

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD  
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON  
MARCH 24, 2020 VIA CONFERENCE CALL**

**CALL TO ORDER/ROLL CALL**

President Wright called the meeting to order at 7:02 p.m. On the conference call were Commissioners Rick Brogan, Adriana Armstrong, Richard Janiec and Raees Yawer, along with staff members Executive Director Jeff Janda, Superintendent of Parks & Planning Ian Pickett, Superintendent of Recreation Steve Muenz, Administrative Assistant Elizabeth Sampson and Finance Manager Sherri Harry.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTION OF GUESTS**

None.

**TOPICS FROM THE FLOOR**

None.

**APPROVAL OF THE AGENDA**

Commissioner Janiec moved approval of the agenda as presented and Commissioner Yawer seconded the motion.

A voice vote was unanimous for approval; motion carried.

**FINANCE REPORT**

**A. Monthly Expenditures/Payroll**

Commissioner Janiec asked about the propane tank cage and Superintendent of Parks & Planning Pickett responded that it is required for safe and secured outdoor storage of propane.

Executive Director Janda said that it is an OSHA requirement.

**B. Appointment of Authorized IMRF Agent Resolution # 2020-03-03-R**

There were no questions or comments.

Commissioner Janiec moved approval of Sherri Harry, Finance Manager, as the authorized IMRF agent Resolution # 2020-03-03 – R and Commissioner Yawer seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye

Commissioner Brogan – Aye

Commissioner Armstrong – Aye

Commissioner Yawer – Aye

President Wright – Aye

Motion carried.

- C. Authorization for Purchase of 2020 Ford F-350 Chassis Cab and Knapheide 6108-2 Service Body**  
Commissioner Armstrong asked if this purchase was in the current year Capital Improvement budget and Executive Director Janda said it is and didn't know why it wasn't purchased earlier in the year.

Commissioner Yawer moved approval of the purchase of 2020 Ford F-350 Chassis Cab and Knapheide 6108-2 Service Body at a cost not to exceed \$46,340.00. President Wright seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye  
Commissioner Armstrong – Aye  
President Wright – Aye

Commissioner Brogan – Aye  
Commissioner Yawer – Aye

Motion carried.

- D. Authorization for Purchase of 2020 Ford Police Interceptor AWD Hybrid**  
Executive Director Janda said that this vehicle will be added to the fleet as a daily vehicle for Superintendent of Parks & Planning Pickett and also for use as a transport vehicle for staff traveling to seminars. He also stated that both vehicles have to be ordered by early April so we receive the pricing through the Suburban Joint Purchasing Program.

Commissioner Yawer moved approval of the purchase of 2020 Ford Police Interceptor AWD Hybrid at a cost not to exceed \$35,010.00. Commissioner Armstrong seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye  
Commissioner Armstrong – Aye  
President Wright – Aye

Commissioner Brogan – Aye  
Commissioner Yawer – Aye

Motion carried.

- E. Authorization for Declaration of Surplus Equipment Ordinance # 2020-03-01-O**  
There were no questions or comments.

Commissioner Yawer moved approval of Ordinance # 2020-03-01-O: Declaration of Surplus Equipment and Commissioner Armstrong seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye  
Commissioner Armstrong – Aye  
President Wright – Aye

Commissioner Brogan – Aye  
Commissioner Yawer – Aye

Motion carried.

## **POLICY & PLANNING REPORT**

- A. Active Duty Military Support Policy Resolution # 2020-03-01-R**

Commissioner Armstrong asked what the difference is between a Coast Guard and a National Guard?

Executive Director Janda responded that the Coast Guard is under the Department of Homeland Security and the National Guard is under the Department of Defense.

Commissioner Armstrong moved approval of the Active Duty Military Support Policy Resolution #2020-03-01-R and Commissioner Yawer seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye  
Commissioner Armstrong – Aye  
President Wright – Aye

Commissioner Brogan – Aye  
Commissioner Yawer – Aye

Motion carried.

**B. Retirement Resolution: 2020-03-02-R**

Executive Director Janda informed the Board that Attorney Jim Rock retired on February 29, 2020.

Commissioner Brogan moved approval of the Retirement Resolution: 2020-03-2-R commending the retirement of Attorney Jim Rock. Commissioner Yawer seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye  
Commissioner Armstrong – Aye  
President Wright – Aye

Commissioner Brogan – Aye  
Commissioner Yawer – Aye

Motion carried.

**C. Awarding of Commissioner's Park Renovation Contract**

Commissioner Janiec said that there have been two people that were concerned about people cutting through their yards to the park and that he already had talked to Superintendent of Parks & Planning Pickett about this issue.

Executive Director said that we would address this issue outside of the contract.

Commissioner Janiec moved approval of awarding the contract to Integral Construction at a cost not to exceed \$1,591,506.00. Commissioner Brogan seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye  
Commissioner Armstrong – Aye  
President Wright – Aye

Commissioner Brogan – Aye  
Commissioner Yawer – Aye

Motion carried.

**APPROVAL OF CONSENT AGENDA**

Approval of:

- A. Minutes of the Regular Board Meeting of February 25, 2020;
- B. February 2020 Financial Statements;

- C. February 15 – March 16, 2020 expenditures totaling \$241,637.82;
- D. IMRF payment for February, 2020 totaling \$19,228.45;
- E. February 14<sup>th</sup> and February 28<sup>th</sup>, 2020 payroll and payroll taxes totaling \$182,009.84;
- F. P-Card payments for February, 2020 totaling \$27,767.76.

Commissioner Janiec moved approval of the consent agenda and the motion was seconded by Commissioner Yawer. Vote on the motion:

Commissioner Janiec – Aye  
 Commissioner Armstrong – Aye  
 President Wright – Aye

Commissioner Brogan – Aye  
 Commissioner Yawer – Aye

Motion carried.

**CORRESPONDENCE**

None.

**DEPARTMENTS & DIRECTOR’S REPORT**

- A. Executive Director Janda informed the Board that it was just decided that landscapers are essential employees.
- B. Executive Director Janda said that the Recreation staff are working at home doing online trainings, league schedules, cleaning up RecTrac and other various projects.
- C. Executive Director Janda said that no one who is on EFT will be charged this month.

Commissioner Brogan wanted to know that the HVAC and Park Place pool will be running fine and Executive Director Janda responded that staff will still be checking on it daily.

**COMMISSIONERS’ REPORT**

- A. Commissioner Yawer said that everyone should stay home and be safe.
- B. Commissioner Janiec stated that he was very disappointed with the program guide as it had a lot of errors in it.
- C. Commissioner Janiec also mentioned that his wife lost her job and his brother was having health problems.
- D. Commissioner Brogan said that he hopes everyone stays safe and try to get through this.

**PRESIDENT’S REPORT**

- A. President Wright said that Executive Director Janda already had a plan in place when we had to shut down.
- B. President Wright said that we will have to know what we need to do to get back to normal.
- C. President Wright thanked the Board and staff for their thoughts and prayers on the passing of his father.

**UNFINISHED BUSINESS**

None.

## NEW BUSINESS

### A. Discussion and Consideration of Resolution # 2020-3-4-R: Creating a Pandemic Emergency Response Policy

Executive Director Janda said that we need to have a response plan to address and help provide guidance related to types of health-related emergencies.

Commissioner Janiec moved approval of Resolution: 2020-3-4-R Pandemic Emergency Response Policy and Commissioner Yawer seconded the motion.

Vote on the motion:

Commissioner Janiec –Aye

Commissioner Armstrong – Aye

President Wright - Aye

Commissioner Brogan – Aye

Commissioner Yawer – Aye

Motion carried.

### B. Discussion and Consideration of Resolution # 2020-03-05-R: Amending the Personnel Policies Related to Drug Testing

Executive Director Janda stated that we need to amend our policy as the new recreation use of cannabis law makes it legal for adults over 21, who do not have a CDL, or do not work in safety sensitive related positions.

Commissioner Janiec moved approval of Resolution # 2020-03-05-R: Amending the Personnel Policies Related to Drug Testing and Commissioner Yawer seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye

Commissioner Armstrong – Aye

President Wright – Aye

Commissioner Brogan –Aye

Commissioner Yawer – Aye

Motion carried.

### C. Discussion and Consideration of Resolution # 2020-03-06-R: Authorizing the Payment of Certain Routine and Recurring Expenses and Addressing Staffings

Executive Director Janda explained that while there are no pending emergency expenditures anticipated, the developing issues surrounding the COVID-19 pandemic could create an unknown emergency that we need to address. He said that it may not always be possible to get the Board to formally meet but he will keep President Wright informed.

Commissioner Janiec moved to approve Resolution # 2020-03-06-R: Authorizing the Payment of Certain Routine and Recurring Expenses and Address Staffing Issues and authorize emergency expenditures not to exceed \$50,000. Commissioner Yawer seconded the motion.

Vote on the motion:

Commissioner Janiec – Aye  
Commissioner Armstrong – Aye  
President Wright – Aye

Commissioner Brogan –Aye  
Commissioner Yawer – Aye

Motion carried.

#### ADJOURNMENT

At 7:52 p.m., Commissioner Janiec moved approval to adjourn and the motion was seconded by Commissioner Armstrong. A voice vote was unanimous for approval; motion carried.

Approved: April 21, 2020

Signed: *Sherri Harry*  
Sherri Harry, Secretary

Attest: *William H. Wright*  
William H. Wright, President