

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
OF THE PARK DISTRICT OF LA GRANGE, ILLINOIS
536 EAST AVENUE, LA GRANGE, ILLINOIS
ELECTRONIC MEETING HELD VIA ZOOM**

APRIL 27, 2020

President Vear called the meeting to order at 6:03 P.M.

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

ABSENT: None

STAFF PRESENT: Executive Director Dean Bissias, Supt. of Finance
Leynette Kuniej, Supt. of Facilities Chris Finn, Supt. of
Recreation Kevin Miller, Supt. of BASE Leanna
Hartung, Assistant Supt. of BASE Melissa Seaberg,
Supt. of La Grange Fitness Jenny Bechtold,
Marketing & Events Supervisor Teresa Chapman,
Finance & Personnel Assistant Terri Kuzel,
Admin. Supervisor/Recording Secretary Linda Muth

OTHERS PRESENT: Treasurer Robert Metzger

*Commissioner Opyd joined the meeting remotely at 6:10 P.M.

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

Director Bissias stated that this MBO & Budget Workshop is a Special Meeting.

Communications, Presentations & Declarations

Public Comments/Participation (Board Manual Section #152)

None

Board Business

*Board and Staff Discussion on General Operations Budget for 2020-2021
(A draft copy of the 2020-2021 General Operation Budget is currently on display
as of March 10, 2020)*

President Vear stated that the budget was produced prior to the coronavirus pandemic.

Director Bissias requested that the Board accept the budget as presented. We don't know how the pandemic will continue to affect our operations at this time. If major changes are required during the fiscal year, a revised budget will

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be submitted to the Board for approval. He and Supt. of Finance Kuniej are creating an internal budget and will track expenses closely.

*Commissioner Opyd joined the meeting remotely at 6:10 P.M.

Treasurer Robert Metzger stated that the budget is very detailed and that Director Bissias and department heads followed the same process as in past years. Expenses are a bit overstated because the budget assumes that recreation programs will be fully delivered, and does not account for program cancellations, which in turn reduce program expenses. Historically, the District does well from a profit and loss perspective. For fiscal year 2019-2020 we are projecting approx. \$335,000 revenue over expenditures.

Treasurer Metzger explained that he met with President Vear, Director Bissias, and Supt. of Finance Kuniej to review the proposed budget line by line, and it is thorough, well done, and is a sound budget as done prior to the pandemic.

Supt. of Finance Kuniej provided details on revenue lost to date due to the coronavirus. In March and April, programs and facility rental refunds were approx. \$52,000 and the BASE program issued approx. \$38,000 in refunds. With April preschool and April/May fitness center installments not billed, total losses are approx. \$200,000. If summer day camp deposits of \$31,000 need to be refunded, she estimates that lost revenue will total around \$250,000. Considering these losses and expense cuts we have made, the current fiscal year 2019-2020 may end up at approx. \$300,000 revenue over expenses. This does not include the increase in unemployment expense. Going forward we should increase our unemployment liability approx. \$50,000. Currently, only 25% of furloughed employees have filed for unemployment.

Treasurer Metzger recommended the budget be evaluated again this summer, post COVID-19, and that we not overreact right now. Property tax and replacement tax are solid, but revenue for BASE, the fitness center, rentals, and programs is unpredictable. He stated that potential loss of income on the recreation side would be significantly offset by the reduction in related expenses.

Commissioner Collins asked which expenses in the proposed budget are fixed and will not change.

Treasurer Metzger gave an overview of the expenses and explained that most are variable and can be managed. Fixed expenses include debt service, computer software, graphic design, utilities, and facility maintenance services/contracts. The largest expenditure is salary and wages, which is variable.

Commissioner Jacobs asked which maintenance contracts are the largest and

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if any of them have changed.

Supt. of Facilities Finn stated that maintenance expenditures include the alarm systems, dumpster service, HVAC, plumbing, electrical, elevator, uniforms, and portable toilets for the parks. If the facility remains closed then costs could go down. HVAC is a major expense and is fixed, and was over budget this year due to many units breaking down. Portable toilets and garbage pick-up may be reduced for some savings.

Director Bissias stated that unless we totally close down, we need to keep up with facility preventative maintenance.

Discussion of PDLG MBO's for Fiscal Year 2019-2020

Director Bissias explained that most MBO's for 2019-20 are complete or are on hold because they were not funded.

He summarized the MBO's that are in progress:

- A3 Repair roof at recreation center – this is budgeted as needed
- A5 Phase II ADA transition for parks – this is ongoing
- A9 Replace accounting software – project is in process
- A11 Phase I ADA plan for recreation center – this is ongoing
- A12 Obtain Nicor property – progress is being made on this MBO
- A26 Resurface tennis courts at Sedgwick Park – this MBO will be completed as soon as the weather allows
- B1 Community Garden sign – project is in process
- D1 Implement records retention program – suspended while we wait for the State to provide required assistance

President Vear and Commissioner Jacobs discussed their MBO C2 – *Investigate park land use to promote sustainability/environmental stewardship*. They agreed it should be removed from the list and that it is ongoing, with the Parks & Open Lands subcommittee addressing this. The ComEd grant application also relates to this objective.

President Vear stated that 2019-2020 was a good year and much progress was made.

Discussion and Development of MBO's for Fiscal Year 2020-2021

Director Bissias explained that he is proposing an MBO that is not included in the board packet information. In the current pandemic, and after many discussions with other park district directors, he will perform an evaluation of the total operations of the District. This will include our business plan, finances, maintenance, programs, instructors, and employee responsibilities. He estimates that 90% of park districts are doing this.

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Commissioner Collins asked how the current fiscal uncertainty will affect the MBO process. Director Bissias stated that all the objectives will be listed on the proposed MBO's for 2020-2021, with the understanding that revenue will dictate what can be done. Commissioner Opyd suggested that we consider which MBO's might provide revenue, and that we don't spend funds on things we don't need. Director Bissias indicated that our priority should be on objectives that involve safety, and we will have to evaluate which projects can wait. MBO's will be reviewed again later in the year when the budget is reevaluated.

Several of the newly proposed MBO's were discussed among the Board and staff:

- A1 Replacement plan for drinking fountains in parks – The current fountains are old and require the user to put their mouth close to the spigot. With COVID-19, it is important to replace at least one unit at each park, and units that allow bottle fill would be more sanitary.
- A2 Replace exterior doors at Waiola activity building – Director Bissias stated that new doors are needed but can wait.
- A4 Hands free plan for recreation and fitness centers – This would include ten hands free hand dryers for the recreation center and hands free hair dryers, toilets, urinals and sinks for the fitness center. CDC guidelines will be followed. It was agreed that this MBO is important. Commissioner Collins stated that we may want to wait to see what changes the summer may bring before moving forward.
- A6 Replace furnace in the maintenance department at the Recreation Center – This project needs to be done if possible.
- A7 Hydraulic lift gate – This MBO can be postponed.
- A8 Shade structure near splash pad – This MBO may be deferred, and it is unknown what health guidelines might be issued for the opening of splash pads this summer.
- A11 Virtual programming/fitness equipment – Supt. of La Grange Fitness Jenny Bechtold explained that she is researching several platforms, some of which include monthly licensing fees. The most promising option includes many terms and conditions, but we wouldn't pay anything upfront. It provides live membership-based personal training, and live fitness classes, but without interaction between instructor and students.
- A12 Inflatable movie screen and sound system – Director Bissias stated that outdoor movies would be nice to offer to the public and allow for social distancing. Teresa Chapman explained that this would be an upgrade to our current system and we might want to include a radio audio option.
- A13 E-sports and E-gaming implementation – Kevin Miller stated that fees for E-sports would only be \$10-\$15 per user, and that sponsorships would be the primary revenue generator. Current demographics have indicated that technology and food companies are popular sponsors, with

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companies such as Best Buy, Gatorade and Target sponsoring E-sports. He explained that we would purchase gaming equipment and TV's, and could use Room 104 for gaming. Participation could be in-house or hosted online, and we could start small with BETA testing for as low as \$1,500.00. Commissioner Opyd stated that it would be great to engage the community and provide these services while trying to break even on the cost.

President Vear asked which heaters and mechanicals on the proposed MBO's are necessary and which could be deferred. Chris Finn advised that these projects are important, and he would like to be proactive vs. reactive. He provided the following details:

- A20 Replace (3) hanging heaters in maintenance area at Recreation Center – Chris stated that this MBO is necessary due to bad heat exchangers, and the system has been down for 4-5 years, requiring the use of space heaters for Claudia's office. Now that a second office has been added it is critical for heating. The cost to repair the olds units is almost as much as replacing them.
- A21 Replace furnace at Community Center – The current furnace is functional, but it is old and there are potential heat exchanger problems, which should be addressed before there is a safety issue.
- A22 Replace RTU's on roof at the Recreation Center – Chris recommended that we replace approximately 15 RTU's, doing 3-4 units per year in clusters based on proximity. Budgeting for them now will help us to avoid expensive and unplanned HVAC expenditures as happened this past fiscal year, when cracks in the heat exchangers created a safety issue and had to be addressed. The rooftop units are from 2005-2006, and the life span is 12-13 years.

President Vear asked staff if any other proposed MBO's are a priority.

- A10 Cellular timer for Gordon Park ball fields – Chris explained that the \$700 cost for this equipment is well worth the expense. Lights at the fields could be controlled remotely, which would be a plus for our user groups. It would provide energy and cost savings since lights could be turned off remotely after hours, when field use is cancelled due to inclement weather conditions.

Commissioner Collins asked for details on proposed MBO A15.

- A15 Electronic device for gym equipment – Chris explained that this device would save time and money for maintenance and recreation staff by allowing the gym curtains and baskets to be controlled from a tablet. Currently staff must clear patrons from the area and use a key inserted on the wall, keeping it inserted while each is raised/lowered separately.

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Kevin stated that this new system would allow the courts to be turned over quicker between activities with less staff.

Director Bissias stated that staff will compile the proposed MBO's in an Excel format, which will include objectives carried-over and new objectives. The MBO's and budget will be approved at the June 8, 2020 board meeting, and there will be a Public Hearing on the budget to be held at 7:00 P.M. on June 8th prior to the board meeting. Supt. of Finance Kuniej will provide the budget ordinance, and he and Chris Finn will compile the capital items. He also stated that the regular meeting on May 11, 2020 will be held via Zoom.

Public Comments (Board Manual Section #152)

None

Board Comments

Commissioner Opyd stated that the public has asked him if the District will be implementing single direction use for the walking paths in the parks to facilitate social distancing. Chris Finn explained that multi directional use is recommended for maintenance issues related to the turning angle. When the track at the recreation center reopens he will close the middle lane for distancing.

Commissioner O'Brien told staff to keep up the good work.

Commissioner Jacobs suggested that we consider an MBO for strategic planning this year, possibly with a committee to take a broader look at the District. New initiatives such as E-fitness and E-learning could be included. Commissioner Opyd added that this makes sense given that Director Bissias has added an objective to comprehensively reevaluate the District as a whole. Director Bissias explained that even though our plan is ten years old, we renew it every five years, and our open space plan remains valid. Funding would be required to issue surveys and acquire new data. President Vear commented that it may be beneficial to delay a strategic planning MBO until next year when the pandemic is under control.

Commissioner Jacobs also stated that the Board donated a hackberry tree at Gordon Park as a present to the community at this difficult time. It will be planted in the northwest corner, in honor of Earth Day and Arbor Day.

President Vear explained that tonight's meeting has been a different kind of MBO meeting than we've had in the past, and he appreciates the time and thoughtfulness put forth by staff.

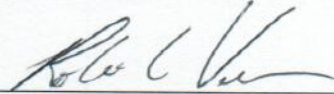
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Adjournment

Commissioner Collins moved for adjournment at 7:41 P.M. The motion was seconded by Commissioner Opyd and passed unanimously by Voice Vote.



Constantine Bissias, Secretary
Approved 05/11/2020



Robert Vear, President