



**Westmont Park District Board of Commissioners
Minutes of the Regular Meeting
Ronald J. Gunter Administrative Center
55 E. Richmond St., Westmont, IL 60559
October 11, 2017, 6:00 pm**

Agenda Item #1 Call to Order

President Long called the meeting to order at 6:12 pm.

Agenda Item #2 Roll Call

Comm. Flynn, Comm. Karesh, Comm. Long, Comm. Main (attended by remote means)
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, Lenore Farmer, Finance
Assistant & HR, Cindy Bump, Preschool Director, Alice Krampits, Senior Coordinator &
Special Events, Casey Greene, Athletics Coordinator, Collin Jaffe, Recreation
Coordinator, Mary Kawalek, Recreation Coordinator, Maggie South, Administrative
Secretary

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Consent Agenda

- a. Regular Board Meeting Minutes – September 13, 2017
- b. Claims Ordinance – October 11, 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. Main, Comm. Long

Nays: None

Absent: Comm. Smith

Motion Carried.

Agenda Item #5 Open Forum and Correspondence

- a. General Public
There was no one present from the general public.
- b. Written
Bob read a request to serve beer and wine at a picnic to be held at Ty Warner Park on
October 5, 2018. The Board was in agreement.
Bob informed the Board that Holy Trinity School will be utilizing Veterans Park for a
Rosary Walk on October 13, 2017, starting at 2:00 pm.
- c. Other
There was no other correspondence.

Agenda Item #6 \$825,000 Bond Issue/\$230,000 General Obligations Bonds-BINA Hearing

- a. Public Hearing Concerning the Intent of the Board Of Park Commissioners to Sell a \$230,000 General Obligations Limited Park Bonds to Finance Capital Projects in and for the District
President Long opened the Public Hearing. There was no one present from the general public. President Long closed the Public Hearing.
- b. Authorize to Acquire Bids on an \$825,000 Bonds Issue for December 1, 2017: \$600,000 Debt Retirement and \$225,000 Capital Projects
Bob noted the corrected amount of \$230,000 from \$225,000. He said the intention is to pay off the \$600,000 debt. Bids will be presented at the November Board Meeting.

Motion was made by Comm. Flynn and seconded by Comm. Karesh to authorize staff to acquire bids on an \$825,000 Bonds Issue for December 1, 2017.

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

Motion Carried.

Agenda Item # 7 Recreation Staff – Department and Programming Presentation

Steve began the presentation, explaining the department transition over the past year, and noting the hard work of the recreation staff.

Alice provided a brief history of senior programming, and explained how trips are planned. She reported that there are 16 trips per season. Summer and fall are the most successful seasons, and average yearly income is \$100,000. She also presented information on senior classes, services, and the golf and bowling leagues.

Cindy presented information on the summer camp program, including pricing and declining enrollment. The Board began discussion, offering suggestions to increase enrollment. Cindy then provided enrollment and budget information on the Twin Lakes Learning Center preschool, noting that the 2 & 3 School is a great feeder program for preschool.

Casey began her presentation with Wolverines girls softball, which showed increased enrollment in 2017. She projected 4 to 5 teams next year. The Board suggested a summer clinic program. Casey then reviewed Wolverine football and cheer, noting the new flag football league this year, which consists of five football teams and two cheer teams. She then provided information and fees on Wolverines travel basketball, which will have four boys teams and one girls team this year, and biddy basketball, which will begin in December. Finally, she reviewed adult athletics, including baseball, hockey and softball.

Mary presented information on the dance program, explaining that the most popular classes are pre-ballet/tap and creative movement; winter/spring is the highest enrollment season due to the recital. She also reviewed the piano lesson program and the PVPN theater schedule. She then provided fees and enrollment for the upcoming Polar Express Storytime Train, noting that it sold out quickly this year. Mary then reviewed the summer

Spray Park season, noting that most visitors are non-residents. Mary presented statistics on the low amount of week-day visitors once school begins in August. The Board strongly advised that regardless of the amount of visitors, the Spray Park should remain open as long as possible. Finally, Mary reviewed the Backstop concession menu and provided revenue information.

Collin supervises the Kids Club after-school care program and he reported that current enrollment is at maximum capacity, largely due to the efforts of the site director, Silvia Lyons. However, the Early Bird before-school care has low enrollment and Collin is working to market that program and increase enrollment. He then reviewed teen programming, including co-op programs with other area park districts, service projects, and trips. Also, Collin said that approximately 400 teens from other park districts were in attendance at this summer's Teen Camp Olympics, held at Ty Warner Park.

Collin and Casey then reported on contracted classes. Collin presented a list to the Board of early childhood, youth, and adult programs. There was discussion about how contracted classes are run, and the Board expressed interest in enrollment numbers. Casey reviewed martial arts classes and both the All Star Sports and Sports Kids Inc. programs.

The Board was complimentary toward staff for the information presented.

Agenda Item # 8 Unfinished Business

a. Robert Bernas Park/OSLAD Update

Bob provided visuals of work in progress at Bernas Park, and explained the peat layer, and the helical piers installation for the restroom facility. He reported that the project is on schedule and concrete will get poured later in the week. Once the concrete cures, structures can begin to go vertical. He said work will then start on the parking lot and the helical pier installation for the boardwalk. He added that work will continue as long as the weather allows.

Bob informed the Board that Nicor cut our copper water line while relocating the gas line, which resulted in a flood on the site. Nicor is paying for the repair. Also, after meeting with ComEd, Bob informed the Board that single phase pumps will be installed in the pond, which are free.

b. Maintenance Facility Acquisition

Ben provided a visual of the louver, or fresh air intake, which was installed in the façade. He then explained how the outside of the building will be painted. Bob illustrated where the sidewalk will be located. There was discussion about the gate and fence height and Bob said six feet meets Village code. He described how the building will look once it has been painted and landscaped. After landscaping, a new roof will be installed.

c. Oak Brook Hills Hotel Land/Cash Donation Question

Bob reported that he spoke with the Economic Development Director in order to keep the Park District in consideration with regard to developer submittals.

d. Maintenance Department Software

Bob reported that there have been discussions and demos on the proposed software, Productive Parks, with staff. All are pleased with it, and the fee will be approximately

\$5,000, as opposed to \$20,000 for MainTrac. In addition, it will be an overall easier customization.

Motion was made by Comm. Flynn and seconded by Comm. Main to recommend the purchase of Productive Parks maintenance software.

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

Motion Carried.

e. Website Development Update

Joel presented visuals of several pages from the new website design, stating that the goal for the new website is the beginning of next year. He also provided a visual of how it will look on a phone. The Board was pleased with the new design.

f. Other

There was no other old business.

Agenda Item # 9 New Business

a. Revision to August 2017 Board Minutes to reflect accurate travel dates for NRPA Conference

Motion was made by Comm. Main and seconded by Comm. Flynn to approve the revision to the August 2017 Minutes to accurately reflect travel dates of September 25 and 29, 2017 for NRPA Conference.

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

Motion Carried.

b. Proposed Tax Levy

Bob explained that the increase cannot be greater than 5%. He said the proposed increase is 4.5% for capped funds and 3.9% for bonds and ADA funds. He stated the ordinance will be adopted in November and we will find out what the rate is in the spring.

c. Surplus Property Ordinance No. 2017-7

Motion was made by Comm. Flynn and seconded by Comm. Main to approve Surplus Property Ordinance No. 2017-7.

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

Motion Carried.

- d. Board to Consider Purchase of Light Pole and Fixture for Zipline
Bob provided a visual of the new Zipline at Ty Warner Park and reviewed the construction process. He explained that a light pole needs to be added for safety. He said a junction box has been installed. There was a power line hit during the installation and Bob informed the Board that he directed the contractor to dig. The Board expressed concern and advised staff to always locate before digging.

Motion was made by Comm. Karesh and seconded by Comm. Main to approve purchase of a light pole and fixture for the Zipline at Ty Warner Park, not to exceed \$5,000.

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

Motion Carried.

- e. Board to consider Purchase of Inflatable Bubble Balls
Comm. Flynn recommended purchasing balls with thicker, longer lasting plastic, in both youth and adult sizes. A fee of \$400 per ball was discussed.

Motion was made by Comm. Flynn and seconded by Comm. Karesh to approve the purchase of 10 adult and 10 youth inflatable bubble balls for recreational, league and rental use.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

- f. Board to Consider Purchase of Gaga Ball
Bob presented a visual of a gaga ball pit, which was 15 feet in diameter, for a cost of \$1,411. The Board discussed whether to purchase one or more, noting that it is not a permanent structure and can be moved.

Motion was made by Comm. Flynn and seconded by Comm. Main to purchase three gaga ball pits to be used at Ty Warner Park, Veterans Park, and Diane Main Park.

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

Motion Carried.

- g. Treasurer's Report
Sharon reviewed the checking accounts, which total \$5,870,739.92 as of September 30, 2017, and she reported the accounts payable total is \$287,989.44. She informed the Board that the \$200,000 CD will expire in February 2018.

h. Revenue Facility Report

Joel said that the end of the golf season is approaching, which overall was successful. He reported that Fitness Club membership was positive 14 for September. He also commented on the success of October membership appreciation day. Joel also informed the Board that new copiers have been installed at the Admin Center and the Community Center, and the new iPad to be used as a time clock was installed at the Admin Center.

Comm. Karesh questioned the ghost employee payroll, with regard to possible payroll fraud. After discussion, the Board recommended that twice per year, staff should show ID and then initial when picking up paychecks.

Sharon then asked about direct deposit for part-time staff. The Board was open to the possibility, but advised staff to research and gather information from the auditors and from the bank.

Bob informed the Board of a recent marketing and Fitness Club meeting held in order to determine the best way to inform members of the new increased rates, which will start in January 2018.

i. Parks/Maintenance Report

Ben reported on the fall aeration program, starting at the Golf Course, and then continuing on to parks. He said the Zipline at Ty Warner Park should be open by the end of the week. He updated the Board on the construction currently underway for the upcoming Haunted Forest event. Finally, he reported on the pump controllers in the Ty Warner Park pavilion, which do not have a manual option. He said a new one could cost \$5,000 - \$7,000. He will research and report at the next meeting.

j. Recreation Report

Steve reported on the success of the Last Straw Fall Event and the upcoming Haunted Forest tour, scheduled for October 21st. He also reviewed the Holly Days schedule of events, including the new Snow-Much Fun Night.

k. Other

There was no other new business.

Agenda Item #10 Adjournment

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

Roll Call Vote:

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

Nays: None

Absent: Comm. Smith

Motion Carried.

The Regular Session was adjourned at 9:53 pm.