



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on July 21, 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
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
Nick Bovio, Fitness Supervisor**

Approval of the July 21, 2022 Regular Meeting Agenda:

**MOTION: Commissioner Machowski moved to approve the Regular Meeting Agenda for July 21st, 2022.
Seconded by Commissioner DiCianni.**

Roll Call Vote:

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Public Comment: No public in attendance.

Approval of Consent Agenda:

Approval of Summer Daze Meeting Minutes of June 20, 2022 with Park Commissioners in Attendance:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for June 16th, 2022:

Approval of Closed Session Meeting Minutes of the Board of Park Commissioners for June 16th, 2022-
Semi-Annual Review of Closed Session Minutes:

Approval of June 27, 2022 Strategic Master Plan – Public Engagement Forum with Commissioners in Attendance:

MOTION: Commissioner Thornbury moved to approve the Consent Agenda with the correction to the spelling of her last name within the Summer Daze Meeting Minutes of June 20, 2022 with Park Commissioners in Attendance; and is also to include the Approval of Regular Meeting Minutes of the Board of Park Commissioners for June 16th, 2022; Approval of Closed Session Meeting Minutes of the Board of Park Commissioners for June 16th, 2022- Semi-Annual Review of Closed Session Minutes; and, Approval of June 27, 2022 Strategic Master Plan – Public Engagement Forum with Commissioners in Attendance. Consent Agenda Minute. 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.

Financial Reports:

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

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

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of Expenditure Report through June 30th, 2022 in the Amount of \$153,025.64:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through June 30th, 2022 in the Amount of \$153,025.64. Seconded by Commissioner Machowski.

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.

Correspondence:

Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ending April 30, 2021 from the Government Finance Officers Association (GFOA): Recognition was given to the Superintendent of Finance & Technology for again receiving the GFOA Certificate of Achievement of Excellence in Financial Reporting for the fiscal year ending April 30, 2021.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director noted that over the past few months there has not been any new mitigations regarding COVID-19. The District continues to provide hand sanitation stations and encourages participants to wipe down equipment and be mindful of overall cleanliness. He stated that he continues to monitor the numbers in DuPage County, if anything changes, the District will adapt as called for.

The Executive Director stated that there will be sanitizer stands located throughout the Summer Daze event to assist in the prevention of infection and slow the transmission of COVID-19.

Summer Daze Event Discussion: Discussion of the placement and layout of the Beer Tent and other event details.

Strategic Master Plan:

The Executive Director handed out the first draft of the Strategic Master Plan and a timeline to review and make edits, changes, suggestions, corrections and return to the Executive Director as this will be discussed at the August 25th, 2022 Regular Meeting of the Board of Commissioners. The Executive explained that this document was just received earlier this evening by PROS and he nor staff have looked at the document. The Executive Director also noted that once compiled, the survey is to be rolled out to the community mid to late September after the kids have been back in school.

Commissioner Thornbury, while browsing through the document, noted that it does not include the suggestions from the Community Engagement Forum, regarding a Senior Center. Discussion regarding the types of questions that would be valid when asking the community if additional amenities were wanted, what type and, if willing to accept an ___% increase in taxes to have and maintain the amenity.

New Business:

Introduction of Fitness Supervisor Nick Bovio: The Superintendent of Recreation/Safety Coordinator reported and introduced current employee Nick Bovio into the Fitness Supervisor position. He not only was currently employed with the District as a Personal Trainer and in Guest Services, he worked here prior and returned to work in FitnessNOW after leaving. He is invested in the community, very positive and upbeat, familiar with the area, the community and the patrons. The Fitness Supervisor stated that he is excited to begin his new role and has begun training and onboarding for the position.

Review and Signature of Post Issuance Tax Compliance Report: The Post -Issuance Tax Compliance Reports was included in the Board Packet for review by Commissioners. The Superintendent of Finance & Technology explained in the memo included in the Board Packet that it is necessary and in the best interest of the District to maintain sufficient records and demonstrate compliance with its covenants and expectation to ensure the appropriate federal tax status for the Bonds or other bonds or debt obligations of the District. The ordinances further state that the Compliance Officer as the Treasurer of the Board shall at least annually review the District contracts to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations.

The report to the Board is to be prepared at least annually, that all of the required records relating to the bond ordinances have been maintained and stating whether or not the District has any rebate liability. The Compliance Officer is to review each issue and determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on the Tax-Exempt Obligations. Finally, the Compliance Officer shall prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax-Exempt Obligations is entitled to be excluded from gross income for federal income tax purposes.

It was noted that the three (3) reports look very similar excluding the different issuance amounts.

Warrenville Park District Land/Cash Donations from the City of Warrenville: The Executive Director reported for the quarter ending June 30, 2022, Land Cash Donations of \$44,312.77 has been received and deposited from the City of Warrenville.

Review and Approval of Revisions to Board Policy: Section 2 – Finance; 2.1 Purchasing Policy, increases the Bid Limit under the Park District Code from \$25,000 to \$30,000 as of May 27th, 2022: It was explained that with the approval of SB 3050/Public Act 102-0999, an increase to the bid limit requirement under the Park District Code from \$25,000 to \$30,000 is effective as of May 27, 2022. It is recommended to change Board Policy 2.1 Purchasing Policy to reflect the increased limit of \$30,000. The internal Administrative Manual procedures will also be updated to reflect this change.

The Executive Director explained that this only increases the bid limit requirements, it does not change the need to have approval of purchases over \$10,000 from the Board of Park Commissioners.

MOTION: Commissioner DiCianni moved to approve Revisions to Board Policy Manual: Section 2 – Finance; 2.1 Purchasing Policy, increases the Bid Limit under the Park District Code from \$25,000 to \$30,000 as of May 27th, 2022. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Coons – Aye

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Discussion of Date(s) for the Annual Parks Tour: The Executive Director explained the past couple of years, we have conducted the Board Parks Tour prior to our September Regular Board Meeting at 5 pm. After asking if there were specific parks to visit, it was the consensus of the Board to visit all the parks and to begin at 4:30 pm.

Officials & Staff Reports

President: **President Wilkie** spoke regarding the 5K and 4th of July festivities. He stated he is also looking forward to the Summer Daze event.

Commissioners: **Commissioner Thornbury** stated that she received a phone call from a patron regarding the West Chicago TIF District and how/if the Park District would benefit from it. She stated that the Board may want to consider exploring the West Chicago TIF District during the Strategic Master Planning process as this could be beneficial to the District.

Commissioner Thornbury asked where the District is at in regards to obtaining costs for the purchase and installation of generators for use during emergencies.

The Superintendent of Parks & Facilities explained that we have been unable to obtain a quote and suppliers are unable to purchase at this time also.

Commissioner Thornbury suggested to schedule a City Park Task Force meeting in September or October to keep communication open with the City. The Executive Director asked that Commissioners inform him of what is to be included on the agenda and, explained that the prior meeting was cancelled as both entities felt there was no need to meet at this time.

Commissioner Coons spoke regarding the Firecracker 5K and thanked those staff for performing outside their normal responsibilities to assist in having another successful Firecracker 5K event.

Commissioner DiCianni reported on the 4th of July festivities and thanked the Parks Department for keeping the parks looking beautiful.

Commissioner Machowski spoke regarding the 4th of July parade, the parade floats and also watched the Firecracker 5K Run.

It was noted that Commissioner Machowski will be out of the area during Summer Daze and will be unable to attend.

Commissioner Thornbury asked the Executive Director regarding the request made at the Strategic Master Planning Community Engagement Forum by employees for the purchase of a fan to be utilized during fitness programming and stated that a community meeting was not the venue in which it should have been requested. It was asked if there were procedure/policy/form for staff to request equipment, supplies, items or idea, complaints, etc.

It was stated that the District has a Compliment/Complaint Form that staff are able to submit for their needs and a Suggestion Box is also located in the Fitness Center for patrons and employees to submit ideas, suggestions, etc. The Districts "Open Door Policy" was also mentioned.

The Executive Director explained that fans were purchased when first requested, but some staff felt the type of fan purchased did not work for the purpose needed, hence why this was requested at the Community Engagement Forum. The Executive Director explained that another fan was again purchased the day after the forum, and again some instructors did not like this particular fan.

Commissioner Machowski felt that regardless of the explanation of the sequence of activity, by having an employee request this in a community forum, patrons and those in attendance now have the perception that the District does not listen to their staff needs. Commissioners discussed the need for a written procedure and a form in which all staff can request equipment, supplies, and items needed to provide services to the District patrons and the community in a safe and comfortable environment. The document should also include space for written documentation of the request, item, cost, all responses, other information pertaining to the request, and should be available to all staff and be routed through the chain of command to ensure that Managers/Supervisors respond to the needs of employees and all actions would be documented.

Commissioner Thornbury asked if employees felt comfortable enough or have a relationship with the Executive Director to reach out and discuss their complaints or needs. Commissioner Machowski stated that he would like to discuss other issues but will ask that a Closed Session on Personnel Matters be scheduled after the Summer Daze event.

The Executive Director noted that the Auditors (Lauterbach and Amen) and Links Technology will be present at the September Regular Meeting of the Board of Commissioners.

Executive Director: The **Executive Director** reported the email migration from Rackspace to Microsoft Office 365 took place last week. Enhancements include coordination with internal network, improved email filtering and spam quarantine. Commissioners will be notified when their email has been set up and given instructions on how to access.

The Executive Director also explained the phone system has been having problems with shutting down at random times and just recently, quit working altogether. So, along with the update to 365, staff have/are currently working with DLS and Links to complete the installation of the new phone system. Guest Services are now able to receive and make phone calls although may not be able to transfer to individual offices/voice mail.

It was also explained that the new security cameras have also been installed and are/will be available to those staff needed. The Executive Director stated that staff reports that the picture clarity is very good and much appreciated.

Department Heads: The **Superintendent of Finance & Technology** reported the auditors were here to complete their audit fieldwork and are now awaiting their draft report.

The **Registration Office Manager** reported on the past couple of weeks with unforeseen events taking place and projects needing to take priority over others. It was a busy month of change for Guest Services; staffing training, systems, camp and all the events taking place here at the District.

The **Superintendent of Parks & Facilities** reported that the SWAP (Sheriff's Work Alternative Program) assisted with the installation of playground mulch in all Districts playgrounds, weeding and cleaning of Plum Path Park and, the removal of all temporary homerun fencing, and dugout canopy covers

Commissioner Machowski asked regarding the progress with the installation of the gym/track window blinds and the gyms air conditioner unit repair/replacement.

The Superintendent of Parks & Facilities explained the blinds have been installed for the upper smaller windows on the west side of the Running Track as the sun comes in, blinding participants while playing Pickleball in the gym.

The gym air conditioning unit has been repaired and is now working correctly. It was explained that with the extreme heat and humidity, the unit was running constantly and was unable to cool.

The Superintendent of Recreation/Safety Coordinator reported Camp began June 6th with record breaking registration numbers compared to 2021. Registrations will continue to be taken throughout the summer months.

The Superintendent also reported that the 3-Day 7th Annual Pickleball Tournament was held June 24th through the 26th with a record number of participants, which drew players to the Warrenville area from 45 different Illinois cities and 3 different states.

The Marketing and Special Events Supervisor reported that a "Picnic in the Park" was held on Saturday, July 9th from 11 am to 1 pm at Summerlakes Park to celebrate "Unplug Illinois Day" and National Park & Recreation Month. Over 300 hot dogs served, along with chips, cookies, and beverages.


Also, "Summer Movies in the Park" is scheduled for this evening with "Footloose", being shown.

Any Other Business That May Properly Come before the Board for Discussion Only:

**Adjournment: Commissioner Coons Moved to Adjourn. Seconded by Commissioner Thornbury.
Voice Vote: All in Favor. MOTION CARRIED.**

Adjourned at 7:33 PM

Approval


Eoin Wilkie, President
Seal
Date 8/25/22


Tim Reinbold, Secretary
Date 8/25/22

BARBARA THORNBURY, VICE-PRESIDENT