

**Bensenville Park District  
Board of Park Commissioners  
Special Meeting Minutes  
Wednesday, September 13, 2021**

1. Call to Order

President Johnson called the Meeting to order at 6:04 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 and Phyllis Schmidt, Manager of Special Services.

2. Approval of Agenda

It was moved by Commissioner Linder, seconded by Commissioner Snyder 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 Karg, seconded by Commissioner Linder to approve the minutes of the regular meeting of August 18, 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		
Linder	X		
Snyder	X		

Motion carried.

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4. Approval of Accounts Payable and Payroll

It was moved by Commissioner Linder, seconded by Commissioner Karg, to approve Accounts Payable dated 8/26/21 of \$179,730.65 Payroll dated 8/27/21 of \$149,735.15 for a Grand Total of \$329,465.80, Accounts Payable dated 9/9/21 of \$184,420.01 Payroll dated 9/10/21 of \$133,332.48 for a Grand Total of \$317,752.49.

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

No public comment was received.

6. Communications and Correspondence

Executive Director Vallez reported:

NEDSRA Golf Classic is September 15 at White Pines Golf Club. Since 2008, the Bensenville Park District has given \$300,000 for this golf outing, that's \$20,000-\$30,000 per year without any sponsorship recognition or a letter of understanding. We are underwriting this event. Generosity should have limits. For the last 12 years we invoiced NEDSRA for food, golf and running a tab on the course. The Bensenville Park District covers \$25,000 plus the cost of using the second course. These are inequitable numbers. The former management at White Pines allowed this to happen. Joe suggested to NEDSRA's Director to have members pay a fair amount such as \$2,700.00 each for the Golf Outing. In previous years, the golf outing attracted over 200 golfers. Currently, attendance is at about 130. This year, the Bensenville Park District sent NEDSRA an invoice for the outing and they are expected to pay it.

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7. Liaison Reports

- A. NEDSRA Golf Classic is September 15. Commissioners Karg and Snyder will attend the dinner.
- B. Bensenville Community Foundation –no official reports until next Thursday.
- C. BBAA –Board Meeting tonight at 7:30pm. Joe Vallez will attend the meeting.
- D. Chamber of Commerce –meeting at 9am tomorrow, September 14. Commissioner Karg will update Chamber Directors on White Pines Golf Club.

8. Staff Reports

**Executive Director – Joe Vallez**

- COVID-Indoor mask wearing is required. We are reviewing indoor activities and purchased KN95 masks for employees.
- White Pines netting project is on hold until spring 2022.
- Breiter-Palm Park staging is this week. Safety signage is up. Playground equipment can be donated to Kids Around the World, an organization that PDRMA works with on a regular basis. We are set to donate equipment by the end of the week if the Board approves of the donation. The Board confirmed their approval of the donation.
- Recreation Eco Day went well with 40-50 in attendance due to grass roots marketing efforts.
- Joe Vallez attended Fenton High School’s 9/11 event. Park District staff distributed Cheerleading program flyers after the event.
- Upcoming events include: Let’s Go Loco, the Family Camp Out and Harvest Fest. Staff are working every weekend.
- Athletics programs are disappointing, we could do better.
- The Club program is good.
- The staff event day at White Pines was good. Event included golf and dinner. Joe received positive feedback from staff. In the past, this event was for White Pines staff only. Now it is for all Park District staff.
- There are weather issues with golf course and animal issues.
- Weddings are going great. Yesterday we had 320 golfers. Once cook and four servers worked the entire event. Contractual employees were hired for this event. Four staff called off.
- Joe Vallez is working on a bonus program to retain good staff.

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- Live at WPGC-Cuban Night, profited \$500.00. We sold 128 meals. We need to hire more staff. Staff is working long hours. Eco Days next year, we will need to hire 5-6 staff to run the events. Staff are over worked.
- It was recommended we offer a brunch instead of 5-6 events at White Pines.
- BVille Buzz was released on September 7 and Board meeting information is easier to access on the website.
- Tom's last day is tomorrow. A lunch will take place and Commissioners are welcome to attend.
- Maintenance-HVAC system was replaced at White Pines. Buildings were neglected for years. If we complete a plumbing assessment of 37 restrooms, we will find concerns behind the walls.
- Joe Vallez signed off on the sealing of district parking lots.
- The DGLC has roofing issues in four rooms.
- Joe Vallez signed off on a service contract for all coolers at White Pines Golf Club.
- Significant graffiti was found at Sunrise Park. Police were contacted, and a report was completed.
- A landscape cleanup at the DGLC includes new mulch, plants, sod and removal of dead shrubs and trees.
- Park District facility door numbering is complete.
- A Safety Audit was completed at Veterans Park.
- Staff continue to take Sexual Harassment Training.
- Fischer Farm Tree Data is available with a QR code.
- Safety Audits are ongoing.
- Working on Capital Budget 21-22. We are redoing this based on things that have come up.

9. Action Items

**A. Approval Not to Exceed \$100,000 on Allocation for Preliminary Engineering/Architectural Costs for Capital Improvements**

**WPGC project is \$135,000.00. Joe Vallez will go over all the needs for the RFP and determine the surveys needed and a menu of what will need and what will be included. Executive Director, Joe Vallez will report back to the Board.**

**Approval was made by the Board of Commissioners.**

10. New Business

It was stated that Executive Director, Joe Vallez should get a list of all costs such as the cost to relocate the Garage/Maintenance. Joe Vallez stated the developers determine the cost based on facility square footage. It was stated, if we build all the facilities, how can we afford maintain them for years to come? Joe stated the maintenance cost is determined by the developers.

11. Old Business

There was no Old Business

12. Closed Session

Executive Gibbs motioned, seconded Commissioner Karg.

13. Adjourn

Commissioner Snyder seconded by Commissioner Linder to adjourn the meeting at 7:20p m.

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
Snyder	X

Motion carried.

The meeting stands adjourned.

Approved:

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President Rich Johnson

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Secretary