



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on August 26, 2021**

Call to Order:

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

Pledge of Allegiance:

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

Others Present: Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board Secretary
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 August 26, 2021 Regular Meeting Agenda:

MOTION: Commissioner Thornbury moved to approve the Regular Meeting Agenda for August 26, 2021.
Seconded by Coons.

Roll Call Vote:

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

Commissioner Machowski - 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 July 15, 2021:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Minutes of the Board of Park Commissioners for July 15, 2021. 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.

Financial Reports:

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

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

Roll Call Vote:

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

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

Approval of Expenditure Report through July 31, 2021 in the Amount of \$150,413.68:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through July 31, 2021 in the Amount of \$150,413.68. 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.

Correspondence:

Thank you letter from Sandy Gbur, WDSRA Retired Executive Director: Information Only.

Thank you letter from Illinois Prairie Path:

Sponsor Listing for Remainder of 2021 Special Events and Leagues: A listing of event sponsors was requested by Commissioner Coons. The Marketing and Special Events Supervisor explained that event sponsors are listed on advertisement monitors throughout the recreation center and at other events.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director explained that the Governor signed an Executive Order that mandates a face covering be worn by all individuals for all indoor activities and events and mandate starts Monday, August 30th.

Signage is being posted throughout the buildings and on District social media sites. Again, this is not optional, it is mandated and staff will adjust programming to comply with the mandate. Upcoming events will be looked at and reconfigured to include more space for social distancing.

Summer Daze 2021: The Executive Director gave some preliminary Beer Tent numbers to the Board and explained that the Summer Daze financials will be reported in September or October as all the costs are needed to be calculated from the many different sources and also need to be submitted to the City of Warrenville for receipt of the Hotel Motel Grant Funds.

A comprehensive report will be given to the Board once known.

The Executive Director stated that overall the event went real well, even with the few changes made; the placement of the Beer Tent and the moving of the Beer Sales by the Guest Services Tent. It was stated that it was received well by the community and very supportive.

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.

Commissioner Machowski stated that he may not be in attendance at the September Board Meeting.

- * Commissioner Thornbury stated that a sway bench through Cunningham Recreation, for Plum Path Park, would be a great addition as it is a more passive park.
- * Commissioner Machowski spoke regarding the installation of a lightning sensors at Summerlakes.

New Business:

Discussion of Master Plan: The Executive Director explained that he is scheduled to meet with two contractors regarding the updating of the Park Districts Master Plan while attending the NRPA Conference in Nashville.

He explained that Commissioners would be involved in the process; what is it that we are looking to achieve with the Master Planning process; will we want to complete another survey of the community? Also, those contractors interested in submitting a bid would be invited to speak to the Board regarding their services and their final product. Commissioners could then make a knowledgeable decision on the contractor and the product. He stated that he values the Commissioners input in this process and wants it to be a collaborative effort.

Commissioner Thornbury explained the grant process and how the Comprehensive Master Plan is used in obtaining grant funds and how a survey of the community could assist in this.

Officials & Staff Reports

President: ***President Wilkie*** took a moment to remember the 13 US Military Soldiers that perished today in Afghanistan. He also thanked staff and Commissioners for another successful Summer Daze event, the community loved it and was well put together.

Commissioners: **Commissioner Coons** congratulated the Marketing and Special Events Supervisor for a successful year of "Movies in the Park".

Summer Daze was a big hit this year; seeing those in our community coming out and having fun, it was needed.

Commissioner Machowski stated that he had a wonderful time working at the Summer Daze Beer Tent on Friday night. He stated how the cohesiveness and how everyone from staff, commissioners and volunteers work together to make the event successful.

Commissioner Machowski also suggested to bring back the Dunk Tank, he has volunteered to sit and has also recruited Police Officers to assist in bringing in more revenue.

He also recognized Parks Department employees, Bob Ellis and Dave Rodak for being available throughout the night.

A wrap up Summer Daze Committee Meeting will be held on September 9th. Commissioner Machowski requested to attend this meeting, if possible. Commissioner Thornbury explained that she and Commissioner Coons are on the Committee and if a majority of the Board (3) is present together, a meeting notice would need to be posted. The Executive Director stated that he would be happy to share any comments or suggestions with the Committee.

It was requested that the Summer Daze Committee Meeting be posted as if a majority of Commissioners would be in attendance, just in case.

Commissioner DiCianni stated that she was disappointed that she was unable to assist at the Summer Daze Beer Booth due to being sick and agreed that the event is run like a well-oiled machine.

Commissioner DiCianni stated that she was happy to hear within the Executive Directors Report that a higher level of IT security and protection has been added for the District.

She also spoke about the possible purchase and installation of generators for the District, the current heat temperatures and humidity, if it is well known and advertised that the Park District is a "Cooling Center".

Commissioner Thornbury spoke regarding the Summer Daze event and the Parks Departments new Parks Technician hire, Dave Rodak and how he jumped in to assist in making the event successful.

Executive Director: The **Executive Director** reported that tomorrow night is the Volunteer Movie Night at Summer Lakes Park, the Sand Lot will be shown.

The tennis courts at Summerlakes Park were resurfaced in June. The painting of tennis court lines are still needed, as no staff and/or supplies are available to do this. The Pickleball Courts at Kiwanis will be resurfaced next week.

The Executive Director also reported that a new DNS, Domain Name System, which monitors all of our servers, including guest wifi, to make sure that certain websites are not able to be entered. Also, a training module will be incorporated so that everyone with a Park District email will be required to complete quarterly security training. More information will be shared in the upcoming weeks/months.

Department Heads: The Registration/Administrative Services Manager reported that all staff did a wonderful job with the Summer Daze event, especially not knowing what attendance to expect.

The Superintendent of Parks and Facilities reported that Kevin Hertko has resigned his Park Technician I position here at the Park District, this position will be posted online for hire. The Superintendent also reported that this was Park Technician I, Bob Ellis's last Summer Daze event as he will be retiring in January.

The Superintendent of Recreation/Safety Coordinator reported that Summer Camp ended last week. On average, 80 participants attended camp throughout the 10-weeks of camp.

Art on the Prairie is coming up September 18th & 19th, with bands and performers booked for the 2-day event. As of August 16th, there are over 20 artists booked to attend this event.

Youth Fall Soccer League registration is currently ongoing with 175 participant enrolled, which exceeds last years' registration by more than 60 players.

The Marketing & Special Events Supervisor stated that the final cut of the video project was approved this week; a 90 second overview of the Park District and a 30 second fitness video. These will be used for social media and on the REACH monitors within the buildings.

Any Other Business that may properly come before the Board for Discussion Only: None.

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

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

Adjourned at 7:59 PM

Approval

 9/15/21
Colin A. Wilkie, President Date

 9/16/21
Tim Reinbold, Secretary Date

Seal