

**MINUTES OF THE VIRTUAL MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON
MAY 19, 2020 VIA ZOOM**

I. CALL TO ORDER/ROLL CALL

President Wright called the meeting to order at 7:00 p.m. Present were Commissioners Adriana Armstrong Rick Brogan, Richard Janiec, Raees Yawer, President Wright, along with Executive Director Jeff Janda, Superintendent of Parks & Planning Ian Pickett, Superintendent of Recreation Steve Muenz, Fitness and Membership Manager Kyle Saros, Human Resources Manager Rose Baltazar, Executive Assistant Elizabeth Sampson and Finance Manager Sherri Harry.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION OF GUESTS

None.

IV. TOPICS FROM THE FLOOR

None.

V. 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.

VI. FINANCE REPORT

A. Monthly Expenditures/Payroll

Commissioner Janiec asked why there were so many refunds and Finance Manager Harry responded that it was because of weddings/parties that we had to cancel because of the Covid-19 virus.

VII. POLICY AND PLANNING REPORT

None.

VIII. APPROVAL OF THE CONSENT AGENDA

Approval of:

- A.** Minutes of the Regular Board meeting on April 21, 2020;
- B.** April 2020 Financial Reports;
- C.** April 16 – May 10, 2020 expenditures totaling \$238,607.39;
- D.** IMRF payment totaling \$14,433.56;

- E. P- Card purchases paid in April, 2020 totaling \$8,067.90;
- F. April 10, 2020 and April 24, 2020 payroll and payroll taxes totaling \$107,244.83.

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

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

Commissioner Brogan – Aye
Commissioner Yawer – Aye

Motion carried.

IX. CORRESPONDENCE

Commissioner Armstrong said that she has received a couple of emails regarding Oak Ridge Park and some mowing issues. Executive Director Janda said that because of all the rain we have been getting the grass has been growing so fast.

Commissioner Janiec mentioned the email he received from Executive Director Janda regarding a potential attempted child abduction. Executive Director Janda said that the police have no evidence that it actually occurred.

Commissioner Brogan stated that he talked to the police and said they didn't even report it until 8 hours later and they weren't sure how you can abduct a child when you are on a bicycle.

President Wright informed Executive Director Janda that when he was at Hoosier Grove Park there were some people there doing pull ups even though the park is closed. Executive Director Janda said he would look into it.

X. DEPARTMENTS & DIRECTOR'S REPORT

- A. Executive Director Janda informed the Board that the team has been meeting weekly via zoom.
- B. Executive Director Janda said that we ordered 100 washable masks for the staff and we have 800 disposable masks for staff and guests.
- C. Executive Director Janda stated that as of today there has been 54 unemployment claims filed.
- D. Executive Director Janda said that the projected gross revenue loss through May 2020 is about \$680,495 which is due to the Covid-19 shutdown. He also said that the estimated payroll reduction to date including IMRF and taxes is about \$126,695 also due to the shutdown.
- E. Executive Director Janda said that there have been no Covid-19 staff cases reported.
- F. Executive Director Janda informed the Board that staff has been developing plans for returning to work and social distancing. He also said that safety training procedures are also in development.
- G. Executive Director Janda said that the federal posting requirements have been completed and the Covid-19 information has been maintained on our website.
- H. Executive Director Janda informed the Board that since Hoosier Grove Barn has been shutdown we have reportedly brought in approximately \$66,000 in deposits/payments and we have paid out \$38,000 in refunds for a net of \$28,000. He also said that most rentals have been postponed.
- I. Executive Director Janda said that the Employee Assistant Program is in place for all employees through June 14th.
- J. Executive Director Janda stated that the employees with district health insurance are eligible through May 31st regardless if they are working or not.

- K. Executive Director Janda said that emails have been sent to all staff, both essential and furloughed, with updates as appropriate.
- L. Executive Director Janda informed the Board that virtual programming is being offered to the community.
- M. Executive Director Janda said that all facilities are being checked daily by staff.
- N. Executive Director Janda said that a modified Park Pride event took place on May 16th and with over 125 volunteers they covered 31 parks. He said that despite the pandemic, Parks Manager Amy Vito, was able to plan, coordinate and execute the most successful Park Pride event in its ten year history. A special thank-you goes out to Parks Manager Vito and also want to thank the staff who helped her.
- O. Executive Director Janda said that the virtual pre-school has concluded and that the staff will have a drive thru preschool graduation on Wednesday, May 20th, at Park Place for the 4 year old students. He said the families will be able to drive through the front circle and the students will receive their certificates from the teachers.
- P. Executive Director Janda stated that all upcoming special events, programs and activities remain cancelled due to the Covid-19 Executive Order. He said that the Streamwood Stride will be virtual this year and that the runners will receive a race shirt and bib.
- Q. Executive Director Janda stated that staff has put together a virtual program guide which will be updated month to month.
- R. Executive Director Janda said that the Park Place gymnasium and dance room floor has been stripped, re-stripped as needed and resealed.
- S. Executive Director Janda said that park operations are continuing as some of the staff have returned to work and we also have four part-time workers helping with the mowing. The parks remain open for safe use of the walking trails and park space.
- T. Executive Director Janda stated that the athletic fields remain close but staff are looking into offering potential leagues in late July or early August if circumstances allow.

XI. COMMISSIONERS' REPORT

- A. Commissioner Brogan said that he has been driving around the parks and thinks they are looking really good.
- B. Commissioner Janiec thanked everyone for their condolences on the passing of his brother. President Wright said the good thing is that you took good care of him for years. Commissioner Yawer also told Commissioner Janiec that he was really good to his brother.

XII. PRESIDENT'S REPORT

- A. President Wright said that he and Commissioner Brogan walked around the neighborhood and parks and thanked everyone for volunteering for Park Pride.

Executive Director Janda stated that he received a call from John Beto of the Streamwood High School Booster Club wanting to know if we would put a sign at Hoosier Grove Park congratulating the high school seniors as School District U-46 were not going to do it. Executive Director Janda said we would but then got a call back saying that School District U-46 changed their mind and they were going to do it.

XIII. UNFINISHED BUSINESS

None.

XIV. NEW BUSINESS

A. Annual Election of Board Officers for Fiscal Year 2020-2021

1. Election of Officers

The secretary opened the floor for nominations for the office of the President.

Commissioner Brogan moved to nominate Commissioner Wright as President of the Streamwood Park District Board of Commissioners. Commissioner Armstrong seconded the motion.

Commissioner Yawer moved to nominate Commissioner Janiec as President of the Streamwood Park District Board of Commissioners. Commissioner Wright seconded the motion.

Vote was taken:

Commissioner Armstrong voted for Commissioner Wright
Commissioner Brogan voted for Commissioner Wright
Commissioner Janiec voted for Commissioner Janiec
Commissioner Yawer voted for Commissioner Janiec
Commissioner Wright voted for Commissioner Wright

Commissioner Wright was elected President.

The President assumed the chair and opened the floor for nominations for the office of the Vice President.

B. Election of Vice President

Commissioner Brogan moved to nominate Commissioner Janiec for Vice President of the Streamwood Park District Board of Commissioners and the motion was seconded by President Wright. Vote on the motion:

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

Commissioner Brogan – Aye
Commissioner Yawer – Aye

Motion carried.

2. Board Appointments

Commissioner Janiec moved to appoint all the Board appointments listed below and the motion was seconded by Commissioner Yawer.

- Jeffrey Janda as Executive Director of the Streamwood Park District for the term ending May, 2021;
- Jeffrey Janda as Treasurer of the Streamwood Park District for the term ending May, 2021;
- Sherri Harry as Streamwood Park District Secretary for the term ending May, 2021;
- Joseph Julius as Streamwood Park District auditor for the term ending May, 2021;
- Sherri Harry and Elizabeth Sampson as Streamwood Park District OMA Officers for the term ending May, 2021;
- Sherri Harry and Elizabeth Sampson as Streamwood Park District FOIA Officers for the term ending May, 2021;

- Sherri Harry as Streamwood Park District IMRF agent for the term ending May, 2021;
- Rosario Baltazar and Elizabeth Sampson as Streamwood Park District IMRF Web Assistants for the term ending May, 2021;
- Steve Muenz as Streamwood Park District ADA Compliance Officer for the term ending May, 2021;
- Ian Pickett as Streamwood Park District ADA Coordinator for the term ending May, 2021;
- Kyle Saros as Streamwood Park District Safety Coordinator for the term ending May, 2021;
- Larry Piekarz as Streamwood Park District Ethics Office for the term ending May, 2021;
- Jeffrey Janda as Streamwood Park District NWSRA Representative for the term ending May, 2021;
- Steve Muenz as Streamwood Park District NWSRA Alternate for the term ending May, 2021;
- Ancel Glink as Streamwood Park District Legal Counsel for the term ending May, 2021.

A voice vote was unanimous; motion carried.

C. Discussion and Consideration to Authorize the Development and Submission of a Grant (s) for the Rebuild Illinois Fast Track Public Infrastructure Program

Executive Director Janda respectfully request that the Board consider and authorize the development and submission of a grant request to the State of Illinois Rebuild Illinois Fast Track Public Infrastructure program for the planned improvements at the Community Center located at 777 S. Bartlett Road. The estimate cost of submitting a proposal is currently estimated at \$4,000.

The Community Center renovations meet the scope of grant program eligibility and the District could theoretically develop construction drawings related bid specifications within the submission deadline of June 15th. If selected, the project could be bid and begin within 90 days of the state ward.

The Fast Track Public Infrastructure program has no matching funds requirement while the PARC grant has a 25% match requirement. If the grant application is successful, there would be an overall cost savings versus the PARC grant.

There were no questions or comments.

Commissioner Janiec moved approval to proceed with the grant application at an estimated cost of \$4,000 as GHA & Associates can rework the PARC application for the Community Center.

Commissioner Yawer seconded the motion. Vote on the motion:

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

Commissioner Brogan – Aye
Commissioner Yawer – Aye

Motion carried.

D. Discussion and Consideration of Contracting Professional Services provided by DLA Architects related to the Renovation of the Community Center as part of the Rebuild Illinois Fast Track Public Infrastructure program

Executive Director Janda respectfully request the approval of architectural and engineering

services by DLA Architects, Ltd. to prepare construction and bidding documents for the scope of work, including architectural and engineering work, to be performed at the Community Center. DLA's proposal provides for the compensation of their services estimated at \$189,000 based upon a 9% fee of the lowest competitively bid for construction cost received including design alternates of reflected a construction estimate of \$1,900,000-\$2,100,000. Reimbursable and unforeseen circumstances would be additional. Executive Director Janda feels DLA's proposal is fair and competitive based on his experience with architectural and engineering firms.

There were no questions or comments.

Commissioner Brogan moved approval of architectural and engineering services of DLA Architects, Ltd. to prepare construction and bidding documents for the scope of work, including architectural and engineering work to be performed at the Community Center located at 777 S. Bartlett Road for an estimated price of \$189,000 based upon a 9% fee of the lowest competitively bid construction cost received. Commissioner Janiec seconded the motion. Vote on the motion:

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

Commissioner Brogan – Aye
Commissioner Yawer – Aye

Motion carried.

E. Discussion and Consideration of Authorization to let out to public bid the Renovation of the Community Center Rebuild Illinois Fast Track Public Infrastructure program grant award by the State of Illinois

Executive Director Janda would like the Board to consider and authorize staff to let out for bid the renovation of the Community Center as outlined in the Fast Track Public Infrastructure Program contingent on the state of Illinois awarding a grant to the Streamwood Park District. He said the grant, if awarded, would cover 100% of eligible construction costs.

There were no questions or comments.

Commissioner Brogan moved approval to authorize staff to let out for public bid for the renovation of the Community Center contingent on the State of Illinois awarding a grant to the Streamwood Park District. Commissioner Janiec seconded the motion.

Vote on the motion:

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

Commissioner Brogan – Aye
Commissioner Yawer – Aye

Motion carried.

ADJOURNMENT

At 7:31 p.m., Commissioner Janiec moved approval to adjourn and the motion was seconded by Commissioner Yawer. A voice vote was unanimous for approval; motion carried.

Approved: June 12, 2020

Signed: Sherri Harry
Sherri Harry, Secretary

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