

**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 16, 2021

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

PRESENT: Commissioners O'Brien, Jacobs, Opyd, Lacey, 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 Derke Price
Jamie Wilkey – Lauterbach & Amen, LLP

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

Appointment of Secretary of the Board of Commissioners

President Vear stated that interim board secretary, Director Jenny Bechtold, will be appointed as the regular board secretary.

Commissioner Opyd motioned to appoint Jenny Bechtold as Secretary of the Board of Commissioners. Commissioner O'Brien seconded the motion, which passed unanimously by Roll Call Vote as follows:

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

Communications, Presentations & Declarations

Public Comments/Participation (Board Manual Section #152)

None

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2020-2021 Audit Presentation by Lauterbach & Amen, LLP

Jamie Wilkey from Lauterbach & Amen stated she was in attendance to present the annual financial audit. She will give a brief overview, point out key sections, and answer any questions. She thanked Superintendent of Finance Leynette Kuniej and her team for all their hard work preparing for the audit. She is rarely able to present an audit where she can tell the Board that no adjusting journal entries are required. Leynette achieved the highest level of accuracy.

Jamie brought the following sections to the Board's attention:

Page 7 is a copy of the certificate of achievement for excellence. This program is administered by the GFOA and is deemed to be the highest level of financial reporting any government can have. The district has received it each year since 1995, including the last fiscal year, and this year's audit will be submitted for the award.

Pages 10-11 include the independent auditor's report. It was a clean audit process resulting in a clean, unmodified opinion, which is the highest level. The financial statements are materially correct, and the internal control environment is clean.

The analysis on pages 13-22 is intended to be the executive summary. It includes management's discussion of prior year comparisons, trend analysis, and the impact of COVID on operations. She noted that the district's overall equity has improved due to long-term transactions. The IMRF pension obligation is 103% funded due to significant returns, and as a result the district's equity increased. The bond refunding resulted in a savings of \$377,000 over the life of the bonds which also improved equity.

The financial statements begin on page 25, and the notes with supporting information begin on page 36. The IMRF plan on pages 66-67 indicates funding at 103% which is likely to decrease contributions in the coming years. Pages 68-69 include the general fund and recreation fund budgets with actual comparisons. It is a scorecard of what we anticipated and what the results were. The last section begins on page 98. It is the statistical section which includes 10-year trends, taxes, long-term debt, and historical schedules.

Jamie stated it was a very clean audit process and opinion, with no internal control findings, and it could not be any better.

President Vear asked how many districts achieved full IMRF funding. Jamie explained that there are 65 districts and all of them are currently hovering around 100% because they are pooled. Leynette added that we also made extra contributions. President Vear thanked Jamie Wilkey for her presentation.

Consent Agenda

Commissioner O'Brien motioned to approve Item 3.1 Approval of the Minutes of the Regular Board Meeting of July 12, 2021; Item 3.2 Approval of the Minutes of the Special Board Meetings of July 12, 2021 and July 29, 2021; Item 3.3 Approval of the Minutes of the Executive Session Meetings of March 5, 2021, April 12, 2021, May 10, 2021, June 26, 2021 and July 29, 2021; Item 3.4 Approval of the Financial Reports dated July 31, 2021; Item 3.5 Approval of the Consolidated Vouchers for August dated August 16, 2021. Commissioner Opyd seconded the motion, which passed unanimously by Roll Call Vote as follows:

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

Staff Reports

Executive Director Jenny Bechtold

- Director Jenny Bechtold stated that she passed out the updated survey from PRI. Our contract states that anything over four pages is a \$950 charge and judging by this draft we will be a page over. PRI also requested an additional fee for the open-ended questions, but the contract does not state this. We will try to move forward with this format.

There was Board discussion of the revised survey. Commissioner Jacobs stressed the importance of receiving at least 400 responses to the statistically valid survey and the need for sending out reminders. She is disappointed that there is no online option for the statistically valid responses, and she would like the ranking options expanded from three to at least seven to obtain better data. President Vear supported expanded rankings and suggested the residency question be moved to the beginning of the survey. Only one reminder mailing is included in the contract, and Attorney Price stated that the Board could approve a change order to add a second one. Commissioner Opyd stated that it is fine to spend the extra \$950 per page, keeping in mind this plan is for the next 10 years for the district.

Director Bechtold stated the revised survey is an improvement. It is a bit long, and we want it long enough to get the information we need, but short enough that people will complete it. We asked PRI to add a question asking what town they live in, if not La Grange.

- Jenny stated that the revised site plan for the 610 East Ave parcel follows her written board report. She included a second layout to show the difference in the parking from diagonal to parallel in front of the building. She discussed this with Chris, and staff recommends keeping the diagonal parking. It meets code, increases parking by 14 spaces, and saves the trees.

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Commissioner Opyd stated he spoke to someone involved with schools who recommended thinking about what happens when it rains. Parents will drop kids off at the door, and since we are connecting the lots, we should consider reversing the direction so that kids are dropped off on the best side near the door, so they do not have to cross traffic. It may change the curb cuts to inbound traffic but is worth considering. The Board discussed this and liked the idea, and Jenny will follow up on it. Jenny also stated that she and Jeff Braun met with Charity from the Village regarding our entrance not lining up with Sahler, and Charity is checking on this.

Staff Comments

Superintendent of Finance Leynette Kuniej

- Superintendent Kuniej reported that she has been busy closing the fest expenses. She is waiting for several bills and will have a report next month.
- Leynette stated we are short-staffed in all departments. She is switching the summer staff to the fall staff in the system.
- The county is slow, and the tax money will be delayed two months, but we will be fine cash-wise.

President Vear asked for clarification of the 911 locator system. Leynette explained that when 911 is dialed from our building, EMS should be able to see which phone the call came from. This feature has been disconnected and she is working on getting it running.

Superintendent of Recreation Kevin Miller

- Superintendent Miller stated that the recreation department is busy wrapping up summer and preparing for fall basketball and preschool.
- Kevin reported that girls' travel basketball try-outs were held, and there will only be a 6th grade team. Turn-out was low for 7th grade, and there will not be an official girls' program, which is on par with the last eight years.

Commissioner Opyd asked about the new 3-on-3 trend, and how we can reach those that want other options to play basketball. Kevin stated 3-on-3 does not work for competitive play and that the YDL program offers a playing option. Commissioner Jacobs asked if COVID created any issues at summer camp. Kevin stated that there were some extreme behavioral issues among the 7-12 year old groups, and this anomaly was common across many park districts this summer with children spending an 8-hour day in a new camp setting. Parents were understanding and worked with the recreation department staff who handled the issues. There were no problems among the younger children.

Superintendent of BASE Leanna Hartung

- Superintendent Hartung explained the camp memories book they created for their campers and passed out copies. The BASE summer camp did

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not experience any significant behavioral issues. They were able to deal with the hot weather, and parents were happy with the camp overall. Their survey responses indicated a preference for the longer camp hours which were offered pre-COVID.

- There are currently 94 children on the wait list for BASE for the 2021-2022 school year. Staffing is a problem, with people not showing up for interviews. Nine additional staff members are needed by next week in order to run the program at all the schools. The program will need to be postponed at a school if additional staff cannot be hired.

The Board asked the minimum age for BASE staff and how it will be decided which school will not operate if staff cannot be found. Leanna explained that the minimum age is 16 years, and she has contacted the high school for leads. St. Francis would be the school postponed if staff cannot be found. She does not want to single out a District 102 school, and that district has been with our program the longest.

Superintendent of Facilities Chris Finn

- Superintendent Finn reported that we continue to see recreation center rentals coming in for dates through 2022.
- Chris stated that we reopened the indoor playground, toddler gym, and basketball open gym to the public. Linda spent a great deal of time updating the memberships for the recreation center.
- He continues to work on the signs for Gordon Park, which should be installed by the end of the month.
- The blocks for the community center and the doors for Gilbert and Waiola have been ordered.
- The recreation center and path at Gordon Park will be seal coated on 8/29.
- Fall soccer groups have begun their preseason field use.

Commissioner Opyd asked why room 108/109 was the leader for rentals. Chris explained that it is one of the largest rooms and was popular because of previous COVID capacity restrictions. President Vear requested that pictures of the Gordon Park signs be sent to the donor when they are installed.

Park Foreman Claudia Galla

- Foreman Galla reported that her department was busy the past month with work and set-up for the fest, and they are catching up now on other tasks and gearing up for fall projects.
- Maintenance summer staff finished working last week.

President Vear commented that he has noticed an increase in trucks parking in our lot on 47th Street. There was a discussion on the negative appearance and detrimental effects of the weight of the trucks parked there. We will continue to call the police to ticket these offenders.

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Commissioner Jacobs asked if we can similarly have Alamo vehicles ticketed when they park in our lot at the recreation center. There was discussion on this issue and Jenny stated that she would have a discussion with Alamo and will contact the county to verify the egress, common areas, and parking rights.

President Vear asked about the status of GIS. Jenny and Claudia gave an update. The GIS is purchased and they will go through training. Talks are planned with the Morton Arboretum and Tree Keepers, and there will be community outreach.

Attorney Report

No report at this time.

Treasurer Report

None

Action Items

Discussion and/or Approval of Section 820 Employee Position Classification and Compensation Plan Schedule Fiscal Years 2021-2023

Director Bechtold reported that she and Leynette have been working on this with staff. We are struggling to find staff so some revisions and additions for part-time staff were made to the documents, including raising our minimum wage. This will put us over budget, but we can adjust some line items at the end of the fiscal year and will see some full-time savings. It is hard to project preschool revenue now due to the mask requirement; some families may drop the program. Leynette stated that we budgeted for staff based on all recreation programs running, which they will not, but we are still aiming to make a profit.

Commissioner Opyd stated he likes the format and supports what is there. He suggested we might consider a graded scale without individual titles in the future. There was discussion on job labels and pay scales. Jenny stated that the figures are based on what is out there now, where full-time staff are, and comparisons to other districts. South Suburban does a salary survey every year. Commissioner Jacobs asked where our yoga instructors fall. Jenny stated that they are contractual, and the district does not determine their salaries.

Commissioner O'Brien motioned to approve Section 820 Employee Position Classification and Compensation Plan Schedule Fiscal Years 2021-2023 and Commissioner Lacey seconded the motion, which passed unanimously by Roll Call Vote as follows:

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

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Board Business

New Business

Discussion and/or Approval to Authorize the Executive Director to Supplement the In-Kind Benefits Available to Part-Time Employees Exercised at Reasonable Discretion on a Per Program Basis, with a Recommendation for an Updated Policy in Six Months (Section 257 of Policy Manual)

Director Bechtold stated that in an effort to recruit part-time staff we would like to make some changes, in addition to the pay increases discussed. We would like to offer in-kind benefits that will not have a maximum impact on the district, and the benefits would vary by department and program. We would like to implement them now and present a revision to Section 257 at a later date. There was discussion that the in-kind benefits suggested are not the types which are taxable.

Commissioner O'Brien motioned to approve Authorizing the Executive Director to Supplement the In-Kind Benefits Available to Part-Time Employees Exercised at Reasonable Discretion on a Per Program Basis, with a Recommendation for an Updated Policy in Six Months (Section 257 of Policy Manual). Commissioner Opyd seconded the motion, which passed unanimously by Roll Call Vote as follows:

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

Old Business

None

Committee Reports

Administration Committee

Commissioner Lacey will investigate the scope of this committee and report at a later date.

Parks and Open Lands

Commissioner Jacobs had no report at this time.

Finance & Capital Project Committee

President Vear had no report at this time.

User Group Committee

Commissioner O'Brien had no report at this time.

Marketing/ Social Media Committee

Commissioner Opyd talked with Jenny this week. She will do some homework and they will meet in a couple of weeks as we move into fall.

Public Comments (Board Manual Section #152)

None

Board Comments

Commissioner O'Brien thanked staff for their work on the fest; it was a great event. He was there on Sunday, and it was busy, and he heard good things about it. He announced that tonight is his last meeting as a commissioner. He is moving on to serve as a trustee for the Village of La Grange. It has been a pleasure working with everyone, and we should let him know if he can help.

Commissioner Lacey stated that the fest turned out nice. People did not want to go home, even in the rain. The food and music were good. Tim has been a great help to her and will be missed. You know we have good people because they are being snatched by others.

Commissioner Jacobs congratulated Jenny on her appointment as Executive Director. She has a lot of confidence in her, and it was the best decision and was unanimous. She stated that she must leave the Board with a full heart, and she is happy about the direction we are headed in. She is unable to put in the time required to be a commissioner this fall due to professional commitments. She will remain involved with the tree inventory and thanked Claudia and the staff. She thanked Commissioner Opyd for his support and his willingness to ask questions and thanked President Vear for his leadership, diligence, and hard work. It has been a pleasure to serve with Lynn and Tim, who both love La Grange, and she thanked Derke for his guidance. She wants to be here to interview commissioner applicants.

Commissioner Opyd thanked Tim and Karel. It has been a pleasure to work with both of them. Their departure is sad and a big shock for the Board. He feels that collectively the past two months the commissioners gelled together, and it has been a productive 6-9 months, even with COVID. They leave big shoes to fill. He thanked Leynette for the great financials and driving the ship. It is phenomenal that there were no improvements suggested in the audit. He is glad to hear staff is pushing through despite all the work on the fest. He appreciates all the efforts for the 10-year plan; it is important to get it right.

President Vear said it is a bittersweet night. Tim and Karel's work ethic is admirable, and he thanked them for all they have done and for their guidance. We all have different talents, and he appreciates their work over the last year. They will be missed. The fest was a great event, even with the rain, and he appreciates all the teamwork he witnessed during this successful event. He praised the financials and the impeccable audit and congratulated the new executive director.

Executive Session

At 8:22 P.M. Commissioner Opyd motioned the Board convene to Executive Session pursuant to Item 12.7 the Selection of a Person to Fill a Public Office

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Vacancy 5ILCS 120/2 (c)(3). Commissioner Jacobs seconded the motion, which passed unanimously by Roll Call Vote as follows:

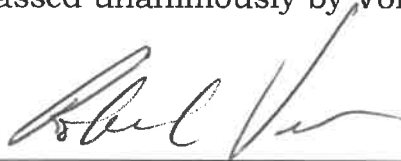
AYES: Commissioners Opyd, Jacobs, Lacey, O'Brien, Vear
NAYES: None
ABSENT: None

At 8:37 P.M. Commissioner Opyd motioned the Board arise from Executive Session and Commissioner Jacobs seconded the motion, which passed unanimously by Voice Vote.


The Board resumed the regular meeting at 8:38 P.M.

Adjournment

Commissioner O'Brien moved for adjournment at 8:38 P.M. The motion was seconded by Commissioner Jacobs and passed unanimously by Voice Vote.



Robert Vear, President



Jenny Bechtold, Board Secretary
Approved September 13, 2021