Personnel & Policy
Committee Meeting
April 9, 2018
Freedom Park
Minutes

1.0 Start meeting- Commissioner Manfredini called the meeting to order at 5:15 pm.

Commissioners Present: Manfredini, Espinoza, Fejt, Brock, Woywod

Staff Present: Executive Director Janda

2.0 Old Business
2.1 Executive Director Evaluation (action)
The Committee completed the evaluation of the Executive Director for 2017 and recommends a merit increase of 1.5% following a discussion with the Executive Director and a review of proposed 2018 work plan related goals. The funds have been appropriated into the 2018 Budget.

2.2 Park District Ordinance Enforcement (information)
The Committee reviewed a draft policy prepared by Executive Director Janda to provide guidance for police personnel employed to patrol the parts for ordinance enforcement. The policy is designed to educate rather than punish a first time offender. The Committee reviewed the draft which is also under review by the Berwyn Police Department and copies were provided to all members.

3.0 New Business
3.1 Referendum (information)
The Committee discussed the referendum results of the March 2018 primary election and consensus is to place the rate increase on the ballot again for the 2018 November elections. Staff will look into the requirements to place the question on the balance.

3.2 Park District Website (information)
Executive Director Janda provided an educational review on the functionality of the park district web page www.berwynparks.org for the Committee members. Photos of Board members along with their elected terms will be added to the Staff & Board of Commissioners page. The 2018 sponsor’s page also needs to be updated.

3.3 POWER DMS (information)
The Committee reviewed and discussed the training software POWER DMS to assist with training and related record keeping for staff. The Committee directed
staff to move forward with an expected cost not to exceed $5,000 for the first year. The software will simplify training and storage of records.

4.0 Adjournment- The meeting adjourned at 6:24 pm.
Berwyn Park District

Building & Grounds Committee Meeting Minutes
April 9, 2018
Freedom Park

1.0 Start Meeting
Commissioner Fejt called the meeting to order at 4:45 pm.

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

2.0 Proksa Park-
2.1 Proksa Park Ponds The pond project has only a small punch list left and $25,000 is being held for completion. Staff will be installing the pumps so the contractor can test and finish the punch list. The Contractor has been onsite and has been working on some of the items. Staff is seeking estimates to replace the damaged Trex railings on the bridge.

2.2 Activity Center Updates-Bathrooms- Staff have contacted contractors and are concerned about adhesion to the paint. The installation of concrete/hardy board may resolve that issue.

2.3 Dolan Room Ceiling- Staff will look to proceed in May when staff will be spend more time in the field.

2.4 Proksa Park Fire Panel Replacement- A low battery alert is being received and batteries have been replaced. Mario has offered to look at the panel to help ascertain the issue.

2.5 Development of Butterfly Way Station- Status- Signs are being fabricated and will be installed upon delivery.

2.6 Commissioner Espinoza mentioned the condition of the Litchfield Bulletin board outside and the need to update/replace the unit.

3.0 Freedom Park & Administration Building

- Ceiling/Wall Repair- Staff is looking to have the work completed in June.
- Playground- Funding - The Township has not responded to the funding request and the project has been removed from the 2018 budget per se with the failure of the referendum. The District may be able to replace the tot lot if funding is received from the Township. Staff will also look at possible Land and Water Conservation Fund grants for both the playground and pool repairs.

- Pool- Status-
  Staff are concerned about the extensive cracking in the pool bottom found after the extreme cold winter. Quotes are being sought to make repairs. Other repairs are being made to the pool as well as it is nearly 20 years old.

- Drinking Fountain- Nothing to report
Fencing along alley and playground- Staff will be moving this forward in April/May.

4.0 Smirz Park

5.0 Sunshine Park

6.0 Mraz Park
   6.1 Fountain- Status- Nothing to report as staff has not been able to address.

7.0 Liberty Cultural Center
   7.1 Blue Room Renovations – Architect Walega has been contacted and he is working up measurements. The plan is to strip the walls to the studs and replace all finished putting all electrical runs inside the walls. The floor will no longer be carpeting and there will be storage at the south end of the room. The lighting will be updated and the divider wall removed to create a larger space.

8.0 6514 27th Place
   8.1 Site plan- Status- Nothing to report.

9.0 Karban Park

10.0 Serenity Park

11.0 Karasek Park

12.0 Hessler Park

13.0 Old Business
   13.1 Park Entrance Signs for 2018- The Committee reviewed the Lake County Sign Offerings at lcsigns.com and chose a pattern similar to Fox Valley Park District’s. Staff will work with Lake County Signs to develop a multi-colored sign design for use in our park entrances. The idea of secondary information signs using the same character was also discussed but all agreed to address the main park entrance signs first.
   13.2 Master Plans for facilities – Status- Nothing to report
   13.3 34th & Oak Park- Status- Development of IGA for Lease has been sent to the City and all Committee members received copies of the draft.
   13.4 Dogs in Park Equipment – Time Line- Signs are being fabricated at Widaman Signs and staff will construct units in the shop and install in late April.
   13.5 Park Regulation Signs- The new signs have been installed.
   13.6 Staffing- Interviewing nearly complete, expect to finish within a week.

14.0 New Business

15.0 Adjournment: The meeting adjourned at 5:13 pm
Berwyn Park District
Recreation Committee Meeting
April 9, 2018
Freedom Park

1. Commissioner Espinoza called the meeting to order at 4:14 pm.

Commissioners Present: Manfredini, Espinoza, Fejt, Brock,

Staff Present: Superintendent Gianatasio
Treasurer Sebesta
Executive Director Janda

2. Event Updates

1.1 Holiday Events
- Easter Egg Hunt- The event went well and was well attended. Staff looking to possibly reduce the number of partners for 2019 as the Berwyn Park District does most of the heavy lifting. Possible doggie Easter egg hunt as well.

1.2 Other
- Pet’s in the Parks- Set for May 1st at 6:30 pm. Ribbon Cutting, pet blessing, pet parade activities. Staff will look into organic treats as well.

2. Programming Updates

2.1 ECRLP
- Graduations- Scheduled for Liberty on May 15, 16, & 17th.
- Other

2.2 Athletics
- Soccer- Registration under way with expected 200 participants.
- Lacrosse- registration and practice underway.
- Little League- Registration underway.

2.3 Camps- registration underway, New Teen Camp called Camp Awesome Sauce.

2.4 Pool- Superintendent Gianatasio completed his CPO training and staff are looking at serious cracking of pool concrete solutions.

2.5 Other

3. Marketing Update
3.1 Program Guide- Delivered- The Committee likes the new look. The program guide was completed by a professional versus an intern/part-time employee.

3.2 Other

4. Old Business

5. New Business

6. Adjournment- The meeting adjourned at 4:27 pm.
Finance Committee Meeting  
April 9, 2018  
Freedom Park Administration Center  
Minutes

1.0  Commissioner Brock called the meeting to order at 4:32 pm at the Freedom Park Administration Building.

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

2.0  Payables  
2.1  The Committee recommends approving the April payables.  

3.0  Treasurer’s Report  
Treasurer Sebesta provided a brief report on the District’s positive account balances. $500,000 in taxes were received Fund Balances are currently at $1,323,822 and average interest is 1.63% with $1,129.53 earned in March.

4.0  Account Reconciliations  
Status-The reconciliations continue as well as the audit preparation. The District has replaced the CPA performing monthly reconciliations due to family commitments. The new accountant is David Petschke who works for Kane County.

5.0  Old Business  
5.1  Grants Status  
5.1.1  OSLAD- There is a $25,000 balance on the contract for punch list items. Staff is expecting the pumps to be installed within two weeks weather permitting.

5.1.2  Butterfly Garden- The signs are in production,

5.1.3  MacNeal Update- The IGA has been submitted to the City and copies were provided to the Committee members.

5.1.4  LWCF- The Committee discussed potential grant funding for Freedom Park projects through the Federal Land and Water Conservation Fund program. Staff will review and determine if a grant submission is possible.

5.1.5  Meet Me at the Park – Staff reviewed the potential $20,000 grant but due to challenges and limited grant awards the grant application is not feasible at this time.

5.2  Audit Status  
5.2.1  Assetmaxx Update  
The files have been updated and forwarded to the Auditors.

5.2.2  Field Work- Field work is currently underway.

6.0  New Business  
6.1  Signature Cards  
The Committee recommends updating the Berwyn Park District Byline Bank Signature Cards to remove Edward A. Karasek and to add James Woywod.

7.0  Adjournment  
- The meeting adjourned at 4:47 pm.
President Manfredini called the Committee of the Whole meeting to order at 6:05 p.m. at the Proksa Park Activity Center, located at 3001 Wisconsin Avenue, Berwyn, Illinois 60402.

Commissioners present: Manfredini, Fejt, Espinoza, Brock, Woywod  
Executive Director Janda  
Superintendent Gianatasio  
Manager Cronin  
Assistant to Ex. Dir. Corpus  
Manager Brown  
Manager Kalfas

Staff Present: Miguel Garcia, Berwyn Blazers FC  
Alderman Lennon  
Alderman Avila  
Assessor Avila  
Several Dozen Blazer Parents  
General Public

The Committee discussed the rental of the freedom Park Synthetic Soccer Field by outside groups including the Berwyn Blazers, and the need to increase the fees. Email correspondence that had been received from the parents and members of the Berwyn Blazers FC organization were shared with all of the Board members.

Mr. Garcia arrived at approximately 7:43 pm and addressed the Committee. He provided a “Balance Sheet” to the Board members and staff representing the financial status of the Blazers FC. The balance sheet did not show any revenues only expenditures.

Mr. Garcia complained about non-Berwyn teams being scheduled in time slots that would normally be provided to the Blazers. Staff explained that the non-Berwyn team had requested and paid for the time slots before the Berwyn Blazers responded to numerous inquiries. Mr. Garcia said there is a $100.00 league fine for late schedule changes.

Mr. Garcia also stated that the tax payers paid for the field and that additional fees are not fair. Staff pointed out and President Manfredini pointed out that the Blazers have 251 hours reserved for spring as compared to 180 for Park District soccer and Lacrosse combined. The reality of an average fee of $5.00 per hour use does not cover any costs associated with the use.

Mr. Garcia said that the Blazers were formed in 1984 and that he took over the struggling organization about two years ago. He said they have a financial hardship and that the Club had to pay $5,000 in fines for late IRS filings. He said the Blazers are about keeping the children off the streets. Alderman Avila commented that the City needs the Park District’s help in keep kids off the street and out of trouble.

Executive Director Janda commented that the Blazers had used the field since 2001 and he and the Park District also care about kids.

Several parents commented as they thought or were informed that the Park District was giving preference to non-Berwyn teams. The summed it up as a miscommunication between the parties.
Executive director Janda informed the group that the scheduled meeting between staff and the Blazers would need to be rescheduled as the April 20th date would not provide enough time to work out an agreement. Mr. Janda said he would send a communication to the Blazers to set up a meeting date that works for both groups. A copy of the proposed policy and affiliate agreement will be sent to all Board members and Mr. Garcia for review.

Being no further business, the meeting adjourned at 7:23 pm on a motion by Commissioner Brock, seconded by Commissioner Fejt.

ATTESTED TO BY:

PRESIDENT: [Signature]  SECRETARY: [Signature]

Date: 5-22-18