



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on April 15, 2021**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Coons – Present
Commissioner Wilkie – 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, Incumbent
Brad Thornbury, Patron/Resident

Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County Illinois for the Fiscal Year Beginning on the 1st Day of May 2021 and Ending on the 30th Day of April 2022:

President Thornbury requested a motion to proceed into the Public Hearing and to continue the other business of the regular meeting upon the conclusion thereof.

MOTION: Commissioner Wilkie moved to Open the Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County Illinois for the Fiscal Year Beginning on the 1st Day of May 2021 and Ending on the 30th Day of April 2022. 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.

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President Thornbury declared the Public Hearing Open.

President Thornbury announced that the Proposed Budget and Appropriation Ordinance has been made available for the public to review for the required time.

The Executive Director has reported that no public citizens have asked to receive the proposed Budget and Appropriation Ordinance.

President Thornbury asked if any of the Commissioners wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners had any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Thornbury asked if any of the Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation.

President Thornbury asked if any of the Commissioners wished to submit any oral testimony or public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation.

President Thornbury asked if any of the public wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. No public had any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Thornbury asked if any of the public wished to present written testimony with respect to the proposed Combined Annual Budget and Appropriation Ordinance. No public that wished to present any written testimony.

President Thornbury asked if any of the public wished to present oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. No public wished to present oral testimony or public comments.

President Thornbury entertained a motion to adjourn the Public Hearing.

MOTION: Commissioner Wilkie moved to Adjourn the Public Hearing. Seconded by Commissioner DiCianni.

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.

President Thornbury declared that the Public Hearing was adjourned and will now proceed to the next agenda item.

Approval of the April 15, 2021 Regular Meeting Agenda:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for April 15, 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: Brad Thornbury requested the Park District to look at the availability of the gym either on a week night or evening for the programming of a weekly organized men's basketball pick-up game. Registration would be required to attend and would remain with the same registrants throughout the length of the program to keep within the Illinois guidelines.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for March 18, 2021:

MOTION: Commissioner Wilkie moved to approve the Consent Agenda which includes; Regular Meeting Minutes of the Board of Park Commissioners for March 18, 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.

Financial Reports:

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

MOTION: Commissioner Coons moved to approve the Financial Statements for the period ending March 31, 2021. 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.

Approval of Expenditure Report through March 31, 2021 in the Amount of \$136,348.31.

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through March 31, 2021 in the Amount of \$136,348.31. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Wilkie - Aye
Commissioner Coons - Aye

Commissioner DiCianni - Aye
President Thornbury - Aye

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

Correspondence: No Correspondence

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director stated that staff have received their final vaccine if they so choose.

The Executive Director has spoke with WAA and WGSA Affiliates regarding the requirements in place for baseball, softball, tennis, etc. and the wearing of masks. The Executive Director reiterated that the Park District will follow the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC) guidelines but does not have the ability to monitor compliance. Affiliates, coaches and officials will need to adhere to these same guidelines and requirements of IDPH and the CDC.

The Executive Director noted that it is frustrating with revisions to the regulations with no communication of the changes. Regulations have been revised on Monday and then again on Thursday.

The Executive Director also noted that there have been talks of abandoning the “Bridge” Phase. He explained that the requirements of the “Bridge” were to be; 70% of Illinois residents aged 65 and older and 50% of the general population be inoculated. This requirement would be met, even while the number of Covid cases continue to increase.

Sometime in the month of May, staff are looking at opening FitnessNOW on Sundays as there has been an interest from patrons. People have been very receptive to coming back after seeing our safety procedures measures that have been taken to keep our patrons and staff, healthy and safe.

President Thornbury stated that it is unfortunate that we are not farther along in the vaccine process to be able to hold festivals.

New Business:

Review and Approval of Ordinance 2021-01; An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal year Beginning on the 1st day of May 2021, and Ending on the 30th Day of April 2022 and to Make Available for Public Inspection:

MOTION: Commissioner Wilkie moved to approve of Ordinance 2021-01; An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal year Beginning on the 1st day of May 2021, and Ending on the 30th Day of April 2022. 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.

Review and Approval of Program Guide Design Contract - One Year in the Amount of \$10,320:

MOTION: Commissioner Wilkie moved to Approve of Program Guide Design Contract - One Year in the Amount of \$10,320. Seconded by Commissioner DiCianni.

Commissioner Wilkie noted that the Program Guide has been amazing with a fresh look and numerous pictures with a cost that does not drastically change each year.

In the Executive Directors Board Report, he explained that DesignSpring Group LLC has provided the design services for our seasonal brochure over the past few years and the Park District has been extremely satisfied with their services and product they have produced. The proposal of services was included In the Board Packet along with their fee structure. Their design fee is \$60/per page flat rate for a 56-page brochure for an annual cost of \$10,320. Additional design fees will apply at the same rate including work done for seasonal camp inserts and other projects.

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.

Discussion of Officer Nominations for 2021-2022: President Thornbury asked Commissioner if Commissioner Coons or DiCianni would like the President Seat. Both Commissioners declined and suggested Commissioner Wilkie take the seat of President. Commissioner Wilkie expressed if all agreed, he would take the President Seat if nominated.

Commissioner DiCianni voiced that she felt more comfortable in taking the Seat of Treasurer, and when asked if nominated, Commissioner Coons would also decline the Vice President Seat. Commissioner Thornbury would then take the Vice President Seat, if nominated.

Summer Daze Event Discussion: The Executive Director stated that we will continue to monitor the IDPH and CDC guidelines in regards to COVID related openings, gatherings, face coverings, and other requirements.

The Executive Director stated that by the next meeting there may be more information from the State of Illinois that will help in deciding if this event will or can take place and hopefully a decision can be made in May, June at the latest.

Obtaining the required permits is out of our control; the permits for the liquor license are still needed from the State of Illinois, along with the permits for the use of the Prairie Path from DuPage County. The Executive Director explained that the Park District has already secured the stage, entertainment, along with the beer vendors and the equipment. The hope is the contracts from last years (2020) Summer Daze event would again roll over into the next year's (2022) Summer Daze event.

Discussion of how to keep everyone healthy and safe; possible layout, number restrictions, the monitoring of IDPH and CDC requirements. Is it even possible to hold an event such as Summer Daze, while social distancing? The Executive Director explained that the Firecracker 5K will still take place as runners can be staggered at the start line.

Discussion regarding the future availability and the amount of funding of events through the Hotel/Motel Tax Grant Funds.

Officials & Staff Reports

President: **President Thornbury** congratulated Commissioner Coons, Commissioner Wilkie and Mr. Machowski on the election and is looking forward to having a five (5) member Board again.

President Thornbury also noted that after speaking with the Executive Director, a Closed Session is needed for Land Acquisition at the May 20th, 2021 Regular Board Meeting and is to be included on the Agenda. This will also give Park Commissioner Machowski an opportunity of what land may be available to the Park District. The Executive Director also has news to share with the Board.

Commissioners: **Commissioner DiCianni** thanked staff for all they are doing. She also explained that a special needs individual participated at the Flash Light Egg Hunt and thought it was phenomenal. The mother told her they were very impressed with how our Park District works with WDSRA (Western DuPage Special Recreation Association) and will make sure to register her child in more programs through the Park District and attend more events.

Commissioner DiCianni also told staff that an older couple who are friends of hers were very tenacious of coming back due to COVID-19. She stated the wife came in to look around to see what protocols are in place to keep everyone safe while working out at the Park District. The couple did start coming again and is very impressed with the adherence to protocols set, and felt very comfortable that the Park District is handling the scheduling and cleaning.

Commissioner Wilkie stated that he volunteered for the Flash Light Egg Hunt and it was amazing, everyone had a great time and it was a success. It was nice to see that staff found a way to continue this event, while other Park Districts cancelled. It shows that staff care about our patrons and the community.

Commissioner Wilkie also stated that thanked staff for all they are doing, and believes that we have engaged the community through the different types of platforms; web, social media, flyers.

Commissioner Coons stated that she drove by when the Flash Light Egg Hunt was running and she could hear and see all the flash lights running around looking for the eggs. Along with the Basket delivered by the Easter Bunny himself.

Executive Director: The **Executive Director** reported that staff have been working on the new website and will go "live" in mid-May. There has been issues with our website, a work around in place currently. Because the new website will be going live in May, staff have been instructed to not spend too much time or funds trying to fix this. Staff and Board Members pictures will be taken next week to be uploaded to the new website.

The yearly Park District clothing order will be placed some time next month. The Executive Director will work with the new Commissioner Machowski to order Park District logo wear prior to taking his picture.

The Executive Director stated that his schedule has been very full the last couple weeks due to interviews for the upcoming vacancy of WDSRA Executive Director. Seventy-seven (77) total applicants were received from different backgrounds and locations.

The Executive Director informed the Board that City Administrator John Coakley called regarding the Trailhead Project. The project has been through the development and planning phases and was ready to begin construction. The City Administrator told the Executive Director that it was found out today that the facility (shelter area) that was planned to be built, falls within Commonwealth Edison's easement. It was not known why this was not found during the planning stages. Those involved in the planning and development stages will need to meet again to discuss mitigation measures. The shelter, and the art piece may not be able to be incorporated into the Trailhead. The City is under a deadline to complete this project as the grant funds are only available for a short time. The City Administrator explained that the open areas used for events will not be touched. This is not public knowledge at this time.

Department Heads: The ***Marketing Special Events Supervisor*** stated that the Flash Light Egg Hunt, You've Been Egged Basket Deliveries and a Hop, Hop, Photo Op Pop-Up was fun also.

- Birthday parties are picking up, four (4) parties have been scheduled. Ninety-nine (99) families have already registered throughout the six (6) Summer Movies Series.
- She also reported that a "Rainout" line has been implemented, a text message or email will be sent for soccer, baseball cancellations if individuals subscribed.
- A Passport to Summer Fun will be available for kids during the summer months. The Passport have activities and challenges for families to complete and return for a prize.

The ***Superintendent of Recreation/Safety Coordinator*** stated that although camp does not begin until the week of June 14 and is still over two months away, there is already fifty-seven (57) registered for week one of camp, which is significantly more than any week last summer.

Pickleball Open Gym begins again on Thursday evening as this is low risk and socially distant. The numbers of participants are increasing, although there are some regulars that have not returned due to not wanting to wear a mask.

The ***Superintendent of Parks and Facilities*** reported that park staff have begun dragging and raking the Park District's baseball and softball fields for the upcoming season. Soccer practice fields and game fields have been laid out and painted for our Spring Soccer Leagues.

The Superintendent of Parks and Facilities has completed second interviews for the Full Time Parks Technician position and hopes to have someone hired in the next couple weeks.

The Registration/Administrative Services Manager reported that registration and phone calls and foot traffic continue to steadily increase. Those patrons that were not attending due to COVID, are now starting to return and reactivating their memberships and registering for programs.

The Superintendent of Finance and Technology informed the Board that the servers are currently being replaced and should be completed in the next couple weeks.

Any Other Business that may properly come before the Board for Discussion Only:

**Adjournment: MOTION: Commissioner Wilkie to adjourn. Seconded by Commissioner Coons.
4-Ayes, 0-Nays, 0-Absent, 1-Vacancy**

Adjourned at 7:14 PM

Approval

 5/20/2021
Barb Thornbury, President Date

 5/20/2021
Tim Reinbold, Secretary Date

Seal