



**OFFICIAL MINUTES
OSWEGOLAND PARK DISTRICT
BOARD OF PARK COMMISSIONERS
APRIL 16, 2020**

The Oswegoland Park District Board of Park Commissioners met on the above date using Zoom to allow for remote electronic attendance to conduct this Park Board meeting remotely per Executive Order 2020-07 in response to COVID-19.

CONVENING THE MEETING

President Tartol called the meeting to order at 5:31 p.m. The Secretary then called the roll. Commissioners Behrens, Ijams, McCallough, Tartol, and Wise were physically present.

Staff attending remotely included: Rich Zielke, Cindy Benson, Tina Ward, Ben Nachtwey, Chad Feldotto, Cheryl Keilson, Cori Veverka, Keith Zalewski, Erik Enslin, Laura Finch, Zack Donati, Tom Betsinger, Abbie Frederick, Levi Kempik, Kristen Desler, Paige Tulley, Rockie Veverka, Tina Heidrich, and Bob Kohlstedt.

Derke Price, Legal Counsel, was also in attendance. Guest in attendance was Tom Kernan.

Announcements and Changes to the Agenda

Item 7 – Action Items was moved before Item 5 – Board Business

Commissioner McCallough made a motion to permit Commissioners Behrens, Ijams, McCallough, Tartol, and Wise to participate remotely. The motion was seconded by Commissioner Behrens.

Roll Call:	Ayes	Commissioners McCallough, Behrens, Ijams, Tartol, and Wise
	Nays	0
	Abstain	0
	Absent	0

ACTION ITEMS

Commissioner Wise made a motion to approve Ordinance No. 200416-1 adopting remote attendance policies and temporary public comment rules for the Oswegoland Park District. The motion was seconded by Commissioner McCallough.

Roll Call:	Ayes	Commissioners Wise, McCallough, Behrens, Ijams, and Tartol
	Nays	0
	Abstain	0
	Absent	0

COMMUNICATIONS

Recognition of Visitors

Tom Kernan had previously sent a letter to the Board and asked the Board to consider his request to allow for remote opportunities for the District’s preschool program as he believes this to be an essential program and remote opportunities would be beneficial to the participants during these times. Kernan also thanked the Park District for offering this program and for the great staff. Tartol responded that the District is continuing to look at alternative options and appreciates Kernan’s request.

Written Correspondence

None

CONSENT AGENDA

Ijams listed items on the Consent Agenda as follows:

- Approval of minutes of the Board meeting on March 19, 2020
- Acceptance of the Treasurer's report as of March 31, 2020.
- Approval of Payables for the period of March 20, 2020 – April 16, 2020 in the amount of \$347,741.74

Commissioner Behrens made a motion to accept and approve the Consent Agenda as presented. The motion was seconded by Commissioner Ijams.

Roll Call:	Ayes	Commissioners Behrens, Ijams, McCallough, Tartol, and Wise
	Nays	0
	Abstain	0
	Absent	0

ACTION ITEMS

Commissioner Wise made a motion to authorize the Executive Director to finalize an agreement with Leopardo Companies, Inc. to provide construction services for the expansion and renovation of Boulder Point over the next two years for a fee of 3.5% of the Cost of Construction. The motion was seconded by Commissioner McCallough.

Roll Call:	Ayes	Commissioners Wise, McCallough, Behrens, Ijams, and Tartol
	Nays	0
	Abstain	0
	Absent	0

BOARD BUSINESS

President Comments

- Tartol thanked staff for the great work they have been doing, and continue to do, remotely during these times. Tartol also confirmed that we are all in this together and she appreciates the dedication staff continues to show.

Commissioner Comments

- None

STAFF AND COMMITTEE REPORTS

Executive Director Report (shared by Rich Zielke)

- Thanked the fantastic staff for all they have done and continue to do to keep us connected to our community.
- Attending various webinars relating to all aspects of this pandemic.
- Public announcement was made today that PrairieFest is being postponed from Father's Day weekend until Labor Day weekend.
- Meeting with Administrative Team 2-3 times per week to check in, as well as participating in various staff meetings taking place to be able to answer questions staff might have.
- Participating in task force meetings twice a week with Plainfield municipal agencies to talk about what is happening in the community and keeping all agencies connected.
- Continuing to do our best to keep park amenities shut down and keep our community safe following CDC (Center for Disease Control) guidelines.
- Continuing to do our best to keep communication lines open.
- Thanked Benson for her work in preparing for this remote meeting.

Finance Director Report (shared by Tina Ward)

- Received draft audit for staff review. Planning a Committee of the Whole meeting on May 7, 2020 to discuss and review the audit with the Board.
- Working with recreating staff to process refunds. Currently, about \$220,000 has been refunded but additional refunds are expected in the next couple weeks as well.
- Estimating lost revenue as a result of COVID-19 to be about \$200,000 on the recreation side and about \$50,000 on the golf side.
- Will and Kendall counties are both processing the 2019 tax levy and are not anticipating any changes to their timelines. Therefore, the District is not expecting any delays in receiving these dollars. However, the District does have a plan in place should there be a delay.
- Because our fund balances are in a healthy status, the District is able to sustain its needs at this time.
- In response to Wise's inquiry regarding how long the District can continue like this. Ward shared that there are a lot of unknowns at this time making it difficult to answer this question at this time. However, staff is working on some projection numbers and the healthy recreation fund balances are able to support the District currently. Zielke also confirmed that the District has always done a great job building its reserve fund balances and the District is also fortunate to be able to benefit from collecting property tax dollars, all which helps offset missed program revenue.
- Zielke shared that staff is also looking at its list of Capital Projects to determine what projects could be deferred. Feldotto added that in re-prioritizing this list of projects, staff is focusing on making safety improvement projects the priority. Zielke and Feldotto also confirmed they are monitoring the availability of state funds regarding the OSLAD Grant for Andover Park and the PARC Grant for Boulder Point.

Written Staff Reports & COVID-19 Updates

- In response to Tartol's inquiry regarding Back to Work strategies that the District is preparing, Betsinger shared staff is diligently working on contingency plans for when staff is allowed back to work, including a plan to bring back furloughed employees. In addition, a committee has been formed to work on a cleaning and disinfection plan for the District prior to re-opening, as well as after the District is open again to the public. This plan will ensure the safety of our staff and participants while following the CDC guidelines and recommendations. Betsinger also added that staff is looking at modified programs, if needed, specifically regarding recreation programs, Kid's Connection program, and staff trainings. Staff is considering remote options too and working on forecasting revenues and expenses for the remainder of this year. Conversations are taking place regarding summer registration as the summer brochure will be delivered to residents beginning April 18.
- Vest shared that the PrairieFest postponement was announced today. PrairieFest is being postponed until Labor Day weekend. Vest added that Heidrich is working on what needs to be done at the Little White School Museum to get back up and running when we are allowed back in our facilities. Donati continues to look at virtual opportunities for special events, including the current 5KQuaran-Training event currently taking place.
- Nachtwey shared that the golf course successfully installed the G-1 platform that will allow the course to be better prepared for remote operations based on the unknowns and possible restrictions resulting from COVID-19. Nachtwey continues to prepare for when the course can open for play, including tee time intervals being moved out from 8 minutes to 10 minutes to ensure proper distancing. Potential "touch points" have also already been removed from the course (i.e. rakes, ball washers). Nachtwey confirmed that no outings have yet had to be cancelled. He has had some conversations with upcoming events about pushing their dates back. Kohlstedt added that a very limited staff is continuing to mow and maintain the course so the course will be ready as soon as we can open.
- Zalewski confirmed that for the most part all staff is able to work from home. Zalewski and Scott Ellison are assisting staff with kinks as they arise, but for the most part all is going well. Zalewski shared that about 300 part-time employees were furloughed and he has been trying to help out these employees as best he can with questions regarding unemployment, as well as providing unemployment with the information they need. Currently, about 50 claims have been received to date but the District is anticipating many more. Unemployment is experiencing extreme delays. Tartol also asked Zalewski to consider the Performance Evaluation process during this time.

- Finch confirmed that summer catalogs will be delivered to residents this upcoming weekend and early next week. Finch is participating in conversations with staff on a registration plan, if need be. Finch has also been working on communication plans for the District and continues to do so, along with working on signage needs for District facilities and parks. Finch concluded that the District is working diligently to keep in touch with staff and the community during this time.
- Feldotto gave a shout to the District's Operations staff for all they are doing, while practicing social distancing. Operations is continuing to maintain our parks and working on deep cleaning our facilities. Part of the District's plan to reopen includes ensuring staff we are providing them a safe environment to return to and Operations is assisting greatly with this.

Fox Valley Special Recreation Association Report (shared by Rich Zielke)

- The Foundation has postponed, to an unknown date, its Annual BBQ & Basket Raffle fundraiser that was to be held on April 8.
- FVSRA is in the same situation as our District. Staff is working remotely from home and offering online content to its participants.

Foundation Report (shared by Chad Feldotto)

- The Foundation met remotely on April 14 where they voted to authorize funding, up to \$25,000, to help the offset program fees for those needing financial assistance. Because the District's financial assistance program is actually a reduced fee program, not a scholarship program, this funding will be a great benefit to the District. Betsinger added that staff is reviewing its current process to apply for financial assistance to look at making this a simpler process for those needing this assistance. Betsinger thanked Keilson for her help with reviewing this process. In addition, the Foundation has agreed to consider authorize funding each year for this program, based on staff's recommended needs.

MISCELLANEOUS BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 6:56 p.m. following a motion made by Commissioner Ijams and seconded by Commissioner McCallough.

Roll Call:	Ayes	Commissioners Ijams, McCallough, Behrens, Tartol, and Wise
	Nays	0
	Abstain	0
	Absent	0



Cindy Benson, Board Secretary
May 21, 2020