



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on August 25, 2022**

Call to Order:

Vice President Thornbury called the meeting to order at 6:15 pm.

Pledge of Allegiance:

**Roll Call: Commissioner Machowski – Present
Commissioner DiCianni – Present
President Wilkie – Absent
Commissioner Coons – Absent
Vice President Thornbury – 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
Neelay Bhatt, PROS Consulting Inc.
Philip Parnin, PROS Consulting Inc.**

Approval of the Regular Meeting Agenda:

**MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for September 15, 2022.
Seconded by Commissioner Machowski.**

Roll Call Vote:

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

3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)

MOTION CARRIED.

Public Comment: No public in attendance.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for August 25, 2022:

MOTION: Commissioner DiCianni moved to approve the Consent Agenda which includes the Approval of the Regular Meeting Minutes of the Board of Park Commissioners for June 16th, 2022; Seconded by Commissioner Machowski.

Roll Call Vote:

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

3-Ayes, 0-Nays, 2- Absent (Coons, Wilkie)

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending July 31st, 2022:

MOTION: Commissioner DiCianni moved to approve the Financial Statements for the period ending July 31st, 2022. Seconded by Commissioner Machowski.

Roll Call Vote:

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

3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)

MOTION CARRIED.

Approval of Expenditure Report through July 31st, 2022 in the Amount of \$183,107.95:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through July 31st, 2022 in the Amount of \$183,107.95. Seconded by Commissioner Machowski.

Roll Call Vote:

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

3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)

MOTION CARRIED.

Correspondence:

DuMore DuPage Monthly Happenings w/Summer Daze Event: Information Only.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director explained that the CDC issued updated guidance going back to August 11th for individuals that are not up to date on COVID-19 vaccines on what to do if exposed to someone with COVID-19. This is consistent with the existing guidance for those who are up to date. The CDC is recommending that instead of quarantining if you were exposed to COVID-19, to wear a high-quality mask for 10 days and get retested on day 5 and, also recommends that regardless of vaccination status, you should isolate from others when you have COVID-19.

The Executive Director explained that the District will continue to provide sanitation stations and encourage the wiping down of equipment and staff to be mindful of the overall cleanliness of the facilities and program equipment.

Summer Daze Event Discussion: The Executive Director thanked the Board, staff and volunteers who helped make Summer Daze a success. He explained that a festival like Summer Daze requires a lot of input, participation, and commitment from an entire committee, along with assistance from City of Warrenville, City Council, Western DuPage Chamber of Commerce, EMA, Warrenville Police Department and Warrenville in Bloom.

The Executive Director stated that the Final Summer Daze Report will not be complete until the October Regular Park Board Meeting as invoices, sales, and the refund for the returned alcohol will need to be calculated into the report. A Summer Daze Committee Wrap-up Meeting is scheduled for September 24th, 2022.

Discussion of the placement of Beer Tent, location of Beer Tokens and the possibility of expanding the event to include Sunday in the future and costs.

Strategic Master Plan:

The Executive Director explained that over the course of the past month we have been working closely with PROS Consulting Inc. and ETC to fine tune the questionnaire that will go out early next month. A copy of the most up-to-date survey was included within the Board Packet which includes the input from the board and staff. He explained that Neelay Bhatt and Philip Parnin from PROS Consulting Inc, and Jason Morado from ETC Institute was present via the Zoom Platform to review and revise the questionnaire with suggestions from Commissioners and staff.

The questionnaire was reviewed page by page with Commissioners and revised with the suggestions as discussed. The changes are to be made as agreed upon and forwarded to the Executive Director to send to Commissioners for any final changes needed prior to giving PROS the confirmation to print the surveys and mail out to the community. The surveys are to be mailed out after school starts and the Labor Day holiday.

New Business:

Approval of Updated Board Policy Manual: Section 2.2 Capital Asset Policy: It was explained that the District's auditors (Lauterbach & Amens) have commented that the capital asset threshold of \$1,000 in the current Capital Asset policy is low for a park district the size of Warrenville Park District. They have further recommended changes to the current Capital Asset policy to a more appropriate minimum threshold by category. The Superintendent of Finance and Technology has been working with the auditors on revisions to the policy and has also reviewed several policies from other park districts to determine appropriate threshold levels. In conjunction with reviewing the policy, staff has also been reviewing options for asset tracking software and methods.

The updated policy is included in the Board Packet. The capitalization thresholds and any associated changes to the useful life of the asset category have been made on page 2.2-3 of the policy, along with changing wording that mentions the \$1,000 capitalization threshold.

Staff is recommending board approval of the changes to Board Policy Manual, Section 2: Finance Policies, 2.2 Capital Assets Policy.

MOTION: Commissioner DiCianni moved to approve the updated Board Policy Manual: Section 2.2 Capital Asset Policy. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Coons - Absent

Commissioner DiCianni - Aye

President Wilkie - Absent

Commissioner Machowski - Aye

Vice President Thornbury - Aye

3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)

MOTION CARRIED.

Annual Parks Tour September 15, 2022 at 4:30 pm – Reminder – Information Only: Information only.

Officials & Staff Reports

President: ***President Wilkie*** - Absent

Commissioners: ***Vice President Thornbury*** thanked everyone for another successful Summer Daze event. Overall, she felt the event went great with no real problems to report.

Commissioner Thornbury requested that the District Goals and Objectives be reviewed at the next regular Board Meeting in September as this is to be reported on quarterly.

Commissioner Machowski stated that he was not present at the Summer Daze event but heard that it ran smoothly.

Commissioner DiCianni thanked staff for Summer Daze and always likes to thank the Parks Department for not only the set up and take down of the Summer Daze but also with the Movies in the Park, etc. It has been a great summer with all the programs and events.

Executive Director: The ***Executive Director*** agreed that it has been a great summer with participation in the camp programs exceeding all other year's enrollments.

Volunteer Movie Night was held at Cerny Park and thanked Commissioners for their service to the District. He also reported that the Employee Recognition Committee has set the yearly Staff Gathering for January 12th, 2023 at Granite City, more information is to follow.

The Executive Director also explained that the City has begun the Trailhead Project, and with Art on the Prairie scheduled for September 17th & 18th, it has been relocated to the Districts lower-level parking lot.

The Executive Director reported that the sanding, refinishing, painting and sealing of the Gym floor will begin September 1st, 2022 and should be completed by months end. The Superintendent of Parks & Facilities further explained that the painting of the three Pickle Ball Court lines and repaint the existing basketball and volleyball court lines. The Indoor Soccer lines will not be replaced as indoor soccer is seldom played in the Recreation Center Gym.

The Executive Director does not want to close the walking track multiple times and is hoping that this will not be the case. The closure of the track will be dependent on the sanding, air flow and smell. Signage of the closure has been internally posted in the building on the Districts social media platforms as well as announcing this on the District Sports Hotline.

Department Heads: The **Office Manager** reported that Guest Services Staff have remained busy with the events, programs, and registrations. It was explained that it has been a busy time with addressing staffing, system changes and, getting acclimated to the new phone and email system.

The **Superintendent of Finance & Technology** that the audit is complete, and the Auditors (Lauterbach and Amen) will be present at the September Board Meeting to present the Audit Report. She also reported that there are a variety of IT projects that are wrapping up.

The **Superintendent of Recreation/Safety Coordinator** reported program registration numbers: Summer Camp registration numbers exceeded last years total; Youth Fall Soccer League began with 180 participants enrolled, again exceeding last years' enrollments.

Summer Daze Car Show went exceptionally well with 160 cars displayed, again exceeding past years' participation numbers.

Art on the Prairie is coming up September 17th & 18th, with bands and performers booked for the 2-day event. As of August 17th, there are over 19 artists booked to attend this event and expect that number to increase. The Executive Director stated that this year Art on the Prairie will be held in the Recreation Lower-Level parking lot, as the City has begun the Trailhead Project along Stafford Place.

The **Superintendent of Parks & Facilities** reported that the repairs have been made to the Summerlakes Tennis Courts by MBE Fence, Inc., a locally owned company and did a great job.

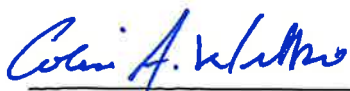
Also reported, the raised bed along Warren Avenue in front of FitnessNOW, has had dirt added to be raised to the proper level and new butterfly and pollinator plants were planted. It was mentioned that butterflies have been seen in this area. Also, the planter bed outside of the lower Guest Services Desk have had new flowering ground cover planted.

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

**Adjournment: Commissioner DiCianni Moved to Adjourn. Seconded by Commissioner Machowski.
Voice Vote: All in Favor. 3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie) MOTION CARRIED.**

Adjourned at 7:34 PM

Approval

 , 9/15/22

President Wilkie Date
Seal

 9/15/22

Tim Reinbold, Secretary Date