



## MINUTES OF THE REGULAR PUBLIC MEETING

A regular scheduled meeting of the Elk Grove Park District, Cook County, State of Illinois was held on May 14, 2020 via Google Hangouts. President Walz called the meeting to order at 7:17 p.m. and upon the roll being called, the following Park Commissioners, also being remotely present via Google Hangouts, answered present:

John R. Walz, President, and Commissioner  
William B. O'Malley, Vice President, and Commissioner  
Thomas E. Cooke, Treasurer, and Commissioner (joined in remotely at 7:09pm)  
Robert R. Biedke, Secretary, and Commissioner  
Ralph C. Souder, Commissioner

### Administrative Staff:

Ben Curcio, Executive Director  
Brad Sholes, Director of Business Services  
Tim White, Director of Parks and Planning  
Kelly Carbon, Director of Marketing and Communications  
Tiffany Greene, Director of Leisure Services  
Dustin Sneath, Superintendent of IT

At this time, Dustin Sneath asked if anyone that had called in would like to ask a question or make a comment. There were none.

## APPROVAL OF MINUTES

President Walz questioned if there were any additions or corrections to the minutes of the April 23, 2020 Regular Meeting.

There being none, the minutes were approved by a unanimous voice vote.

Commissioner Biedke moved to approve the minutes of the April 23, 2020 Closed Session Meeting.

Commissioner Souder seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner O'Malley	X		
Commissioner Cooke	X		
Commissioner Biedke	X		
Commissioner Souder	X		
President Walz	X		

Motion carried.

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**ACCEPTANCE OF BID FROM ALUMITAL CORP.**

Commissioner Souder moved to accept the bid from Alumital Corp. for the 2020 Pavilion Door Replacement Project in the amount of \$78,815.00.

Commissioner O'Malley seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner Cooke	X		
Commissioner Biedke	X		
Commissioner Souder	X		
Commissioner O'Malley	X		
President Walz	X		

Motion carried.

**APPROVAL OF FFCRA SUPPLEMENTAL DOCUMENT  
TO SICK LEAVE AND FMLA POLICIES**

Commissioner Souder moved to approve the FFCRA Supplemental Document to Sick Leave and FMLA Policies.

Commissioner Biedke seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner Biedke	X		
Commissioner Souder	X		
Commissioner O'Malley	X		
Commissioner Cooke	X		
President Walz	X		

Motion carried.

Director Sholes explained this document is a supplement to the Elk Grove Park District's Sick Leave policy and FMLA policy to make us compliant with the Family First Coronavirus Response Act.

**LEISURE SERVICES UPDATE**

Director Tiffany Greene stated that the Leisure Services staff have been working very hard and keeping busy. Several teams have been formed during the last month and budgets for each area have been revised based on the Reopening Plan and were submitted to finance. Leisure Services staff have also been working shifts at the golf course and as park security during the month of May. Information on the new teams that have been formed are as follows:

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- Virtual Programs Team - This has been a real hot topic. Staff have worked hard to create and transform programs and events to a virtual or social distance format. They focussed on six core areas for the summer of 2020. They are Special Events, Early Childhood and Youth, Family, Adults, Seniors and Camp. There will be approximately 40 different offerings rolled out to the residents next week with some starting as early as June.1
- Fitness Center / PAC Team - Staff is working to prepare for the reopening of the Fitness Center and Pavilion Aquatics Center (PAC) making sure the top priority is making sure to keep our staff and members safe upon return. A plan is in place to relocate cardio equipment to the multipurpose room to comply with 6' distancing between machines. Operations will be modified and cleaning will be increased to maintain the new guidelines set for the fitness industry. PAC supplies are being ordered including the newly acquired safety equipment.
- Camp Team - The camp team is working hard to prepare for Summer Care Camp. We combined all of our full time camps staff to work as one large team this summer. The top priority will be the safety of our campers and staff. This camp will be located at Hattendorf with a ratio of 1 to 8 with a maximum of 48 campers. The ages of the campers will be 4 -12 years. Protocols are in place for drop off, pick up and building entry. Once the activity schedule is finalized a cleaning plan will be created. Staff is planning outdoor activities and adventures.

## **PARKS AND PLANNING UPDATE**

Director Tim White gave the following update:

- He has been working with Hitchcock Design on the Comprehensive Master Plan. We are currently in the third phase which is the Preliminary Needs and Strategies phase. We have gathered information from the community survey, the board workshop, the staff workshop and some of our existing long term capital projects and have begun prioritizing preliminary needs of the existing parks and facilities. We have also identified areas that need additional input such as Recreational Programming and Pirates Cove. Once he gets input and planning from the Recreation staff There will be one more phase where he will go back to Hitchcock to make any modifications. After that he will share the outline at the next Committee of the Whole for review.
- The Pavilion Front Door Replacement project came in a little over budget due to electrical work needed to prepare for that. The new doors will be motion detected doors that will not need contact to open.
- We are getting close to going out to bid on the Chelmsford Demolition Project, the Johnson Pond Seawall Project, and the Pavilion Lagoon Pool Dehumidifier Project.
- The concrete sidewalk at Rainbow Falls was widened to more safely accommodate cart traffic or general traffic from the Lions parking lot to the Rainbow Falls parking lot.
- Tom Darfler has been doing a great job preparing Rainbow Falls and dewinterizing as much as it made sense to do. Now we will have him focus on Pavilion Aquatics.
- Rainbow Falls painting is complete.
- The grounds staff have been mowing and working a modified schedule due to the weather this week and the reduced staff we have been working with. They have been longer hours to make sure things are getting done such as stump grinding, seeding and still doing playground inspections. They are also still painting facilities and HVAC work.

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Commissioner Cooke asked when the Hattendorf project is scheduled to be done. Director White responded he met with Upland Design last week and reviewed construction drawings. Originally the project was slated to go out to bid in August but he is waiting for a document from the DNR so it may be delayed a little bit.

### BUSINESS SERVICES UPDATE

Director Brad Sholes gave the following update:

#### Golf

- Weather pending, tee times are filled from 6:00am-6:00pm. The golfers are doing a great job following the guidelines. Hopefully four-somes and single rider carts will be allowed soon.
- We're thankful for the other departments that have been helping out.
- Commissioner Cooke asked if staff looked into adjusting rates for non-residents to make sure we are charging the right price given the demand out there. Director Sholes responded we did not increase prices as we don't want to penalize our regular and consistent customers. We did put some restrictions in as far as prioritizing 18 hole rounds versus 9 hole rounds. Golfers can still book 9 hole rounds one day of the week and then as availability opens up we will allow them to book 9 holes.
- Commissioner O'Malley asked if we have needed any part-time staff out there yet. Director Sholes responded the only part time we have out there currently are the maintenance staff. As the weather warms up Tom may bring back more. Grounds has been helping out mowing the driving range and beautification that are outside of the routine maintenance of the golf course.

President Walz asked Director Curcio if he sent letters out to our local representatives about the golf restrictions. Director Curcio replied he has been working with someone who has connections with the IL PGA and sent letters to Laura Murphy, Michelle Mussman. Director Curcio said there has been a push from the IL PGA to talk to the Governor to reduce the restrictions for golf. So far, Michelle Mussman is the only to respond to Director Curcio acknowledging the letter. President Walz asked Director Curcio to follow up with them in a few days.

#### IT

- With virtual programming ramping up, IT has been helping out. A huge thank you to Ross at Channel 6 for their assistance and for allowing us to use some of their supplies and equipment.
- We are putting up automatic people counters at the Pavilion in anticipation of opening up.
- We are also moving forward with the capital projects camera and security systems.

#### Safety

- Anita and safety has been working with all the departments in anticipation of opening up as well as the department and employees to make sure they are being safe and following all the recommendations and guidelines.

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President Walz stated he's heard that taking temperatures may be required when entering buildings and suggested we look into pricing and availability now in case it comes to that. Director Sholes responded that we have already purchased some but currently we are not anticipating taking temperatures to enter our buildings but there may be some programs where we may need to.

### **MARKETING AND COMMUNICATIONS UPDATE**

Director Kelly Carbon stated she is very excited to be publishing our first online brochure. This 14 page summer brochure will be coming out next Wednesday. It will also be available on our website. This brochure is packed with virtual programming as well as social distance programming. Registration begins on May 20 for residents and May 26 for non-residents.

- We will have an Esports tournament on May 26.
- Although the Fitness Center is not open at this time, through social media we have been doing a Wellness Campaign. The first one was called Two Weeks to Wellness. The next campaign begins on May 18 called Two Weeks to Walking.
- Diane Malinowski was featured on a segment of In the Grove last Friday. She was able to share information on the status of the Park District.
- An e-blast will be going out tomorrow that will have the most current information available.
- Customer Service is still responding to phone calls and emails Monday through Friday from 9:00am-5:00pm. They have also been handling refunds for cancelled programs.

Commissioner Cooke asked Director Carbon to explain virtual programming. Director Carbon responded that the District has set up a sound studio and a sound stage within the Park District where the coordinator will instruct the class or program. Director Greene added that participants will be sent an invitation to Google Hangouts and will join the program through that. All virtual programs will be real time. In addition, there will be a handful of programs in the guide that will be in person, but participants will be socially distanced.

### **EXECUTIVE DIRECTOR UPDATE**

Executive Director Ben Curcio read a statement that he wrote to the residents saying on behalf of the Park District Board, the Staff and himself that they are all eagerly awaiting their return. Until then we must focus on staying home and staying responsible when out in our parks and remaining positive. Director Curcio hopes everyone enjoys all our new virtual programs that are starting in June along with the two Drive-In Movies that we have planned. In closing, Director Curcio stated that the District recognizes that things will be a little different for a while but staff is working diligently to prepare the facilities for our members to return. Our commitment will be to make sure our facilities are clean and disinfected every day.

### **PAYMENT OF BILLS**

Commissioner O'Malley moved to authorize Director Curcio to make payment of the bills in the amount of \$246,203.75 for April 23, 2020, \$44,145.65 for April 30, 2020, \$159,739.72 for May 7, 2020 and \$62,415.37 for May 8, 2020.

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Commissioner Cooke seconded the motion.

<b>ELK GROVE PARK DISTRICT</b>					
<b>SUMMARY LIST OF BILLS PRESENTED FOR APPROVAL ON MAY 14, 2020</b>					
		<b>4/23/2020</b>	<b>4/30/2020</b>	<b>5/7/2020</b>	<b>5/8/2020</b>
SUMMARY BY FUND:					P-cards
CORPORATE FUND		\$ 61,398.13	\$ 24,324.81	\$ 9,575.83	\$ 20,312.02
AUDIT					
POLICE				\$ 4,573.49	
LIABILITY					
RECREATION FUND		\$ 51,776.21	\$ 4,958.25	\$ 113,311.35	\$ 21,311.87
PAVING & LIGHTING FUND				\$ 27,741.00	
MUSEUM FUND		\$ 26.34	\$ 52.13	\$ 215.17	\$ 0.24
SPECIAL RECREATION		\$ 2,968.40	\$ 145.80		
ASSOCIATIONS			\$ 8,189.50	\$ 1,324.00	\$ 22.00
BOND & INTEREST FUND					
CAPITAL PROJECTS		\$ 120,679.44	\$ 2,162.00		\$ 1,691.35
FOX RUN GOLF LINKS FUND		\$ 9,355.23	\$ 4,313.16	\$ 2,998.88	\$ 19,077.89
		<b>\$ 246,203.75</b>	<b>\$ 44,145.65</b>	<b>\$ 159,739.72</b>	<b>\$ 62,415.37</b>

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner Souder	X		
Commissioner O'Malley	X		
Commissioner Cooke	X		
Commissioner Biedke	X		
President Walz	X		

Motion carried.

**ADJOURNMENT TO CLOSED SESSION**

Commissioner Souder moved to adjourn to Closed Session for the purpose of discussing personnel per 2(c)(1).

Commissioner O'Malley seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner O'Malley	X		
Commissioner Cooke	X		
Commissioner Biedke	X		
Commissioner Souder	X		
President Walz	X		

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Motion carried.

**RECONVENE TO OPEN SESSION**

After discussion on personnel, Commissioner Cooke moved to reconvene to Open Session at 9:07 pm..

Commissioner Souder seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner Cooke	X		
Commissioner Biedke	X		
Commissioner Souder	X		
Commissioner O'Malley	X		
President Walz	X		

Motion carried.

**NEW BUSINESS**

Director Curcio discussed with the Board for consideration to open the Tennis Courts some time soon. The Commissioners were in favor of opening the Tennis Courts as long as rules were followed and the courts were being used for tennis only. Director Curcio stated they will be posting specific rules with restrictions and will monitor the situation on an ongoing basis.

Commissioner Biedke discussed the possibility of continuing with virtual meetings and all Commissioners were in agreement as long as the Governor's Executive Order allows us to continue and we are following the guidelines.

**ADJOURNMENT**

President Souder moved to adjourn the Regular Meeting of May 14, 2020.

Commissioner Biedke seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner Biedke	X		
Commissioner Souder	X		
Commissioner O'Malley	X		
Commissioner Cooke	X		
President Walz	X		

Motion carried.

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The Regular Meeting of May 14, 2020 was adjourned at 9:14 p.m.

Respectfully submitted

Robert Biedke, Secretary