

**SUGAR GROVE PARK DISTRICT**  
**Repede Center**  
**June 8, 2020**  
**7:00p.m.**

**BOARD MEETING MINUTES**

**1. Meeting was called to order** by President Eby at 7:00pm.

Roll call was taken:

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

Staff:

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

**2. Public and Guests**

None

**3. Update on Hannaford Farm Park**

Commissioners agreed to vote on the matter of the Park District taking ownership of Hannaford Farm Park, at a Board meeting when all commissioners are in attendance.

**4. Consent Agenda**

A. Commissioner Kinsland made a motion to approve Consent Agenda Item A. Board Meeting Minutes of May 11, 2020 amending the minutes to reflect that Executive Director Pritchard was present physically at the Repede Center for the May 11, 2020 meeting and in virtual attendance via gotomeeting, and Consent Agenda Item B. May 2020 Treasurer's Report and Disbursements totaling \$34,155.62. Commissioner Carmody seconded. Roll call vote was taken:

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

Motion passed 4-0

**5. Action Items**

**A. Appointments:**

- a. Appoint Karen Pritchard as Board Secretary
- b. Appoint Suzanne Serrurier as Board Treasurer
- c. Appoint Ginny Pavesich as Recording Secretary
- d. Appoint Karen Pritchard to the FVSRA Board. Sean Carmody as an alternate.
- e. Appoint Karen Pritchard as the Freedom of Information Act Officer
- f. Appoint Karen Pritchard as the Open Meetings Act Designee

- g. Appoint Karen Pritchard as the Safety Coordinator
- h. Appoint John Clayton as the ADA Coordinator.

Commissioner Carmody made a motion to approve the appointments as presented for the next twelve months. Commissioner Walker seconded. Roll call vote was taken:

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

Motion passed 4-0

**B. Staff Reports**

Staff reports were included in the Board Packet.

**C. Board consideration for continued staff retention beyond June 15**

Staff retention and payroll will continue through the end of July and will then be re-evaluated at the July 13<sup>th</sup> meeting of the Park Board. Staff reports will continue to be provided in the Board packet. Staff will continue to telework from home or work from the office as needed, or a combination of both, during Phase 3 of re-opening Illinois.

**6. Other Business**

**A. Parks Update**

**a. Resident letter about Joy Court Detention Basin**

A letter from the Park District was sent to residents in the Joy Court Detention Basin neighborhood which provided an explanation of the changes in the maintenance of the Basin, performed by the Park District, due to naturally occurring environmental changes.

**b. Parks Re-opening in Phase 3**

Director Pritchard reported that the Park District will open its parks on June 15<sup>th</sup> with the hopes that this date will also align with the School District's re-opening of its recreation spaces. Using the same re-open date, especially on shared properties of the Park District and the School District, reduces any confusion by the public if only parts of a recreation area would be open by one entity. In the event the School District decides to open earlier than June 15<sup>th</sup>, the Park District will do likewise.

Proposed signage for "Playground is Closed" and the "Dog Park is Open" were reviewed, edited and will be posted at sites, and include CDC recommendations.

**c. Fireside Grille**

At the request of the Fireside Grille, the Park District has loaned its picnic tables to the Fireside Grille, for its outdoor seating area during COVID-19.

**B. Recreation Update**

**a. Baseball and softball programs**

Baseball practice is scheduled to begin on June 15<sup>th</sup>, with games to begin on July 6. There are fewer teams and less players. The girls' softball season has been cancelled by the league.

**b. Virtual programs**

Marketing staff is redesigning the SGPD website to draw users to five categories of programming opportunities, including virtual programming.

**c. Marketing Plan**

Marketing plan includes adding slider banners to the website, sending email blasts, and an in-house mailing, possibly a postcard. Available email addresses of residents in housing subdivisions may be considered for addition to the email blasts. An app, "Next Door" is also under consideration for use.

**C. Board Communications**

**a. Email delivery and read receipts**

The Executive Director announced that Board packets/information will be sent to Commissioners using the Outlook features of "request a delivery receipt" and also "request a read receipt" so that validation of email addresses and receipt of the packet will be confirmed to the Executive Director.

**b. Communications between meetings**

Communications between the Executive Director and Commissioners, between monthly meetings, will occur at the midpoint between such meetings, at the Executive Director's discretion.

**c. Proposed agenda items**

In establishing each month's meeting agenda, the Executive Director will present items to the Board President. All Commissioners may present items to be placed on the agenda to the Executive Director. When preferred or appropriate, Commissioners may also ask the Board President to see that an item is placed on the agenda.

**7. Executive Session (if necessary)**

No Executive Session

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

Not applicable

**9. Adjournment**

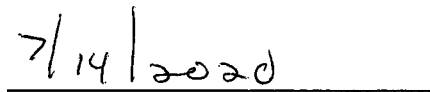
Commissioner Carmody made a motion to adjourn. Commissioner Kinsland seconded and the motion passed unanimously. President Eby adjourned the meeting at 8:30pm.

Next meeting: July 13, 2020 at 7pm

Respectfully submitted,



**Karen Pritchard, Board Secretary**



**Date**