



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on September 16, 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 – Absent
Commissioner Coons – Absent
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
Adam Dagley, Fitness & Outdoor Education Supervisor
Don Shaw, Lauterbach & Amen
Deb Lavin & Don McClury, Warrenville Residents
Fran Stabosz, Warrenville Resident/FitnessNOW Member
Jessica Lutes, Warrenville Resident
Joseph Zegiel, Warrenville Resident
Alison Zeller, Warrenville Park District Instructor/Personal Trainer

Approval of the September 16, 2021 Regular Meeting Agenda:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for September 16, 2021. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

3-Ayes, 0-Nays, 2-Absent (Machowski, Coons)

MOTION CARRIED.

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Public Comment: Fran Stabosz spoke to the Board in support of Joe/Tracey - Nepotism Rule.

Deb Lavine spoke in regarding nepotism policies.

Jessica Lutes addressed the Board to give support in revising the Districts Nepotism Policy.

Executive Director Tim Reinbold read into record the emails received from Tracey Zegiel, Meghan Elarde, Annette Hanson, Joy Tosto, Meagan Kodak, and Erica Vasquez regarding the revision/changes to the Nepotism Policy.

Introduction and Visit from WDSRA Executive Director Dan Leahy: The Executive Director explained that the WDSRA Executive Director Dan Leahy attended the Special Meeting of the Board of Commissioners Parks Tour with the Board and staff held at 5:00 pm prior to this meeting.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for August 26, 2021:

MOTION: Commissioner Wilkie moved to approve the Consent Agenda which includes; the Regular Meeting Minutes of the Board of Park Commissioners for August 26, 2021. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye Commissioner Machowski - Absent

Commissioner Coons - Absent Commissioner Thornbury - Aye

President Wilkie - Aye

3-Ayes, 0-Nays, 2- Absent (Machowski, Coons)

MOTION CARRIED.

Financial Reports:

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

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

Roll Call Vote:

Commissioner DiCianni - Aye Commissioner Machowski - Absent

Commissioner Coons - Absent Commissioner Thornbury - Aye

President Wilkie - Aye

3-Ayes, 0-Nays, 2-Absent (Machowski, Coons)

MOTION CARRIED.

Approval of Expenditure Report through August 31, 2021 in the Amount of \$145,035.31:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through August 31, 2021 in the Amount of \$145,035.31. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Absent Commissioner DiCianni - Aye

Commissioner Coons - Absent Commissioner Wilkie - Aye

President Thornbury - Aye

3-Ayes, 0-Nays, 2-Absent (Machowski, Coons)

MOTION CARRIED.

Correspondence: No correspondence.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director reported that the District continues to abide by the updated COVID regulations which requires participants in all indoor activities and events to wear a mask. It was stated that there have been some issues with the Adult Open Gym Basketball participants, with some not being cooperative with wearing their masks. The Executive Director has attended the Wednesday evening Open Gym Program and has addressed this with participants and made it clear to participants that if the mask mandate cannot be followed, Open Gym will be cancelled.

Summer Daze 2021: The Executive Director stated that the Final Summer Daze Report will be included on the October Board Meeting Agenda. The invoice to the City has just been finalized, the only outstanding item is the refund from Euclid for the return of alcohol.

Commissioner Thornbury asked what, if anything, was requested to be changed (beyond the Beer Tent changes). The Superintendent of Parks and Facilities addressed the Board and stated that it was recommended by the Fire Department to move their tent back to the location in front of City Hall due to how loud it was in the new location.

The Police Department were very receptive as to where they were located this year and felt their space was in a central location.

The Executive Director stated that the Summer Daze Committee did decide that Warrenville in Bloom will again be the recipient for next year's 50/50 Raffle.

New Business:

Audit Presentation – Lauterbach and Amen: Don Shaw from Lauterbach and Amen reviewed and explained the 2020-21 Fiscal Year Audit Report to the Board.

The Warrenville Park District was again awarded the Certificate of Achievement for Excellence in financial reporting for its comprehensive annual financial report for the fiscal year 2020. The Park District will again be applying and expect to receive this certification for Fiscal Year 2021.

The Independent Auditor Report from Lauterbach and Amen has given the Park District an unqualified opinion again this year, which is the highest opinion received. This states that no issues were found with the financial statements, and no issues with internal controls, although there are three (3) outstanding issues in the Management Letter to be aware of.

The financial statements referred to, present fairly, in all material respects, the respective financial position of the District activities, each major fund, and the aggregate remaining fund information of the Park District as of April 30, 2021, and the respective changes in financial position for the year ended in accordance with accounting principles generally accepted in the US.

The Management Letter includes current, new and prior recommendations and Management responses. Previously and during the current year-end audit procedures, it was noted that the District has a capital asset threshold of \$1,000, which is low for a District the size of Warrenville. It was recommended that the District review and update the capital asset policy and that a more appropriate minimum threshold be established by category, ranging from \$2,500 to \$50,000, as the Board and Superintendent of Finance and Technology deem appropriate. The capital asset policy should also establish standard depreciation methods and useful lives to be applied to specific categories of assets. The policy should address location of assets, tagging, physical access and security and frequency of periodic inventories.

The Superintendent of Finance and Technology explained that this recommendation was not acted upon as it was felt it was not a priority with all that was taking place within 2020-21. It was explained that the recommendation from Lauterbach and Amen is best practices.

The Executive Director stated that a discussion of changes to the capital asset policy with potential modification will be completed in the near future, if not this fiscal year, the next year.

Review and Acceptance of 2020 – 2021 Annual Audit Report:

MOTION: Commissioner Thornbury moved to accept the 2020 – 2021 Annual Audit Report. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

3-Ayes, 0-Nays, 2-Absent (Coons, Machowski)

MOTION CARRIED.

Review and Approval of Harding Field Agreement between the City of Warrenville and the Warrenville Park District:

MOTION: Commissioner Thornbury moved to approve of Harding Field Agreement between the City of Warrenville and the Warrenville Park District. Seconded by Commissioner DiCianni.

The Executive Director explained that the Harding Field Agreement is generally renewed every five (5) years but due to COVID-19, this was not to be for done in 2020. He further explained this agreement will be in place to 2027, and five (5) years thereafter.

Both the Park District Attorney and the Park District Risk Management Agency (PDRMA) Attorney have reviewed, along with the City of Warrenville's have come to an agreement with the language. This will go before the City Council for approval next week. The Executive Director believes at some point this will come before the City Park Task Force.

Roll Call Vote:

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

3-Ayes, 0-Nays, 2-Absent (Coons, Machowski)

MOTION CARRIED.

Discussion and Approval of Changes to Personnel Policy Manual: Section 1; Employment Policies and Procedures – 1.6 Anti-Nepotism Policy: Commissioner Thornbury stated that this should have only been "Discussion" tonight and not "Approval" as there is no legal verbiage or a document to approve and/or revise.

Commissioner DiCianni voiced that because there are two (2) Commissioners absent, and feels their opinion is important, she believes this item should be tabled to the October 21, 2021 Board Meeting

Commissioner Thornbury apologized to those in attendance for the delay.

Commissioner Thornbury expressed that she is also in agreement to tabling this item as she feels it is important to hear each Commissioner voice their opinion in regards to this policy.

MOTION: Commissioner Thornbury moved to table Item VI. d. Discussion and Approval of Changes to Personnel Policy Manual: Section 1; Employment Policies and Procedures – 1.6 Anti-Nepotism Policy to the October 21, 2021 Regular Meeting of the Board of Commissioners. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Coons - Absent

Commissioner Machowski - Absent

Commissioner DiCianni - Aye

President Wilkie - Aye

3-Ayes, 0-Nays, 2-Absent (Coons, Machowski)

MOTION CARRIED.

Discussion of Annual Parks Tour – September 16, 2021 at 5:00 pm: President Wilkie stated the areas to be extraordinarily clean and structures are maintained and well kept.

Commissioner Thornbury asked if there is the same level of need for a Parks employee throughout the year or if just during the growing season and could the District hire a contractor to maintain the smaller parks instead of carrying benefits for a full-time employee and what are the Districts needs for hiring an employee full-time in the Parks Department.

The Executive Director explained the recent and upcoming vacancies in the Parks Department and stated that he does plan on looking at the various needs of the Parks Department during the budgeting process with the Superintendent of Finance and Technology and Superintendent of Parks and Facilities and different options can be explored. He explained that staff are always changing and evolving with the needs of the Park District, the requirements and mandates of the State of Illinois and the Federal Government.

The Executive Director explained that the outside work does slow in the winter, but there are inside projects/trainings that can be completed during this time.

Commissioner Thornbury commented that Commissioners used to choose a Saturday before Arbor Day to help clean-up and plant flowers at a park and believes it is worth bringing this back. Also, Lucent Technologies used to designate a day and have their employees clean up and plant in the neighborhood parks.

Review of Executive Director Yearly Performance Appraisal Document: The Executive Director explained that last year the Board requested and were provided with examples of performance appraisal documents to review to update the current evaluation tool used and was decided to revise the document that was used last year. The revised appraisal document was included in the Board Packet for Commissioners to review one last time for any changes.

Commissioner Thornbury gave her copy with written changes to the Assistant Board Secretary Penny Thrawl. Changes included;

Item I, first sentence, third word should read “establishes”, plural.

Item IV, first sentence; remove “Effective expression” and replace with “Ability to express ideas clearly and concisely”, second sentence

Third sentence, after first word, add “, oral, and electronic”

Item IV is to read: *“Ability to express ideas clearly and concisely in an individual and group setting (listening, nonverbal, communication, verbal). Written, oral and electronic reports are prepared and presented in a clear complete format to staff, commissioners, outside agencies and the public.)”*

Review of District FY2021 Annual Report: The Executive Director explained that the Annual Report is a snap shot of the programs and events that took place during the fiscal year and provides a clean and concise snapshot. The Marketing & Special Events Supervisor and the Superintendent of Finance & Technology will assist in preparing a new Annual Report each fiscal year to share with the public.

2021 4th Quarter Special Events – October 1st to December 31st, 2021: This list consists of the date, time, location and the Supervisor who is in charge of the event. The Executive Director said that Commissioners are more than welcome to volunteer or just attend any of the events listed.

Officials & Staff Reports

President: **President Wilkie** had a great time at the Volunteer Movie Night and is looking forward to Art on the Prairie and the Brew Trot.

He complimented staff as they continue to show their expertise in all the work that is performed within the Park District for patrons and the community to have a comfortable and safe environment to enjoy doing whatever it is.

Commissioners: **Commissioner Thornbury** stated that given the number of patrons and community members attending tonight concerning the Districts Nepotism Policy, she is requesting that the Executive Director ask those hiring staff that are impacted by the Nepotism Policy if it has ever hindered or helped in the hiring process. Commissioner Thornbury feels that the policy is to protect and help staff, if it does not, the policy needs to be revised.

Commissioner Thornbury stated that Commissioners are elected by those who live in Warrenville. And, although there was a handful of those community members present tonight, the other community members also need to be represented.

Commissioner Thornbury explained that this topic was brought to the Board two years ago, and again prior to that. She continued to explain that COVID has changed the way in how things are done, but the District also needs to make sure that staff are comfortable with the policies in place, if not, they need to be revised.

The Executive Director asked what information will be impactful for the Board in making a decision; if there are specific questions that need to be answered. Commissioner Thornbury suggested asking those employees: *“Is this policy, hindering an employee from doing their job, where they cannot find employees to fill positions, where they have had an opportunity to hire but this policy has prevented them from hiring.”* She stated that she wanted to make sure that the employees are being heard because this keeps coming up.

Specific questions that are to be asked of hiring staff are to be emailed to the Executive Director next week. The Executive Director is to compile responses and email to Commissioners prior to the October 21, 2021 Regular Meeting of the Park District Board. The Executive Director reminded Commissioners not to respond to the email due to the Open Meeting Act.

Commissioner DiCianni thanked the Superintendent of Finance & Technology for the hard work in compiling the FY2021 Annual Report, it is very much appreciated.

Congratulations were given to staff and to Bill and Barb Crabtree on being selected for the upcoming Outstanding Citizen Volunteer of the Year through the Illinois Association of Park Districts (IAPD).

Commissioner DiCianni thanked the Superintendent of Parks and Facilities in keeping the parks looking great.

Executive Director: The **Executive Director** reported that Bill and Barb Crabtree were nominated and have been selected for the Outstanding Citizen Volunteer of the Year Award through the Illinois Association of Park Districts (IAPD). They have been volunteering at the Park District in a number of roles for the past sixteen years and will be recognized at the Best of the Best Gala in Wheeling on Friday, October 15th. He thanked Bill and Barb Crabtree for their dedication to the Park District and the community.

The Executive Director also reminded Commissioners he will be out of town next week attending the National Recreation Park Association but can be reached by phone.

Department Heads: The **Superintendent of Finance and Technology** informed the Board that the part-time Finance Supervisor has been reinstated to her position. It was also reported that the Districts Information Technology provider, Links continues to monitor and update the security of our system.

The **Superintendent of Parks and Facilities** reported that the Park District has converted all parking lot lights at Summerlakes Park to LED at a very low cost, (including the pavilion) for efficiency and cost.

The Superintendent of Parks and Facilities informed the Board that the Tennis Courts have had settling with the blacktop and needs to be repaired. Also, the contractors are unable to obtain the epoxy and color coating to finish the tennis courts and could be looking a year out for completion.

A second quote for the generators should be received this week, unfortunately costs have increased for this item but the Superintendent of Parks & Facilities will continue to research pricing.

The **Superintendent of Recreation/Safety Coordinator** stated that Art on the Prairie is this upcoming weekend. There are twenty-seven (27) vendors, with Toms Market will be providing the food pig roast, burgers and brats in the food tent. This year will be easier to execute as there were more restrictions last year as the mask mandate does not apply for outdoor activities.

The first Older Adult trip (since the pandemic) is scheduled for this next weekend to Anderson Japanese Gardens in Rockford. Also, the Brew Trot is coming up the second Saturday in October, with 64 currently registered and the expectation of others registering the day of the event.

The **Marketing Special Events Supervisor** stated that the video project is completed and have been shown on social media and can also be viewed on the website in the near future.

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

**Adjournment: MOTION: Commissioner DiCianni to adjourn. Seconded by Commissioner Thornbury.
3-Ayes, 0-Nays, 2-Absent (Machowski, Coons)**

Adjourned at 7:28 PM

Approval


Colin A. Wilkie, President 10/21/21
Date


Tim Reinbold, Secretary 10/21/21
Date

Seal