



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on May 21, 2020 via Video Conference**

Call to Order:

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

Pledge of Allegiance:

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

Others Present: Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board 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
Adam Dagley, Fitness Supervisor and Environmental Education Supervisor
Dave Weiner, Athletic and Facility Supervisor
Ruth Brackmann, Recreation Supervisor
Sheri Potter, Marketing and Special Events Coordinator

Approval of the May 21, 2020 Regular Meeting Agenda:

MOTION: Commissioner Prater moved to approve the agenda for May 21, 2020 Regular Meeting Agenda.
Seconded by Commissioner Wilkie.

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.**

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Public Comment: No public was in attendance.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Regular Board of Commissioners for April 23, 2020:

Approval of Special Meeting Minutes of the Board of Commissioners for May 7, 2020:

MOTION: Commissioner Coons moved to Approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for April 23, 2020 and the Special Meeting Minutes of the Board of Commissioners for May 7, 2020. Seconded by Commissioner Wilkie.

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.

Financial Reports:

Approval of Financial Statements for the period Ending April 30, 2020:

MOTION: Commissioner Prater moved to Approve the Financial Statements for the period Ending April 30, 2020 in the Amount of \$97,135.75. 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.

AMENDED MOTION: Commissioner Wilkie moved to amend the motion previously made to read "Approve the Financial Statements for the period Ending April 30, 2020". Seconded by Commissioner DiCianni.

Roll Call Vote:

| | |
|---------------------------|-----------------------------|
| Commissioner Prater - Aye | Commissioner Coons - Aye |
| Commissioner Wilkie - Aye | Commissioner DiCianni - Aye |
| President Thornbury - Aye | |

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

Approval of Expenditure Report through April 30, 2020 in the Amount of \$97,135.75:

MOTION: Commissioner Coons moved to approve the Expenditure Report through April 30, 2020 in the Amount of \$97,135.75. Seconded by Commissioner Prater

Roll Call Vote:

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

**Commissioner Prater - Aye
Commissioner DiCianni - Aye**

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

Correspondence: There was no correspondence.

Unfinished Business: No unfinished business to discuss.

New Business:

Election of Board Officers – 2020-21:

Election of President – 2020-21:

MOTION: Commissioner Wilkie moved to nominate Commissioner Thornbury to the Seat of President for the 2020-21 Fiscal Year Term. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
Commissioner Prater - Aye**

**5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.**

Election of Vice President – 2020-21:

MOTION: Commissioner Wilkie moved to nominate Commissioner Prater to the Vice President Seat for the 2020-21 Fiscal Year Term. Seconded by Commissioner Coons.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
Commissioner Prater - Abstain**

**4-Ayes, 0-Nays, 0-Absent, 1-Abstention (Prater)
MOTION CARRIED.**

Appointment of Board Treasurer – 2020-21:

MOTION: Commissioner DiCianni moved to Appoint Commissioner Coons to the Seat of Treasurer for the 2020-21 Fiscal Year Term. Seconded by Commissioner Prater.

Roll Call Vote:

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

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

**4-Ayes, 0-Nays, 0-Absent, 1-Abstention (Coons)
MOTION CARRIED.**

Appointment of Assistant Board Treasurer – 2020-21:

MOTION: President Coons moved to Appoint Commissioner Wilkie to the Seat of Assistant Board Treasurer. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye Commissioner Wilkie - Abstain
Commissioner Prater - Aye Commissioner Coons - Aye President
Thornbury - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Abstention (Wilkie)

MOTION CARRIED.

Appointment of Board Secretary – 2020-21:

MOTION: President Wilkie moved to Appoint Executive Director Tim Reinbold to the Board Secretary Position. Seconded by Commissioner Coons.

Roll Call Vote:

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Appointment of Assistant Board Secretary – 2020-21:

MOTION: President Wilkie moved to Appoint Executive Assistant Penny Thrawl to the Board Assistant Secretary Position. Seconded by Commissioner Coons.

Roll Call Vote:

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Review and Approval of Resolution 2020-06; A Resolution Approving an Agreement Between the Warrenville Park District and the Early Childhood Development Center (ECDC):

MOTION: Commissioner Wilkie moved to approve Resolution 2020-06; A Resolution Approving an Agreement Between the Warrenville Park District and the Early Childhood Development Center (ECDC). 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.

Discussion and Response to COVID-19:

Plans to Reopen the Parks and Facilities:

Programming; Summer Camp:

Tennis and Pickle Ball Courts:

Summer Daze, Other Events:

The Executive Director explained that there has been some forward movement within the past couple days with the real possibility of implementing Phase 3 of the Governors "Restore Illinois" Plan at the end of the month. The Executive Director feels that with the Governor back in Springfield and more Legislators returning to Springfield, will continue in moving things forward with the many questions answered.

President Thornbury noted that the Governor spoke last week stating that the 5 Phase Plan "Restore Illinois" are "guidelines", and not law, which she explained changes her perception on this.

The Executive Director explained that Naperville's Board voted to basically do what is in decided to do what is best interest for their town and are taking legal recourse over that. They are still planning on following many of the guidelines that are stipulated, but there have also been threats that financial support would not be available to those that do not follow the guidelines.

The Executive Director explained that the Park Districts Marketing and Events Coordinator developed and has sent a survey out to Warrenville residents. Prior to the meeting the Superintendent of Recreation reported that over 200 surveys have been submitted since being posted at noon this afternoon. The purpose of the survey was to find what it is that the community of Warrenville wants in regards to the Park Districts facilities and programs moving forward in the process to reopen.

The Executive Director noted that at the end of this week, we will be going into Phase 3 of the Governor's Plan. Management has been instructed that beginning June 1st; a plan will be put in place to phase-in full-time staff to begin working in the office. Hours staff will be in the office will differ as this will be dependent on the workload of each employee to reopen to the public. Staff will need time to get acclimated, meet with staff to develop and put plans in place for reopening and bring back employees as we move forward. Most full-time staff have their own work space and would not need to wear a mask, only where social distancing cannot be maintained. The Multi-Purpose Room will be used as a meeting room where staff are able to maintain social distancing guidelines.

The Superintendent of Parks and Facilities is currently completing an inventory to ensure sufficient stock of the needed personal protective equipment and cleaning supplies that will be needed to open to the public. A plan will be developed for the cleaning of rooms after being vacated. The Parks Department will most likely be involved in this process but it will be detailed within the plan.

The next phase, in addition to social distancing, wearing masks and hand-washing, Phase 3 includes one-on-one Personal Training, and groups of 10 or less to meet.

The Executive Director explained that Day Camp will not look like the camps of the past. Participants will stay with the same group and counselors throughout the day, there will be no mixing or interacting with other groups and participants will be required to wear masks. Parents will need to provide face masks or other personal protective equipment needed for their child.

The Executive Director explained further that Before and After Camp Care will no longer be an option; hours of camp have been extended from 8:00 am to 5:00 pm. Parents will need to register for weeks, as daily enrollments will no longer be taken as it would become increasingly more difficult to keep groups stagnant. Recreation Staff are looking at options and are meeting with other Park Districts to discuss numerous possibilities. There are many moving parts that need to be discussed and decisions to be made.

The Executive Director was asked if staff would be wearing masks. The Executive Director reiterated staff will start to be reintroduced back into the workforce on June 1st, and would not require staff to wear a mask, as the Park District facilities will not be open to the public. He explained that it has not been decided how this will be done, it may involve staggered shifts, number of days physically working in the office versus from home, etc.

Staff will most likely be required to wear a mask once the Park District is open to the public, but only when dealing with the public, in public areas and when social distancing cannot be maintained. 6-foot area markers will be put in both the Registration and Fitness areas.

The Executive Director discussed the procedures and protocols for those entering facilities. No temperature checks will be taken but it will be recommended for employees to self-check prior to coming into work. The Executive Director explained that a policy is to be put into place requiring employees to disclose if they have had the Coronavirus prior to returning to work. Along with the policy, there will be a checklist (developed by District 200) that employees are to follow that includes self-guided questions regarding symptoms to answer each day. If the employee does have any of the symptoms on the list, it is recommended the employee to stay home.

The Executive Director went on to explain Phase 3 of the Governor's Plan;

Pickle Ball and Tennis Courts can be opened in this phase. The Executive Director is looking to the Board for consensus to open those courts in Summerlakes and Kiwanis Parks.

Also, some Districts are opening their baseball fields if people abide by keeping in groups of 10 or less and continue to social distance. The Executive Director is also recommending the Board open the use of our fields for limited youth sports activities.

The question was asked how we are going to let people know the parameters of the usage. The Executive Director explained that the attorneys have advised that due to the Governor's Orders, it is understood that the message has been clearly communicated to everyone in Illinois. It is not mandated to post signs of closure.

It was the consensus of the Board to open the outside Pickle Ball and Tennis Courts along with the use of the Districts baseball fields following the guidelines of the Governors "Restore Illinois" Plan.

The Executive Director stated that the likely hood that Summer Daze will happen is low, as this falls in Phase 5 of the Governor's Plan. At the latest, a decision would need to be made at the June 18, 2020 Regular Meeting as staff will need to start the process to obtain a liquor license and other matters that would need attention. It was decided to postpone making a decision regarding the Summer Daze event to the Regular Meeting of the Board of Commissioners on June 18, 2020.

The Executive Director also reported that staff who attended the last TAC meeting reported that the City will cover those contracts that were put in place prior to April. The Executive Director also stated that staff will try to work with these same contractors for Summer Daze of 2021 if it is decided not to hold this event in August. He also stated that contracts in general will change, and the language included within them.

Officials & Staff Reports

President: **President Thornbury** thanked staff for hanging in there and working through this difficult times and crazy situation and appreciates all the hard work everyone has put into all of this and it is nice that we are talking about opening doors instead of closing them.

Commissioners: **Commissioner DiCianni** thanked the Parks Department staff, they are doing an absolutely beautiful job, along with all the full-time staff doing their jobs without participants. The web offerings seen with such positive messages are just beautiful and is nice to see. She likes the activities going on as well as the story time that Ruth provides. Commissioner DiCianni also congratulated Recreation Supervisor Ruth Brackmann on 27 years with the Park District. She thanked Executive Director for keeping everything together.

Commissioner Coons thanked staff for everything that is being done for the community as has always been done, going that extra step, and has heard great responses from the community for everything that is being done on social media. Commissioner Coons also thanked the Executive Director and stated that she could only imagine the pressure of having to deal with all that is going on. She thanked the Executive Director for doing an excellent job in handling everything and are so appreciative that he is in that position and taking the lead.

Commissioner Prater echoed all that is being said, and to keep up the good work.

Commissioner Wilkie reported that he logged into a meeting regarding the availability of \$25 million dollars in grants to accelerate work on planned public projects around the state. He stated that there were over 650 others, logged in and listening.

Commissioner Wilkie thanked staff for all they are doing, and stepping up to the plate this past two months, keeping a presence in the community and providing services through social media. He stated that with the Park District receiving over 200 surveys back within one day is a great sign for the Park District.

Executive Director: The **Executive Director** stated credit goes to all staff that have been working for the last 10 weeks, it shows the resiliency and the dedication of all the staff. There will be a new normal going forward but staff are willing to do what is needed. The community of Warrenville and our patrons have been open to what we have done during this time to bridge the gap. He expressed how incredible proud he is of staff and how honored he is in leading this agency. The Executive Director also stated he is looking forward to meeting again face to face.

Department Head Reports: The **Registration/Administrative Services Manager** wanted to high lite that getting the camp registration online was a feat, and took collaboration between Recreation and Registration staff to get it done and get it done quickly. She reported that staff are working with camp registrants to be available with any questions or concerns that they may have.

She reported that she has spoken with her staff and all are eager to get back to work and are dedicated to what is needed get the job done, whatever job that may be.

The Registration/Administrative Services Manager thanked the Board for their making all the decisions that they have made to help support staff during this time and this also includes the Executive Director.

The Superintendent Recreation/Safety Coordinator stated that Recreation Staff have been busy planning programs and everything that it entails; from fitness to camp to athletics. The Marketing and Special Events Coordinator has done a tremendous job in coordinating our online and social media presence during this crazy time.

He reported that the Firecracker 5K has been converted to a virtual race and is now taking registrations. Over a dozen have already registered.

The Superintendent of Recreation stated that it was reported to him that a daily average of nearly 50 kids have been enrolled for the first week of camp. Staff is still working and waiting on guidelines to come down from the Illinois Department of Public Health (IDPH) for camp.

The Executive Director has been in contact with the Superintendent of CUSD 200 Dr. Schuler to possible locations for camp along with utilizing our own facilities. Staff are looking at different ways to make camp viable even with all the restrictions that are required to have.

The Superintendent Parks and Facilities stated that it has been a challenging couple of weeks with all the rain. Due to the rain, Parks Staff were able to finish up areas that needed to be painted inside.

He also reported that J.A. Watts, the contractor for the Fitness Center and upper level remodel was at the Park District today to finish up the punch list of items needing to be completed. The Superintendent of Parks and Facilities reported that the roof of the vestibule needs to be completed and the two new outside entry doors stick. The hope is to have the renovation complete by mid-June.

Any Other Business that may properly come before the Board for Discussion Only: President Thornbury asked if Commissioners still felt the need to meet in two weeks or meet at the next regular schedule Board Meeting date, June 18, 2020. And, if everyone is ok meeting in the Multi-Purpose Room and comfortable wearing a mask.

It was the consensus of the Board to hold the next meeting at the scheduled date and time, June 18th, 2020 at 6:15 pm in the Upper Level Multi-Purpose Room to follow social distancing guidelines and keep the group size to under 10 individuals. If there are any drastic changes in the plan of action, a meeting can be called prior to June 18th.

It was asked that the Executive Director give an update on the reopening of FitnessNOW and the Park Districts 30th Anniversary event at the June Meeting. The Executive Director explained that there is a 30th Anniversary event scheduled later in the year and have not yet discussed if this will be postponed to a later date. All events scheduled will need to be looked at for postponement, this includes the scheduled camp entertainment and are looking at bumping "Movies in the Park" back to later in the summer.

The Executive Director explained that in current phase, Phase 3, allows one-on-one personal training and outside group fitness training in groups of less than 10. FitnessNOW will be able to be open to the public in the next phase, Phase 4 although social distancing will still need to be maintained. Once FitnessNOW opens there will be dedicated time for seniors, and FitnessNOW Members will need to reserve times in advance to use the fitness center to avoid exceeding the maximum number of individuals to maintain social distancing. During this phase we will be able to hold the Reopening of FitnessNOW.

All Recreation Supervisor have been asked to develop and put a plan, and how this will be implemented, dates, times, locations how social distancing will be maintained, and staff that will be involved.


Adjournment:

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

The Meeting Adjourned at 7:12 p.m.

Respectfully prepared and submitted by Penny Thrawl, Executive Assistant.

Approval



Barb Thornbury, President Date 6/18/20



Tim Reinbold, Secretary Date 5/18/20

Seal