

**Bensenville Park District  
Board of Park Commissioners  
Regular Meeting Minutes  
Wednesday, September 16, 2020  
Deer Grove Leisure Center  
1000 W. Wood  
Bensenville, IL 60106**

1. Call to Order

President Johnson called the Meeting to order at 6:05 p.m.

Roll call was taken:

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

\*Entered meeting at 6:05.

Staff in attendance: Joe Vallez, Executive Director, Phyllis Schmidt, Assistant Superintendent of Recreation, 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 Gibbs, to approve the minutes of February 5, 2020, July 15, 2020 and August 10, 2020.

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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.

Commissioner Linder moved, seconded by Commissioner Karg, to approve the minutes of July 1, 2020.

In discussion, Commissioner Karg corrected the minutes changing “Andrea” to “Yolanda.”

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.

Commissioner Geils moved, seconded by Commissioner Gibbs, to approve the minutes of August 19, 2020.

On a roll call vote:

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

Motion carried.

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4. Approval of Accounts Payable and Payroll

Commissioner Linder moved, seconded by Commissioner Gibbs, to approve Accounts Payable dated 8/27/20 of \$144,529.71 Payroll dated 8/28/20 of \$112,555.03 for a Grand Total of \$257,084.74.

In discussion, Commissioner Gibbs questioned the expense for cart repair. Mr. Vallez stated it was to repair carts which were recently damaged.

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:

- Lauterbach and Amen proposal for additional work
- Proposal for updated Golf Now
- District 98 correspondence concerning shared facility in event of acquisition of St. Bedes property.

7. Staff Reports

Prior to commencement of the Executive Director's report, Commissioner Linder questioned who had authority to make changes to the organizational chart, considering the announcement that Phyllis Schmidt is being reassigned to the new position of Manager of Special Services as contained in the report.

Counsel responded that the Organization Chart can only be changed by the Board. Mr. Vallez acknowledged this and stated he had not yet moved Phyllis Schmidt to the new

position but was preparing to upon approval. He also stated he was updating job descriptions and would have the organizational chart on a coming Board agenda.

Commissioner Linder also questioned why management level staff were not at the meetings, or, at a minimum, why their reports were not given to the Board as the reports were detailed and could lead to questions. He would like to review their reports. Mr. Vallez responded that his report was a distillation of staff reports, and that staff was not attending the meetings in response to COVID restrictions on the number of individuals who can be present in a meeting room. Following discussion, Mr. Vallez will tender staff reports as part of the Board packet, and consider ways in which staff can be present for the meetings if the Board desires their attendance.

Vallez reported on the following:

**Covid-19:**

- The district continues to follow Covid-19 guidelines. It is offering select programs based on both safety and interest by patrons.
- The district has had approximately nine Covid-19 related possible exposures to our employees by friends and family. All instances were negative.
- The district will continue to monitor the exposure rates in the community and county, based on this information we will continue to operate within guidelines.

**White Pines:**

- The District continues to see big numbers with golf participation, and continues to address issues at the course. Among them is the failure to properly return a golf cart, as some users have learned that they can take the golf cart to the lot if driven backward. Staff is considering a new policy which would require a golfer to place their driver's license with staff to take the cart.
- GPS- If the District cannot solve the issues with the carts GPS system, Mr. Vallez is considering eliminating the system starting next year. This will be a savings of approximately \$58,000. Discussion ensued relative to whether the contract can be cancelled without penalty.
- Golf Coupons: The District is putting a qualifying expiration date on all outstanding coupons to the golf community in order to dispose of all outstanding coupons. There is a significant number of coupons that are outstanding.
- Golf Revenue: through August 2020.  
2019 - \$704,866. 2020 - \$957,702.  
Food/Beverage Revenue:  
2019 - \$703,053. 2020 - \$225,452.  
**Total WP Revenue:**  
**2019 - \$1,698,414. 2020 - \$1,504,856.**

- Driving Range: Hydroseeding to start and irrigation system being installed to get the driving range ready for 2021.

### **Special Services**

- Mr. Vallez stated he would like to promote Phyllis Schmidt to a new position, Manager of Special Services

### **Report provided by Phyllis Schmidt:**

- The proposed position for Ms. Schmidt will combine safety, ADA Compliance, Grant Administration, Special Projects and Covid-19 Compliance under one person.
- Staff continues to move forward with training plans, training, proactive programs.
- Staff is working on event compliance, an employee manual for White Pines, workman's compensation program adherence.

Commissioner Linder questioned the lack of a strategic plan. Mr. Vallez responded that the District staff knows what it is doing, and is putting long range plans in place. Commissioner Geils stated the District should come up with a unified plan to address District needs. For example, at the golf course the District might not need a contract manager or golf pro, but it does need a good marketing director. He suggested the District contract only for food, rather than full contract management.

### **Finance:**

- Unemployment Insurance Statement: \$41,149 due since June 2020. \$32,921 was covered by the State for Covid-19 related expenses.
- Audit Fieldwork was completed on August 17, 2020 with additional fieldwork last week of September.
- The District has received \$3,396,852 in real estate taxes representing 91.5% of total levy.
- Employee Anniversaries:  
Trent Grossman: 1 year.  
Laura Borshell: 14 years.  
Evelyn Struck: 20 years.

Discussion ensued relative to what action the District takes to recognize long-term employees reaching milestones.

### **Recreation**

- Splash Pad has been closed for the season.
- Future programs will be based on present circumstances.
- Fitness Center: The storm knocked out five treadmills, and an insurance claim was tendered for reimbursement. All damaged machines have been replaced by Matrix machines, which is a different, but better manufacturer.
- Fischer Farm has experienced minor vandalism. The District is working with Forest Preserve police to stop this action.
- Virtual Preschool has 13 students registered.

### **Marketing:**

- Bville Buzz, a news outlet for the District, will feature videos updates, additional outreach and content.
- White Pines Website Upgrade is close to a launch. This will allow for messaging to be done in house versus through Golf Now.
- Clear Channel poster campaign will go live September 28<sup>th</sup>. The posters will promote weddings, banquets and WP events. This campaign will target 25-34-year-old demographic.
- Social Marketing Reports: weekly social media posts will be reviewed to address any issues that need attention.

### **Building/Grounds:**

- The splash pad being closed for the season.
- Staff is pricing out a new water heater for Deer Grove.

Mr. Vallez also reported on a request from School District 98 proposing to sharing the St. Bede's Church property is acquired by the Park District, to allow the School District to park and repair buses on site. Discussion was continued on this issue.

### 8. Actions Items

Mr. Vallez pulled Resolution #302 Authorizing the Management Agreement Between the Bensenville Park District and JBM Golf Properties, Inc. from consideration, there still being an open issue relative to insurance.

### 9. New Business

There was no new business.

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10. Old Business

There was no old business.

11. Closed Session

Commissioner Geils moved, seconded by Commissioner Gibbs to enter into Executive Session to discuss possible acquisition of land and possible litigation, pursuant to, respectively 5 ILCS 120/2(c)5 and (c)11.

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.

12. Reconvene/Possible Action

The Board returned to Open Session at 8:06 p.m.

No action was taken.

13. Adjournment

Commissioner Gibbs moved, seconded by Commissioner Karg to adjourn the meeting at 8:07 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.

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The meeting stands adjourned.

Approved:

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President Rich Johnson

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Secretary