

**Bensenville Park District
Board of Park Commissioners
Regular Meeting Minutes
Wednesday, August 18, 2021**

1. Call to Order

President Johnson called the Meeting to order at 5:30 p.m.

Roll call was taken:

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

Staff in attendance: Joe Vallez, Executive Director, Andrew Godfrey, Head Golf Professional; Mike Purich, Banquet Facility General Manager; Phyllis Schmidt, Manager of Special Projects, Tom Draper, Superintendent of Marketing; Evelyn Struck, Superintendent of Finance and Human Resources; Mike Hayes, Superintendent of Recreation and Louis Aguinaga, Superintendent of Building and Grounds, and Patrick Bond, Park District Attorney.

Pledge of Allegiance: President Johnson led the Pledge.

2. Public Hearing

President Johnson opened the Public Hearing for the FY2021-2022 Proposed Budget and Appropriation Ordinance for the Bensenville Park District.

There being no public comment, President Johnson closed the Public Hearing.

3. Approval of Agenda

It was moved by Commissioner Linder, seconded by Commissioner Karg 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.

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4. Approval of Minutes

It was moved by Commissioner Snyder, seconded by Commissioner Karg to approve the Minutes of the Regular Meeting of July 21, 2021 and the Minutes of the Special Meeting of August 4, 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	(Abstained as to 8/4/2021 only)	
Linder	X		
Snyder	X		

Motion carried.

5. Approval of Accounts Payable and Payroll

It was moved by Commissioner Linder, seconded by Commissioner Gibbs, to approve Accounts Payable dated 7/29/21 of \$511,431.29 Payroll dated 7/16/21 of \$177,271.19, and Payroll dated 7/30/21 of \$197,301.49 for a Grand Total of \$886,003.97, Accounts Payable dated 8/12/21 of \$184,797.93 Payroll dated 8/13/21 of \$197,229.69 for a Grand Total of \$382,027.62.

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.

6. Recognition of Visitors/Public Comment

There was no public comment

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7. Communications and Correspondence

There were no communications and correspondences

8. Board Liaison Reports

- A. NEDSRA – Ms. Schmidt reported there was no update on NEDSRA.
- B. Bensenville Community Foundation –Commissioner Karg indicated there was nothing new to report.
- C. BBAA – Louis Aquinaga reported that Fall Ball begins August 30, 2021 through October 2021.
- D. Chamber of Commerce – The Annual Teachers Breakfast was held and was a great success. There was nothing further to report.

9. Staff Reports

Executive Director Vallez Reported:

- COVID 19 restrictions are changing, and have returned to requiring masks.
- Breiter Palm contracts have been signed, and the Construction/Staging starts the week of August 23, 2021.
- The Teacher Breakfast went well, the food was very good and the Staff were very professional.
- Plans are ongoing for the Veteran’s Breakfast on November 11, 2021.
- Family Days at the Golf Course are scheduled for July 18, August 8 and August 22.
- Summer camps went well.
- Preschool starts on August 23, 2021 and Clubhouse starts on August 18, 2021.
- Eco Days: Creekside was a good turn-out, many Residents attended the event and participated in activities.
- The Pool had a good season and a Revenue Assessment will be conducted.
- White Pines- Driving range lights have been installed and the final touches are being completed. The netting project is moving forward. Staff day will be rescheduled for a future date. Revenue continues to be solid from multiple revenue streams. Current Staffing is an issue with back to school starting.
- Marketing- Cuban night will take place at White Pines on August 27, 2021. Several marketing pieces are scheduled to be sent out, Fall Guide, Young at Heart Mailer, Bville Buzz and the Bensenville Coupon Mailer.

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- Maintenance: All HVAC units have been either repaired or replaced. Park Maintenance is ongoing.
- Special Services-PDRMA new member orientation was held on August 12, 2021. All Superintendents have been registered on the PDRMA website. The Audit passed for the PDRMA Water Park and Splashpad. Inspections are planned by the Village for DGLC and the 161 Building. There is a current Com Ed claim in the amount of \$2,371.69. The DuPage County Department of health has issued information about the West Nile Virus.
- Customer Service- Registration is strong and ongoing. Rentals and Birthday Parties continue to go well. There was one Covid-19 positive case at the front desk.
- Finance- Budget Approval is scheduled for a future date. Kelly Nagle was hired at White Pines as a Shift Supervisor. Oscar Lopez resigned effective on July 30, 2021.

Finance & Human Resources – Evelyn Struck

Ms. Struck reported that the Budget Ordinance is ready for approval.

Recreation – Mike Hayes

- Programs at the Oak Room are moving forward despite the mask mandate being put back in place.
- Several trips were taken over the last month including the Lincoln Park Zoo, The Patio in Lombard, Tomczacks Fish Fry and the St. Charles Paddle Wheel Boat.
- Registration for the Fall Brochure had a promising number of Seniors waiting to be signed up for Programs and Trips.
- Summer Camps ended on August 13, 2021. Over 549 Campers attended various sessions. The safety procedures put in place kept everyone healthy and built confidence in the Residents at the Park District's ability to maintain a healthy environment within the District's Programs.
- Preschool is scheduled to start on August 23, 2021.
- The Fall Season of the Clubhouse started today on August 18, 2021. Before and after school programming will be offered this year. Before school participants will receive a daily breakfast while after school participants will receive a free cold supper and snack. The District will be implementing strict safety procedures. Currently 25 Children are enrolled with numbers expected to increase as the School year gets underway.
- The Final Family Camp of the year is scheduled for September 17, 2021 at the farm. Preparations are under way for Harvest Fest which will be held on September 25, 2021, at the Farm.
- The Main Pool season ended on August 10, 2021. The Pool will remain open on weekends until August 22, 2021.

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- The Fitness Center will be resuming its fall schedule with some new classes. The Fitness Center will remain open until 9:00 p.m. during the week starting on September 1, 2021. Reservations will be required to attend Open Gym. New equipment will be installed in the next few weeks.

Communications and Marketing – Tom Draper

- Recreation- The Fall Program Guide along with the separate Young at Heart mailer was delivered to homes between July 23-July 26, 2021. Fall Registration began on August 3, 2021, for Residents. Marketing for Harvest Fest is being created and will be sent out in the near future. The second Eco Day was scheduled for August 14, 2021. All advertisement had a map illustrating the location of Creekside Park to help attendees navigate to it. Signage was put in the Park prior to the Event promoting the location.
- General Marketing- The August edition of the Bensenville Buzz aired on August 2, 2021. The New Teacher Breakfast took place on August 5, 2021 and was very successful. Each New Teacher received a goodie bag with items that included a 3 month membership to Wood St. Fitness, Park District Swag and a free bucket of range balls for the driving range. The Park District continues to promote the Village's Music in the Park every Wednesday night.
- White Pines- Promotion of Cuban Night is underway. The Event is free. White Pines is working with Grubhub to allow people an option to order food from White Pines online. We hope to be up and running by September 7, 2021.

Front Desk – Laura Burshell

Ms. Burshell indicated there was nothing new to report.

Buildings and Grounds – Louis Aquinaga

Park Maintenance is ongoing. All HVAC Roof Top Until filters have been replaced. Proposals are being reviewed for any equipment that needs replacing.

White Pines Golf Course – Andrew Godfrey/Mike Purich

- July was a great month for the White Pines Golf Club. Golf and Cart revenue was \$466,217 and merchandise was at \$42,000.
- White Pines has started using Temporary Agencies to help fill with Staffing needs for Banquets as well as the Houseman position. With Students and Teachers going back to School, White Pines is hiring for most positions.
- The back 9 Audit on the West Course was completed on August 17, 2021.
- The lights have been installed and demonstration on how to use them will be scheduled for the week of August 23, 2021.

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- Staffing continues to be monitored for the 37 Bar and Grill which opened for the month of July.
- Revenue for Banquets in July was \$95,704.31. The Banquet Hall is booked every week-end the entire month of August.
- Cuban Night is scheduled for August 27, 2021.

Special Services – Phyllis Schmidt

- The PDRMA New Member orientation has been rescheduled to August 30, 2021.
- A Water Park and Splash Pad Safety Audit with PDRMA Representatives took place on August 6, 2021. Any Audit safety deficits, PDRMA Aquatic Guidelines and Pool Forms will be addressed and in place before the opening of the 2022 pool season.
- A Confined Space Inventory, provided by the START Group (PDRMA) is scheduled for September 3, 2021 at 9:00 a.m. START Staff will visit each confined space location, take photos and discuss classification. A determination will be made on who enters the spaces and the hazards of each space.
- A Safety Audit of the West course back nine holes is set for August 17, 2021 at 8:30 a.m. with Andrew Godfrey, Head Golf Professional and Joe Giuliano.
- Knox Boxes for all District Facilities will be installed this Fall.
- The District will be filing a claim to Com Ed for reimbursement of expenses incurred in the amount of \$2,371.69 due to the power owtage and HVAC blower mower that was damaged at White Pines Golf Club.
- The District completed a Playground Safety Audit of Lions Park on July 23, 2021 with Luis Aguinaga, Superintendent of Buildings and Grounds. An Audit of Poplar Park is scheduled for August 13, 2021 at 9:00 a.m.
- Park District Fall Programs, Events and Employment opportunities have been promoted at the Annual Bensenville Community Resource Event which was held on August 14, 2021, at the Bensenville Community Library.
- A Breiter-Palm Park Planning Meeting was held on August 4, 2021. In order to keep the Staff, Students and Families of Blackhawk School safe during construction, buses will be rerouted in order to avoid the construction site.

10. Action Items

- A. Ordinance #564 An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Bensenville Park District, DuPage County and Cook County, Illinois for The Fiscal Year Beginning on The first (1st) Day of May 2021, and Ending on the Thirtieth (30th) Day of April, 2022**

Commissioner Linder moved, seconded by Commissioner Gibbs to adopt Ordinance #564 An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Bensenville Park District, DuPage County and

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Cook County, Illinois for The Fiscal Year Beginning on The first (1st) Day of May 2021, and Ending on the Thirtieth (30th) Day of April, 2022

Discussion: President Johnson concurred with Commissioner Linder on his compliments to Executive Director Vallez and commented on the conservative Budget in light of the Covid-19 and Delta variant situation.

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.

11. New Business

There was no new business.

12. Old Business

There was no Old Business.

13. Closed Session

Commissioner Gibbs, seconded by Commissioner Snyder moved to enter Closed Session for discussion of probable litigation and review of the Executive Session Meeting Minutes, pursuant to 5 ILCS 120/2(c)(11) and 5 ILCS 120/2(c)(21).

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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14. Return to Open Session at 6:42 p.m.

Executive Director Vallez requested direction on how to move forward with the exploration of the options for the Golf Course and any proceeds received therefrom. The Commissioners concurred in exploring the options for District improvements for Capital Projects creating a future Plan for the District and Executive Director Vallez to secure a Consultant to assist with the preparation of such a plan.

15. Adjournment

Commissioner Linder moved, seconded by Commissioner Snyder, to adjourn the meeting at 7:06 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		
Snyder	X		

Motion Carried.

The meeting stands adjourned.

Approved:

President Rich Johnson

Secretary