

**Bensenville Park District
Board of Park Commissioners
Regular Meeting Minutes
Wednesday, June 16, 2021**

1. Call to Order

President Johnson called the Meeting to order at 5:35 p.m.

Roll call was taken:

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

Staff in attendance: Joe Vallez, Executive Director, Andrew Godfrey, Head Golf Professional; Phyllis Schmidt, Manager of Special Projects, Tom Draper, Superintendent of Marketing; Evelyn Struck, Superintendent of Finance and Human Resources; Mike Hayes, Superintendent of Recreation, Laura Borshell, Front Desk Manager, and Louis Aguinaga, Superintendent of Building and Grounds, and Mary Dickson, Attorney.

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		
Snyder	X		

Motion carried.

3. Approval of Minutes

It was moved by Commissioner Linder, seconded by Commissioner Snyder to approve the minutes of the regular meeting of May 19, 2021 and the minutes of the Committee of the Whole meeting of May 5, 2021, as presented.

On a roll call vote:

<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Present</u>
Johnson	X		
Karg	X		
Gibbs	X		

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Linder X
Snyder X

Motion carried.

4. Approval of Accounts Payable and Payroll

It was moved by Commissioner Linder, seconded by Commissioner Gibbs, to approve Accounts Payable dated 5/27/21 of \$121,254.92 Payroll dated 5/21/21 of \$120,064.98 for a Grand Total of \$241,319.90, Accounts Payable dated 6/10/21 of \$276,917.86 Payroll dated 6/4/21 of \$133,163.25 for a Grand Total of \$410,081.11.

In discussion, a question relative to credit card policy was asked by President Johnson and answered by staff.

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		
Snyder	X		

Motion carried.

5. Recognition of Visitors/Public Comment

Mike Jaffe commented that it was good to be back in the District and in an in-person meeting. He complimented the District on the condition of the water park and the golf course. He also commented on the presence of litter at Sunset Park. In response, Mr. Vallez stated the District is restructuring the basketball courts at Sunset Park to be half-courts which will limit group play, and hopefully, address the situation with litter.

6. Communications and Correspondence

Executive Director Vallez stated he had provided Commissioners a packet of communications and correspondence to review.

7. Liaison Reports

A. NEDSRA – Ms. Schmidt stated that NEDSRA is hosting Shoot for the Stars in November and is working to solidify plans for the September Golf outing. NEDSRA

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is also considering a community wide survey of all member Districts. Mr. Vallez commented that the District is working with NEDSRA to more evenly distribute the contribution for the golf outing, which currently has the District paying for the golf outing by providing the course for free.

- B. Bensenville Community Foundation – Commissioner Karg reported that a meeting is scheduled for June 24. If the full Board is present, the Board will finalize the distribution of the Subaru check.
- C. BBAA – Mr. Aquinaga stated that the season ends in June. Baseball Day is scheduled for June 27 to celebrate the season.
- D. Chamber of Commerce – Commissioner Karg and Mr. Draper attended the last meeting. The Chamber is actively seeking new members.

8. Staff Reports (full reports are a part of the agenda)

White Pines – Andrew Godfrey

- May was a great month, with just over 10,000 rounds played, as compared to May 2020 when there were 9600 rounds played.
- Golf sales for May total \$373,113, including cart rental revenue.
- ForeUp is operational
- Merchandise sales are up 46% over 2019. May saw sales of \$23,000.
- Lighting of the driving range remains on hold as there are delays at the plant in securing the equipment

Front Desk – Laura Borshell

The Front Desk is very busy and shelter rentals are in demand. In response to a question from Commissioner Linder, Mr. Vallez reported that relaxed COVID rules are still problematic in that the CDC has not issued specific rules to follow. The District has adopted rules designed to keep staff and participants safe.

Recreation – Mike Hayes

- Opening week was strong with \$73,000 in revenue.
- 73 employees have been hired, and the District is still hiring additional staff for the pool
- It costs \$300 a day to operate the pool, so staff is sensitive to weather which impacts on the opening of the pool and staff needed to man the pool
- Group outings are booming

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- Aquatic landscaping improvements are still in progress, many compliments have been received already
- COVID rules in place require staff who are working with children to wear masks at all times
- June 16 is decorate the pool (people draw on the pool deck)
- Fischer Farm is busy with birthday rentals
- Staff is working on the garden at Fischer Farm with produce to feed the animals at the Farm
- Summer Camps began on May 25 and ran successfully.
- Beginning in July, the District will host sports in all the Parks to promote local parks and bring sports closer to residents. Cost for each session is \$5.

Marketing – Tom Draper

- Yext has been implemented. It is new platform which allows one dashboard for all users, whether access is by Google, Duck Duck Go or AOL or others
- June edition of B'ville Buzz is available.
- Eco Days Series will begin at Breiter Palm Park on July 10
- White Pines Billboard campaign has begun

Buildings and Grounds – Louis Aquinaga

- Main planting beds have been completed at Deer Grove
- Asphalt patching has been completed at the south end of 37 Bar and Grill at White Pines
- 1 of 2 filter pump motors at Leisure Pool at to be replaced.
- The alarm system has been updated

Discussion ensued over the condition of the roofs on the buildings. Mr. Vallez stated repair/replacement of the roofs would be included in the 5-year plan.

Finance - Evelyn Struck

Work on the budget is on-going with the budget to be presented to the Board by the end of June

Discussion ensued over working with the current auditor. The Board would like to terminate the current engagement and secure a different auditor. Mr. Vallez and counsel will confer over this matter and report to the Board at the next meeting.

Executive Director – Joe Vallez

Mr. Vallez expanded on items reported by individual staff members, and reported on:

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- COVID-19 – the District is in stage 5 but will remain cautious
- A \$25,000 grant to Fischer Farm has been re-appropriated by the State
- Libertyfest is scheduled for July 4 at the Redmond Complex
- Music in the Park starts July 14, the District will have a tent at each event
- The District received a Power Play grant in the amount of \$1,000 from the IAPD
- Staff is working with School District 2 on a cooperative agreement regarding Blackhawk and Mohawk Parks
- In celebration of Juneteenth, full time staff will be off on Friday
- The equipment for the sound system is on back order

In response to a question from President Johnson, Mr. Vallez reported on the status of discussion with GolfNow and the current operation of the GPS systems in the golf carts

9. Action Items

A. Approval of Online Payroll and HR Software Provider Not to Exceed \$35,000.

Commissioner Linder moved, seconded by Commissioner Karg to approve the purchase of online payroll and HR software in an amount not to exceed \$35,000.00.

In discussion, Mr. Vallez stated the staff has not yet selected the vendor, but the software will allow HR functions to be streamlined and easier for all staff.

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		
Snyder	X		

Motion carried.

B. Breiter Palm Park Bid Results and Alternate Bid Results

Commissioner Karg moved, seconded by Commissioner Snyder to approve the quote received from Integra Construction in the amount of \$529,772.79, which includes an Alternate Bid for lighting, for Breiter Palm work.

Discussion: Mr. Vallez recommended approval of the bid, including lighting, but informed the Board that at present the District would commit only to \$413,199.79 of the

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work until the Board determines to install lighting at the Park in conformity with the Alternate quoted. He stated the lighting considered is for security, not for activity.

If the Bid is approved, staff will investigate references prior to execution of the contract.

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		
Snyder	X		

Motion carried.

10. New Business

There was no New Business

11. Old Business

There was no Old Business

12. Closed Session

Commissioner Linder, seconded by Commissioner Gibbs moved to enter Closed Session for discussion of pending or probable litigation and for discussion of minutes of meetings closed to the public, pursuant to 5 ILCS 120/2(c) 11 and 21, respectively.

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		
Snyder	X		

Motion carried.

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13. Adjournment

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

On a voice vote, all members voted “aye.” Motion Carried.

The meeting stands adjourned.

Approved:

President Rich Johnson

Secretary