



**Minutes of the Warrenville Park District  
SPECIAL Meeting of the Board of Commissioners  
Held on March 24, 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 – 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, Office Manager  
Sheri Potter, Marketing & Special Events Supervisor  
Adam Dagley, Fitness & Outdoor Education Supervisor  
Dave Weiner, Athletic & Facility Supervisor  
Ruth Brackmann, Recreation Supervisor  
Aiden Moran, Part-time Park District Employee  
Neelay Bhatt, PROS Consulting; Project Manager  
Chris Wilson, Kimberly-Horn; Landscape Architect Analyst

**Approval of the March 24, 2022 Special Meeting Agenda:**

**MOTION:** Commissioner Thornbury moved to approve the Special Meeting Agenda for March 24, 2022.  
**Seconded by Commissioner DiCianni.**

**Roll Call Vote:**

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

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

**MOTION CARRIED.**

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

**Strategic Master Plan:** The Executive Director explained that this Special Meeting was called to introduce PROS Consulting Inc., Vice President and Project Lead Manager Neelay Bhatt. PROS Consulting Inc. is located outside of Indianapolis and was in the Chicago area and was available to meet the Board and staff, in person to present their approach and qualifications to work with the District on the preparation of a Strategic Master Plan. The Executive Director again explained that PROS Consulting, Inc. submitted and was the only valid Request for Qualifications (RFQ) received for the preparation of the District's Strategic Master Plan.

PROS Consulting Project Manager Neelay Bhatt apologized for his lateness as the 1.5 hour drive did not allow enough travel time from the City. He explained that PROS Consulting, Inc. is a full-service management consulting and strategic master planning firm focusing on services to government agencies, with specialized experience in parks and recreation, tourism, economic development, sports strategy, marketing and branding, and open space planning. Their national experience combined with their significant experience working in Illinois and Chicagoland, specifically ensures that they are able to offer the best of both worlds to help the District achieve its vision and goals.

He introduced himself and the PROS Consulting, Inc. staff for this project, which also includes expertise from Kimley-Horn. Kimley-Horn have been long term collaborators on a variety of projects in the area. They are urban planners and landscape architects renowned for their work on park district master plans, site-specific planning and design, and other projects related to the world of parks and recreation.

As stated within their Request for Qualifications (RFQ) submitted, their experience working with high-performing and CAPRA Accredited agencies on similar master plans nationally and their customized methodology is best suited to help the District:

- Maximize community engagement in an inclusive and innovative manner through innovative public input means to build a shared vision for the District;
- Utilize a wide variety of data sources and best practices, including a statistically-valid survey to predict trends and patterns of use and how to address unmet needs in the District;
- Determine unique Level of Service Standards to develop appropriate actions regarding parks, recreation, facilities, and trails that reflects the District's strong commitment in providing high quality recreational activities and plans to acquire any remaining greenspace for the community;
- Shape financial and operational preparedness through innovative and 'next' practices to achieve the strategic objectives and future accreditation needs;
- Develop a dynamic and realistic strategic action plan that creates a road map to ensure long-term success and financial sustainability for the District's parks, recreation programs, and trails, as well as action steps to support the family-oriented community and businesses that call Warrenville home

He explained that the Master Plan will be approached collaboratively with the community, stakeholders, and District staff and will utilize a public engagement process to solicit community input while utilizing technology and can also provide flexibility in the process to conduct a robust engagement campaign no matter the circumstances on how the parks and recreation system and programs meet the needs of residents into the future. It was further explained that Kinley-Horn will serve as our local partner and assist in community input, the evaluation of parks, a capital improvement plan, and an action plan.

Also, longtime partner ETC Institute, a nationally renowned survey and market research firm would assist in the statistically-valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for system improvements that include facility, programming, and park needs of the District. ETC Institute has history with the District and the ability to build on previous surveys to provide the team with a richer understanding of the community's needs and preferences.

PROS Consulting Project Manager Neelay Bhatt also explained that there are also optional add-ons, HAPPi FEET being one of them. HAPPi FEET is a real-time public input and customer feedback app for the community to participate in the Master Plan update process, as well as for ongoing feedback in the park system. This App would be customized and branded for the District to obtain feedback from any specific site or GPS location with specific staff receiving instant email notifications of user feedback to address issues as this feedback would be helpful with determining site specific needs

Questions from the Board regarding the statistically-valid needs analysis survey; obtaining the minimum sample size of completed surveys, and the possible methods in which the community survey information is obtained, gathered and compiled.

PROS Consulting Project Manager Neelay Bhatt explained that the Master Plan will establish a clear and realistic set of goals, objectives, forecasted needs, and implementation strategies, will at a minimum consider elements such as recreation programming; land acquisition and development; park and facility maintenance, renovations, and improvements; marketing and public relations; fee structures; alternative sources of revenue; technology; and opportunities to expand partnerships. It will provide direction to District staff and the Board of Commissioners.

The Master plan will also create a guide with proposed standards, based on industry best practices and equitable balance of programs, facilities, and amenities. The outcome will be a Master Plan that will be heavily used as a resource for future development and redevelopment of the District's parks, recreation programs, and facilities.

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

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

**Adjourned at 6:13 PM**

**Approval**

 4/28/22  
Colin Wilkie, President Date

 4/28/22  
Tim Reinbold, Secretary Date

Seal