

Finance Committee Meeting
September 9, 2019
Freedom Park
Minutes

1.0 Start meeting-

President Manfredini called the meeting to order at 5:06 pm.

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

Staff Present: Executive Director Janda
Treasurer Sebesta

2.0 Payables

2.1 September Payables- **The Committee recommends approving payables.**

2.2 Other

3.0 Treasurers Report- Treasure Sebesta reported investments of \$1,726,000. Tax collections reflect 94%. Interest MTD is \$2,633 YTD is \$15,644. District funds are more than \$2,240,000.

4.0 Account Reconciliations- Status –June 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

5.1.2 OSLAD- Site Visit – Was held September 4, 2019 and lasted about 15 minutes. There are more than 130 applications seeking \$40 million in funding and there is \$29 million available.

5.1.3 MWRD Green Infrastructure- The grant was submitted .-Nothing to Report

5.1.4 Berwyn Public Health District Grant Program - \$40k available, due end of September

5.2 Old Copier- Sold for \$1,000

5.3 Surplus Property-O-19-04- **The Committee recommends adopting the Ordinance as presented.**

5.4 Mid Year Line Item Review- Executive Director Janda provided copies of the line item reviews.

5.5 Other

6.0 New Business

6.1 WSSRA 2020 Share – No Increase, actual decrease. 2019 \$160,443, 2020 \$159,155

6.2 5 Year History of Share payments & Related Information- The Committee reviewed the information presented by Executive Director.

6.3 Other

7.0 Adjournment – The meeting adjourned at 5:26 pm

Berwyn Park District
Building & Grounds Committee Meeting
Minutes
September 9, 2019
Freedom Park

1.0 Start meeting-

President Manfredini called the meeting to order at 6:22 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- Plans approved, building permit is next.

2.3 Moving Wall Sign-. Staff continues collecting information for creation of an interpretive sign.

2.4 Tennis Court Lights- Warranty Work- completed

2.5 Children's Garden- Recycled timbers - Timbers have arrived and a date for installation will be set.

2.6 Wisconsin Avenue Cat Walk Replacement- Prairie Path Group - \$16,950 awaiting 2nd quote. Project will proceed with best price provided amount is under \$20,000. Funding is from bond issuance.

2.6 Other

3.0 Freedom Park & Administration Building

- Playground-Funding Request – Kaboom! – Still awaiting funding notice
- Pool-Status-Follow up discussion from last night. Is it feasible to reopen the pool given the annual losses. Staff will look into costs to remove the pool and potentially replace with a splash pad. Operating costs would be substantially less as only a monitor and not five(5) staff would be needed to operate the splash pad.

Staff has contacted aquatic engineering firm and a pool company to ascertain costs in conversion of pool to splash pad. One issue raised is treatment and recirculation of water of dump to sewer. Both have merit. Looking to set date for walk through.

- Soccer Field- Purchase Order issued, layout reviewed and approved by staff, and work start date scheduled for November 1st.

- 4.0 Smirz Park-
 - Storage Shed- First Boy Scout project did not work out. Troop 32 has agreed to take on and complete the project this summer.- No progress- Staff will reach out again to Troops 31, 32, 301.
 - Pay It Forward- Scheduled for October 12th.-Scheduled
 - Other

- 5.0 Sunshine Park-
 - Playground-Funding request- Kaboom! – No Update
 - Vehicle incident/damage-Staff Discipline- Staff suspended for policy violations.

- 6.0 Mraz Park-Fountain-Staff researching potential improvements

- 7.0 Liberty Cultural Center

- 8.0 6514 27th Place
 - Site plan-Status- OSLAD Grant proposal submitted, IDNR walk through held on 9/4/19. MWRD Grant proposal submitted.
 - 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

- 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
 - 14.2 Schedule tour of all Parks for Committee - Awaiting date from Commissioners

 - 14.3 Project Schedule- As discussed last month,
 - Soccer Field -2019
 - Computers-2019
 - Catwalk Replacement 2019
 - Vehicles –order 2019
 - Ball Field Mix- 2019
 - Pathways/Parking- 2020
 - 6514 Development - 2020

 - 14.4 New Vehicles-
 - 2020 Ford Police Interceptor- Vehicle ordered at cost of \$34,309

- 14.5 Computers- The Committee reviewed the computer replacement upgrade scheduled for the fall at a cost \$16,766.55 for 18 computers and a new server. Staff will provide a better breakdown of the costs.

- 15.0 New Business
 - 15.1 Citizen Concerns- Bag worms at Karasek Park- Staff will look into the issue and treat as necessary.
 - 15.2 Park Tour- Meet at Liberty at 9am on 9/21/2019.
 - 15.3 Report of person sleeping in Proksa Park- The Committee discussed the information and staff will look into the matter.
 - 15.4 People defecating at Karasek Park- Staff have found evidence of people defecating in the park. Staff will look into the matter and notify the police as needed.
 - 15.5 Other

- 16.0 Adjournment- The meeting adjourned at 6:53 pm.

Personnel & Policy
Committee Meeting
September 9, 2019
Freedom Park
Minutes

1.0 Start meeting-
President Manfredini called the meeting to order at 5:27 pm.

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

Staff Present: Executive Director Janda

2.0 Old Business

2.1 Job Description Creation- Superintendent of Finance and Human Relations- **The Committee recommends adopting the job description as presented.**

2.2 Job Description Amendment- Early Childhood Lead Instructor - **The Committee recommends amending the job description as presented.**

2.3 Employee Health Insurance- **Executive Director Janda provided a comparison chart of WSSRA member agencies reflecting the percentage that employees pay towards their health insurance as requested. The Committee would like to see the 2020 plan rates when they are available.**

3.0 New Business

3.1 Executive Director Vacancy

- IAPD Search- **The Committee discussed the proposal not to exceed \$8,250 quoted for the search. The Committee also discussed the potential of placing an ad in the IPRA job bulletin and conducting the search in-house. Executive Director Janda suggested that the Board President Mario Manfredini and himself could review all applications and pick the top 6 to 12 resumes for Board review and consideration. Commissioner Fejt also mentioned that she would be interested in the position and asked if other Board members would have an issue if she applied. Discussion resulted in that there were no perceived issues and the Commissioner Fejt with her many years of service at the DuPage County Forest Preserve would be qualified.**

Executive Director Janda will email all Board members the IAPD proposal and the current job description.

- **Consultant Contract Discussion- The Committee reviewed and discussed the estimated hours of 110-150 hours of consulting at \$75.00 per hour and recommends contracting with Jeffrey S. Janda for services needed.**
- **Gender Neutral Programming- Commissioner Brock inquired if the District offers gender neutral programming and if not how it could be offered. Executive Director Janda stated that he was not aware of any legislation but would look into it. Commissioner Espinoza stated that she remembered seeing something in a park magazine.**

3.2 Employee Suspension- Executive Director Janda informed the Committee of employee related discipline issues.

3.3 Job Description Creation- Full Time Custodian- The Committee recommends amending the job description as presented.

3.4 Recreation Policies Update- The Committee reviewed the policy amendment and recommends approving them.

3.5 Other

4.0 Adjournment- The meeting adjourned at 6:21 pm

Recreation Committee
9/9/19
Minutes

1.0 Start meeting-

President Manfredini called the meeting to order at 4:43 pm.

Commissioners Present: Manfredini, Woywod, Brock, Espinoza

Staff Present: Executive Director Janda
Treasurer Sebesta
Superintendent Gianatasio

1. Brochure
 - a. Winter/Spring in production- Currently in production with 10/4/19 content deadline. Possible extended pages to reflect anniversary of District.
2. Athletics
 - a. Fall Baseball- 171 participants
 - b. Girls Fall Softball- 80 + participants
 - c. Fall Youth Soccer- 160 + participants
3. Special Events
 - a. Back to School Picnic 2500 + attendees- very successful
 - b. Community Garage Sale- 60 vendors- great attendance
 - c. Fiesta Latina- Great turn out, many compliments on food and music
 - d. Fiesta Friday-
 - Food Permit secured
 - Music trio - \$450 for 1 hour- Ana – 6-7pm
 - Dances – Donation – Ana 7:15-7:45pm
 - El Meson/La Lupita/Tamales- based on 200 attendees
 - Petty Cash check needed for music
 - Thursday Lalo's mix pick up
 - Friday- Tamales Pick up
 - Jerry- Drink Machine – Confirmed
 - Square/tablet needed
 - Drinks \$5.00, Pop & Water \$ 1.00
 - 1 keg Modelo
 - Wrist bands/hand stamp
 - Mario- Ipod Music
 - e. Brewfest- Bands set, liquor license in progress, ticket sales higher than last year
 - f. All Hallows Eve –Staff planning
4. Preschool
 - a. Kids still coming in from school district

5. Staffing
 - a. Early Childhood and Recreation Manager- New hire starts September 16th . Devin Frendreis.
6. 2020 100th Anniversary Planning- The Committee discussed ideas and potential dates.
7. Adjournment- The meeting adjourned at 5:05 pm.