



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on July 16, 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 – Absent
Commissioner Coons – 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
Sheri Potter, Marketing and Special Events Coordinator

Approval of the July 16, 2020 Regular Meeting Agenda:

MOTION: Commissioner Wilkie moved to approve the agenda for July 16, 2020 Regular Meeting Agenda.
Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

**4-Ayes, 0-Nays, 1-Absent (Prater)
ALL IN FAVOR. MOTION CARRIED.**

Public Comment: No public was in attendance.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Regular Board of Commissioners for June 18, 2020:

Approval of Closed Session Meeting Minutes of the Board of Commissioners for June 18, 2020 – Semi-Annual Review of Closed Session Minutes:

Approval of Closed Session Minutes of the Board of Commissioners for June 18, 2020 - Personnel

MOTION: Commissioner DiCianni moved to Approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for June 18, 2020, the Closed Session Meeting Minutes of the Board of Commissioners for June 18, 2020 – Semi-Annual Review of Closed Session Minutes and, Closed Session Meeting Minutes of the Board of Commissioners for June 18, 2020 - Personnel. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Prater - Absent

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nays, 1-Absent (Prater)

ALL IN FAVOR. MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner Wilkie moved to Approve the Financial Statements for the period Ending June 30, 2020. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Prater - Absent

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nays, 1-Absent (Prater)

ALL IN FAVOR. MOTION CARRIED.

Approval of Expenditure Report through June 30, 2020 in the Amount of \$140,238.81:

MOTION: Commissioner Coons moved to approve the Expenditure Report through June 30, 2020 in the Amount of \$140,238.81. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Prater - Absent

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

President Thornbury - Aye

4-Ayes, 0-Nays, 1-Absent (Prater)

ALL IN FAVOR. MOTION CARRIED.

Correspondence:

Warrenville Park District Land/Cash Donation from City of Warrenville: The Executive Director stated that to this point, the Park District has received \$1,656,788 in developer donations for the last fiscal year. The Executive Director explained that the Superintendent of Finance and Technology received notification from the City, that the Park Districts first quarter Land Cash Donation payment of an additional \$156,173.00 will be allocated to the Park District in the next few days. He stated that there are more developments in Warrenville and anticipates that number to stay strong for some time; September will be the next quarterly Land Cash Donation payment from the City.

These funds can be used for Capital Expenses, but as of date, has not been earmarked for particular projects. The Executive Director will speak with the Park District Attorney regarding if there are any limits to where the Developer Donation funds can be used for.

Unfinished Business:

Discussion and Response to COVID-19: President Thornbury requested that Board Members be given a handout from The Illinois Department of Public Health (IDPH) regarding Actions to Combat a Resurgence of COVID-19. IDPH expanded the regions to eleven that will allow for a more detailed approach in the recovery phase of the response to COVID-19 and now follow county lines to account for those counties that are in more than one region. This plan is to assist in preventing the uncontrollable spread and utilizes several layers of mitigations to combat a resurgence of COVID-19.

The Executive Director explained that State and Local Governments, through the CARES Act they have designated funds to different municipalities and different areas; DuPage County received \$1 million to be spread out amongst the 37 Park Districts.

The Executive Director explained that the Park District is gathering the documents needed for those related costs eligible for reimbursement and incurred expenses due to the public health emergency response to the COVID-19 pandemic. The total for each county is based on per capita; with our population being 12,890, the Park District is equates to \$15 to \$16 thousand. Eligible costs include public safety, public health, PPE materials, extra staffing, and more. The Park District will be submitting costs on a monthly basis with the hope that if costs reported are beyond what is allocated, there may be additional funds available.

The Executive Director stated that FitnessNOW has a ticketing system that has been implemented which is based on the square footage and social distancing guidelines that members need to adhere to. Members need to pre-register to keep the number of patrons below the required 10 individuals; the Executive Director stated that there has been a steady flow of patrons in the Fitness Center and gave an update of the programs available and activities taking place at the Park District.

The Executive Director stated that staff have done a great job and feels that those patrons that are coming into the facilities feel safe, which is also a testament to the steps and procedures that we have made.

The Executive Director also explained that District 200 has not decided on the use of the schools gyms for Park District programs

The Board and staff will need to discuss fall special events and how to handle these moving forward.

New Business:

Review and Signature of Post Issuance Tax Compliance Report: The Superintendent of Finance and Technology explained that there are four (4) Bond issues that are subject to this; 2012A and 2012B Bonds, 2015 Limited Tax Bonds and 2019 Limited Tax Bonds. In summary, no Board approval is needed, it is an annual requirement and in the best interest of the District to maintain sufficient records to demonstrate compliance to ensure the appropriate federal tax status for the Bonds or other bonds or debt obligations of the District.

As outlined in each of the reports, it is the recommendation of the Superintendent of Finance and Technology that the Treasurer of the Park Board sign the attached legal documents (prepared by Chapman and Cutler) "Post-Issuance Tax Compliance Report".

Discussion of the Workplace Transparency Act (WTA) Amending the Illinois Human Rights (IHRA) to Require Annual Harassment and Discrimination Prevention Training for Employees and Park Commissioners: The Executive Director explained that the Workplace Transparency Act (WTA) amending the Illinois Human Rights Act (IHRA) to require annual Harassment and Discrimination Prevention Training for employees and commissioners in accordance with ILCS 430/5-10.5 that requires beginning in 2020 each officer, member and employee must complete at least annually a harassment and discrimination program.

Within the Board Packet is directions on how to complete the PDRMA training. This training is approximately one hour and is self-guided with questions and a test to complete. When complete, please print or email your certificate to be included in your file

Discussion of Date(s) for the Annual Parks Tour: It was the consensus of the Board to schedule the Annual Parks Tour for September 17, 2020 at 5:15 pm, prior to the Regular Scheduled Board of Commissioners Meeting at 6:15 pm.

Discussion of Funding for Generator: The Superintendent of Parks and Facilities received and reported the approximate quotes for each of the three buildings; Recreation Center, WCB and Maintenance Shop.

The Board discussed the needs for a generator at the Park District and possible funding options. The Board discussed possibly waiting until the next City Park Task Force or to again request funds for this in writing, to the City Council. The Superintendent of Parks and Facilities is to obtain the actual costs for the purchase of a generator for each of the buildings. The Board could then vote and formalize a letter to City Council requesting funds for this purpose at the August 27th Regular Board Meeting.

Officials & Staff Reports

President: ***President Thornbury*** advised Commissioners that the Executive Director retroactive date to January 1, 2020 approved last month has been corrected to be retroactive to April 1, 2020 as the Executive Directors last contract ended March 31, 2020. President Thornbury also reminded Commissioners to complete the Executive Directors evaluation and submit to the Executive Director or Executive Assistant as this is required as part of the Distinguished Agency documentation criteria.

President Thornbury reminded Commissioners; if they receive complaints regarding involving personnel matters, they are to be directed to speak to the Executive Director. Give the Executive Directors contact information to the person and advise them to call the Executive Director and also get the person's name and contact information to pass along to the Executive Director.

President Thornbury also stated when the Board approved the Board of Commissioners General Practices Manual, it was approved with the understanding that this would be reviewed in June. President Thornbury submitted changes to the Executive Director, if he feels any of the changes are valid, he is to bring this back to the Board for review, discussion and approval. The Executive Assistant is to send this document electronically with the changes noted.

Commissioners: **Commissioner Wilkie** again thanked staff and the Executive Director for everything and is very appreciative. It is nice to see cars at the Park District and patrons coming and going.

He is looking forward to holding the Grand Re-Opening of Fitness.

Commissioner DiCianni thanked the staff for keeping the community interested and involved with the creative and different programming.

Commissioner Coons thanked staff and has seen a lot activities going on, campers out and about, and the counselors doing a great job and everyone seems really happy. Patrons who have come to the Park District have told her how cheerful and wonderful the staff have been. Commissioner DiCianni stated that she is very appreciative.

Executive Director: The **Executive Director** stated that he was asked to give an update to Commissioners regarding the Strategic Master Plan. The Executive Director stated that with these uncertain times, it is in the best interest to re-examine this in the winter or spring. It was explained that moving forward, staff have been told to be very conscious of the budget to make sure costs are necessary and feels what is being spent right now is all justifiable.

The Executive Director reported that the website is one of the capital items that is in desperate need of updating and has told staff that this is to be updated this fall with the hope of rolling out next year. Funds have been set aside for this capital project.

The Executive Director is glad that the Board has recognized staff are doing a great job with programs and classes, making the facilities safe, getting our message out there, for being creative with classes, keeping our parks clean and looking good, being transparent and professional.

The vestibule roof is still not resolved. Williams has now started to pass on expenses to the Park District, to pass onto the contractor J.A. Watts. The Park District Attorney has been involved in the discussions to get this resolved. The Executive Director stated that this project is still within the budget amount, but strongly feels this is not something that the Park District should pay for and will continue to work with all parties to come to a resolution.

The Executive Director reported that with the extended hours in FitnessNOW and some recreation classes starting back up, staff are slowly being called back to work as needed.

Department Head Reports: The **Superintendent of Finance and Technology** explained that the Auditors will be at the September Board Meeting.

The **Registration/Administrative Services Manager** stated that it is nice to be back and to see staff and patrons in the building.

The Superintendent of Parks and Facilities stated that this past weekend there was what seemed to be a leak in the Fitness Exercise Room. After looking more closely, it was found that because of the humidity, and a clogged condensate drain line, it caused the condensation to build up within the insulated ducts which then leaked. Minor damage was caused to the flooring.

The Superintendent Recreation/Safety Coordinator stated that a new program "Boredom Busters" is starting next week. The Marketing and Special Events Coordinator created weekly "Boredom Buster Bags" for parents to pick up for their kids to keep the kids from getting bored with a fun weekly themed Boredom Buster Bags. Each bag will include crafts, activities, coloring pages, a link to a pre-recorded story time and a snack. The bags are designed for ages 3-8 and are \$15 each, \$10 for a sibling.

The Superintendent of Recreation/Safety Coordinator also reported on Summer Camps, Softball Leagues and Outdoor Fitness Classes.

Any Other Business that may properly come before the Board for Discussion Only: The Executive Director told the Board that this month is "National Parks & Rec Month" and tomorrow is "Park and Rec Professionals Day" Park. Lunch was provided for staff today and Bundt Cakes are for the Board Members and staff present.

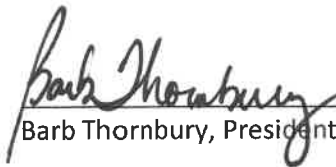
Adjournment:

**MOTION: Commissioner Wilkie moved to adjourn. Seconded by Commissioner Coons.
Voice Vote: 4-Ayes, 0-Nays, 1-Absent (Prater). MOTION CARRIED.**

The Meeting Adjourned at 7:03 p.m.

Respectfully prepared and submitted by Penny Thrawl, Executive Assistant.

Approval


Barb Thornbury, President 8/27/20
Date


Tim Reinbold, Secretary 8/27/20
Date

Seal