



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on May 19, 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**

Approval of the May 19th, 2022 Regular Meeting Agenda:

**MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for May 19th, 2022.
Seconded by Commissioner Thornbury.**

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: No public in attendance.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of April 28th, 2022

MOTION: Commissioner Thornbury moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Park Commissioners for April 28th, 2022. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending April 30th, 2022:

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the period ending April 30th, 2022. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Expenditure Report through April 30th, 2022 in the Amount of \$158,917.07:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through April 30th, 2022 in the Amount of \$158,917.07. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

MOTION CARRIED.

Correspondence:

Let's Play Pickleball! Article: The article from Family Safety & Health regarding the pickleball sport was included in the Board Packet which included an interview with the Districts Pickleball Instructor Tony Malia and tips for staying safe while playing. The Executive Director explained that the District was one of the first Pickleball programs in the surrounding area and has really grown in the past couple years.

2021 PATH Executive Summary: The Executive Director explained that this document is a summary of the overall PATH Program. There was a 59% of eligible employee participation rate from all Illinois Park District PATH participants for 2021.

PDRMA WPD 2021 At-a-Glance: The Executive Director explained that this document reflects PDRMA services utilized in 2021 by our District. There was an 80% employee participation rate in the PATH Program in 2021 and has paid \$2780 in PATH incentives to employees who participated.

The Executive Director explained that this year, eligible employee spouses/partners are eligible to enroll and can receive PATH cash incentives if enrolled in the eligible employees Healthcare.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director reported that although numbers are increasing, there have not been any changes to the state guidelines regarding COVID-19 or any mandates. Summer Camp protocols were discussed.

Summer Daze Event Discussion: The Executive Director gave an update of the event progress and what is still needed; volunteer listing, logistics of the beer tent, usage of old bank parking lot, use of City Generators, etc.

The Executive Director also informed the Board of an addition to Summer Daze, and a new partnership with the Warrenville Bike Shop, "Recycled Cycling Bicycle Shop" to hold an Antique Bicycle Show during the Summer Daze event. Individuals can sign up to show their bicycle; entry, judging and awards will be handled by the Bike Shop.

The Executive Director stated that he is also going to reach out to the Wine Shop as he understands the impact closing the street for a Friday night impacts the business.

New Business:

Election of Board Officers:

Election of President – 2022-2023:

NOMINATION/MOTION: Commissioner Thornbury moved to elect Commissioner Wilkie to retain the President Seat. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Coons - Absent

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

President Wilkie - Abstain

3-Ayes, 0-Nays, 1-Absent (Coons), 1-Abstention (Wilkie)

MOTION CARRIED.

Election of Vice President – 2022-23:

NOMINATION/MOTION: President Wilkie moved to elect Commissioner Thornbury to retain the Vice Presidents Seat. Seconded by Commissioner Machowski

Roll Call Vote:

Commissioner Thornbury - Abstain

Commissioner Coons - Absent

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

President Wilkie - Aye

3-Ayes, 0-Nays, 1-Absent (Coons), 1-Abstention (Thornbury)

MOTION CARRIED.

Appointment of Board Treasurer:

MOTION: President Machowski moved to Appoint Commissioner DiCianni to retain the Treasurers Seat. Seconded by President Wilkie

Roll Call Vote:

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

3-Ayes, 0-Nays, 1-Absent (Coons), 1-Abstention (DiCianni)

MOTION CARRIED.

Appointment of Assistant Board Treasurer:

MOTION: President Machowski moved to Appoint Commissioner Coons to retain the Seat of Assistant Board Treasurer. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

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

MOTION CARRIED.

Appointment of Board Secretary:

MOTION: President Thornbury moved to Appoint Executive Director Tim Reinbold to the Seat of Secretary. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Appointment of Assistant Board Secretary:

MOTION: President Thornbury moved to Appoint Executive Assistant Penny Thrawl as Assistant Board Secretary. Seconded by Commissioner Machowski.

Roll Call Vote:

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

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

MOTION CARRIED.

Board Designation of Open Meetings Act Officer (Executive Director) or more officials/employees to successfully complete the Illinois Attorney General Open Meetings Act (OMA) training annually:

MOTION: Commissioner DiCianni moved to Designate Executive Director Tim Reinbold and Executive Assistant Penny Thrawl as District Open Meetings Act Officer(s) and to successfully complete the Illinois Attorney General Open Meetings Act (OMA) training annually. Seconded by President Wilkie.

Roll Call Vote:

Commissioner Coons - Absent

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

President Wilkie - Aye

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

MOTION CARRIED.

Board Designation of Freedom of Information Act Officer (Executive Director & Executive Assistant) to successfully complete the Illinois Freedom of Information Act (OMA) training annually:

MOTION: Commissioner Thornbury moved to Designate Executive Director Tim Reinbold and Executive Assistant Penny Thrawl as District Freedom of Information Act Officers (FOIA) and to successfully complete the Illinois Attorney Generals Freedom of Information Act (FOIA) training annually. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Absent

President Wilkie - Aye

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

MOTION CARRIED.

Board Designation of Ethics Advisor (Executive Director) who shall provide guidance to the officers and employees concerning the interpretation of and compliance with provisions of Ordinance 2004-03, (Article 15) and State ethics laws:

MOTION: Commissioner DiCianni moved to Designate Executive Director Tim Reinbold as Districts Ethics Advisor who shall provide guidance to the officers and employees concerning the interpretation of and compliance with provisions of Ordinance 2004-03, (Article 15) and State ethics laws. Seconded by President Wilkie.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Absent

President Wilkie - Aye

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

MOTION CARRIED.

Appointment by the President (with the advice and consent of the Board of Park Commissioners) of three Board Members to the Ethics Commission of the Warrenville Park District:

MOTION: President Wilkie moved to Appoint Commissioner Thornbury, Machowski and Coons to the Districts Ethics Commission. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

3-Ayes, 0-Nays, 1-Abstention (Machowski), 1-Absent (Coons)

MOTION CARRIED.

Discussion and Approval of the selling of beer, wine, malts, hard ciders and alcoholic seltzers at the beer tent at the Warrenville Summer Daze Festival (August 5th, 2022 and August 6th, 2022):

MOTION: Commissioner Thornbury moved to the selling of beer, wine, malts, hard ciders and alcoholic seltzers at the beer tent at the Warrenville Summer Daze Festival (August 5th, 2022 and August 6th, 2022. Seconded by Commissioner Dicianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Discussion and Approval of the selling of beer, wine, malts, hard ciders and alcoholic seltzers at the beer tent at the Warrenville Fall Fest (October 28th, 2022):

MOTION: Commissioner DiCianni moved to the selling of beer, wine, malts, hard ciders and alcoholic seltzers at the beer tent at the Warrenville Fall Fest (October 28th, 2022). Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Discussion of District Employment Hiring Procedures: The Executive Director explained that he spoke with Assistant City Administrator Christina White regarding their hiring practices. Commissioner Thornbury apologized as she misstated that the City had a hiring policy to prevent as many biases as possible in their hiring processes, this is a procedure/practice, not a policy.

The Executive Director stated that after speaking with the Assistant City Administrator, he requested more information regarding the hiring process, specifically the training that staff complete to remain compliant with all laws and without bias/prejudice, and also a listing of the locations in which they post their open positions. The Executive Director will keep the Board updated in regards to any changes in District hiring practices.

Officials & Staff Reports

President: ***President Wilkie*** is looking forward to the Youth Obstacle Course Race.

Commissioners: ***Commissioner Machowski*** reported that he spoke with the Deputy Police Chief Jacobson regarding the speed in which cars are traveling on Warren Avenue especially now with the warmer weather, and people out and about.

Commissioner Dicianni is looking forward to the Youth Obstacle Course Race this Saturday. She also praised and thanked everyone for their efforts and work in providing services to the patrons and community members of Warrentville.

Department Heads: The ***Superintendent of Finance & Technology*** reported that the new fiscal year has begun and is now busy closing out last fiscal year. A preliminary audit was completed and went well. The auditors will be here next month and the audit field work will be completed.

The Superintendent also reported that she is working with Links to install Outlook 365, and projected to have this completed within the next couple months.

She also explained that she is working with Office Manager Michelle Savage in the selection and purchase of a new telephone and security system. The Executive Director explained that the current telephone and security system can no longer be updated or supported by the Districts current needs, and are currently having problems with the telephone system going out.

The ***Registration Office Manager*** reported that Summer Camp registrations continue to come in and stated that enrollment numbers are comparable to pre-pandemic numbers.

When a primary Guest Services staff member was off, she received great insight when providing customer service at the Fitness Guest Services Desk; she learned the opening and closing process and also that the Fitness Guest Services Desk responsibilities differ from the Main Desk Guest Services responsibilities. This will assist her in the streamlining of specific services, the different needs at each desk and training among all Guest Services staff.

The ***Superintendent of Parks and Facilities*** reported that the Parks Department has been busy with the rain and weather conditions while trying to mow the fields for play.

He reported that the hanging flower baskets were purchased and hung this past week. It was noted that these were purchased through a different provider this year.

The Superintendent also reported that the seasonal Parks Tech II position was filled with the individual starting this past Monday.

Commissioner Thornbury also asked regarding the availability of the SWAP Program through the DuPage County Sheriff's Department.

The Superintendent of Parks & Facilities first explained that 280 yards of mulch has been delivered to Summerlakes Parks that is to be distributed to

the different parks and the areas needing mulch. He further explained that the District does not have a tractor to use at the moment and the skid steer would tear up the grass in the parks as the ground is very wet. A tractor has been purchased and is due to be here next week.

The Superintendent then explained that over the years the SWAP Program is utilized by the County for many projects and are hardly ever available to other agencies, although he was able to schedule the SWAP Program to be here at the end of June.

The Executive Director noted that next year the thought was to have the mulch blown into the parks. Commissioner Thornbury explained that at Sesqui Park, the ground is so packed underneath where the Expression Swing is located, to put a toddler in the expression swing, the toddler would need to be lifted above the average person's head, to get the child seated in the swing.

Commissioner Thornbury asked if a service was ever looked into to assist with the planting, weeding and mulching of the park beds to alleviate stress on the Parks Department. She asked if it was possible to contact an outside firm to request cost of coming out once a month to weed the flower beds. The Superintendent of Parks & Facilities stated that he does plan on reaching out later in the fiscal year to see what services can be provided by an outside firm.

The Executive Director explained that the Parks Department Staff have done a great job in trying to get the parks and ball fields cut. With the continual rain, the outfields were not able to be cut with the amount of rain and standing water that is on the fields but are now catching up.

The Superintendent of Parks & Facilities stated that he feels that the amount of mulch that is "blown in", never seems to look like the amount when delivered in bulk. The Superintendent stated that he will be calling in the near future to obtain pricing for some of the smaller projects.

The *Superintendent of Recreation/Safety Coordinator* reported that the Youth Obstacle Race is Saturday with a record of 100 participants registered. Summer Camp has reached record numbers with a few weeks away.

Also, the FitnessNOW Supervisor position has been filled by Eric Buonamici, a personal trainer and will be starting on May 31st, 2022.

The *Marketing and Special Events Supervisor* reported on the upcoming Multicultural Festival.

Executive Director: The *Executive Director* reported that a Strategic Master Plan Kick-off Meeting took place yesterday via Zoom at 10 am with PROS Principal Project Manager Neelay Bhatt and PROS Consulting Associate Principal Philip Parnin. Discussion included Key Outcomes, Phasing/Timelines, Expectations for Communications and Scheduling, Billing Protocols/Requirements, Project Branding/Website URL, Other Items and Next Steps.

The Executive Director also explained that staff were asked to come up with a URL to be used for patrons and community members to link to our survey

and will provide on-going project updates to serve as the avenue to crowd-source information throughout the project for the entire community. A listing of potential URL's were shared with Commissioners.

A Project Plan was handed out to Commissioners which consisted of a timeline of the project: task/item, projected completion dates and notes.

PROS will also provide focus group meetings, stakeholder meetings and key leadership interviews with the community to evaluate their vision for parks and recreation in Warrentville. The Executive Director explained that potential interviewees could include elected officials (Commissioners are included in the interviews), key business leaders, partner organizations, Local school officials', users and non-users of the District, youth sports and senior groups. The Executive Director is requesting Commissioners and Staff email him with individual names of community stakeholders and any individual community members that want to be a part of the Strategic Master Plan.

PROS will conduct public forums to present information and gather feedback from citizens and patrons at large. The public forums may be a combination of in-person and virtual. A Public Forum Workshop will be held on June 27th at 6:15 pm.

Survey questions will also need to be developed and is requesting Commissioners to submit questions that are to be included in the survey. The survey is to be will be early fall.

Commissioner Thornbury asked questions regarding employee involvement, age minimum, and what information is needed when submitting names. The Executive Director explained that all employees are encouraged to participate full time, part-time and seasonal in the Strategic Master Plan.

It was the consensus of the Board to use "#WarrentvilleParkPlan" for the URL.

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 7:20 p.m.



Colin Wilkie, President Date
Seal



Tim Reinbold, Secretary Date