Finance Committee Meeting
February 12, 2018
Freedom Park Administration Center
Minutes

1.0 Commissioner Brock called the meeting to order at 4:35 pm at the Freedom Park Administration Building.

Commissioners Present: Manfredini, Espinoza, Fejt, Brock

Staff Present: Assistant to the Executive Director Corpus
Treasurer Sebesta

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

3.0 Treasurer’s Report (information)
Treasurer Sebesta provided a brief report on the District’s positive account balances.

4.0 Account Reconciliations-Status-The reconciliations continue.

5.0 Old Business (information)

5.1 Grants Status
5.1.1 OSLAD- There is a $25,000 balance on the contract for punch list items. The work is scheduled to be completed by April 1st.
5.1.2 Butterfly Garden- Poofs have arrived and are being reviewed.
5.1.3 MacNeal Update- The City is moving forward with the acquisition and the Park District will enter into an IGA for a 99 lease of the property. The Executive Director will draft the IGA.

5.2 2018 Referendum (information)
The Committee discussed the status on education efforts
- ABC Meeting Presentation has been completed and was well received.
- The District will present at the February 15th 3rd Ward meeting at Proksa Park.
- The District will present at the March 15th 4th Ward meeting at Liberty Cultural Center.
- Staff is still working on scheduling information meetings at Liberty and Freedom, 1st and 2nd Ward
- Staff is working on social media pieces.
- The Board felt that since the brochure was delivered to all residences in January and contained the information it would not be necessary to send out written pieces via US Mail due to cost.
- The Board felt it would not be beneficial to go door to door to present information, but acknowledged that individuals may do it on their own time.
- Other
5.3 2018 Tentative Budget- Review- Questions/Comments (information)
The Committee discussed the budget and inquired about various line item amounts for clarification. The quoted cost of the new Dump truck is $73,441 and internal budget adjustments have been made to accommodate the cost. The Proksa Park Fire Panel, while passing inspection, was recommended in the inspector to be replaced due to age and the unavailability of replacement parts. A $10,000 internal adjustment has been made to the tentative budget to reflect this life safety need. The Personnel and Policy Committee will review employee paid premium percentages in 2018.

5.4 Audit Status (information)
5.4.1 SAS 99
The Committee members were presented with SAS 99 Audit Fraud Forms prepared by Sikich LLP as part of the normal audit process along with a stamped addressed envelope to mail the inquiry to Sikich LLP when complete.

6.0 New Business (action)
6.1 Engagement Letter for Sikich LLP related to redevelopment of Chart of Accounts
The Committee reviewed the Letter of Engagement and recommends authorizing the execution of the document to provide consultation for the review and redevelopment of the chart of accounts on an hourly basis as specified in the engagement letter.

7.0 Adjournment - The meeting adjourned at 5:40 pm.
Berwyn Park District
Building & Grounds Committee Meeting Minutes
February 12, 2018
Freedom Park

1.0 Start Meeting
Commissioner Fejt called the meeting to order at 5:40 pm.

Commissioners Present: Manfredini, Espinoza, Fejt, Brock

Staff Present: Executive Director Janda
Superintendent Bzdyl

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. Benches have been ordered for the west pond area.

2.2 Activity Center Updates-Bathrooms- Staff are looking into time controlled locks as part of the renovation.

2.3 Dolan Room Ceiling-PDRMA Claim has been filed, waiting for adjuster.
   - Drop Ceiling to Replace Current (panels no longer available)
   - Sprinkler Head adjustment for the lower ceiling
   - Alarm Relocation adjustment for the lower ceiling
   - Lighting adjustment for the lower ceiling
   - HVAC Related adjustment for the lower ceiling

2.4 Proksa Park Fire Panel Replacement-The panel has passed its annual inspection but is recommended for replacement due to age and unavailability of parts.

2.5 Development of Butterfly Way Station-Status-Need to approve Sign proofs
The Committee reviewed the proofs sent by Pulse Design.

2.5 LED Lighting Rebate-approximately $16,000.00 was received in rebates with an approximate equipment cost of $28,000 overall.

2.8 Other

3.0 Freedom Park & Administration Building

- Ceiling/Wall Repair-Nothing to report
- Playground-Funding Request Submitted to Township and Public Health District
  Executive Director Janda prepared and presented funding requests to both agencies for funding totally up to $65,000 from both agencies through a proposed IGA to replace the current equipment.
- Pool-Status-
  The Sump Pump failed during the extreme cold weather. Staff has replaced the pump but will need to inspect the piping for damage in the warmer weather.
- Drinking Fountain-Nothing to report
- Fencing along alley and playground- Nothing to report.
4.0 Smirz Park

5.0 Sunshine Park

6.0 Mraz Park
   6.1 Fountain - Status -
       Estimated costs include $20,000 for potential drain, concrete, electrical, lighting, plumbing work.
   6.2 Other

7.0 Liberty Cultural Center
   7.1 Need to determine if Kitchen, Blue Room, or Basement is focus
       The Committee discussed the proposed direction and consensus was to work on the Blue Room due to the children that utilize it.
   7.2 Other

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

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 - Time Line - Staff will begin working on the project this spring.
   13.2 Master Plans for facilities - Status - Nothing to report
   13.3 34th & Oak Park - Status -
       City wants to move forward.
       Develop IGA for Lease
   13.4 Dogs in Park Equipment - Time Line - With the planned amendment of the General Use Ordinances related to domesticated pets, staff will begin to acquire the needed materials.
   13.5 Park Regulation Signs - Received - to be installed as weather and time permits.
   13.6 Staffing - Over 100 applications received. Staff reviewing, will interview
13.7 **New Dump Truck** *(action)*
The Committee recommends purchasing a new 2018 Ford F-450 XL 4X4 Chassis Cab as specified from Currie Motors Fleet in Frankfort through the Suburban Purchasing Cooperative program at a cost of $37,418.

The Committee recommends awarding the contract to outfit the new truck as specified from Monroe Truck and Equipment of Joliet, WI. through the NJPA purchasing cooperative at a cost of $36,033.

13.8 **Snow Ex System**
The Committee discussed the proposed purchase of the liquid anti snow/icing system for next winter. No action taken.

13.9 Other

14.0 New Business
14.1 **Lead Testing** *(information)*
Executive Director Janda informed the Committee that the District plans to test all of its drinking fountains this year for lead levels as a proactive action to help ensure safe drinking water.

15.0 Adjournment
1.0 Start meeting- Commissioner Manfredini called the meeting to order at 6:17 pm.

Commissioners Present: Manfredini, Espinoza, Fejt, Brock

Staff Present: Executive Director Janda

Treasurer Sebesta

2.0 Old Business

2.1 General Use Ordinance Update Review and Discussion (action)
The Committee reviewed the recommended changes to Section 3 Animals of the Berwyn Park District General Use Ordinances that will allow leashed domesticated pets into the park system as permitted by the Ordinance. This Ordinance Amendment will become effective May 1, 2018.

2.2 Parks Maintenance Worker Vacancy (information)
Staff updated the Committee on the status of the search with more than 100 applications received. Recent heavy snows have required staff to focus their efforts on snow removal delaying the process.

2.3 Other

3.0 New Business (information)

3.1 Closed Session Under 5ILCS 120/5 to discuss performance evaluation of Executive Director, Litigation, and Board Vacancy- There was no closed session held but the Committee did discuss the following items.

- Evaluation of Executive Director
  The Committee is still reviewing formats for the evaluation form. The Executive Director will share the modified WSSRA form.

- Litigation
  Staff updated the Committee on the open Workmen’s Compensation Lawsuit being defended by PDRMA on behalf of the District. The case is in the appellate court and a ruling is expected in March.

- Board Vacancy
  The District has received four (4) letters of interest and resumes from District residents interested in serving as a Commissioner. The Committee
members received copies of the applications for review and will discuss the process at the Board meeting.

4.0 Adjournment- The meeting adjourned at 6:53 pm.
Berwyn Park District  
Recreation Committee Meeting  
February 12, 2018  
Freedom Park

1. Commissioner Espinoza called the meeting to order at 4:35 pm.
   Commissioners Present: Manfredini, Espinoza, Fejt, Brock
   Staff Present: Superintendent Gianatasio

2. Pasta Recap Update
   The Committee briefly discussed the Pasta event and the comments from the staff recap meeting.

3. Old Business

4. New Business
   The Committee briefly talked about how Customer Service Representatives and Recreation Staff have been working on goals and objectives.

5. Adjournment- The meeting adjourned at 4:45 pm.