



Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on September 17, 2020

Call to Order:

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

Pledge of Allegiance:

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

Others Present: Tim Reinbold, Executive Director/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 September 17, 2020 Regular Meeting Agenda:

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

Roll Call Vote:

Commissioner DiCianni - Aye	Commissioner Coons - Aye
Commissioner Wilkie - Aye	Commissioner Prater - Aye
President Thornbury - 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 Regular Meeting Minutes of the Board of Commissioners for August 27, 2020:

MOTION: Commissioner Wilkie moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for August 27, 2020. Seconded by Commissioner DiCianni.

President Thornbury stated that on Page 3, under the heading of "Discussion and Response to COVID-19", the 3rd paragraph should be revised to read that the "Force Majeure" statement was updated in all contracts moving forward. Remove "reason of God" and replace with "Force Majeure".

The Executive Director explained that this is a common clause in contracts that essentially frees both parties from liability or obligations when an extraordinary event or circumstance beyond the control of the parties occurs and only suspends the performance for the duration of the force majeure.

AMENDED MOTION: Commissioner Wilkie moved to amend the Motion to approve the Consent Agenda with the removal of "reason of God" and replace with "Force Majeure". Seconded by Commissioner DiCianni.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Wilkie - Aye

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

Financial Reports:

Approval of Financial Statements for the period ending August 31, 2020:

MOTION: Commissioner Prater moved to approve the Financial Statements for the period ending August 31, 2020. Seconded by Commissioner Wilkie.

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.

Approval of Expenditure Report through August 31, 2020 in the Amount of \$81,869.75:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through August 31, 2020 in the Amount of \$81,869.75. Seconded by Commissioner DiCianni.

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.

Correspondence:

WDSRA Foundation Donation of \$300 Thank You: Information Only.

2020 Warrenville Park District Special Event Listing: The Special Event Listing will be compiled on a quarterly basis. The Executive Director also stated that the staff person responsible for the event is now listed in this document.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director noted that there have not been many changes since the last Board Meeting although Fitness hours have been expanded to close at 8:00 pm Monday through Friday beginning October 1st, 2020. President Thornbury stated Friday of last week, DuPage County was in the “Warning” level but has since been removed from “Warning” list.

President Thornbury asked, because the District is not providing the amount of programs that it normally would, and are not utilizing the funds for Special Recreation Programming Aides, if the surplus of Special Recreation Funds carried over, can these surplus of funds be available for ADA upgrades that may be needed?

The Superintendent of Finance and Technology stated that funds not utilized in the Special Recreation Fund, would be carried over to the next fiscal year and could be used for ADA projects although this would need to be included in the budget.

Discussion of Funding for Generator: The Superintendent of Parks and Facilities reviewed the quote with the Board that was requested and received from Independence Renewable Energy LLC (IRE) for the purchase and the installation of the Recreation Center and Community Building generators.

The Executive Director explained that to purchase and install the generators in this fiscal year, an amendment to the 2020-2021 Fiscal Year Budget would need to be brought before the Board for approval.

The Superintendent of Parks and Facilities explained that a lead time of three (3) months would be needed for the delivery of the generators. He also explained that the buildings would need to be closed for approximately two (2) days for the installation of the generators and suggested this could be scheduled for fiscal year 2021-2022 in the spring or early summer.

It was suggested to reach out to DuPage County for any possible government funding assistance that may be available.

It was the consensus of the Board to bring this before the Board in October for discussion and approval for staff to move forward in obtaining bids.

New Business:

Audit Presentation – Lauterbach and Amen: Don Shaw from Lauterbach and Amen reviewed and explained the 2019-20 Fiscal Year Audit Report to the Board.

The Warrenville Park District was again awarded the Certificate of Achievement for Excellence in financial reporting for its comprehensive annual financial report for the fiscal year 2019. The Park District will again be applying and expect to receive this certification for Fiscal Year 2020.

The Independent Auditor Report from Lauterbach and Amen has given the Park District an unqualified opinion again this year, which is the highest opinion received. This states that no issues were found with the financial statements, and no issues with internal controls.

The financial statements referred to, present fairly, in all material respects, the respective financial position of the District activities, each major fund, and the aggregate remaining fund information of the Park District as of April 30, 2020, and the respective changes in financial position for the year ended in accordance with accounting principles generally accepted in the US.

The Management Letter includes current, new and prior recommendations and Management responses. During the year-end audit procedures, it was noted that the District has a capital asset threshold of \$1,000, which is low for a District the size of Warrenville. It was recommended that the District review and update the capital asset policy and that a more appropriate minimum threshold be established by category, ranging from \$2,500 to \$50,000, as the Board and Superintendent of Finance and Technology deem appropriate.

The capital asset policy should also establish standard depreciation methods and useful lives to be applied to specific categories of assets. The policy should address location of assets, tagging, physical access and security and frequency of periodic inventories. Management acknowledges this comment and will discuss changes to the capital asset policy with potential modifications in the coming year.

Review and Acceptance of 2019-2020 Annual Audit Report:

MOTION: Commissioner Wilkie moved to accept the 2019-2020 Annual Audit Report. Seconded by Commissioner Prater.

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.**

Review and Approval of Updated Intergovernmental Agreement of 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 Prater.

The Executive Director explained that this document is the same document that was approved at the August Board of Commissioners Meeting, but has been revised by the County and approved and signed by the DuPage County Board. Once approved by the Board of Commissioners, an original is to be signed, sealed and sent to the designated addresses within the document.

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 Ordinance 2020-08; An Ordinance Establishing Rules Governing Audio or Video Participation at Meetings of the Board of Park Commissioners of the Warrenville Park District, DuPage County, Illinois:

MOTION: Commissioner Wilkie moved to approve Ordinance 2020-08; An Ordinance Establishing Rules Governing Audio or Video Participation at Meetings of the Board of Park Commissioners of the Warrenville Park District, DuPage County, Illinois. Seconded by Commissioner DiCianni.

The Executive Director spoke with the Park District Attorney in regards to the wording in Section 2; Closed Meeting and Section 5; Temporary Waiver of Restriction. The Park District Attorney advised to remove “closed session” from Section 5

AMENDED MOTION:

Commissioner Wilkie moved to approve Ordinance 2020-08; An Ordinance Establishing Rules Governing Audio or Video Participation at Meetings of the Board of Park Commissioners of the Warrenville Park District, DuPage County, Illinois, with the removal of “closed session” under Section 5; Temporary Waiver of Restriction. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

Commissioner Wilkie - Aye
Commissioner Prater - Aye

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

Review and Approval of Updated Board of Park Commissioners General Practices Manual:

MOTION: Commissioner Wilkie moved to approve of the Updated Board of Park Commissioners General Practices Manual presented and with changes. Seconded by Commissioner Prater.

President Thornbury apologized to Commissioners and staff for overstepping boundaries at the August Board Meeting by directing staff and is beyond the responsibilities of a Commissioners. It was explained that some of the confusion has come from Commissioners General Practice Manual. For her, there is a gray area of how Commissioners are to volunteer, if Commissioners are to not to go directly to staff, which was causing the confusion.

President Thornbury stated that she and the Executive Director met to review and discuss the manuals within the Board packet and the interpretation of the contents.

The Executive Director spoke with the Park District Attorney regarding the directing staff and the volunteering of Commissioners at events. The Park District Attorney explained that Commissioners can volunteer as much as they want but when a Commissioner volunteers, they are acting as a volunteer and not a Commissioner. Commissioners are not to interfere with the day-to-day operations.

The Board reviewed the Commissioners General Practices Manual.

- 9.28 Board/Staff Relations; revision of the wording to include “for any “staffing” issues”
- 9.30.1 Facebook Guidelines; the Board discussed the interpretation of the wording. It was the consensus of the Board to leave the wording as is, no changes needed

- 5.3 Effective Meetings; remove the first sentence and remove the word “These” from the second sentence and change the word “shall” to “could”.
- 5.6 Preparation of the Agenda; 2nd paragraph, as this is no longer a practice - Remove “as well as a Treasurer’s Report showing the financial condition of the District.”
- 6.4 Treasurer; remove 3rd sentence, as this is no longer a practice. –“The Treasurer shall, with the cooperation of the Director, report to the Board monthly, with all the receipts, and disbursements and to submit such financial statements and detailed information as may be required by the Board.”
- 7.3 Secretary; change “April” to “May” and “March 31” to “April 30th” as the Board appoints the Board Secretary annually in May.
- 9.12.1. Required Training; b. Harassment and Discrimination Prevention Training; add “annually” to the end of the paragraph.
Remove 1st Bullet as this is stated in the 1st paragraph.
- 9.25 Ethics; President Thornbury asked that the Executive Director inquire if Ordinance 2004-03, the Ethics Ordinance needs to be brought back to the Board for revisions.
- 4.15 General Practices Manual Review; change “4/5” to “majority” to read: “Revision shall be by majority vote of the Board”.
- 9.12 Training; Commissioner Coons explained that if a Commissioner wanted to attend a conference outside of the 600 mile radius could they pay the difference in cost to attend. Commissioner Coons requested an estimate as to the difference in the cost for a Commissioner to attend a conference outside of the 600 miles compared to those that are within the 600 mile radius.
The Executive Director stated that the Board is required to approve those that are attending conference or training.
2nd paragraph, 1st sentence – remove “three (3)” and “when it is within a 600 mile radius of Warrenville”, and “two (2) Board Members to attend”. It is to read: “Annually the District shall establish a budget allowance that permits Board Members to attend the annual National Park and Recreation Association’s National Conference, and the Illinois Association of Park Districts and Illinois Parks and Recreation Association’s State Conference”.
2nd paragraph, last sentence is to be removed.
3rd paragraph is to be removed as it is no longer applicable.
- 9.14 Recognition; is to be removed
- 9.19 Tree Donation Recognition; this is to be removed.
- 4.0 Responsibilities of the Board; Add sentence to last paragraph of heading; “Annually, in May, each Board Member is to sign the Code of Conduct.” This would remind Commissioners of their responsibilities and the code of ethics.

AMENDED MOTION: Commissioner Wilkie moved to approve of the Updated Board of Park Commissioners General Practices Manual with changes as discussed. Seconded by Commissioner Prater.

Roll Call Vote:

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

Commissioner Wilkie - Aye
Commissioner Prater - Aye

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

Review and Approval of Updated Warrenville Park District Safety Manual:

MOTION: Commissioner Wilkie moved to approve of the Updated Warrenville Park District Safety Manual as presented with changes. Seconded by Commissioner Prater.

9.07 Level I; 1) Cleaning and Supplies – d) add “tables and bathrooms” to the bulleted list of Perform routine cleaning and extra sanitation of key touch point areas.

Roll Call Vote:

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

Commissioner Prater - Aye
Commissioner Coons - Aye

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

Review and Approval of Updated Warrenville Park District Crisis Manual:

MOTION: Commissioner Prater moved to approve of the Updated Warrenville Park District Crisis Manual as presented with changes. Seconded by Commissioner DiCianni.

Page 6 – change “District Attorney” to “Warrenville Park District Attorney, Thomas Hoffman”.

Section III. - The Pandemic Continuity of Operation Plan – COVID-19, Page 21; Remove “- COVID-19” from title

This is to be revised to reflect and provide general pandemic information with general terms.

The Executive Director explained that a more detailed document would need to be developed with the specific details of each pandemic (as each will be different) and would consist of assumptions, and information regarding the spread, treatment and the preventive action to take.

AMENDED MOTION: Commissioner Prater moved to approve of the Updated Warrenville Park District Crisis Manual as presented with changes. 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.

Review Examples of Executive Director Yearly Performance Appraisal Document: The Board reviewed the examples of Performance Appraisal documents. It was the consensus of the Board that each Commissioner is to review the examples and document their thoughts on each prior to the October 15th Regular Board Meeting.

The Review and Approval of the Executive Director Yearly Performance Appraisal Document is to be included on the October Agenda under Unfinished Business.

Discussion and Response of September 17th, 2020 Commissioner Parks Tour: Commissioner Wilkie commended the Superintendent of Parks and Facilities for keeping the parks looking maintained and cared for.

Two items/issues were found and noted; the peeling of paint at Kiwanis and Lions Park Shelters and fallen wooden boards of the port-o-let enclosure at the VFW Field. The Superintendent of Parks and Facilities explained that the painting of the Lion's and Kiwanis shelters are scheduled to be completed in the fall. He also explained that the port-o-let enclosure at VFW is one of four that the Parks Department is hoping to get completed in the next couple weeks.

Officials & Staff Reports

President: **President Thornbury** had nothing to report.

Commissioners: **Commissioner Prater** stated that she is looking forward to Art on the Prairie.

Commissioner Wilkie stated to "keep up the good work".

Commissioner Coons thanked staff for everything they do, and is looking forward to the Art on the Prairie event, as well as the last "Movie in Parks".

Commissioner DiCianni stated that the aftermath of all the outdoor programming has been phenomenal, the parks are so clean and really look very nice. She was happy to hear that the Registration/Administrative Services Manager was getting annual housekeeping completed. Commissioner DiCianni also stated that the outdoor programming is really looking good with the increased numbers in Pickleball, the addition of a Wiffleball Home Run Derby Event and the Volleyball Intra-Squad Scrimmages. She also stated she was impressed to see the Recreation Supervisor step up to fill a gap, to not lose programming.

Executive Director: The **Executive Director** stated that next Thursday, September 24th the Park District will be celebrating its 30th Anniversary Celebration at Cerny Park from 6 to 7:30 pm, followed by the Movies in the Park, which will be Home Alone, as it is their 30th Anniversary also.

Department Head Reports: The **Registration/Administrative Services Manager** reported that the declines in payment have decreased.

The **Superintendent of Finance and Technology** had nothing to add. The Executive Director and the Board thanked the Superintendent for taking the minutes while the Executive Assistant/HR Manager is out of the office.

The **Superintendent of Recreation/Safety Coordinator** reported that the Art on the Prairie is this weekend and the 30th Anniversary Celebration will be held next Thursday.

The **Superintendent of Parks and Facilities** stated that, like every fall it is a busy time in the Parks Department with soccer, softball festivals, and events, while also having a vacant position.

He also reported that Parks Staff pressure washed and cleaned the outside brick walls of the Recreation Center. Staff also scrubbed and pressure washed the remaining green awnings, and retaining wall around the Recreation Center.

The ***Marketing and Special Events Coordinator*** stated that “Movies in the Park” is full with 55 families (269 individuals) registered. There will be free Kona Ice and giveaways and is currently working on acquiring a couple food trucks to be there.

Also, there is a blood drive scheduled on Thursday, September 29th from 2:30 to 6:30 pm in the Community Building Gym, if you would like to donate and receive COVID-19 antibody blood test at no cost. The results of the antibody blood test will be mailed to individuals in approximately two weeks.

The Marketing and Special Events Coordinator also informed the Board that a recreation staff are putting together a “Warrenville Silly Walk” out at Summerlakes Park. There will be signs posted along the path from the pavilion to the Challenge Course that consists of eight (8) stations; walk like an elephant, walk your silly walk. Staff will be performing a demo to post on social media. This is reminiscent of the iconic Monty Python sketch.

Any Other Business that may properly come before the Board for Discussion Only: No

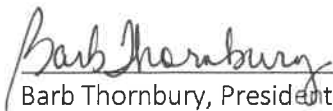
Adjournment:

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

The Meeting Adjourned at 7:56 p.m.

Respectfully prepared and submitted by Penny Thrawl, Executive Assistant.

Approval

 10/15/20
Barb Thornbury, President Date

 10-16-20
Tim Reinbold, Secretary Date

Seal