



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on April 28, 2022**

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
Gregg Ireland, Superintendent of Parks & Facilities
Matt Odom, Superintendent of Recreation/Safety Coordinator
Michelle Savage, Office Manager
Sheri Potter, Marketing & Special Events Supervisor

Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County Illinois for the Fiscal Year Beginning on the 1st Day of May 2022 and Ending on the 30th Day of April 2023:

President Wilkie requested a motion to proceed into the Public Hearing and to continue the other business of the regular meeting upon the conclusion thereof.

MOTION: Commissioner DiCianni moved to Open the Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County Illinois for the Fiscal Year Beginning on the 1st Day of May 2022 and Ending on the 30th Day of April 2023. Seconded by Commissioner Coons.

President Wilkie declared the Public Hearing Open.

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(630) 393-7279 Fax (630) 393-7282

President Wilkie announced that the Proposed Budget and Appropriation Ordinance has been made available for the public to review for the required time.

The Executive Director reported that no public citizens have asked to receive the proposed Budget and Appropriation Ordinance.

President Wilkie asked if any of the Commissioners wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners had any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Wilkie asked if any of the Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation.

President Wilkie asked if any of the Commissioners wished to submit any oral testimony or public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation.

President Wilkie asked if any of the public wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. With no public present, there were no comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Wilkie asked if any of the public wished to present written testimony with respect to the proposed Combined Annual Budget and Appropriation Ordinance. With no public present, there were no one that wished to present any written testimony.

President Wilkie asked if any of the public wished to present oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. With no public present, there were no one who wished to present oral testimony or public comments.

President Wilkie entertained a motion to adjourn the Public Hearing.

MOTION: Commissioner DiCianni moved to Adjourn the Public Hearing. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of the April 28th, 2022 Regular Meeting Agenda:

MOTION: Commissioner Coons moved to approve the Regular Meeting Agenda for April 28th, 2022. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Public Comment: No public in attendance.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of March 17th, 2022

Approval of Special Meeting Minutes of March 24th, 2022:

Approval of Special Meeting Minutes of April 11th, 2022:

MOTION: Commissioner Thornbury moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Park Commissioners for March 17th, 2022, the Special Meeting Minutes of March 24th, 2022 and, the Special Meeting Minutes of April 11th, 2022. Seconded by Commissioner Machowski.

Commissioner Thornbury noted the misspelling of Consuelo Arquilles from the City of Warrenville Community Development Assistant. This was corrected on the original document for Board Signature upon approval.

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.

Financial Reports:

Approval of Financial Statements for the period ending March 31st, 2022:

MOTION: Commissioner Coons moved to approve the Financial Statements for the period ending March 31st, 2022. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Aye

Commissioner Thornbury - Aye

Commissioner DiCianni - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of Expenditure Report through March 31st, 2022 in the Amount of \$101,193.98:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through March 31st, 2022 in the Amount of \$101,193.98. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Correspondence:

IAPD Key Metric Agency Data Results – Information only: The IAPD-funded research survey collected key metrics from member agencies to identify the scope of their services, facilities, open space, investment/spending and other financial information from the last fiscal year prior to the pandemic. This research included information for all 146 participating agencies. This information provides agencies with sufficient data from other agencies to draw benchmark comparisons both statewide and with selected agencies of equivalent size, location, and offerings. The cover letter along with a five-panel brochure that highlights many of the statewide findings from the study was included in the Board Packet.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director reported that there have not been any changes to the state guidelines regarding COVID-19 or mandates.

New Business:

Review and Approval of Ordinance 2022-06: An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2022, and Ending on the 30th Day of April 2023:

MOTION: Commissioner DiCianni moved to approve of Ordinance 2022-06: An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2022, and Ending on the 30th Day of April 2023. Seconded by Commissioner Thornbury

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Review and Approval of Ordinance 2022-07: An Ordinance Pertaining to the Annexation of Real Property at the Northwest Corner of Sunrise Road and Meridian Road, Aurora, Illinois, into the Domain of the Warrenville Park District: The Executive Director explained that a request of a recently acquired property located at the northwest corner of Sunrise Road and Meridian Road in relation to five (5) parcels which are being requested to be annexed into the Warrenville Park District. The Districts Attorney has been working with the law firm representing these properties and also with DuPage County in order to annex them into our District. In order to do this the Board would need to approve Ordinance 2022-07. The Executive Director explained that the property included in the ordinance includes approximately five (5) parcels of land on the Northwest Corner of Sunrise Road and Meridian Road, Aurora, Illinois, off of Ferry Road.

Commissioner Thornbury noted that an error on page 1, changing the County from Cook to DuPage, this was corrected on the original copies of the Ordinance.

MOTION: Commissioner Thornbury Moved to Approve Ordinance 2022-07: An Ordinance Pertaining to the Annexation of Real Property at the Northwest Corner of Sunrise Road and Meridian Road, Aurora, Illinois, into the Domain of the Warrenville Park District. Seconded by Commissioner Machowski.

Roll Call Vote:

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

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

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

Review and Approval of Program Guide Design Contract – One Year in the Amount of \$10,320: The Executive Director explained that DesignSpring Group LLC has provided the design services for our seasonal brochure over the past five years and have been extremely satisfied with their services and the product that they have produced. The proposal of services and fee structure was included in the Board Packet. The design services for the seasonal program brochure for one-year for \$10,320 and other projects as needed for extra fees as listed.

MOTION: Commissioner Thornbury moved to Approval of Program Guide Design Contract for One-Year in the Amount of \$10,320 and other projects as needed. Seconded by Commissioner Coons.

Roll Call Vote:

**Commissioner Thornbury - Aye
Commissioner DiCianni - Aye
Commissioner Wilkie - Aye**

**Commissioner Machowski - Aye
Commissioner Coons - Aye**

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

Review and Approval of the Award for the Preparation and Services of the District’s Strategic Master Plan to PROS Consulting, Inc. in the Amount of \$122,640.00: The Executive Director explained that he had a follow up meeting with PROS Consulting Project Manager Neelay Bhatt after the Special Board Meeting on April 11th, 2022 regarding the survey and the minimum number that would be required to be completed along with the demographics that will need to be represented. Pending approval of the award for the Strategic Master Plan Services, work will begin immediately and upcoming meetings would be scheduled.

MOTION: Commissioner Thornbury Moved to Approve the Award for the Preparation and Services of the District’s Strategic Master Plan to PROS Consulting, Inc. in the Amount of \$122,640.00 and Authorizes Executive Director Reinbold to execute the Agreement. Seconded by Commissioner Machowski.

Roll Call Vote:

**Commissioner Machowski - Aye
Commissioner Coons - Aye
President Wilkie - Aye**

**Commissioner DiCianni - Aye
Commissioner Thornbury - Aye**

5-Ayes, 0-Nays, 0- Absent

Discussion of Officer Nominations for 2022-23: It was the consensus of the Board to keep their current seats.

Summer Daze Event Discussion: The Executive Director explained that he has been gathering the appropriate documents needed for the festival, and other items that have been completed.

Commissioner Thornbury stated that she has potential changes to the layout of the beer tent, specifically and where it is being served, to help assist with the flow of traffic and in keeping the serving area separate from the socializing area. Commissioner Thornbury stated that she will bring this to him to discuss at a later time.

Commissioner Machowski requested that a dunk tank be included in the amenities at Summer Daze, as he would recruit those that would be “dunked”. The Executive Director and Superintendent of Parks and Facilities will look into obtaining one for the event.

Officials & Staff Reports

President: ***President Wilkie*** was present for the Flashlight Egg Hunt and the Bunny Breakfast.

Commissioners: ***Commissioner Machowski*** reported on the number of participants that are involved with Pickleball. He also reported that the speed in which cars are traveling on Warren Avenue has increased and suggested to talk with the Police Department to have signs, or a speed sign radar, something to help slow cars traveling along Warren.

Commissioner Thornbury asked regarding our hiring process and then explained the way in how the City of Warrenville has moved toward preventing as many bias's as possible in their hiring processes. Applicants identifying information is redacted prior to routing to the appropriate individuals involved in the selection and interview process. This assists those that are on the hiring and interview committee to choose candidates based on their education, experience or other needed criteria. The Executive Director will follow up with the City personnel regarding their hiring process.

Commissioner Coons assisted with the Health Fair and agreed with Commissioner Machowski on having Personal Trainers at the Health Fair for patrons and have conversations and information available regarding all the FitnessNOW services, offerings and costs.

Department Heads: The ***Superintendent of Parks and Facilities*** reported that the green awnings were replaced with new modern awnings on the lower-level Recreation Center Entrance Doors. The Tennis Courts at Summerlakes Park will be scheduled to be coated sometime in the very near future.

The ***Registration Office Manager*** reported that staff continue with the sale of last of the available seats for the Dance Show scheduled for May 7th at Hubble School. Most seats were sold on the first day of sales, last Saturday, April 23rd.

The ***Superintendent of Recreation/Safety Coordinator*** reported that 2nd round interviews for the Fitness Supervisor position were currently taking place and the hope is to have an offer made by the end of next week and hired by the end of May, if possible.

Early Summer Camp program enrollment registration numbers were reviewed (begins on June 6th), along with the Superintendent reporting on the increase in Pickleball programs and number of participants attending, and also, Soccer program enrollments exceeding last year's total of 153 by 6 (159), with a total of 14 teams participating in this six game Spring season.

The Marketing and Special Events Supervisor reported on the Flashlight Egg Hunt, Bunny Breakfast and Health Fair.

Executive Director: The Executive Director reported that ECDC (Early Childhood Development Center), Ms. Ruzicka reached out to the Executive Director to inform him that she will be retiring at the end of the school year. He stated that this was unexpected, as she submitted her open house information that is included in the summer brochure and no funds have been budgeted for the renovation or the programming of the space. The Executive Director did state that staff have begun to work on the future plans for usage of the preschool room and will be reshuffling fall classes around to utilize that space for programming.

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

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

Adjourned at 6:58 PM

Approval

 5/19/22

Colin Wilkie, President Date
Seal

 5/19/22

Tim Reinbold, Secretary Date