

## RECREATION COMMISSION MEETING

Monday, May 13, 2020

3:00 PM via Zoom

In response to Covid-19, Governor Pritzker issued Executive Order 2020-07, which suspends Open Meeting Act provisions requiring in-person attendance of the public body and expands conditions when remote participation is permitted. In accordance with this Executive Order, we are conducting this meeting, and all public meetings of the Recreation Commission for the duration of the Governor's stay-at-home order, via teleconference. A conference ID number has been posted on the Village's website and we invite members of the public to remotely attend the meeting. We are making a concerted effort to conduct these special meetings as similar to our regular meeting format as possible.

1. CALL TO ORDER: E. Piotrowski called the virtual meeting to order at 3:05 p.m.
2. ROLL CALL: Commissioners present: Erin Piotrowski, Kevin Collins, Matt Pinkham. Absent were: Chris Krohe and John Mikulich. Also present were Recreation Program Manager, Rita Ligeikis, Recreation Supervisor, Mike Kenny, Director of Recreation, Aleks Briedis, Park District Director, Walt Knake and Village Trustee, Nicole Chen.
3. APPROVAL OF MINUTES: The Commission reviewed the minutes from the February 3, 2020 meeting. M. Pinkham motioned and K. Collins seconded that the minutes from the February 3, 2020 meeting be approved as written. The motion passed unanimously.
4. CITIZENS COMMENTS: None.
5. OLD BUSINESS: None.
6. NEW BUSINESS:
  - a) Consider approval of a resolution and 5 First Addenda to the Independent Contractor Agreement for the Historical Society, Kensington School, Montessori School, Jo's Footwork and Grand Ave Preschool - Contracts will be 1 year contracts due to the COVID situation with a provision to not pay rent for 2 months if needed. This provision starts July 1<sup>st</sup>. We do not have the staff nor the money to provide the programming that these tenants offer so we are trying to be understanding. E. Piotrowski asked if the state would be reimbursing the Village. A. Briedis stated that we have been keeping track of the refunds due to COVID and anything else we are buying that is related just in case. M. Pinkham suggested putting in some specific language regarding the new provision.
  - b) Consider approval of new recreation software – RecDesk – We were trying to decide between two companies. (Smart Rec and Rec Desk) Smart Rec was our first choice, however due to the economic downturn we have decided to go with the cheaper option, which is RecDesk. Rec Desk is cheaper than our current RecTrac software. E. Piotrowski asked why RecDesk is so much cheaper. A. Briedis stated that Smart Rec tailors their system to your organizations ever need, whereas with RecDesk our needs need to fall into their parameters.

## 7. REPORTS:

### a) DIRECTOR BRIEDIS:

- i. Recreation Department plan due to COVID-19 –A. Briedis stated that he, Rita and Mike have been attending online webinars and meetings though IPRA, NRPA, the state, SEASPAR etc. trying to stay current with the fluid situation. When guidelines are released, staff will be looking to see how programs fall into these guidelines and if they are feasible to be carried out. He also stated that the Fall Brochure will not be printed and mailed. A postcard will be mailed to residents stating the brochure and registration will take place online. Some fall programs will be planned if possible 2 ways. (Virtual or in-person)
- ii. Financial update – A. Briedis stated that he was instructed to cut the budget by 20% and submitted a spreadsheet to the finance dept. The following list includes the numerous ways we are or will be saving money. Part time office, instructor and building supervisor salaries, not printing or mailing the fall brochure, costs associated with Tower Trot or Safety Village. Capital projects that will be cut are the reconfiguration of the Rec front desk, no new wall mats or lighting upgrades. However, we have lost about \$250,000 in revenue associated with canceling programs.
- iii. SEASPAR Sensory Room – The project is almost completed. Bill and Ari are putting in the ceiling and then SEASPAR will be putting in the equipment. However, the equipment is on hold in Pennsylvania.
- iv. Other – None

### b) MANAGER LIGEIKIS

- i. COVID refunds – Session 2 refunds have been completed and office staff is working on Session 3 refunds. Some of the Early Childhood staff have been doing Facebook videos with crafts, story times etc. and some have used Zoom to connect with participants for circle time.
- ii. Summer Training Manual- Currently working on a new training manual for summer staff.
- iii. Fall Brochure – Coop program information is due to LaGrange on May 22. Currently working with our program staff and contractors to put that information together.
- iv. Virtual programming- Collecting information on who of our program staff and contractors are able to do virtual programming and working on the process in case we decide to go that route.
- v. Summer programs – Safety Village has been canceled due to the police and fire departments focusing their resources elsewhere during this pandemic. The first session of camps is likely to be canceled due to lack of guidance from the CDC. Other cancelations are likely to follow.

c) SUPERVISOR KENNY

- i. COVID refunds – Completed refunds for canceled classes in May and working on refunds for some June Sports camps that will be canceled.
- ii. WEBINARS – Attending various webinars on returning to sports. One day shoot outs webinar on tournaments starting in outside states (Indiana in June), starting with 3 on 3 tournaments and then opening up to 5 v 5 once regulations allow.
- iii. LACROSSE - Worked with Kelly and Kalani on a game plan for lacrosse. Spring lacrosse season was canceled, working on offering the camps that regulations allow for summer.

8) PARK DISTRICT BOARD UPDATE:

Budget reductions

- a. Contingency planning for \$100K revenue loss.
- b. Reduce near term maintenance costs.

Tollway

- a. Filed claim to repair north tennis courts.
- b. Denied but will pursue.

COVID-19/Tennis

- a. Many complaints and many compliments regarding open tennis court policy.
- b. We continue to monitor all activity with the help of our very professional police department.
- c. Color coating for new courts should happen next week.

Capital

- a. Requested OSLAD project completion extension of 1 year; splash-pad, pathways at Spring Rock and sled hill warming hut
- b. Requested state assistance to fund infrastructure projects.

Drive-In Movie night planned for June 5<sup>th</sup> at LTHS south parking lot.

- 9) TRUSTEE AND BOARD REPORT: Trustee Chen reported on the following: \*Well #4 was brought back online after being off line for maintenance. \*There have been a few recent water main breaks due to the change in ground temperature. \*The construction of Well #5 is on pause waiting on a loan. \*The pedestrian underpass by Prospect Ave will go out to bid in June. \* Some sad news, a Village Trustee, William Siffermann, has passed away and the Village Board has appointed Scott Lewis to take his place. See [Village website](#) for specific minutes.

- 10) COMMISSIONER COMMENTS: None.

- 12) NEXT MEETING: TBD

- 13) ADJOURNMENT: K. Collins motioned and M. Pinkham seconded that the meeting be adjourned at 4:41 pm. The motion passed unanimously.

Respectfully Submitted,

Rita Ligeikis  
Recreation Program Manager/Commission Secretary