



**Minutes of the Warrenville Park District  
SPECIAL Meeting of the Board of Commissioners  
Held on April 11, 2022**

**Call to Order:**

President Wilkie called the meeting to order at 5:00 pm.

**Pledge of Allegiance:**

**Roll Call:** Commissioner DiCianni – Absent (arrived at 5:16 pm)  
Commissioner Thornbury – Present  
Commissioner Machowski – Present  
Commissioner Coons – Audio Only  
President Wilkie – Present

*Others Present:* Tim Reinbold, Executive Director/Board Secretary  
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board Secretary

**Approval of the April 11, 2022 Special Meeting Agenda:**

**MOTION:** Commissioner Thornbury moved to approve the Special Meeting Agenda for April 11, 2022.  
**Seconded by Commissioner Machowski.**

**Roll Call Vote:**

<b>Commissioner DiCianni - Absent</b>	<b>Commissioner Thornbury - Aye</b>
<b>Commissioner Machowski - Aye</b>	<b>Commissioner Coons – Audio Only</b>
<b>Commissioner Wilkie - Aye</b>	

**4-Ayes (1-Audio; Coons), 0-Nays, 1-Absent (DiCianni)**

**MOTION CARRIED.**

**Strategic Master Plan Discussion:** The Executive Director explained that the Special Meeting was called to inform the Board that after the March 24<sup>th</sup>, 2022 Special Meeting, as instructed, PROS Consulting, Inc. was contacted regarding the cost of their services for the preparation of the District’s Strategic Master Plan, which was quoted at a cost of \$133,160.00.

After receiving the quote of \$133,160.00, the Executive Director spoke with PROS Consulting Project Manager Neelay Bhatt and was able to reduce the cost to \$122,640.00. The Executive Director explained that the reduction in cost was due to the removal of the HAPPi FEET App 1-time development fee and to also have staff provide administrative support where needed in the preparation of the District’s Strategic Master Plan.

**Commissioner DiCianni arrived at 5:16 pm**

The Board discussed the statistically-valid needs analysis survey, obtaining the minimum sample size of completed surveys, and also the different methods in which the community survey information will be gathered. The Executive Director read aloud from the submitted PROS Consulting, Inc. RFQ proposal which details this: "The Consulting Team will work with ETC Institute to perform a random, scientifically valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for system improvements that include facility, programming, and the park needs of District. The Survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 350 completed surveys at a 95% level of confidence and a confidence interval of + / -5%. Prior to the survey being administered, it will be reviewed and approved by the Board of Commissioners."

The Executive Director stated that he is requesting a consensus from the Board to move forward in the signing of a contract for PROS Consulting, Inc. to prepare the District's Strategic Master Plan. He explained that \$50,000 will be funded through the current 2021-22 Fiscal Years Budget and \$72,640 will be allocated from the 2022-23 Fiscal Year Budget. This will be brought back to the April 28<sup>th</sup>, 2022 Regular Meeting for "official" approval by the Board of Commissioners.

After discussion, it was the consensus of the Board to instruct the Executive Director to move forward in process of signing a contract with PROS Consulting, Inc. in the total amount of \$122,640.00 to prepare the District's Strategic Master Plan; \$50,000 is to be funded through the current 2021-22 Fiscal Years Budget and \$72,640 allocated from the 2022-23 Fiscal Year Budget. This is to be included on the April 28<sup>th</sup>, 2022 Regular Meeting of the Board of Commissioners for Board approval.

**ComEd Energy Efficiency Program for Lighting at Summerlakes Park Discussion:** The Executive Director explained that a consensus of the Board is needed to move forward in the process to obtain funding from ComEd Energy Efficiency Program to install lighting at Summerlakes Park and to also revise the 2022-23 Fiscal Year Budget to include the District's portion of the projected cost of \$28,508.00. He further explained that to receive the instant incentives and bonuses from ComEd for this capital project, the project must be approved prior to any work beginning and the incentives (funds) must be reserved within 30 days from the date of assessment (signed by the Executive Director). The Assessment Report, included with the Agenda, detailed the District's annual energy usage benefit, the benefit incentives, the estimated annual cost savings and the District's estimated environmental impact.

It was the consensus of the Board of Commissioners to instruct the Executive Director to reserve the ComEd funding incentives and bonuses for the installation of lighting at Summerlakes Park. This is to be brought to the April 28<sup>th</sup>, 2022 Board of Commissioners Meeting for "official" approval.

**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 (Coons-Audio Only), 0-Nays, 0-Absent**

**Adjourned at 5:36 PM**

**Approval**

 4/28/22  
Colin Wilkie, President      Date

 4/28/22  
Tim Reinbold, Secretary      Date

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