



Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on August 27, 2020

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Prater – Audio
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/Assistant Board Secretary
Gregg Ireland, Superintendent of Parks and Facilities
Matt Odom, Superintendent of Recreation/Safety Coordinator
Sheri Potter, Marketing and Special Events Coordinator

Approval of the August 27, 2020 Regular Meeting Agenda:

MOTION: Commissioner Wilkie moved to approve the Regular Meeting Agenda for August 27, 2020. Seconded by Commissioner Coons.

Roll Call Vote:

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

Commissioner Prater - Audio/No Vote
Commissioner DiCianni - Aye

4-Ayes, 0-Nays, 1- Audio/No Vote (Prater)
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 Commissioners for July 16, 2020:

MOTION: Commissioner DiCianni moved to Approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for July 16, 2020. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Prater – Audio/No Vote

4-Ayes, 0-Nays, 1- Audio/No Vote (Prater)
ALL IN FAVOR. MOTION CARRIED.

Financial Reports:

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

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

Roll Call Vote:

Commissioner Wilkie - Aye
Commissioner Prater – Audio/No Vote
President Thornbury - Aye

Commissioner DiCianni - Aye
Commissioner Coons - Aye

4-Ayes, 0-Nays, 1-Audio/No Vote (Prater)
ALL IN FAVOR. MOTION CARRIED.

Approval of Expenditure Report through July 31, 2020 in the Amount of \$108,021.11:

MOTION: Commissioner Coons moved to approve the Expenditure Report through July 31, 2020 in the Amount of \$108,021.11. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye
Commissioner Prater – Audio/No Vote
President Thornbury - Aye

Commissioner Wilkie - Aye
Commissioner Coons - Aye

4-Ayes, 0-Nays, 1-Audio/No Vote (Prater)
ALL IN FAVOR. MOTION CARRIED.

Correspondence:

Illinois Arts Council Agency Award Grant (IACA) of \$3000 for Emergency Relief Fund: The Executive Director explained that the Superintendent of Recreation/Safety Coordinator and the Recreation Supervisor found and applied for this Emergency Relief Fund Grant. The IACA designed a grant program to expedite the distribution of these critical funds. The Emergency Relief Funds program will be carried out through one-time grants to eligible nonprofit arts and cultural organizations. A grant of up to \$3,000 would be available to organizations who have received an IACA Program Grant, within the last three fiscal years. These funds are to be used for: Salary support (full or partial) for one or more individuals; Fees for artists and/or contractual personnel and; Facility costs, such as rent and utilities. The Emergency Relief Funds support expenses occurring between June 15th and September 30, 2020.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director noted that there have been minimal changes in the regulations from last month except starting on August 15th the Park District was somewhat effected with athletic programming after the release of its new All Sports Policy. Sports activities that are held indoors, participants are required to wear a masks while inside.

The Executive Director updated the Board on the programs and events that are taking place, staffing, and any specific protocols that are needed to run the programs; the Fitness Center continues to schedule members for workout times. The Executive Director expressed that overall people have been very receptive to all the regulations that are in place.

The Executive Director reported that the contracts have been revised to include language that in the event that either party shall be prevented from the performance of any act by Force Majeure and **not the fault of the party, then the performance of such act shall be excused for the period of delay.**

President Thornbury spoke regarding COVID-19 numbers and the Resurgence Program.

Discussion of Funding for Generator: The Superintendent of Parks and Facilities stated that he received an approximate cost of \$36,180 to purchase a generator for the Recreation Center and \$29,850 for the Community Building. The quotes do not include installation and labor which could run approximately \$10,000/\$12,000 for each building.

A quote was also received for the Curtis Street Shop but feels that it is not necessary as they could still function without power. If the Board decides to move ahead with the purchase of a generator(s), the first step would be to call the electrician for a quote on the cost of installation and hookup for each of the buildings.

Commissioner Prater suggested that the Board request to utilize approximately \$150,000 of the Park District's developer donations that the City is keeping for their trailhead project to purchase these generators to provide a safe place for the community in case of an emergency.

President Thornbury suggested that the Park District could utilize the developer donations that have already been received for the purchase of these generators as they have not been earmarked for a specific capital project. The Park District could then justify utilizing those developer donations that the City is holding for other Park District capital projects and explain the understanding of the City's vision for these funds is different than the Park Districts as the Park District feels the safety of the citizens of this town is more important than a bike trail, more importantly, other capital projects had to be put on hold for the purchase of the generators.

The building capacity was discussed, along with being a Heating and Cooling Center.

Commissioner Coons stated that the costs for the generator should not be only the responsibility of the Park District, other governmental agencies that are also a heating and cooling center should help fund this, especially if not providing heating and cooling services to the citizens of Warrenville as agreed. Commissioner Coons suggested the letter should be sent stating that this request is based on factual events that have taken place and feel as an organization, looking at what had transpired last year with the Park District being the only warming center open, the purchase of generators is needed.

President Thornbury stated that when the next City Park Task Force is scheduled, the purchase of these generators is to be included on the agenda again for discussion.

MOTION: Commissioner Wilkie moved to Direct Staff to Formalize a Quote for the Purchase and Installation of Generators for both the Community Building and Recreation Center to

include gas and electrical upgrades and any additional infrastructure that may be necessary. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Prater - Audio/No Vote
Commissioner DiCianni - Aye
President Thornbury - Aye

Commissioner Coons - Aye
Commissioner Wilkie - Aye

4-Ayes, 0-Nays, 1-Audio/No Vote (Prater)
ALL IN FAVOR. MOTION CARRIED.

New Business:

Review and Approval of Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program:

MOTION: Commissioner Wilkie moved to approve of the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program. Seconded by Commissioner DiCianni.

The Executive Director explained the purpose of the agreement is to establish a contractual relationship between the County and Park District with regards to the proposed reimbursement of expenses associated with the coronavirus emergency from federal CARES ACT funds.

Roll Call Vote:

Commissioner DiCianni - Aye
Commissioner Prater – Audio/No Vote
President Thornbury - Aye

Commissioner Wilkie - Aye
Commissioner Coons - Aye

4-Ayes, 0-Nays, 1-Audio/No Vote (Prater)
ALL IN FAVOR. MOTION CARRIED.

Officials & Staff Reports

President: President Thornbury thanked staff for their patience and efforts during this unprecedented time.

President Thornbury stated that she feels that there is a gray area with Commissioners volunteering for Park District events and programs. It was explained that the Board has one employee, the Executive Director and their job is to oversee budgets and set policy. Because Warrenville is a small community, Commissioners used to fill gaps when needed at Park District events and programs. There is a lot of value to Commissioners being present and being seen in the public at these events. This gray area is where Commissioners could overstep their positions.

President Thornbury requested that the Executive Director report to the Board on a quarterly basis on the events and programs that would be taking place. Commissioners would go through the Executive Director to volunteer for events and/or programs and not reach out to other staff. This document would be distributed to the Board within a public format and ensure that all Commissioners receive the same communication.

Commissioners: Commissioner Coons thanked both the Marketing and Special Events Coordinator and the Superintendent of Parks and Facilities for the front window display, it is very nice.

Commissioner Prater stated that she liked President Thornbury's idea and thanked the Executive Director for reporting this on a quarterly basis.

President Prater also stated that she is looking forward to Art on the Prairie, as long as CDC guidelines can be met, as it is one of her favorite events.

Commissioner Wilkie thanked staff for their innovative ways of providing recreation programs to Warrenville and in keeping the public's interest.

Commissioner DiCianni thanked the staff for all the extra hard work in pulling all the programming together.

Executive Director: The **Executive Director** stated that Art on the Prairie vendors will be spaced 10 feet apart to ensure social distancing guidelines, and will require the wearing of a mask. There will be a color coding system to assist the event runs in a safe manner: If a section is "green", people are able to come and go; if "yellow", nearing capacity for area and; "red" means that section is at capacity.

There are currently sixteen vendors and have reduced the amount of bands at the event. A square grid will be painted to assist patrons to stay within distancing guidelines while listening to the bands.

Fall Fest will be different this year, there will be a parade through town, a ghost hunt and fun activities throughout the month. Winter events and programs are now being looked at for revisions that would be needed to keep within CDC guidelines.

The Executive Director stated that he and the Executive Assistant/HR Manager is in the process of putting election packets together for the Consolidated Election being held on April 6, 2021. There are three (3) Commissioner full 4-year term seats up for re-election. Packets for the seat of Park Commissioner can be picked up at the Recreation Center starting on September 12, 2020 from 9am to 4pm. The first day to circulate petitions is September 22, 2020 and the filing of nomination papers begins December 14th through December 21, 2020.

Department Head Reports: The **Superintendent Recreation/Safety Coordinator** stated that the Park District has had multiple internal meetings with District 200 administrative staff to formulate a plan for the Park District to host before and after care programs at Park District facilities for students kindergarten through 5th grade as it was initially thought that there would be a need for these services.

Program "Club Rec" was developed, which has the same hours and cost as District 200 has for these same services. The first week (week of August 31st), there was not enough interest to run this program and was cancelled. This program will be offered through the month of September to see if the need increases. The Superintendent of Recreation/Safety Coordinator stated that if remote learning were 100% for grades kindergarten through 5th grade, this program would be needed, accommodations and adjustments would be made to the program if needed to provide this service to residents of Warrenville.

The Youth Fall Soccer Program currently has 115 participants enrolled, with last year total being a total of 175. Adjustment were

made due to the mandate that all sports games against different teams will not be allowed, scrimmages will be played within their own teams to maintain static groups.

The Brew Trot is scheduled for October 3rd, with 90 participants already registered. Specifics will need to be looked at to stay within the CDC guidelines.

The ***Superintendent of Parks and Facilities*** informed the Board that Parks Technician Joe Czerwinski resigned, his last day was August 14th. It was decided that this position would not be filled at this time and will be relooked at in the spring.

The ***Marketing and Special Events Coordinator*** stated that "Movies in the Park" and "Lunchtime Live" were able to be run. The Superintendent of Parks and Facilities painted 10 foot x10 foot squares, 10 feet apart to assist groups/families in maintaining social distancing.

The last "Lunchtime Live" finished today, with a total of 365 in attendance that registered during the three (3) weeks. "Movies in the Park" totaled 665 in attendance with the last movie showing tomorrow night. The Marketing and Special Events Coordinator stated she has received positive feedback from both events.

The Marketing and Special Events Coordinator told the Board if they have not yet seen the new FitnessNOW website, to log on and do so. This was built with the intention to increase our visibility and position on Google and easier to navigate.

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

Adjournment:

**MOTION: Commissioner Wilkie moved to adjourn. Seconded by Commissioner Coons.
Voice Vote: 4-Ayes, 0-Nays, 1- Audio/No Vote (Prater). MOTION CARRIED.**

The Meeting Adjourned at 6:58 p.m.

Respectfully prepared and submitted by Penny Thrawl, Executive Assistant.

Approval

 9/17/20
Barb Thornbury, President Date

 9/17/20
Tim Reinhold, Secretary Date

Seal