

Minutes of the Regular Board Meeting  
January 13, 2011

Agenda Item #1 Call to Order

President Robert Bernas called the meeting to order at 6:06 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. and Steve Golembiewski, Recreation Coord., Cindy Bump, Pre-school Director, Joel Hymen, Recreation Coord., and Danny Tutskey, Athletic Coord.

Agenda Item #3 Approval of the Minutes of the Regular Board Meeting of December 9, 2010.

Motion was made by Comm. Smith and seconded by Comm. Main to approve the minutes of the Regular Board Meeting of December 9, 2010.

Call: Ayes 5          Nays 0          Absent 0  
Motion carried.

Agenda Item # 4 Claims Ordinance

Motion was made by Comm. Main and seconded by Comm. Long to pay the January claims.

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

Agenda Item #5 Open Forum

a. General Public

No one was present from the general public.

b. Written

There was no correspondence

Agenda Item #6 Unfinished Business

a. Veterans Memorial Park Playground Update

Bob has been trying to obtain information on the zip-line. The company is located in Germany. Last month the Board approved a large piece of playground equipment. Bob provided two options on the other equipment. He discussed Option A and B (alternate option). Option B will cost an additional more that will put the project over budget. A discussion followed regarding the zip line being ADA accessible and the use of rubberized surfacing. The rubberized surface makes the equipment more ADA accessible but the woodchips are a better cushion for falls. The Board agreed that zip line is not ideal for ADA accessibility. The Board decided on Option B without the zip line changes.

Motion was made by Comm. Main and seconded by Comm. Smith to approve Option B part 1 for the Veterans Memorial playground replacement project.

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

b. Holly Days Recap

Dan presented the final recap on Holly Days that included the preliminary budget. We made more money than in the past because we are not spending as much over what we took in as in the past.

Comm. Long inquired about the wood burning stove for the maintenance garage. Staff stated that the fire department is not in favor of the stove. We are still waiting for approval from the Village.

c. Fitness Club Gym Heaters

The new roof top furnaces are installed and they are keeping the Fitness Club warm and comfortable at 68 degrees and they are more efficient.

d. April 5<sup>th</sup> General Election

The general election is scheduled for April 5, 2011. Sandra and John are running unopposed. We held a lottery and Sandra's name will be first on the ballot followed by John. The Village has 4 candidates for 3 Trustee positions. The school district also has a contested race for the school board.

e. Other

We are moving ahead with the s-curve. We will petition the Village to annex and rezone to make it R3 zoning at the March 9<sup>th</sup> Zoning Board meeting. Bob and Ken Kubiesa will attend and any Board member that wants to be there.

Also, Ron, Kim and Joel met today regarding the car show. It has been re-scheduled for the first weekend in June at Ty Warner Park. They want to have a kid's tent with entertainment. We will close Plaza Dr. from Blackhawk to the IGI building. They will pay our staff to work at the car show. Another item;

Comm. Long feels if all else fails the park district should come up with the money to do the fireworks for one year and then that would be the last year. The cost for the 4<sup>th</sup> of July is approximately \$37,000.00 all together. We will need the Village to pledge to provide the \$24,000 for the 4<sup>th</sup> of July if the Auto Group should fail. Ron Searl believes the Village would pledge the \$24,000. Comm. Long would like us to add \$1- \$3 to every program to help cover the cost if need be. We will review at the budget workshop.

Agenda Item #7 New Business

a. Personnel Policy Manual

Kim and Bob provided the Board with a draft of the new/updated personnel policy. The last revision was done 14 years ago by Joe Long. There are about a dozen points they wish to discuss with the Board. Kim began with the Organizational Chart. The following are the changes they discussed:

- Section i on page 5 – addition of “at will disclaimer”
- Page 8, under section iv, paragraph d – changed language on physical exams and drug test to say “they may be required”. these can be expensive. This language enables the board to reserve the right to require such action.

- Page 10, section v, the definition of probationary personnel has been simplified and includes all employees.
- Bob to explain here: page 10, personnel classifications have been revised changing the classification of permanent part time to regular part time. Barb and staff felt the “permanent” designation implied full time.
- Seasonal classifications now reflect changes in the amount of hours seasonal employees may work because of the new IMRF requirements.
- Page 13, also under section v-personnel, compensatory time for non-exempt employees has been left in the draft as is for flsa reasons. We do not have any employees that fall under this designation (not since Lee and Wally) though someday in the future it is possible that these positions could be filled.
- Page 12, section VI paragraph d, sub-paragraph 1 – gives the director discretion to approve which meeting full time employees are required to attend.
- Page 14, salaries and wages, sub-paragraph 2 – we have added language approving non-mandated optional employee payroll deductions.
- Page 14, sub-paragraph 3, salary review, commissioner Karesh suggested we discuss adding a paragraph d. This will address the formerly discussed idea of service time compensation. “Giving the employee a modest bonus at 15 years of service, 20 years and so on...”
- Page 15, section vii, paragraph a, sub-paragraph 2 – the monthly stipend for full time employees not accepting the medical coverage benefit is being raised from \$75 to \$100. It has been at \$75 for 14 years.
- Page 16, sub-paragraph c under retirement benefits, we added the language clarifying any unused sick leave may be credited to an employee’s IMRF fund only upon retirement from the district.
- Sections on fmla and vessa are federal mandates and meet current legal requirements per Barb.
- On page 23, as previously noted, any language regarding unused sick leave to be used for IMRF credit has been withdrawn and moved to section vii – retirement benefits. This section simply states that any unused sick time may not be carried forward from year to year and may not be reimbursed.
- Page 24, under section ix –other benefits, paragraph b vacations, there is an old suggestion to discuss that is not part of the draft manual. It was previously suggested that employees be given one additional vacation for every five years after twenty years of service. In other words, an employee with 25 years of service would have 21 vacation days, 30 years would be given 22 vacation days, etc...
- On page 25, under holidays, sub-paragraph 4-time off for holiday work, we have clarified that regular part time employees, if they work on a holiday, will not be paid time and a half but rather they would be paid their regular hourly pay for hours worked because they are already being paid holiday pay.
- Page 26, paragraph d, professional growth, the amount of money paid to an employee by the district for education and/or training has been raised to \$1,000 from \$800. It had been at \$800 for the previous 14 years.

- Page 26, sub-paragraph 2, section c, we added the language approving per Diems. Per diems were approved by the board a couple years ago. \$50 for state conference and \$75 for national.
- On page 27, also under section ix-other benefits, paragraph e, use of park district services, we added the new employee facility/program benefit policy approved in 2009.
- Page 28, paragraph f, the reimbursement for a physical exam was raised from \$50 to \$100.
- Page 30, section x-employment practices and rules, under complaints, sub-paragraph 5 regarding final appeals has been revised to clarify what is to be done beyond the director giving the board the final decision regarding appeals.

Another topic Kim brought up was Social Media. She will research to see if other park districts have a policy on social media which would include things such as using the park district logo on facebook or personal websites. Can an employee be terminated for putting things about the workplace on facebook, twitter, etc. She also looked into the cost of the employee evaluations on-line. The cost to the Westmont Park District would be \$14 per employee with a start up cost of \$2,500 to \$3,600. Full time people would evaluate themselves. Part-time people would be evaluated by their supervisors only. We will revisit the personnel policy manual at the February Board meeting.

b. 2011 Statement of Economic Interest

The list of people that are required to file a Statement of Economic Interest with the county will be sent to DuPage County once it has been signed by Comm. Smith.

c. 2011 Budget Workshop

Ron asked the Board members to consider Saturday March 26, 2011 for the budget workshop beginning at 9:00 AM.

d. 2011 State Conference

The IPRA/IAPD State Conference is in Chicago January 27 thru January 30, 2011.

e. Other

There was no other new business.

#### Agenda Item #8 Report of Staff

Alice reported that the senior programs are slow, down in numbers. Line Dance, painting, Tai Chi classes are all going. The museum has 42 new members, the highest number was 58. The Garden Club has disbanded and is donating their money to the museum, \$422.00. The next event at the museum is the March Art Show. Wednesday February 9, 2011 is the next Historical Society meeting.

Steve reported that on December 18, our Community Theatre Group (P-Net) put on their Christmas Carol: A live radio experience performance. We had 2 shows with attendance around 25 audience members for each show. The show was also available to view on Channel 6 if anybody missed it. This was the first time we incorporated our Community Theatre and we look forward to it next year. Programs that will start this month: Home Alone, ACT Practice Test, Magic, Kreative Kreations, Schools Out: Vertical Endeavors, First Aid for Little People, Adult dance and Youth dance.

Also, in cooperation with Chipotle, I have started to implement programs that include both Westmont Park District participants and Chipotle discounts. More information will follow when everything is finalized; I am hoping to involve Bidy Basketball, Dance class and WKC participants. In conclusion, I am working on getting everything ready for my presentation at the IPRA conference at the end of January. My session will be titled "Teens 101: Looking into the Mind of a Teenager." The session will be on Friday, January 28 at 9:30-10:45AM.

Joel stated that he has been working with Vermont systems to prepare for the Golf Trac install. This install will take place the week of January 31. Vermont systems will be sending out an expert to train myself and the some of the golf course staff. The system looks very professional and will be a nice upgrade for the club house. I am also in the research process of looking up additional software vendors to handle our registration system should the board choose to look into a new software supplier at budget workshop. I have also selected some of my choices for the state conference and will be attending session to better inform myself on leadership and technology in the workplace. I will again be assisting with sponsorship for the W.Y.B.A and we are starting to look for new team sponsors as well as returning team sponsors.

At the last board meeting it was requested that we look into HD at the Fitness Club. This process is just about completed and we have installed the HD boxes at the Fitness club, this service is now available to our members. We are also still looking into what is involved into adding two additional TVs. I will provide additional information on this cost soon. The last update for the club is that rentable radios are now available to members as well.

Cindy reported Happy New Year! Things are back into swing at the preschool. Our focus for January includes many science units such as snow explorations, arctic and forest animals, and our favorite, the dinosaurs and how they once ruled the world. This unit is very exciting because the children will be invited to observe and interact with the castings of bones, teeth, fossils, which will all be on loan from the Benedictine College Jurica Museum. The kids will also have the opportunity to become cold archeologist by wearing goggles, using plastic hammers and spray bottles filled with warm water to free plastic dinosaurs from huge, blocks of ice.

Registration for the 2011/2012 preschool year begins on February 4 at Twin Lakes Learning Center for Westmont residents and on the 11<sup>th</sup> for non-residents. If you know of any residents looking for an awesome preschool program for their little ones, please have them call the preschool to set up a time to visit and observe a current class.

The winter/spring session for the 2 & 3 Skool is full with a large wait list and begins on January 19. I'm happy to announce that Ms Lisa, the early childhood teacher has offered an additional program to accommodate those on her wait list, which will start on January 24. Kim Musial will be covering Ms. Lisa's hours at Twin Lakes and has agreed to take on more hours at the preschool for next fall as well. Other preschool classes are slowly taking in registrations and are scheduled to begin during at different locations and times throughout the month of January.

Outside of that, I'm working on my final budgets for last fall, and working on the preschool curriculum for February.

Kim will have the bid results for the program guide for the February meeting.

Danny reported that the first GEMS early registration was held this past Saturday and there will be another next Saturday. Danny will be holding interviews for the Wildcat Football and Cheer Board members. He will interview both the new and old Board members to be fair. There will be a Bidy

Basketball night and All Star games at the Fitness Club on February 26<sup>th</sup>. He may have to have a few of the games at the Community Center.

Bob reported that the roofs are done. As soon as the snow/winter is gone the manufacturers will come out to inspect.

#### Agenda Item # 9 Executive Session

Motion was made by Comm. Long and seconded by Comm. Main to adjourn to executive session at 8:45 PM.

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

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

Roll Call:   Ayes 5           Nays 0           Absent 0  
Motion Carried

Meeting was adjourned at 9:25 PM

Motions Acted Upon  
January 8, 2009

|        |     |  |
|--------|-----|--|
| Motion | 2nd |  |
| SS     | DM  | Motion to approve the minutes of the Reg. Board. Mgt. of Dec. 9, 2010                |
| DM     | JL  | Motion to pay January Claims   |
| DM     | SS  | Motion to approve Option B for the Veteran Memorial Playground Replacement equipment |
| JL     | DM  | Motion to adjourn to Executive Session   |
| JL     | DM  | Motion to adjourn back to Regular Session  |
| JL     | DM  | Motion to adjourn the meeting.   |

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|------------|---|---|---|---|---|---|
|            | 1 | 2 | 3 | 4 | 5 |   |
| Karesh, J. | X | X | X | X | X |   |
| Long, J.   | X | X | X | X | X | X |
| Main, D.   | X | X | X | X | X | X |
| Smith, S.  | X | X | X | X | X | X |
| Bernas, B  | A | A | X | X | X |   |