



**Minutes of the Warrenville Park District  
Regular Meeting of the Board of Commissioners  
Held on November 19, 2020**

**Call to Order:**

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

**Pledge of Allegiance:**

**Roll Call:** Commissioner Prater – Present  
Commissioner Coons – Present  
Commissioner Wilkie – Present  
Commissioner DiCianni – 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

**Approval of the November 19, 2020 Regular Meeting Agenda:**

**MOTION:** Commissioner Wilkie moved to approve the Regular Meeting Agenda for November 19, 2020. Seconded by Commissioner Prater.

**Roll Call Vote:**

Commissioner Coons - Aye	Commissioner Prater - Aye
Commissioner Wilkie - Aye	Commissioner DiCianni - Aye
President Thornbury - 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 Regular Meeting Minutes of the Board of Park Commissioners for October 15, 2020:

**MOTION:** Commissioner Prater moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for October 15, 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.**

**Financial Reports:**

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

**MOTION:** Commissioner Wilkie moved to approve the Financial Statements for the period ending October 31, 2020. Seconded by Commissioner DiCianni.

**Roll Call Vote:**

**Commissioner Wilkie - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Prater - Aye**

**Commissioner Coons - Aye**

**President Thornbury - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**ALL IN FAVOR. MOTION CARRIED.**

Approval of Expenditure Report through October 31, 2020 in the Amount of \$86,351.42:

**MOTION:** Commissioner Prater moved to approve the Expenditure Report through October 31, 2020 in the Amount of \$86,351.42. Seconded by Commissioner Coons.

**Roll Call Vote:**

**Commissioner DiCianni - Aye**

**Commissioner Wilkie - Aye**

**Commissioner Prater - Aye**

**Commissioner Coons - Aye**

**President Thornbury - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**ALL IN FAVOR. MOTION CARRIED.**

**Correspondence:** No correspondence.

**Unfinished Business:**

Discussion and Response, if any to COVID-19: The Executive Director handed out (and emailed) the Restore Illinois Tier 3 Resurgence Mitigation that is effective at midnight, Friday, November 20<sup>th</sup>, 2020. The Executive Director stated that all regions in the State will operate under the new mitigation requirements to combat the surge of COVID-19 across Illinois and explained those restrictions that will affect the Park District.

The Executive Director explained that staff knew and prepared for this, as staff have done this just recently, and are ready to implement programming online. The Executive Director also explained that we have suspended our cleaning service until the Park District is open to the public. Until then, staff will be taking on these responsibilities beginning tomorrow.

#### Health and Fitness Centers

- Operate and no more than 25% of occupancy at any given time
- No indoor group classes (virtual classes will continue on-line). Instructors will be allowed to continue to come in to utilize the fitness room and equipment to run the virtual group fitness class.
- Face coverings must be worn at all times, including while engaged in individual exercise regardless of person or machine spacing
- Workout stations should be configured to be 6 feet apart (either positioned or decommissioning at certain stations, or 3 feet apart with impermeable barriers installed
- 1 on 1 Personal Training permitted
- Locker rooms should be closed
- Reservations are required

#### Indoor recreation

- Indoor recreation centers are to close
- Live streaming of performances are encouraged with social distancing of performers and minimum operational staff
- Outdoor activities allowed at 25% capacity or less
- Outdoor group activities limited to 10 persons or less, participants/guests must wear face coverings at all times
- Reservations required for each guest for outdoor activities

#### Organized group recreational activities (sports, indoor sports and activity facilities ect.)

- Pause all indoor group sporting and recreational activities including youth and adult recreational sports, individual training may remain (with facility reservation)
- Includes park district and travel leagues
- Outdoor sports and recreation allowed
- Participant groups and practices outdoors limited to 10 persons or less with social distancing
- Face coverings required for all activities at all times
- Locker rooms should be closed

The Executive Director also explained that in order to remove Tier 3 mitigation and transition to Tier 2, a region must experience less than 12 percent test positivity rate for three consecutive days AND greater than 20% available intensive care unit and hospital bed availability AND declining 7-day average COVID hospitalization in 7 out of the last 10 days.

The Executive Director explained that staff each have their own areas and are able to socially distance while working, therefore employees will not be working remotely at this time.

President Thornbury asked regarding the protocols in place for individuals entering the facilities (both employees and patrons) and also for addressing staff, patrons, or members of the public exhibiting COVID-19 symptoms while at or in a Park District program or facility.

The Executive Director stated that previously the Park District was advised not to take employee or patron temperatures, as this is considered health information and will continue to be treated as confidential as required by the applicable laws. He further explained that employees have been instructed to monitor themselves for symptoms of COVID-19 each day, stay at home when sick and continue to protect themselves and others against COVID-19. Staff and patrons who are exhibiting signs and symptoms of COVID-19 while on-site, will be spoken to and could be asked to leave if appropriate.

President Thornbury asked that employees be sent another memo reminding them of the COVID-19 protocols and the signs and symptoms.

Review, Discuss and Approval of the Executive Directors Yearly Performance Appraisal Document:

**MOTION: Commissioner Wilkie moved to approve the Executive Directors Yearly Performance Appraisal Document. Seconded by Commissioner DiCianni.**

President Thornbury explained that she and Commissioner Coons met and condensed this form to make this more user friendly.

**AMENDED MOTION: Commissioner Wilkie moved to amend the motion to correct the total points from 30 to 25 on the Executive Directors Yearly Performance Appraisal Document. Seconded by Commissioner DiCianni.**

**Roll Call Vote:**

**Commissioner Prater - Aye**

**Commissioner Wilkie - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Coons - Aye**

**President Thornbury - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**ALL IN FAVOR. MOTION CARRIED.**

**New Business:**

Review of Truth in Taxation Property Tax Recommendation and Resolution: The Superintendent of Finance explained in her memo included in the Board Packet that the Illinois State Truth-in-Taxation Law requires that the Park District make a determination of the maximum amount of property taxes that might be levied. If this estimate exceeds 105% from the previous year's extension, a notice must be given to the public of the Park District's intent to possibly adopt this levy. As required, the Park District must hold a public hearing for comment.

Winfield Township has estimated a 5.01% increase in assessed valuation, which includes a new construction estimate of \$25,622,600. Naperville Township has indicated a 5.14% increase, which includes a new construction estimate on \$283,030. The total of new construction for both townships is estimated at \$25,905,630. Note the Park District's overall 2020 assessed valuation estimate of \$585,045,938, prior to the addition of new construction, is a 5.0% increase over last year. The 2020 estimates are an average of values over the past three years. After the addition of new construction, the District's overall 2020 assessed valuation is estimated at \$606,544,149, which represents an 8.9% increase from the previous year.

For the 2020 tax year, the District will need to pass an Abatement Ordinance each year for the 2020 General Obligation Park Bonds (Alternate Revenue Source) since Corporate Fund revenues will be pledged and appropriated for the timely payment of the debt service and additional property taxes corresponding to the bonds will not be needed and therefore abated. The Abatement Ordinance will be prepared accordingly for Board approval early in 2021.

The factors utilized in the preparation of the 2020 Tax Levy was included in the Superintendent of Finance and Technology's Memo in the Board Packet:

1. Increase in assessed valuation
2. Growth in new construction
3. Tax Cap (PTELL) of 2.3%

The 2020 Tax Levy and Assessed Valuation (AV) Calculation Worksheet that incorporated the variables necessary to calculate the estimated 2020 Tax Levy. The variables and their assumptions are as follows.

- PTELL Limiting Increase of 2.3%, which limits the dollars that may be levied
- 2020 Total Assessed Valuation Estimate of \$606,544,149, which includes new construction.
- New construction data provided by both townships totaling \$25,905,630
- Inclusion of the \$0.04 statutory limiting rate for Handicapped Recreation Tax
- Bond levy estimate of \$111,000, based upon debt repayment schedule and Debt Service Extension Base
- Corporate, Recreation and Liability levies based upon forecasted needs
- An 8.9% EAV increase to allow for any further assessed valuation changes and new construction in order to capture the Park District's property tax allotments under the Property Tax Extension Limitation Act

Under the Property Tax Extension Limitation Act (PTELL), a governmental unit may increase its property tax extension annually up to 5% or the rate of inflation as measured by the All-Urban Consumer Price Index (CPI), whichever is less. With the 2020 tax cap of 2.3%, inclusion of new construction growth, inclusion of debt service, and incorporation of the \$.04 statutory limiting rate for Handicapped Recreation Tax, ***the Park District may anticipate receiving approximately \$173,072 in additional property taxes for next fiscal year, or a 6.8% increase over last year's property tax extension (2.3% PTELL and 4.5% for new growth and increased assessed valuation).***

Because the Park District cannot be certain of exactly how much the assessed value will increase or decrease, the tax levy has been prepared with an additional 8.9% EAV increase, in order for the Park District to capture all revenues allowed under the Property Tax Limitation Act. ***Please note that this estimate does not represent the percentage increase that property owners will see on their tax bills. The County Clerk, once final EAVs are forwarded in late March or early April 2021, calculates the actual tax extension and rate, based on EAV growth and the tax cap. The Park District will only receive the amount allowed by PTELL.***

Last year's tax levy ordinance was \$2,688,000 and when EAV was finalized, the final 2020 property tax levy extension was \$2,549,346. The 2020 tax levy ordinance has been prepared in the amount of \$2,955,000; it is anticipated that when EAV is finalized next spring, the estimated final 2020 property tax levy extension will be \$2,722,418. The 2020 Truth in Taxation levy resolution has been prepared in accordance with statutes, and in the amount of \$2,844,000, which is exclusive of debt service.

The summarized steps of the tax levy process was included in the report:

- 1) The board reviews the proposed Tax Levy and adopts the "Truth-in-Taxation Resolution" – November 2020 Board Meeting

- 2) A Legal Notice for a public hearing on the Tax Levy must be published – December 2020
- 3) A Public Hearing on the Tax levy is conducted prior to adoption – December 2019 Board Meeting
- 4) The Board adopts the Tax Levy Ordinance – December 2020 Board Meeting
- 5) The Tax Levy Ordinance is filed with the County Clerk – December 2020
- 6) DuPage County Clerk distributes final tax extension to District – mid to late March 2021
- 7) Property taxes received by the park District – beginning June 1, 2021

Approval of Resolution 2020-09; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2020:

**MOTION: Commissioner Wilkie moved to Approve Resolution 2020-09; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2020. Seconded by Commissioner Prater.**

**Roll Call Vote:**

**Commissioner Coons - Aye**

**Commissioner Wilkie - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Prater - Aye**

**President Thornbury - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**ALL IN FAVOR. MOTION CARRIED.**

Review of Ordinance 2020-10; An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021: The Executive Director explained that this is only to be reviewed at this time and is to be on the December 17<sup>th</sup> Board Meeting Agenda for approval. *Copies of the Ordinance will not be included in the December Board Packet, Commissioners are to bring their copy included in Novembers Packet*

Review and Approval of 2021 Board Meeting Dates: The Executive Director explained that Conference dates, budget timelines and event dates are looked at prior to presenting this schedule to the Board for approval. The Budget Workshop will be included with the March Regular Board Meeting. Also, the only meeting date that falls out of the third week of the month is August which is done later due to the Summer Daze event.

**MOTION: Commissioner Prater moved to approve the 2021 Board Meeting Dates. Seconded by Commissioner Wilkie.**

**Roll Call Vote:**

**Commissioner Wilkie - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Prater - Aye**

**Commissioner Coons - Aye**

**President Thornbury - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**ALL IN FAVOR. MOTION CARRIED.**

Review of Budget Calendar for FY 2021-22: The Executive Director explained that the 2021-22 budget will again be brought before the Board for approval at the 2021 April Regular Board Meeting prior to May 1<sup>st</sup> when the fiscal year begins.

Discussion of Proposed City of Warrenville New Developments: The Executive Director explained that Ron Mentzer, Director of Community and Economic Development for the City of Warrenville, recently sent a couple of new potential residential projects that are in the early stages of planning. The Director of Community and Economic Development wanted to reach out to obtain the Park District's input on whether park land, or cash in lieu of land would be preferred.

Based on previous discussions with the City, they have provided us with two (2) new potential projects, one adjacent to the Post Office between Batavia and Rockwell, along the north side of Route 56 and another located immediately north and east of the former BP Corporate Training Facility in Cantera, along the south side of Ferry Road. The potential developments would provide the Park District with approximately .66 acres of land or \$100,000 near the post office and 1.16 acres of land or \$174,000 near Cantera.

The Executive Director explained that if park land contribution is preferred, the number of proposed units, and therefore the required amount of park land contribution, would likely be less than what is identified due to the site plan adjustments that would need to be made to accommodate the dedication of park land.

After discussion it was the consensus of the Board to accept a cash donation for these properties as the amount of land and where they are located, could only be used for passive play.

Discussion of ECDC (Early Childhood Development Center) Agreement: The Executive Director explained that Cindy Ruzicka, the Early Childhood Development Center contractor, recently approached him inquiring about her contract and the possible consideration of a reduction of rent due to the pandemic and reduced numbers. Because this is an agreement that is brought to the Board for consideration and approval, the Executive Director brought it to the Board's attention for discussion. November and December are shorter months, any change would not be reflected until January 2021.

After discussion, it was the consensus of the Board to not change the contract at this time. If ECDC enrollment remains low after the holidays, the ECDC Director can request that this be brought back to the Board for reconsideration.

The Executive Director will speak with the Director of ECDC regarding the decision of the Board.

Review, Approval and Award of Bid for the 2021 Website Rebuild and Implementation of Warrenville Park District's Website: The Executive Director explained that the rebuilding of the website is needed. The funds are budgeted in the 2020-2021 Fiscal Year.

Ten bids for the 2021 Website Rebuild and Implementation were received. Based on the review of the RFP's and current website references, it is the recommendation of the Marketing and Special Events Coordinator that the Board accept the proposal for WebLinx Incorporated in the amount of \$12,600.

**MOTION: Commissioner Prater moved to approve the award of bid for the 2021 Website Rebuild and Implementation of Warrenville Park District's Website. Seconded by Commissioner DiCianni.**

**AMENDED MOTION:** Commissioner Prater moved to amend the motion to award the bid for the 2021 Website Rebuild and Implementation of the Warrenville Park Districts Website to WebLinx Incorporated in the amount of \$12,600. Seconded by Commissioner DiCianni.

**Roll Call Vote:**

**Commissioner DiCianni - Aye**

**Commissioner Coons - Aye**

**Commissioner Prater - Aye**

**Commissioner Wilkie - Aye**

**President Thornbury - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**ALL IN FAVOR. MOTION CARRIED.**

**Officials & Staff Reports**

President: ***President Thornbury*** stated that the Boo to You Parade was great for the community.

President Thornbury also stated that she and the Executive Director previously discussed having a document that will assist the incoming President of the Board with the monthly and yearly required items/topics that are to be brought before the Board for review and/or approval.

It was suggested to have the same for the Treasurer.

Commissioners: ***Commissioner Wilkie*** thanked staff for their innovative ways of providing recreation programs to Warrenville.

***Commissioner Coons*** stated that the parade was wonderful, it was nice to see people waving and excited to see the parade.

It was suggested that when ordering name plates for those newly elected Commissioners, an individual name plate, with only first and last name are to be listed on name plate. Seat positions are to be listed (President, Vice President, Treasurer, Assistant Treasurer, Commissioner) on a separate plate, so as to not have to purchase new plates when Board seats change.

***Commissioner DiCianni*** stated it was nice to see the increased levels in FitnessNOW, and more participation in programs. It shows that people are willing and want to come to the Park District.

Commissioner DiCianni again thanked the Parks Department for keeping the parks looking great.

***Commissioner Prater*** thanked staff for the Boo Parade, it was great.

Executive Director: The ***Executive Director*** informed the Board that the Fitness Center expansion project should be completed by the end of next week. All the paperwork is to be completed, and checks mailed.

The Executive Director also reported on the Holly Days event, as it will look different this year. The event will take place on December 4<sup>th</sup>, and feature the mayor's traditional tree lighting via Facebook, Tunes of Glory, professional carolers and trees decorated by local businesses and organizations on a drive thru downtown. Santa will be located in the



inflatable snow globe, craft kits will be given to the first 200 kids and pre-packaged hot cocoa and cookies for the first 400 people in attendance. The Executive Director informed the Board that since sending out, this has reached over 100,000 AND over 1800/1900 individuals indicated they are interested in participating.

Department Heads: The Superintendent Recreation/Safety Coordinator, Superintendent of Parks and Facilities, the Registration/Administrative Services Manager and the Marketing/Special Events Coordinator were not in attendance to keep within meeting guidelines.

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

**Adjournment:**

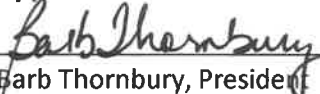
**MOTION: Commissioner Wilkie moved to adjourn. Seconded by Commissioner Coons.**

**Voice Vote: 5-Ayes, 0-Nays, 0-Absent. MOTION CARRIED.**

The Meeting Adjourned at 7:25 p.m.

Respectfully prepared and submitted by Penny Thrawl, Executive Assistant.

**Approval**

 / 12/17/20  
Barb Thornbury, President      Date  
Seal

 / 12/17/2020  
Tim Reinbold, Secretary      Date