



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on February 18, 2021**

Call to Order:

President Thornbury called the meeting to order at 6:15 pm.

Pledge of Allegiance:

Roll Call: Commissioner Wilkie – Present
Commissioner Coons – Present
Commissioner DiCianni – Present
President Thornbury – Present

Others Present: Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board Secretary
Linda Straka, Superintendent of Finance & Technology
Gregg Ireland, Superintendent of Parks & Facilities
Matt Odom, Superintendent of Recreation/Safety Coordinator
Michelle Savage, Registration/Administrative Services Manager
Sheri Potter, Marketing & Special Events Supervisor
Michael Machowski, Community Member

Approval of the February 18, 2021 Regular Meeting Agenda:

MOTION: Commissioner Wilkie moved to approve the Regular Meeting Agenda for February 18, 2021.
Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye
Commissioner Wilkie - Aye
Commissioner DiCianni - Aye
President Thornbury - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.

Public Comment: No public wished to speak.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for January 21, 2021:

MOTION: Commissioner Wilkie moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Commissioners for January 21, 2021. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye Commissioner Wilkie - Aye
Commissioner Coons - Aye President Thornbury - Aye

4-Ayes, 0-Nays, 0- Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending January 31, 2021:

MOTION: Commissioner DiCianni moved to approve the Financial Statements for the period ending January 31, 2021. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Wilkie - Aye Commissioner DiCianni - Aye
Commissioner Coons - Aye President Thornbury - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.

Approval of Expenditure Report through January 31, 2021 in the Amount of \$73,747.33.

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through January 31, 2021 in the Amount of \$73,747.33. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye Commissioner Coons - Aye
Commissioner Wilkie - Aye President Thornbury - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy
ALL IN FAVOR. MOTION CARRIED.

Correspondence:

Award of Warrenville Tourism and Arts Commission (TAC) Hotel Grant for Fall Family Fun Fest (\$8,936.75), Lunchtime Live (\$2,092.12), and Movies in the Parks (\$1,507.12): Commissioners praised staff for continuing to look forward and provide activities, events and programming for the community and patrons of Warrenville Park District.

Award of Warrenville Tourism and Arts Commission (TAC) Hotel Grant for Art on the Prairie (\$17,402): The Executive Director explained that he spoke with the City Administrator John Coakley, the funding will remain the same for the Summer Daze 2021 event, as the cancelled event contracts were extended to the 2021 Summer Daze event.

The City expects these funds to fluctuate, and the grant funds may be limited in the future, as with the pandemic, two of the seven hotels in town may be closing.

The Executive Director explained that staff will continue to submit applications for grant funds each year with a breakdown of all the costs associated with the event. The Tourism and Arts Council (TAC) determines the amount and can suggest/advise changes to the costs.

WDSRA (Western DuPage Special Recreation Association) Thank You Letter for Donation of \$1,000 Silver Level Sponsorship for 2021 Bash: Information only.

Unfinished Business:

Discussion and Response, if any to COVID-19: The Executive Director explained that of February 3rd, Region 8, which includes Kane and DuPage Counties entered into Phase 4 of the Restore Illinois. This allows us to resume recreational programming and classes at the district under the same guidelines as last summer when we were in this level which hasn't taken place since November of last year.

The Fitness Center is also impacted by this change too. Fitness classes can take place in person with limited capacity and although we will hold in person fitness classes, they will continue to be done virtually so members do not need to attend in person if they choose not to. Also, the fitness center can now operate at no more than 50% capacity and will continue to take reservations for the fitness center and track. All programs, including fitness members using FitnessNOW, will be required to wear masks while in the facility.

Sports and dance programs are running although masks are required for both indoor and outdoor programs. This will continue to be monitored as we move forward along with the requirements suggested by the CDC and IDPH.

The Executive Director stated that he had mentioned previously that staff submitted expenses related to COVID 19 to DuPage County which has the funds allocated to Park Districts within the county. The Cares reimbursement check in the amount of \$15,098.85 was received earlier this week.

New Business:

IPRA/IAPD Virtual Soaring to New Heights Conference Attendance Review: Commissioner DiCianni thanked the Board for the opportunity to attend the virtual online conference. She explained the virtual setup and reported that it was very interesting, very well setup and the sessions beneficial. She attended both days sessions and took many sessions, of course the sessions were geared toward the pandemic; how to work through it and what to expect, at times, the speakers were online and would reach out and ask if anyone had questions. Commissioner DiCianni stated that she did miss the human interaction.

The Executive Director explained that there were 1005 attendees, which exceeded their projections. All of the sessions were prerecorded by the speaker prior to date. Prior to starting, the session narrator introduces the session speaker. During the session, the Speaker is able to answer questions while it is being watched in real time. Attendees will have access to the platform for 30 days after the conference and can continue to earn CEUs for the sessions watched on Demand.

2021 Park District Monthly Board Calendar Items: An updated 2021 Monthly Board Calendar Items was handed out to all Commissioners with updates. This document includes the monthly items that are to be brought before the Board for approval, review and/or discussion, and a calendar of events that are to be attended by a representative of the Board.

Officials & Staff Report:

President: ***President Thornbury*** thanked staff again, for all they do; the Parks Department not only has had to clear the snow, they are also updating and painting throughout the buildings. She thanked all staff for hanging in there, as it has been a long process.

President Thornbury also explained that she spoke with the Executive Director regarding “diversity” and how this can be addressed within our Agency. The Executive Director recommended that this be an area the company hired to complete the Park District Strategic Master Plan would incorporate within a community survey. This research and feedback will help in assisting the Board in how to address any issues within our agency going forward.

Commissioners: ***Commissioner Coons*** stated that people sometimes forget and take for granted that staff have a life outside of the Park District. She thanked staff for going above and beyond, providing fun and making a difference in people’s lives during a time when it is needed.

Commissioner Wilkie agreed that during the Strategic Master Plan is the perfect time to incorporate a community survey to assist the Board in addressing what is needed going forward.

Commissioner DiCianni thanked staff for everything they have been doing for the community and felt that Warrenville is blessed to have such a wonderful place residents can go.

Executive Director: The ***Executive Director*** informed the Board that the cleaning company has returned as the building is now open to the public.

The Executive Director spoke with President Thornbury regarding availability of the City Park Task Force meeting date of March 23, 2021 at 5:30 or 6:00 pm. The Executive Director will follow up with City Administrator John Coakley with the date, time and location of the meeting. The meeting will be hosted by the Park District and will be located in the lower-level of the Community Building in the Multipurpose Room.

When asked, the Executive Director explained at a prior Board Meeting that the Park District is eligible to receive \$15,795; only \$15,098.85 has been reported as received to date; a difference of \$696.15. When asked, the Executive Director explained the difference in the amount submitted for reimbursement and the amount received. The Executive Director explained that the County had questions on submission items that were requested and staff promptly followed up on those specified submissions.

The Executive Director reminded Commissioners that the Budget Meeting will be held during the March 18, 2021 Regular Board Meeting. The Budget Binders will be delivered to Commissioners on Monday, March 8th, prior to the delivery of the March Regular Meeting Packet Delivery on March 12th.

The Executive Director asked that Commissioners contact him if they have any questions or need further clarification.

Department Heads:

The **Superintendent of Finance & Technology** stated that the budget process presented new challenges due to COVID. The Superintendent of Finance & Technology and the Executive Director have had numerous meetings with management and supervisors to review estimated year end numbers, which are constantly changing.

The Superintendent of Finance & Technology also reported that the newly contracted IT company is doing a great job, are very attentive and have been very busy getting to know the needs of the Park District.

The **Registration/Administrative Services Manager** reported that registration and phone calls have begun to pick up and has been and is seeing more of an interest. The Registration Office continues to assist with fitness reservations, marketing work orders and monthly billing, as well as assisting in other departments where needed.

The **Superintendent of Parks and Facilities** reported that there is a leak in both gym roofs, and is hoping to be able to locate the leak with the recent warmer temperatures melting the snow.

It was also reported that a patron of our Fitness Center, noticed our plastic bags over the drinking fountains and provided us with five (5) free replacement plugs. These plugs make the drinking fountains unusable, but still allows the bottle fillers to work. Four (4) different style spigot plugs to replace the spigots on the drinking fountains without bottle fillers were installed, these spigots cost around \$85 each.

The **Superintendent of Recreation/Safety Coordinator** stated that it is much more enjoyable when there is recreation taking place. Dance programs are running, youth athletic programs, pickleball programs and basketball leagues have begun programming, things are happening at the Park District.

Parking lot Bingo is scheduled for tomorrow night, the Superintendent of Recreation/Safety Coordinator and the Marketing & Special Events Supervisor will be overseeing this event for Fitness Supervisor Adam Dagley as he is out of the office.

President Thornbury requested to clarify the wording within the Fitness Supervisor's Report on page 3, last sentence of the bullet point as this will be in the Public Records. This is to read "*members pay a higher monthly average with the three-month membership cost being \$90 for Residents, and \$100 for Non-Residents.*" The Executive Director stated that the Executive Assistant will correct this in the original Board Packet documents.

The Marketing and Special Events Supervisor reported that staff participated in the “Spread the Love” service project, making 50 Valentine Cards to send to our active adult community. The Executive Director noted that those who received the cards, are responding with thanks.

It was also reported that the building of the new website is coming along, they are now building the internal pages. It was explained the she, the Executive Director, Administrative/Registration Services Manager, and the Superintendent of Recreation/Safety Coordinator have approved the home page design, staff are now working on the page content as the contractor continues to build the internal pages. The new website will be designed to function on any mobile devices. April 1st is the tentative website rollout date.

Closed Session – 5ILCS 120 2 (c) (1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational or education setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

MOTION: Commissioner Wilkie moved to go into Closed Session. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

President Thornbury - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy

ALL IN FAVOR. MOTION CARRIED.

RECESSED INTO CLOSED SESSION AT 7:09 PM

RISEN FROM CLOSED SESSION 7:49 PM

ROLL CALL: Commissioner DiCianni – Present

Commissioner Wilkie – Present

Commissioner Coons – Present

President Thornbury – Present

Others Present: Tim Reinbold, Executive Director/Board Secretary

Penny Thrawl, Executive Assistant/HR Manager/ Assistant Board Secretary

To Take Action, if any, on Matters from Closed Session:

Approval of Tim Reinbold, Executive Director 3-Year Rolling Contract 2021-2024:

MOTION: Commissioner Coons moved to approve the Executive Director Tim Reinbold Contract, with a 3-Year Rolling Contract Extended to March 31, 2024 with negotiated salary. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy

ALL IN FAVOR. MOTION CARRIED.

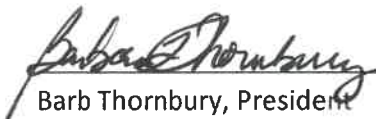
Any Other Business that may properly come before the Board for Discussion Only: President Thornbury asked that the Executive Director speak with Commissioner Coons regarding the Goal & Objectives for the 2021-22 Fiscal Year. The Goals and Objective is to be brought back to the Board in April for discussion and approval of any changes.

Adjournment: MOTION: Commissioner Wilkie to adjourn. Seconded by Commissioner DiCianni.

4-Ayes, 0-Nays, 0-Absent, 1-Vacancy

Adjourned at 7:51 PM

Approval

 3/18/21
Barb Thornbury, President Date

 3/18/21
Tim Reinbold, Secretary Date

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