

**Bensenville Park District
 Board of Park Commissioners
 Regular Meeting Minutes
 Wednesday, October 7, 2020
 Deer Grove Leisure Center
 1000 W. Wood
 Bensenville, IL 60106**

1. Call to Order

President Johnson called the Meeting to order at 6:08 p.m.

Roll call was taken:

	<u>Present</u>	<u>Absent</u>
Geils		X
Gibbs	X	
Johnson	X	
Karg	X	
Linder	X	

Staff in attendance: Joe Vallez, Executive Director and Mary Dickson, Attorney.

Pledge of Allegiance: President Johnson led the Pledge

2. Approval of Agenda

It was moved by Commissioner Gibbs, seconded by Commissioner Linder, to approve the Agenda, as presented.

On a roll call vote:

<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Johnson	X		
Karg	X		
Gibbs	X		
Linder	X		
Geils			X

Motion carried.

3. Approval of Minutes

Commissioner Karg moved, seconded by Commissioner Linder, to approve the minutes of September 16, 2020.

In discussion, Commissioner Karg suggested a correction to the minutes to change reference to the School District to “2” not “98.”

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On a roll call vote:

<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Johnson	X		
Karg	X		
Gibbs	X		
Linder	X		
Geils			X

Motion carried.

4. Approval of Accounts Payable and Payroll

Commissioner Linder moved, seconded by Commissioner Gibbs, to approve Accounts Payable Dated 9/24/20 of \$209,853.41 Payroll dated 9/11/20 \$110,972.29 Payroll Dated 9/25/20 of \$108,813.54 for a Grand Total of \$429,639.24.

On a roll call vote:

<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Johnson	X		
Karg	X		
Gibbs	X		
Linder	X		
Geils			X

Motion carried.

5. Recognition of Visitors/Public Comment

No comment was received.

6. Communications and Correspondence

Mr. Vallez reported receipt of:

- Social media report from Tom Draper, which the Commissioners reported they would like to receive as well.
- ADA Transition Plan, which will be presented at a 10/27/2020 Community meeting
- IPARKS notice

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He also provided an update on the Forestry grant application; the 2021 Election Calendar; the Candidate's Checklist and White Pines Safety report.

7. Staff Reports

Mr. Vallez reported, among items on his Report, on the following:

Covid-19:

The District continues to adhere to the recommended IDPH and CDC guidelines. The daily sanitation of the DGLC and White Pines facility remain a top priority as is the guidelines established for all employees working. The School Districts continue to provide to keep the District up to date with future plans for learning models.

White Pines:

Golf Play: Consistent play continues, weather contingent. The golf season will be ramped down, and end of year course maintenance will be undertaken.

Beverage cart operations ends unless there is extremely warm weather. Half way house operation stops as of October 26. The food and beverage operation will be run out of 37 Bar and Grill. All furniture will be removed and only food/drink sales will be conducted from the interior facility.

Staffing: Andrea Nieto submitted resignation. Recreation staff Pam and Shane will be transitioned back into Deer Grove/Fischer farm planning and operations. All interested bartenders, servers and White Pines banquet staff will be invited to a meeting to answer any questions and give an update of anticipated 2021 needs.

Recreation:

Recreation programs are continuing based on registration. In person programming is limited and virtual programming continues.

Plans for 2021: The pool is in need of approximately \$500,000 in work. The District can continue to put a patch on the pool shell but the conditions are getting worse each year. The team has been to develop an environmental program that involves volunteer days/volunteer programs, green classes, District wide projects and community clean up days. This initiative can transition into the tree management program and inventory of trees. Negotiations with School District 2 have commenced to use Mohawk and Blackhawk School grounds for the installation of four soccer fields. This negotiation is part of the discussions regarding a maintenance facility for School District buses. The

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District received approximately \$18,500 for the tread mills damaged by the storm. Cost for new equipment was approximately \$23,500.

Maintenance:

The team is finishing the close down of the splash pad and all water features.

Marketing:

The new sign program is done and ready to go out to the parks. The signs were designed for the District with special rules for each location if needed. The park rules specific signs were designed to match the future signs with the specific park name on the sign.

Finance:

The District faces the continued challenge to adjust revenue/expense to all of the amended programs and plans moving forward. The staff will provide the best estimates for revenue projections but this process continues to be an unknown exercise based on current circumstances. An updated capital list will be presented to the Board

Customer Service:

The front desk continues to be the main intake point for all customers engaging with the District through programming and/or registration. The front desk operations continue to answer questions, take phone inquiries and support the staff.

ADA Transition Plan:

A Community Meeting will be held on October 22 at 7:00 pm - 8:30 pm at White Pines in the banquet room to allow for social distancing for presentation of the proposed plan.

In discussion, President Johnson recommended the scheduling of a planning session in November to get a vision of where the District wants to be in the future, relative to soccer, golf and other items.

Discussion was also held relative to Veteran's Park, and whether it could be used for soccer programs. Mr. Vallez commented that he is discussing with the School District the swap of property.

8. Actions Items

A. Bensenville Park District Facility Assessment

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Mr. Vallez distributed proposals from architectural firms for facility assessments. Gewalt Hamilton, FGM Architects and 3D Designers. He asked the Commissioners to look at the proposals and discussion of any questions will occur in the future.

B. Revised Organizational Chart

Mr. Vallez distributed a revised Organizational Chart for information purposes. Discussion ensued, with Commissioner Linder stating the position of Manager of Special Services should report to the Human Resources Superintendent, not to the Executive Director, and Commissioners discussing the current Organizational Chart relative to the combination of Finance with Human Resources. Following discussion, President Johnson recommending that the only change to adopt to the Chart at this time be the change involving the position to be held by Phyllis Schmidt, who will report directly to Mr. Vallez, rather than to the Recreation Supervisor. Further discussion of the Organizational Chart will occur in future when Mr. Vallez also suggests changes to the structure at White Pines.

Commissioner Karg moved, seconded by Commissioner Gibbs to authorize a change in the Organizational Chart eliminating the position of Assistant Supervisor of Recreation (Early Childhood) and creating the position of Manager of Special Services pursuant to the job description provided with the position, to report to the Executive Director.

On a roll call vote:

<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Johnson	X		
Karg	X		
Gibbs	X		
Linder		X	
Geils			X

Motion carried.

9. New Business

There was no new business.

10. Old Business

There was no old business.

11. Closed Session

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There was no Closed Session.

12. Adjournment

Commissioner Gibbs moved, seconded by Commissioner Karg to adjourn the meeting at 7:25 p.m.

On a roll call vote:

<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Johnson	X		
Karg	X		
Gibbs	X		
Linder	X		
Geils			X

Motion Carried.

The meeting stands adjourned.

Approved:

President Rich Johnson

Secretary