



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on April 23, 2020 through Video Teleconferencing**

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
Attorney Thomas Hoffman, Park District Attorney
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board Secretary
Linda Straka, Superintendent of Finance and Technology
Gregg Ireland, Superintendent of Parks and Facilities
Sheri Potter, Marketing and Special Events Coordinator
Adam Dagley, Fitness Supervisor and Environmental Education Supervisor
Dave Weiner, Athletic and Facility Supervisor
Ruth Brackmann, Recreation Supervisor
Michelle Savage, Registration/Administrative Services Manager (arrived 6:45 pm)

Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County Illinois for the Fiscal Year Beginning on the 1st Day of May 2020 and Ending on the 30th Day of April 2021:

President Thornbury requested a motion to proceed into the Public Hearing and to continue the other business of the regular meeting upon the conclusion thereof.

MOTION: Commissioner Wilkie moved to Open the Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County Illinois for the Fiscal Year Beginning on the 1st Day of May 2020 and Ending on the 30th Day of April 2021. Seconded by Commissioner Prater.

Roll Call Vote:

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

**Commissioner Coons - Aye
Commissioner Prater - Aye**

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

President Thornbury declared the Public Hearing Open.

President Thornbury announced that the Proposed Budget and Appropriation Ordinance has been made available for the public to review for the required time.

The Executive Director has reported that no public citizens have asked to receive the proposed Budget and Appropriation Ordinance.

President Thornbury asked if any of the Commissioners wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners had any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Thornbury asked if any of the Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation.

President Thornbury asked if any of the Commissioners wished to submit any oral testimony or public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation.

President Thornbury asked if any of the public wished to present oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. No public wished to present oral testimony or public comments.

President Thornbury asked if any of the public wished to present written testimony with respect to the proposed Combined Annual Budget and Appropriation Ordinance. No public wished to present any written testimony.

President Thornbury entertained a motion to adjourn the Public Hearing.

MOTION: Commissioner Wilkie moved to Adjourn the Public Hearing. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

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

President Thornbury declared that the Public Hearing was adjourned and will now proceed to the next agenda item.

Approval of the April 23, 2020 Regular Meeting Agenda:

MOTION: Commissioner Wilkie moved to approve the agenda for April 23, 2020 Regular Meeting Agenda. Seconded by Commissioner Coons.

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.

Public Comment: No public was in attendance.

Approval of Consent Agenda:

Approval of Emergency Meeting Minutes of the Board of Commissioners for March 14, 2020:

Approval of Minutes of the Regular Board of Commissioners Meeting of March 19, 2020:

MOTION: Commissioner DiCianni moved to Approve the Consent Agenda which includes the March 14, 2020 Emergency Meeting Minutes and the March 19, 2020 Regular Meeting Minutes. Seconded by Commissioner Prater.

Roll Call Vote:

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

Commissioner Wilkie - Aye
Commissioner DiCianni - Aye

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

Financial Reports:

Approval of Financial Statements for the period Ending March 31, 2020:

MOTION: Commissioner Prater moved to Approve the Financial Statements for the period Ending March 31, 2020. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner DiCianni - Aye
Commissioner Coons - Aye
President Thornbury - Aye

Commissioner Wilkie - Aye
Commissioner Prater - Aye

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

Approval of Expenditure Report through March 31, 2020 in the Amount of \$83,995.36:

MOTION: Commissioner Wilkie moved to Approve the Expenditure Report through March 31, 2020 in the Amount of \$83,995.36. Seconded by Commissioner DiCianni.

The Superintendent of Parks and Facilities explained the replacement of a washer/dryer listed within the Expenditure Report; this was a washer dryer combo and took one load three hours to dry, it was replaced with a stackable washer and dryer.

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.**

Correspondence:

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting: The Executive Director explained and thanked the Finance Department for their work in achieving this award, and has become a standard with the Park District.

Unfinished Business:

Fitness Center Expansion and Office Area Reconstruction Update: The Executive Director explained in his report that over the course of the past couple weeks, construction resumed at the Recreation Center which mainly included outdoor work in the newly constructed vestibule and storefronts.

The Superintendent of Parks and Facilities explained that the FitnessNOW storefront has been installed along with the walk off carpeting in the foyer. Work is nearing completion with only a few remaining items and a walkthrough with the architects.

New Business:

Review and Approval of Ordinance 2020-04; An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal year Beginning on the 1st day of May 2020, and Ending on the 30th Day of April 2021 and to Make Available for Public Inspection:

MOTION: Commissioner Wilkie moved to approve of Ordinance 2020-04; An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal year Beginning on the 1st day of May 2020, and Ending on the 30th Day of April 2021 and to Make Available for Public Inspection. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

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

Review and Approval of Program Guide Design Contract – One Year in the Amount of \$10,080:

The Executive Director explained that DesignSpring Group LLC has provided the design services for our seasonal brochure over the past four years and the Park District has been extremely satisfied with their services and product they have produced. The proposal of services was included in the Board Packet along with their fee structure. Their design fee is \$60/per page flat rate for a 56-page brochure for an annual cost of \$10,080. Additional design fees will apply at the same rate including work done for seasonal camp inserts and other projects.

The error on Page 2, under "Scope of Work", 2nd Bullet Point is to be corrected with the name of the current Superintendent of Recreation Matt Odom prior to signature.

MOTION: Commissioner Prater moved to Approve of Program Guide Design Contract – One Year in the Amount of \$10,080. Seconded by Commissioner DiCianni.

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.

Discussion of Officer Nominations for 2020-2021: President Thornbury asked Commissioners if any would like to be seated into a different position. If not, President Thornbury suggested to keep officer seats “as is”, due to the current situation of the country and Park District.

After discussion, it was decided the Commissioners remain in their current seats. The Board to keep the Officer Seats as is. The “Election of Officers” will be included on the May Agenda.

Summer Daze Event Discussion: The Executive Director stated that with Stay-at-Home Order being extended through the month of May, it is not known if this event will take place. Staff are not entering into any new contracts or agreements at this time for this event.

The Executive Director stated that the Park District is currently working with the Tourism and Arts Council (TAC), and City Administrator John Coakley in terms to how the agreements already entered into are going to work out through the grant.

The Executive Director stated that by the next meeting there may be more information from the State of Illinois that will help in deciding if this event will take place, with the decision needing to be made in the June timeframe.

The Executive Director explained that the Park District has already secured the stage, entertainment, along with the beer vendors and the equipment and would require minimal staff time. Obtaining the required permits is out of our control; the permits for the liquor license are still needed from the State of Illinois, along with the permits for the use of the Prairie Path from DuPage County.

President Thornbury noted that we do not want to hold this event and then know that our event caused individuals to get sick. We need to take account of what other communities are doing.

Discussion and Response to COVID-19: The Park District Attorney explained that the federal government recently passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which includes the federally funded unemployment benefits expansions; waiving the usual 10-day waiting requirement and are supplementing \$600 per week for those furloughed employees who file for unemployment. Individuals will also be eligible for more weeks of unemployment above the 26 weeks provided under regular unemployment rules. Both of these benefits will be applied automatically if qualified.

The Park District Attorney suggested that if there is a possibility of the furlough of IMRF staff, the Board should adopt an authorizing resolution to protect furloughed employee’s IMRF death and disability benefits should an incident occur while the employee is on leave. Without the approved resolution authorizing Benefit Protection Leave Service for COVID-19 related furlough time, the employee’s death and disability benefits cannot be approved by IMRF should an incident occur while the employee is on leave.

Employee participation in Benefit Protection Leave is voluntary and each affected staff member must apply separately in coordination with the Park Districts IMRF Authorized Agent. Once approved, the staff member can also purchase missing service for all or part of the missing month(s).

The Attorney stated that many park districts are considering what they are going to do to cut expenses, try to also preserve their employees as long as they can and are looking at different scenarios that might include pay cuts or the furlough of staff. The Attorney explained, advised and cautioned the Board on the possible scenarios that the Park District may need to take to reduce costs.

- A 20 – 30% pay cut for the entire District, including full time staff, and continue to pay part-time staff, even if not working is acceptable.

The Attorney cautioned; when reducing the salary of exempt full-time employees, wage and hour regulations and rules need to be followed. This should not be done too frequently and at a minimum of three (3) months.

- No accumulation of Personal Time Off benefits (PTO) for full-time employees moving forward during the Stay-at-Home Order is acceptable.
- Requiring full-time staff to take one (1) day of Personal Time Off (PTO) each week during the Stay-at-Home Order to cover those not working a full 40 hours a week.

Attorney Hoffman cautioned that full-time exempt staff who work any hours during a week, are to receive their full salary. Attorney Hoffman stated that if the Park District were to choose this option, he would need to consult with an employment attorney.

Michelle Savage, Registration/Administrative Services Manager arrived at 6:45 pm.

President Thornbury explained that at the April Board Meeting, the Board chose to pay part-time staff their scheduled hours until the April Board Meeting and would then would make a decision going forward. When the Board made this decision, it was the hope that the Park District would be able to open its doors sooner rather than later, but due to the circumstances with COVID-19 crisis the Governor extended the stay-at-home order to the end of May.

She cautioned staff that when the Park District is able to open, business will not be normal; there will be restrictions, rules and regulations set by federal, state and local governments that will need to be followed. The Park Board wants to open up as soon as possible, but also as safe as possible, and needs to be able to guarantee the safety of not only the patrons that enter our facilities, but our employees once they return.

President Thornbury stated that unfortunately the Park District is a smaller and fairly young Park District and do not have the funds reserved to sustain the Park District indefinitely without a revenue stream.

President Thornbury feels that she can confidentially say that the entire Board truly values each and every employee at the Park District and understands that the employees are the framework of the Park Districts existence. This decision is not something that the Board takes lightly and is not an easy decision, but unfortunately decisions need to be made.

President Thornbury is recommending going forward that the Board meet every two weeks to touch base and review the situation until this is resolved. If there are any changes, and the Park District is able to open prior to a scheduled meeting, an Emergency Meeting can be called to expedite discussions and make decisions faster if need be.

President Thornbury explained that the Board needs to make a decision tonight for the next few weeks in regards to the employees of the Park District, and look at the different scenarios; if they are going to be furloughed, a pay cut across the Board, etc.

Commissioner Prater stated that she was under the impression that it was decided at the April Board Meeting that the Executive Director was to make decisions with guidance from the Board. It was explained that the motion made at the April Board Meeting was to authorize the Executive Director to make decisions regarding the needed essential day-to-day operations of the District.

Attorney Hoffman agreed that with the gravity, the uniqueness and the unprecedented type of situation we are dealing with, not only on the local level but the national level, the Board should make this decision. All Commissioners were in agreement.

Attorney Hoffman explained that a motion adequately stating the Board's decision with enough detail to describe what the plan is going forward, and passed by the majority vote would be sufficient for a direction that would afford the Executive Director the opportunity to move forward and implement.

Attorney Hoffman Left at 6:57 PM

President Thornbury reviewed the options previously discussed, the Federal Government Coronavirus Aid, Relief, and Economic Security (CARES) Act and the number of hours full-time employees are working was discussed. The Executive Director informed the Board that he will be asking full-time employees to justify their time from April 21st, 2020 by keeping a timesheet of the hours worked at home, as this is dependent on many different circumstances.

It was decided that with the Board meeting every two (2) weeks, the Board could make decisions in stages as there are so many unknowns.

All Commissioners expressed their thoughts and concerns.

MOTION: Commissioner Prater moved to furlough all part-time and short-term employees. Seconded by Commissioner DiCianni.

AMENDED MOTION: Commissioner Prater moved to furlough all part-time and short-term employees effective May 2nd, 2020. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Prater - Aye

Commissioner DiCianni - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Officials & Staff Reports

President: President Thornbury stated the Board will meet in two (2) weeks to review and this progresses Commissioners were asked to keep in touch with the Executive Director with any questions, especially legal questions so as the Attorney can advise and all receive the same information that we need moving forward.

Commissioners: Commissioner Prater stated that if was with a heavy heart that she had to make the motion. If staff have any ideas, please communicate with the Executive Director or by emailing Commissioners.

Commissioner Prater recognized the Marketing and Special Events Coordinator Sheri Potter for all that she is doing on social media. The Park District posts are being seen.

Commissioner Wilkie told everyone to stay safe. No COVID-19 cases have been reported at District 200 and are taking all precautions.

Commissioner Wilkie thanked staff for all they are doing, the Board is only doing what is needed at this point and will review in two (2) weeks.

Commissioner Coons stated that coming into this meeting, it was with heavy hearts that all knew what was to be discussed, and the decisions that needed to be made. Commissioner Coons thanked staff for everything and all that they do.

Commissioner DiCianni stated that she appreciates what the Warrenville Park District provides to the community and all the employees that are a part of it. It is a very precarious time and the decisions that we are needing to be made today and in the near future are very tough for everyone and hard to make.

Executive Director: The **Executive Director** stated that he has expressed to staff how incredible proud he is of them and how honored he is in leading this agency. This is the hardest thing he has encountered in his career but believes that together we will get through this.

Department Head Reports: The **Registration/Administrative Services Manager** stated that she believes, for the part-time staff that she deals with, they know with everything that has been going on, that this has been coming. The Registration/Administrative Services Manager wanted to relay to the Board, that at least from the perspective of her staff, they have been extremely appreciative for their generosity and has expressed this to her many times. They recognize that the Board could have made this same decision last month, and chose to extend it.

The **Superintendent of Finance and Technology** echoed what the Registration/Administrative Services Manager said previously. She stated that it is tough sitting in the office and looking at the numbers and knowing the negative revenue situation and the tough decisions that will need to be made. The Superintendent of Finance and Technology stated that she will continue to provide the information that is needed to the Board to make knowledgeable decisions.

The end of the 2019-2020 Fiscal Year is next week and the new 2020-2021 Fiscal Year begins. The budget for the new fiscal year will probably need to be amended at some point in time.

The **Superintendent Parks and Facilities** stated that because of the Boards direction and our purchasing, the Park District has enough vehicles and equipment; park staff will not need to share and can practice very safe social distancing. It was explained that Park Staff are currently three (3) days a week, split shifts in different locations. Next week they will move to four (4) days a week.

Any Other Business that may properly come before the Board for Discussion Only: Next meeting is to be May 7th, 2020 at 6:15 via Zoom telecommunication.

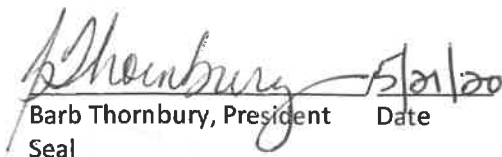
Adjournment:

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

The Meeting Adjourned at 7:29 a.m.

Respectfully prepared and submitted by Penny Thrawl, Executive Assistant.

Approval


Barb Thornbury, President Date
Seal


Tim Reinbold, Secretary Date