1.0 Start Meeting
Commissioner Fejt called the meeting to order at 4:47 pm. at Freedom Park

Commissioners Present: Manfredini, Brock, Espinoza, Fejt
Staff Present: Executive Director Janda

Public Present:

2.0 Proksa Park- (information)
2.1 Proksa Park Ponds-System Tested and working. Punch List Started. Staff Trained on Operation.
2.2 Activity Center Updates-Bathrooms- Nothing to Report
2.3 Development of Butterfly Way Station-Status- Signs Ordered
2.4 Children’s Garden- Status-Nothing to Report
2.5 Tennis LED – Status- Complete, turned off for the season.

3.0 Freedom Park & Administration Building (information)
- Ceiling/Wall Repair-Nothing to report
- Playground-Nothing to report
- Pool-Status- Nothing to report at this time
- Drinking Fountain-Nothing to report
- Fencing along alley and playground- This item is planned for inclusion in the 2018 Budget. The fence will help stop errant balls from hitting neighboring residences.

4.0 Smirz Park

5.0 Sunshine Park

6.0 Mraz Park (information)
6.1 Fountain- Status-Testing Issues- Defective Equipment. New items being sent.
   Repairs/Renovations Include
   a. Depth
   b. Drains
   c. Lighting

7.0 Liberty Cultural Center (information)
7.1 Blue Room Renovation-Status-Nothing to report
7.2 Kitchen & Bar Planning- Status- Nothing to report
7.4 Unsecured Doors- The Committee discussed recurring instances of open doors found by the Berwyn Police Department at the Liberty Cultural Center. Staff will be addressed and held accountable for future reported events. Staff will also check door operation in case it is a mechanical issue.
8.0  **6514 27th Place**  
8.1  Staff to develop site plan-Status- Nothing to report

9.0  **Karban Park**

10.0  **Serenity Park**

11.0  **Karasek Park**

12.0  **Hessler Park**  City installing new alley  
Staff reported that the City has nearly completed the new green alley behind Hessler Park.

13.0  **Old Business**  
13.1  Park Entrance Signs for 2018- Estimated @ $2,000 per location with possible 13-15 locations. –Working into budget  
13.2  Master Plans for facilities –Status-Nothing to report  
13.3  34th & Oak Park- Status- Nothing to Report  
13.4  Dogs in Park Equipment and Signs – Placed into 2018 Budget  
13.5  Park Regulation Signs- Hall Signs Quote (Company that makes PDOP signs) $702.40. Staff will be placing an order for the new regulation signs for the ballfield and tennis courts areas.  
13.6  Staffing- Staff will be posting a job opening for 2 entry level personnel. The Foreman position to be left vacant for time being. If the 2018 Budget if referendum successful-2 needed additional entry level positions will be posted mid- year.  
13.7  2018 Budget needs- Equipment & Other  
   • Dump Truck-$54,000  
   • 2 Explorer type vehicles –Possibly Used at a cost of 10,000 each. The current vans have outlived their usefulness due to age and wear. The one has a severe rod knock.  
   • Pool Repairs  
   • Playgrounds  
   • Fencing  
   • Signs  
13.8  Unisex Bathroom Signs- Signs have been installed as requested by commissioner Brock on all appropriate restrooms.

14.0  **New Business**  
14.1  Foundation Cracks at 2847 Kenilworth  
Staff reported that the property at 2847 has foundation cracks and the cost to repair will be $1,200.00. Staff also reported that the rent will be increase in 2018 for the property. As a reminder the property is part of a future development to expand Sunshine Park along the northwest end extending it to Kenilworth Avenue.

15.0  **Adjournment**  
The meeting adjourned at 5:11 pm.
Finance Committee Meeting  
December 11, 2017  
Freedom Park Administration Center  
Minutes

1.0  Commissioner Brock called the meeting to order at 4:08 pm at the Freedom Park Administration Building.

Commissioners Present:  
Manfredini, Fejt, Brock, Espinoza

Staff Present:  
Executive Director Janda  
Treasurer Sebesta

2.0  Payables  
2.1  The Committee recommends approving the December payables.  (action)

3.0  Treasurer’s Report  
Treasurer Sebesta provided a brief report on the District’s positive account balances. He stated that overall balances were reduced due to debt service payments. Current balance is at $1,049,713.85. Interest rates are averaging 1.09% with interest earned this month at $1103, and ytd $12,236

4.0  Account Reconciliations-Status-The reconciliations are ongoing with nothing to report.

5.0  Old Business  
5.1  Grants Status  
5.1.1  OSLAD – Proksa –Status-Punch List  
Executive Director Janda provided an updated on the punch list for the pond project and that the main features have all been tested. There will be no payout in December but an estimated payout of $125,000 in January leaving about $104,000 left on the contract to be held until completed.

5.1.2  Butterfly Garden-Status- 
Executive Director Janda related that staff is awaiting proofs of the informational signs. Commissioner Brock inquired if the signs will acknowledge the grantors ComEd and Open Lands. Janda informed the Committee that the signs will have both grantors logos.

5.1.3  MacNeal Update- There is nothing to report.

5.2  2018 Referendum-  
Executive Director Janda updated the Committee on the status of 2018 referendum efforts and the group discussed the following points.
- Completed, signed minutes have been sent to Chapman & Cutler. They will file with County on our behalf next week according to Cedric Gordon
- Referendum Information Page included in Brochure
- Discussions with 1st and 2nd Ward Aldermen, City Clerk, Mayor, City Administrator, City of Berwyn Recreation Director, and facility user groups have or are currently taking place to inform them of the District’s actions. Others will follow.
- 2017 Tax Levy has been rewritten to reflect the referendum impact should it pass.
• 2018 Budget & Appropriations Ordinance creation is reflecting the success passing of the referendum. Staff are also working scenario for cuts in case it does not pass.
• Estimated cost to employ a new FT Park Maintenance Employee with benefits is about $61,000 and a new FT Marketing/PR/Special Events cost with benefits is about $73,000.

Estimated $105,000 annual available for ongoing capital issues. Items needed include Dump Truck estimated at $54,000, Replace 2003 Pick Up $40,000+ outfitted, Freedom soccer Field Turf Replacement in coming years $230,000 (2017 Value), playgrounds, roofs, the list goes on

5.3 **PDRMA Health Insurance** (information)
The open enrollment period has ended and is complete.

5.4 **Discussion and Consideration of 2017 Tax Levy Ordinance O-17-04** (action)

5.5 **Discussion and Consideration of 2017 PTELL Resolution R-17-12** (action)

5.6 **2018 Budget & Appropriations Ordinance Draft** (information)
The Committee discussed the status. Staff is working on the draft to reflect the potential success of the referendum and bringing new Recreation Department employees into the budget development process. This has delayed the development of the budget & appropriations ordinance.

5.7 **Truth In Taxation Hearing, Scheduled for December 19th** (information)
The TITA Hearing is scheduled for Tuesday, December 19th at 6:45 pm at the Proksa Park Activity Center. The required notice was printed in the December 6th issue of the Suburban Life.

6.0 **New Business**

6.1 **Discussion and Consideration of Audit Engagement Letter for Audit of 2016 Financial Reports** (action)
The Committee recommends authorizing the execution of the Sikich LLP Audit Letter for professional services related to the audit of 2016 Berwyn Park District financial reports.

6.2 **2018 Salary Matrix** (information)
The Committee discussed potential draft salary adjustments reflecting either a 1% or 2% merit increase for inclusion into the 2018 Budget.

7.0 **Adjournment** - The meeting adjourned at 4:45 pm.
1.0 Commissioner Manfredini called the meeting to order at 5:12 pm. Commissioners Manfredini, Brock, Fejt and Espinoza were in attendance along with Executive Director Janda.

2.0 Old Business
2.1 **Dogs in Park—Status** (information)
   The Committee discussed the issue and plans to move forward with a spring roll out. Enforcement issues are still a concern but will be worked out.

2.2 **Personnel Issues** (information)
   Executive Director Janda reported that the recent personnel issue has been resolved.

2.3 **Parks Maintenance Worker Vacancy—Status** (information)
   Executive Director Janda reported that the two open positions will be posted by year end and that for the time being the Foreman position will be left unfilled as manpower levels do not require it.

2.4 **Executive Director Evaluation** (information)
   The Committee reviewed a sample evaluation form but requested a shorter version.

3.0 New Business
3.1 **Policy Amendment Employee Policy Manual Section 1.2 Non-Discrimination and Anti-Harassment Policy as statutorily required.** (action)
   The Committee recommends adopting Resolution R-17-16 amending Personnel Policy Manual Section 1.2 Non-Discrimination and Anti-Harassment Policy as statutorily required to reflect new sexual harassment requirements.

4.0 Adjournment- The meeting adjourned at 5:23 pm.