

SUGAR GROVE PARK DISTRICT

April 13, 2020

7:00p.m.

Remote Attendance via telephone during State of IL Stay-at-Home Order

BOARD MEETING MINUTES

1. Virtual Meeting was called to order by President Eby at 7:04pm.

Roll call was taken:

President Dawn Eby	Virtually Present
Commissioner Steve Becker	Virtually Present
Commissioner Sean Carmody	Virtually Present
Commissioner Jesse Kinsland	Virtually Present
Commissioner Chris Walker	Virtually Present

Staff:

Karen Pritchard, Executive Director	Virtually Present
Ginny Pavesich, Recording Secretary	Virtually Present

2. Ordinance #20-02 An Ordinance Adopting Remote Attendance Policies and Temporary Public Comment Rules for the Sugar Grove Park District

Commissioner Becker made a motion to adopt Ordinance #20-02 regarding Remote Attendance Policies and Temporary Public Comment Rules for the Sugar Grove Park District. Commissioner Carmody seconded. Roll call vote was taken:

President Dawn Eby	Aye
Commissioner Steve Becker	Aye
Commissioner Sean Carmody	Aye
Commissioner Jesse Kinsland	Aye
Commissioner Chris Walker	Aye

3. Public and Guests

None via phone, voice mail or email options

4. Consent Agenda

A. Commissioner Kinsland made a motion to approve Consent Agenda Item A. Board Meeting Minutes of January 13, 2020 and Consent Agenda Items B., C., and D., Treasurer's Reports and Disbursements for the months of January 2020, February 2020 and March 2020, with monthly totals of \$40,098.63, \$65,710.17 and \$63,091.65, respectively. Commissioner Becker seconded.

Roll call vote was taken:

President Eby	Aye
Commissioner Becker	Aye
Commissioner Carmody	Aye
Commissioner Kinsland	Aye
Commissioner Walker	Aye

Motion passed 5-0

5. Action Items

A. State Conference Travel Expense Approval

Commissioner Carmody made a motion to approve the 2020 State Conference Travel Expenses. Commissioner Walker seconded and the motion passed unanimously.

B. Ordinance #20-01 Authorizing the Approval and Execution of the Ingress/Egress License Agreement Between the City of Aurora and Sugar Grove Park District

Commissioner Becker made a motion to approve Ordinance #20-01 to authorize the approval and execution of the ingress/egress license agreement between the city of Aurora and Sugar Grove Park District. Commissioner Walker seconded and roll call vote was taken:

President Eby	Aye
Commissioner Becker	Aye
Commissioner Carmody	Aye
Commissioner Kinsland	Aye
Commissioner Walker	Aye

Motion passed 5-0

C. Access Agreement

By consensus of the Commissioners, discussion of the Access Agreement is tabled following legal review.

6. Other Business

A. COVID-19 Response

Due to Illinois Stay-At-Home Order effective March 21, the park district posted cancellations and closings on the web, yard signs and posers. Initially, staff split into two teams, to cover responsibilities, then went to very limited in-office work for essential tasks on March 23. Rest of staff is working from home and in contact via phone, text or email, and a weekly staff conference call is held.

Impact costs of COVID-19 are being tracked. At this time, the cash flow of the District is sufficient; full-time staff are working at various and assorted tasks and payroll has been justified and met. Consensus of Commissions is to revisit staffing in mid-May. Director Pritchard is looking at additional flexible options for work/tasks for staff, as May approaches. The Board will review financial situation/budget moving forward, following future orders/decisions by the State of Illinois. Commissioner Kinsland thanked Director Pritchard and Suzanne Serrurier for having established the district's healthy financial position, which helps the district deal with the financial impact of the COVID-19 pandemic. All Commissioners agreed with Commissioner Kinsland's remark.

The Care program has experienced a loss of revenue due to its closing per the State's order. Baseball registration is currently open, however, it is not yet determined if the program will actually run. 5K Run is being reviewed for possibility of holding it, but no expenditures have been incurred at this point. Program refunds are being made for all cancelled programs due to COVID-19.

B. Audit

The 2019 Audit has been completed by Sikich. Required paperwork has been timely filed by Sikich. Presentation of the 2020 Audit will be scheduled for an upcoming meeting of the District.

C. Boy Scouts Thank You

As provided in the Board Packet

D. State Conference Takeaways

Staff reports on the State Conference are include in the Board Packet

E. Staff Performance Evaluation Format

Comments from the Commissioners have been, or will be provided to President Eby who will organize input and forward to Director Pritchard.

F. Parks Update

The Village of Sugar Grove is contracting for repaving at Mallard Point. The Village offered the Park District the opportunity to include repaving of the District's parking lot and sidewalk, including ADA requirements, as part of the contract. The Park District agreed and will use Special Recreation Funds to cover the District's portion of the contract.

Electrical work at the Prairie Building has been performed and all lights are now working. Broken bench at Walnut Woods has been replaced.

G. Recreation Update

The Spring/Summer Program Guide is available, but due to COVID-19, timely programs are being cancelled. The Program Guide was designed by an outside graphic designer and staff are pleased for the results. Initial work on Fall Program Guide is underway.

The District has been approached to set-up a partnership with the Township to provide a senior lunch once a month, through a "pick-up" option during COVID-19.

H. Master Plan

Action with PRI regarding the Master Plan is tabled.

7. Executive Session (if necessary)

No Executive Session

8. Reconvene for Action on Items Discussed in Executive Session (if necessary)

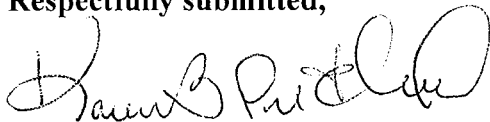
No action taken

9. Adjournment

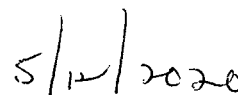
Commissioner Becker made a motion to adjourn. Commissioner Carmody seconded and the motion passed unanimously. President Eby adjourned the meeting at 8:40pm.

Next meeting: Monday, May 11, 2020 at 7pm.

Respectfully submitted,



Karen Pritchard, Board Secretary



Date