Finance Committee Meeting
March 13, 2017
Freedom Park Administration Center
Minutes

1.0 Commissioner Manfredini called the meeting to order at 4:37 pm at the Freedom Park Administration Building.

Commissioners Present: Manfredini, Estrella, Fejt

Staff Present: Executive Director Janda, Treasurer Sebesta, Superintendent Cahill, Superintendent Bzdyl

Public Present: Brian Brock, Ana Espinoza

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

3.0 Treasurer’s Report (information)
Treasurer Sebesta provided a brief report on the District’s positive account balances. He stated that the current balance is at $1,413,000 and should increase with tax receipts. Taxes received this month totaled $350,000.

4.0 Account Reconciliations (information)
Status-The reconciliations have been completed through December is in progress. Additionally, the prep work continues on the audit.

5.0 Old Business
5.1 Grants Status
5.1.1 CDBG 2015-ADA Curb Cuts- The Committee reviewed the status. Bids are due March 24th at 11:00 am and will be opened at Freedom Park.
5.1.2 OSLAD- The District has installed sign boards on site to provide additional information to park users.
5.1.3 MacNeal Update- The District is still awaiting copies of the plat of survey, Phase 1 and Phase 2 environmental reports.

5.2 2017 Budget & Appropriations Ordinance (action)
The Committee reviewed and recommends adopting the 2017 Budget & Appropriations Ordinance O-17-01 as presented.

5.3 Audit Status (information)
The Committee discussed the status. Audit preparation continues and the field work is scheduled for April.

6.0 New Business

6.1 Investigation of possible bond rating for Park District (information)
The Committee discussed researching bond related ratings as to clearly separate the Park District from the City and State in reference to financial standings.
6.2 **Rental Rates**
Staff informed the Committee of slight increases to facility rental rates effective April 1, 2017 based on facility improvements and high demand for use.

7.0 **Adjournment** - The meeting adjourned at 4:46 pm.
1.0 Start Meeting
Commissioner Fejt called the meeting to order at 5:12 pm at Freedom Park

Commissioners Present: Fejt, Manfredini, Estrella
Staff Present: Executive Director Janda
Superintendent Bzdyl
Public Present: Brian Brock, Ana Espinosa

2.0 Proksa Park
2.1 Proksa Park Ponds-Aquascape
This item has been moved to the Ad Hoc Pond Committee.

2.2 Activity Center Updates
- Lighting renovation-Possible grant opportunity, low priority
- Outdoor Restroom Remodeling- Nothing to report.
- Drinking Fountain- The inside fountain will be replaced due to age and the new one will have a bottle filler to assist in recycling efforts.

2.3 Shadow Creek Disc Golf Course-Status
The course Tee signs installation is delayed due to weather.

2.4 Development of Butterfly Way Station- The Committee discussed a grant opportunity from ComEd for $10,000 with a due date of March 15th. Staff presented concept ideas and drawings and are prioritizing the grant application.

3.0 Freedom Park & Administration Building
- Ceiling/Wall Repair- Office ceiling and wall work still needs to be completed and will be planned for later this year.
- Playground- the Executive Director met with parents to discuss the playground and funding possibilities. A positive dialogue has been started for future replacement efforts.
- Pool- the pool is scheduled for painting this year.
- Drinking Fountain- The playground drinking fountain will be replaced this year and the new fountain will have a bottle filler to assist with recycling efforts.
- Fence - Staff are considering installing a 40’ fence section between the soccer field and the playground to help deflect errant soccer ball shots.

4.0 Smirz Park
5.0 Hessler Park
6.0 Sunshine Park
7.0 Mraz Park

8.0 Liberty Cultural Center
8.1 Stage Work- The Committee discussed the stage work timeline in April, weather permitting.
8.2 Men’s Bathroom- The Committee discussed the status. The floor, walls, and lighting are complete. Plumbing fixtures are being reinstalled and the partitions are expected later this month.
8.3 Blue Room Renovation- Nothing to report.
8.4 Drinking Fountain Modifications- The inside fountain will be modified to include a bottle filler to assist in recycling efforts.

9.0 6514 27th Place
   (information)
   • Fencing in 2017- Staff presented quotes from Action, Suburban, and J&M Fence. Staff are investigating the quotes before making the final decision.
   • Development Plans- Staff will work on development plans to present at a public hearing for area residents later this spring.

9.0 Karban Park-

10.0 Serenity Park-
   (information)
   • Fencing in 2017- Staff presented quotes from Action, Suburban, and J&M Fence. Staff are investigating the quotes before making the final decision.
   • Raised Bed Materials Need Replacement- Staff has ordered the materials which are expected by March 31st. Two of the beds will be removed and two will be rebuilt.

11.0 Karasek Park-
   (information)
   • Lighting- the Committee discussed the completed project. The system is programmable and can be set for holiday themes. It looks great and we have received many compliments.

12.0 Old Business
   (information)
   • CDBG-Curb Cuts- Bids are due March 24th.
   • The Committee discussed the need to begin to prepare Master Plans for the facilities based on public input.
   • Picnic Table Replacement- Staff is constructing wooden tables on metal frames that were in storage. Additional tables will be purchased later this year.

13.0 New Business.

14.0 Adjournment
The meeting adjourned at 5:42 pm.
Minutes of a Personnel & Policy Meeting
Berwyn Park District
March 13, 2017
Freedom Park Administration Center

1.0 Commissioner Estrella called the meeting to order at 4:11 p.m. at the Freedom Park Administration Building.

Commissioners Present: Estrella, Fejt, Manfredini

Staff Present: Executive Director Janda
Superintendent Cahill

Public Present: Brian Brock

2.0 Old Business

2.1 Executive Director Contract (information)
The Committee discussed the status of the vehicle issue and Commissioner Estrella updated the Committee on the contract need since the Board is putting the vehicle stipend in writing. The contract will address all of the related issues for the employment of the executive Director. Executive Director Janda updated the Board that he had met with Attorney Johnson and discussed the issue and points as originally discussed by Janda and Estrella, as Chairman of the Personnel & Policy Committee. This item will be addressed in a Closed Session at the March 28, 2017 Board meeting.

2.2 Board Polices and By-Laws Manual (action)
The Committee reviewed draft #5-1, highlighting all areas as reviewed by the attorney and recommends the adoption of the policy R-17-05 Board Policy and By-Laws Manual pending final approval by the attorney.

2.3 Strategic Planning – Status (information)
Staff provided an update related to Strategic Planning. Superintendent Cahill mentioned the assessment survey is being developed and that the ECRLP program is moving along with their tasks. These tasks include ongoing education and facility check lists. Work continues on the ongoing project.

2.4 Dogs in Park Survey – Status (information)
Executive Director Janda informed the Committee that while attempts to work on the project are ongoing, the priority of other District needs and projects have prevented the project data from being evaluated.

2.5 Electronic Communication Policy (action)
The Committee reviewed the draft policy R-17-04 Electronic Communication Policy for Board Members and recommends adopting the policy pending final review and approval by the attorney.
3.0 New Business

3.1 **Board Vacancy Ordinance** (action)
The Committee discussed and recommends adopting Ordinance O-17-02 establishing guidelines for declaring a vacancy on the Board of Commissioners as authorized by ILCS 70 1-1 through 13-9e, allowing a vacancy to be declared by a 3/5 vote if a Board member misses 3 or more consecutive Board meetings as unexcused, or misses more than 6 Board meeting in any 12 month period.

3.2 **Staffing** (information)
Executive Director Janda updated the Committee on the status of a vacant full-time Parks Maintenance position and that a written offer would be tendered to a current part-time employee.

4.0 Adjournment: The meeting adjourned at 6:30 pm.
Berwyn Park District  
Recreation Committee Meeting  
March 13, 2017  
Freedom Park  
Minutes

1.0 Start Meeting
   1.1 Call to Order – 4:49
   1.2 Roll Call – Jeff, Diego, Mario, Sandy, Ana, (new guy), Conor

2.0 Event Updates
   2.1 Nerf Event Recap – 68 participants, $66 profit, great feedback
   2.2 Quinceañera Expo Recap – 14 vendors, around 500 visitors, $250 profit; just need to try to increase attendance; will try to track rentals
   2.3 Kiwanis Breakfast/Bunny – staff is set to attend
   2.4 Easter Egg Hunt – all is set and ready
   2.5 Other – Little League Parade April 29th

3.0 Programming Updates
   3.1 ECRLP Update – Butterbraid due March 16th, new school year reg April 1
   3.2 Soccer Update – new uniforms, 1/3rd of registrations, have tried a Facebook ad that has gotten good response so far
   3.3 Lacrosse Update – will travel to ND to watch college game on April 1st (with new bus!)
   3.4 Other – Little League is filled

4.0 Marketing Update
   4.1 Summer Program Guide – in editing phase, will go to printer next week
   4.2 Internship Position update – have an intern secured, will start in April
   4.3 Other

5.0 Old Business
   5.1 Bus – at body shop now and will then get picture wrap
   5.2 Other

6.0 New Business
   6.1 3.1 RecTrac User Group – Conor attended first meeting and will continue to attend whenever scheduled to keep in the loop and figure out options for issues that arise
   6.2 Other

7.0 Adjournment – 5:10