



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on October 21, 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
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, Warrenville Resident
McClory, Warrenville Resident
Fran Stabosz, Warrenville Resident
Jessica Lutes, Warrenville Resident
Alison Zeller, Employee & Warrenville Resident
Joseph Zegiel, Warrenville Resident
Tracy Zegiel, Employee & Warrenville Resident
Dana Kalombo, Employee & Warrenville Resident
And, Others Present from the Public in Attendance

3 So. 260 Warren Avenue, Warrenville, IL 60555
(630) 393-7279 Fax (630) 393-7282

Approval of the October 21, 2021 Regular Meeting Agenda:

MOTION: Commissioner Thornbury moved to approve the Regular Meeting Agenda for October 21, 2021. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye (by Audio)

Commissioner Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Recognition of Bill & Barb Crabtree – IAPD’s 2021 Outstanding Citizen Volunteer of the Year: The Executive Director explained that Bill and Barbara Crabtree were selected as the IAPD (Illinois Association of Park Districts) Outstanding Citizen Volunteer of the Year. Bill and Barb have been volunteering at the Park District for sixteen years in a number of roles, but more specifically for the Tuesday Lunch Bunch Program. They are dedicated to the Warrenville community and have had a significant impact at the Park District. They were recognized at the Best of the Best Gala in Wheeling on Friday October 15th.

Bill and Barbara Crabtree were recognized for their dedication and commitment to the Park District and the community itself and presented with flowers.

Public Comment: President Wilkie explained to those in attendance and wanting to speak that there are a few simple rules governing appropriate participation at Board Meetings. Those wishing to speak, would need to fill out a “Public Comment Form”. President Wilkie continued to explain that while the Park Board appreciates all questions and comments, they may not be prepared to respond at the meeting. In order to ensure a response, please complete the form provided indicating your question and the best way to contact you.

The total time allotted to each person’s comments shall not exceed three (3) minutes, and each person shall only be permitted to speak once.

Tracy Zegiel, an employee and resident of Warrenville addressed and spoke to the Board regarding the revision of the Nepotism Policy. She explained that although the timing and outcome they (her and her husband) are hoping for is personal, it is still believed, especially during this time that companies are struggling to hire and keep qualified personnel, that the change of this policy to include the hiring of family (with limitations) is needed and should be addressed even if it does not directly affect her and her family. She explained that it is not their desire or intention to gain unfounded favor nor is it to go on the defense in her position stating her opinion. She thanked the Board for their time, dedication to Warrenville and their consideration in changing the policy.

Dana Kalumbo, an employee here at the Park District and a longtime resident of Warrenville, addressed the Board in support for the revision of the Nepotism Policy. She explained that Warrenville is a small town that values families and feels that this policy is not in line with the culture of our town or the culture of the Park District. She stated that the majority of employees at the Park District are part time and seasonal, may only work a few hours each week and have worked for the Park District many years. She asked that the Board consider revising the Nepotism policy and to not limit the hiring pool by excluding the hiring of family members of employees of the Park District.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for September 16, 2021;

Approval of Special Meeting (Parks Tour) Minutes of the Board of Park Commissioners for September 16, 2021;

MOTION: Commissioner DiCianni moved to approve the Consent Agenda which includes; the Regular Meeting Minutes of the Board of Park Commissioners for September 16, 2021 and the approval of Special Meeting (Parks Tour) of the Board of Commissioners for September 16, 2021. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner DiCianni - Aye Commissioner Coons - Aye (by Audio)
Commissioner Thornbury - 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 September 30, 2021:

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

Roll Call Vote:

Commissioner Machowski - Aye Commissioner Coons - Aye (by Audio)
Commissioner Thornbury - Aye Commissioner DiCianni - Aye
President Wilkie - Aye

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

Approval of Expenditure Report through September 30, 2021 in the Amount of \$109,650.20:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through September 30, 2021 in the Amount of \$109,650.20. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Machowski - Aye Commissioner DiCianni - Aye
Commissioner Thornbury - Aye Commissioner Coons - Aye (by Audio)
President Wilkie - Aye

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

Correspondence: No correspondence.

Unfinished Business:

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

MOTION: Commissioner Thornbury moved to approve revisions to the Personnel Policy Manual: Section 1; Employment Policies and Procedures 1.6 Anti-Nepotism Policy. Seconded by Commissioner Machowski.

The Executive Director explained that as requested by the Board, staff met regarding the current hiring policies, and discussed the impact it has had on hiring, if any. The Executive Director reported that 7 to 10 different times, while having the current policy, staff reported it has hindered the hiring process. Along with speaking with the Park Districts Attorney, the Executive Director has reviewed other districts nepotism policies and has included in the Board Packet for review, two policies that park districts use and are endorsed/written by PDRMA.

Commissioner Thornbury stated that PDRMA's alternative example (not currently used by us), considers the hiring of family members.

Commission Coons suggested that guidelines be put in place for the hiring of family members by clearly defining family members that would be eligible for hire; following the standard hiring procedures; addressing any family changes and/or family status that may result in a conflict of interest and the reporting of such to their supervisor/manager; to avoid conflicts by evaluating options to resolve conflicts by consulting both employees for input on how best to resolve a potential conflict, such as two relatives CANNOT be in the same chain of command; enforce the anti-nepotism policy by involving upper management and/or human resources to review hiring decisions involving family members to ensure compliance with policies and applicable nondiscrimination laws; and, by holding employees accountable to performance and conduct standards, and ensure they follow the same rules as other employees.

All Commissioners voiced their opinions on the Anti-Nepotism Policy and the hiring of family. The Executive Assistant/HR Manager voiced that all hiring laws, District policies and procedures would continue to be followed.

Commissioner Thornbury felt strongly about the Park District continuing to exclude the hiring of family members of the Executive Director and of Commissioners. She suggested to include the below in the updated policy:

"No family member or relative of the Executive Director or seated Commissioner will qualify under this policy".

and,

"No two family members are to be hired within the same department or report to same manager/supervisor."

AMMENDED MOTION: Commissioner Thornbury moved to amend the motion to approve the revisions to the Personnel Policy Manual: Section 1; Employment Policies and Procedures 1.6 Anti-Nepotism Policy from the current policy to PDRMA's alternative policy with the incorporation of following verbiage change; "No family member or relative of existing Board of

Park Commissioners and/or the Executive Director will qualify under this policy and that no two family members are to report to same manager/supervisor.”. Seconded by Commissioner Machowski.

The Park District Attorney felt the importance of public awareness that the PDRMA alternative Anti-Nepotism Policy be read aloud for community members as to what is being passed prior to the approval. President Wilkie read the suggested alternative Anti-Nepotism Policy into record.

Anti-Nepotism Policy Description

Members of an employee’s immediate family will be considered for employment on the basis of their qualifications. Immediate family of elected commissioners and/or the Executive Director, may not be hired, however, if employment would:

- create a supervisor/subordinate relationship with a family member;
- have the potential for creating an adverse impact on work performance;
- or
- create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, civil union partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the household.

This policy also applies to romantic relationships (Please review the agency’s Policy on Romantic or Sexual Relationships in Section 6.18).

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the agency to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the agency will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will ordinarily be permitted to determine which of them will resign. If the employees cannot make a decision, the agency will decide in its sole discretion who will remain employed.

Commissioner Thornbury requested that this is to be brought back to the Board in October of 2022 to report on the hiring of family members and any issues.

Roll Call Vote:

Commissioner DiCianni - Aye Commissioner Thornbury – Aye
Commissioner Machowski - Aye Commissioner Coons - Aye (by Audio)
President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Commissioner Coons Left the Meeting at 6:54 pm (by Audio)

Discussion and Response to COVID-19: The Executive Director reported that staff, participants continue to adhere to the mask mandate and the requirements to wear masks for all indoor activities and events, while outdoor programs and leagues are not required to wear a mask.

Summer Daze 2021: The Executive Director stated that we have received all revenues, including TAC grant funding and all expenses have been entered. It was explained and noted that the “Beer Tent Tip Money” (listed at the bottom of Summer Daze 2021 Budget-DRAFT on Page 1) has not been transferred to WDSRA as of date, which will change the Net Surplus total amount.

President Wilkie thanked the staff and volunteers for a great event and is happy that the District was able to hold Summer Daze this year.

New Business:

Review and Approval of 2022 Health Plan Selection:

MOTION: Commissioner Thornbury moved to Approve of the 2022 Health Plan Selection. Seconded by Commissioner Machowski.

It was explained within the Board Packet that the consideration of what other park districts are currently offering to staff was considered to remain competitive for our work force. The best interest of our staff who are currently participating in the health program was also considered. Therefore, it is recommended to offer the same medical, dental and vision plans to full time District employees for CY 2022.

Roll Call Vote:

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

4-Ayes, 0-Nays, 1-Absent (Coons)

MOTION CARRIED.

Review and Approval of Annual Statement of Receipts and Disbursements for the Period of May 1, 2020 through April 30, 2021:

MOTION: Commissioner DiCianni moved to approve the Annual Audit Statement of Receipts and Disbursements for the Period of May, 2020 through April 30, 2021. Seconded by Commissioner Thornbury.

Within the report received by the Superintendent of Finance and Technology, it is explained that the public funds Statement of Publication Act requires that each District Officer who receives or disburses public funds to pay off government debts and liabilities must, upon the expiration of each fiscal year prepare a statement of:

- All monies received and from what sources
- All monies paid out where the total exceeds \$2500 Annual aggregate
- All monies paid out as compensation for personal services given the name of each individual paid and the total amount paid to each person in one of the following categories:
 - Under \$25,000.00 – \$49,999.99, \$50,000.00 – 74,999.99
 - \$75,000.00 – \$99,999.99, \$100,000.00 – \$124,999.99
 - \$125,000.00 and over
- A summary statement of operations for all funds and account groups

The statement is to be signed by the Treasurer and filed with the County Clerk within six months after the end of the fiscal year. In addition, the report will be posted on our website. In lieu of publishing the Annual Statement of Receipts and Disbursements for the period May 1, 2020 through April 30, 2021 in the local newspaper and as allowed by state statute, the Park District will publish the “Notice of Availability of Audit” in the local newspaper, and will file the District’s Comprehensive Annual Financial Report also with the County Clerk.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Machowski - Aye

4-Ayes, 0-Nays, 1-Absent (Coons)
MOTION CARRIED.

Officials & Staff Reports

President: ***President Wilkie*** reported it is an amazing feeling to see soccer participants outside, people utilizing the Park District facilities and the parks. He was unable to attend the “Brew Trot” but heard it was a wonderful event with many participants.

Commissioners: ***Commissioner Machowski*** thanked staff, Department Heads, volunteers, and Commissioners for all they do to make the Park District and its events excellent.

Commissioner Thornbury stated that she is looking forward to Fall Fest.

Commissioner DiCianni thanked staff and is looking forward to the upcoming festivities and programs.

Executive Director: The ***Executive Director*** reported on the upcoming Legal Symposium being held both remotely and in person on Thursday, November 4th, 2021 and requested Commissioners notify if wanting to attend.

Also, Community Unit District 200 will be holding their Local Government Breakfast on Friday November 12th at 7:30 am, an RSVP is required.

Commissioners were reminded of the upcoming annual IPRA/IAPD conference in January and is set to take place at the Hyatt in Chicago from January 27th through the 29th, 2022. Also, the selection of delegates to the Annual Business Meeting along with the confirming attendance at the conference will be on the Regular Meeting Agenda in October.

The Executive Director also reported on the upcoming holiday party for the Park District Staff and Commissioners to be held on Thursday, December 9th at Pal Joey's in Batavia.

Department Heads: The ***Superintendent of Finance and Technology*** reported that we are halfway through the 2021-2022 Budget and will again be scheduling meetings with Department Heads for the 2022-23 budget.

The ***Registration/Administrative Services Manager*** reported that Summer Daze was great and much needed for the community. She reported that patrons truly enjoy the programs and events that bring the community together to enjoy fun, friends and families.

The Fall Fest wristbands are currently on sale and will also be sold during the event at both the Recreation Center and Community Building Registration Desks. The event will be spread out between the Recreation Center, Community Building, and the outdoor tents.

The ***Superintendent of Parks and Facilities*** reported on the completion of the installation of the new LED parking lot lights at both the Recreation Center, Summerlakes Park, and in most of our Park Pavilions.

It was also reported that Park Technician, Bob Ellis, will be retiring, with his last day being here on November 12th, 2021.

The Superintendent of Parks and Facilities reported on the problem in receiving quotes for the purchase of generators for both the Recreation Center and Warrenville Community Building. He explained that due to pandemic, these are on backorder and the cost of such cannot be quoted and continues to rise.

Commissioner Thornbury asked that the Executive Director contact the City of Warrenville regarding the Phillips 66 Gas Station project and ask if they are still planning to utilize a percentage of the Park Districts Developer Donations for this project. The Executive Director explained that the City plans on finishing this project after the Summer Daze event next year but will request this information from the City and report back to the Board.

The ***Superintendent of Recreation/Safety Coordinator*** reported that Art on the Prairie was held, with over 30 vendors, and was well attended. The Brew Trot had approximately 100 runners, Fall Fest is scheduled for next Friday night, followed by the holiday season programming.

Commissioner Thornbury noted that Warrenville is 64% Christian, with the remaining 36% being "other". With that being said, she is hopeful that with the focus being on diversity, in the future, programs and events will be developed to encompass a more inclusive environment for all people of the community.

The Marketing Special Events Supervisor reported as of date, 30 wristbands were sold for Fall Fest. It was explained that both buildings will be used, as well as the tents in the Main Lower Lot to alleviate crowding.

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

**Adjournment: MOTION: Commissioner Thornbury to adjourn. Seconded by Commissioner DiCianni.
VOICE VOTE: 4-Ayes, 0-Nays, 1-Absent (Coons)**

Adjourned at 7:17 PM

Approval

 11/19/21
Colin Wilkie, President Date

 11/18/21
Tim Reinbold, Secretary Date

Seal