



**MINUTES OF THE OCTOBER 15, 2019**  
**BOARD MEETING**

The Regular Meeting of the Berwyn Park District Board of Commissioners was called to order at 7:00 pm by Board President Mario Manfredini. The meeting was held at the Proksa Park Activity Center, 3001 Wisconsin Ave. Berwyn, Illinois.

**COMMISSIONERS IN ATTENDANCE**

Mario Manfredini, President  
Sandy Fejt, Commissioner  
Ana Espinoza, Commissioner  
Brian Brock, Commissioner  
James Woywod, Commissioner

**STAFF IN ATTENDANCE**

Jeffrey S. Janda, Executive Director  
Gerald Sebesta, Treasurer  
Michael Gianatasio, Superintendent of Recreation

**II. PLEDGE OF ALLEGIANCE**

Commissioner Manfredini led the assembled group in the Pledge of Allegiance.

Motion carried

**III. ADOPTION OF AGENDA**

Commissioner Brock moved, seconded by Commissioner Fejt to approve the agenda as presented.

Motion carried

**IV. ACCEPTANCE OF MINUTES**

Commissioner Brock moved seconded by Commissioner Espinoza to accept the minutes of the September 17, 2019 Regular Board Meeting.

Motion carried

**V. PUBLIC COMMENT**

A local resident asked about the status and future plans for the Freedom Park Playground.

Executive Director presented a power point presentation, explaining to the audience the safety related reasons the Park District needed to remove the playground equipment at Freedom Park. He also spoke to planned improvements, funding requests, and investments already made into the park.

**VI. TREASURER'S REPORT**

Commissioner Brock moved, seconded by Commissioner Fejt to accept the Treasurer's report as presented and place on file for audit.

Motion carried

Commissioner Brock moved, seconded by Commissioner Fejt to approve the monthly payroll and payables, totaling the amount of \$215,388.96

ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea

Motion carried

**VII. EXECUTIVE DIRECTOR REPORT**

Commissioner Fejt moved, seconded by Commissioner Woywod to accept the Executive Director's report as informational.

Motion carried

**VIII. WSSRA**

Accepted as informational

**IX. CORRESPONDENCE**

The Board Members reviewed the correspondence folder.

**X. STANDING COMMITTEE REPORTS**

**A. Finance**

A1. Commissioner Brock moved, seconded by Commissioner Fejt to waive reading of Resolution R -19-13, 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 Resolution is based on a 3.5% Levy increase.

Motion carried

Commissioner Brock moved, seconded by Commissioner Fejt to adopt Resolution R-19-13, 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 Resolution is based on a 3.5% Levy increase.

ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea

Motion carried

**A2. Commissioner Brock moved, seconded by Commissioner Fejt to concur with the recommendation of the Executive Director Janda to keep the current HMO Rx1 and PPO Rx1 \$2,000.00/\$1,500.00 HRA plans along with domestic partner coverage, dental with orthodontia, and vision at the \$600.00 reimbursement level for 2020.**

**ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea**

**Motion carried**

**B. Buildings & Grounds  
Accepted as informational**

**C. Personnel & Policy**

**C1 Commissioner Woywod moved, seconded by Commissioner Fejt to amend the employee percentage co-pay amount to 20% for all eligible employees enrolled in the PDRMA Heal Plan provided by the District effective January 1, 2020.**

**ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea**

**Motion carried**

**C2. Commissioner Woywod moved, seconded by Commissioner Brock to waive reading of Resolution R-19-12 amending Recreational Procedural Polices.**

**Commissioner Woywod moved, seconded by Commissioner Brock to adopt Resolution R-19-12 amending Recreational Procedural Polices.**

**ROLL CALL: Brock, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Ye  
Espinoza, Yea**

**Motion carried**

**D. Recreation  
Accepted as informational**

**E. Ad-Hoc Executive Director Search  
Accepted as informational**

**XI. Unfinished Business  
NONE**

**XII Closed Session**  
**NONE**

**XIII. A. NEW BUSINESS**

**A1. Commissioner Manfredini moved, seconded by Commissioner Brock to appoint Mario Manfredini as delegate and Brian Brock as 1<sup>st</sup>, and Sandra Fejt as 2<sup>nd</sup> alternates for the IAPD Annual Business Meeting on January 25, 2020.**

**ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea**

**Motion carried**

**B. Commissioner Manfredini moved, seconded by Commissioner Brock approve the receipts and account that have been submitted to date by NRPA Conference attendees as required by state statute.**

**ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea**

**Motion carried**

**B1. Commissioner Manfredini moved, seconded by Commissioner Fejt to approve the Letter of Engagement for Accounting and Reconciliation Services from David Petschke for periods 1/1/2020 to 6/30/2020.**

**ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea**

**Motion carried**

**C. MEETING DATES**

**Commissioner Fejt scheduled a Finance Meeting on Monday November 11, 2019 at 4:30pm. followed by Recreation, Personnel & Policy. These meetings will be held at Freedom Park.**

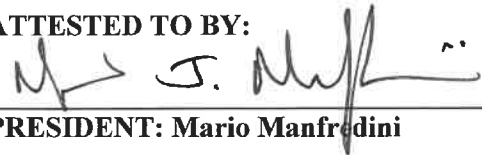
**XV. ADJOURNMENT:**

**There being of no further business to come before the Board, Commissioner Fejt moved, seconded by Commissioner Fejt to adjourn at 8:07pm.**

**ROLL CALL: Brock, Yea  
Espinoza, Yea  
Fejt, Yea  
Manfredini, Yea  
Woywod, Yea**

**Motion carried**

**ATTESTED TO BY:**

  
\_\_\_\_\_  
**PRESIDENT: Mario Manfredini**

  
\_\_\_\_\_  
**Secretary: Mary Gail Corpus**

**Date** 11-18-19

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 5<sup>th</sup>- 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 18<sup>th</sup> 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 18<sup>th</sup> 2019 Board meeting.**

6.2 2019 Audit

- 6.2.1 Schedule- The preliminary fieldwork has been scheduled for January 8<sup>th</sup>, 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 19<sup>th</sup>, 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 26<sup>th</sup> 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: Manfredini, Woywod, Fejt  
Staff in Attendance: Gianatasio, Corpus  
Others in Attendance: 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: Manfredini, Fejt  
Staff in Attendance: Gianatasio, Corpus  
Others in Attendance: 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.