

Finance Committee Meeting
October 7, 2019
Freedom Park
Minutes

1.0 Start meeting-

Commissioner Brock called the meeting to order at 5:27 pm.

Commissioners Present: Manfredini, Fejt, Woywod, Brock,
Espinoza (arrived at 5:09pm)

Staff Present: Executive Director Janda
Treasurer Sebesta

2.0 Payables

2.1 October Payables- The Committee reviewed and recommends payment

2.2 Other

3.0 Treasurers Report- Treasurer Sebesta stated that interest rates are dropping and that he is keeping funds liquid for projects. He has opened two new Certificates of deposit. Investment balance is \$2.44 million. Interest average is 1.96% with \$3,008.11 this month and \$19,476 YTD.

4.0 Account Reconciliations- Status –Ongoing

5.0 Old Business

5.1 Grants

5.1.1 Kaboom! Grant Submissions Completed

- Freedom Park (5-12 Age Area)- Not Funded in 2019- Maybe 2020
- Sunshine Park (5-12 Age Area)- Nothing to Report

5.1.2 OSLAD- Site Visit – Follow Up Information Sent as Requested

5.1.3 MWRD Green Infrastructure- Nothing to Report

5.1.4 Berwyn Public Health District Grant Program - \$15K request to install concrete T-Boxes for Proksa Park Shadow Creek Disc Golf – The Committee discussed the application and that the Berwyn Public Health District has received numerous grant requests totally more than available funding.

5.2 Mid-Year Line Review- Staff are finishing the review and several line items will be over budget this year due to unforeseen issues or projects that were undertaken.

6.0 New Business

6.1 **Truth in Taxation Resolution R-19 -13, a Resolution determining the amounts of money exclusive of levies for debt service and election costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Berwyn Park District for the levy year 2019.**

The Committee reviewed the spreadsheets prepared by Executive Director Janda and requested that the Truth in Taxation Resolution be based on 3.5% Levy increase with the understanding the County Clerk will reduce the Levy on existing EAV to the CPI (1.9%)

6.2 **2020 PDRMA Employee Insurance**

The Committee concurs with the recommendation of the Executive Director to keeping the current HMO Rx1 and PPO Rx1 \$2,000/ \$1,500 HRA plans along with domestic partner coverage, dental with ortho, and vision at the \$600.00 level.

6.3 Illinois Records Retention Act- The Committee discussed the status of reducing unneeded records created and stored by the District.

6.4 2020 Budget CPI/Merit Pool 3%

- CPI 1.9%
- Merit 1.1%

The Committee discussed the CPI/Merit Pool and concurred to eliminate the CPI for 2020 but create a merit pool of 4% to provide increases for staff based on job performance evaluations and mentoring.

6.5 Other

7.0 Adjournment –The meeting adjourned at 5:13 pm

Berwyn Park District
Recreation Committee
Freedom Park
Minutes
10/7/19

1. Start meeting-

Commissioner Espinoza called the meeting to order at 5:15 pm.

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

Staff Present: Executive Director Janda
Recreation Manager Kirby

2. **Brochure**

- a. Winter/Spring is in production

3. **Athletics**

- a. Fall Baseball- The fall season has ended and went very well
- b. Girls Fall Softball- The fall season has ended and went very well
- c. Fall Youth Soccer- There are more than 200 kids playing and the season will be ending this month

4. **Special Events**

- a. Brewfest- The fest had 672 attendees and to date has a P/L of \$3,376.87 with a margin return of 17.82%.
 - b. All Hallows Eve- The planning for the event continues with the YMCA. The costume contest may take place at the YMCA
 - c. Kandy Cane Hunt- Planning for the event is underway
 - d. Polar Express – Recreation Manager Cronin has been assigned the event and the Museum has been booked along with Santa. Metra tickets still need to be ordered
 - e. Letters to Santa- The library will partner again and supplies have been ordered. Looking for possible sponsors for the postage
 - f. Fiesta Friday- The event to date is showing a loss of \$1,183.84, but not all numbers are in. The Board wants to host the event again next year but perhaps on a different date
 - g. 2020 Draft Listing –The Committee reviewed the draft listing of special events for 2020
5. **Positively Pasta**- Manager Kirby and President Manfredini are working on planning
6. **2020 100th Anniversary Planning**- Nothing to report
7. **2020 Greater Chicago Pagan Festival**- The Committee discussed the proposal and have concerns about the length of the event and the impact on the park and neighborhood (traffic & parking) for the extended hours. Rental rate would be \$300.00 per hour for a total of \$4,500 and would include two (2) staff on site . Police costs would be additional. The September 26th date is unavailable as that is the date of next year's Brewfest. Executive Director Janda will follow up with the group. The Committee also suggested Janura Park as a better location related to parking.
8. **Thanksgiving Day Meal**-Thanksgiving- We will need staff and Commissioners to volunteer
9. **Holiday Boxes**- December 14th- We will need staff and Commissioners to volunteer

10. **Sailors at Christmas** –Combined Veterans of Berwyn- The Committee discussed the rental fee and determined that the fee should be \$1,700 for the event as staff will need to work on Christmas at holiday pay rates
11. **Zumba**-dropping in 2020- The Committee reviewed the P/L for the program and agreed that it is time to shelve the program
12. Other
13. Adjournment- The meeting adjourned at 6:08 pm

Ad Hoc Committee – Executive Director Search
Berwyn Park District
Freedom Park
October 7, 2019
Minutes

- I. President Manfredini called the meeting to order at 6:22 pm.

Commissioners Present: Manfredini, Woywod, Brock, Espinoza

Staff Present: Executive Director Janda

- II. Applications Received to Date- The Committee reviewed the Resumes and Cover letters received to date.
- III. The Committee requested Executive Director Janda to help prepare and facilitate the November Board Meeting as Assistant to Executive Director Mary gail Corpus will be on vacation.
- IV. Adjournment- The meeting adjourned at 6:46 pm.

Personnel & Policy
Committee Meeting
October 7, 2019
Freedom Park
Minutes

- 1.0 Start meeting-
Commissioner Woywod called the meeting to order at 6:15 pm.

Commissioners Present: Manfredini, Woywod, Brock, Espinoza

Staff Present: Executive Director Janda

2.0 Old Business

2.1 Employee Health Insurance-Adjust Employee Premium Co-Pay to 20% across the Board for all eligible employees

The Board discussed the employee percentage co-pay and recommends amending the co-pay amount to 20% for all eligible employees enrolled in the PDRMA Health Plan provided by the District effective January 1, 2020.

2.2 Other

3.0 New Business

3.1 **Behavior Management Policy-** The Committee reviewed the draft policy and suggested that a participant sign-off be added.

3.2 **FMLA Request-** The Committee briefly discussed Superintendent Bzdyl's email to the Board of Commissioners and his potential need for FMLA related to family illness as he acknowledged in his email.

3.3 **Horticulturist and Parks Foreman Appointments-**Executive Director Janda informed the Committee that Sam Steinbach has been appointed to the Parks Foreman position based on mentoring this year and positive performance, and that Lesa Abalos has been appointed to the new Horticulturist position based on her education and work experience. The hourly wages will be adjusted to meet the salary ranges of their respective job descriptions.

- 4.0 Adjournment- The meeting adjourned at 6:21 pm.

Berwyn Park District
Building & Grounds Committee Meeting
October 7, 2019
Freedom Park
Minutes

1.0 Commissioner Fejt Manfredini called the meeting to order at 6:08 pm.

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

Staff Present: Executive Director Janda

2.0 Proksa Park-

2.1 Ballfield Drinking Fountain- No Update-

2.2 Proksa Park Fire Panel- The project is being scheduled.

2.3 Moving Wall Sign- - No Report

2.4 Children's Garden- Recycled timbers – Julie Roth has been ill and no meeting has occurred to schedule installation

2.5 Wisconsin Avenue Cat Walk Replacement- Completed

3.0 Freedom Park & Administration Building

- Playground-Funding Request – Kaboom! – No funding in 2019-Possible for 2020.
- Playground Removal- As communicated in early 2019 to the Board, the playground would be removed in 2019 due to wear and safety concerns with timing dependent on receipt of potential Kaboom! grant. As the grant has not been awarded and the playground has potential hazardous conditions that are not practical to repair, staff will close and begin removing the playground on October 14th. PDRMA has also recommended its immediate closure pending repairs, but again due to its age repairs are not feasible. The playground will be closed the week of October 14th and will be subsequently removed as it has outlived its life expectancy and repairs are now economically feasible. Staff will put a notice of closure out on social media.
- Tot-Lot Playground- PDRMA assisted staff with a playground audit of the new tot lot at Freedom Park on September 13th.
- Park Lighting- Age and weather have taken a toll on the ballasts causing lighting failures. The poles are being converted to LED bulbs and new inline fuses are being added to the poles.
- Pool-Status-Nothing to report
- Soccer Field- Confirmed start date is November 1st. Mary Gail Corpus will be the site contact and Executive Director Janda will monitor the project as needed.
- West Alley Property Divisions- Attorney is working on next steps for pin divisions on two or three remaining properties. This will alleviate the property tax bills that have been popping up occasionally. Estimated cost of this project is under \$5,000.00.

- 4.0 Smirz Park-
- Storage Shed- Planned as part of Pay it Forward
 - Pay It Forward- Scheduled for October 12th.-Scheduled
 - Other
- 5.0 Sunshine Park-
- Playground-Funding request- Kaboom! – No Update
- 6.0 Mraz Park-Fountain-Water turned on and drinking fountain capped.
- 7.0 Liberty Cultural Center- Ongoing complaints of glass, garbage, nails, and rocks in alley by neighbor. Staff have swept alley along property line twice already and have power sprayed garbage dumpster area. Glass beer bottles are not used in Liberty, staff is not using nails for anything at this time, and small rocks appear to be from deteriorating alley asphalt.- The Committee discussed the ongoing issue and agreed staff have taken all necessary steps towards maintenance and alley cleanliness.
- 8.0 6514 27th Place- Additional Information sent to IDNR as requested
- 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
- 11.0 Karasek Park- Working on Deed transfer to park district from City-On Hold
- 12.0 Hessler Park- Staff seeking pricing for new water service for park.
- 13.0 3400 Oak Park- Working on Deed transfer to park district from City- On Hold
- 14.0 Old Business
- 14.1 Park Entrance Signs – Deferred
- 14.3 Project Schedule- As discussed last month,
- Soccer Field -2019- On Schedule
 - Computers-2019- On Schedule- Computers have been ordered
 - Catwalk Replacement 2019- Completed
 - Vehicles –order 2019- On Schedule
 - Ball Field Mix- 2019- On Schedule
 - Pathways/Parking- 2020
 - 6514 Development - 2020
- 14.4 Other
- 15.0 New Business
- 15.1 Citizen Concerns- Cleanliness of Alley at Liberty- Discussed in 7.0-
- 15.2 Other
- 16.0 Adjournment- The meeting adjourned at 6:13 pm.