WESTERN SPRINGS RECREATION COMMISSION
AGENDA

Monday, August 3rd, 2020, 7:00 PM

This public meeting will be held using the Zoom on-line platform.
A link to join the meeting will be posted to https://wsprings.com/meetings2020 at least 2 hours
before the meeting. This page also has more information on Zoom.

Public comments may be submitted to the Recreation Commission by leaving a hard copy at
the Recreation Center in the drop box or via email to abriedis@wsprings.com
by Noon on Monday, August 3, 2020. Public comment will also be allowed during the public
comment portion of the meeting, using the "raise hand" function in the Zoom app.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES
   a. Consider Approval of Minutes of May 13, 2020

4. CITIZEN COMMENTS

5. OLD BUSINESS

6. NEW BUSINESS

7. REPORTS
   a. DIRECTOR BRIEDIS
      i. Recreation Department plans due to COVID-19
      ii. Financial update
      iii. SEASPAR Sensory Room update
      iv. Brochure
      v. Drop-in classes
      vi. RecDesk
      vii. Western Springs Tennis Association donation
      viii. Grand Avenue second floor configuration
      ix. Other
b. MANAGER LIGEIKIS
   i. Summer Camps
   ii. Bike Scavenger Hunt
   iii. Virtual Programs
   iv. Superhero camp
   v. Fall EC classes
   vi. Winter/Spring Program Report

c. SUPERVISOR KENNY
   i. Summer Sports Camps
   ii. Tennis programs & Tournaments
   iii. Lacrosse update
   iv. Basketball/fall programs

8. PARK DISTRICT BOARD UPDATE
   a. Update from Park District

9. TRUSTEE AND BOARD REPORT
   a. Update from Trustee Chen

10. COMMISSIONER COMMENTS

11. NEXT MEETING – TBA

12. ADJOURNMENT
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 1st. 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. Breidis 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 5th at LTHS south parking lot.

9) TRUSTEE AND BOARD REPORT: Trustee Chen reported on the following: *Well #4 was brought back online after being offline 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
Happy June to SEASPAR’s Board of Directors and Member Entities’ Boards and Staff Members:

I hope everybody is well and staying safe. I want to provide a brief update on SEASPAR’s status during this challenging time. For the summer, our staff has created a jam-packed guide of virtual programs to start in June. While this digital platform is not ideal for all, it will provide dynamic recreational opportunities from the safety of the participant’s homes until we are prepared to offer in-person programming safely. We plan to offer in-person programming as the state advances into the next phase. These programs will be offered as pop-up programs and we may introduce a mini-season of in-person programs to finish out the summer season. EAGLES, our adult day program, will likely be one of the first programs we restart as we control the facilities they are held in, and we feel we can spend plenty of time working with the EAGLES participants to instruct how they can safely participate under the current guidelines. Whatever we decide to offer, we will keep the best interests of our staff and participants in mind.

We plan to slowly introduce staff members to work at our administrative office in staggered shifts with set guidelines to coincide with state guidelines. We certainly look forward to the day when we can return to our offices and sites and resume normal or as close to normal operations as we can. Staff is planning a near-normal set of programs for the fall, and we look forward to the future.

I wish everyone good health and to continue to stay safe and well.

Matt Corso
SEASPAR Executive Director
We canceled our original plans for summer due to the COVID-19 pandemic, but we're very excited to offer a new summer of programming that ensures the safety of staff and participants.

Our new summer programming will be offered in two sessions, and Session 1 will take place from June 15 to July 12. This session will focus on virtual programming, including exercise, skill-building, and social programs, as well as special events like a virtual escape room and, of course, virtual dance parties! Plus, virtual summer camp for the kids!

**CONNECTIONS: Session One**

Session One of SEASPAR's new virtual program guide, CONNECTIONS, is now available as a digital flipbook or PDF download. In this issue, you can browse over 45 pages of virtual programming designed exclusively for people with disabilities.

Registration for SEASPAR's first session of summer virtual programs opens June 1 with programs beginning as early as June 15. Registration may be securely submitted by mail, fax, or online through our website at SEASPAR.org.

[View as a Flipbook]

[View as a PDF]
The Virtual SEASPAR Experience

Have you had the opportunity to experience virtual recreation programming?

The Stay-at-Home order and social distancing mandates have given rise to all sorts of creative opportunities via digital platforms, most notably through Zoom, an online video chat service. Like many, SEASPAR adopted this option early on, but unlike the rest, SEASPAR virtual programming benefited from the creativity and passion you can only get from SEASPAR’s staff and participants.

Not convinced SEASPAR virtual programming stands out from the rest? Watch a video that highlights why SEASPAR virtual programming is among the best!

Pass the TP

Earlier this season, some SEASPAR staff addressed the toilet paper shortage situation with a bit of humor. The goal was to provide SEASPAR’s audience with uplifting content and demonstrate our staff’s commitment to supporting one another, no matter the issue.

Please click the image to the right to enjoy this video. Watch more SEASPAR videos on our YouTube Channel.

EAGLES at Home

The fun in our adult day program continues at home! We created an online photo album featuring photos of SEASPAR EAGLES participants making the most of their time at home. Each picture is an inspiring reminder that even when the odds are against us, we must persevere and pursue happiness.

Click the image to the right to visit the EAGLES at Home online photo album. Photos are submitted by participants and are updated weekly.
Bi-Weekly Emails

To provide our winter/spring participants with recreational content in addition to virtual programming, SEASPAR’s recreation staff set out to provide comprehensive emails twice weekly. The results of this exercise provided SEASPAR with an in-depth look at our audience’s habits and trends. The data collected allowed us to learn what topics were most popular and the type of content our audience preferred, and, most importantly, provided data that will enable us to determine what demographics are most likely to interact with virtual content.

Emails were segmented into categories including Youth, Teen and Adult, and Special Olympics. Each segmented email was associated with a distribution list based on this year’s winter/spring enrollment. Since each list was unique in size and interest, it is not our intent to compare the program area’s results with each other, but more so to adjust our resources appropriately.

The seven-week email campaign resulted in open and interaction rates well above industry standards and even our own normally high rates. The average rates were:

<table>
<thead>
<tr>
<th>Department</th>
<th>Average Open Rate</th>
<th>Average Interaction Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth</td>
<td>41.5%</td>
<td>16.3%</td>
</tr>
<tr>
<td>Special Olympics</td>
<td>49.8%</td>
<td>20.8%</td>
</tr>
<tr>
<td>Teen and Adult</td>
<td>55%</td>
<td>23%</td>
</tr>
</tbody>
</table>

The bi-weekly email campaign has since ended to make way for the transition into the summer 2020 season of programming.

Work-In with SEASPAR

The Work-In continues! Click the image below to watch the latest episode from SEASPAR’s at-home workout video series, Work-In with SEASPAR.

The purpose of this series is to provide an active platform just about anyone can enjoy without the need to leave the house. We plan on releasing videos throughout the Stay-at-Home order, and with luck and positive feedback, provide videos as an on-going service.

Watch the latest Work-In with SEASPAR video by visiting SEASPAR’s YouTube Channel or website.
Happy July to SEASPAR’s Board of Directors and Member Entities’ Boards and Staff Members:

I hope everybody is well and staying safe. As we have entered Restore Illinois Phase 4, I’m excited to see more member entity facilities open and some more events and programs being offered. For SEASPAR, we have continued to offer our successful virtual programs, but I am excited to say that our date to begin with in-person programs is July 20. We want to ensure the safety of all participants who choose to be a part of in-person programs as well as the staff. Therefore we have established a set of guidelines all must follow. Participation eligibility will be determined on a case-by-case basis using an assessment we created that all participants will be required to complete prior to registration.

Staff will also start to plan for fall in-person programs as well. Certain restrictions will be set in place, including limits to the size of programs and eliminating certain activities like dances, for example. Staff will continue to research what we can offer and make necessary adjustments. On top of all of this, virtual programming will continue to be offered to provide options for participants who choose to or may not be able to be a part of the early stages of our in-person programming.

We are excited to be taking these small steps forward and look forward to the next steps to continue to serve our residents.

Matt Corso
SEASPAR Executive Director
Summer Virtual Programming Session 2

SEASPAR’s second session of virtual summer programming, which runs from June 13 through August 9, is now open!

The second virtual programming session will feature new program opportunities alongside a returning selection of our most popular picks from Session 1. Like Session 1, Session 2 programming serves a wide range of ages and will be offered mostly free of charge, with some exceptions.

Registration opens on Wednesday, July 1, and closes on Friday, July 10, at 4:30pm. Registration for virtual programming is first-come, first-served. Registrations may be dropped off in-person, faxed, or completed online at SEASPAR.org.

Like Session 1, most programs offered in Session 2 will be held over the Zoom virtual chat platform. If you’re interested in in-person programming, please read on.

CONNECTIONS: Session 2

Re-connect with SEASPAR! The second issue of CONNECTIONS, SEASPAR’s virtual program guide, is now available. This issue covers Session 2 of SEASPAR’s summer programming schedule, which runs from June 13 through August 9. This issue of CONNECTIONS can be enjoyed as a digital flipbook or downloadable PDF.

In addition to well-rounded programs designed for people with disabilities, the pages of this guide are laced with interactive links to helpful resources, photo albums, and related videos. To view this content, click on any image or button within either version of this guide.

Registration for the second session of virtual summer programs opens July 1, with programs beginning as early as June 15. Registration may be securely submitted in-person, by fax, or online at SEASPAR.org.
In-Person Programming

Thanks to the recent transition into the Restore Illinois Plan's Phase 4, we can now begin offering programs designed to get our participants out of the house.

Our goal is to provide well-rounded programs without compromising on safety. That is why we established a set of guidelines all must follow to ensure the safety of everyone. While the contents of this guide are created with everyone in mind, participation eligibility will be established on a case-by-case basis.

To help participants discover their role in in-person programming, we produced an "in-person" edition of the CONNECTIONS summer guide, which contains important guidelines, expectations, resources, programming details, and access to the Participation Assessment, which will help determine participant eligibility.

Registration opens on Wednesday, July 1, and closes on Wednesday, July 15, at 4:30pm.

Virtual Re-Connection

A lot has happened since the last time we shared a video highlighting the fun of virtual programming at SEASPAR. Today, we're excited to share another video that drives the point even more. Thanks to energetic instructors, motivated staff, and the best participants in the world, virtual programming at SEASPAR stands out from the ordinary, and this video proves it!

This short video features footage taken during the first session of virtual programming and beyond.
Activity Highlights

Social distancing regulations forced SEASPAR to get creative with program offerings. While some programs – like dance parties – are universally revered in any platform, others are not so lucky. That is why we produced a series of videos to help our audience’s perception of our most uncanny program options.

Watch the Videos

Popcorn Fundraiser

Helping SEASPAR has never tasted so good! SEASPAR is hosting a popcorn fundraiser to offset the cost of running programs throughout the pandemic at little or no cost to our participants.

Like anything good, this fundraiser won’t last long. You’ll only have until Friday, July 3rd, at 6:30 pm to contribute.

Don’t have a sweet tooth? No problem! Double Good, our fundraiser host company, makes it easy to support a cause by allowing supporters like you to earn funds on SEASPAR’s behalf.

Double Good is a company whose mission is to help not-for-profits, like SEASPAR, raise money for important causes. They are famous for their mouth-watering popcorn nationwide. So go ahead, indulge your sweet tooth, and support a great cause.

Lend Your Support

EAGLES at Home

The fun in our adult day program continues at home! Visit the SEASPAR EAGLES online photo album to catch up on what they’ve been up to while making the most of their time away from SEASPAR. Each picture is an inspiring reminder that even when the odds are against us, we must persevere and pursue happiness. Photos are submitted by participants and are updated weekly.

Visit the EAGLES Photo Album
BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
Monday, July 27, 2020
7:00 p.m.

This public meeting will be held using the Zoom on-line platform.
A link to join the meeting will be posted to https://wsprings.com/meetings2020 at least 2 hours before the meeting. This page also has more information on Zoom.
Public comments may be submitted to the Board of Trustees by leaving a hard copy at Village Hall in the drop box or via email to publiccomment@wsprings.com by 3:00 p.m. on Monday, July 27, 2020. Public comment will also be allowed during the public comment portion of the meeting, using the “raise hand” function in the Zoom app.

CALL TO ORDER
PLEDGE OF ALLEGIANCE

ROLL CALL

READING OF AGENDA - ADDITIONS - DELETIONS

PUBLIC HEALTH UPDATE

PRESENTATION BY CHRISTOPHER B. BURKE ENGINEERING LTD. REGARDING THE SPRINGDALE DRAINAGE STUDY

PUBLIC HEARING FOR SPECIAL SERVICE AREA #8 (Ridgewood Oaks)
Open Public Hearing – President Gallagher
Acknowledgment of Publication and Mailing of Notices – Clerk Horvath
Presentation by Staff Regarding Proposed SSA District, Village Attorney Jurusik
Questions and Comments by Residents within Proposed SSA District
Questions and Comments from the Public and Press
Questions and Discussion by Village Officials
Close Public Hearing – President Gallagher

1) ORDINANCE NO. 20-????

ESTABLISHING SPECIAL SERVICE AREA NUMBER 8 (RIDGECOOD OAKS) IN THE VILLAGE OF WESTERN SPRINGS FOR THE CONSTRUCTION AND FUNDING OF THE RIDGECOOD OAKS SUBDIVISION DETENTION BASIN PROJECT AND FORMATION OF A DORMANT MAINTENANCE, REPAIR AND RE replacement
SERVICE AREA FOR THE RIDGEWOOD OAKS SUBDIVISION DETENTION BASIN (Fink)

PROSPECT AVENUE CATALPA TREE

CITIZEN COMMENTS

ACTION ITEMS – SPECIAL MEETING AGENDA

CONSIDERATION OF AND ACTION ON AGENDA ITEMS

EXPLANATION OF OMNIBUS VOTING PROCEDURE

CONSIDERATION OF AN OMNIBUS VOTE (*)

2) *APPROVAL OF MINUTES OF THE MEETING OF JUNE 22 AND JULY 13, 2020 AS READ

3) *ORDINANCE 20-???? AMENDING TITLE 8 (PUBLIC WAYS AND PROPERTY) OF THE WESTERN SPRINGS MUNICIPAL CODE TO ADD A NEW CHAPTER 14 (ILLICIT WATER DISCHARGE DETECTION AND ELIMINATION REGULATIONS)

4) *RESOLUTION 20-???? PROVIDING FOR AND REQUIRING THE SUBMISSION OF AN ADVISORY PUBLIC QUESTION TO APPEAR ON THE BALLOT OF THE ELECTORS OF THE VILLAGE OF WESTERN SPRINGS, COOK COUNTY, ILLINOIS AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 3, 2020, CONCERNING THE OPERATION OF CANNABIS BUSINESSES IN THE VILLAGE

5) *RESOLUTION 20-???? AUTHORIZING AND APPROVING PLATS OF EASEMENT FOR PUBLIC UTILITIES AND DRAINAGE AND PUBLIC UTILITY, DRAINAGE AND CONSTRUCTION EASEMENT AGREEMENTS FOR THE RIDGEWOOD OAKS SUBDIVISION DETENTION BASIN PROJECT

6) *RESOLUTION 20-???? APPROVING BUDGET AMENDMENTS AND A TRANSFER OVER $10,000.00 TO THE FISCAL YEAR 2020 OPERATING BUDGET IN THE GENERAL AND BURLINGTON NORTHERN FUNDS

7) *MOTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF WESTERN SPRINGS AND JAMES J. BENES AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR PERFORMANCE OF PHASE III (CONSTRUCTION) ENGINEERING SERVICES RELATED TO THE RIDGEWOOD OAKS DETENTION BASIN IMPROVEMENTS IN THE AMOUNT OF $35,223.00
8) **MOTION TO APPROVE BOARD AND COMMISSION RE-APPOINTMENTS AS FOLLOWS:**

   A) Re-appointment of Shawn Murphy as Member of the Infrastructure Commission for a three-year term to expire in June 2023; and

**Second to Motion**

**Discussion of Motion (motion to approve via a roll call vote)**

**ROLL CALL VOTE**

**OTHER BUSINESS**

**REPORTS**

9) **MONTHLY FINANCIAL REPORT – (Rudolph)**

   June Monthly Report (motion to approve via a roll call vote)

10) **VILLAGE PRESIDENT GALLAGHER**

11) **VILLAGE MANAGER VELKME**

12) **VILLAGE ATTORNEY JURUSIK**

**ADJOURN**

President, Board of Trustees, Staff, Bulletin Board, Web Site, Emailed to Local Media

Individuals with disabilities who plan to attend this meeting and who require accommodations in order to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Elaine Haeske Deputy Clerk at 708-246-1800, extension 127.

Meeting rooms at Village Hall are closed to the public. Physical attendance at this public hearing is limited to 10 individuals, with Village officials, staff and consultants having priority over members of the public.

The above public meeting restrictions are authorized by the CDC directive of no more than 10 persons in attendance at a group meeting and Illinois Governor Disaster Proclamation dated April 30, 2020 and Executive Orders: Numbers 2020-32, 2020-33 and 2020-34 dated April 30, 2020 (Modified “Stay-At-Home” Order).