

**Bensenville Park District  
Board of Park Commissioners  
Meeting Minutes  
Wednesday, February 17, 2021**

1. Call to Order

President Johnson called the Meeting to order at 6:06 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, Marketing Superintendent Tom Draper, and Mary Dickson, Attorney.

Pledge of Allegiance: President Johnson led the Pledge.

2. Approval of Agenda

It was moved by Commissioner Linder, seconded by Commissioner Gibbs, 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

It was moved by Commissioner Linder, seconded by Commissioner Gibbs, to approve the Minutes from the regular meeting of Special Meeting of January 13, 2021, the Regular Meeting of January 20, 2021 and the Committee of the Whole Meeting of February 3, 2021, as presented.

In discussion, Commissioner Karg corrected the prior meeting minutes to correct the name Carol Anderson, instead of Carol Johnson.

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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

It was moved by Commissioner Linder, seconded by Commissioner Karg to approve Accounts Payable dated 1/28/21 of \$81,325.60 Payroll dated 1/29/21 of \$119,069.21 for a Grand Total of \$200,394.81. Accounts Payable dated 2/11/21 of \$116,303.90 Payroll dated 2/12/21 of \$82,174.47 for a Grand Total of \$198,478.37.

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

Chuck Lynch, former golf professional, referenced the termination of his association with the District, and his desire to take from the District items he had installed, for example, an electrical line and a counter installed in the pro area. There are two sheds on the golf course which contain tools which are his as well. Following discussion, President Johnson told Mr. Lynch to work out the details of removal of his property with Mr. Vallez. The Board would not agree to removal of electrical installation, but did agree to Mr. Lynch's removal of the countertop.

Resident Stan Barron spoke in support of Mr. Lynch.

Resident Jay Snyder introduced himself as a candidate, running opposed, for the position of Park Commissioner.

6. Communications and Correspondence

Mr. Vallez reported receipt of:

- Copy of a check from DuPage County for COVID relief in the amount of \$27,228;
- A press release announcing his departure from the Morengo Park District

He also announced a visit he and President Johnson took to the Jackson Dome in Village, reporting the facility is quite impressive.

7. Board Liaison Reports

**NEDSRA**

Mr. Vallez reported there is no change, NEDSRA is still operating remotely.

**Bensenville Community Foundation**

Commissioner Karg reported the Foundation is hiring a firm for auditing of the funds, and the financials appear in disarray.

**BBAA**

No report.

**Chamber of Commerce:**

Commissioner Karg reported that all a new directory is underway, and that the Chamber was very happy that the Park District took out some ads.

8. Staff Reports

Mr. Vallez provided the following report based on Staff Reports submitted:

- Covid-19 Update:  
Staff will be brought back into the building, with less remote working.
- Springfield:

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The District has been approached about suggesting legislation for park improvements.

- Fischer Farm:

A meeting was scheduled with the Forest Preserve District President next week, and a follow up meeting the full Board will be scheduled at which time the presentation concerning Fischer Farm will be made.

- PDRMA Update:

Continuing with IPARKS costs \$95,000 per year;  
Moving to PDRMA is \$195,000 per year.

- Breiter Palm:

The Board discussed next steps, including Construction Documents – Electrical Engineering – Bidding Assistance/Contract Award – Construction Administration – Construction Observation. An action item for this project is on the agenda

- Audit/Management Letter Recommendations:

Action items are on the agenda to address some recommendations.

- Finance Report

Recommendations as action items will include: Capital Asset Policy; Fund Balance Policy; and Fund with Deficit Equity

- 2021 Golf Rate Review:

The golf rates have been previously discussed and are on the agenda as an action item for the 2102 golf season.

- Great Lakes Urban Forestry Management:

A contract in the amount of \$33,000 is an action item, with a reimbursement to the District of \$20,000.00.

- DuPage County COVID-19 Reimbursement:

The District is in receipt of a check in the amount of \$27,228.00 from the County for COVID reimbursement.

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- Covid-19 Proclamation:  
  
Mr. Vallez read the COVID proclamation.
  
- Recreation:
  - a. Programming: Planning and initiating is on going
  - b. Senior Programs: Started with in-house games and one trip.
  - c. Summer Camps: Planning for camp with restricted participants and activities.
  - d. Aquatics: The District is preparing staff for a pool reopening this summer, training and prep work are ongoing.
  - e. Fitness Classes: Classes have started with many participants returning.
  - f. Fitness Center: Mirror replacement date is still to be determined
  
- Front Desk:
  - a. Spring Brochure: Registration starts Feb. 16th for residents, Feb. 17th for non-residents.
  - b. Fitness Center: increase in participants from 10 to 12.
  - c. Walking Track: 6 patrons allowed.
  - d. In Person Fitness Classes: Started Feb. 1
  - e. Senior Programs: Our seniors are returning for programs and one trip.
  
- Maintenance:
  - a. DGLC Ventilation: Roof Top units programmed to be on longer throughout the day, and fans have been purchased for fitness center. The administrative office wing leaving doors open for airflow.
  - b. White Pines: Inspections of infrastructure items continues.
  - c. Buildings: Ongoing inspections of facilities and additional inspections with the cold weather. The furnaces are being checked frequently during cold times.
  - d. Grounds: Snow removal Snow plow training of staff. The new Toro lawnmower was received. Incursions at the pool required board ups and facility checks.
  
- Finance:
  - a. General Obligation Limited Tax Park Bonds closed on Feb. 3<sup>rd</sup>
  - b. Workman's Compensation Audit was completed with a reduction in premiums.
  - c. Outstanding Check Policy is an action item on the agenda

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- d. Fund Balance Policy is an action item on the agenda
- e. Capital Asset Policy is an action item on the agenda
- f. Staff Anniversaries were announced

- Marketing:

In addition to those items set forth in Mr. Vallez' report, Mr. Draper reported:

- a. Bville Buzz continues to draw viewers, there are approximately 400 views on various sites
- b. The last marketing video was about hiring
- c. In response to Commissioner questions, Mr. Draper stated marketing is working on marketing outside of Bensenville Park District
- d. Staff is planning to attend the Convention and Visitor's Bureau's virtual wedding event. Staff is always looking critically at wedding and golf packages

- White Pines:

- a. The course remains closed. Amended Rates will be discussed as an action item.
- b. Fore Up/Golf Now services were discussed

- Special Operations:

- a. A procedure manual has been produced
- b. Training programming continues

9. Action Items

A. Approval of Outstanding Check Policy

Commissioner Linder moved, seconded by Commissioner Gibbs, to approve the Outstanding Check Policy.

In discussion, Mr. Vallez stated that this financial procedure will be put in place, defining the action and defining the personnel involved. The District will now charge late fees, although a grace period on payment will be provided. In response to a question, Mr. Vallez reported the District has not engaged in EFT processing due to concerns over fraud.

On a roll call vote:

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<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.

**B. Approval of Fund Balance Policy**

Commissioner Linder moved, seconded by Commissioner Gibbs, to approve the Fund Balance Policy.

In discussion, Mr. Vallez reported that it was recommended that the District create a fund balance policy, which will allow the carry over of no more than 25% from year to year.

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.

**C. Approval of Capital Asset Policy**

Commissioner Linder moved, seconded by Commissioner Karg, to approve the Capital Asset Policy.

Mr. Vallez reported that it set the threshold for recording assets on Park District books. This formalizes a policy already in place.

On a roll call vote:

<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Johnson	X		

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Karg	X
Gibbs	X
Linder	X
Geils	X

Motion carried.

**D. Approval of Great Lakes Urban Forestry Management Contract not to exceed \$33,000**

Commissioner Linder moved, seconded by Commissioner Geils, to approve the Great Lakes Urban Forestry Management Contract not to exceed \$33,000.

Mr. Vallez reported that the District was required to provide a \$13,000 match.

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.

**E. Approval of 2021 Golf Rates**

Commissioner Linder moved, seconded by Commissioner Geils, to approve the 2021 Golf Rates.

Mr. Vallez discussed the rates as the Board had recently approved at the Committee of the Whole meeting.

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		



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Motion carried.

- F. Approval of JSD Professional Services not to exceed \$31,370

Commissioner Linder moved, seconded by Commissioner Karg, to approve the JSD Professional Services Agreement in an amount not to exceed \$31,370.00.

Mr. Vallez stated that this contract is for the Breiter Palm reconfiguration.

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.

- G. Covid-19 Proclamation

Mr. Vallez read the COVID 19 proclamation.

- H. Legislation: Sale of Real Property

Mr. Vallez led the discussion relative to securing legislation which would allow the District to sell certain of the White Pines golf course property to allow for redevelopment of the property. Two possible drafts were discussed, with the Board determining to propose legislation general to the sale of property, instead of more specific to property which is in golf course use.

Commissioner Geils moved, seconded by Commissioner Linder, to authorize staff to work with legislative lobbyists to secure legislation to allow the sale of certain golf course property.

On a roll call vote:

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

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Gibbs	X
Linder	X
Geils	X

Motion carried.

10. New Business

There was no new business to discuss.

11. Old Business

Discussion ensued relative to the Church property on Route 83. There is no new information to report.

President Johnson questioned the status of working with School District 2. Mr. Vallez reported they are waiting on a survey for Mohawk School to determine how much property is available.

Mr. Vallez reported he will work with the Board to arrive at dates for presentation of information and discussion relative to capital projects.

12. Closed Session

There was no closed session.

13. Adjournment

Commissioner Linder moved, seconded by Commissioner Geils, to adjourn the meeting at 7:43 p.m.

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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.

The meeting stands adjourned.

Approved:

\_\_\_\_\_  
President Rich Johnson

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Secretary