

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

NOVEMBER 8, 2021

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

PRESENT: Commissioners Opyd, Lacey, Posey, Lawrence, Vear

ABSENT: None

STAFF PRESENT: Executive Director Jenny Bechtold
Superintendent of Finance Leynette Kuniej
Superintendent of Facilities Chris Finn
Superintendent of Recreation Kevin Miller
Superintendent of BASE Leanna Hartung
Park Foreman Claudia Galla
Recording Secretary Linda Muth

OTHERS PRESENT: Attorney Jim Rock
Shawn Rodeck of TriCore Environmental
Jasen Pinkerton of PMA Securities

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)

None

*Presentation of Environmental Remediation Services from Tri-Core
Environmental LLC*

Director Bechtold introduced Shawn Rodeck, the owner and engineer from TriCore Environmental, who will give a presentation related to the contract in Action Item 7.5. Shawn stated that 95% of their work is on underground storage tanks through the State's Leaking Underground Storage Tank Fund (UST).

Shawn explained that the Illinois EPA's LUST program is for managing sites that have had leaks from underground tanks. There is a reimbursement fund for remediation where eligible, and TriCore focuses on maximizing the reimbursements for their clients and working through the program. In the

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majority of their projects TriCore does the work, presenting invoices to the State program and waiting for their payment from the State.

Shawn explained that our two underground tanks have had no reported incidents since their installation. The process would begin with an initial investigation with soil borings on each side of the tank location. The soil samples would be screened, and if any contamination is found they would report an incident on that day. Eligibility for the program does not start until an incident is reported. He expects to have visual and odor confirmation on the first day, but the soil samples will confirm the results after testing. The key is that then the actual removal of the tanks is not considered a planned tank removal, which would not be eligible without a prior reported incident. The removal would be scheduled and normally occurs within two weeks. If soil removal is required due to gross contamination, it should be done within the 59-day window for the early action time period to qualify for reimbursement. Shawn provided details on the project stages and stated the majority of projects in Illinois pursue closure without doing any additional remediation, mainly because most municipalities get water from the City of Chicago. There are also mechanisms for addressing contamination, such as an asphalt barrier over the soil, which can be done without additional cleanup.

Shawn stated that if a release incident is reported during the investigation and the soil samples show no contamination, the IEPA will say there is no leak and there will be no access to the fund. This scenario is very unlikely given the age of the tanks, but if they are removed later and contamination looks the same, it can be called a re-reporting of the same leak and not eligible. This is not an issue for our location; if it is clean, the benefit is we do not have to do anything.

Commissioner Opyd asked for clarification of the 20-day and 45-day certifications, and whether TriCore expects our project will require hazardous waste permits. Shawn outlined the reporting requirements for the certifications. He does not expect hazardous waste permits will be necessary. The material from underground storage tanks has a quasi-exemption, and it is considered special waste rather than hazardous.

Presentation by PMA Securities

Jasen Pinkerton of PMA Securities gave an overview of the annual rollover bonds relating to Action Items 7.1 and 7.2. He stated that in the past this presentation was done after the bids were received, but this year is different. A Parameters Ordinance will be passed tonight, and the bids will come in on November 15th. The annual rollover bonds are issued to provide funds to pay debt service on the district's 2016 and 2020 alternate revenue bonds, prior to the interest payment due on December 1st. The rollover is issued each year to maximize the district's debt service extension base (DSEB), which is only accessible to tax capped districts. For levy year 2021 the DSEB restricts payments to a cap of \$357,915, and is allowed to grow by the lesser of the CPI or 5% annually.

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Jasen reviewed the written report he provided to the Board and explained that the last slide of the packet is a timeline of the events over the next month. The Board's approval of the Parameters Ordinance tonight will authorize delegates of the Board to approve the sale of the bonds on November 15th when the bids are due, and the bonds will close on November 30th in time for the December payments.

There was discussion on how the approximately \$156,000 in funds remaining for internal use will be paid from tax dollars with next year's tax levy in December.

Jasen also explained the process in the unlikely scenario that no bids are received and how a placement adviser could be hired to negotiate directly with banks to quickly procure a sale.

Consent Agenda

Commissioner Lacey motioned to approve Item 3.1 Approval of the Minutes of the Regular Board Meeting of October 11, 2021; Item 3.2 Approval of the Minutes of the Executive Session Meeting of October 11, 2021; Item 3.3 Approval of the Financial Reports dated October 31, 2021; Item 3.4 Approval of the Consolidated Vouchers for November dated November 8, 2021.

Commissioner Opyd seconded the motion, which passed by Roll Call Vote as follows:

AYES: Commissioners Lacey, Opyd, Posey, Lawrence, Vear
NAYES: None
ABSENT: None

Staff Reports

Executive Director Jenny Bechtold

- Director Bechtold reported that she and Chris are going to the Planning Commission again tomorrow with a new location for the aboveground gas tanks and they hope for a positive outcome.
- Jenny stated that a budget timeline follows her written report, which she developed with Supt. of Finance Kuniej. The timeline provides an earlier start with the goal of presenting the operations budget, MBO's, and capital to the Board all together at the March meeting.

Commissioner Opyd stated that the dates seem to line up with PRI's plan to provide an early draft of the budget recommendations in January or February. He asked if there would be time to include it in the budget. Jenny answered that she and Chris are working hard to update capital and do that, but we do not want to cut ourselves short, which is why the timeline includes approval of capital in May, if required. This would not change the operations budget approval. There is also a new line item for the Board to submit MBO's by January 31st so we can plan accordingly.

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- Jenny gave an update on the comprehensive master plan. There is a meeting tomorrow with the Steering Committee and the architects, and a meeting with PRI and Executive Decisions on November 17th. She handed out a comprehensive marketing plan to get the word out about the survey. Readex recommended that the live link to the generic survey not be posted yet because we want the people solicited for the statistically valid survey to respond first. We will have an option for the statistically valid responders to take the survey online with a special link.

There was brief discussion on how the Board might engage in the CMP process. There could not be more than two commissioners attending a workshop without posting it as a meeting.

- Federal OSHA came out with federal emergency temporary standards for employers with over 100 employees that require anybody not vaccinated to be tested weekly and the monitoring of the vaccine status of employees. We are currently at 76 but may hit 100 in the summer and are planning for it now so that we are prepared in advance. Once you hit 100 you remain under the standard even if you go under that number down the pipeline. We are still waiting for the Illinois and IDOL requirements.
- Jenny presented the new Adopt-A-Park logo. She stated that six families expressed interest in participating during the recent tree walk event.

Staff Comments

Superintendent of Finance Leynette Kuniej

- Superintendent Kuniej stated that she had nothing additional to add to her written report and the Action Items on the agenda.

Superintendent of Recreation Kevin Miller

- Superintendent Miller had nothing new to add to his report and deferred to Claudia to talk about the tree walk event. The QR code will be up on our website tomorrow so people can view it.

President Vear stated that the numbers show a lot of interest in programming and asked if there was any interest in the district offering CPR and AED training for the public. Kevin stated that we offered it prior to him joining the district, and the numbers were low. The Fire Department offers training in the American Red Cross standard which is what most people prefer.

La Grange Fitness Report

- Director Bechtold reported that Dom is learning the operations and system and is doing great.
- Jenny stated they are focusing on 30-minute kick starts working one-on-one with a trainer. This promotes work for the trainers and helps new members with onboarding.

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- Dom is working on a survey and marketing push for January. He is evaluating fees which have not been raised in four years. An increase is being considered with the rise in costs for wages and supplies.

Superintendent of BASE Leanna Hartung

- Superintendent Hartung had nothing additional to add to her written report.

Superintendent of Facilities Chris Finn

- Superintendent Finn stated he had nothing new to add to his written report. He has been busy with facility rentals and athletic programming is in full swing.

President Vear asked how parking at the building was this past weekend. Kevin stated he did not receive any complaints. Chris reported there were complaints from Saturday renters here while basketball was running.

Park Foreman Claudia Galla

- Foreman Galla reported that it was a perfect day for the tree walk on Saturday. It was a very informative, casual event enjoyed by 23 adults and 7 children in attendance.
- Claudia stated that Jenny arranged with MWRD to have biosolids spread at the Gordon fields. It has been delayed due to rain but we hope to do it before winter.
- Her crew did a nice job painting the exterior of the community center, and they plan to paint the interior during the winter months.
- She had a meeting with the coordinator of the Morton Arboretum centennial tree planting initiative. She came out last week to see the site and determine what kinds of trees will go in. Claudia chose Denning since we lost trees there several years ago with regrading. Planting is scheduled for 2022 which gives her plenty of time to recruit volunteers.

Commissioner Opyd stated he is pleased to see everything going on with our green spaces, including the tree walk. It is a nice light on the park district and he thanked Claudia and marketing for their work.

Attorney Report

Attorney Rock had no report at this time.

Treasurer Report

None

Action Items

Discussion and/or Possible Vote on Ordinance 21-03 an Ordinance Providing for the Issue of not to Exceed \$358,000 General Obligation Limited Tax Park Bonds, Series 2021, of the Park District of La Grange, Cook County, Illinois, for the

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Payment of Land Condemned or Purchased for Parks, for the Building, Maintaining, Improving and Protecting of the Same and the Existing Land and Facilities of Said Park District, to Provide the Revenue Source for the Payment of Certain Outstanding Bonds of Said Park District, and for the Payment of the Expenses Incident Thereto, Providing for the Levy of a Direct Annual Tax to Pay the Principal and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof

President Vear read the Action Item and asked for a motion for approval of Ordinance 21-03. The motion was so moved by Commissioner Opyd, seconded by Commissioner Posey, and passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Opyd, Posey, Lacey, Lawrence, Vear
NAYES: None
ABSENT: None

Discussion and/or Possible Vote to Allow the Executive Director to Accept the Official Bid as Recommended by PMA for the Issuance of Not to Exceed \$358,000 General Obligation Limited Tax Park Bonds after Bid Opening Scheduled for November 15, 2021

President Vear read the Action Item for approval and the motion was so moved by Commissioner Posey, seconded by Lacey Lawrence, and passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Posey, Lawrence, Lacey, Opyd, Vear
NAYES: None
ABSENT: None

Discussion on Staff Presenting the Draft Proposal of Levy and Assessment of Taxes of the Park District of La Grange for the 2021 Tax Levy Year at the December Board Meeting

Supt. of Finance Kuniej stated that if the Board is in agreement with what she has proposed she will prepare an ordinance to be approved at the next board meeting. We never know the EAV until August, but we must tell the county what we want to levy in December. We start with the current EAV and estimate ten million for new growth in the community per the Village of La Grange finance person. Five million is the normal figure for new growth, and an additional five million is new growth for the new development around the corner. She explained the levy calculations which will result in the potential to levy \$2,081,000. She provided details on which funds will have decreases and increases, and stated that we are fully funded for IMRF. The rec fund has suffered during COVID so that levy has increased \$200,000 to make up for losses. We remain within the tax cap but are reallocating. Our overall request is an increase of 1.8%, but since it is under 5% we do not have to hold a public hearing or create a truth in taxation document.

The Board had no objections and gave Leynette consent to prepare the ordinance based on these numbers.

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Discussion and/or Approval of SEASPAR Tax Levy for 2021

Supt. of Finance Kuniej provided background on the district's participation in SEASPAR. The financial computation takes each participating district's EAV and splits the budget based on these numbers. Our EAV went up 14% because of new growth and the triannual reassessment, so our portion of SEASPAR's budget is increasing 6%, which is \$6,800 higher than the prior year. We are a voting member on their board, so our board must vote to accept their budget. They have specially trained staff and it would be more expensive for us to run these programs on our own. President Vear stated that it is a big advantage for us to be part of SEASPAR as far as cost. Attorney Rock added that in order to levy this tax you must be a member of a joint agency such as SEASPAR; we could not levy if we did this on our own.

Commissioner Lacey motioned to approve the SEASPAR tax levy for 2021. The motion was seconded by Commissioner Lawrence and passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Lacey, Lawrence, Posey, Opyd, Vear
NAYES: None
ABSENT: None

Discussion and/or Approval of TriCore Environmental LLC for Environmental Remediation Services of PDLG Underground Storage Tanks (UST's) with the Intention of Utilizing the Illinois EPA Leaking UST Fund, with the Alternative for a Bid if No Release is Discovered

President Vear stated that this was discussed prior in the meeting. He read the Action Item for approval which was so moved by Commissioner Lacey, seconded by Commissioner Opyd, and passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Lacey, Opyd, Lawrence, Posey, Vear
NAYES: None
ABSENT: None

Discussion and/or Approval of the Updated 2021-2022 Capital Budget Reducing the Comprehensive Master Plan (CMP) from \$100,000 to \$70,000 and Reallocating the \$30,000 from the CMP to the Underground Storage Tanks UST's, Increasing the Total for UST's from \$10,000 to \$40,000 and Reducing the Gilbert Exterior North Door from \$11,000 to \$4,375 and Reallocating the Excess \$6,625 to the Aboveground Storage Tanks (AST's) Increasing the Total for AST's from \$30,000 to \$36,625

Director Bechtold explained that this is not the normal process for moving capital money, but there have been some transitions and unforeseen needs regarding the push to remove the underground tanks. The Comprehensive Master Plan was budgeted at \$100,000 and will only be \$70,000. We would like to reallocate the remaining \$30,000 to the underground tanks, increasing it from \$10,000 to \$40,000. The installation of two new doors came in under

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budget and we would also like to reallocate the excess \$6,625 to the AST's. Costs have increased due to the Planning Commission requiring a change of location. If the funds are not needed for the tanks they will be reallocated next fiscal year.

President Vear requested a motion to approve the change in the budget and Commissioner Lawrence so moved, Commissioner Lacey seconded, and the motion was approved unanimously by Roll Call Vote as follows:

AYES: Commissioners Lawrence, Lacey, Posey, Opyd, Vear
NAYES: None
ABSENT: None

Discussion and/or Approval of the Resolution Granting an Easement to Illinois Department of Transportation (IDOT)

Director Bechtold stated that this item was discussed in a previous executive session. She would like to move forward with selling the easement to IDOT for \$9,250 with the Board's approval of this resolution.

Commissioner Opyd moved to approve the Resolution Granting an Easement to Illinois Department of Transportation. Commissioner Posey seconded the motion, which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Opyd, Posey, Lawrence, Lacey, Vear
NAYES: None
ABSENT: None

Discussion of Endless Summerfest 2022 and Ratify the Action of the Executive Director Extending the Termination Clause 30 Days in the Agreement Regarding Co-Sponsorship of Music Festival Requested by La Grange Business Association

Director Bechtold stated that the Summerfest contract clause gives LGBA until October 31st to terminate and they asked for a 60-day extension. We offered LGBA a 30-day extension per the Board's consensus. She met with LGBA and they have stipulations. We initially discussed approaching the Village to request assistance with the set-up work to reduce our operating expenses for non-exempt employees. She met with the Village and learned they already give a large amount of in-kind services for the event. In 2019 the in-kind services totaled \$17,000. In meeting with LGBA it was determined that the Village assisting with labor would not make a significant impact on expenses, as most labor requires PDLG staff to be present. LGBA then indicated that instead of asking the Village for help with manpower, which would not reduce costs very much, we should ask them for a \$15,000 sponsorship. LGBA also stipulated that the direct cost of wages be capped at \$14,000, which is what it was this year, instead of an open amount. We explained to LGBA that minimum wage and CPI are increasing, but we think we can reduce expenses. Next year's projected labor expense is \$15,100, so if we did not cut back PDLG would pay approximately \$1,000 on its own. Jenny would like the Board to be comfortable

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moving forward. Commissioner Lacey asked what LGBA is expecting and if Jenny is comfortable with their requests. Jenny answered that operations would be the same. We share the fund, which has a beginning balance of about \$60,000 to pay expenses. We would eat any wage expense over \$14,000 for our part-time and non-exempt staff. She is concerned with asking the Village for a sponsorship and does not want them to think we are asking for money to cover the district's expenses. President Vear stated he is fine with the \$14,000 cap for this year, but it should be reevaluated next year.

President Vear read the Action Item for approval which was so moved by Commissioner Lawrence and seconded by Commissioner Lacey, and passed by Roll Call Vote as follows:

AYES: Commissioners Lawrence, Lacey, Vear
NAYES: None
ABSTAINS: Commissioners Posey and Opyd
ABSENT: None

Discussion and/or Approval of Building Maintenance Supervisor Position, Section 420 Policy Manual

Director Bechtold explained that we had a full-time resignation. The job description is part of the policy manual and had not been updated in some time. Supt. of Facilities Finn stated that it was last updated in 2015. Some of the verbiage was changed and wording added for potential trades experience. The new description is up to par and was approved by legal counsel. It must now be approved by the Board prior to posting the position.

Commissioner Posey motioned to approve the Building Maintenance Supervisor Position, Section 420 Policy Manual. Commissioner Opyd seconded the motion which was passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Posey, Opyd, Lacey, Lawrence, Vear
NAYES: None
ABSENT: None

Board Business

New Business

Discussion and/or Approval of Board Meeting Dates for 2022

President Vear stated that we have received comments from residents about our Monday meetings conflicting with the Village meetings. We discuss changing it each year, but there are schedule conflicts with our lawyer, staff, and facility availability. There was discussion on potential changes including public attendance, the accounts payable cycle, budget timeline, and conflicts with our attorney's and commissioners' schedules. The Board reached a consensus for board meetings to remain on the second Monday of the month for 2022.

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Discussion and/or Approval of Licensing and Sponsorship Agreement with the American Bottling Company

Director Bechtold stated that because this item is a 3-year contract, it must be approved by the Board. Supt. of Facilities Finn explained that it is a contract for the beverage vending machines at our indoor facilities and parks. We have been with Dr. Pepper/Snapple which has changed its name to American Bottling. Ancel Glink worked with their lawyer on a new contract covering November 2021 through October 2024.

President Vear asked for a motion to approve a Licensing and Sponsorship Agreement with the American Bottling Company and Commissioner Lawrence so moved. Commissioner Lacey seconded the motion which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Lawrence, Lacey, Posey, Opyd, Vear
NAYES: None
ABSENT: None

Old Business

Discussion and/or Approval of Committee Appointments

President Vear stated that committees were discussed at the last meeting without Commissioner Lawrence present, and Attorney Price had indicated then that the Board could do what they like with the committees. There was discussion on the existing committees, and Commissioner Posey expressed an interest in arts in the parks. The Board discussed eliminating the User Group Committee and replacing it with an Arts & Cultural Affairs Committee chaired by Commissioner Posey. President Vear stated he would remain as chair of the Finance Committee. Commissioner Opyd will remain chair of the Marketing Committee and Commissioner Lacey will remain chair of the Administration Committee.

Commissioner Lacey asked to interject some new business. She would like us to think about holding a raffle for anyone that joins the fitness center in December to win a free family membership. She also thinks we should offer a promotion at the Christmas walk to draw people in.

President Vear asked for a motion to change the User Group Committee to an Arts & Cultural Affairs Committee, which was so moved by Commissioner Lawrence, seconded by Commissioner Opyd, and passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Lawrence, Opyd, Lacey, Posey, Vear
NAYES: None
ABSENT: None

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Committee Reports

There was discussion that committee meetings should be posted 48 hours in advance per the Open Meetings Act, and minutes should be taken, approved at the next committee meeting, and then published in the board packets. Meeting space could be booked in advance at the recreation center.

Administration Committee

Commissioner Lacey had no report at this time.

Parks and Open Lands

No report at this time. Commissioner Lawrence will be the new chair of this committee.

Finance & Capital Project Committee

President Vear had no report at this time.

User Group Committee

No report. This committee is being eliminated and replaced with an Arts & Cultural Affairs Committee to be chaired by Commissioner Posey.

Marketing/ Social Media Committee

Commissioner Opyd stated that they plan to meet on December 16th.

Public Comments (Board Manual Section #152)

None

Board Comments

Commissioner Opyd stated it was a great meeting; it was long but a lot of business was accomplished. The packet was very informative, and he thanked staff for the great changes in the quality of the reporting over the last six months.

Commissioner Lawrence stated she is excited to be here and to work with everyone.

Commissioner Posey stated it was nice to meet in person and she is also excited to be here.

President Vear welcomed Commissioners Lacey and Lawrence to the Board. It was good to see Attorney Jim Rock tonight; he has been with us for many years. He is excited that the tree walk event went well and thanked Leynette for the informative reporting of our numbers. He is glad the facility is busy with programs and rentals and hopes we can attract new employees.

Commissioner Lacey announced that her group is hosting a free homemade Thanksgiving Day dinner at the community center again this year for seniors,

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those less fortunate, homeless, and those wanting company. They will also deliver meals to those in need.

President Vear announced that the Board is going to executive session.

Executive Session

At 8:52 P.M. Commissioner Opyd motioned the Board convene to Executive Session pursuant to Item 12.2 Acquisition of Real Property, 5ILCS 120/2 (c)(5). Commissioner Lacey seconded the motion, which passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Opyd, Lacey, Lawrence, Posey, Vear
NAYES: None
ABSENT: None

At 9:39 P.M. Commissioner Lacey motioned the Board arise from Executive Session and Commissioner Opyd seconded the motion, which passed unanimously by Voice Vote.

The Board resumed the regular meeting at 9:39 P.M.

Action on Items Discussed in Executive Session

Attorney Rock stated we are seeking a motion to approve a donation agreement subject to final review by the Board President, Executive Director, and Park District Attorney.

The motion was so moved by Commissioner Opyd, seconded by Commissioner Lacey and passed unanimously by Roll Call Vote as follows:

AYES: Commissioners Opyd, Lacey, Posey, Lawrence, Vear
NAYES: None
ABSENT: None

Commissioner Lacey asked if there was any action taken on a previously proposed veteran's memorial bench at a park. President Vear stated that when the Gordon Park entrance was reconfigured after the Aspired Living development, there was a proposal to build a veterans' memorial at the entrance from the memory care center, but funding was not available. Director Bechtold stated that a memorial incorporating the previously donated State of Freedom was discussed, and the Board suggested a survey to determine the location for the statue. The memorial has not been forgotten; it is just a funding matter.

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Adjournment

Commissioner Posey moved for adjournment at 9:44 P.M. The motion was seconded by Commissioner Posey and passed unanimously by Voice Vote.



Robert Vear, President



Jenny Bechtold, Board Secretary
Approved December 13, 2021