

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
March 2, 2021
185 Spring Avenue**

I. Call to Order

Board Secretary, Kimberly Dikker, announced that the Park Board of Commissioners were participating in the March 2, 2021 Workshop meeting remotely via Zoom. All verified that they were able to hear the discussion clearly. President Ward then called the Zoom meeting to order at 7:02 p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Stortz, Nephew, Weber, Bischoff, and President Ward. Commissioner Durham arrived at 7:07 p.m. and Commissioner Cornell arrived at 7:20 p.m.

Staff members attending via Zoom but located at the Spring Avenue Recreation Center were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani and Parks Project Manager Troia. Executive Assistant and Board Secretary Dikker participated remotely.

Guest in attendance included Don St. Clair of the Citizens' Finance Committee and Gail Bernstein of the League of Women's' Voters.

III. Changes to the Agenda

None

IV. Public Participation

None

V. Voucher List of Bills

Commissioner Nephew moved, seconded by Commissioner Bischoff, to approve the Voucher List of Bills totaling \$147,202.86.

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

Motion Carried.

VI. Co-Op Park Site Improvements Bid Results

Project Manager Troia stated that the Co-Op Park playground is slated for replacement for this budget year 2021. As stated previously the District was successful in applying for a grant that

that allowed for a discounted purchase of the playground equipment in 2020. The playground equipment was received and has been securely stored in anticipation of Spring 2021 construction.

Construction Bid Documents were developed, and publicly noticed an invitation for bids on February 3, 2021 for removal of existing playground equipment and site furniture, removal of timbers, installation of new and expanded playground equipment surrounded by a concrete curb, a widened 6-foot-wide ADA sidewalk, table, benches, additional trees, and a new park sign. The bid opening was conducted on Wednesday February 24th, at which time eight (8) sealed bids were received, opened, and read aloud.

Overall, the bids were competitive and are comparable to project estimates. Hacienda Landscaping, Incorporated submitted the lowest lump sum bid of \$59,775, lower than the budgeted amount of \$85,000. The submitted bid was vetted and found to be complete. This contractor had previously completed the improvements to Maryknoll Park playground Global Motion play equipment and paver repair to both Lake Ellyn and Maryknoll Park. Hacienda Landscaping performance was excellent as the projects were completed on-time and on-budget.

The Park Board of Commissioners had a brief discussion of the project and look forward to its completion. Following discussion, Commissioner Durham moved, seconded by Commissioner Stortz to award the Co-Op Park Site Improvements project to Hacienda Landscaping as the lowest responsive and responsible bid for the amount of \$59,775.

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

Motion Carried.

VII. 2020 Financial Review

At the February 16, 2021 Board meeting, staff was directed to prepare an updated 2020 year-end budget estimate. Superintendent of Finance and Personnel Cinquegrani stated that while the 2020 audit process has not yet been completed, the numbers that are presented will provide a clearer financial overview of the 2020 financials.

Cinquegrani provided a presentation, first discussing the operating surplus of \$855,862 compared to the previously estimated amount of \$476,703. He stated that the increase was a result of a COVID Expense Reimbursement from DuPage County along with several operating cost savings expenses resulting from salaries and wages, contractual services, employment expenses and utility savings.

Lastly, Cinquegrani presented an update of the Consolidated Fund Balance saying that the estimated fund balance projected was \$5,391,717 and the updated estimated fund balance is \$6,248,606. He provided that the difference in amounts resulted from a difference in operations,

revenues from refunded Village of Glen Ellyn permits and various expenses that either came in under budget and/or were deferred from 2020.

The Park Board of Commissioners had a brief discussion and all thanked staff for their due diligence during this unprecedented time and appreciated this concise report being presented.

VIII. 2020 Annual Report

Executive Director Harris stated that the Glen Ellyn Park District 2020 Annual Report was formulated and distributed in mid-February. As the first report was compiled in 2013, this is the seventh (7th) year of the District's Annual Reports. Due to the pandemic and unique year, along with a variety of different activities and experiences, the report reflected those adjustments.

The report provides a summary of the District's accomplishments, finances, activities, events, and projects during 2020 along with an overview of 2021. Harris provided an overview of the District's tax experience identifying Glen Ellyn as the lowest tax rate among DuPage County Park Districts and makes up roughly 4% of a Glen Ellyn resident's tax bill. Harris then highlighted the many efforts of the District in helping the community during 2020 through food and blood drives, virtual programming and socially distancing friendly events to name a few. Projects completed during 2020 were also discussed including the Ackerman Park Improvement project, Maryknoll Park Natural Area Project and the Sunset Pool Play area project.

Lastly a listing of projects slated for 2021 were highlighted including the Newton Park Improvements project, Co-Op Park renovations and Frank Johnson Center Study to list a few. The Park Board inquired about the projects and report and all thanked staff, particularly Marketing Supervisor O'Kray for the detailed information providing a wonderful snapshot and highly professional report of all the District has provided and accomplished during the pandemic.

IX. Coronavirus (COVID-19) District Update

Executive Director Harris provided a brief update on the Coronavirus stating that mitigations remain status quo and believe the restrictions will remain largely consistent throughout the summer. Harris provided that the 2021 Spring and Summer Playbook was recently released along with the Summer Camp Playbook.

The Park Board inquired on the digital playbook and asked if a hard copy brochure would be released. Staff stated that currently the digital playbook will remain as it allows for greater flexibility and ability to change and be modified more quickly and timely. It also requires less advanced planning, reduces production costs significantly and is environmentally beneficial.

X. Staff Reports

Director Harris stated that the Chamber of Commerce will be filming the presentation of the Glen Ellyn Park District Volunteer of the Year on Thursday for the annual Glen Ellyn Community Awards which will be virtual this year. Harris said with the help of Commissioner Nephew, the District will be recognizing Tim Clark for his efforts. Mr. Clark is the President of the Kiwanis of Central DuPage, has facilitated a substantial Club donation to our Soccer Scholarship fund and has helped

coordinate and participate in the many food drive donations that have taken place at Ackerman and will continue to do so through 2021. Harris thanked Commissioner Nephew for her effort in this recognition.

XI. Commissioners' Reports

Commissioner Bischoff thanked staff for an informative meeting and the positive information that was provided in the financial overview and annual report. Bischoff also commended the Golden Eagles coaches in helping the 8th grade Golden Eagles football players complete their season this Spring. Commissioner Weber thanked staff and stated his family has taken advantage of the turf field at Ackerman Park for lacrosse play. Commissioner Nephew expressed excitement of the Spring/Summer playbook as she looks forward to her family participating in the many events and athletics this upcoming season. Commissioner Durham thanked staff for the very informative material that was provided this evening and Commissioner Cornell echoed this sentiment. President Ward ended the meeting and thanked staff for their efforts in bringing forth the financial update and the 2020 Annual Report information.

XII. Adjourn

There being no further business, Commissioner Bischoff moved, seconded by Commissioner Cornell to adjourn the Workshop meeting at 8:06 p.m.

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

Motion Carried.

Respectfully submitted,

Kimberly Dikker
Board Secretary