



**Minutes of the Warrenville Park District  
Regular Meeting of the Board of Commissioners  
Held on June 16, 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  
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 June 16<sup>th</sup>, 2022 Regular Meeting Agenda:**

**MOTION:** Commissioner Thornbury moved to approve the Regular Meeting Agenda for June 16<sup>th</sup>, 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 Regular Meeting Minutes of May 19<sup>th</sup>, 2022

**MOTION:** Commissioner Coons moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Park Commissioners for May 19<sup>th</sup>, 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.**

**Financial Reports:**

Approval of Financial Statements for the period ending May 31<sup>st</sup>, 2022:

**MOTION:** Commissioner DiCianni moved to approve the Financial Statements for the period ending May 31<sup>st</sup>, 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.**

Approval of Expenditure Report through May 31<sup>st</sup>, 2022 in the Amount of \$181,625.69:

**MOTION:** Commissioner DiCianni moved to approve the Expenditure Report through May 31<sup>st</sup>, 2022 in the Amount of \$181,625.69. Seconded by Commissioner Coons.

**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:** No Correspondence reported.

**Unfinished Business:**

Discussion and Response to COVID-19: The Executive Director noted that there wasn't nothing new to report within the last two (2) months. He stated that he continues to monitor the numbers in DuPage County. Commissioners Wilkie and Machowski noted that patrons that feel uncomfortable, wear a mask.

Summer Daze Event Discussion: Commissioners Thornbury, Coons and DiCianni will be meeting on Monday, June 20<sup>th</sup> at 10 am in the Recreation Center Lower-Level Conference Room to discuss the specifics of the Beer Tent. The Executive Director explained that this meeting has already been posted due to the Open Meeting Act laws and posting requirements as a majority of the Board are expected to attend.

**Strategic Master Plan:** The Executive Director explained that individual stakeholder meetings have been set throughout the day of July 27<sup>th</sup>, 2022 from 9:00 am to 5:30 pm. The Executive Director explained that an email was sent to Commissioners and an estimated 40-some other individual stakeholders to schedule a time to meet with those at PROS Consulting Inc. Nine (9) meetings have been scheduled as of date, he asked that all Commissioners schedule an individual time to meet. The Executive Director stated that he will follow-up next week with a phone call to those that were sent this email and have not scheduled a meeting.

The Executive Director stated the Park Districts Public Engagement Forum scheduled for the evening of July 27<sup>th</sup> and will be available through the ZOOM Platform. The Executive Director has encouraged all employees, patrons and spoke with those at Park District events to attend. The Marketing & Special Events Supervisor sent an email out to over 200 individuals, along with the advertisement through the different social media platforms, the website, and other types of advertisements (brochure, newspapers, magazines, flyers to program participants, posting on bulletin boards) and word-of-mouth.

The Executive Director also noted that the WarrenvilleParksPlan.com is now functioning, and will include all meetings postings, minutes, recordings, any documents related to the Strategic Master Planning will be uploaded.

**New Business:**

Introduction of Fitness Supervisor Eric Buonamici: The Executive Director explained that the newly hired Fitness Supervisor Eric Buonamici will attend the Board Meeting.

Approval for Security System Replacement and Installation not to Exceed \$ 15,000:

**MOTION: Commissioner DiCianni moved to approve of the Security System Replacement and Installation not to Exceed \$ 15,000. Seconded by Commissioner Thornbury.**

The Executive Director explained that staff have evaluated the Districts current security camera system and determined that it needs to be upgraded by replacing the entire system. The existing system is old and can no longer be upgraded or maintained to properly meet our needs. Staff met with Links Technology and several vendors recommended by Links for the hardware and installation. The vendor and Links will work together to ensure that the District receives the necessary equipment to meet our needs. Staff is recommending approval of the purchase and installation of security camera equipment through Links Technology in an amount not to exceed \$15,000.

It was stated that this purchase has been included in the FY 2023 capital budget.

**Roll Call Vote:**

**Commissioner Thornbury - Aye  
Commissioner Machowski - Aye  
President Wilkie - Aye**

**Commissioner Coons - Aye  
Commissioner DiCianni - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**MOTION CARRIED.**

Approval of Purchase of Telephone System Hardware not to Exceed \$ 5,000:

**MOTION: Commissioner DiCianni moved to approve the Purchase of Telephone System Hardware not to Exceed \$ 5,000. Seconded by Commissioner Coons.**

The Executive Director explained that staff began evaluating the District's current phone system in late 2019/early 2020 and determined that we would most likely need to replace the entire system. Since then, the system has continued to deteriorate and has gotten to the point that it shuts down periodically each day. The system is old and can no longer be upgraded or maintained to properly meet our needs and needs to be replaced.

Staff met virtually with four different vendors for the hardware and installation of Voice Over IP (VOIP) system. After evaluating all aspects of each vendor, staff is recommending that the District contract with DLS Internet Services for the purchase and maintenance of a new VOIP phone system in an amount not to exceed \$5000 for the hardware.

It was stated that this purchase has been included in the FY 2023 capital budget.

**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.**

Review and Approval of Ordinance 2022-08: 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:

**MOTION: Commissioner Thornbury moved to approve Ordinance 2022-08: 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 DiCianni.**

The Executive Director explained that this is being brought back to the Board after the Boards passage of the LPC Annexation Ordinance 2022-07 on April 28, 2022 and upon the Districts Attorney receiving the plat annexation from LPC Properties attorney, and in proof-reading of the same against the legal description in the Annexation Ordinance 2022-07, it became apparent that the legal descriptions did not match. Therefore, it is being requested to revise the plat of annexation after agreeing on a correct legal description. It is required to repeal Ordinance 2022-07 and adopt the replacement Ordinance 2022-08.

**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 2022-09; An Ordinance Authorizing and Directing the Disposition of Certain Equipment:

**MOTION: Commissioner Thornbury moved to approve Ordinance 2022-09; An Ordinance Authorizing and Directing the Disposition of Certain Equipment. Seconded by Commissioner DiCianni.**

Commissioner Thornbury noted a correction to the agenda item XI. e; the Ordinance number is to read 2022-09, this was spoken correctly in the motion.

Equipment has been identified as no longer useful to the District, therefore, staff is requesting the Board approval to dispose of the equipment listed in Ordinance 2022-09.

**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 Attendance at NRPA Conference (National Recreation and Parks Association):

**MOTION: Commissioner Thornbury moved to approve staff (3) attendance at NRPA Conference (National Recreation and Parks Association). Seconded by Commissioner DiCianni.**

After discussion, no Commissioners voiced their wanting to attend.

The Executive Director explained that this year's NRPA Conference is set to take place in September in Phoenix, Arizona. The budget has allocated funds for attendance at this year's conference, although the Board will need to approve who attends.

**Roll Call Vote:**

**Commissioner Thornbury - Aye**

**Commissioner Coons - Aye**

**Commissioner Machowski - Aye**

**Commissioner DiCianni - Aye**

**President Wilkie - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**MOTION CARRIED.**

Review and Approval of District Municipal Directory:

**MOTION: Commissioner DiCianni moved to approve the Districts Municipal Directory. Seconded by Commissioner Coons.**

The Municipal Directory for the Park District has been updated to include annual changes such as the update of the budget, organizational chart, number of employees, Board Members, etc.

Commissioner Machowski noted an error with the number of fulltime employees on page 4, Item H. Employees. Change the word "twelve" to "fifteen" to correspond with the number in parentheses (15) and is to read, "The Warrenville Park District employs fifteen (15) full time .....". This is to be corrected in the original updated document.

**Roll Call Vote:**

**Commissioner Machowski - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Thornbury - Aye**

**Commissioner Coons - Aye**

**President Wilkie - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**MOTION CARRIED.**

3<sup>rd</sup> Quarter Special Events Listing: A document with the 3<sup>rd</sup> Quarter Special Events listed was included in the Board Packet.

Commissioner Thornbury was asked by the Warren Tavern Board to request if one "Summer Movies in the Park" could be shown at Leona Schmidt Heritage Park next year which is adjacent to the Warren Tavern where the indoor bathrooms could be utilized. Possible parking was discussed and possibly utilizing the public parking adjacent Town Tap & Al's Pizza.

The Executive Director stated that a Temporary Use Permit and will need to be requested through the City of Warrenville.

**Officials & Staff Reports**

President: **President Wilkie** spoke regarding the Youth Obstacle Course Race, was well attended and a little wet due to the rain. The Multi-Cultural Festival was great, food was excellent, the entertainment schedule was good, with activities throughout the festival for the kids. All in all, it was a great turnout and a great event to hold each year in our community.

Commissioners: **Commissioner Machowski** spoke regarding the Multi-Cultural event; the advertisement and marketing of the event was great, and likes to see these types of community events.

The Executive Director did explain that the City of Warrenville, through their TAC Grant, allocated funds to assist in holding this event, and was a great combination of the City of Warrenville and the District working together to hold this event for the community. He stated that the attendance was phenomenal for a first-time event, with a diverse number of patrons attending the event, some in their countries traditional dress, along with the different types of music, dress and food. The numbers of people that attended exceeded his expectations by far, for a first-time event.

**Commissioner DiCianni** assisted with the Youth Obstacle Course. A suggestion to add color and visibility to the event to those traveling on Butterfield Road by investing in inflatables or balloons draw attention to the festival. Also, have staff attend other Multi-Cultural events and extend an invitation to attend our Multi-Cultural event.

Commissioner DiCianni spoke regarding the increase in the number of patrons involved with the numerous Pickleball Programs we have here at the Park District. She stated that she is very proud that Warrenville Park District was one of the first Districts to offer Pickleball instruction and programming in the surrounding area, along with expanding the program over the past years with a yearly tournament, with this year being the 7<sup>th</sup> Annual Tournament.

Commissioner DiCianni also commented on the number of Camp registrations.

Commissioner Coons spoke regarding the attendance at the Multi-Cultural event and Lunchtime Live.

Commissioner Thornbury stated that she was unable to attend the Multi-Cultural event. Commissioner Thornbury stated that she has an environmental and economical suggestion to purchase banners with changeable dates, to use year after year. The Marketing and Special Events Supervisor noted that banners are ordered with the basic information with changeable dates (stickers) until no longer u.

Executive Director: The Executive Director reminded Commissioners regarding the Strategic Master Plan one-on-one meetings scheduled throughout the day on June 27, 2022 and the Public Engagement Forum in the evening at 6:00 pm.

Department Heads: The Registration Office Manager had nothing else to report but asked if Commissioners had any questions.

The Superintendent of Recreation/Safety Coordinator reported on the Camp registrations. The Firecracker 5K Run is just over two (2) weeks away with a total of over 200 patrons have registered as of date, this has exceeded last year's pre-registered.

The Pickleball Tournament is scheduled for this weekend, June 24<sup>th</sup> through the 26<sup>th</sup>. Registration have already on pace to surpass last year's registrations. A total of 56 teams have registered and 8 individuals registered for a total of 120 players.

The Superintendent of Parks and Facilities reported that Parks Staff are busy catching up with the mowing of the grass, with the extremely wet and flooded conditions of our turf grass has been a challenge.

A new tractor has arrived in time for Park Staff to begin installing wood mulch around the Recreation Center and Community Building. Park Staff have also began hanging flower baskets and annual flowers around our buildings.

The Superintendent also reported that the Recreation Center Gym Air Conditioner may need major repair or replacement.

The Marketing and Special Events Supervisor everyone for their assistance in the Multi-Cultural event, thanked all who attended the event.

**Closed Session - Semi Annual Review of Closed Session Minutes, 5 ILCS 120 2 (C) 21- Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06:**

**MOTION:** Commissioner Thornbury moved to go into Closed Session - Semi Annual Review of Closed Session Minutes, 5 ILCS 120 2 (C) 21 - Discussion of Minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. **Seconded by Commissioner DiCianni.**

**Roll Call Vote:**

**Commissioner DiCianni - Aye**

**Commissioner Thornbury - Aye**

**Commissioner Machowski - Aye**

**Commissioner Coons - Aye**

**President Wilkie - Aye**

**5-Ayes, 0-Nays, 0-Absent**

**MOTION CARRIED.**

**Recessed into Closed Session at 6:57 PM**

**Risen from Closed Session at 6:58 PM**

Commissioner DiCianni - Present  
Commissioner Thornbury - Present  
Commissioner Machowski - Present  
Commissioner Coons - Present  
President Wilkie – Present

Others Present: Tim Reinbold, Executive Director  
Linda Straka, Superintendent of Finance & Technology

**To Take Action, if any, on Matters from Closed Session:**

Approval of Ordinance 2022-10: An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meetings of the Board of Park Commissioners of the Warrenville Park District which includes: June 18, 2020 – Semi-Annual Review of Closed Session Minutes; June 18, 2020 – Personnel; and, December 17, 2020 Semi-Annual Closed Session Minutes.

**MOTION:** Commissioner DiCianni moved to approve Ordinance 2020-10; An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meetings of the Board of Park Commissioners of the Warrenville Park District which includes: June 18, 2020 – Semi-Annual Review of Closed Session Minutes; June 18, 2020 – Personnel; and, December 17, 2020 Semi-Annual Closed Session Minutes. Seconded by Commissioner Coons.

**Roll Call Vote:**

Commissioner Machowski - Aye  
Commissioner DiCianni - Aye  
President Wilkie - Aye  
Commissioner Coons - Aye  
Commissioner Thornburg - Aye

**5-Ayes, 0-Nays, 0-Absent**

**MOTION CARRIED.**

Approval of Release of Closed Session Minutes; June 16, 2020 – Semi-Annual Review of Closed Session Minutes, and December 17, 2020 Semi-Annual Closed Session Minutes. Seconded by Commissioner DiCianni.

**MOTION:** Commissioner Coons moved to approve the Release Closed Session Minutes of June 16, 2020 – Semi-Annual Review of Closed Session Minutes and December 17, 2020 Semi-Annual Closed Session Minutes. Seconded by Commissioner DiCianni.

**Roll Call Vote:**

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

**5-Ayes, 0-Nays, 0-Absent**

**MOTION CARRIED.**

**Any Other Business That May Properly Come before the Board for Discussion Only:** A brief discussion regarding the need and the possibility of gymnastics programming.

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



**Adjourned at 7:01 p.m.**

**Approval**

\_\_\_\_\_/\_\_\_\_\_  
**Colin Wilkie, President      Date**  
**Seal**

\_\_\_\_\_/\_\_\_\_\_  
**Tim Reinbold, Secretary      Date**