

**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on January 21, 2021**

Call to Order:

Presiding Chair Commissioner Wilkie called the meeting to order at 6:15 pm.

Pledge of Allegiance:

Roll Call: Commissioner DiCianni – Present
Commissioner Coons – Present
President Thornbury – Present (Remotely via telephone)
Commissioner Wilkie – Present

Others Present: Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Board Assistant Secretary

Approval of the January 21, 2021 Regular Meeting Agenda:

MOTION: Commissioner Coons moved to approve the Regular Meeting Agenda for January 21, 2021.
Seconded by Commissioner DiCianni.

Roll Call Vote:

**Commissioner DiCianni - Aye
President Thornbury - Aye**

**Commissioner Coons - Aye
Chair Commissioner Wilkie - Aye**

**4-Ayes, 0-Nays, 0-Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.**

Public Comment: No public wished to speak.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for December 17, 2020:

MOTION: Commissioner DiCianni moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for December 17, 2020. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye
President Thornbury - Aye

Commissioner Coons - Aye
Presiding Chair Commissioner Wilkie - Aye

**4-Ayes, 0-Nays, 0- Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.**

Approval of Closed Session Meeting Minutes of the Board of Park Commissioners for December 17, 2020:

MOTION: Commissioner Coons moved to approve the Closed Session Minutes of December 17, 2020 – Semi Annual Review of Closed Session Minutes. Seconded by Commissioner DiCianni.

President Thornbury explained that she will abstain as she is unable to view the minutes as she is attending remotely.

Roll Call Vote:

Commissioner DiCianni - Aye
President Thornbury - Abstain

Commissioner Coons - Aye
Presiding Chair Commissioner Wilkie - Aye

**3-Ayes, 0-Nays, 0- Absent, 1-Abstain, 1-Vacancy
MOTION CARRIED.**

Financial Reports:

Approval of Financial Statements for the period ending December 31, 2020:

MOTION: Commissioner DiCianni moved to approve the Financial Statements for the period ending December 31, 2020. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye
President Thornbury - Aye

Commissioner Coons - Aye
Presiding Chair Commissioner Wilkie - Aye

**4-Ayes, 0-Nays, 0-Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.**

Approval of Expenditure Report through December 31, 2020 in the Amount of \$295,005.42.

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through December 31, 2020 in the Amount of \$295,005.42. Seconded by Commissioner Coons.

Roll Call Vote:

**Commissioner Coons - Aye
Commissioner DiCianni - Aye**

**President Thornbury - Aye
Presiding Chair Commissioner Wilkie - Aye**

**4-Ayes, 0-Nays, 0-Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.**

Correspondence:

My Suburban Life “Holly Days”: Copies of the front page of the My Suburban Life with Warrenville’s “Drive Thru Holly Days” article and pictures.

Appreciation of Blood Donation Drive: 21 units of blood were collected, saving up to 63 lives. The Executive Director explained that the Park District is now on the schedule to continue providing the space for this service monthly moving forward.

Illinois Arts Council Agency Grant Award of \$6,000 for Arts Program Operating Support: The Park District was again awarded this grant to be utilized for the Arts Program.

Unfinished Business:

Discussion and Response, if any to COVID-19: The Executive Director stated that earlier this week we moved from Tier 3 to Tier 2 and explained the difference from Tier 3. It was explained that staff are prepared to move forward with the new regulations and to ensure that our facilities, programs, and events are done in a safe manner. The current regulations that are in place only have our fitness center opened with limited capacity including the requirements to wear face masks at all times. The Park District will continue to operate under the mitigation requirements and the restrictions that are in place for Tier 2.

The Executive Director also explained that he has been working with DuPage County to receive reimbursement for the PPE and additional expenses that have been incurred over the past 10 months. The County had questions on submissions items that were requested and staff promptly followed up on them. We are eligible to receive \$15,795, this does not cover all of our expenses but is very helpful.

New Business:

WDSRA Annual Visit Presentation – Sandy Gbur: Executive Director of WDSRA provided an update on the things taking place at WDSRA.

A plaque was presented to Sandy Gbur in appreciation for all the work she has done with the Park District. Staff and the Board wish her well in her retirement.

Approval of Changes/Corrections to Personnel Policy Manual: Section 6: Employee Conduct; 6.4 Smoking and Vaping:

MOTION: Commissioner Coons moved to Approve of Changes/Corrections to Personnel Policy Manual: Section 6: Employee Conduct; 6.4 Smoking and Vaping. Seconded by Commissioner DiCianni.

President Thornbury suggested to edit the second paragraph to read “Smoking Vaping is not allowed in all Park District vehicles”; adding “and Vaping”.

AMENDED MOTION: Commissioner Coons moved to Amend the Motion to edit the second paragraph to read “Smoking and Vaping is not allowed in all Park District vehicles”; adding the words “and Vaping”. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye

President Thornbury - Aye

Commissioner DiCianni - Aye

Chair Commissioner Wilkie - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy

ALL IN FAVOR. MOTION CARRIED.

Approval for Commissioner(s) to Register and Attend the Virtual IPRA/IAPD 2021 Soaring to New Heights Conference:

MOTION: Commissioner DiCianni moved to Approve Commissioner(s) to Register and Attend the Virtual IPRA/IAPD 2021 Soaring to New Height Conference. Seconded by Commissioner Coons.

It was explained that the motion needs to reflect who the Board is approving to attend conferences, the motion will need to be amended.

AMENDED MOTION: Commissioner DiCianni moved to approve for her to Register and Attend the Virtual IPRA/IAPD 2021 Soaring to New Height Conference. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

President Thornbury - Aye

Commissioner Coons - Aye

Presiding Chair Commissioner Wilkie - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy

ALL IN FAVOR. MOTION CARRIED.

Review and Discussion of Goals and Objectives for 2021-22 Fiscal Year: The Executive Director explained that individual goals and objectives are incorporated into their department goals and objectives which is then fed into the agency goals and objectives and are included in the budget that is currently being developed. These goals and objectives will become a part of the Executive Directors evaluation for the 2021-22 Fiscal Year.

1. Pandemic recovery plan with a well-orchestrated “re-entry plan” for fitness, recreational programming and special events.
2. Work with IT contractor to determine the most effective technology solutions and implement necessary changes to exiting set up.
3. Develop New Website and Integrate WebTrac Registration
4. Streamlining of HR Documents for easy reference and retrieval along with making the onboarding/orientation process more efficient in the hiring process.
5. Maximize investment returns for available District funds through an investment plan program.

6. Strategic Planning and Future Vision.
7. Create marketing tools and resources based on industry standards for the benefit of the Park District brand.
8. Continue making progress on environment and facility efficient upgrades.

The Executive Director explained that his evaluation will be in Closed Session at the next Regular Meeting of the Board of Commissioners on February 18th. The evaluation document will be sent to Board Members next week for Commissioners to complete prior to meeting in February.

Commissioner Wilkie stated that he brought a copy of the 2018-19 Agency Goals and Objectives to the meeting. He stated that, even with the current situation with all the Park District has faced, staff have adapted very well. Commissioner Wilkie stated that the 2021-22 Agency Goals and Objectives look comprehensive.

Commissioner DiCianni thought the IT goals would benefit the Park District and staff; to develop a newly constructed website that will be more user friendly, a more efficient registration process, and the ability of staff to update web pages and update information on an ongoing basis to eliminate additional costs. Also, to streamline HR Documents along with including a digital format for the onboarding/orientation process.

President Thornbury previously spoke with the Executive Director regarding her input on the goals and objectives included in the Board Packet. She did note that it is nice to see staff forward looking despite the past year, we are looking to make progress, not only will the Park District grow from the implementation of the goals presented, but staff will also and this is encouraging.

Officials & Staff Report:

President: ***President Thornbury*** had nothing to report.

Commissioners: ***Commissioner DiCianni*** thanked staff for all they are doing with the ever-changing COVID-19 restrictions. It was nice that the FitnessNOW held its first post renovation Open House, the attendance was good and encouraging. With the introduction of the new 3-month membership, this will hopefully become yearly members.

Commissioner DiCianni gave praise to the Superintendent of Recreation/Safety Coordinator Matt Odom and Recreation Supervisor Ruth Brackmann for providing a needed service to our seniors by giving them the opportunity to sign up and receive a FREE Lunch on specific dates. Commissioner DiCianni stated that it is phenomenal that Recreation Supervisor Ruth Brackmann delivers to those who are unable to pick theirs up.

Commissioner DiCianni stated that it was nice to see the Marketing Special Events Supervisor, Sheri Potter's Boredom Buster Bags, they seem to be a big hit and is looking forward to the upcoming events.

Commissioner Coons thanked staff and stated that it is nice seeing all the different events coming; Trivia Night, Parking Lot Bingo, Virtual Murder Mystery, Video Games Leagues which are reaching different age groups and involving the community. Staff are going above and beyond and making a difference in so many people's lives, especially during this time when it is really needed.

Commissioner Wilkie stated that it is one thing to accomplish so much within a normal season/year but to successfully accomplish so much during a pandemic, recreating processes to fit the requirements set in place by the State of Illinois is entirely different. Staff have adapted, are having fun, and involving the community. He is very proud of the Park District staff and being a Commissioner here.

Executive Director: The **Executive Director** informed the Board that work is being done inside, while there is minimal foot traffic; the painting of the entire lower level of the WCB, the installation of the "Feature Wall" (with the Park Districts Mission, Vision & Values).

He explained that he met with the City Administrator John Coakley and Director of Community & Economic Development Ron Mentzer. Many topics were discussed; from COVID-19 to special events, to Hotel Motel Grant and everything that is impacting the City of Warrenville right now. The Executive Director stated that from the conversation, that there is a potential the number of hotels in Warrenville will be decreasing, obviously stays have decreased due to business and travel not happening. The long-term effects that this is going to have on the City and other agencies that receive funds from the Hotel Motel Tax Grant for community events; Summer Daze, Art on the Prairie, Holly Days, Fall Fest, etc. were discussed, moving forward a decrease in the Hotel Motel Tax Grant funding is expected.

The Citgo property was discussed; the tanks have been removed and what that property could potentially evolve into, which lead into scheduling a City Park Task Force Meeting. The Executive Director asked President Thornbury and Commissioner DiCianni look at their schedule for availability on March 22nd, 2021 via Zoom if needed.

The Executive Director also met with the Trailhead Committee and are now getting into the final design phase, when submissions are needed and permits issued. The Executive Director reminded Commissioners that soon the Summer Program Guide will be developed and has told staff to keep moving forward, as if normal, and include the special events in the Program Guide, as they have been doing during this time. The Executive Director noted that staff does not even know if permits would be issued for this Summer Daze from DuPage County, and also would be dependent on the state mandated requirements, if unable to meet the requirements, or obtain the permits, it will need to be cancelled or postponed.

The Executive Director explained that due to the current restrictions and limit on gathering, WDSRA will not be holding their Annual Black and Red Bash in the typical format it has taken over the years. With that being said, WDSRA is still in need of raising those funds to help with their operation. This year they will be doing an appeal for raising those dollars including and a virtual raffle and silent auction on March 6, 2021. WDSRA is looking for support in terms of sponsorship and has asked if sponsors would be willing to contribute what they did in previous years to support the cause, the Warrenville Park District normally sponsors the Silver Sponsor Level (\$1000).

Commissioner Coons proposed to donate an additional \$500 due to the pandemic and the needs of the patrons they serve. President Thornbury stated because this is not on the agenda, the Board cannot vote on an additional donation amount. This can be added to the February Agenda, along with a recommendation from staff and the Executive Director. The Executive Director explained that these funds are budgeted from the Special Recreation Fund in which there is funds available for this additional amount and also that our sponsorship is tied to the amount of advertising received from WDSRA. Commissioner Coons stated that because of the deadline to acknowledge the level of sponsorship, no additional amount will be approved for the 2021 WDSRA Virtual Bash.

Any Other Business that may properly come before the Board for Discussion Only:

Adjournment: MOTION: Commissioner DiCianni moved to adjourn. Seconded by Commissioner Coons. 4-Ayes, 0-Nays, 0-Absent, 1-Vacancy

Approval

_____/_____
Barb Thornbury, President Date

_____/_____
Tim Reinbold, Secretary Date

Seal