

President Thornbury stated that this public hearing on the proposed levy of the Warrenville Park District for 2020 is pursuant to the provisions of the Illinois Truth in Taxation Act. The reason for the proposed levy for the 2020 is to obtain property taxes in the amount of \$2,955,000 for the following purposes:

General Corporate Purposes:	\$1,898,000
Recreation Programs:	\$ 577,000
Liability Insurance Purposes:	\$ 103,000
Recreation for the Handicapped:	\$ 266,000
Bond and Interest Indebtedness:	\$ 111,000

The increase in this year's levy as opposed to the 2019 tax extension is due to increased operating, maintenance and personnel costs.

President Thornbury asked if any of the Commissioners wished to make any comments concerning the proposed levy. No Commissioners wished to comment concerning the proposed levy.

President Thornbury asked if any of the Commissioners wished to submit any written testimony concerning the proposed levy. No Commissioners wished to submit any written testimony concerning the proposed levy.

President Thornbury asked if any of the public wished to present oral testimony, public comments or written testimony concerning the proposed levy. No public wished to present oral testimony, public comments or written testimony concerning the proposed levy.

President Thornbury asked for a motion to close the Public Hearing

MOTION: Commissioner Wilkie moved to close the Public Hearing. Seconded by Commissioner Coons.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
President Thornbury - Aye**

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

Approval of the December 17, 2020 Regular Meeting Agenda:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for December 17, 2020. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
President Thornbury - Aye**

**4-Ayes, 0-Nays, 0-Absent, 1-Vacancy
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 November 19, 2020:

MOTION: Commissioner Wilkie moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for November 19, 2020. Seconded by Commissioner Coons.

President Thornbury explained that the typographical errors within the document were previously reported to the Executive Director prior to the meeting and have been corrected on the original signature documents.

Roll Call Vote:

**Commissioner DiCianni - Aye Commissioner Wilkie - Aye
Commissioner Coons - Aye President Thornbury - Aye**

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

Financial Reports:

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

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

Roll Call Vote:

**Commissioner DiCianni - Aye Commissioner Wilkie - Aye
Commissioner Coons - Aye President Thornbury - Aye**

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

Approval of Expenditure Report through November 30, 2020 in the Amount of \$122,600.95:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through October 31, 2020 in the Amount of \$122,600.95. Seconded by Commissioner DiCianni.

Roll Call Vote:

**Commissioner Coons - Aye Commissioner DiCianni - Aye
Commissioner Wilkie - Aye President Thornbury - Aye**

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

Correspondence:

2020 Risk Management Review Award Acknowledgement: The Executive Director explained that PDRMA (Park District Risk Management Agency) continues to acknowledge the Park District's loss prevention efforts from our most recent risk management review. These funds, while not required, are used to strengthen the Park District's loss control program.

2021 1st Quarter Special Events: The 2021 1st Quarter Special Events document was included in the Board Packet

Unfinished Business:

Discussion and Response, if any to COVID-19: The Executive Director stated that we continue to operate under the mitigation requirements and the restrictions in Tier 3.

The Executive Director explained that staff continue to provide programming online and 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.

New Business:

Review and Approval 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:

MOTION: Commissioner Wilkie moved to Approve 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. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

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

ALL IN FAVOR. MOTION CARRIED.

Approval of Resolution 2020-12; A Resolution Approving an Agreement Between the Warrenville Park District and Warrenville Athletic Association (WAA):

MOTION: Commissioner Wilkie moved to Approve Resolution 2020-12; A Resolution Approving an Agreement between the Warrenville Park District and Warrenville Athletic Association (WAA). Seconded by Commissioner Coons.

The Executive Director explained that there are minimal changes to the content in the agreement. As a practice the Park District has based the upcoming season rates on the last year's season number of regular games and review of the District's actual expenses. Due to COVID, the number of games went down significantly, and their new rate will be adjusted accordingly. The Park District Liaison Gary Jordan will review the agreement with the WAA Board at their upcoming meeting.

President Thornbury also explained that typographical errors within the document were previously reported to the Executive Director prior to the meeting and have been corrected on the original signature documents.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

President Thornbury - Aye

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

ALL IN FAVOR. MOTION CARRIED.

Approval of Resolution 2020-13; A Resolution Approving an Agreement Between the Warrenville Park District and Warrenville Girls Softball Association (WGSA):

MOTION: Commissioner Coons moved to Approve Resolution 2020-13; A Resolution Approving an Agreement between the Warrenville Park District and Warrenville Girls Softball Association (WGSA). Seconded by Commissioner DiCianni.

Again, the Executive Director explained that there are minimal changes to the content in the agreement. Again, the number of games went down significantly, and their new rate will be adjusted accordingly.

Again, typographical errors within the document and have been corrected on the original signature documents.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

President Thornbury - Aye

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

ALL IN FAVOR. MOTION CARRIED.

Approval of Resolution 2020-14; A Resolution Approving an Agreement Between the Warrenville Park District and Grace Church of DuPage County:

MOTION: Commissioner DiCianni moved to approve Approval of Resolution 2020-14; A Resolution Approving an Agreement between the Warrenville Park District and Grace Church of DuPage County. Seconded by Commissioner Wilkie.

The Executive Director explained that the Park District and Grace Church of DuPage have had an on-going agreement for years. Services are rendered on the Park Districts side include the mowing and maintaining of the large grassy area behind the church in exchange for usage of that space for leagues and programs. This agreement was updated a few years back to cover a two year timeframe. Both the District and Grace Church have reviewed and made minimal changes since the partnership has worked well over the years. The new agreement would cover January 1, 2021 to December 31, 2023.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

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

ALL IN FAVOR. MOTION CARRIED.

Approval of Resolution 2020-15; A Ordinance Authorizing and Directing the Disposition of Certain Equipment:

MOTION: Commissioner Coons moved to approve Ordinance 2020-15; An Ordinance Authorizing and Directing the Disposition of Certain Equipment. Seconded by Commissioner Wilkie.

The Executive Director explained that staff identified equipment that is no longer useful to the district and is looking for approval to dispose of certain equipment.

After the approval, the District will be advertising for sealed bids for the 2001 Ford Econo Van to the highest qualified bidder. The vehicle will be sold in “as is condition” with a minimum bid of \$250, as this would be the amount received if the District were to scrap the vehicle.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

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

ALL IN FAVOR. MOTION CARRIED.

Approval of Ordinance 2020-16; An Ordinance Abating the Tax Heretofore Levied for the Year 2020 to Pay Interest and Principal on \$520,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, of the Warrenville Park District, DuPage County, Illinois:

MOTION: Commissioner DiCianni moved to approve Ordinance 2020-16; An Ordinance Abating the Tax Heretofore Levied for the Year 2020 to Pay Interest and Principal on \$520,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, of the Warrenville Park District, DuPage County, Illinois. Seconded by Commissioner Coons.

The Executive Director explained for the 2020 tax year, the District will need to pass an Abatement Ordinance for the 2020 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.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

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

ALL IN FAVOR. MOTION CARRIED.

Announcement of Vacancy for Unexpired Term: The Executive Director explained that the opinion of the Park District Attorney is that although the remaining members of the park board have the power to fill the vacancy resulting from Commissioner Prater’s resignation, the statute does not set a time within which the Board may act to fill the vacancy and the vacancy can exist until filled by the Board for appointment or by election.

It was the consensus of the Board to keep Commissioner Prater’s seat vacant until the election.

Year End Review Slide Show: The 2020 year-end slide show was viewed by the Board and those in attendance. The Executive Director stated that a letter was emailed to staff (those that are not furloughed) with a link to the Year End Review Slide Show and to also thank staff for not only what they have done though-out the year, but for the hard work and dedication all have shown. He stated that this year has certainly presented its challenges, but is impressed with staff and the Board of Commissioners for all that has been done despite the constantly changing regulations.

The Executive Director thanked everyone for their roles they have taken to allow participants, members, and residents an opportunity to work out, take a class, to attend a special event or any other programs that have taken place. Staff have gone above and beyond to make sure an impact is being made in the lives of patrons. As a token of appreciation and “Thanks for hanging in there with us”, a logo blanket has been purchased for employees with a schedule of when and where to pick up.

President Thornbury stated that this year has been a challenging one for all. Looking at the brighter side, a positive experience has come out of all this; the creativity of staff, while thinking outside of the box to provide programs, activities and events to the community.

The Executive Director thanked the Board for all their support and understanding though out the year, which means so much to him and staff.

Officials & Staff Reports

President: ***President Thornbury*** stated that Holly Days was fantastic, she had a fun time helping with the event, seeing everyone out and about, and everyone seemed super appreciative for having the event. President Thornbury explained that she did receive a couple phone calls regarding the location of where the decorated trees were located; very close to the roadway on Stratford Place as this area is dark at night and no visibility to see ahead as the road is curves, and suggested to move the trees further back a foot from the roadway for the safety of those individuals decorating their tree and those viewing them.

President Thornbury also spoke on developing rules and restrictions pertaining to the decorating of the holiday trees (thoughts from previous years): color of lights, ornaments needing to be attached to tree, etc.

President Thornbury also asked regarding the Park Districts security for any cyber threats because of the apparent Russian hacks that inserted a vulnerability in the updates of a software that is widely used. She asked that employees be extra careful when opening any suspicious email.

Commissioners: ***Commissioner DiCianni*** stated she only heard positive responses from Holly Days. She stated that even if there is no drive-thru next year, she would like to see the different decorated tree displays, and with it being a fun way to involve the community with the ability to vote online. She thanked staff for all they are doing from providing programming online to providing positive experiences for all patrons of the District and the community.

Commissioner Wilkie thanked staff again for all they are doing but also wanted to recognize the expertise of the Superintendent of Parks and Facilities for his abilities to quickly design, build and set up, all within a small time frame (i.e. the lighted drive-thru tunnel and Santa’s Mailbox).

The Executive Director noted that Santa’s Mailbox was left in the foyer of FitnessNOW to collect letters from children. This afternoon there were approximately 20 some letters received.

The Executive Director explained that with the purchase of the “Holiday Boredom Busters Bag” a phone call from Santa was included (approximately 26 phone calls). Staff made every effort to make sure all phone calls were made to those who signed up.

The Executive Director also reported that “Zoom Calls with Santa & Mrs. Claus” replaced “Breakfast with Santa” this year. The initial 45 spots sold out, and another session of 23 spots was opened that afternoon, which also sold out.

President Thornbury noted that the District could continue providing the different avenues to meet and talk with Santa for those parents with children that would normally not go to see or talk with Santa.

Commissioner Coons stated that while assisting at the Holly Days event, heard many compliments from those that attended; how they loved the drive-thru and hope that this will, in some way become incorporated with future Holly Days festivities for those that normally do not or cannot attend due to the event being held outdoors in the cold.

Commissioner Coons explained she signed up an older friend to talk with and see Santa. The individual has not been out of the house since the pandemic and it really made a difference. Commissioner Coons thanked staff for their ingenuity and for really caring and wanting to make a difference in the lives of the people and community that they serve.

Executive Director: The **Executive Director** informed the Board that Sandy Gbur, Executive Director of WDSRA will be retiring in June, as she has been in the field for over 40+ years. She will be attending the January 2021 meeting for WDSRA’s annual visit. The Executive Director, as a WDSRA Trustee, will assist in the search, and hiring process.

IPRA/IAPD Soaring to New Heights Conference: The Executive Director also informed the Board that due to the COVID-19 pandemic the IAPD/IPRA Soaring to New Heights will be held in a virtual format January 28th to the 30th, 2021. He further explained that it is required that the Board approves the costs of Commissioners to attend trainings, conferences and/or event prior to registration and attendance. The deadline to register to receive the early bird discount is prior to the January Board Meeting and would not make the deadline for the discount.

The Board discussed the cost for the virtual conference and the benefits to Commissioners attending. After discussion, with the early bird deadline being prior to the next Board Meeting, it was the consensus of the Board to allow the registration of Commissioner DiCianni to virtually attend the 2021 IPRA/IAPD Soaring to New Heights Conference if after looking at the conference sessions wants to attend.

Commissioner DiCianni is to contact the Executive Director if she is interested in attending. If interested, the Executive Director is to register Commissioner DiCianni for the conference. The Executive Director is to also include the Board approval of this on the January 16, 2021 Board Meeting Agenda. It was also noted that the conference sessions will be available for viewing for 30 days after the conference.

The Executive Director explained that he is on the IPRA/IAPD Conference Committee and receives a complimentary attendance to the conference, but staff will not be registering.

IT: The Executive Director explained that beginning January 1st, 2021, there will be a change in the Districts IT provider. The Executive Director stated that he, the Superintendent of Finance & Technology and the Registration/Administrative Services Manager have been looking into other IT providers and the different IT services that could be provided to the District.

The current provider has provided IT services to the Districts servers and desktop computer systems for numerous years, is very knowledgeable of the Districts IT needs but there is only so much this current contractor can provide as he is not available during daytime hours as the individual has a full-time job.

Links Technology will provide us with a team of knowledgeable individuals to provide all of our IT services and monitor the Park Districts server, website, the new FitnessNOW website (when this is online), security cameras, phone system and copiers, basically everything, an all-encompassing package and it all comes at a much lower price. The Executive Director believes the District will gain more from the move than it will lose.

The Executive Director explained that the current contractor provided him with piece-of-mind, knowing the contractor would monitor and take care of the Districts IT needs. He further explained that the District needs to continue to move forward with the latest technology and Links Technology will give us the tools, resources and a knowledgeable team needed to do this, along with the availability to meet with staff during daytime hours.

He further explained that there is an over-lap with the providers to ensure a smooth transition and any questions are answered. The Executive Director also stated that he would ask that a representative attend a Board Meeting each year to answer any IT questions the Board may have.

NRPA Conference Costs: The Executive Director explained that he is following through with the Boards previous questions regarding NRPA attendance costs. A document with the past years (2015 to 2019) NRPA expenses; travel, registration, lodging and other misc. travel costs was handed out to Commissioners. The figures in the documents reflect the cost at the time, are not exact, but gives a picture of the costs in relation to the location of the conference. This will be helpful during the budgeting process.

Department Head Reports: The Executive Director reviewed the Department Head Reports with the Board as Department Heads were not in attendance to stay within the CDC and IDPH guidelines.

The Superintendent of Parks and Facilities report included the Parks Department removal of the molding along the walls and the patching and repair of the lower level of the Community Building; the Activity Room, Dance Studio and lower-level hallway. Painting has already begun in the Dance Studio and the giant speakers hanging from the ceiling in both the Activity Room and Dance Studio have been removed and replaced by recessed ceiling speakers.

A bench with storage space below will be made to go outside the Dance Studio in the hallway for parents to sit and view their child during instruction. Commissioner DiCianni suggested to have a bench that folds into the wall when not in use to provide a larger area to enable those needing access this hallway to and from the Activity Room.

The Superintendent of Recreation/Safety Coordinator's reported that the Holly Days Drive Thru was a huge success and went from being a 1-hour event to nearly 2-hours to accommodate the estimated nearly 1,000 vehicles that came through the downtown area that evening.

During the month of November, all fitness programs were moved to the virtual format due to the Tier 3 Mitigations. Instructors have been coming in to teach via Zoom. With the classes being offered via virtual format, and an equipment rental program has been introduced. The program allows for participants to pay a \$10 monthly fee to rent four pieces of equipment to aid them in the at-home workouts and class participation (8 members currently take advantage of this new offering).

The Kris Kringle Camp has been sold out for both weeks; December 20th and December 27th.

The Executive Director previously reported that the gym will become available to families to rent for 1-hour spots over the holidays. when not programmed for other activities.

The Superintendent of Finance and Technology spoke regarding our new IT provider, Links Technology and the timeline and transition to become familiar with the Park Districts IT needs. They will be in next week to meet the employees, and understand the needs and resources needed to do their jobs effectively.

Closed Session – Semi Annual Review of Closed Session Minutes, 5ILCS 120 2 (C) 21 – Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06:

MOTION: Commissioner Wilkie moved to go into Closed Session – Semi Annual Review of Closed Session Minutes, 5ILCS 120 2 (C) 21 – Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner DiCianni.

Roll Call Vote:

**Commissioner Wilkie - Aye
Commissioner DiCianni - Aye**

**Commissioner Coons - Aye
President Thornbury - Aye**

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

RECESSED INTO CLOSED SESSION AT 7:27 PM

RISEN FROM CLOSED SESSION AT 7:30 PM

**ROLL CALL: Commissioner DiCianni - Present
Commissioner Wilkie - Present
Commissioner Coons - Present
President Wilkie - Present**

Approval of Ordinance 2020-17: An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meetings of the Board of Park Commissioners of the Warrenville Park District which includes: December 13, 2018 – Personnel; December 13, 2018 – Semi-Annual Review of Closed Session Minutes; January 17, 2019 – Personnel; and, March 21, 2019 – Personnel:

MOTION: Commissioner Wilkie moved to go into Closed Session – Semi Annual Review of Closed Session Minutes, 5ILCS 120 2 (C) 21 – Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

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

Approval of Release of Closed Session Minutes; June 18, 2020 – Semi-Annual Review of Closed Session Minutes:

MOTION: Commissioner Coons moved Approval to Release Closed Session Minutes; June 18, 2020 – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Wilkie.

Roll Call Vote:

**Commissioner DiCianni - Aye
Commissioner Wilkie - Aye**

**Commissioner Coons - Aye
President Thornbury - Aye**

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

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

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

Approval

Barb Thornbury 11/17/21
Barb Thornbury, President Date

Tim Reinbold 11/17/21
Tim Reinbold, Secretary Date

Seal