



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on May 20, 2021**

Call to Order:

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

Pledge of Allegiance:

Oath of Office: Executive Director Reinbold gave the Oath of Office to Colin Wilkie
Executive Director Reinbold gave the Oath of Office to Tina Coons
Executive Director Reinbold gave the Oath of Office to Michael Machowski

Roll Call: Commissioner DiCianni – Present
Commissioner Wilkie – Present
Commissioner Machowski – Present
Commissioner Coons – 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
Machowski Family & Fiends

Approval of the May 20, 2021 Regular Meeting Agenda:

MOTION: Commissioner Wilkie moved to approve the Regular Meeting Agenda for May 20, 2021.
Seconded by Commissioner DiCianni.

Commissioner Thornbury is requesting to amend the agenda to include a Closed Session: 5 ILCS 120/2(c) 8; for the purpose of discussing the use of personnel and equipment to respond to an actual, threatened, or a reasonably potential danger to public property AND 5 ILCS 2(c) 12; for discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member and to thereafter reconvene to public session to address the remainder of tonight's agenda.

MOTION: Commissioner Wilkie so moved to amend the Regular Meeting Agenda of the Board of Commissioners for the May 20, 2021 to include another Closed Session per ILCS 2(c) 8, AND; ILCS 2(c) 12 after Closed Session, Item XIII and to thereafter reconvene to public session to address the remainder of tonight's agenda. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Public Comment: No public present wished to address the Board.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for April 15, 2021:

MOTION: Commissioner Wilkie moved to approve the Consent Agenda which includes; Regular Meeting Minutes of the Board of Park Commissioners for April 15, 2021. Seconded by Commissioner Coons.

President Thornbury explained she requested a minor correction to the Original April 15, 2021 Minutes signature document. The minutes did not reflect the presence of Brad Thornbury under "Others Present". The original signature copy has been corrected for the signature document.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Machowski - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0- Absent

ALL IN FAVOR. MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending April 30, 2021:

MOTION: Commissioner Wilkie moved to approve the Financial Statements for the period ending April 30, 2021. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED

Approval of Expenditure Report through April 30, 2021 in the Amount of \$119,161.08.

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through April 30, 2021 in the Amount of \$119,161.08. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Correspondence:

Abstract and Canvass of Election Results from DuPage County Election: The State election result canvassing, also known as the certification of state election results were included in the Board Packet.

Daily Herald Newspaper Article: A copy of a newspaper article regarding Earth Day which included the Park District's Fitness and Environmental Education Supervisor Adam Dagley while at Summerlakes Park during an Earth Day Event.

Award of Financial Reporting – Certificate of Achievement for Excellence in Financial Reporting: Board Members recognized staff for their work in achieving this award.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director stated that things have changed significantly since the last meeting. The Executive Director stated that as a District, staff will continue to monitor and follow regulations for all Park District related activities.

The CDC provided new information relating to masks and the new guidelines no longer require people who are fully vaccinated to wear a mask moving forward. Staff will continue to follow IDPH and the CDC guidelines and will continue to monitor and follow regulations for all Park District related activities.

New Business:

Receipt of Signed Code of Ethics Policy Statement – C Wilkie, T. Coons, M. Machowski; Commissioners Wilkie, Coons and Machowski all signed the Code of Ethics and handed in for placement in their file.

Receipt of Signed Board Member Creed – C. Wilkie, T. Coons, M. Machowski; Commissioners Wilkie, Coons and Machowski all signed the Board Member Creed and handed in for placement in their file.

Election of Board Officers – 2021-22:

Election of President - 2021-22:

MOTION: Commissioner Coons moved to nominate Commissioner Wilkie to the seat of President. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

Commissioner Wilkie - Abstain

President Thornbury - Aye

4-Ayes, 0-Nays, 0- Absent, 1-Abstention (Wilkie)

ALL IN FAVOR. MOTION CARRIED.

Commissioner Wilkie took the seat of President.

Election of Vice President - 2021-22:

MOTION: Commissioner DiCianni moved to nominate Commissioner Thornbury to the seat of Vice President. Seconded by Commissioner Coons.

Roll Call Vote:

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

4-Ayes, 0-Nays, 0- Absent, 1-Abstention (Thornbury)

ALL IN FAVOR. MOTION CARRIED.

Commissioner Thornbury took the seat of Vice President.

Appointment of Board Treasurer - 2021-22:

MOTION: Commissioner Thornbury moved to appoint Commissioner DiCianni to the seat of Treasurer. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

4-Ayes, 0-Nays, 0- Absent, 1-Abstention (DiCianni)

ALL IN FAVOR. MOTION CARRIED.

Commissioner DiCianni accepted the Treasurer's Seat.

Appointment of Board Assistant Treasurer - 2021-22:

MOTION: Commissioner Thornbury moved to appoint Commissioner Coons to the seat of Assistant Treasurer. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

4-Ayes, 0-Nays, 0- Absent, 1-Abstention (Coons)

ALL IN FAVOR. MOTION CARRIED.

Commissioner Coons accepted the Assistant Treasurer's Seat.

Appointment of Board Secretary - 2021-22:

MOTION: Commissioner DiCianni moved to appoint Executive Director Tim Reinbold to the Seat of Board Secretary. Seconded by Commissioner Coons.

Roll Call Vote:

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

5-Ayes, 0-Nays, 0- Absent

ALL IN FAVOR. MOTION CARRIED.

Appointment of Assistant Board Secretary - 2021-22:

MOTION: Commissioner Thornbury moved to appoint Executive Assistant Penny Thrawl to the Seat of Assistant Board Secretary. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Thornbury - Aye

President Wilkie- Aye

5-Ayes, 0-Nays, 0- Absent

ALL IN FAVOR. MOTION CARRIED.

Review and Approval of Resolution 2021-02: A Resolution Approving the Affiliate Agreement Between the Warrenville Park District and the Early Childhood Daycare Center (ECDC) from May 1, 2021 t April 30, 2022:

MOTION: Commissioner DiCianni moved to approve of Ordinance 2021-02; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and the Early Childhood Daycare Center (ECDC) from May 1, 2021 to April 30, 2022. Seconded by Commissioner Machowski.

The Executive Director explained that the owner of ECDC, requested a possible reduction in the monthly cost to rent the Preschool Room due to the low enrollment numbers of children due to the pandemic.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

President Wilkie-Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Summer Daze Event Discussion: The Executive Director stated that from a logistical standpoint, if the plan is to hold Summer Daze, planning needs to happen sooner rather than later as other entities are also involved with the planning and execution of the event. He explained that the Bands, and the stage have been secured, as their contract was rolled over from last year's event. The Executive Director also met with the Fire Department Chief to secure that Fire and Paramedic Staff would be available for the event.

The Executive Director stated explained he was looking to discuss with the Board for direction regarding Summer Daze prior to speaking with the City of Warrenville, as permits, liquor license, certificates of insurance, volunteers, vendors, etc. will need to be secured. Normally these event details would have been secured or the process of securing these would have been started.

Discussion regarding the details of logistics, layout and the coordination of this event involves many individuals and businesses. Discussion of scaling down the event, limiting types of drink selections, tents, tables, seating, ventilation, and the health and safety of those that attend, our volunteers, our staff and those working the event. Commissioner Thornbury stated when marketing the Summer Daze event, if it is decided to have this event, it needs to be communicated that Summer Daze will be on a smaller scale and very different from past years.

The Executive Director was asked if staff would be comfortable working this event, and stated that there may be some hesitation but for the most part everyone is on-board to the possibility, with set precautions in place. The Executive Director explained that food vendors have not been contacted as of date and is unsure who would even be available.

The Executive Director and designated staff have had preliminary discussions with Countryside Customs regarding the Car Show and were somewhat hesitant and apprehensive, not due to an operational or organizational standpoint but more attributable to financial needs and cost of awards, which the Executive Director stated the Park District could assist with. The Executive Director did report that pools and waterparks that are opening are not putting out chairs or tables for use by the public and suggested to do the same for Summer Daze. It is believed that if this event can be paired down, it is possible.

It was the consensus of the Board to have staff look into the ability of holding a smaller version of Summer Daze; securing a liquor license and beer truck, obtain the current mask/vaccination requirements to follow for volunteers and staff.

Officials & Staff Reports

President: *President Wilkie* had a great time at the Bike Rodeo, with the many kid-friendly activities and educational material about bicycle safety. President Wilkie is also looking forward to the Youth Obstacle Course Race being held this upcoming weekend out at Summerlakes Park.

Commissioners: *Commissioner Thornbury* also is looking forward to the Youth Obstacle Course Race and stated that she LOVES the new website.

Commissioner Coons congratulated and thanked staff on holding a vaccine clinic this past week.

Commissioner DiCianni congratulated the Finance Department for their Certificate of Achievement for Excellence in Financial Reporting. Commissioner DiCianni also stated that it is encouraging watching the revenues increase through the participation in programs and likes seeing the numbers increase

Commissioner Machowski stated he would have something more to report at the next meeting.

Executive Director: The *Executive Director* reported that a WDSRA (Western DuPage Special Recreation Association) Executive Director has been hired, with a start date on Tuesday, June 1st, which will overlap with the current Executive Director Sandra Gbur to assist in the training of the new Executive Director.

Department Heads: The *Superintendent of Finance and Technology* informed the Board she completed the “soft” close for the end of the fiscal year and will continue to post adjusting entries to get ready for the audit . The auditors were here this week to complete their preliminary fieldwork and will be in the week of June 14th for final fieldwork.

The *Registration/Administrative Services Manager* reported that registration for programs have picked up this past month.

Also completed was a sizable RecTrac program update. The District now has a new user interface in addition to the website. The “splash page” will be completed also (the page it takes you to when registering).

New copiers will be hooked up next week as the District has entered into a lease with Canon.

The Superintendent of Parks and Facilities reported that the Park Technician position is still open as offers of employment have been turned down.

Also reported was the vandalism at Summerlakes Park. Park staff power washed pathways, gang boxes, etc. and port-o-lets were also turned over. The Superintendent of Parks and facilities notified the Police Department, who had stated that there has been a rise in vandalism.

The Superintendent of Recreation/Safety Coordinator reported that staff met regarding the Youth Obstacle Course Race and decided to change the program to get more participants to register for this event. The event was moved from fall to spring, and the time was changed from early afternoon to morning. Also a "Buddy Heat" was included for those with special needs and/or parents that want to do this with their children.

It was explained the last time this event was run was in the fall of 2019 as "Wilderness Obstacle Course Race" with only 31 individuals in attendance. To date there are 109 individuals registered.

The Marketing Special Events Supervisor stated that a total of 395 Boredom Buster Bags were made this year. Because we are in the "Bridge Phase" reservations are no longer needed for "Movies in the Park" and "Lunchtime Live". This will save time in setting up painting of the squares are no longer needed and the total capacity is much higher.

CLOSED SESSION: Land Acquisition 5 ILCS 120/2(c) 5 - The purchase or lease of real property for use of the public body.

MOTION: Commissioner Thornbury move to go into Closed Session. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Coons - Aye

Commissioner Machowski - Aye

President Wilkie-Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

IN CLOSED SESSION AT 7:14 pm

BACK IN OPEN SESSION AT 7:29 pm

ROLL CALL: Commissioner Coons - Present
Commissioner Machowski - Present
Commissioner Thornbury - Present
Commissioner DiCianni - Present
President Wilkie - Present

CLOSED SESSION: 5 ILCS 120/2(c) 8; for the purpose of discussing the use of personnel and equipment to respond to an actual, threatened, or a reasonably potential danger to public property AND 5 ILCS 2(c) 12; for discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member and to thereafter reconvene to public session to address the remainder of tonight's agenda.

MOTION: Commissioner DiCianni moved to go into Closed Session; 5 ILCS 120/2(c) 8; Seconded by Commissioner Coons.

Roll Call Vote:

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

Commissioner Thornbury - Aye
Commissioner Machowski - Aye

5-Ayes, 0-Nays, 0-Absent
ALL IN FAVOR. MOTION CARRIED.

RECESSED INTO CLOSED SESSION AT 7:31 pm

BACK IN OPEN SESSION AT 8:02 pm

ROLL CALL: Commissioner Thornbury – Aye
Commissioner Machowski - Aye
Commissioner Coons - Aye
Commissioner DiCianni - Aye
President Wilkie-Aye

To Take Action, if any, on Matters from closed Session: No Action to be taken.

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

Adjournment:

MOTION: Commissioner Machowski moved to adjourn. Seconded by Commissioner DiCianni.
5-Ayes, 0-Nays, 0-Absent
ALL IN FAVOR, MOTION CARRIED

Adjourned at 8:03 pm

Approval


Colin Wilkie, President 6/17/21
Date


Tim Reinbold, Secretary 6/17/21
Date

Seal