

**Glen Ellyn Park District  
Board of Commissioners  
Regular Meeting  
March 18, 2020  
185 Spring Avenue**

**I. Call to Order**

President Ward called the meeting to order at 7:02 p.m.

**II. Roll Call of Commissioners**

Upon roll call, those answering present were Commissioners Stortz, Nephew, Durham, Bischoff and President Ward. President Ward stated Commissioner Weber would participate remotely and Weber stated that due to his illness he is unable to attend in person and agrees to participate remotely. Commissioner Cornell arrived at 7:47 p.m.

Staff members present were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Superintendent of Recreation Esposito, Project Manager Nate Troia, and Executive Assistant Dikker.

**III. Changes to the Agenda**

Executive Session section 2(c)5 of the Open Meetings Act for the purpose of discussion of the purchase, lease or sale of real property for the use of the district, including discussion of whether a particular parcel should be acquired and/or sold was removed from the agenda. Executive Director Harris stated the recognition of the Glen Ellyn Chamber of Commerce was deferred until a date to be determined.

**IV. Recognition – Glen Ellyn Chamber of Commerce**

Deferred.

**V. Public Participation**

None.

**VI. Consent Agenda**

Commissioner Nephew discussed that she would like further information and breakdown of charges regarding payment to Future Pros and staff stated that would be supplied as they did not have the precise information at this time. Following, Commissioner Nephew moved, seconded by Commissioner Bischoff, to approve the Consent Agenda including the Voucher List of Bills totaling \$529,615.46 and the February 18, 2020 Regular meeting minutes.

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

*Motion Carried.*

**VII. Unfinished Business**

**A. Ackerman Payout Request #9**

Executive Director Harris presented the Ackerman Park Phase IV Improvement Project Payout Request #9 from Wight Construction and discussed the status of the project. Following a brief discussion, Commissioner Stortz moved, seconded by Commissioner Durham, to approve Wight Construction payout request #9 for the Ackerman Park Phase IV Improvements-Construction Management Services in the amount of \$16,422.32.

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

*Motion Carried.*

**VIII. New Business**

**A. Maryknoll Asphalt Bid recommendation**

Project Manager Troia stated that the Glen Ellyn Park District 2020 Budget included improvements to the Maryknoll Park Parking Lot. On February 14<sup>th</sup>, staff publicly noticed invitations for bid for the Maryknoll Park Parking Lot Improvements.

The project includes a mill and overlay of the entire parking lot, underdrain improvements to extend the longevity of the surface, and striping to match the existing layout. This work will be performed after Labor Day in accordance with the bid documents.

The bid opening was conducted on Friday, March 6<sup>th</sup>, at which time fourteen (14) sealed bids were received, opened, and read aloud. Troia said the letting was well received and competitive.

A Lamp Concrete Contractors, Inc. submitted a lump sum bid of \$126,400, significantly lower than the Budget amount of \$300,000. A Lamp’s bid submittal was vetted and found to be complete and references were verified and found to be favorable. Additionally, A Lamp Contractors is a pre-qualified prime contractor with the State of Illinois for IDOT projects.

Troia reviewed that apart from this contract, the entrance pavers will be repaired along with additional joint filler and parking lot sidewalks will be evaluated and repaired as necessary.

The Park Board held a brief discussion of the project inquiring about the discrepancy of cost versus budgeted amount, affordability of the project and need for the project. Troia stated that after further review and inspection of the parking lot, the scope of the project was not as extensive. Staff stated the District was comfortable with this expenditure and it was a budgeted item and noted that a deferral of the project would further delay other asphalt projects as well as the bids were very competitive coming well under budget. Commissioner Nephew stated she would be voting no as she feels this is not necessary at this time. Following discussion, Commissioner Bischoff motioned, seconded by Commissioner Stortz to award the Maryknoll Park

Parking Lot Improvements bid to A Lamp Concrete Contractors, Inc. as the lowest responsive and responsible bid for the amount of \$126,400.

*Roll Call: Aye: Commissioners Bischoff, Stortz, Durham, Weber and President Ward*

*Nay: Commissioner Nephew*

*Motion Carried.*

**B. Community Wide Attitude & Interest Survey RFP recommendation**

Executive Director Harris discussed the request for proposal (RFP) process that the District held previously for the Community Wide Attitude & Interest Survey. Harris said that after a thorough review and interview process with his management team, aQuity Research out of Evanston, IL. was recommended as they have conducted many comparable surveys within the Chicagoland area and their fee of \$24,850 was within budget.

However, Harris stated that at this time, considering the ongoing situation with the Coronavirus (COVID-19), staff is not recommending moving forward with this survey. Director Harris and staff do not feel the survey would get a true sense of the community's focus if implemented at this time. Staff feels the community currently and in the near future would have other priorities and concerns and that the cost is something that does not need to be expended. Harris did say that aQuity Research would hold their price for twelve (12) months and suggests deferring this project.

After a brief discussion all Commissioners were in agreement that this project be deferred. Harris said he would relay this information to aQuity Research.

**C. 2019 Annual Report**

Executive Director Harris stated that 2019 was the sixth year that the District has provided an Annual Report of the District to the community. Over the years the report has become much more streamlined and provides a readable, understandable and brief snapshot of the District's year in review for the community. It is distributed through District wide eblasts, available on the District website and posted on the District social media sites. Hard copies are available on request.

The Park Board had a brief discussion and commended the Park District on providing the community with relevant and worthwhile information in a readable and transparent manner.

**D. Coronavirus (COVID-19) District update**

Executive Director Harris provided an update on the District's challenges and efforts regarding the Coronavirus. Harris provided the Park Board with a current list of facilities that are currently closed then relayed that those that remain open are, Spring Avenue Dog Park, platform tennis courts, tennis and pickleball courts, parks and playgrounds and the front office of the Spring Avenue Recreation Center. Harris stated that the Boathouse is open on a case by case basis as

most are cancelling their events. Harris provided information on signage that is being created to further educate the public in regard to gathering on athletic fields, playgrounds and parks. Harris stated all phone centers have been adjusted so that calls can be properly directed. The Park Board inquired on staffing protocol and suggested staff investigate staggering employees within the office and those working remotely.

Superintendent of Recreation Esposito discussed that the refund policy would be reviewed on a program by program basis after April 6<sup>th</sup>. Harris discussed how Ackerman is processing memberships and stated they are working to be conscious yet minimize the financial exposure. Esposito stated that Summer registration opened this past Sunday and had more registrations than last year, and it was very encouraging to staff. Harris thanked Esposito, Courtney O’Kray and the recreation department for their efforts in monitoring the registration process.

Superintendent of Finance & Personnel Cinquegrani reviewed the preliminary financial forecast of the District based on the effects of the Coronavirus. The financial forecasts were being formulated on three assumptions - one with programs/facilities/events closed through April 20<sup>th</sup>, one with programs/facilities/events closed until the end of the school year and one with programs/facilities/events closed through July 4<sup>th</sup>. Cinquegrani also provided information regarding various projects that will be deferred and their financial savings. The Park Board held a lengthy discussion of the financial models. Commissioner Weber would like to see a model extended through September 1<sup>st</sup> and Commissioner Stortz inquired about reserves and comparing figures now versus later. Staff will continue to develop financial impacts in more detail for the Park Board.

Harris said staff will be looking at target dates and end dates for athletics as well as preparing seasonal facilities such as Maryknoll Clubhouse and areas of the pool. Parks, properties and athletic areas are all being maintained as well. Cinquegrani provided information regarding various projects that will be deferred and their financial savings. Commissioner Nephew inquired on other possible savings in utilities on the closed facilities and Harris stated that would be minimal.

Executive Director then briefed the Board on various items that staff is doing to continue to engage the community, such as eLearning for preschool, promoting a Shamrock Hunt within the community, and providing virtual fitness classes to the District.

Harris then discussed Board Meetings and asked the Board’s sentiment on meeting in the future. Depending on the situation, all Commissioners felt comfortable with the current setup and precautions provided however, if needed, will hold the meeting remotely. Commissioner Cornell said she would be possibly be more comfortable attending remotely due to her work position. Director Harris stated, as always, the Board would be apprised of the ongoing situation.

**IX. Staff Reports**

- A. Finance Report – February 2020 (for information only)

B. Staff Reports

None

X. **Commissioners' Reports**

None.

XI. **Adjourn to Executive Session**

At 9:02 p.m. Commissioner Cornell moved, seconded by Commissioner Nephew, 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.

XII. **Reconvene to Open Session**

The Regular meeting reconvened at 9:37 p.m.

XIII. **Adjourn**

There being no further business, Commissioner Stortz moved, seconded by Commissioner Bischoff to adjourn the Regular Meeting at 9:38 p.m.

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

*Nay: None*

*Motion Carried.*

Respectfully submitted,

Kimberly Dikker  
Board Secretary