

Finance Committee Meeting
November 11, 2019
Freedom Park
Minutes

The meeting was called to order by President Manfredini at 4:40 pm. at the Freedom Park Administrative Office

Commissioners in Attendance:	Manfredini, Fejt
Staff in Attendance:	Gianatasio, Corpus
Others in Attendance:	Janda, Sebesta

2.0 Payables

- 2.1 November Payables- The Committee reviewed the payables.
- 2.2 Other

3.0 Treasurers Report- Treasurer Sebesta reported that interest average is 1.9% with \$2,135 MTD and \$21,612 YTD in interest earnings. Investments are \$2,120,766.

4.0 Account Reconciliations- Status –September completed

5.0 Old Business

5.1 Grants

- 5.1.1 Kaboom! Grant Submissions Completed
 - Freedom Park (5-12 Age Area)- Nothing to Report
 - Sunshine Park (5-12 Age Area)- Nothing to Report- Will drop the item
- 5.1.2 OSLAD- Site Visit – Presentation made November 5th- No questions or concerns from the panel
- 5.1.3 MWRD Green Infrastructure- Awarded – Mandatory meeting November 15th
- 5.1.4 Berwyn Public Health District Grant Program - \$15K request to install concrete T-Boxes for Proksa Park Shadow Creek Disc Golf – Not Funded

5.2 Line Item Review- As part of the financial line item review, it was discovered that a vendor was paid in error from a quote and purchase order, not from an invoice. Allied Painting Services of Batavia was originally contracted to repaint the Freedom Park Children's Waterpark Play equipment for \$8,700.00. With the pool being shut down, the contract was cancelled but through staff error, the vendor was paid. Staff is currently working to contact the vendor and secure a complete refund.

6.0 New Business

6.1 Tax Levy

6.1.1 Ordinance for 2019 (action)
The Committee reviewed the 2019 Tax Levy Ordinance, O-19-05, which was reviewed by the attorney and recommends adopting it at the November 18th 2019 Board meeting.

6.1.2 PTELL (action)
The Committee reviewed the 2019 PTELL Resolution, R-19-14, which was reviewed by the attorney and recommends adopting it at the November 18th 2019 Board meeting.

6.2 2019 Audit

6.2.1 Schedule- The preliminary fieldwork has been scheduled for January 8th, 2020.

6.3 Other

6.3.1 2020 Budget- Janda stated that work had begun on the budget but it is difficult via VPN as the links do not work.

6.3.2 TIF- The City is holding a public hearing on November 19th, 2019 as they want to expand the Harlem TIF to include all of Cermak Road to Lombard and the area behind the Berwyn Dialysis Center on 26th and Harlem.

6.3.3 Lease- The Committee agreed to increase the rent on 2847 Kenilworth by \$25.00 per month. Smoke and C.O. detectors will be purchased and supplied to the residence as well.

7.0 Adjournment – The meeting adjourned at 5:00 pm.

Personnel & Policy
Committee Meeting
November 11, 2019
Freedom Park
Minutes

The meeting was called to order by President Manfredini at 5:20 pm. at the Freedom Park Administrative Office

Commissioners in Attendance:
Staff in Attendance:
Others in Attendance:

Manfredini, Woywod, Fejt
Gianatasio, Corpus
Janda

2.0 Old Business

2.1 Behavior Management Policy

(action)

The Committee reviewed Resolution R-19-15 creating a Behavioral Management Policy for program participants and recommends its adoption.

2.2 Other

3.0 New Business

3.1 PDRMA Property and Casualty

Consultant Janda presented a recap of the PDRMA meeting and informed the Committee of the new Deadly Weapons Coverage and the changes in Outbreak Expense Coverage effective 2020.

3.2 Employee Insurance

The Committee discussed the status of open enrollment for the employee health insurance program offered through PDRMA. Janda requested an updated spread sheet to assist with budget development.

3.3 PDRMA Online Incident Reporting

Janda explained to the Committee that Berwyn is ready to begin online claims reporting to PDRMA and that staff training will need to be scheduled for use of the system.

4.0 Adjournment- The meeting adjourned at 5:30 pm.

Berwyn Park District
Recreation Committee
11/11/19

The meeting was called to order by President Manfredini at 4:40 pm. at the Freedom Park Administrative Office

Commissioners in Attendance:
Staff in Attendance:
Others in Attendance:

Manfredini, Fejt
Gianatasio, Corpus
Janda

1. Brochure
 - a. Winter/Spring in production
 - i. Expected delivery-Early December
2. Budget
 - a. Draft submitted and in review
3. Athletics
 - a. Fall Baseball – 164 kids
 - b. Girls Fall Softball – 59 girls
 - c. Fall Youth Soccer – 179 kids
 - d. Winter Indoor Soccer – 14 kids so far (registration opened last week)
 - e. Freedom Park Field turf replacement project
 - i. Currently on hold due to the weather. Suggestion of perhaps July 2020 to replace turf due to typical break in affiliate and in-house group usage. Mike will work with Nick on confirmation of usage and if that is, in fact, a good time to undertake this project.
 - ii. It was recommended that in the meantime, the area in the North goalie box be repaired until the entire field can be replaced.
4. Special Events
 - a. All Hallows Eve-Oct 26
 - i. Great event
 - ii. Moved to YMCA due to weather
 - iii. Made the best of the situation with our resources
 - b. Letters to Santa-Dec 6
 - i. Sponsor letters went out
 - ii. Mailboxes will be going out on Nov 15
 - c. Polar Express-Dec 7
 - i. Initial registration is going well
 1. AM train – 95
 2. PM train – 120
 - ii. Train booked
 - iii. Museum booked
 - d. Candy Cane Hunt-Dec 14
 - i. Candy canes to be ordered next week
 - e. Positively Pasta-Jan 18
 - i. Band booked
 - ii. Dinner music booked
 - iii. Sponsor/donation letters went out

- iv. Tix printed
 - v. Zak working with Mary on ordering supplies, food and bar
- 5. Preschool
 - a. Kids still coming in from school district as of 11/4
 - i. Staff have been attending trainings and meetings with Devin and BSD 100
 - ii. 79 kids enrolled
 - b. Angelica has accepted a new position
 - i. Devin is working to fill it ASAP
 - ii. Devin will be stepping into the role until position is filled
 - c. Independent 2's & 3's has 18 kids total
 - i. New lead teacher is going well
 - ii. Devin is working to fill the assistant position
 - d. Smartboard
 - i. It was recommended we purchase a new smartboard for Proksa classroom
- 6. Staffing
 - a. Marketing Coordinator
 - i. Ashley's last day is Nov 14
 - ii. Moving to Minneapolis
 - iii. Mike will begin hiring process after the holidays

The meeting adjourned at 5:20 pm.