

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE PARK DISTRICT OF LA GRANGE, ILLINOIS
536 EAST AVENUE, LA GRANGE, ILLINOIS**

AUGUST 17, 2020

President Vear called the meeting to order at 7:00 P.M.

PRESENT: Commissioners Jacobs, Collins, O'Brien, Opyd, Vear

ABSENT: None

STAFF PRESENT: Executive Director Dean Bissias, Superintendent of Finance Leynette Kuniej, Superintendent of Facilities Chris Finn, Superintendent of Recreation Kevin Miller, Superintendent of La Grange Fitness Jenny Bechtold, Assistant Supt. of BASE Melissa Seaberg, Recording Secretary Linda Muth

OTHERS PRESENT: Attorney Derke Price attended telephonically
Andrew Kim from PMA Securities attended telephonically
Jamie Wilkey from Lauterbach & Amen, LLP
Jim Boo, Cathy McCook, Bill Lanspeary

President Vear welcomed everyone to the meeting and asked for any announcements or changes to the agenda.

Communications, Presentations & Declarations

Public Comments/Participation (Board Manual Section #152)

Jim Boo, 1327 Mason Drive, La Grange, questioned the bond issue on the agenda. He said he is in possession of a Park District financial report from 1999-2000 and it is interesting that in 1999 there were no bond proceeds and in 2000 there were \$270,000 in bond proceeds. The report also shows property tax levies and he wants the current board to see what the board used to do. Tonight's bond issue is ten times in comparison. He also stated that the proceeds from the Gordon Park sale were supposed to pay down the debt from this building and be used to purchase additional land. A parking lot is not needed and there is land for sale near Denning Park. Supt. of Finance Kuniej replied that the bond issue will be explained during the meeting. President Vear commented that he does not recall the property exchange commitment described but that we do want to buy property.

Update from Andrew Kim, Director of Public Finance from PMA Securities

Andrew Kim explained that the 2.5 million bond issue is a refunding. There are

REGULAR BOARD MEETING - AUGUST 17, 2020

2012 outstanding bonds and the principal begins to amortize in 2026 through 2037. The bonds have a call date of December of this year, which allows the District to refinance if interest rates are lower. Interest rates are near or at historically low rates and we can take advantage of these rates by refinancing the outstanding debt from the 2012 bonds. We are not extending the debt or doing anything unique and are keeping the same footprint of the existing debt profile. Based on preliminary numbers in July we will save \$15,000 per year from 2026-2037. The new 2020 bonds would also be interest only until 2026. The interest rate on the 2012 bonds is roughly 3.06%. Given the current rates we could get 2.52% which includes all costs, legal fees, PMA's fees, and Moody's rate fee. They had a call today with Moody and it is expected that the District's AA1 rating will remain the same. Savings of \$167,000 is estimated through 2037, with a net present value savings of approximately \$126,000 which is about 5% of the refunded amount. This is a robust savings percentage as it is often done at 2%-3%.

2019-2020 Audit Presentation by Lauterbach & Amen, LLP

Jamie Wilkey from Lauterbach & Amen, LLP thanked Leynette and the team. She stated it was an interesting audit with the COVID environment, but she was happy to report it was a clean audit process with no new management letter recommendations or comments, and no material journal entries. Both results put the Park District at the highest level of thoroughness and a copy of the certificate of achievement is on page 7 of the document. She added that this is an independent third-party review which puts the District at the highest level of reporting for a government agency last year, and she will submit it again for this year. She indicated that pages 8-9 include the independent auditor's clean/unmodified opinion that the financial statements are materially correct, and the control environment was assessed with no findings. She encouraged the Board to read the analysis on pages 10-18 which is the executive summary of the audit. It includes analytical information compared to last year, COVID, operating indicators, long term debt and capital. Even with COVID the general fund had a surplus of \$195,000 allowing a \$250,000 transfer to capital and the rec fund had a surplus of \$83,000. Both funds exceeded budgetary expectations. Lastly, beginning on page 84 there is a wealth of statistical information providing 10-year trend information for the District, financial results, property tax history and demographics. Jamie Wilkey stated the audit process was very clean, the prior two comments were fully implemented and will be removed, and there were no internal control findings or red flags. She asked the Board if they had any questions.

Commissioner Opyd referred to page 14 and was pleased to see revenue up \$25,000 even with six weeks missing. He noted that the COVID asterisks for recreation expenses indicate a reduction of about \$200,000 from the previous year and asked if there were factors in addition to COVID. Supt. of Finance Kuniej answered that there were not, and it is a true reflection of cutting off fees, reducing programs and decreasing staff. President Vear commented that the statistics are fascinating when you look at trends over time, that the tax base has

changed dramatically, and he hopes we will be back to business post COVID.

Consent Agenda

Commissioner Opyd motioned to approve Item 3.1 Approval of the Minutes of the Regular Board Meeting of July 13, 2020; Item 3.2 Approval of the Minutes of the Executive Session Meeting of July 13, 2020; Item 3.3 Approval of the Financial Reports dated July 31, 2020; Item 3.4 Approval of the Consolidated Vouchers for August dated August 17, 2020. Commissioner Collins seconded the motion, which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Opyd, Collins, O'Brien, Jacobs, Vear
NAYES: None
ABSENT: None

Staff Reports

Director's Report

- Director Bissias stated that he had nothing to add to his written report and that a capital dashboard was not included in the board packet since nothing has been done yet.
- Dean reported that hiring for the marketing position has been postponed and Supt. of Recreation Miller will provide details in his report.
- He stated that he and President Vear have been working with G.G. Gordon on new signage for Gordon Park. The Gordon family is generously donating \$10,000 for this project.

Commissioner Jacobs asked if the project included landscaping around the new signs. Dean reported that it did not, but that Claudia could address this later or we can look at it if there is money left. Commissioner Collins asked for some insight into the insurance company items mentioned in Dean's written report. Dean replied that we continue to make changes to our programs and facilities on an ongoing basis as the government issues COVID guidelines, and we work with our insurer, PDRMA, to be sure we are in compliance.

Staff Comments

Superintendent of Finance Leynette Kuniej

- Superintendent Kuniej stated that today's phone call with Moody went well and went into great detail. Even with the effects of COVID and reduced programming we anticipate a good report from them on Monday, when we will review the report and submit our comments. We will then issue our preliminary official statement for the bond sale and are on track to refinance by the December call date.
- Leynette has additional training and testing of the new Tyler software this week and said it is moving along, with plans to go live in September.

Commissioner Opyd asked how the parallel payroll process with Tyler went. Leynette said that it went well and brought a couple of things to their attention that required changes. Commissioner Jacobs inquired about item 5 from

Leynette's written report which indicates a reduction in program revenue and program profits from last year. Leynette stated that we will lose about \$150,000 in the rec fund, which had a beginning fund balance of approximately \$800,000, but she thinks we will be fine at the end of the year depending on how strong we can program.

Superintendent of Facilities Chris Finn

- Superintendent Finn thanked Katie and Kathy from the LeaderShop for a great job on their recent volunteer project. Their group worked at Rotary Park and the Community Center park over the past 4-5 weeks planting annuals and flower beds, adding mulch, painting bleachers, and cleaning the parks. There are pictures and an article from the LeaderShop newsletter following his written report.
- Chris reported that revenue from facility rentals is down, though July and August are typically slow. There have been rentals for volleyball and basketball groups, and he is trying to maximize athletic rentals before our recreation dept. begins heavy basketball programming.
- He has been working through the stipulations included in new guidelines issued on 8/15 with soccer groups. Since soccer is a medium risk sport, they are not allowed to play games; only inter-team scrimmages.
- Chris reported that he has ordered the new signs for Gordon Park and is waiting for a timeline for delivery.

Commissioner Opyd commented that the parks look great and he appreciates the community's work. He would like the District to formally recognize organizations for their support. President Vear asked if the LeaderShop would continue with their park volunteer group and Chris indicated he will talk with them about possible spring projects. Commissioner Jacobs stated that coordinating this project with the community is in line with our strategic plan and she suggested that we post something on our website to publicize the LeaderShop's participation.

President Vear asked about the study space for students mentioned in Chris' report. Chris explained that two LTHS parents may use two rooms at the recreation center for E-learning for 10-15 students. They are coming in tomorrow to test the internet capacity.

Superintendent of La Grange Fitness Jenny Bechtold

- Superintendent Bechtold reported that the fitness center currently has 2,209 members. August brought 25 new members, 75 cancellations and 20 holds for memberships. There has been a total of 694 cancellations since March.
- Jenny stated that she is using social media to promote the fitness center and the protocols being followed to make it safe for patrons. She has seen some new faces and it is getting a bit busier.
- She has offered several new outdoor classes that have averaged 3

participants per class. Yoga on Saturdays is popular and had 9 in attendance and Muscles in Motion also draws more people.

Superintendent of Recreation Kevin Miller

- Superintendent Miller stated that summer day camps ended on 8/7 and they went very well. The staff was great, parents were understanding, and the kids did well with the safety protocols.
- Kevin reported that the fall brochure is on our website and will be digital this season to enable the frequent updates that will be required to stay current with COVID guidelines.
- He stated that prepping for preschool continues with 5 classes potentially running this fall, compared to the usual 11-12 classes. Many parents are E-learning with older kids at home so are not sending their younger kids to preschool, while others have COVID concerns. One of the teachers submitted her resignation today and Teresa will fill the position.
- Kevin and Kyle have been working on basketball plans and guidelines for the Youth Developmental League and travel basketball. Travel try-outs were held and 7 boys teams are set, which is the most we've ever had. We are trying to accommodate as many players as we can since schools have cancelled their sports programs. Guidelines from the State will determine how the season goes.
- He explained that after discussions it was decided that it is not the right time to hire a new employee for the open marketing position, and it will be reconsidered this winter. This will create a bit more work for staff but is (financially) better for the District.

Commissioner Opyd asked if we have had to trace any COVID cases at the District with things changing and more people allowed. Kevin said that the recreation department has had no direct cases reported. One camp family had a family friend test positive, so out of caution that child sat out for a week, and the family all tested negative. Jenny reported that no fitness members have notified us of a positive case, but one fitness instructor was positive. She had no symptoms when she taught her last class which was a week prior. Everyone on her rosters was contacted and were glad to be advised, and CDC guidelines were followed. Two fitness members that came in contact tested negative.

Assistant Supt. of BASE Melissa Seaberg

- Assistant Supt. Seaberg reported that summer camp went well, and they received good feedback about their sanitation procedures.
- Melissa stated that BASE will begin the day after Labor Day and registration information has been sent out to parents, and those already registered have been contacted to see if they still need care. Answers are coming in slowly. We will begin accepting registrations and schedules on 8/26. District 102 is offering options for in-person and E-learning. She and Leanna are in constant contact with the school district and have

been working on plans for potential different scenarios.

Commissioner Opyd asked about the guidelines for teacher/studio ratios and whether there are staffing issues as there have been in the past. Melissa answered that based on room size they will be able to accommodate 47 kids and 4 staff at most schools. They will take less kindergarten students at Barnsdale since it is harder for younger kids to socially distance and wear masks. She also explained that return to work letters were just sent to BASE employees and some replied they are ready to go, but she anticipates many changes.

Attorney Report

Attorney Price stated that the District should continue to compile information and track data for any potential CARES Act money.

Treasurer Report

None

Action Items

Discussion and/or Approval of License Agreement with La Grange Rotary for Secret Santa Program

Director Dean Bissias explained that the Secret Santa Program originated with the La Grange Nurses Association and is now run by La Grange Rotary. They use space at the recreation center for storage and distribution for the program, and this new agreement is for 3 years with an option for us to opt out after the first year. It is a worthwhile program which donates gifts to hundreds of families at Christmas, and especially needed during the pandemic.

Commissioner Opyd stated that some of the wording in the agreement is unclear on whether it is a 1-year or 3-year agreement, and Commissioner Collins agreed that it needed to be reworded. Dean stated that he would have Attorney Price rework the paragraph to clarify that it is a 3-year lease with the option to opt out after year one.

After Board discussion Commissioner Jacobs motioned to approve the La Grange Rotary Secret Santa License Agreement as amended. Commissioner Opyd seconded the motion which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Jacobs, O'Brien, Opyd, Collins, Vear
NAYES: None
ABSENT: None

REGULAR BOARD MEETING – AUGUST 17, 2020

Discussion and/or Approval of 2019-2020 Audit as Presented by Lauterbach & Amen, LLP

Commissioner Collins motioned to accept the audit as presented by Lauterbach & Amen, LLP for fiscal year 2019-2020. Commissioner O'Brien seconded the motion which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Collins, O'Brien, Opyd, Jacobs, Vear
NAYES: None
ABSENT: None

Discussion and/or Approval of Ordinance 20-06 an Ordinance Providing for the Issue of Not to Exceed \$2,750,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020A, for the purpose of refunding certain outstanding alternate bonds of the Park District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof

Commissioner Opyd stated that the bond refunding saves the District money and makes sense to do, and President Vear agreed.

Commissioner Collins motioned to approve Ordinance 20-06 an Ordinance Providing for the Issue of Not to Exceed \$2,750,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020A, for the purpose of refunding certain outstanding alternate bonds of the Park District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof. Commissioner O'Brien seconded the motion which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Collins, O'Brien, Opyd, Jacobs, Vear
NAYES: None
ABSENT: None

Board Business

Old Business

Discussion and/or Approval of Park District Application for a MWRD Grant
President Vear stated that the MWRD grant provides money to government agencies for the purpose of alleviating water problems.

Executive Director Bissias explained that the grant would be used for installation of permeable pavers in a parking lot to reduce the water detention area required. The grant application is due on August 30th and he will do his best to meet the deadline if the Board approves proceeding. He stated that the

REGULAR BOARD MEETING – AUGUST 17, 2020

Village of La Grange has these pavers and they use a street vacuum on them, which we do not have, and we need to be prepared if we move forward.

Commissioner Collins expressed his concerns about the pavers. He did some research on how they fare with our climate and there is not a lot of data. The U.S. Geological Survey advised him that typically these pavers clog up within a year and become impermeable, and they must be pressure washed. He is concerned with our winter weather and the possibility that after a year they will not work as they were designed to work, as well as creating a safety hazard to walk on with an imbalanced surface. He questioned whether we are locked into this specific project if we apply for and receive the grant. Attorney Price advised that this grant process moves quickly, and we should not proceed if we are not committed to budgeting for the 50% match. It would not be good to proceed and then back out.

Commissioner Opyd stated that the Board should do more homework and look at the Stone Avenue station pavers installed in La Grange, but while there are still unknowns the clock is ticking, and he'd like Director Bissias to proceed.

Commissioner Jacobs stated that while the timeline is tough, her understanding is that there are three categories. Our category would be conceptual, which would provide some wiggle room. We could always apply next year if we are unable to meet the deadline. She has had discussions with a civil engineer and the reason to do this is to mitigate storm water and increase green land area by reducing the size of the detention pond. The Village of La Grange received this grant in 2018 and installed permeable pavement.

President Vear stated that he spoke with Ryan Gillingham from the Village and Mr. Gillingham is happy with the permeable pavers they installed. However, due to their high cost he would not have installed them without the grant. President Vear sees reducing the detention pond size as the biggest advantage, which gives us more land to allocate. He has some permeable pavers at his house and so far, they work. A motion from the Board is required to move forward with the grant application.

Commissioner Jacobs motioned to approve the Park District application for the MWRD grant. Commissioner Opyd seconded the motion which passed by a majority Roll Call Vote as follows:

AYES: Commissioners Jacobs, Opyd, O'Brien, Vear
NAYES: Collins
ABSENT: None

Discussion on Future Plans/Ideas to Update PDLG Open Space Master Plan/ Review of RFP's (Need to Schedule Date for Interview Process)

Director Bissias explained that he solicited RFP's as requested by the Board and he received three back. An additional firm declined to submit due to

REGULAR BOARD MEETING – AUGUST 17, 2020

COVID. It is now up to the Board to schedule a date to interview the firms, which can take place at a regular meeting or a special meeting. The process will take approximately 3 hours with 30-45 minutes allocated for each presentation and a 15-minute break between them. Staff can attend and give their opinions to the Board if asked, but only the Board gets to vote.

Commissioner Opyd stated that the Board should review the proposals to be prepared to discuss at the next meeting. Only one of the firms included the current COVID situation, which should be kept in mind when reviewing recommendations. Commissioner Jacobs stated that she took an IAPD webinar on strategic planning which was very helpful, and she would send the link to the other board members. President Vear encouraged the Board to review the current master plan in preparation of this process.

The Board agreed on September 30th at 6:00pm for the interview process, with Director Bissias to contact the firms.

Committee Reports

Administration Committee

None

Parks and Open Lands

Commissioner Jacobs reported that she attended IAPD diversity seminars relating to inclusion which were enlightening, and she thinks the discussion needs to keep going, and we should strategically plan how to be welcoming and inclusive to all demographics. The park walk through and discussion was important and the parks look good. She also stated that a new member has joined her committee and they will meet in a couple of weeks.

Finance & Capital Project Committee

President Vear stated that it is a huge accomplishment that our bond rating might not go down. While income is down dramatically, expenses are down too, and he applauds Leynette, Dean and the staff.

User Group Committee

None

Marketing/ Social Media Committee

Commissioner Opyd reported that a meeting will be scheduled now that we have postponed hiring a new marketing person.

Public Comments (Board Manual Section #152)

Jim Boo, 1327 Mason Drive, La Grange, stated that it is hard to understand pursuing a parking lot. He pointed out that Denning Park has water rolling into private property. Taxes are due October 1st and over the last 10 years they have gone up at an incredible rate. He wants the Board to make a commitment to taxpayers with a freeze and to flatten the curve of tax increases. Many people are out of work.

REGULAR BOARD MEETING - AUGUST 17, 2020

Board Comments

Commissioner O'Brien stated that he has spent a lot of time in our parks and that they look phenomenal with minimal staff.

Commissioner Collins complimented Leynette on the financials and bond rating. He thanked everybody for their work during these trying times when we can plan and forecast only to have a state agency make changes.

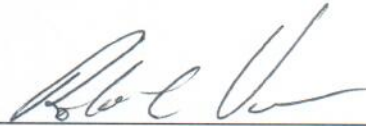
Commissioner Jacobs thanked Leynette and the team for excellent accounting. She thanked Linda for the WebTrac updates, and Dean for going for the grant so late in the game.

Commissioner Opyd thanked Mr. & Mrs. Bondis for their donation of plantings at Waiola Park.

President Vear thanked G.G. Gordon for the donation of park signs and thanked the LeaderShop for their work in the parks. He also thanked staff for covering more areas with less help, which cannot be easy, and complimented Dean and Leynette for keeping the ship afloat during trying times. He hopes we can open more operations soon.

Adjournment

Commissioner Opyd moved for adjournment at 8:31 P.M. The motion was seconded by Commissioner Collins and passed unanimously by Voice Vote.



Robert Vear, President



Constantine Bissias, Secretary

Approved 09/14/2020