

**Bensenville Park District
Board of Park Commissioners
Regular Meeting Minutes
Wednesday, March 15, 2023**

1. Call to Order

President Johnson called the Meeting to order at 6:07 p.m.

Roll call was taken:

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

One vacancy exists.

Staff in attendance: Joe Vallez, Executive Director; Andrew Godfrey, Head Golf Professional; Evelyn Struck, Superintendent of Finance and Human Resources; Leslie DeMoss, Superintendent of Recreation, Louis Aguinaga, Superintendent of Building and Grounds, Phyllis Schmidt, Special Projects; Laura Borshell, Front Desk Manager, Paul Palin, Superintendent of Marketing & Communications, Todd Linder, Manager of Facilities and Special Events, Christina Shiel, Fischer Farm Manager, and Mary Dickson, Park District Attorney

2. Approval of Agenda

It was moved by Commissioner Snyder, seconded by Commissioner Gibbs to approve the Agenda,

On a roll call vote:

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

Motion carried.

3. Approval of Minutes

It was moved by Commissioner Gibbs, seconded by Commissioner Snyder to approve the minutes of a regular meeting on February 15, 2023 and of the committee of the whole meeting on March 1, 2023.

On a roll call vote:

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<u>ROLL CALL</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Johnson	X			
Karg	X			
Gibbs	X			
Snyder	X			

Motion carried.

4. Approval of Accounts Payable and Payroll

It was moved by Commissioner Snyder, seconded by Commissioner Gibbs, to approve Accounts Payable dated 2/23/23 of \$119,866.40, Payroll dated 2/24/23 of \$117,918.18 for a Grant Total of \$237,784.58, Accounts Payable dated 03/09/23 of \$138,152.31 Payroll Dated 3/10/23 of \$119,749.53 for a Grand Total of \$257,901.84.

On a roll call vote:

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

Motion carried.

5. Recognition of Visitors/Public Comment

No public was present.

6. Communications and Correspondence

No communications or correspondence was presented.

7. Board Liaison Reports

- A. NEDSRA – Interviews of prospective candidates for Executive Director are being scheduled.
- B. Bensenville Community Foundation – At the next meeting, the Park District will apply for grant funding, staff has yet to determine which program should be named in the application.
- C. BBAA – NO report.

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- D. Chamber of Commerce – Commissioner Karg reported that she, Phyllis Schmidt and Paul Palin attended the meeting. The next Business After Hours will be held at Club 37, and one will be held at Fischer Farm on 6/22.

8. Staff Reports

A. Executive Director/Staff Reports

Executive Director Vallez and Staff reported on items set forth in their written reports, attached to the agenda. Commissioner questions/discussion on items reported included:

- Director Vallez complimented staff member Breana Aponte for her work on the athletics programs. She is doing a great job. Dr. Vallez also complimented Laura Borshell and her staff for doing a great job, dealing with the people in the building.
- Wassup was met with success; the next is scheduled to go out on 3/30.
- Commissioner Snyder questioned the break even point on the fish fry, which is reported to be 40-50 people. More than 100 attended the last fish fry. President Johnson questioned whether it can be moved upstairs to provide a different atmosphere, *i.e.*, moving away from basket service, but Mr. Garfield responded no because of the strain on staff, and the fact that while attendance has been good, upstairs space is too large for this number.
- Discussion of the golf rates was had, with staff commenting that the rates are middle/low price point in the area.
- President Johnson commented on the condition of the Church/Jefferson intersection, asking if it could be reseeded. Staff responded that the property is a wetland, and not much will grow on it.
- Discussion ensued about electronic signage at Church/Jefferson intersection, and in other Park District areas.
- Ms. Shiel discussed with the Board the fact that a number of binders of photographs from the relocation of the St. Johannes cemetery were in the basement of Fischer Farm, as well containers of artifacts from the work. She has discussed the binders of photos with the Bensenville Library which wants them. The Board concurred in handing off the material to the Library, and suggested she notify the Village of the intent as well.
- Staff is reviewing the updated PDRMA Personnel Policy, which should be implemented in August/September. President Johnson commented that it would be appropriate at that time to split the personnel policy from other Board policies, both of which currently comprise one document.
- Commissioner Snyder recommended the District adopt a policy to not allow groups to store their equipment at the District, as it takes away much needed storage space from the District, and can leave a situation where the Park District has a lot of equipment that it cannot easily clean out and dispose of.

9. Action Item

A. Approval of Park District Policy #P230315-1. 30 Second Site Safety Walk Through

Commissioner Gibbs moved, seconded by Commissioner Karg to approve Park District Policy #P230315-1. 30 Second Site Safety Walk Through.

Discussion: Ms. Schmidt reported that this PDRMA policy is one of several to be put into place, and all staff have been trained in the policy. Once implemented, it is up to the individual supervisors to make sure staff is following policy.

On a roll call vote:

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

Motion carried.

B. Approval of Park District Policy #P230315-2. Golf 3 Points of Contact Policy

Commissioner Gibbs moved, seconded by Commissioner Snyder to approve Park District Policy #P230315-2. Golf 3 Points of Contact Policy

Discussion: This policy is designed to prevent staff injury by requiring 3 points of contact in working on machinery.

On a roll call vote:

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

Motion carried.

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10. New Business - Presentation of Fischer Farm Master Plan First Draft

Fischer Farm Manager Shiel discussed with the Board the first draft of the Fischer Farm master plan. The plan calls for outdoor, child sized exhibits – not a playground, crop growing, a bee environment for production of honey, chicken coops so the Farm can sell eggs, and an interpretive center. Plans to create a 4-H Club at the Farm are underway, with the goal of allowing kids to keep their animals at the Farm, while they also learn about vegetables and how food is grown. The Farm needs a building for storage or equipment and hay, etc. President Johnson commented on the need for bridges to provide access from the bike path to Fischer Farm. The Commissioners expressed their approval of the first draft and the excitement being built into the planning for the future of the Farm.

11. Old Business

Ms. Dickson stated she had earlier called for an update on White Pines investigation, but had nothing to report.

12. Closed Session

It was moved by Commissioner Snyder, seconded by Commissioner Gibbs to enter Closed Session pursuant to 5 ILCS 120/2(c)(6) and (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		
Snyder	X		

Motion carried.

12. Return to Open Session

There was no matter emanating from Closed Session.

It was moved by Commissioner Snyder, seconded by Commissioner Karg to adjourn. On a voice vote, all members voted “aye.”

The meeting stands adjourned at 8:55 p.m.

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Approved:

President Rich Johnson

Secretary