

**Bensenville Park District  
Board of Park Commissioners  
Regular Meeting Minutes  
Wednesday, December 15, 2021**

1. Call to Order

President Johnson called the Meeting to order at 6:01 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, Sean Conway, Park District Attorney.

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		
Snyder	X		

Motion carried.

3. Approval of Minutes

It was moved by Commissioner Linder, seconded by Commissioner Karg to approve the minutes of the regular meeting of December 1, 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 Snyder, to approve Accounts Payable dated 11/24/21 of \$463,602.18 Payroll dated 11/19/21 of \$109,415.79, for a Grand Total of \$573,017.97 and Accounts Payable dated 12/9/21 of \$136,137.72 Payroll dated 12/3/21 of \$101,416.92 for a Grand Total of \$237,554.64.

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 received.

6. Communications and Correspondence

Executive Director Vallez reported: A correspondence including old photos of the Bensenville Park District was received. A newspaper press release concerning Fischer Farm was published. A memorandum from the Executive Director of the DuPage County Forest Preserve District was received concerning Fischer Farm. A correspondence from the Architect concerning lighting at Breiter Palm was received.

7. Liaison Reports

A. NEDSRA – There was no new information to report.

B. Bensenville Community Foundation – There will be a meeting with the Foundation next week.

C. BBAA – There will be a follow-up meeting with the BBAA next week to discuss various issues concerning the BBAA’s use of Park District fields and facilities. There was a suggestion that the Parties memorialize the terms and conditions of the BBAA’s use of Park District fields and facilities in writing.

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D. Chamber of Commerce – Commissioner Karg reports that she was unable to attend the most recent Chamber of Commerce meeting.

8. Staff Reports

**Executive Director – Joe Vallez**

- Covid-19: The District continues to be careful and adhere to mask wearing, hand washing and social distancing. The District will reorder and reuse signs with Covid related messaging and police mask wearing in the building. Staff has also put in place a plan for non-adherence to the Covid rules within the building. To date at least one preschooler, one basketball player and two staffers have tested positive since December 1. There is an uptick in infection in the community.
- Bensenville Park District 2.0:
  - a. SD#2: Information going to school board at January meeting.
  - b. Fenton HS: Board receiving preliminary information at December board meeting.
  - c. Breiter Palm: Updated construction schedule at December 14th meeting.
  - d. Breiter Palm: Parking lot lights will retro-fitted with lighting shield to alter light spill.
  - e. Breiter Palm: Peace Pole, update.
  - f. Breiter Palm: Dog leash pole.
  - g. Staff Realignment/Salary Adjustment:
  - h. Paycom Installation: Ongoing. Meetings happening weekly with staff.
  - i. Online Registration: to be completed in 2022.
  - j. Post: Cultural Arts Supervisor and Recreation Supervisor – Posted Nov. 29th.
  - k. Bid: grass cutting
  - l. Bid: Landscape services, all parks.
- IPRA/IAPD Conference: January 27-29.
- IGA Tax Review and Property Tax Appeal: shared cost between taxing districts.
- December 14: 2022 planning meeting for all events, programs and significant happenings.
- Community Changemaker Award: Recognized by DuPage County Leadership Team
- Holiday Events: Farmside Christmas (Fischer Farm): Saturday, Dec. 4th, 3:00-7:00 pm – it is suggested that this event last only two hours from 4:00 to 6:00; Santa Claus is Coming to Town: 12/6, 8, 14, 16, 5:00-8:00 pm; Breakfast with Santa (White Pines):

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December 11th, 12th, 10:00 am-1:00 pm, Adopt a Snowman: register by 11/29/2021 and Letters to Santa: 12/1 – 12/17

- 2022 Board Meeting Schedule: Please notify with any possible conflicts.
- Marketing:
  - a. Press Releases: The District will be releasing information on a regular basis to local newspapers and news outlets.
  - b. December issue of Bville Buzz and Bensenville connections are out.
  - c. Breiter Palm: communications/construction update will be ongoing.
  - d. Bensenville communications group will be convening to start up for 2022.
  - e. Promotional Video BPD 2.0: The marketing team will be filming all events with the goal of putting together a promotional video for BPD 2.0.
- Finance:
  - a. Annual rollover bond, January 19th meeting for consideration, \$379,000.
  - b. TIF Meeting: December 14th, 3:00 pm. White Pines: a. Golf Course: The course continues to be open, weather permitting, in previous years the course was closed. We have brought in significant revenue on good weather days.
  - c. Pro Shop: Merchandising has brought in a significant increase in pro shop revenue. Moving into next year we will continue to define what our customers want and make sure we move in that direction. Andrew and Executive Director Vallez will go to the PGA golf show in Orlando to meet with venders, equipment makers and look and new ways to bring in revenue to the course operations. Golf operations have brought in an additional \$75,000 to \$100,000 in revenue due to the golf course being open in December.
  - d. Grounds: The crew has replaced the sand in the bunkers getting a jump on 2022 tasks by doing it now.
  - e. Banquet Operations: Events continue with contracted food service. The two Breakfasts with Santa were sold out and were well run by the staff.
- Special Services:
  - a. Building inspections continue.

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- b. KaBoom Grant: we have been contacted with hopes of getting a new playground in 2022.
- c. ADA Newsletter: January release.
- d. Sexual Harassment Training: completed with the in-person training in 2022.
- e. Tree Initiative:
- f. Special Event safety checks: completed.
- g. PDRMA Training Seminar: PDRMA request that their training seminar take place at the Bensenville Park District has been approved.
- h. Community Outreach: NEDSRA, Chamber, Breiter Palm Construction, Youth Coalition meetings.
- Recreation:
  - a. Farmside Christmas: Good event, 500 in attendance.
  - b. Santa Coming to Town: Great turnout, well received.
  - c. Rentals – Todd Linder new responsibilities.
  - d. After school program going well.
- Front Desk:
  - a. Winter/Spring Registration:
  - b. Gym Usage: high with limited space for basketball teams.
  - c. Building compliments on the great decorations.

Reports on Recreation; Buildings and Grounds; Marketing; Finance; White Pines; Front Desk; and Special Services addressed through Executive Director's Report.

Commissioners briefly discussed Executive Director's 5-year anniversary. Executive Director Vallez briefly discussed general efforts at Staff retention given the competitive employment environment. Executive Director Vallez also discussed general plans to use the White Pines facilities for business friendly events. Executive Director Vallez also indicated that there will be some updates to the Park District facilities next year.

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9. Action Items

**A. Approval of 2022 Board Meeting Schedule**

It was moved by Commissioner Linder, seconded by Commissioner Gibbs, to approve the 2022 Board Meeting Schedule.

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 and Adjourn

It was moved by Commissioner Karg, seconded by Commissioner Gibbs, to adjourn to closed session at 7:16 pursuant to the Open Meetings Act, sections 2(c)1, 2 (c )5, and 2(c)11 to discuss, respectively, personnel, acquisition of land and probable litigation.

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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The meeting stands adjourned.

Approved:

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President Rich Johnson

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Secretary