

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
June 2, 2020
185 Spring Avenue**

I. Call to Order

President Ward called the remote Zoom meeting to order at 7:02 p.m. President Ward stated that Commissioners and staff were participating remotely via Zoom.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Stortz, Nephew, Durham, Weber, and President Ward. Commissioner Cornell connected via Zoom at 7:18 p.m. and Commissioner Bischoff was absent.

Staff members attending via Zoom were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Parks Project Manager Troia and Superintendent of Recreation Esposito.

III. Pledge of allegiance

IV. Changes to the Agenda

None.

V. Public Participation

None.

VI. Voucher List of Bills

Commissioner Weber moved, seconded by Commissioner Durham, to approve the Voucher List of Bills totaling \$431,416.58.

*Roll Call: Aye: Commissioners Weber, Durham, Stortz, Nephew and President Ward
Nay: None*

Motion Carried.

VII. Coronavirus (COVID-19) update

Superintendent Esposito provided a summary of the reopening plans that the District will be implementing over the next several weeks. In accordance with the recent release of guidelines by the State of Illinois On May 24th, Department of Commerce & Economic Opportunity/ Restore Illinois Phase III, staff is preparing protocols to re-open several facilities and provide programs where applicable. The new Illinois DCEO guidelines are attached to this report. Guidelines and tool kits were provided in four areas pertaining to the Park District including:

Outdoor Recreation, Health & Fitness Business, Day Camps and Tennis Facility/Player Safety. The following plans are being prepared and finalized including:

- Holes & Knolls Miniature Golf (*scheduled to open June 8*)
- Ackerman Sports and Fitness Center (*scheduled to open June 8th*)
- Outdoor Tennis Lessons (*scheduled to begin June 15th*)
- Camp Caravan/Safety Village/Imagination Station (*scheduled to begin June 15th*)

The various plans include safety protocols for patrons and staff, communication to ASFC members, operation procedures for staff and the public, maps of ingress/egress of facilities (see attached example of the map for Holes & Knolls), camp safety and itinerary of a typical day (see attached example of Camp Caravan), and safety ratios of how to stage classes and lessons just to name a few. Tennis classes are almost at full capacity, while camps are slowly starting to fill up since the letters to registered families were distributed on Wednesday. Letters and schedules will be mailed out to ASFC members in the next two days.

Details for many of the classes scheduled at ASFC, how the new reservation system will work at Holes & Knolls and how to register for programs that still have openings will be publicized in the Park District digital Summer Playbook Activity Guide scheduled to be release on Friday, June 5th. In addition to in-house plans within the Playbook, there are also many pages of virtual programs from the hugely popular esports programs to All Star Sports classes. Staff is excited to provide a fun, playful and detailed listing of programs and events planned for this unique and challenging summer.

As a reminder, the Spring Avenue Dog Park opened on Saturday, May 30. Village Green baseball fields 4, 5 and 8, Ackerman Park softball fields 5 and 6 and Newton Park turf field (4 quadrants) were opened for groups of 10 or less beginning Friday, May 22. Outdoor amenities that remain closed include playgrounds, outdoor fitness area, basketball courts, outdoor restrooms, Ackerman Park turf field and the softball hub field. Ackerman Park remains open but closed to all non-authorized vehicles. The Skate Park will be reopening on Saturday, June 6 with a limit of 10 or less patrons at one time. Additionally, the outdoor racquet facilities will be activating the lights beginning this weekend and additional courts will be made available at Platform and pickleball facilities.

An updated financial projection for 2019 will be presented at the July 14 Board meeting. The District received **\$1,459,727.06** in Property Taxes on Monday. This is comparable to previous years. A second installment should be received around June 15th. As a reminder, nearly 95% of part-time staff was furloughed, two full-time positions remain vacant and will not be filled for at least the time being, two full-time staff were furloughed but will be brought back as the District reopens, Sunset Pool was closed for the season and additional efforts continue to

further reduce both immediate and longer term expenses. As a reminder the total number of full-time staff currently employed are 30 (includes furloughed staff who are returning).

Additionally, the Park District would like to express our appreciation to Glenbard West for facilitating the summertime use of the Memorial Tennis Courts.

Finally, the rally the “Peaceful Assembly in Honor of George Floyd” held in Lake Ellyn Park on Monday, June 1st at 7:00 p.m. was very orderly and well done. Over 500 people attended. Thanks to the Glen Ellyn Police for providing direction and subtle presence on Monday evening.

VIII. Park District Policy Manual Updates

Superintendent Cinquegrani presented proposed updates to the Park District’s policy manual. To expedite the approval process, all policies have been reviewed and approved by legal counsel. The rationale for each of the changes are detailed in supporting material; however, all policies were based off a combination of previous Park District policies, recommendations from the Park District Risk Management Agency (PDRMA) and/or the Society for Human Resource Management (SHRM).

The policies will be advanced to the next Board meeting for approval. If there are any questions or comments prior to the next meeting, please present to the Director and staff will follow up accordingly.

IX. Ackerman Parking Lot Payout Request

Parks Project Manager Troia presented the final payout request for the Ackerman & Churchill Park Parking Lot Project in the amount of \$143,620.15. This is the third and final payout from Chicagoland Paving.

This project consisted of parking lot improvements at Ackerman Sports and Fitness Center, including permeable paver installation. Also included in the scope of work was asphalt improvements to Churchill Park. Payout requests 1 & 2 were approved in the Fall of 2018 after the completion of the Ackerman Parking Lot. Churchill Parking lot was completed in the summer of 2019.

The contractor and engineering consultant had challenges rectifying the close-out paperwork after the completion of Churchill. Staff put forth significant effort to have the contractor submit a final pay request before the end of Budget Year 2019, an unusual situation considering the amount of the final payment. Typically, vendors want to get paid as soon as possible for work performed.

Upon receiving the final pay request last month, staff thoroughly audited all line items confirmed approved change orders and met on-site with the contractor to verify close-out. Staff is confident that the payout request presented represents the work performed in accordance with the contract documents.

Commissioner Cornell moved, seconded by Commissioner Stortz, to approve the Chicagoland Paving payout request for the Ackerman & Churchill Park Parking lot improvements in the amount of \$143,620.15

*Roll Call: Aye: Commissioners Cornell, Stortz, Nephew, Durham, and President Ward (Weber did not vote due to technical difficulties)
Nay: None*

Motion Carried.

X. Staff Reports

No staff reports

XI. Commissioners' Reports

All the Commissioners expressed their appreciation for the continued efforts by the District and were pleased that additional park amenities were being available in a controlled and responsible manner. Also, all commissioners were impressed with the upcoming "Playbook" and the creativity and resourcefulness on behalf of the staff.

XII. Adjourn

There being no further business, Commissioner Weber moved, seconded by Commissioner Nephew to adjourn the Regular Meeting at 8:10 p.m.

*Roll Call: Aye: Commissioners Nephew, Cornell, Stortz, Durham, Weber, and President Ward
Nay: None*

Motion Carried.

Respectfully submitted,

Dave Harris
Acting Board Secretary