

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
August 3, 2021
185 Spring Avenue**

I. Call to Order

President Durham called the meeting to order at 7:01p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Ward, Weber, Nephew and President Durham. Commissioner Cornell and Bischoff participated remotely and Commissioner Stortz was absent.

Staff members present were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Parks Project Manager Troia and Executive Assistant and Board Secretary Dikker.

Guests in attendance included Don St. Clair and John Vitalis of the Citizens' Finance Committee.

III. Changes to the Agenda

None

IV. Recognition – Pool Management Staff

Park Board President Alex Durham stated that the Glen Ellyn Park District Board of Commissioners would like to recognize the following management staff at Sunset Pool: Christine Giunta-Mayer, Russell Monahan, Madeline Motz, Quinn Spiech and Luke Farnum along with the following Head Guard staff: Cameron Benes, Riley Krudop and Eliza Kochert. The management staff works together throughout the season to oversee the day-to-day operations which includes all staff training, safety operations, scheduling, programming, and special events.

President Durham relayed that in addition to overseeing the day-to-day operations, pool managers Christine Giunta-Mayer and Russell Monahan are also responsible for other areas and aspects of the facility including staff scheduling, learn-to-swim program, overseeing training sessions and lifeguard mentoring as well as mechanical and chemical operations. Madeline Motz has displayed excellent leadership and enhanced staff training through coordination of having the Glen Ellyn Fire Department Paramedics participate in the lifeguard in-service training. Durham said Managers Spiech and Farnum are both veterans of Sunset Pool beginning as lifeguards and moving on to leadership positions.

Sunset Pool Headguards also have been an integral part of 2021, managing the on-duty guards including rotation, scanning, first aid and other issues that could arise. They also plan staff events to encourage retention. This year they have held several fun events with more coming up including the Lifeguard Olympics all which create camaraderie and cohesiveness while providing a positive outlet away from their responsibility as a lifeguard.

President Durham stated that Sunset Pool management staff is critical to the safety and operation of the facility and the District is fortunate and appreciative to have such a highly qualified, motivated and engaged leadership team. The Park Board and staff thanked the team for their efforts, commitment and dedication to Sunset Pool and along with Sunset Pool Manager Chad Shingler, presented a small token of appreciation.

Pool Manager Shingler praised the aquatic leadership team for their dedication, professionalism and passion. Those in attendance included Christine Giunta-Mayer and Madeline Motz. Both of whom expressed their appreciation to the District.

V. Public Participation

None

VI. Voucher List of Bills

Commissioner Weber moved, seconded by Commissioner Bischoff to approve the Voucher List of Bills totaling \$347,852.79.

Roll Call: Aye: Commissioners Weber, Bischoff, Cornell, Ward, Nephew and President Durham
Nay: None

Motion Carried.

VII. Auditing Services RFP

Superintendent of Finance & Personnel Cinquegrani discussed that Illinois statutes require an annual financial audit of the Glen Ellyn Park District be completed, reported and filed with the Illinois Comptroller within six months after the close of each fiscal year. Lauterbach & Amen completed the previous audit agreement ending fiscal year 2020. In anticipation of the 2021 financial audit, the District issued a "Request for Proposal" (RFP) for accounting firms. Four (4) firms responded and three (3) submitted a proposal.

Prior to the Board meeting, the RFP information and proposals were presented to the Glen Ellyn Park District's Citizens' Finance Committee (CFC). The members discussed the process and proposals and supported the proposal of Lauterbach and Amen. The firm was the lowest bidder, specialized exclusively in servicing the local government sector, provided training and educational opportunities at no additional cost, provided year-round support and would adjust key engagement personnel to provide a fresh perspective of the District's financials. Their previous experience with the Park District was positive including never charging additional fees due to changes in auditing services.

The Park Board had a brief discussion of the recommendation and practices of Lauterbach & Amen as well as discussed the other two (2) submitted RFPs and following, Commissioner Weber moved, seconded by Commissioner Ward to approve the proposal from Lauterbach & Amen for auditing services for fiscal years 2021, 2022 and 2023 with the Park District's option to renew the contract for fiscal years 2024 and 2025.

Roll Call: Aye: Commissioners Weber, Ward, Cornell, Bischoff, Nephew and President Durham
Nay: None

Motion Carried.

VIII. Citizens’ Finance Committee Membership

Superintendent of Finance & Personnel Cinquegrani discussed that pursuant to the Citizens’ Finance Committee (CFC) bylaws, the Park Board of Commissioners shall approve annually, by a majority vote, the members of the Citizens’ Finance Committee. Cinquegrani stated that previously, there have been eight (8) members of the CFC consisting of staggered two-year terms. Seven (7) of the members expressed interest in remaining on the committee.

The CFC bylaws allow for a committee to consist of a minimum of five (5) members and a maximum of nine (9) members. After discussing internally amongst staff and current members of the CFC, the recommendation was to renew those seven (7) members’ terms, as detailed below and possibly expand memberships to nine (9) members which is in accordance with the CFC bylaws. Any additions or changes to the committee’s membership would be brought before the Board for further approval. Below were the recommended new terms being presented.

1-Year Terms (concluding June 2022)

John Vitalis (Chairman)
Tom Lettenberger
Charlie Prisco
Don St. Clair

2-Year Terms (concluding June 2023)

Leo Lanzillo
Michael Graham
Mike Hoban

Newly elected CFC Chairman John Vitalis thanked the Park Board while Executive Director Harris commended the past Chairman, Leo Lanzillo and veteran members Don St. Clair and Tom Lettenberger for their service. Following Commissioner Ward motioned, seconded by Commissioner Weber to approve membership in the Citizens’ Finance Committee as presented.

Roll Call: Aye: Commissioners Ward, Weber, Cornell, Bischoff, Nephew, and President Durham
Nay: None

Motion Carried.

Commissioner Bischoff left the Zoom call at 7:50 p.m. and arrived in person to the meeting at 8:00 p.m.

IX. OSLAD Application Resolution

Parks Project Manager Troia stated that in anticipation of the Glen Ellyn Park District potentially implementing significant improvements to Lenox Road beginning in 2022, the District will be submitting an OSLAD grant application for elements with the project. The elements are consistent with the Ackerman Master Plan; adding garden plots, dog park, pickleball courts,

shelter, trail improvements and interpretive signage and the District will seek out the maximum matching amount of \$400,000. Troia stated that this is a competitive process, but the Lenox Road project has many excellent qualities and elements that are encouraged by the OSLAD grant.

As part of the requirement for the OSLAD grant, the District must approve a “Resolution of Authorization” including approval that the District has the necessary funds required for the project and the District will comply with the terms and regulations of the OSLAD program should a grant be received.

The Park Board discussed various elements of the Lenox Road OSLAD project including the shelter, garden plots and surrounding neighborhood. The Board also discussed the proposed Churchill Park improvements that were shared in earlier discussions and questioned the comparison of the two projects in regard to which was more appropriate for an OSLAD grant submittal. Troia relayed that the Lenox Road project has more OSLAD suitable elements and would have a greater chance of receiving a grant. Following discussion, Commissioner Ward moved, seconded by Commissioner Weber for approval of the “Resolution of Authorization” specific to the OSLAD grant application for improvements to Lenox Road.

*Roll Call: Aye: Commissioners Ward, Weber, Cornel, Nephew, and President Durham
Nay: None*

Motion Carried.

X. 2013 Comprehensive Plan Amendment

Parks Project Manager Troia discussed the 2013 Comprehensive Plan of the Park District stating that this Plan guides the District’s operation including land acquisitions, park development, programs, budget, and personnel to maximize existing resources.

As this plan has not been updated since 2013, the recommendation is to update the Comprehensive Plan in 2022 following the Community Attitude and Interest Survey that will be conducted this fall. Prior to that effort, Troia stated, several amendments reflecting master planning efforts should be formally adopted and integrated into the Comprehensive plan. Those include Sunset Pool Master Plan, Ackerman Park & Lenox Road Master Plan, Lake Ellyn 5 Year Improvement Plan, Newton Park Master Plan Improvements and the 2014 Glen Ellyn Park District Dual Facility study (Main Street Recreation Center, Spring Avenue Recreation Center).

Following a brief discussion among the Board, Commissioner Weber motioned, seconded by Commissioner Ward to approve the proposed 2009-2013 Comprehensive Plan Amendments as presented.

*Roll Call: Aye: Commissioners Weber, Ward, Cornell, Bischoff, Nephew, and President Durham
Nay: None*

Motion Carried.

XI. Newton Playground Equipment Purchase

Parks Project Manager Troia discussed that the playground replacement at Newton Park is part of the OSLAD improvement project for Newton Park. He reviewed the playground selection that has been finalized and discussed at previous Board Meetings and as a result of Community input from the Public Meeting held at Newton Park, and stated staff recommended purchasing directly through the qualified HGAC Cooperative Purchasing program to maximize savings. In August, bid documents will be developed for installation of the playground equipment and performing site work with hopes of completion in the Spring of 2022.

The Park District recommended approving the purchase of the equipment from Landscape Structures c/o NuToys and following a brief discussion, Commissioner Weber moved, seconded by Commissioner Ward to approve the purchase of Newton Park Playground Equipment from Landscape Structures c/o NuToys through the Cooperative Purchase for the price of \$157,357.00.

Roll Call: Aye: Commissioners Weber, Ward, Cornell, Bischoff, Nephew, and President Durham
Nay: None

Motion Carried.

XII. Community Attitude & Interest Survey Draft Review

Executive Director Harris discussed the Community-Wide Attitude and Interest Survey that was approved and slated to begin in 2020 but was deferred due to the pandemic. Harris said as the District begins the 2022 budget process, the consensus of the Board was to move forward with the Community Attitude and Interest Survey with the goal of distribution in September and receipt of results in November. A draft of the survey was developed through Staff, Board liaison Durham and aQity staff collaboration.

aQity President, Jeff Andreasen, was in attendance and presented the survey to the Park Board for further discussion and to answer any questions while most importantly gathering Board feedback. Andreasen described the process and timeline of the survey stating that it would be distributed to a randomly select number of community members via mail allowing them to participate either via mail, phone or online completion with the goal 400 responses.

Andreasen discussed the process of getting a sample survey that is representative of the District in further detail then led the Park Board through a review of each question that will be posed to the community. The Park Board reviewed each question thoroughly and offered guidance and suggestions. President Durham suggested including the addition of park trails and open space within one of the questions regarding need or interest in outdoor park amenities or facilities but after further discussion it was omitted. Andreasen added that in a majority of Park District surveys trails and open space almost always are the top two priorities of the community. Several Park Board members stated they would rather see what other items might be a priority of the community rather than being overshadowed by a known popular response of trails and/or open

space. Next the Park Board discussed the question regarding indoor amenities and agreed to add “indoor pool” as a suggested amenity. Lastly potential Park District initiatives were discussed and changes were made to this question as well.

Following the lengthy discussion of the draft survey aQity President, Jeff Andreasen, stated that the survey would be amended within the next week with final completion of the survey being available by mid-August with a distribution date to the community in early September. Once the required amount of randomly selected surveys is received, the survey would be available to the entire District but would be analytically tabulated separately from the primary randomly distributed survey. Results of the survey would be brought before the Board in early November.

Staff and the Park Board thanked Andreasen for his time and guidance in this discussion and they look forward to a presentation of the results later in the year.

XIII. Staff Reports

No Reports

XIV. Commissioners’ Reports

Commissioner Cornell hopes the District continues to offer the hybrid version for attendance of Board Meetings. Executive Director Harris said hybrid meetings would continue and will be monitored as the situation evolves. President Durham stated he has enjoyed the pool this season and was very appreciative that the District provided this asset for the community.

XV. Adjourn to Executive Session

At 10:03 p.m. Commissioner Nephew moved, seconded by Commissioner Ward, to convene into executive session under Section 2(c)1 for the discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees or legal counsel for the District.

XVI. Reconvene to Executive Session

The Workshop meeting reconvened at 10:36 p.m.

XVII. Adjourn

There being no further business, Commissioner Bischoff moved, seconded by Commissioner Weber to adjourn the Workshop meeting at 10:37 p.m.

Roll Call: Aye: Commissioners Bischoff, Weber, Cornell, Ward, Nephew, and President Durham

Nay: None

Motion Carried.

Respectfully submitted,

Kimberly Dikker
Board Secretary