



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on October 15, 2020**

Call to Order:

President Thornbury called the meeting to order at 6:15 pm.

Pledge of Allegiance:

Roll Call: Commissioner DiCianni – Present
Commissioner Wilkie – Present
Commissioner Prater – Present
Commissioner Coons – Present
President Thornbury – Present

Others Present: Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Board Assistant Secretary
Linda Straka, Superintendent of Finance and Technology
Gregg Ireland, Superintendent of Parks and Facilities
Matt Odom, Superintendent of Recreation/Safety Coordinator
Michelle Savage, Registration/Administrative Services Manager
Sheri Potter, Marketing and Special Events Coordinator

Approval of the October 15, 2020 Regular Meeting Agenda:

MOTION: Commissioner Wilkie moved to approve the Regular Meeting Agenda for October 15, 2020.
Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Prater - Aye
Commissioner Wilkie - Aye
President Thornbury - Aye

Commissioner DiCianni - Aye
Commissioner Coons - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Public Comment: No public was in attendance.

Approval of Consent Agenda:

Approval of Special Meeting Minutes of the Board of Park Commissioners for September 17, 2020:

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

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

Roll Call Vote:

Commissioner Prater - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0- Absent

ALL IN FAVOR. MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending September 30, 2020:

MOTION: Commissioner Wilkie moved to approve the Financial Statements for the period ending September 30, 2020. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Prater - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Approval of Expenditure Report through September 30, 2020 in the Amount of \$138,655.08:

MOTION: Commissioner Prater moved to approve the Expenditure Report through September 30, 2020 in the Amount of \$138,655.08. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Prater - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Correspondence:

Blood Drive Donation Results: Information Only.

Illinois Arts Council Agency Award of \$6000: Information Only.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director explained that in recent days the numbers of cases have increased drastically over the past few days. Staff will continue to monitor programs and activities to keep in compliance with IDPH guidelines.

President Thornbury reported the latest statistics of the pandemic for Warrenville and surrounding area.

Approval for Staff to Prepare and Advertise Bid Documents for the Purchase and installation of Generators for the Recreation Center and Community Building:

MOTION: Commissioner Wilkie moved to approve to instruct Staff to Prepare and Advertise Bid Documents for the Purchase and Installation of Generators for the Recreation Center and Community Building. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Prater - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Review Examples of Executive Director Yearly Performance Appraisal Document:

Board Members reviewed and discussed the revisions and updates from Commissioners to the sample Performance Appraisal Documents. It was the consensus of the Board to each review the appraisal documents and send suggestions and revisions to the Executive Assistant to compile for the November 19, 2020 Regular Board Meeting. This form is to also indicate those areas that are required for Distinguished Agency Accreditation.

The Executive Director feels he receives more information and feedback from Commissioners written remarks rather than just having a number; a number does not explain what it is that may need improvement.

New Business:

Review and Approval of Annual Statement of Receipts and Disbursements for the Period of May 1, 2019 to April 30 2020:

MOTION: Commissioner Wilkie moved to approve the Annual Statement of Receipts and Disbursements for the Period of May 1, 2019 to April 30 2020. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Prater - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Review and Approval of 2021 Health Plan Selection:

MOTION: Commissioner Wilkie moved to approve the 2021 Health Plan Selection as presented.
Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Wilkie - Aye
Commissioner Prater - Aye
President Thornbury - Aye

Commissioner Coons - Aye
Commissioner DiCianni - Aye

5-Ayes, 0-Nays, 0-Absent
ALL IN FAVOR. MOTION CARRIED.

Review and Approval of Updated Municipal Directory:

MOTION: Commissioner Wilkie moved to approve of the Updated Municipal Directory.
Seconded by Commissioner Prater.

Roll Call Vote:

Commissioner Prater - Aye
Commissioner Coons - Aye
President Thornbury - Aye

Commissioner DiCianni - Aye
Commissioner Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent
ALL IN FAVOR. MOTION CARRIED.

Designation of Delegates to the Annual Business Meeting of the Illinois Association of Park Districts (IAPD) to be Held on Saturday, January 20, 2021 at 3:30 pm:

MOTION: Commissioner Wilkie moved to approve the Designation of Commissioner Wilkie serve as the delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts (IAPD) and the Approval of Alternate(s) Delegate(s); 1st Alternate, Commissioner Coons; 2nd Alternate, Commissioner DiCianni; 3rd Alternate, President Thornbury. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye
Commissioner Wilkie - Aye
President Thornbury - Aye

Commissioner DiCianni - Aye
Commissioner Prater - Aye

5-Ayes, 0-Nays, 0-Absent
ALL IN FAVOR. MOTION CARRIED.

Consideration of Recommended Charges and/or Amendment to the IAPD Constitutional By-Laws:
No action needed.

Consideration of Board Member Attendance at IAPD Legal Symposium, to be held Thursday, November 5, 2020, through the Zoom Webinar Platform: The Executive Director explained that staff will be in attendance.

Discussion of Holiday Party: The Executive Director stated that the 2020 is quickly coming to an end, and with that the holiday season. He explained that normally, a holiday gathering is planned, but due to COVID-19 and the restrictions currently in place, no gathering will be possible. The Employee Recognition will be meeting next week to look at different options to provide some sort of recognition to Park District employees during this time.

Officials & Staff Reports

President: ***President Thornbury*** asked the Registration/Administrative Services Manager regarding the Website Statistics and the "Top 5 Pages Viewed" within the Registration Office Board Report. President Thornbury recalls that "Summerlakes Park" page has been listed in the "Top 5" numerous times, and asked if there was any indication as to why. The Registration/Administrative Services Manager explained that patrons looking for directions as the Challenge Course is located there, along with baseball and soccer fields, skate spot and other outdoor programs.

After discussion, it was suggested to ask the City of Warrenville regarding signage for Summerlakes Park on Butterfield Road. This is to be added to the next agenda of the City Park Task Force. The Superintendent of Parks and Facilities stated that Butterfield Road is maintained by Illinois Department of Transportation (IDOT) and may need to get authorization from the State of Illinois. Each of our parks should have signage along the main roads in Warrenville.

Commissioners: ***Commissioner Wilkie*** thanked staff for their innovative ways of providing recreation programs to Warrenville and feels we are one of the few Park Districts that are successful with programming while keeping within the CDC and IDPH guidelines.

Commissioner Coons stated that while getting signatures that individuals are telling her how wonderful the Park District staff are doing in providing programming and recreation for the Warrenville community.

Commissioner DiCianni stated that others are enjoying all that the Park District is offering, and is looking forward to the Fall Parade and directed those individuals to the website for the route of the parade.

Commissioner Prater thanked staff for all they are doing during this time, and continue to provide exceptional service to Warrenville.

Executive Director: The ***Executive Director*** referred to his report.

Department Head Reports: The ***Superintendent Recreation/Safety Coordinator*** highlighted the upcoming events.

The ***Superintendent of Parks and Facilities*** reported that the Park Staff continue to mow, trim, weed and remove of garbage from the parks on a weekly basis and the general maintenance of the equipment.

The ***Marketing and Special Events Coordinator*** stated that the "I Spy Ghost Hunt" has 125 individuals registered. This will take each registrant to each of our parks to find the ghosts. Participants are to submit their photos to receive a Park District Halloween Treat Bag.

The Executive Director stated that staff have begun to look at how to provide the different holiday programs while following the IDPH and CDC guidelines. He stated that the Park District will hold a Holly Days event, although it will look quite different than what it has been in the past.

Any Other Business that may properly come before the Board for Discussion Only: No other business.

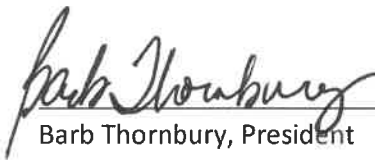
Adjournment:

**MOTION: Commissioner Wilkie moved to adjourn. Seconded by Commissioner Prater.
Voice Vote: 5-Ayes, 0-Nays, 0- Aye. MOTION CARRIED.**

The Meeting Adjourned at 7:03 p.m.

Respectfully prepared and submitted by Penny Thrawl, Executive Assistant.

Approval

 11/19/20
Barb Thornbury, President Date

 11/19/20
Tim Reinbold, Secretary Date

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