

Berwyn Park District  
**Building & Grounds Committee Meeting**  
December 10, 2018  
Freedom Park  
Minutes

1.0 1.0 The meeting was called to order at 5:33 pm by Commissioner Manfredini

Board Members Present: Manfredini, Brock, Woywod,  
Espinoza

Staff Present: Executive Director Janda  
Superintendent Bzdyl

2.0 Proksa Park- (information)

2.1 ComEd Right of Way Request- Work appears to be nearly complete with limited site disturbance.

2.2 Activity Center Updates-Bathrooms- Status- Waiting on additional information from architect.

- Soap Dispensers
- Sinks
- Final Packet Review

The expected bid due date is January 14, 2019. Final packet will be sent to the Commissioners for reference.

2.3 Ballfield Drinking Fountain- No Update- Staff are working on funding opportunities

2.4 Proksa Park Fire Panel- 2019 research in to replacement p0anel. Funds to be most likely earmarked in Liability (Tort Immunity Fund.)

2.8 Other

3.0 Freedom Park & Administration Building (action)

- Playground-Funding Request – Kaboom! – No Update
- Pool-Status- Estimated Costs
  - Pumps Maint. \$ UNK
  - ~~Umbrella Repairs/Tops \$9,396~~
  - Piping Repairs \$ UNK
  - Paint SCS Equip. \$8,750
  - VGB Engineering \$1,200
  - VGB Updates \$5,500

The Committee discussed the pool operation and costs related to maintenance and operation. The Committee for the last several months has discussed the service that the pool provides residents and the Committee consensus is to keep it updated and in operation at this time.

Commissioner Brock raised the issue of Master Planning and the need to revisit the subject. Executive Director Janda mentioned that the Master Planning was on the docket but due to staff constraints; the project would need to be outsourced with costs unknown at this time.

The Committee discussed the costs provided above and the possibility of disassembling the structure and sending it out for painting. The structure is too large and involved to deconstruct and reconstruct.

**The Committee recommends contracting with Allied Painting Services to repaint the SCS water features with a cost not to exceed \$8,750.**

4.0 Smirz Park-

5.0 Sunshine Park-

**(information)**

- Playground-Funding request- Kaboom! – No Update
- LED Lighting Conversion for garage area and outside building lighting – The project has been completed and ComEd is scheduled to inspect the project on December 11<sup>th</sup>.
- Park lighting repairs (Ballasts)- Several light pole ballasts are failing due to age. Grant funding will be considered for long term solutions but safety concerns require immediate repair.
- Additional electrical work completed (new outlets, removal of temporary wiring have been addressed in the shop area.)
- Garage Door- The middle door motor has failed and is not repairable. Hansen Garage will replace the motor at a cost of \$2,850. They do not recommend replacing the other motors at this time.

6.0 Mraz Park-

7.0 Liberty Cultural Center

**(information)**

7.1 Safety Glass Replacement on north Blue Room Door. Glass Company never came out so staff is contracting another company.

7.2 ~~Other~~

8.0 6514 27<sup>th</sup> Place

**(information)**

8.1 Site plan-Status- Complete ready for public presentation. Pricing is being conducted for implementation.

8.2 Other

9.0 Karban Park

10.0 Serenity Park

11.0 Karasek Park

12.0 Hessler Park

13.0 3400 Oak Park (information)

13.1 Concept Drawing- Complete ready for public presentation. Pricing is being conducted for implementation.

13.2 Stump Removal- No Status

13.3 Other

14.0 Old Business

14.1 Park Entrance Signs for 2018- No Status- The project has been on hold related to cash flow concerns related to the State reimbursement of the OSLAD project.

14.2 Holiday Lighting completed at several parks, City Hall, and Depot. The BDC will reimburse labor costs related to the Depot tree.

14.3 Tree Removal- Delayed but planned.

14.4 Equipment repairs- Staff has sent out one of the John Deere gators for repairs beyond their capability and have had all of the snow blowers inspected and tuned up. Minor issues related to vehicles are also being addressed.

15.0 New Business

15.1 Citizen Concerns- None Received

15.2 Lease to Deeds on Property- Status- The attorney is preparing deeds for formal action that will transfer ownership of Karasek, Karban, Serenity and 34000 Oak Park parcels, which are currently leased to the District from the City, to the park district. This action will allow the District to more easily seek grant funding opportunities for development projects.

15.3 Water Testing for Lead- Executive Director Janda informed the Committee that the District will be testing park facilities for lead content in drinking water. The costs will be applied to the Tort Liability Fund. The District is planning to test drinking fountains in 2019.

16.0 Adjournment- The meeting adjourned at 5:33 pm.

Finance Committee Meeting  
December 10, 2018  
Freedom Park  
Minutes

1.0 The meeting was called to order at 4:30 by Commissioner Manfredini.

Board Members Present: Manfredini, Espinoza, Woywod,  
Brock

Commissioner Woywod was excused due to work.

Staff Present: Executive Director Janda  
Treasurer Sebesta

2.0 Payables

- 2.1 December Payables
- 2.2 Other

3.0 Treasurers Report- District investments are \$829,429.97 and a \$250K debt service payment has been made. The ITIP fund has \$462K invested.

4.0 Account Reconciliations

- 4.1 September and October in progress

5.0 Old Business

5.1 Grants

- 5.1.1 OSLAD -Proksa-Update-
  - IDNR confirmed all paperwork in order- Check should be sent within 8 weeks.
- 5.1.2 Berwyn Health District- Freedom Playground
  - The equipment will be ordered this month.
- 5.1.3 Kaboom! Grant Submissions
  - Freedom Park (5-12 Age Area)- Grant made it through first round- No Update
  - Sunshine Park (5-12 Age Area)-No Update
- 5.1.4 ComEd Energy Efficiency Program- Project nearly complete. Sunshine Garage Area and Outside Building Area LED Conversion
  - Estimated out of pocket costs for fixtures \$1,693)- Invoice for \$1,730 for fixtures received, supply house billing expected soon.
  - Installation cost \$10,000-\$13,000 LED work invoiced at \$8,895.00.
- 5.1.5 Fitness Equipment Grant -Submitted for 3400 Oak Park Avenue property.
  - Potential \$30,000 grant funding towards \$120,000 project. Commissioner Brock asked if the Board had voted on the project and Executive Director Janda informed him that Board member

consensus was to apply for the grant and that the District is not committed financially at this time.

5.2 Old Unclaimed Checks- Status- District is still awaiting update from the State of Illinois. All information and funds were previously sent as required.

5.3 Chart of Accounts Change Over-Status  
Staff will work on this in spring 2019 when time permits.

5.4 Surplus Equipment-

- No Status on the piano

5.5 2019 Budget- In progress, new budgeting software in use and staff trained. Draft to be completed this month.

5.6 2018 Tax Levy and PTELL Resolution – The documents have been filed with the County. Janda reported that a typo was found in the levy and a corrected revision has been filed.

5.7 Annual Engagement Letter with Accountant David Petschke for reconciliation and audit preparation services. Contract signed and sent.

5.8 SAM.GOV renewal- Letter acknowledging notarized renewal letter received.

5.9 Raffle Program for Drinking Fountain Replacement- State statute does not allow for the park district to conduct the raffle directly. We are working with the Kiwanis Club of Berwyn to service as the raffle sponsor in compliance with Illinois law.

## 6.0 New Business

6.1 2019 IAPD Annual Business Meeting Credentials (action)  
The Committee is recommending Executive Director Janda to represent the District and will address the other delegates at the Board meeting.

6.2 Sikich LLP engagement Letter for the 2018 Audit (action)  
The Committee recommends accepting and authorizing the execution of the engagement letter.

6.3 Power DMS Policy software – the software had been purchased and we are awaiting installation and training.

6.4 Financial Report Breakouts- Executive Director Janda presented an excel spreadsheet to help summarize revenues and expenses on a monthly basis, The spread sheet will show total revenues, property tax revenues, and expenses monthly.

6.5 Sponsorships-Commissioner Brock raised the question of transparency and value of sponsors received for events. He noted that vendors tend to sponsor events and is

concerned on the public perception. The issue was raised on whether the small amount of sponsors funding raised by the park district is worth the effort, or if staff could do better. Commissioner Manfredini mentioned that all sponsorships go to the park district and not anyone person or any political group. Janda mentioned that the District had hoped to hire a full time marketing person, but that the failed referendum prevented that and that staff is working diligently to raise funds needed to continue events and programming. Janda also mentioned that most sponsors funding are not gifts but rather marketing funds as we provide exposure to their company or product. Janda said that staff will look into the issue to help ensure ethical practices. A side conversation related to service providers who sponsor events. Many offer to sponsor events, but more importantly the District reviews contractors and costs every few years to ensure that funds are being spent in the best interest of the District and its residents. The Committee will monitor and continue discussions as needed.

7.0 Adjournment – the meeting adjourned at 5:08 pm.

Personnel & Policy  
Committee Meeting  
December 10, 2018  
Freedom Park  
Minutes

1.0 The meeting was called to order at 5:33 pm by Commissioner Woywod

Board Members Present: Manfredini, Brock, Woywod,  
Espinoza

Staff Present: Executive Director Janda  
Superintendent Bzdyl

2.0 Old Business

2.1 Staffing – Update

- ECRLP- Colleen McGavok scheduled to start in January 2019.

3.0 New Business

(action)

3.1 Policy Updates

- **Employee Policy 1.3 Support of Breast Feeding Employees**  
**Changes in federal law require an update. Employees cannot be docked pay for breaks taken to express breastmilk.**

**The Committee reviewed and recommends adopting Resolution R-18-16 amending the policy for compliance with federal law.**

- **Investment Policy**  
Changes in state statute allow for more investment opportunities. The Committee discussed the change in state law allowing additional investment opportunities and Executive director Janda has contacted Sikich LLP to enquire if they have an updated copy from another District.

3.3 **Executive Director Annual Evaluation**

Forms should have been emailed by Commissioner Fejt and Goals update is being prepared by Executive Director Janda.

3.4 **Proposed IGA with Morton College for shared facility use**

The agreement would create a long term relationship where both the park district and the college could utilize respective facilities for sports, events, and education. This would potentially help save tax dollars through efficiencies realized through shared facilities. The Committee discussed the draft agreement and how it can lead to efficiencies on both agencies behalf related to facility use.

4.0 Adjournment- The meeting adjourned at 5:45 pm.