Finance Committee Meeting  
March 11, 2019  
Freedom Park  
Minutes

1.0 The meeting was called to order at 5:36 pm by Commissioner Manfredini

Board Members Present: Manfredini, Espinoza, Brock, Woywod  
Staff Present: Executive Director Janda  
Treasurer Sebesta

Others Present: 

Commissioner Fejt was excused due to work issues.

2.0 Payables  
2.1 March Payables- the Committee reviewed the payables and recommends payment.  
2.2 Other

3.0 Treasurers Report- Treasurer Sebesta reported that assets are currently $611,093. Interest yield average is 2.44% and MTD Interest is $917 and YTD Interest is $2051. Tax collections are

4.0 Account Reconciliations- Status –December 31, 2018 Completed and work is progressing on audit preparation.

5.0 Old Business  
5.1 Grants  
5.1.1 OSLAD – Still waiting for Payment of $153,300.  
5.1.2 Berwyn Health District- Freedom Playground-Status  
   • Invoice Received for Equipment, submitted for payment $23,590.  
   • Berwyn Public health District invoiced for grant award of $21,231.  
5.1.3 Kaboom! Grant Submissions Completed  
   • Freedom Park (5-12 Age Area)- Awaiting notification of status- Nothing to Report  
   • Sunshine Park (5-12 Age Area)- Nothing to Report

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

5.3 2019 Budget- Review and draft discussion of budget. Budget Hearing has been set and legal notice printed in Lawndale News for March 19th at 6:45 pm at Proksa Park Activity Center.

The Committee reviewed the Tentative Budget and discussed the need to place an $80,000 float in the Corporate Fund to allow for reallocation of Levy items for the 2019 tax levy in response to the reduction of the Audit and Handicapped Recreation levies caused by state statute. An adjustment to the Corporate fund of up to $6,000 in expense for a trailer replacement has been added and reduction in the Scholarship Fund of Restrict Military Donations and Assistance lines items from $1,500 to $500. The Lacrosse program is on its way to become an affiliate and when
it transitions, the Lacrosse Division will become dormant and revenues will transfer to facility rentals. Staff will update the draft for presentation at the Public Hearing on March 19th.

The Committee Recommends adopting Ordinance R-19-02, The 2019 Budget & Appropriations Ordinance at the March 19, 2019 Board meeting.

5.4 Audit Status- Audit in progress, field work scheduled for the first week of April.
- Confirmations and SAS 99's Completed
- Assetmaxx Listing to be updated by staff for 2018 before March 31st.

5.5 2019 Hot Mix 5 Festival of Life – Proposal Received- The Committee reviewed and discussed the proposal and concurs with the recommendation not to proceed for this year.

5.6 Golf and 5K run with YMCA- Staff met with YMCA staff. The Committee discussed the potential events and the 5K is off the table. The potential date for the golf outing would be the end of August and the YMCA has a template. Staff will continue to work on the proposed event.

6.0 New Business
6.1 Potential Bond Refunding- Treasurer Sebesta presented information from Oppenheimer regarding the potential savings that could be realized from refunding of the 2015 bonds. He also showed a projection of new proceeds (example of $800,000) keeping current Debt Service Levy Rates. The new issue would extend the bond repayment schedule 5 years. Oppenheimer will be invited to the next Finance Committee meeting to present additional information to the Committee.

7.0 Adjournment – The meeting adjourned at 5:15 pm.
Recreation Committee
Committee Meeting
March 11, 2019
Freedom Park
Minutes

The meeting was called to order at 6:00 by Commissioner Espinoza

Board Members Present: Manfredini, Espinoza, Brock, Woywod

Staff Present: Executive Director Janda

Others Present:

Commissioner Fejt was excused due to work issues.

1. Brochure
   a. Summer 2019 production- The brochure is on its 2\textsuperscript{nd} draft.

2. Athletics
   a. Bombers Agreement- The Committee discussed the proposed affiliation agreement with the Berwyn Bombers. Should the Bombers affiliate, the Lacrosse Division would become dormant and fees would be recorded as facility rentals. The P/L is estimated to increase from $5,160 to $10,540.
   b. Berwyn Little League Agreement- The Committee discussed the transition of the current affiliation agreement to the new format adopted in 2018.

3. Special Events
   a. Wellness Fair- The fair went well and the District has great public exposure.
   b. Battle of the Bands- The event if Friday, March 15\textsuperscript{th} and there are 5 bands registered.
   c. Egg Hunt- The egg hunt is scheduled and the District has received an offer for free coupons for kids meals at Texas Roadhouse. The event is ready to go.
   d. Recreation Polices- Staff are currently updating and streamlining standard operating procedures.
   e. The Committee also discussed other events including:
      - The auction to be held on March 30\textsuperscript{th} at Liberty. The District will receive 10\% buyer’s premium for all items sold.
      - Latina Young Women’s Conference- To be held on April 11\textsuperscript{th} with culmination of multi-community event at Liberty.
      - Brewfest is September 28\textsuperscript{th}.
      - The Committee also discussed having a Taquiza event as a fund raiser later this year.

4. The meeting adjourned at 5:27 pm
Berwyn Park District
Building & Grounds Committee Meeting
March 11, 2019
Freedom Park
Minutes

1.0 The meeting was called to order at 5:36 pm by Commissioner Manfredini

Board Members Present:
Staff Present: Manfredini, Espinoza, Brock, Woywod
Executive Director Janda

Others Present: Anthony Ward
Greg Hopper

Commissioner Fejt was excused due to work issues.

2.0 Proksa Park-
2.1 Activity Center Updates-Bathrooms- Status- Contracts prepared and are under review for performance bond issuance. Contractor notified and preparing job schedule. Changes on tile colors being considered and the District is awaiting samples. The Contractor will conduct lead testing on the existing paint this week.

2.2 Ballfield Drinking Fountain- No Update- Possible removal and no replacement.

2.3 Proksa Park Fire Panel- No Report.

2.4 Future of Temporary Moving Wall Reflection Pond- The Committee discussed this issue in great detail and listened to comments from Anthony Ward and Greg Hopper. They suggested keeping the fountain in several variations and suggested that the cost for electric, water, and sewer would not be too costly. Some of the ideas included filling it with concrete, creating faux water surface, and installing a fiberglass shell; Executive Director Janda mentioned the need to install utilities to code and with prevailing wage requirements and the cost would be considerably more than Mr. Ward anticipates. Janda also related that he had spoken with Jeremy from Chive and Jeremy agreed the project was not worth the expense and ongoing needs. The Committee raised concerns related to maintenance and vandalism and the fact that the fountain was never meant to be permanent. Vandalism has continued and there is no guarantee that the temporary fountain would not continue to be vandalized. Mr. Ward mentioned that the District should have a line item for war memorial maintenance and that he has an issue with the School District as well related to the maintenance of the WWI Memorial located by Lavergne School. The Committee reminded Mr. Ward that the temporary fountain is not a war memorial. Mr. Ward also mentioned that the North Berwyn Park District had committed a corner at 15th and Harlem for a new memorial. Ideas of a granite marker or interpretive sign commemorating the event were discussed.

2.5 ARBNET Arboretum Accreditation Application- Application being completed for submission
2.7 LED Conversion for Park Pole Lights-Materials being ordered. ROI on equipment only is .10 years. The Committee reviewed that project and hopes to keep labor costs lower than budgeted.

2.6 Other

3.0 Freedom Park & Administration Building

- Playground-Funding Request – Kaboom! – Still awaiting funding notice
- Berwyn Public Health Department Playground Grant- Status
  - Invoice for equipment received
  - Invoice for grant funds submitted
  - **Three (3) estimated requested for certified equipment installation and stone base installation for poured in place surfacing.**
    
    - Green-Up Landscape $12,812
    - K&D Enterprise $12,236
    - Great Lakes Landscape Company Inc. $15,816

The Committee reviewed the quotes and recommends awarding the play equipment installation and stone based installation for poured in place surfacing to K&D Enterprise at a cost of $12,236.

- **Poured-in-Place Surfacing Quote- $12,443.**
The Committee reviewed the quote for the specialized work recommends awarding poured in place to Surface America (NuToys Proposal) at a cost of $12,443.

- **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 $5,500
  - Recommended contractors will be contacted during the permitting process.

- **Western Park Boundary Issue-** Due to time constraints, this item was not discussed.

- Other

4.0 Smirz Park-

5.0 Sunshine Park-

- **Playground-Funding request-** Kaboom! – No Update
• LED Conversion for Staff Areas and Park Poles-Materials ordered. ROI, equipment only.94 years. The Committee reviewed that project and hopes to keep labor costs lower than budgeted

6.0 Mraz Park-

7.0 Liberty Cultural Center
7.1 Stage Curtain has been repaired and cleaned.

8.0 6514 27th Place
8.1 Site plan-Status- Preliminary Design Color renderings ready for public presentation to elicit public input.- No Report
8.2 Other

9.0 Karban Park- Working on Deed transfer to park district from City- No report

10.0 Serenity Park- Working on Deed transfer to park district from City- No report

11.0 Karasek Park- Working on Deed transfer to park district from City- No report

12.0 Hessler Park

13.0 3400 Oak Park- Working on Deed transfer to park district from City
13.1 Site Plan- Preliminary Design Color renderings ready for public presentation to elicit public input. - No report
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 – The Committee reviewed the concept provided by Lake County Signs and deferred the discussion until Commissioner Fejt is available to participate.
14.2 Other

15.0 New Business
15.1 Citizen Concerns- None Received

15.2 Trailer- Frame failing- Need to replace, estimated cost $5,100. (photos attached of current trailer and potential replacement) The Committee recommends authorizing staff to replace the trailer at an estimated cost of $5,000 to $5,500 plus lettering and tie downs.
15.3 Other

16.0 Adjournment – The meeting adjourned at 6:39 pm.
1.0 The meeting was called to order at 6:40 pm by Commissioner Manfredini

Board Members Present: Manfredini, Espinoza, Woywod, Brock
Staff Present: Executive Director Janda

Commissioner Fejt was excused due to work issues.

2.0 Old Business
2.1 Staffing — Marketing Coordinator to be posted
2.2 Proposed IGA with Morton College for shared facility use— Status— No Report

2.3 Investment Policy — The Committee reviewed and discussed the proposed changes and recommends adopting Resolution R-19-04 Amending the Investment Policy as presented.

Recommendation for Board Action
2.4 Executive Director Annual Evaluation & Contract Renewal— Status— The Committee discussed the status and auto renewal date. The matter was deferred to a future meeting.

2.5 Other

3.0 New Business
3.1 Policy Updates

- Picnic Permit Policy Update — The Committee reviewed and discussed the proposed amendment to the Picnic Policy and recommends adopting Resolution R-19-02 Amending the Berwyn Park District Picnic Policy.

- Job Description Updates — The Committee reviewed and discussed Resolution R-19-03 Amending or Creating the Marketing Coordinator and Camp related job descriptions and recommends adopting the resolution and job descriptions as presented.

3.3 Other

4.0 Adjournment— The meeting adjourned at 6:50 pm.