



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on July 15, 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, Office Manager
Sheri Potter, Marketing & Special Events Supervisor

Approval of the July 15, 2021 Regular Meeting Agenda:

MOTION: Commissioner Thornbury moved to approve the Regular Meeting Agenda for July 15, 2021.
Seconded by Coons.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Coons - 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 June 17, 2021:

Approval of Closed Session Minutes of the Board of Commissioners for June 17, 2021 – Semi Annual Review of Closed Session Minutes:

Approval of Closed Session Minutes of the Board of Commissioners for June 17, 2021 – Security and/or Litigation:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Minutes of the Board of Park Commissioners for June 17, 2021; the Closed Session Minutes of the Board of Commissioners for June 17, 2021 – Semi-Annual Review of Closed Session Minutes; and; the Closed Session Minutes of the Board of Commissioners for June 17, 2021 – Security and/or Litigation. Seconded by Commissioner Machowski.

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 June 30, 2021:

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the period ending June 30, 2021. Seconded by Commissioner DiCianni.

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 June 30, 2021 in the Amount of \$181,099.52.

MOTION: Commissioner Coons moved to approve the Expenditure Report through June 30, 2021 in the Amount of \$181,099.52. 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:

Membership Donation to the Illinois Prairie Path Thank You: Information Only.

PDRMA Risk Management Consultant Introductory Tour of District: The Executive Director explained that the Districts new PDRMA Risk Management Consultant Lindsey Robertson and Mary Pederson to complete a field visit and introduction of our District facilities. Based on discussions and the facilities tour, comments and recommendations were provided from the observations made, which were minor in nature. The Parks and Recreation Department will address the comments and recommendations given

Pickleball Tournament Participant Thank You: Information only.

Unfinished Business:

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 needs 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.

New Business:

Review and Signature of Post Issuance Tax Compliance Report: The Superintendent of Finance & Technology explained that it is necessary and in the best interest of the District to maintain sufficient records and demonstrate compliance with its covenants and expectation to ensure the appropriate federal tax status for the Bonds or other bonds or debt obligations of the District. The ordinances further state that the Compliance Officer as the Treasurer of the Board shall at least annually review the District contracts to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations.

The report to the Board is to be prepared at least annually that all of the required records relating to the bond ordinances have been maintained and stating whether or not the District has any rebate liability. The Compliance Officer is to review each issue and determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on the Tax-Exempt obligations. Finally, the Compliance Officer shall prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax-Exempt Obligations is entitled to be excluded from gross income for federal income tax purposes.

Review and Approval of Resolution 2021-04; Naming NuMark Credit Union as Depository for Warrenville Park District, and authorizing account signatories:

MOTION: Commissioner Thornbury moved to Approve of Resolution 2021-04; Naming NuMark Credit Union as Depository for Warrenville Park District. Seconded by Commissioner Coons.

It was explained that this is authorizes Commissioner DiCianni and President Wilkie as the account signatories and removes Commissioner Thornbury and Coons as account signatories.

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.

Warrenville Park District Land/Cash Donations from the City of Warrenville: The Executive Director explained that the quarterly developer donation notification from the City of Warrenville was received. For the quarter ending June 30th we have \$21,940.81 which we have requested to provide the transfer of funds into the Districts account.

Discussion, Consideration and Approval of Commissioners (s) Attendance at the NRPA (National Recreation and Parks Association) in Nashville TN from September 21st to the 23rd:

MOTION: Commissioner Thornbury moved to approve herself and Commissioner DiCianni to Attend the NRPA (National Recreation Park Association) in Nashville, TN from September 21st to the 23rd. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Nay

Commissioner Coons - Nay

Commissioner DiCianni - Nay

Commissioner Thornbury - Nay

President Wilkie- Nay

0-Ayes,5-Nays, 0- Absent

MOTION FAILED.

Discussion of Date(s) for the Annual Parks Tour: The Executive Director explained that in the past the Parks Tour was scheduled prior to the Regular September Board Meeting. It was the consensus of the Board to the schedule the Parks tour at 5:00 pm prior to the Regular Meeting of the Board of Commissioners on September 16th, 2021.

Officials & Staff Reports

President: **President Wilkie** talked about seeing the participation numbers increase in the programs, the attendance at events, and seeing the members of FitnessNOW returning, and 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 again thanked the Parks Department for all they do in keeping the parks looking beautiful.

Commissioner Thornbury spoke regarding the Youth Obstacle Course Race and gave feedback regarding the layout; make the route clearer and more obvious for participants and; the Challenge Course should be free from use by others who are not participating in the race.

Commissioner Coons attended the Districts Family Kite Fly event this past weekend at Summerlakes Park. Commissioner Coons suggested that Board Members be aware of the specific event sponsors to assist in retaining and recruiting sponsors for events.

Commissioner Machowski stated again this month that he is amazed by the Marketing and Special Events Supervisor and the marketing of programs, and the increase in participation from pre-COVID numbers.

Executive Director: The **Executive Director** reported regarding the following:

- **Safe Zone Conversation (SZC)** – A Safe Zone Conversation is dialogue amongst a group of people who plan to discuss human topics that can be deemed sensitive, uncomfortable, or complex in nature. Currently Safe Zone Conversations are designed to discuss racism, LGBTQ+, and Latinx matters. Safe Zone Conversations are facilitated by members of IPRA's Diversity Leadership Task Force, or individuals specifically trained and approved. Each Safe Zone Conversation has a lead and supportive facilitators for large and small group discussions.

The Executive Director explained that most full time staff attended a scheduled Safe Zone Conversation (SZC) earlier today to discuss Racism. The Safe Zone Conversation platform promotes safe and purposeful conversation that might otherwise not take place in the workplace because people are uncertain of how to start the conversation, fearful of offending others or how they might respond, uncomfortable talking about the topic, or simply don't understand what needs to be discussed.

The Board and staff discussed the next steps to take in conducting a diversity, self-assessment of the Park District regarding DEI; review of marketing material, review of staff versus community served, hiring practices, review policies and procedures, review of mission, vision and values; review of Master/Strategic Plan, review of programs and events, evaluate staff training and build community relationships.

- **Harding Field Intergovernmental Agreement:** The Executive Director also reported that he is currently working with the District Attorney and the City of Warrenville with extending the lease on Harding Field which was actually up for renewal last year, but due to COVID it did not take place. This agreement will be brought to the Board for review and approval at the August Board Meeting.
- **Annual Harassment and Discrimination Prevention Training:** The Executive Director reminded Commissioners that the Sexual Harassment and Discrimination Training is required yearly for Commissioners and employees. The directions to complete the training will be emailed to Commissioners

Department Heads: The **Superintendent of Finance and Technology** informed the Board that the preliminary audit draft report was received and is now waiting for the final draft which should be presented to the Board at the Regular Board Meeting in September.

The Registration/Administrative Services Manager reported that registration and phone calls and foot traffic have increased. 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 Parks and Facilities reported that the Parks Department is at full staff with the hire of Dave Rodak in the open Park Technician I position. The Parks Department is now fully staffed.

Maul Paving has completed the grinding and resurfacing of Summerlakes Park Tennis Courts and Kiwanis Park pickleball court. The courts now need to sit for approximately 30 days, to have the surface oils dry, before the color coats and striping can be installed.

The Superintendent of Recreation/Safety Coordinator stated that a record of 140 participants registered for the Annual Pickleball Tournament. The tournament name was changed to "Tony Malia Pickleball Classic" beginning in 2022 to honor his dedication to the program by making this program into what it is today.

The Superintendent of Recreation/Safety Coordinator reported that Lindsay Robertson, the Districts new Risk Management Consultant and Mary Pederson from PDRMA came out to do a field visit and introductory tour of our facilities. A few minor comments and recommendations were noted within a letter received from PDRMA regarding the June 21st Field Visit.

The Marketing & Special Events Supervisor stated that the Summer Movies in the Park series began on June 3rd and another on June 17th. Approximately 80 people attended each night.

The July 4th, 2021 Firecracker 5k was held with a total of 380 participants registered for the events; 316 for 5K, 28 for Sparkler 1-miler, and; 36 for the 50 & 100-yard dashes.

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

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

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

Adjourned at 7:17 PM

Approval


Colin A. Wilkie, President 8/26/21
Date


Tim Reinbold, Secretary 8/26/21
Date

Seal