

Finance Committee Meeting
July 8, 2019
Freedom Park
Minutes

President Manfredini called the meeting to order at 4:44 pm .

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

Staff Present: Treasurer Sebesta, Executive Director Janda

2.0 Payables

2.1 July Payables- The Committee reviewed the payables and signed payable checks.

2.2 Other

3.0 Treasurers Report-Treasurer Sebesta stated that investments are currently \$945,974. Interest Yield is 2.31% and interest MTD is \$1,880 and YTD is \$11,009. Tax bills are out and tax receipts should be received in August.

4.0 Account Reconciliations- Status –May completed

5.0 Old Business

5.1 Grants

5.1.1 Kaboom! Grant Submissions Completed

- Freedom Park (5-12 Age Area)- Possible Funding in works- Not Definite
- Sunshine Park (5-12 Age Area)- Nothing to Report

5.1.2 BDC Philanthropic Grant Request- \$2,000 Tentatively Approved

5.1.3 Microsoft Garden Grant Request Approved- Awarded through Julie Roth

5.1.4 OSLAD Grant Development in Progress

5.1.5 State of Illinois Capital Bill- \$290,500 awarded – Awaiting official notification

5.2 Old Unclaimed Checks- Status- Staff are monitoring any new checks.

5.3 Audit Status- Comptrollers Report, Treasurers Report, Audit –Filed with State and County as required. Copy also sent to Cook County Treasurer along with Debt Disclosure upload as required.

5.4 G.O. Bond – Status-Sale scheduled for July 18th.

5.5 Copier Lease- Status- Legal reviewed and lease signed. Equipment in transit or awaiting set-up

6.0 New Business

6.1 Sikich LLC –Audit Contract Renewal Proposal – Three year engagement

The Committee discussed the proposal recommends accepting the three year engagement based on the Treasurer and Executive Directors recommendation, professional standing, and service history with the District. Audit staff changes every audit cycle and with anticipated staffing changes within the District, a renewal will help reduce transition related items.

6.2 Post Issuance Compliance Checklist for Illinois Governmental Use Bonds 2012 Series

The Committee discussed the compliance report presented by Executive Director Janda and recommends accepting at the July Board meeting.

6.3 Post Issuance Compliance Checklist for Illinois Governmental Use Bonds 2015 Series

The Committee discussed the compliance report presented by Executive Director Janda and recommends accepting at the July Board meeting.

7.0 Adjournment – The meeting adjourned at 5:00 pm

Berwyn Park District
Building & Grounds Committee Meeting
July 8, 2019
Freedom Park
Minutes

President Manfredini called the meeting to order at 5:05 pm.

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

Staff Present: Executive Director Janda, Superintendent Bzdyl

2.0 Proksa Park-

- 2.1 Activity Center Updates-Bathrooms- Status- Complete- Sink Modification- The Committee discussed the additional \$500 invoice request from JWI to modify the sinks and secure them to the law. The cost of \$1,684 will be split between the park district, JWI, and Berwyn Western Plumbing. The Committee agreed to pay the invoice. The Committee also discussed the maintenance of the bathrooms and the need to stay on top of concerns. The building has a part-time custodian who works mornings and cleans them early.
- 2.2 Ballfield Drinking Fountain- No Update- Possible removal and no replacement.
- 2.3 Proksa Park Fire Panel- RFP's out, Due July 15th. – The contractor walk through was held on July 8th and was attended by several contractors.
- 2.4 Future of Temporary Moving Wall Reflection Pond- The Fountain has been removed and the area reseeded.
- 2.5 Tennis Court Lights- Warranty Work/ Main Breaker Replacement- Three fixtures have partially failed and new fixtures have arrived and need to be installed. A main breaker for the tennis panel also failed and was replaced.
- 2.6 Ponds- Warranty Work- The work has been completed by the contractor.
- 2.7 Children's Garden- Julie Roth and her volunteers continue to make great progress on the garden. Staff will be ordering the plastic recycled timbers for the project.
- 2.8 Flower Planters by the PAC- The Committee was informed that the District has received planters from the City and have installed them at Proksa Park in front of the main entrance of the Activity Center and will be installed at Freedom Park as well with additional flowers planted within.
- 2.9 Light Pole Repair-The south grove pole has been replaced and is working. A spare pole was used from storage that was purchased a few years ago.
- 2.91 Weeds & Volunteers- The Committee discussed the abundance of weeds from all of the recent rains and the status of the Proksa Park Garden Club and what they are currently assisting with related to plant bed maintenance and weeding. The Club is currently in a down turn and has only a few members. This has forced the Club to reduce efforts to help maintain planting beds, but is reportedly assisting Julie Roth with the Children's Garden.

3.0 Freedom Park & Administration Building

- Playground-Funding Request – Kaboom! – Still awaiting funding notice-possible movement but nothing solid.
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- Pool-Status- Estimated Costs
 - Pumps Maintenance \$ UNK
 - Umbrella Repairs/Tops \$9,396
 - Piping Repairs \$ UNK
 - Paint SCS Equip. \$8,750- **Contract put on hold**
 - VGB Engineering/Permitting \$1,500
Contract has been sent and permitting paperwork completed and sent.
 - VGB Updates \$3,500
Recommended contractors will be contacted during the permitting process.

The Committee discussed the pool status, staffing and operating costs.

- Other

4.0 Smirz Park-

- Vandalism- The Park had recurring graffiti with the last occurrence on June 26th. The Berwyn Police as previously reported that they are providing additional patrols of the area.
- Other

5.0 Sunshine Park-

- Playground-Funding request- Kaboom! – No Update
- Picnic Table Vandalism- Someone lit one of the wooden picnic tables on fire. Staff extinguished the fire, repaired the table and relocated it.

6.0 Mraz Park-Fountain-Staff continues researching potential improvements. No further information was reported.

7.0 Liberty Cultural Center

- HVAC Break Replacement- One of the main breakers failed and needed to be replaced for one of the roof top units.

8.0 6514 27th Place

- 8.1 Site plan-Status- OSLAD Grant proposal being prepared.
- 8.2 Other

9.0 Karban Park- Working on Deed transfer to park district from City-On Hold

- 10.0 Serenity Park- Working on Deed transfer to park district from City-On hold
- Staff constructed a shed that was acquired by Julie Roth at the park.
- 11.0 Karasek Park- Working on Deed transfer to park district from City-On Hold
- Staff has trimmed up the lower tree areas to help improve safety. Current issues reflect homeless persons drinking in the park and the report of local residents airing their dogs but not cleaning up afterwards.
- 12.0 Hessler Park
- 13.0 3400 Oak Park- Working on Deed transfer to park district from City- On Hold
- 13.1 Site Work- Staff filling low spots from infill settling
- 13.2 South Border Line Privacy Fence- Estimate approximately \$8,800- On hold
- 13.3 Other
- 14.0 Old Business
- 14.1 Park Entrance Signs – Previous information sent to Board members- The Committee discussed the topic and the need to update or maintain signage. The Committee was split on replacing versus repairing but agreed that a unified look is required.
- 14.2 Other
- 15.0 New Business
- 15.1 Citizen Concerns- None Received
- 15.2 Schedule tour of all Parks for Committee- The Committee discussed the idea and suggested an August B&G bus tour of the parks. A date will be confirmed.
- 15.3 Project Schedule- The Committee discussed the proposed project schedule with the soccer field and computers being the first projects.
- 15.4 New Vehicles- The Committee discussed the need to replace the current van and the scrapped van. Recreation is requesting a 15 passenger transit van and park maintenance requested a Ranger. The Ranger is not available but a Ford Explorer is and would work for the needs of the department. Depending on order cut off dates, staff may request purchasing authority as the vehicles would need to be built.
- 15.5 Other
- 16.0 Adjournment- The meeting adjourned at 6:29 pm.

Personnel & Policy
Committee Meeting
July 8, 2019
Freedom Park
Minutes

President Manfredini called the meeting to order at 6:30 pm.

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

Staff Present: Executive Director Janda

2.0 Old Business

2.1 Proposed IGA with Morton College for shared facility use- Status- Janda reported that the agreement may not happen. Staff changes at the college may not support the IGA.

2.2 Job Description Creation- Horticulturist-The Committee discussed the need to create a Horticulturist job description to reflect desired skills, knowledge, and expectation needed to maintain the flora and landscape areas of the park. The position would answer to the Superintendent of Parks.

2.3 Executive Director Annual Evaluation- The Committee reviewed and discussed the 2018 Executive Director review and comments within the evaluation for clarity. The Committee also requested a spreadsheet reflecting possible percentage merit increases for Executive Director Janda and is funds were available within the 2019 budget. The topic will be discussed in Closed Session at the July Board meeting.

3.0 New Business

3.1 **Job Description Amendment – ECRLP Aide R-19-09 – The Committee reviewed and discussed the Resolution and recommends adopting it as presented.**

3.2 Discussion on Employee Health Insurance- The Committee discussed the need to review employee health insurance benefits to ensure transparency and equity for employees. Staff will research and develop options and rate sheet to share with the Committee for discussion. The goal would be to offer all employees a zero contribution base for employees only.

3.3 100 Year Anniversary Logo- The Committee reviewed the three options and like number one (1) but with the words “Since 1920.”

3.4 Mary Gail Corpus Letter Of Intent to Retire- The Committee discussed Mary Gail’s intent to retire July 1, 2020

3.5 Assistant to Executive Director/Treasurer Anticipated Job Description/Planning-
The Committee discussed potential job realignments when Mary Gail retires. The Committee felt the new position could be an Assistant or Deputy Director level with an emphasis on finance. The position could also handle treasurer duties as needed in the future. The Committee also discussed Customer Service employees and related skill sets needed and suggested that additional clerical duties might be assigned to them.

3.6 Fiesta Friday- The Committee picked a name for the September fundraiser. A save the date notice will be prepared and distributed at the Steak Fry.

3.7 Other

4.0 Adjournment- The meeting adjourned at 9:00 pm.