

Minutes of the Regular Board Meeting
February 10, 2011

Agenda Item #1 Call to Order

President Robert Bernas called the meeting to order at 6:03 pm

Agenda Item #2 Roll Call

Comm. Bernas, Comm. Long, Comm. Karesh, Comm. Smith, Comm. Main, Ron Gunter, Director, Robert Fleck, Supt. of Parks and Planning, Kim Lojewski, Supt. of Recreation, Bobbi Trifilio, Admin. Asst., Alice Krampits Museum Curator/Senior Coord., Keith Johnson, Greens Supt., Cindy Bump, Preschool Director, John Chorney, Facility Manager, Scott Browne, Maintenance Fore, Joel Hymen, , Recreation Coord., Dan Tutskey, Athletic Coord. and Attorney Ken Kubiesa

Agenda Item #3 Approval of the Minutes of the Regular Board Meeting of January 13, 2011.

Motion was made by Comm. Main and seconded by Comm. Smith to approve the minutes of the Regular Board Meeting of January 13, 2011.

Roll Call: Ayes 5 Nays 0 Absent 0
Motion carried.

Motion was made by Comm. Main and seconded by Comm. Smith to approve the minutes of the Executive Session of the January 13, 2011.

Roll Call: Ayes 5 Nays 0 Absent 0
Motion carried.

Agenda Item # 4 Claims Ordinance

Motion was made by Comm. Smith and seconded by Comm. Main to pay the February claims.

Roll Call: Ayes 5 Nays 0 Absent 0
Motion carried.

Agenda Item #5 Open Forum

a. General Public

No one from the general public was in attendance.

b. Written

Everyone congratulated Comm. Karesh on receiving the Rising Star Award at the State Conference this January 2011. Comm. Main explained the qualifications to be nominated for this award.

Agenda Item #6 Unfinished Business

a. Veterans Memorial Park

1. Playground Installation

Bob provided the bid results for the playground replacement installation. Elanar was lowest bid by far. The next lowest bid was from Kenneth Company. The bid is almost \$20,000 less than Bob's estimate. The bids were as follows:

1. Copenhaver Construction:	Base Bid:	5. Fuerte Systems:	Base Bid:
\$70,151.00		\$56,479.44	
2. Kenneth Company:	Base Bid:	6. Elanar Construction	Base Bid:
\$54,731.00		\$43,848.00	
3. Green-Up	Base Bid:	7. Clauss Brothers	Base Bid:
\$59,314.62		\$88,319.00	
4. Water's Edge Technologies	Base Bid:		
\$65,703.00			

Approved Budget

Capital Improvement Budget	60,000.00
ADA Budget	<u>170,000.00</u>
TOTAL	230,000.00

Actual Budget

Equipment/Delivery	123,786.00
Bid/Install	<u>43,848.00</u>
	167,634.00

Revised Fund Allocation

Capital	50,000.00
ADA	117,634.00

Motion was made by Comm. Main and seconded by Comm. Smith to approve the bid from Elanar Construction for the Veterans Memorial playground replacement installation for \$43,848.00.

Roll Call: Ayes 5 Nays 0 Absent 0
Motion carried.

b. S-Curve

Bob updated the Board on the progress on the S-Curve property, Ken Kubiesa; the park district's attorney was at the meeting to walk the Board and staff through the process with the Village. The property has been disconnected from Oak Brook and now needs to be incorporated into Westmont and re-zoned R-4. The Village will help us sell the property and avoid us having to go to court to do so.

The Board needs to approve a motion that would show that the property would be sold to obtain other property for park use. We will also need to annex the property into the Park District.

Motion was made by Comm. Long and seconded by Comm. Main to approve Resolution 2011-1. A resolution stating that the S-curve property would only be sold so the Park District could purchase other property for park us.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion carried.

c. Personnel Policy Manual

1. Board Review

Kim provided the pages with changes that were made at the January meeting for the Board's approval. She stated that they are waiting for the fire department to review the safety manual so that it can become a permanent document. Comm. Karesh stated that on page 14 of the Personnel Policy Manual the bonus money for service years is buildable. Kim stated she will correct that error.

2. Board Action

Motion was made by Comm. Karesh and seconded by Comm. Main to approve the Personnel Policy Manual with changes as presented.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion carried.

Comm. Long questioned that unused sick days are carried over for IMRF benefits. A discussion followed. Comm. Long is in favor of the employee sick day pool but doesn't like the credited sick days for IMRF. Employees do not get reimbursed for unused sick days but they do get credit from IMRF for additional service up to one year. Comm. Karesh stated that it was an incentive for employees to come to work and not use their sick days. Both Comm. Main and Comm. Karesh explained that the accumulated sick days are a part of the IMRF package and not open to change by the agencies.

d. Holly Days 2010

Danny provided the final budget for Holly Days 2010. The approximately \$1,000 in electric bills to the facilities was not included in his budget. He felt it was a pretty successful year. Hopefully, the Westmont Auto Group will maintain their core members and they will still fund Holly Days in 2011.

e. Golf Course

Ron reported that the management at the Club House is in transition. Frank will co-manage the club house with Craig Grember until next year when Craig will be full manager and Frank will be a starter and goodwill ambassador. Everything will have to go through Craig this year.

Joel reported that he spent the week training staff on the new software. It has proven to be more difficult to train the staff on the point of sale than he expected but he will keep working with them. He would like to purchase a card printer that would eliminate the pass books and resident cards. A discussion followed regarding security. Staff will figure out the best way to manage the cards. The card printer will cost approximately \$1,800. The Board agreed to purchase the card printer.

Ron made a suggestion that we have one rate across the board to encourage more play by non-residents. After some discussion it was decided that we would not raise rates in 2011 and keep the 3 levels of rates.

Next month Joel will make a presentation for a new software package for the Fitness Club and the Community Center and accounting. The Fitness Club would be very similar to the golf course software and it would be all tied together. The cost would be about \$50,000.00. We would save this on the cost of billing by Lord and Murphy.

Agenda Item #7 New Business

a. Program Guide Bids/Board Action

Kim received two bids on the program guide printing. She explained that the guide has grown in size and she needed a bid for a larger book. McKay was the low bidder. Following is the bid tabulation for the program guide:

Please find below the bid tabulations for 2 program guide series:

Summer 2011, Fall 2011 & Winter.Spring 2012 guides

Summer 2012, Fall 2012 & Winter.Spring 2013 guides

McKay Printing Services	40 pg. guide price:	\$5,384 x 6 guides =	\$32,304
135 Woodcreek Drive		annually =	\$16,152
Michigan City, IN 46360	changes:	\$65/hr. for an average of 15 hr/yr.	

RR Donnelley	40 pg. guide price:	\$8,457 x 6 guides =	\$50,742 + \$319 freight
3075 Highland Pkwy.		annually =	\$25,371
Downers Grove, IL 60515	changes:	\$66/hr. for an average of 15 hr/yr.	

NOTE: The price per above was based on a 40 page guide. After the bid opening, I contacted the two companies and asked for them to provide prices for larger guides; results are listed below:

McKay Printing	48 pg. guide price:	\$6,020
	56 pg. guide price:	\$6,576
RR Donnelley	48 pg. guide price:	\$9,627 + \$322 freight
	56 pg. guide price:	\$11,129 + \$322 freight

Motion was made by Comm. Main and seconded by Comm. Smith to approve the program guide bid from the low bidder McKay Printing as presented.

Roll Call: Ayes 5 Nays 0 Absent 0
Motion carried.

b. IMRF Update

The Board requested information on a “what if Ron retired this year” scenario on where the park district would stand with the IMRF pool funding. The information Ron provided from IMRF shows that the agencies rate would go up 4/10 of 1% or \$4,000 per year. By the end of March we can find out how funded we are currently. Ron believes we are about 75% funded. Comm. Long asked staff to find out what happens to the interest on the annuity that a retired employee’s money is placed into fund his retirement checks.

c. Board Policy Manual

Ron stated that somewhere down the road all agencies should have a Board Policy Manual. He feels it is something we should look into. Ron has gotten copies of Board Policy Manuals from a few other local districts. He, Bob and Kim will put together a sample policy.

d. Holy Trinity/Linden Street

The Village has allowed Holy Trinity Church School to close Linden Street for drop-off and pick-up for the students Monday through Friday during the school year. It causes a great deal of congestion for our participants, especially the seniors. Since the church has built a new parking lot it would help out if they were to use their parking lot for the drop-off – pick-up procedure and we could open Linden Street. Staff will meet with the Village to discuss this issue.

e. 2011 Budget Workshop

The budget workshop is scheduled for Saturday March 26, 2011 beginning at 9 AM. Bob will update the Board on the ADA projects, staff will provide their wish list and budgets. We are still waiting to hear about the grant money.

f. IAPD LAWCON Resolution 2011-2

Bob explained Resolution 2011-2, it says that the park district wants the government to continue the LAWCON funding. It supplies money for land acquisition and improvements.

Motion was made by Comm. Main and seconded by Comm. Karesh to approve Resolution 2011-2.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion carried.

Agenda Item #8 Staff Report

Keith had nothing additional to report except that the Chili Open had 50 golfers. One big group that usually plays the Chili Open were unable to attend this year.

Ron commented that Scott, Keith and John worked day and night clearing the parking lots for all the facilities, the parks and sidewalks.

Scott had nothing additional except to report that during the blizzard they did not have any snow removal equipment failures and that the ice rinks have continued to be maintained.

John reported that the fire safety equipment has been updated at the Community Center and Twin Lakes Learning Center.

Cindy reported the February focus at Twin Lakes includes the Chinese New Year celebration (year of the rabbit). We will do a Valentine's Day mail exchange. Registration for the 2011/2012 preschool year was held on February 4 for Westmont residents and it went well. The morning programs filled but the four-year-old pm class has many more openings. This is and has been the typical trend for the past few years. It usually takes several months to fill, but it always runs. I have a story that I would like to share, mostly because of the high compliment that was received regarding the park district preschool program. Anyhow, a few weeks ago, Mrs. Perez visited TLLC (without her child) to observe the current three-year-old program. During that visit, she spoke with Kim, Martin and myself and asked each of us many developmentally appropriate practice type questions. Her insights immediately told me that must be an educator herself so in turn, I asked her about her background. She told me that she works with the National Association of Education for Young Children

(NAEYC) and is involved with handling accreditations. My first thought was that she must be a secret shopper hired by the park district and was sent here to evaluate the staff, their interactions with the children and the content of the program. My second thought was this building would not pass NAEYC standards, it doesn't even have the necessary square footage per/child indoors, she's not going to enroll her child here. Personally, I didn't think she would return, but I was wrong! Mrs. Perez was so impressed with the program that she did return the following week with her child and husband. She wanted him to view TLLC in full operation, observe their child within the environment, plus introduce them to the teachers. During this visit, they mentioned that they had visited several area preschools and said they weren't bad, they offered great things, but just didn't get that warm feeling with certain aspects of the curriculum. They preferred a developmentally appropriate program that focuses on the whole child and felt that TLLC would be a good starting place for their daughter's education.

Alice reported that the Senior Trips are not doing all that well. The Field Museum – Gold Exhibit trip scheduled for Feb. 3 was cancelled due to low enrollment and anticipation of the snow storm. Tax assistance was postponed due to the blizzard and will now begin February 7. This AARP sponsored program will be available Monday and Wednesday mornings from 9am – 12N through April 13th. Linda Wonderlin is planning a new event. As you know, our annual craft bazaar is very successful. Numerous people sell jewelry, and we cannot accommodate all of them. We will now have a Jewelry and Fine Arts show on Saturday, April 30 from 9am – 2pm. We originally wanted to host this event the same day as the museum's art show, however, Linda was not able to run the event at that time. The show will be small, perhaps 15-20 vendors and will be held in the Linden Room and lower level of the Senior Center as needed. The annual membership drive for the museum has concluded with a total of 42 members. The breakdown is as follows: 36 regular memberships, 2 corporate memberships, 2 honorary memberships, 2 complimentary memberships. The Historical Society made \$785 – higher than normal. This was due in part to 21 people purchasing the Westmont Stories membership for \$25 which included Fred Munding's book about Westmont & Maercker School. There were 12 people who did not renew memberships. The museum has received a matching grant for \$170 from the Illinois Association of Museums. The original request was for \$300. The grant monies are designated for creation of a new brochure, and the project must be completed by June. The next events at the museum: Victorian Valentine Exhibit for the month of February, Ladybug Valentines-Sun. Feb. 13 - 1:00 – 3:00pm - \$3, Spring Palette Art Show Sun. March 20 11:00am – 4:00pm - Free. This year is the 30th anniversary of the museum being open (1981) and the 35th anniversary of the founding of the Historical Society (1976). It is also the 90th anniversary of the incorporation of the Village of Westmont (1921) and the 70th anniversary of Pearl Harbor. John Dispensa would like to celebrate by having an honorary street sign designating a portion of Cass Avenue as Gregg's Road (perhaps from Dallas or 55th Street to the Railroad tracks) At this time the village is not planning any events related to their anniversary. Museum exhibits related to these anniversaries is pending. The historical society is reviewing the need for repairs on the museum. They are concerned about the leaking gutters. This has created deterioration of bricks, especially on the south side of the structure. The museum is also in need of new window shades. They are hoping the park district can set aside some funds for these projects. This year we will get the new fence up around the garden and hopefully get some new paint on the porch. She presented a payment schedule from the Historical Society showing how they will pay back the loan for the new sign outside the Gregg Museum over the next 3 years.

Danny reported_Biddy Basketball All-Star Night is scheduled for February 26 at the Westmont Fitness Club. We will have an All-Star game at each playing level. Each All-Star member will receive a t-shirt. Cordia Sr. Center will be donating snacks for the event as well as bring seniors out to watch the games. Due to our high enrollment we will play some games during the day the Westmont Community Center starting around 9 am. GEM's Early Registration has ended. We currently have 100 participants total through our last registration. 8T-ball, 18 – U10, 35 – U12, 13 – U14, and 26 – U16/U18. Wildcats Football & Cheerleading held their first Board Meeting on Wednesday, January 26. Early Registration for Football and Cheerleading will be on March

24, April 28, May 14 and May 21. Flyers are being distributed to school district 201, 60 and 99. Skill Soccer is a weeklong camp that teaches fundamental soccer skills through a series of fun games such as Sponge Bob and Scooby Doo. The program is a theme based program for kids ages 3-6 years old. I am meeting with Kristian Rockall. As for the Lacrosse Co-op with Darien for this summer we will be running a co-op Lacrosse class with the Darien Park District. As it's currently structured the class will be offered in a camp format this summer and will last one week. As the details are finalized I will have more information.

Joel stated that he went to the State Conference and attended a lot of sessions. He has been spending a lot of his time at the golf course with the new software system. He is working on his summer write-ups for the program guide.

Agenda Item # 9 Executive Session – Personnel

Motion was made by Comm. Smith and seconded by Comm. Main to go to Executive Session.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion carried.

Comm. Bernas called the Regular Session back to order at 9:06 PM

Agenda Item #10 Adjournment

Motion was made by Comm. Smith and seconded by Comm. Main to adjourn the meeting.

Roll Call: Ayes 5 Nays 0 Absent 0

Motion carried.

The meeting was adjourned at 9:10 PM

Motions Acted Upon
February 10, 2011

Motion	2 nd	
DM	SS	Motion to approve minutes of the Reg. Board Meeting & Executive Session of Jan. 13, 2011
SS	DM	Motion to pay the Feb. Claims
DM	SS	Motion to approve Vet. Mem. Playground Replacement bid from Elanar \$43,848.
JL	DM	Motion to approve Resolution 2011-1
JK	DM	Motion to approve Personnel Policy Manual with changes to page 14
DM	SS	Motion to approve Program Guide bid to McKay Printers as presented
DM	JK	Motion to approve IAPD Resolution 2011-2
SS	DM	Motion to adjourn to Executive Session on Personnel
SS	DM	Motion to adjourn the meeting

	1	2	3	4	5	6	7	8	9
Karesh, J	X	X	X	X	X	X	X	X	X
Long, J	X	X	N	X	X	X	X	X	X
Main, D	X	X	X	X	X	X	X	X	X
Smith, S	X	X	X	X	X	X	X	X	X
Bernas, R	X	X	X	X	X	X	X	X	X