



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on November 18, 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

Approval of the November 18, 2021 Regular Meeting Agenda:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for November 18, 2021. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Coons - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

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Public Comment: No public attended.

Approval of Regular Meeting Minutes of the Board of Park Commissioners for October 21, 2021;

MOTION: Commissioner Thornbury moved to approve the Consent Agenda which includes; the Regular Meeting Minutes of the Board of Park Commissioners for October 21, 2021. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Thornbury - Aye	Commissioner DiCianni - Aye
Commissioner Coons - Aye	Commissioner Machowski - Aye
President Wilkie - Aye	
5-Ayes, 0-Nays, 0- Absent	

MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner Coons moved to approve the Financial Statements for the period ending October 31, 2021. 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	

MOTION CARRIED.

Approval of Expenditure Report through October 31, 2021 in the Amount of \$91,108.15:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through October 31, 2021 in the Amount of \$91,108.15. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Machowski - Aye	Commissioner DiCianni - Aye
Commissioner Coons - Aye	Commissioner Thornbury - Aye
President Wilkie - Aye	
5-Ayes, 0-Nays, 0-Absent	

MOTION CARRIED.

Correspondence:

Thank you from Bill & Barbara Crabtree: A card was received from Bill & Barb Crabtree for the gifts and recognition received for all their volunteer work at the Park District.

NRPA Agency Performance Review – Available for Review: The Executive Director stated that a copy of the NRPA Performance Review is available to review.

Unfinished Business:

Review and/or Revision of Personnel Policy Manual: Section 1; Employment Policies and Procedures 1.6 Anti-Nepotism Policy:

The Executive Director explained that after last month's meeting the Board made changes to the current Anti-Nepotism Policy, and those changes are now reflected in the policy included in the Board Packet. This item is listed under Unfinished Business to review the revisions made and approved by the Board

Commissioner Thornbury requested to revise the second sentence to read; *"Immediate family members of elected commissioners or the Executive Director, may not be employed or any full-time, part-time, and/or seasonal "position" within the District"*, insert the word "position".

Commissioner Coons asked regarding the suggestion to not have multiple employees from the same family hired in the same department. It was noticed that the statement *"No two family members are to be hired within the same department or report to same manager/supervisor."* was not included in the policy.

This policy is to be revised as requested and brought back to the Board for final review in December.

Discussion and Response to COVID-19: The Executive Director reported that OSHA is temporarily suspending all implementation and enforcement efforts related to the emergency temporary standard (ETS) mandating vaccination and testing in the workplace for employers with 100 employees or more (ETS), pending litigation developments.

New Business:

Review of Truth in Taxation Property Tax Recommendation and Resolution: The Superintendent of Finance explained in her memo included in the Board Packet that the Illinois State Truth-in-Taxation Law requires that the Park District make a determination of the maximum amount of property taxes that might be levied. If this estimate exceeds 105% from the previous year's extension, a notice must be given to the public of the District's intent to possibly adopt this levy. As required, the Park District must hold a public hearing for comment.

Winfield Township has estimated a 3.13% increase in assessed valuation, which includes a new construction estimate of \$26,999,990. Naperville Township has not provided any information this year after multiple requests, so it is estimated as a 5.5% increase, which includes a \$200,000 new construction estimate based on a comparative average of the last five years. The total new construction for both townships is estimated at \$28,999,990. Note, the Park District's overall 2021 assessed valuation estimate of \$624,069,307 prior to the addition of new construction, is a 3.6% increase over last year. The 2021 estimates are an average of values over the past three years. After the addition of new construction, the District's overall 2021 assessed valuation is estimated at \$653,069,297 which represents an 8.4% increase from the previous year.

For the 2021 tax year, the District will need to pass a new Abatement Ordinance for the 2020 General Obligation Park Bonds (Alternate Revenue Source) since Corporate Fund revenues will be pledged and appropriated for the timely payment of the debt service and additional property taxes corresponding to the bonds will not be needed and therefore abated. The Abatement Ordinance will be prepared accordingly for Board approval early in 2022.

There are several factors involved in preparing this year's Tax Levy estimate:

1. Increase in assessed valuation
2. Growth in new construction
3. Tax Cap (PTELL) of 1.4%

The 2021 Tax Levy and Assessed Valuation (AV) Calculation Worksheet incorporates the variables necessary to calculate the estimated 2021 Tax Levy. The variables and their assumptions are as follows.

- PTELL Limiting Increase of 1.4%, which limits the dollars that may be levied
- 2021 Total Assessed Valuation Estimate of \$653,069,297, which includes new construction.
- New construction data provided by both townships totaling \$28,999,990
- Inclusion of the \$0.04 statutory limiting rate for Handicapped Recreation Tax
- Bond levy estimate of \$114,000, based upon proposed debt repayment schedule and Debt Service Extension Base
- Corporate, Recreation and Liability levies based upon forecasted needs
- An 8.4% EAV increase to allow for any further assessed valuation changes and new construction in order to capture the Park District's property tax allotments under the Property Tax Extension Limitation Act

Under the Property Tax Extension Limitation Act (PTELL), a governmental unit may increase its property tax extension annually up to 5% or the rate of inflation as measured by the All-Urban Consumer Price Index (CPI), whichever is less. With the 2021 tax cap of 1.4%, inclusion of new construction growth, inclusion of debt service, and incorporation of the \$.04 statutory limiting rate for Handicapped Recreation Tax, ***the District may anticipate receiving approximately \$167,429 in additional property taxes for next fiscal year, or a 6.2% increase over last year's property tax extension (1.4% for PTELL and 4.8% for new growth and increased assessed valuation).***

Because the Park District cannot be certain of exactly how much the assessed value will increase or decrease, the tax levy has been prepared with an additional 8.4% EAV increase, in order for the Park District to capture all revenues allowed under the Property Tax Limitation Act. ***Please note that this estimate does not represent the percentage increase that property owners will see on their tax bills. The County Clerk, once final EAVs are forwarded in late March or early April 2022, calculates the actual tax extension and rate, based on EAV growth and the tax cap. The Park District will only receive the amount allowed by PTELL.***

Last year's tax levy ordinance was \$2,955,000 and when EAV was finalized, the final 2020 property tax levy extension was \$2,707,710. The 2021 tax levy ordinance has been prepared in the amount of \$3,121,000; it is anticipated that when EAV is finalized next spring, the estimated final 2021 property tax levy extension will be \$2,875,139. The 2021 Truth in Taxation levy resolution has been prepared in accordance with statutes, and in the amount of \$3,007,000, which is exclusive of debt service.

The summarized steps of the tax levy process is included in the report:

- 1) The board reviews the proposed Tax Levy and adopts the "Truth-in-Taxation Resolution" - November 2021 Board Meeting

- 2) A Legal Notice for a public hearing on the Tax Levy must be published— December 2021
- 3) A Public Hearing on the Tax levy is conducted prior.to adoption— December 2021 Board Meeting
- 4) The Board adopts the Tax Levy Ordinance— December 2021 Board Meeting
- 5) The Tax Levy Ordinance is filed with the County Clerk- December 2021
- 6) DuPage County Clerk distributes final tax extension to District- mid to late March 2022
- 7) Property taxes received by the park District— beginning June 1, 2022

Review and Approval of Resolution 2021-04; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2021:

MOTION: Commissioner Thornbury moved to Approve of Resolution 2021-04; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2021. Seconded by Commissioner Coons.

Roll Call Vote:

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

**Commissioner Coons - Aye
Commissioner Thornbury - Aye**

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Review of Ordinance 2021-05; An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1, 2021 and Ending April 31, 2022: It was explained that this is for review only, will be brought back in December for Approval after Public Hearing.

Designation of Delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be Held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 29, 2022 at 3:30 PM in the Grand Ballroom: It was the Consensus of the Board to delegate Commissioner Machowski as the Delegate, with Executive Director Tim Reinbold being the 1st Alternate, Commissioner Thornbury being the 2nd Alternate and Commissioner DiCianni being the 3rd Alternate.

Review and Approval of IAPD/IPRA Soaring to New Heights 2022 Conference Attendance for Board of Commissioners:

MOTION: Commissioner Wilkie moved to Approve of Commissioner Machowski, Commissioner Thornbury and Commissioner DiCianni to Attend the IAPD/IPRA Soaring to New Heights 2022 Conference Thursday, January 27th through January 29th, 2022. Seconded by Commissioner Thornbury.

Roll Call Vote:

**Commissioner Coons - Absent
Commissioner Thornbury - Aye
President Wilkie-Aye**

**Commissioner DiCianni - Aye
Commissioner Machowski - Aye**

**5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.**

Consideration of Potential Resolutions for Presentation at the Annual Meeting of Illinois Association of Park Districts: It was confirmed that no Resolutions for presentation at the Annual Meeting of Illinois Association of Park Districts (IAPD).

Review and/or Revision of Changes to Personnel Policy Manual: Section 1; Employment Policies & Procedures – 1.9 Hiring Procedures:

MOTION: Commissioner Thornbury moved to accept the revisions presented to Personnel Policy Manual: Section 1; Employment Policies & Procedures – 1.9 Hiring Procedures. Seconded by Commissioner Machowski.

The Executive Director explained that the District changed the software used for our online application system. The new software allows us to do more including applicant tracking, employee records, training, and onboarding. With the updated software, it was decided to remove the name of the software from the policy and replace it with a general term, the application system. Additionally, this policy was updated to follow the Boards direction to have all of our policies move towards being more uniform in the language used.

Roll Call Vote:

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

**Commissioner Coons - Aye
Commissioner DiCianni - Aye**

**5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.**

Review and/or Revision of Changes to Personnel Policy Manual: Section 1; Employment Conduct – 6.26 Blogging and Social Media Policy:

MOTION: Commissioner Coons moved to Approve of Changes to Personnel Policy Manual: Section 1; Employment Conduct – 6.26 Blogging and Social Media Policy. Seconded by Commissioner Machowski.

The Executive Director explained that this policy and the Facebook Guidelines were reviewed, and some items needed clarification in order to streamline the digital brand as an agency and to ensure proper protocols and reporting mechanisms.

Commissioner Thornbury noted that this and the next item on the agenda have not been updated to the uniform language as directed and requested that this be done to remain uniform.

Roll Call Vote:

**Commissioner Machowski - Nay
Commissioner Coons - Nay
President Wilkie - Nay**

**Commissioner DiCianni - Nay
Commissioner Thornbury - Nay**

**0-Ayes, 5-Nays, 0-Absent
MOTION-FAILED.**

Review and/or Revision of Changes to Personnel Policy Manual: Section 1; Employment Conduct – 6.27 Facebook Guidelines:

MOTION: Commissioner Thornbury moved to Approve of Changes to Personnel Policy Manual: Section 1; Employment Conduct – 6.27 Facebook Guidelines. Seconded by Commissioner Coons.

Commissioner Thornbury felt that the Facebook Guidelines should encompass all social media platforms; Twitter, Instagram, Facebook, etc. The revisions and the additions to the policy was discussed.

Commissioner Thornbury also requested that this item also be updated to the uniform language and also forward to the Attorney for review of the language used and changes made to ensure that all laws are followed.

The Executive Director stated that both the Facebook Guidelines and the Blogging and Social Media Policy will be sent to the Attorney but also explained that the Attorney has reviewed these policies prior to the noted changes made within the document (changes indicated in red font, previously approved in black font). The reasons for the changes in the Guidelines was explained to the Board.

It was felt that the Attorney should review prior to Board approval to ensure all laws are followed.

Roll Call Vote:

Commissioner Coons - Nay

Commissioner DiCianni - Nay

Commissioner Thornbury - Nay

Commissioner Machowski - Nay

President Wilkie-Nay

0-Ayes, 5-Nays, 0-Absent

MOTION FAILED.

Review and Approval of 2022 Board of Commissioners Meeting Dates:

MOTION: Commissioner Thornbury moved to Approve the 2022 Board of Commissioners Meeting Dates. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

President Wilkie-Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Review and Approval of FY 2022-23 Budget Calendar:

MOTION: Commissioner Coons moved to Approve the FY 2022-23 Budget Calendar as presented. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

President Wilkie-Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Discussion and Approval of Sponsorship of the Western DuPage Special Recreation Association "The Bash": The Executive Director explained that this is WDSRA's largest fundraiser of the year and it will once again be held at The Abbington Banquet Hall in Glen Ellyn on Saturday March 5th, 2022. It was stated that the District has normally sponsored this at the Silver Sponsor Level (\$1250) and each year has been budgeted for at this level.

President Wilkie also felt that this was a worthwhile cause and a great event.

MOTION: Commissioner Thornbury moved to Approve of the Silver Sponsorship Level (\$1,250) to the Western DuPage Special Recreation Association for their annual event, "The Bash". Seconded by President Wilkie.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Officials & Staff Reports

President: ***President Wilkie*** attended Fall Fest and thought it was an amazing event, was a great turnout, everyone seemed to have a wonderful time, it was hard to decide between the so many costumes.

He is also looking forward to attending the Bingo/Trivia Night here at the Park District with Commissioner Coons and four others tomorrow night.

Commissioners: ***Commissioner Machowski*** wished all a Happy Thanksgiving.

Commissioner Coons is also looking forward to attending the Bingo Trivia Night tomorrow night and also all the wonderful upcoming events; Breakfast with Santa, and Holly Days; although she would have liked to see the Drive-Thru Holiday Tree Display to be done again this year.

Commissioner DiCianni had a great time at Fall Fest, felt that everything was presented greatly and ran smoothly, all had smiles and had a great time. She stated that she was telling everyone about the upcoming events; Holly Days and Breakfast with Santa. She believes that the District is giving the people what is wanted and are fortunate to be able to provide these events and programs at a minimal to no cost for the community to partake in and that Fall Fest is a wonderful family event and she appreciates all that is put into this event by staff.

Commissioner Thornbury stated that after trying to sign up for Breakfast with Santa online to only having to call to register. She did notice that when trying to register, the country is asked for, which normally the field would be populated with a default of that country or on the top of the drop-down list, this was at the end of the list. Because she was unable to finish the online registration process, she asked if the process included a list of preferred

gender and preferred pronouns used to describe the individual instead of the choice of assigned gender at birth (Male/Female). The Registration Office Manager, Michelle Savage stated that she could look into the possibility of having this programmed into our registration system.

Commissioner Thornbury highly encourages the Diversity Committee look into updating this on the registration as this may need to be communicated to the instructor and will save having the discussion of what their preferred pronouns are.

Executive Director: The ***Executive Director*** reported that Holly Days is coming up along with all the other holiday programming. He reported that the holiday trees will be purchased and sold for decorating and display again this year, along with the all of District 200 school choirs are booked. It was explained that the lighted drive-through will not be a part of the festivities this year as last year it gridlocked the streets of Warrenville, and was done due to the COVID-19 restrictions in place at that time.

The Executive Director told Commissioners that the District's Holiday Party on December 9th, and to please RSVP the Executive Director if you are attending.

Commissioner Thornbury asked that going forward to be cognizant and respectful of all employees, their backgrounds, faiths and beliefs and does not think an employee gathering should be tied to a holiday, she explained that there are those that are not of Christian faith, and felt that last year this respect was not shown. Commissioner Thornbury did not like the design of the flyer as it was designed with the holiday in mind. She hopes next year the District will become more inclusive when holding employee gatherings.

Commissioner Machowski understood Commissioner Thornbury as wanting the District to have a broader scope to encompass everyone. She explained that when holding events, all community members (patrons and public) need to be considered, and when holding employee gatherings, meetings and trainings, all employees need to be considered to have a broad scope to encompass everyone.

Department Heads: The ***Superintendent of Finance and Technology*** informed the Board that she and the Executive Director have been meeting with Managers regarding their individual budgets.

The ***Registration Office Manager*** reported that she believes that Fall Fest went well, a lot was introduced this year but it went well in alleviating crowding in one area.

It was also reported that this week tickets for the Dance Recital went on sale and within the first 2 hours of selling tickets, approximately 240 were sold.

The ***Superintendent of Parks and Facilities*** reported that Fall Fest was a great event and is looking forward to the Holly Days event and all the December events concluding for the year.

He also reported that Park Technician Bob Ellis had his last physical day with us on Friday, November 12, 2021.

The Superintendent also reported that after advertising for the Parks Department Park Technician position opening created by the resignation of Kevin Hertko, receiving applications, and holding both 1st and 2nd interviews, Joe Zegiel was hired into the Park Technician I Position.

The Superintendent of Recreation/Safety Coordinator stated that Bingo & Trivia Night is tomorrow from 7 to 9 pm. Turkey Camp is next week and currently have a few spots on Wednesday left.

Registration numbers are increasing in the number of registrations for Kris Kringle Camp and in all the holiday programming.

Commissioner Thornbury asked regarding the gymnastics program and if it was noticed if it was on an upward trend and are we being limited due to not having dedicated space for gymnastics. The Superintendent of Recreation/Safety Coordinator and the Executive Director agreed that the District is limited in not having a dedicated space for a full gymnastics program and can only grow so much. The Superintendent of Recreation/Safety Coordinator explained that with dedicated space; open gyms and competitions could also be programmed and could bring in revenue.

Commissioner Thornbury requested that a Closed Session for Land Acquisition be added to the December 17, 2021 Regular Board Meeting.

The Marketing and Special Events Supervisor reported that the Birthday Party Program is exploding, and has been booked over the last and upcoming two weekends. She also has stayed busy putting together the Holiday Boredom Buster Bags, currently sixteen (16) bags are being picked up.

The Marketing and Special Events Supervisor thanked the Superintendent of Parks and Facilities for helping set up and get ready for the Turkey Scavenger Hunt.

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

**Adjournment: MOTION: Commissioner DiCianni to Adjourn. Seconded by Commissioner Machowski.
VOICE VOTE: 5-Ayes, 0-Nays, 0-Absent**

Adjourned at 7:34 PM

Approval


Colin Wilkie, President 12/16/21
Date


Tim Reinbold, Secretary 12/16/21
Date

Seal