



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on June 17, 2021**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner DiCianni – Present
Commissioner Thornbury – Present
Commissioner Machowski – Present
Commissioner Coons – Present
President Wilkie – 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
Ron Mentzer, City of Warrenville Director of Community & Economic Development
Kristine Hocking, Senior Civil Engineer

Approval of the June 17, 2021 Regular Meeting Agenda:

MOTION: Commissioner Thornbury moved to approve the Regular Meeting Agenda for June 17, 2021.
Seconded by DiCianni.

President Wilkie requested to amend the agenda to include the word "Officer" in Item X.c. It is to read "Designation of Freedom of Information Act (FOIA) Officer - 2021-2022."

MOTION: Commissioner Thornbury moved to amend the Regular Meeting Agenda of the Board of Commissioners for the June 17, 2021 to include the word "Officer" in Item X.c. and is to read "Designation of Freedom of Information Act (FOIA) Officer - 2021-2022". Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Coons - Aye

President - Wilkie 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 May 20, 2021:

Approval of Closed Session Minutes of the Board of Commissioners for May 20, 2021 – Land Acquisition:

Approval of Closed Session Minutes of the Board of Commissioners for May 20, 2021 – Security and/or Litigation:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Minutes of the Board of Park Commissioners for May 20, 2021; the Closed Session Minutes of the Board of Commissioners for May 20, 2021 – Land Acquisition, and; the Closed Session Minutes of the Board of Commissioners for May 20, 2021 – Security and/or Litigation. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner Thornbury - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0- Absent

ALL IN FAVOR. MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the period ending May 31. Seconded by Commissioner Coons

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner Thornbury - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Approval of Expenditure Report through May 31, 2021 in the Amount of \$113,683.81.

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through May 31, 2021 in the Amount of \$113,683.81. Seconded by Commissioner Machowski.

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.

Correspondence:

Bower Elementary School PTA Donation Thank You: A thank you letter was received for the Park District's donation to the Bower PTA Trivia Night.

2020 PDRMA Annual Report Cover Letter: A copy of the 2020 PDRMA Annual Report for Warrenville Park District Cover Letter was included in the Board Packet and reported the participation of Warrenville Park District Staff utilizing PDRMA's different resources.

2020 PDRMA Annual Report: The 2020 PDRMA Annual Report was available for Board Members to view.

Unfinished Business:

Review and Discussion of Changes to the City of Warrenville's Trailhead Project: Ron Mentzer, City of Warrenville Director of Community & Economic Development and Kristine Hocking, Senior Civil Engineer addressed the Board and explained the changes to the proposed layout of the Trailhead Project due to the placement falling within an easement.

After the new layout was explained to the Board, and keeping the layout of Summer Daze in the forefront, Commissioner Thornbury thanked the City of Warrenville personnel for listening to the Park District's needs. Commissioner Thornbury also stated that she will initiate and recommend that the Park Board send a letter regarding the cleanup of the Trailhead bathroom will not be a responsibility of the Park District during these events and will remain a City responsibility.

The Executive Director explained that he understood that this will NOT affect the Summer Daze event this year and is to be completed by the Summer of 2022.

Discussion and Response to COVID-19: The Executive Director explained the State is now fully open with no restrictions on the size of gatherings. Those who have been vaccinated no longer need to wear a mask while those who have not been vaccinated will still be encouraged to wear a mask. Day Camps will be required to wear a mask when not able to maintain social distancing and when indoors. Staff will continue to follow CDC and IDPH guidelines, and communicate them to participants and patrons.

Summer Daze Event Discussion: The Executive Director explained that staff have begun the process of getting the ball rolling on this year's Summer Daze event. The District has received a 24-hour Liquor License from the City for the event, received confirmation from Euclid regarding having a trailer at the event, all but one band has confirmed their attendance and continue to await the receipt of the States Liquor License. A number of logistical responsibilities are still needed to be completed; permits, volunteers, food booths, children's entertainment, etc.

Commissioner Thornbury explained the TAC (Tourism & Arts Council) grant and some of the grant guidelines/restrictions to Commissioners Machowski.

The Executive Director also noted that BASSET Training would be needed for Commissioners prior to working in the Beer Tent. The Executive Director will email a code to Commissioners to complete the training.

A Summer Daze meeting is scheduled to take place on June 22nd at 10 am.

Appointment of ADA (American Disability Act) Compliance Officer – 2021-2022: The Executive Director explained that the appointment of an ADA Compliance Officer, and the designation of an OMA and FOIA Officer is to be take place at the annual May Board Meeting each year along with the Commissioner seat election/appointment.

MOTION: Commissioner DiCianni moved to appoint Executive Director Tim Reinbold as the Warrenville Park Districts ADA (American Disability Act) Compliance Officer. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Aye

Commissioner Thornbury - Aye

Commissioner DiCianni - Aye

President Wilkie-Aye

5-Ayes, 0-Nays, 0-Absent

ALL IN FAVOR. MOTION CARRIED.

Designation of Open Meetings Act (OMA) Officer – 2021-2022:

MOTION: Commissioner DiCianni moved to designate Executive Director Tim Reinbold as the Districts Open Meetings Act Officer. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

President Wilkie- Aye

5-Ayes, 0-Nays, 0- Absent

ALL IN FAVOR. MOTION CARRIED.

Designation of Freedom of Information Act (FOIA) Officer – 2021-2022:

MOTION: Commissioner DiCianni moved to designate the Executive Director Tim Reinbold as the Freedom of Information Act Officer. Seconded by Commissioner Coons.

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.

Designation of Ethics Advisor – 2021-2022:

MOTION: Commissioner Thornbury moved to Executive Director Tim Reinbold as the Districts Ethics Advisor for 2021-2022. Seconded by Commissioner Coons.

The Executive Director explained that the Executive Assistant found an Ordinance that was passed in 2004 in regards to the designation of an Ethic Advisor and the appointment of Commissioners (3) to the Ethics Commission. The Executive Director stated that going forward the designation and appointment will continue to be on the May Agenda each year.

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.

Appointment of Commissioners (3) to Ethics Commission – 2021-22:

MOTION: Commissioner Thornbury moved to appoint Commissioner Coons, Commissioner Machowski and Commissioner DiCianni to the Ethics Commission – 2021-2022. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

4-Ayes, 1-Nays, 0- Absent
MOTION CARRIED.

Review of Board Member History Listing and Chart: This updated document was included in the Board Packet.

Updated Commissioner Contact Listing: This updated document was included in the Board Packet. Minor errors are to be corrected.

Review and Approval of Updated Municipal Directory Dated 05/27/2021:

MOTION: Commissioner Thornbury moved to approve the Updated Municipal Directory dated 05/27/21. Seconded by Commissioner DiCianni.

The Executive Director explained that this document is updated each year after the Board approves the Budget. This was included in the Board Packet; which included the updated changes to the Board, staff and budget numbers.

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 Updated Crisis Manual:

MOTION: Commissioner Thornbury moved to approve the Updated Crisis Manual as presented. Seconded by Commissioner Machowski.

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.

2021 3rd Quarter Special Events – July 1 to September 31, 2021:

Officials & Staff Reports

President: **President Wilkie** talked about seeing participation numbers increase in the programs, the attendance at events, and those who we see in FitnessNOW, feels it is a testament to the great staff at the Park District.

Commissioners: **Commissioner DiCianni** stated that she has seen the participation of families attending LunchTime Live and Movies in the Park, both held at Cerny Park and sees how much work goes into these programs and events. She thanked the Parks Department and all that they do, as they are there before, during and after event.

Commissioner Thornbury spoke regarding the Youth Obstacle Course Race and gave feedback regarding the race; make the route clearer and more obvious for participants, and; keep the Challenge Course free from use to only those participating in the race.

Commissioner Coons thanked staff for all that was done to get through the pandemic; working different and extra hours, learning and providing different avenues of communications and programming to both the employees and patrons and making those patrons feel somewhat normal during this time of uncertainty.

Commissioner Machowski stated that he attended his first Movie in the Park and stated it was nice to see the community out having fun. He mentioned looking through the comprehensive packet and seeing the registration numbers rise is great, expected but great. Commissioner Machowski also stated that he was amazed by the Marketing and Special Events Supervisor and the amount of interactions with the community from the numerous postings on Facebook, Instagram and Snapchat

Executive Director: The **Executive Director** reported that the Firecracker 5K will be taking place on July 4th, if Commissioners would like to volunteer for this to let him know.

The "Search" function on the Park Districts website is again working.

The Executive Director explained that an updated copy of the General Practices Manual was included in the Board Packet with changes made to the Executive Directors Job Description and the update of staff titles.

The Executive Director noted that the NRPA (National Recreation and Park Association) Conference will take place September 21st to the 23rd, 2021 in Nashville, TN. He explained that if any Commissioners would like to attend, the approval to attend will be on the July Agenda.

Department Heads: The Superintendent of Finance and Technology informed the Board that the auditors were here last week completing the preliminary report.

A new WiFi system has been installed and is up and working.

The Registration/Administrative Services Manager reported that registration, phone calls and foot traffic continue to increase.

The Superintendent of Parks and Facilities reported that he had been putting together the bid documents for the purchase of backup generators for the Recreation and Community Building. He was surprised to find that generators are on backorder until fall/winter and is due to the pandemic and will keep the Board updated on the availability of purchasing generators.

The Superintendent of Recreation/Safety Coordinator stated that the Park District is slowly bringing Open Gym Basketball back, with programming starting on a weekly basis.

The Superintendent of Recreation/Safety Coordinator reported on the current registration numbers;

- ✓ Currently there are 254 registered for the Firecracker 5K, looking back to 2019 at this time was just over 200;
- ✓ The three-day Pickleball Tournament is taking place this weekend with 139 registered as of date, with the previous top attendance being 100;
- ✓ The first week of Summer Camp started at 90 camp participants.

The Marketing Special Events Supervisor stated that the new metrics of the website are interesting: 54% accessing our website from a mobile device, and the search function is now working.

Birthday Parties continue to be booked with two more registering this week.

CLOSED SESSION: Semi Annual Review of Closed Session Minutes, 5 ILCS 120 2 (c) 21 – Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes.

MOTION: Commissioner Coons moved to go into Closed Session; Semi Annual Review of Closed Session Minutes, 5 ILCS 120 2 (c) 21. Seconded by Commissioner Thornbury.

Commissioner Thornbury - Aye
Commissioner Machowski - Aye
President Wilkie - Aye

Commissioner DiCianni - Aye
Commissioner Coons - Aye

Roll Call Vote:

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

IN CLOSED SESSION AT 7:30 pm

BACK IN OPEN SESSION AT 7:35 pm

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

To Take Action, if any, on Matters from closed Session

Review and Approval of Ordinance 2021-03: An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meeting of the Board of Park Commissioners of the Warrenville Park District which includes: June 20, 2019 – Semi-Annual Review of Closed Session Minutes; June 20, 2019 – Personnel; June 20, 2019 – Land Acquisition:

MOTION: Commissioner Coons moved to Approve Ordinance 2021-03: An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meeting of the Board of Park Commissioners of the Warrenville Park District which includes: June 20, 2019 – Semi-Annual Review of Closed Session Minutes; June 20, 2019 – Personnel; June 20, 2019 – Land Acquisition. Seconded by Commissioner Thornbury.

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.**

Approval of Release of Closed Session Minutes: December 17, 2020 – Semi-Annual Review of Closed Session Minutes:

MOTION: Commissioner DiCianni moved to Release the Closed Session Minutes of December 17, 2020 – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Machowski.

Roll Call Vote:

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

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

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 Thornbury moved to go into Closed Session; 55 ILCS 120/2(c) 8; AND 5 ILCS 2(c) 12; Seconded by Commissioner DiCianni.

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 7:39 pm

BACK IN OPEN SESSION AT 7:59PM

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

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

Any Other Business that may properly come before the Board for Discussion Only: President Wilkie requested the addition of "Removal of Personal Devices from Location Prior to Closed Session" to the agenda.

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

VOICE Vote: 5-Ayes, 0-Nays, 0-Absent

Adjourned at 8:01 PM

Approval


Colin A. Wilkie, President 7/15/21
Date


Tim Reinbold, Secretary 7/15/21
Date

Seal