

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON
NOVEMBER 19, 2019 AT HOOSIER GROVE BARN,
700 W. IRVING PARK ROAD,
STREAMWOOD, ILLINOIS**

CALL TO ORDER/ROLL CALL

President Wright called the meeting to order at 7:01 p.m. Present were Commissioners Brogan, Janiec, and Wright, along with staff members Executive Director Jeff Janda, Superintendent of Recreation Steve Muenz, Superintendent of Parks & Planning Pickett, Acting Secretary Piekarz, and Administrative Assistant Sampson.

All those answering "present" were physically present at the meeting.

PLEDGE OF ALLEGIANCE

President Wright lead the assembled group in the Pledge of Allegiance.

Commissioner Janiec moved to excuse Commissioners Armstrong and Yawer from the meeting.

Motion carried.

INTRODUCTION OF GUESTS

Guests in attendance were Fitness and Membership Manager Kyle Saros, Auditor Joseph Julius CPA, HR Manager Rosario Baltazar, resident Arthur Baltazar and Streamwood High School students.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA

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

A voice vote was unanimous for approval; motion carried.

RECONGITION OF BOARD MEMBER SERVICE TO THE STREAMWOOD PARK DISTRICT

- A. Adriana Armstrong- 10 Years Commissioner
- B. Rick Brogan- 10 Years Commissioner

This agenda item was deferred until the December Board meeting.

FINANCE REPORT – Commissioner Janiec presented the Finance Report

A. Monthly Expenditures/Payroll

There were no questions or comments

B. 2019 Audit Presentation

Auditor Joseph Julius CPA, presented the 2019 Audited Financial Report to the Board. He reported that the District is in great financial condition. There were no questions.

Commissioner Janiec moved to accept the 2019 Audited Financial Report as presented and Commissioner Brogan seconded the motion. Vote on the motion:

Commissioner Brogan – Aye

Commissioner Janiec – Aye

Commissioner Armstrong – Aye

Commissioner Yawer – Aye

President Wright – Aye

Motion carried.

C. Truth in Taxation Estimate

Commissioner Janiec moved to adopt Resolution R-11-2-R, Determining the Amounts of Money Exclusive of Debt Service and Election Costs Estimated to be necessary to be raised by the 2019 Tax Levy as presented and Commissioner Brogan seconded the motion. Vote on the motion:

Commissioner Brogan – Aye

Commissioner Janiec – Aye

Commissioner Armstrong – Aye

Commissioner Yawer – Aye

President Wright – Aye

Motion carried.

POLICY AND PLANNING REPORT

A. Open Meetings Act – 2020 Meeting Schedule

Commissioner Janiec moved to adopt Resolution R-11-2-R, establishing a Regular Meeting Schedule for the Streamwood Park District for 2020 in compliance with the Open Meetings Act as presented and Commissioner Brogan seconded the motion.

Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Absent

Motioned carried.

Consent Agenda - Approval of:

- A. Minutes of the Regular Meeting of October 22, 2019 Memo Deferring Action Until December;
- B. October 2019 Financial Statements Memo Deferring Action Until December;
- C. October 11, 2019 – November 10, 2019 Expenditures totaling \$193,153.07;
- D. IMRF payment for October 2019 totaling \$16,221.57 pending;
- E. October 11 and 25, 2019 Payroll and Payroll Taxes totaling \$141,180.14;

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

Commissioner Brogan – Aye
Commissioner Armstrong – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Absent

Motion carried.

CORRESPONDENCE

None.

DEPARTMENTS & DIRECTOR'S REPORT

1. Superintendent Muenz stated that staff had attended the IPRA PDS School this month. Two staff completed their 2nd year of the program and Steve is on the programs Board of Regents.
2. The Hoosier Barn rental revenues were \$83,000 with a \$51,000 net and included 9 weddings and 3 rentals which reflects a 9% increase over same period in 2018. The HGB had 52 appointments to see the Barn for possible rentals and weddings in October. There are 63 weddings booked for 2019, 66 booked for 2020 and 8 booked for 2021.
3. Commissioner Janiec asked if there were any complaints related to the driveway and lack of lighting at HGB. Staff replied no and that they would look into the status of the lighting repairs.

4. Several staff attended the PDRMA RMI.
5. Staff attended 2 health and wellness fairs this month, one at the Streamwood Police Department and the other at Elgin High School.
6. Fitness membership sales for October were 102 memberships with \$18,761 in revenue. Last October saw 80 memberships sold with \$13,727 in revenue.
7. Safely Trick or Treat had 300 attendees and received \$700 in donations along with in-kind donations.
8. Breakfast with Santa is December 7th at HGB.
9. December 15th is the Santa Storytime Express. This year the trip will take the METRA from Bartlett to Wood Dale where Santa will board the train.
10. Preschool fundraising has raised \$8,600 through raffles and fundraising. An additional \$5,300 was raised through cookie dough sales. This money is earmarked for the theatre program.
11. The new website is up and running. Staff is working on a new chat function that will allow a user to chat with a staff member for assistance.
12. Staff are working on a sponsorship program for the District.
13. The meet Jeff Janda post on Facebook garnered 2,100 looks 180 engagements, 16 likes and 5 shares.
14. Athletic and birthday rentals are up from last year at this time. Birthday parties are at \$1,455 up from \$900 and Community Center Rentals are at \$4,200 up from \$3,150.
15. Aquatic swim lesson registrations are at 44 registered, down from 49 last year.
16. A life guard class will be held to add two more guards to the rotation.
17. Superintendent of Parks and Planning Ian Pickett stated that the District had 2 snow events and 3 deicing events so far this season.
18. Staff are winterizing and working on preventative maintenance as needed.
19. Commissioner Janiec asked if the volleyball court nets have been removed for the season. Staff replied yes.
20. Grow blankets have been installed on turf areas at Hoosier Park to assist with turf regrowth.
21. Staff are busy installing holiday decorations.
22. Several of the parks staff attended the PDRMA RMI.
23. The last light pole at Park Place has been installed. Punch list items will be addresses in an upcoming walkthrough.
24. Larry Piekarz congratulated Ian Pickett for his grant reporting work with the Illinois Department of Economic Opportunity and Steve Muenz for his work on the National Fitness Campaign project.
25. Executive Director Janda asked the Board members present if there is an interest for computer tablets to be issued to them to assist with Board packets and park district business. Based on the positive response, tablets will be acquired and set.
26. The TCP Payroll clocks should be operational in December with full implementation in

January.

27. Executive Director Janda attended the NWSRA meeting and Board related training.
28. The 2019 Tax Levy has been prepared with assistance from Auditor Julius and reviewed by Attorney Rock.
29. Bi-Weekly Department Head meetings are being held at the Community Center in the remodeled conference room.
30. Executive Director Janda met with Attorney Rock to discuss park district matters and ongoing issues.
31. Staff attended a conference/seminar on Weed in the Parks and have suggested an Ordinance change reflecting that consumption of cannabis is prohibited on park district property. The ordinances will be reviewed in the future and amended as needed.
32. Executive Director Janda and Superintendents Pickett and Muenz met with Auditor Julius to review the 2018 Audited Financial Reports and to provide the Superintendents a better understanding on the audit and its process.
33. Superintendent Pickett and Executive Director Janda have met with the Hitchcock Group related to the design of Commissioners' Park.
34. Staff will be meeting with DLA Architects to discuss and review potential costs on several proposed projects.
35. Executive Director Janda attended the IAPD Legal Symposium and the PDMRA RMI.
36. Employee Health Insurance Open Enrollment has ended and is complete.
37. Commissioners Janiec, Wright, and Executive Director Janda attended the Streamwood Chamber of Commerce this month.
38. Janda reported that several new laws are taking effect that will impact the park district. A non-inclusive list includes:
 - Open Meetings Act Changes- Closed Session is now legal for volunteer and contracted employee related issues.
 - Equipment leasing has been changed from 5 years to 8 years to allow better terms and savings.
 - FOIA-Credit/Debit Card numbers and bank account numbers are now exempt from release.
 - Minimum wage is increasing to \$9.25 January 1, 2020. The District will see an estimated \$35,000 impact in the first six months.
 - Sexual Training requirements have changed. Annual training is now required along with policy update.
 - Cannabis is legal with restrictions beginning January 1, 2020.
 - Investment Policy language changes are also occurring with required updates in 2020.
 - Baby changing stations are now required in all single stall bathrooms.
 - Single use bathrooms need to be non-gender identified on the signage.

COMMISSIONERS' REPORT

Commoner Janiec wished everyone a Happy Thanksgiving and reminded everyone of the Illu-
aria on December 6th.

Commissioner Janiec also asked about the status of the lighting at Hoosier Park. Staff will
contact HR Green tomorrow.

PRESIDENT'S REPORT

President Wright wished everyone a Happy Thanksgiving.

President Wright thanked the staff for putting up with the tumultuous year.

President Wright also thanked Larry Piekarz and Jeff Janda for their work and looks forward to
the future.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Cooperative Purchasing Programs

Commissioner Janiec moved to adopt Resolution R- 2019-11-3-R Authorizing the Participation
of the Streamwood Park District in Various Cooperative Purchasing Programs as Allowed by
State Statute to Improve Purchasing Efficiency and Reduce Costs Associated with Public
Bidding Requirements and the motion was seconded by Commissioner Brogan. Vote on the
motion:

Commissioner Brogan – Aye

Commissioner Janiec – Aye

Commissioner Armstrong – Absent

Commissioner Yawer – Absent

President Wright – Aye

Motion carried.

B. Open Meetings Act – Closed Session Recordings

Commissioner Brogan moved to adopt Resolution R-2019-11-4-R Authorizing the
Destruction of Meeting Recordings of Certain Closed Minutes in Compliance with
Illinois Open Meetings Act and the motion was seconded by Commissioner Janiec. Vote
on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Absent
President Wright – Aye

Commissioner Janiec – Aye
Commissioner Yawer – Absent

Motion carried.

C. Cooperative Purchasing Programs

Commissioner Janiec moved to adopt Resolution R- 11-5-R Authorizing the Participation of the Streamwood Park District in the Region VIII Education Service Center for the Interlocal Purchasing System and the motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Absent
President Wright – Aye

Commissioner Janiec
Commissioner Yawer – Absent

Motion carried.

D. Cooperative Purchasing Programs

Commissioner Janiec moved to adopt Resolution R- 11-6-R Authorizing the Participation of the Streamwood Park District in the National Cooperative Purchasing Alliance (NCPA) and the motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Absent
President Wright – Aye

Commissioner Janiec
Commissioner Yawer – Absent

Motion carried.

E. Declaration of Surplus Property

Commissioner Janiec moved to adopt Ordinance O- 11-1-O Declaration of 1997 Ford F250 4x4 and 2004 Ford E350 Turtle Top Bus as Surplus and the motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Armstrong – Absent
President Wright – Aye

Commissioner Janiec
Commissioner Yawer – Absent

Motion carried.

ADJOURNMENT

At 7:48 p.m., Commissioner Janiec moved to adjourn and the motion was seconded by Commissioner Brogan. A voice vote was unanimous for approval; motion carried.

Approved: December 17, 2019

Signed: Sherri Harry
Sherri Harry, Secretary

Attest: William Wright
William Wright, President