parents. Sharon reviewed the revenue brought in from sandwiches, pop, ice cream, beer and glo-necklaces, explaining that the goal is not to make money, just to provide a great community event. The Board was complimentary to staff for the success of this event.

c. Marketing Discussion

Marketing Coordinator Kim Baxter began her presentation with a brief history of marketing at the District, and reviewed her responsibilities, stating that her current part-time position was created in September 2015. Kim also provided an overview of the new website, and explained the District's use of social media for advertising. In addition, she reviewed the cost of producing the Program Guide - \$44,000 per year – and the cost for the District's two pages in the Neighbors Magazine - \$900 every two months. The Board entered into discussion. The general feeling was to possibly move away from printing and mailing the guide in the future. Also, the Board determined that the Neighbors Magazine is too costly and directed staff to eliminate the District's two pages. However, District programs and events should remain on the calendar, as long as there is no cost. There was also discussion about the Senior Newsletter, which is produced in-house three times per year. Possibly adding senior programs to the Program Guide was suggested, and eliminating the Senior Newsletter, in order to cut costs. Bob said he will discuss with staff. The Board requested exact costs for producing the newsletter, along with revenue from senior programs and trips.

d. Treasurer's Report

Sharon reviewed the checking accounts, which total \$5,627,144.22 as of June 30, 2017. She reported the accounts payable total is \$362,735.60 and we continue with two CD's which total \$200,000. Sharon explained that the CD's are maturing and requested direction from the Board. The Board suggested researching current rates and to look for a Westmont bank.

e. Revenue Facilities Report

Craig reported that June was a good month at the Golf Course, with \$56,556 in revenue. He stated that the Junior Golf League is running well, and averages 90 golfers per day, Monday through Thursday. In addition, golf lessons generated \$1,260 in revenue through June. Craig explained that the Golf Course has begun using direct email advertising, in order to offer specials to the adult leagues.

Joel reported that Fitness Club membership is positive 10 for June, and a special will be coming out in August. He said the DCEO LED lighting project is complete and payment from the State has been received. Finally, credit card chip readers are at both the Golf Course and the Community Center.

f. Parks/Maintenance Report

Ben reported that the two new utility carts were delivered to Ty Warner Park in time for the July 4th event, and proved to be of great assistance with clean-up. He reviewed recent improvements at the Golf Course, including cleaning out the sign bed and laying new sod. Ben requested direction from the Board with regards to replacing trees on parkways after ash tree removal. The general feeling of the Board was the Village should continue planting the new trees, so the District does not incur new costs. Finally, Ben reported that the furnace in his office needs to be replaced, and Stadler offered the lowest replacement fee of \$1,900.

g. Recreation Report

Steve reported on the success of PVPN's summer musical, "Fiddler on the Roof." Also, PVPN is preparing for their summer event, Celebrate PVPN, and their fall production, "Death of a Salesman." Steve also reported on the Six Flags Great America ticket sales, explaining that this program will continue in the future. He reviewed upcoming events, including Taste of Westmont, Teen Camp Challenge, Movies in the Park, Police National Night Out and the Summerfest Softball Tournament. He presented a sample of the new curtain to be installed in the Community Center Gym, and he provided a sponsorship program update.

h. Other

Bob suggested adjourning to Closed Session to review a legal matter.

Agenda Item #10 Adjournment

Motion was made by Comm. Smith and seconded by Comm. Flynn to adjourn to Closed Session pursuant to Section 2 (c) (5) of the Open Meetings Act for the discussion of the purchase or lease of real property for the use of the public body.

Roll Call Vote:

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

Nays: None

Absent: None

The Board adjourned to Closed Session at 8:30 pm.

President Main called the Regular Session back to order at 8:42 pm. With no further business to discuss, a motion was made by Comm. Smith and seconded by Comm. Karesh to adjourn the Regular Session.

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

Nays: None

Absent: None

Motion Carried.

The Regular Session was adjourned at 8:45 pm.