

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD VIA
ZOOM ON TUESDAY, OCTOBER 27, 2020**

The meeting will be conducted by audio or video conference without a physically present quorum of the Streamwood Park District Board of Commissioners because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the Park District. President Wright has determined that an in-person meeting at the Hoosier Grove Barn, 700 W. Irving Park Road, with all participants is not practical or prudent because of the disaster. Commissioners, the Executive Director, Staff and chief legal counsel will not all be physically present at the Hoosier Grove Barn, 700 W. Irving Park Road due to the disaster. Physical public attendance at the Hoosier Grove Barn, 700 W. Irving Park Road may be limited or not feasible, so alternative arrangements for public access to hear the meeting are available. The meeting will also be audio or video recorded and made available to the public as provided by law.

CALL TO ORDER/ROLL CALL

President Wright called the meeting to order at 7:01 p.m. Present were Commissioners Adriana Armstrong, Rick Brogan, Richard Janiec and Raees Yawer, along with staff members Executive Director Jeff Janda, Superintendent of Parks & Planning Ian Pickett, Superintendent of Recreation Steve Muenz, Executive Assistant Elizabeth Sampson and Finance Manager Sherri Harry.

CONFIRMATION THAT ALL PARTICIPANTS CAN HEAR ONE ANOTHER

President Wright confirmed with everyone that they were all able to hear one another.

PLEDGE OF ALLEGIANCE

INTRODCUTION OF GUESTS

There were no guests.

TOPICS FROM THE FLOOR

None.

APPROVAL OF THE AGENDA

Commissioner Yawer moved to approve the agenda as presented and Commissioner Armstrong seconded the motion. A voice vote was unanimous for approval; motion carried.

FINANCE REPORT

A. Monthly Expenditures/Payroll

There were no questions.

B. Resolution 2020-10-01-R: Estimated Amounts Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Raised by Taxation for the Levy Year 2020

Executive Director Janda explained that the Truth in Taxation Law requires taxing districts in Illinois to determine the amounts of money, exclusive of levies for debt service and election costs, necessary to be raised for taxation for that year upon the taxable property in its District. We have to determine these amounts not less than 20 days prior to the adoption of its aggregate levy.

There were no questions or comments.

C. PDRMA Employee Health Insurance Plan Selection 2021

Executive Director Janda recommends that the PDRMA Employee Health Plan does not change from the 2020 plan selection. He said that in reviewing the current operating practices for the District, it was noted that employees who enrolled in the HMO plan do not contribute to the cost of the plan and actually receive \$1,500 in additional compensation annually. Executive Director Janda said he is recommending that the employees enrolled in the HMO program contribute \$0 to the plan premium but do not receive any additional compensation for the plan selection and that employees enrolled in the PPO program contribute 10% of the monthly plan premium.

Commissioner Armstrong asked why employees were receiving the \$1,500 which Executive Director Janda said that it happened before he started at the District and didn't know what the reason was.

D. 2019 Audit Presentation

Executive Director Janda said that Auditor Joseph Julius CPA had another meeting tonight so he will be a little late.

E. Resolution 2020-10-04-R: Cook County Covid-19 Grant Program Authorization

Executive Director Janda explained that this resolution will authorize him to execute and enter into an agreement for reimbursement of Covid-19 related expenses up to \$5,000.

There were no questions or comments.

F. Ordinance 2020-10-01-O: Declaration of Surplus Equipment

Executive Director Janda said that Superintendent of Parks & Planning Pickett has requested that the 2003 Ford F-250 be declared surplus and that authorization be granted for its disposal as this vehicle is no longer needed and is not in safe operating condition due to wear and age.

There were no questions or comments.

G. Request for Authorization for Purchase of New Toro Sand Pro Bunker Rake

Executive Director Janda requested and recommended that the Board approve the request from Superintendent of Parks & Planning Pickett permission to purchase a new ball field drag to replace the current unit that needs repairs that exceeds the value of the machine.

There were no questions or comments.

POLICY AND PLANNING REPORT

A. Resolution 2020-10-02-R: First Amendment Activities Policy

There were no questions or comments.

B. Resolution 2020-10-03-R: 2021 Open Meeting Act – Board Meeting Dates

There were no questions or comments.

C. IAPD Annual Meeting (January 30, 2021) Credentials Certificate

Commissioner Brogan stated that the Board needs to appoint someone to serve as a delegate to the Annual Business meeting of the Illinois Association of Park Districts to be held virtually on January 30, 2021.

Commissioner Yawer was named delegate, President Wright will be 1st alternate and Commissioner Brogan is the 2nd alternate.

APPROVAL OF THE CONSENT AGENDA

Approval of:

- A. Minutes of the Regular Board Meeting on September 15, 2020;
- B. September, 2020 Financial Reports;
- C. September 9, 2020 – October 9, 2020 expenditures totaling \$530,642.72;
- D. IMRF payment totaling \$16,361.05;
- E. P-card purchases paid in September, 2020 totaling \$3,181.95;
- F. September 11, 2020 and September 25, 2020 payroll and payroll taxes totaling \$137,954.49.

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

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

CORRESPONDENCE

Commissioner Janiec mentioned that people should make sure they know where their precinct location is for the election on November 3rd as they have consolidated a lot of precincts.

DEPARTMENT'S & DIRECTOR'S REPORT

- A. Executive Director Janda gave an update of the Covid-19 guidance and restrictions. He informed the Board that the District has applied for Corona Relief Funds through Cook County with a maximum award of \$5,000 and is now working on the Request for Public Assistance for 4489DR-IL through FEMA. Executive Director Janda said that the District has incurred more than \$10,000 in Covid-19 related materials.
- B. Executive Director Janda said that staff has developed a strategy to safely reopen the Park Place Family Recreation Center locker rooms and will open them on October 28th.
- C. Executive Director Janda informed the Board about some special events – Outdoor Movie *The Night Before Christmas* in conjunction with Poplar Creek Library on October 30th, Trunk-or-Treat on October 29th which is sold out with 89 participants, a Pumpkin Decorating contest and Halloween Home Decorating Contest which the judging took place on October 26th.
- D. Executive Director Janda stated that the U-46 hybrid learning program has been put on hold and discussions remain intact with the school district and cooperating companies regarding Remote Control program as well as the Afterschool program.
- E. Executive Director Janda said that girl's volleyball began scrimmages this past week, indoor soccer player clinics began on October 26th and registration is ongoing for the youth basketball league. He said staff is working to get enrollment to 80 participants which is 50% of last year's league.
- F. Executive Director Janda stated that staff will be prepping Community Center for the rentals beginning in November which includes new signage and cleaning the facility.
- G. Executive Director Janda thanked Star Smiles Orthodontics for sponsoring the Starlight's Dance Team which they will receive an ad space in the dance recital program. He also said that there was a fundraiser for the Starlight's that was held on October 26th at Andy's Custard which did very well.
- H. Executive Director Janda said that the Recreation Department and Marketing department have completed

the Cultural Arts sponsorship packets which will be mailed out to potential sponsors next week.

- I. Executive Director Janda said that additional staff has been hired for the fitness desk as this will reduce hours for two specific staff members so they will stay at or under allowable hours per week.
- J. Executive Director Janda reported that Hoosier Grove Barn has booked one wedding for 2021 and hosted one wedding and one family event this past weekend.
- K. Executive Director Janda said staff has been busy working through details regarding the use of Park Place for the November 3rd election and they also continue to meet for the Cost Recovery System.

President Wright wanted to know if the new Covid-19 restrictions affected any of our weddings and Executive Director Janda responded it does because we went from 50 people down to a limit of 25 people. He also asked Executive Director Janda if we could still run the basketball program which Executive Director Janda answered that we could as long as we maintain social distancing. Commissioner Armstrong said that she heard today that the Governor just moved it to a high risk program and Executive Director Janda said he would double check tomorrow as to whether we can run the program or not.

- L. Executive Director Janda updated on some of the work that the Parks Department staff have been working on: clearing unwanted and invasive brush at sites, planted perennials throughout the District, removed all weeds and unwanted plant material at Park Place, Safety Town buildings have all been removed, met to plan and prepare for 2020-2021 snow season and many other projects.
- M. Executive Director Janda showed some drone footage of Commissioners' Park and how it is coming along. He said it should be completed by November 16th but that will depend on the weather.
- N. Executive Director Janda said that the virtual Winter Program Guide is in process and will be released in early November. He also said that a banner printer/scanner equipment has been purchased and installed which will allow the District to digitize construction plans and drawings as well as printing banners and posters.
- O. Executive Director Janda stated that the auditor has completed the audit of financial reports and that staff is working on securing bank notifications related to EFT's and NSF via encrypted emails.
- P. Executive Director Janda informed the Board that the District has been notified by Unemployment Consultants, Inc., who handles our unemployment claims through PDRMA, that the District will not be liable for the estimated \$91,000 in Covid-19 related claims. He said the State of Illinois and the Federal Government are both covering Covid-19 related claims.
- Q. Executive Director Janda provided the Board with graphs showing comparisons of combined revenue and expenses throughout the Covid-19 pandemic. He said that since May 1st expenditures in corporate as compared to the same period last year have been reduced by 26.12% , recreation expenses have been reduced by 50.29% and social security by 44.31%. He said that the combined expenses reductions from these three funds is \$919,766.07.
- R. Executive Director Janda informed the Board that the District and the Alignment for Collaborative Education have won an IAPD award for the partnership for the Kiddie Corner Park Summer Reading and Lunch program and the IAPD event will be broadcast on November 11th.
- S. Executive Director Janda said that staff met with NovaCare Physical Therapy to review the facility and discuss the potential partnership and there also has been a few parties interested in taking over the contract to operate Little Creek Farms.
- T. Executive Director Janda said he will be recognizing several staff anniversaries and thank each of them for their dedication and hard work for the residents of the Streamwood Park District. They are:
 - 1) Sean Dub – 15 years
 - 2) Lynda Zenteno – 20 years
 - 3) George Cooley – 10 years

- 4) Erin Upshaw – 1 year
- 5) Kyle Saros – 10 years
- 6) Danette Wlodarczyk – 5 years
- 7) Vasquez, Adam – 1 year
- 8) Barbara Muttini – 35 years
- 9) Melissa Warder – 5 years
- 10) Brian Schultz – 10 years
- 11) Robert Burke- 5 year
- 12) Deborah Sylvester – 30 years
- 13) Peggy Garvey – 25 years
- 14) Jennifer Ruzzo – 5 years

2020 AUDIT PRESENTATION

Auditor Joseph Julius CPA joined the zoom meeting at 7:37 p.m.

Auditor Joseph Julius CPA presented the 2020 Audited Financial Report to the Board. He reported that the District is in good financial condition.

There were no questions.

COMMISSIONERS' REPORT

None

PRESIDENT'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Discussion and Acceptance of 2020 Annual Financial Report

There were no questions or comments.

Commissioner Yawer moved to accept the 2020 Audited Financial Report as presented and Commissioner Janiec seconded the motion. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

B. Discussion and Consideration of Resolution 2020-10-01-R: Estimated Amounts Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Raised by Taxation for the Levy Year 2020

There were no questions or comments.

Commissioner Janiec moved to adopt Resolution 2020-10-01-R; Estimated Amounts Money Exclusive of Levies for Debt Service and Election Costs estimated to be raised by taxation for the levy year 2020 and Commissioner Yawer seconded the motion. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

C. Discussion and Consideration of Resolution 2020-10-02-R: Creating a First Amendment Activities Policy for the Streamwood Park District

There were no questions or comments.

Commissioner Yawer moved to adopt Resolution 2020-10-02-R: Creating a First Amendment Activities Policy to provide for the Streamwood Park District and the motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong –Nay
Commissioner Yawer – Aye

Motion carried.

D. Discussion and Consideration of Resolution 2020-10-03-R: Establishing the 2021 Board of Commissioners Board Meeting Schedule in Accordance with the Open Meetings Act

There were no questions or comments:

Commissioner Yawer moved to adopt Resolution 2020-10-03-R: Establishing the 2021 Board of Commissioners Board Meeting Schedule in Accordance with the Open Meetings Act. Commissioner Janiec seconded the motion. Vote one the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

E. Discussion and Consideration of Resolution 2020-10-04-R: Authorizing the Executive Director to Execute an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds with Cook County

There were no questions or comments.

Commissioner Yawer moved to adopt the Resolution 2020-10-04-R: Authorizing the Executive Director to Execute an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds with Cook County. The motion was seconded by Commissioner Janiec. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

F. Discussion and Consideration of 2021 PDRMA Employee Health Insurance Plan

There were no questions or comments.

Commissioner Yawer moved approval of 2021 PDRMA Employee Health Insurance Plan and Commissioner Janiec seconded the motion. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

G. Discussion and Consideration of Credentials Certificate for Streamwood Park District Representation at the Illinois Association of Park District's Annual Business Meeting to be held on Saturday, January 30, 2021 at 3:30 p.m.

There were no questions or comments.

Commissioner Yawer moved approval of the IAPD Credentials Certificate for Streamwood Park District Representation at the Illinois Association of Park District's Annual Business Meeting to be held on Saturday, January 30, 2021 at 3:30. Commissioner Janiec seconded the motion. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

- H. Discussion and Consideration of Ordinance 2020-10-01-O: Ordinance Declaring Personal Property Surplus, as it is no longer needed or useful and that authorization is granted to dispose of the personal property through donation, sale, or recycling personal property.**
There were no questions or comments.

Commissioner Janiec moved to adopt Ordinance 2020-10-01-O: Ordinance Declaring Personal Property Surplus, as it is no longer needed or useful and that authorization is granted to dispose of the personal property through donation, sale or recycling personal property. Commissioner Yawer seconded the motion. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

- I. Discussion and Consideration of Authorization to purchase of one Toro Sand Pro 5040, 18HP, 3WD with attachments. The total price is not to exceed \$20,500.00.**
There were no questions or comments.

Commissioner Janiec moved approval to purchase one Toro Sand Pro 5040, 18HP, 3WD with attachments at a price not to exceed \$20,500.00. Commissioner Yawer seconded the motion.
Vote on the motion:

Commissioner Brogan – Aye
Commissioner Janiec – Aye
President Wright – Aye

Commissioner Armstrong – Aye
Commissioner Yawer – Aye

Motion carried.

Commissioner Janiec informed the Board that he attended an emergency Summer Celebration meeting. He said that the committee has to decide whether to have it next year or not because of Covid-19. Commissioner Janiec also said that if the Streamwood Park District decides not to allow it at Hoosier Grove they would not be able to have the Summer Celebration.

Commissioner Armstrong asked which way the Village of Streamwood was leaning and Commissioner Janiec said that they were leaning towards having the Summer Celebration but they have to make sure that people would attend as they don't want to lose money. He said that the committee has to decide by February as a lot of planning goes into it.

President Wright thinks that Executive Director Janda should make the decision whether we hold Summer Celebration at Hoosier Grove or not and he can also get the Board of Commissioners input. President Wright also said that we just don't have enough information yet so we need to see what happens in the next several months.

Commissioner Yawer agreed with President Wright that we need to wait to see what happens with the pandemic.

Commissioner Armstrong and Commissioner Brogan both agreed that we should wait to make a decision until we see what is going to happen in the next few months.

Commissioner Janiec stated that the next Summer Celebration meeting is prior to our Board meeting so he will get as much information as he can.

ADJOURNMENT

At 8:18 p.m., Commissioner Janiec moved to adjourn and the motion was seconded by Commissioner Yawer. A voice vote was unanimous for approval; motion carried.

Approved: November 17, 2020

Signed: Sherri Harry
Sherri Harry, Secretary

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