

**Berwyn Park District
Building & Grounds Committee
October 8, 2018
Freedom Park
Minutes**

1.0 The meeting was called to order at 5:18 pm by Building & Grounds Chairwoman Fejt.

Board Members Present: Manfredini, Espinoza, Fejt, Woywod

Commissioner Fejt was excused due to illness.

Staff Present: Executive Director Janda
Superintendent Bzdyl

2.0 Proksa Park-

2.1 Proksa Park Ponds –Duck Feeding Signs were installed and look nice. The signs are part of a soft educational program designed to educate people on nature related items.

2.2 **Activity Center Updates-Bathrooms- Status- Architect contracted at \$1,500 and bid Specs to be developed beginning next week. The Committee recommends letting out for bid when ready.**

2.3 Tree/Shrub Work- Staff removing Buckthorn invasive plants. Tree removals (dead) and stump removals planned for fall.

2.4 Ballfield Drinking Fountain- Staff Accountability discussed with entire maintenance staff and procedure for ensuring cleanliness put in place. Fountain was rodded and cleaned but is due to replacement do to age and condition. Quote requested for new fountain with pet bowl. The idea of a raffle to cover the purchase price was suggested by Commissioner Manfredini. Tickets could be sold and the winner would have a plaque with his/her pet name attached to the fountain. Staff will look into the idea.

2.5 Yellow Jacket Nest Removals-Basketball sized nuisance ground nest removed from Walton truck area.

2.6 Trim and fascia was painted on the building utilizing the new scaffolding.

2.7 Proksa Park Fire Panel Inspection- The panel has worn components and staff will look into possible replacement of the system.

3.0 Freedom Park & Administration Building

3.1 Playground-Funding Request – Township Grant awarded for \$23,231.Work to be planned for spring 2019 due to seasonal weather change.

3.2 Pool-Status-

- Inspection for VGB Act compliance – Need to replace grate structure
- SCS Painting estimate- Need Estimate for SCS toys
- Needed Pump work- Turbines and filter piping maintenance needed.
- Future? The pool is almost 20 years old.
The Committee discussed the age and future needs of the pool. Staff will research repair costs, operation costs, and conversion costs to help determine the continued feasibility of the pool.

3.3 Bathroom lighting upgrade and heater replacement- complete.

4.0 Smirz Park-

- 4.1 Scouts to paint garage- No Report, but looking for new scout group. Possible suggestions include Troop 32 and Troop 301.

5.0 Sunshine Park-

6.0 Mraz Park-

7.0 Liberty Cultural Center

- 7.1 Blue Room Renovation- No Status.
- 7.2 Safety Glass Replacement on north Blue Room Door. Measurements have been taken.
- 7.3 Other

8.0 6514 27th Place

- 8.1 Site plan-Status- November 15th due date. Concept and community input to be shared at 4th Ward meeting.
- 8.2 Twenty Five (25) sidewalk squares were replaced as part of City of Berwyn 50/50 program at \$75.00 per square. -Complete
- 8.3 Other

9.0 Karban Park

10.0 Serenity Park

- 10.1 Home School Garden-Status- No issues
- 10.2 Acoustical Music Instruments- No report, project partners seem to have lost interest.

11.0 Karasek Park

12.0 Hessler Park

- 13.0 3400 Oak Park
 - 13.1 Concept Drawing -due in November 15th
 - 13.2 Turf over seeding- Completed
 - 13.3 Water Hydrant installed- Completed- awaiting billing from City
 - 13.4 Stump Removal- Planned for October.
 - 13.5 Other

- 14.0 Old Business
 - 14.1 Park Entrance Signs for 2018- No Status
 - 14.2 Master Plans for facilities –Status-Nothing to report
 - 14.3 New Equipment
 - Cargo Trailer-Received- In service- Logos planned
 - Dump Truck-Received- Being logoed
 - Picnic Tables-8 ordered
 - Scaffolding-Received- Placed into service.
 - 14.4 Training- Staff attended Botanical Garden Seminar
 - 14.5 Tree trimming/removal and weeding- Staff will be removing dead trees and trimming as needed this fall.
 - 14.6 Piper School KaBoom! project- Complete, staff might help top dress area.
 - 14.7 ComEd Efficiency Audits -completed and waiting for proposals related to:
 - Sunshine
 - Proksa
 - Liberty
 - Freedom
 - 14.8 Other

- 15.0 New Business
 - 15.1 KaBoom! Revisited- Staff will be looking into possible KaBoom! projects at Freedom and Sunshine Park this fall. Previously the Freedom site was rejected by KaBoom!
 - 15.2 Annual Hearing Test -scheduled for maintenance staff
 - 15.3 Proksa Park Citizen Concerns- The Committee discussed citizen concerns regarding water fountains, trees care, Tree Blessings and, possible water leaks. Staff is on top of the issues as needed.
 - 15.4 Other

- 16.0 Adjournment – the meeting adjourned at 5:44 pm.

**Personnel & Policy
Committee Meeting
October 8, 2018
Freedom Park
Minutes**

The meeting was called to order at 5:46 pm by Commissioner Woywod

Board Members Present: Manfredini, Fejt, Woywod, Espinoza

Staff Present: Executive Director Janda

2.0 Old Business **(information)**

2.1 **Staffing Update**

- a. **Early Childhood and Recreation Manager-** The job is still posted on Monster and Indeed. There is a reported shortage of teachers in Illinois at this time so that may have an effect on out employment search.
- b. **Marketing-**On hold as funding is not available.
- c. **Grant Writer-** Commissioner Espinoza suggested that the District consider hiring a grant writer to help secure additional funding.

3.0 New Business

3.1 **Job Description Updates- ECRLP** **(action)**
The Committee reviewed and discussed Resolution R-18-10 amending Early Childhood division job descriptions.

3.2 **Discussion of Employee Health Insurance** **(action)**
The Committee reviewed and recommends concurring with the recommendation of executive Director Janda to maintain the current health insurance coverage structure for eligible employees with an increase in the vision benefit to \$600.00 annually.

3.3 **Executive Director Annual Evaluation** **(information)**
The Committee discussed the review process and will start it in the near future.

4.0 Adjournment- The meeting adjourned at 6:30pm.