



**Minutes of the Warrenville Park District  
Regular Meeting of the Board of Commissioners  
Held on September 15, 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  
Gregg Ireland, Superintendent of Parks & Facilities  
Matt Odom, Superintendent of Recreation/Safety Coordinator  
Michelle Savage, Office Manager  
Sheri Potter, Marketing & Special Events Supervisor  
Don Shaw, Lauterbach & Amen**

**Approval of the September 15, 2022 Regular Meeting Agenda:**

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

**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.**

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

[www.warrenvilleparks.org](http://www.warrenvilleparks.org)

**Public Comment:** No public in attendance.

**Approval of Consent Agenda:**

Approval of Regular Meeting Minutes of the Board of Park Commissioners for August 25<sup>th</sup>, 2022

**MOTION:** Commissioner Machowski moved to approve the Consent Agenda which includes the Regular Meeting Minutes of August 25<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 August 31, 2022:

**MOTION:** Commissioner Machowski moved to approve the Financial Statements for the period ending August 31<sup>st</sup>, 2022. Seconded by Commissioner DiCianni.

**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 August 31<sup>st</sup>, 2022 in the Amount of \$190,544.28:

**MOTION:** Commissioner Machowski moved to approve the Expenditure Report through August 31<sup>st</sup>, 2022 in the Amount of \$190,544.28. Seconded by Commissioner Coons.

President Wilkie asked regarding the invoice for the Westside Mechanical and the funding account. The Executive Director explained that unfortunately significant repairs were needed to both the Districts recreation center gym roof top unit and a unit controlling rooms at the Community Building. He explained that the Corporate Funds was used but not budgeted for and brings this line item in a deficit.

**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.

**Unfinished Business:**

Discussion and Response to COVID-19: The Executive Director has nothing to report in regards to COVID. After discussion, it was the consensus to remove this item from agenda, and if needed, can be added to future agendas.

Summer Daze Event Discussion: The Executive Director explained the final report should be completed and presented to the Board at the Regular Meeting of the Board of Commissioner in October. He explained that when the Superintendent of Finance & Technology returns, the Finance Department will compile what is needed for the submittal of TAC (Tourism & Arts Council) grant funds to be disbursed to the District from the City of Warrenville.

#### **Strategic Master Plan:**

PROS Consulting Inc.: The Executive Director explained that he had forwarded all the information received from Commissioners regarding the final draft of the Community Survey to PROS Consulting. He addressed Commissioner Thornbury's concern of how it will read on the different media displays as what was sent to her was not in a universal display format. The Executive Director explained that she was sent a Word Document; a PDF will be generated and used for the final copy of the survey and should correct that problem from happening. Although, as it was explained to him, using old software can also be a problem.

The Executive Director explained that he will approve a cover letter and give the final nod on the survey. He was told at the end of September the survey will be sent to households; once the statistically valid survey (mailed) has been out for two-weeks, this will be uploaded to our website where it can be accessed and filled out. He explained the reasoning of needing to receive a number of statistically valid surveys prior to having this available on the Districts website. He further explained that a statistically acceptable response rate will be the valid survey response rate when it is equal to the minimum sample size determined by the research group.

Discussion of utilizing Seniors vs Active Older Adults within the survey. It was explained that when referring to programming, the wording used is "Active Older Adults", as this encompasses a range of ages. When referring to a facility or space for this age group, it was the consensus to use "Senior Center" as it was felt that this would be a more easily understood term for the type of facility and whom it serves. He continued to explain; after collecting the data, if there is interest in this type of facility, more research and public participation would be needed to understand what the community is looking for.

The Executive Director explained that after surveys have been mailed and collected by PRO's, they are scheduled to be here in November to conduct a Findings Report with the Board, along with other workshops with staff.

The Board agreed on the changes to the final draft of the Community Survey that is to go out to the community by the end of September 2022.

Audit Presentation: Don Shaw from Lauterbach & Amen reviewed and explained the 2021-22 Fiscal Year Audit Report to the Board.

The Warrenville Park District was again awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for its fiscal year 2021. The Park District will again be applying and expect to receive this certification for Fiscal Year 2022.

The Independent Auditors' Report from Lauterbach and Amen states they have audited the financial statements of the District activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended April 30, 2022, and the related notes to the financial statements.

In their opinion, the financial statements were presented fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of April 30, 2022, and the respective in financial position for the year then ended in accordance with accounting principles generally accepted in the US.

The Management Letter includes current, new, and prior recommendations and Management responses. Previously and during the current year-end audit procedures, it was noted that the District has a capital asset threshold of \$1,000, which is low for a District the size of Warrenville. It is recommended that the District review and update the capital asset policy and that a more appropriate minimum threshold be established by category, ranging from \$2,500 to \$50,000, as the Board and Superintendent of Finance and Technology deem appropriate. The capital asset policy should also establish standard depreciation methods and useful lives to be applied to specific categories of assets. The policy should address location of assets, tagging, physical access and security and frequency of periodic inventories.

Review and Acceptance of 2021-2022 Annual Audit Report:

**MOTION: Commissioner DiCianni moved to accept Annual Audit Report as presented. Seconded by Commissioner Thornbury.**

**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.**

Review of District Fiscal Year Goals: The Executive Director explained the Commissioner Thornbury requested the Fiscal Year Goals be reviewed at the September 15<sup>th</sup> Board Meeting. The Fiscal Year Goals were included in the Board Packet.

Review and Approval of Program Guide Printing Contract Awarded to Woodward Printing Services in the Amount of in \$19,533:

**MOTION: Commissioner Machowski moved to Approve the Program Guide Printing Contract be Awarded to Woodward Printing Services in the Amount of in \$19,533 for One Year. Seconded by Commissioner Coons.**

The Marketing & Special Events Supervisor explained the bidding process to Commissioners and noted that printers did not want to give quotes past one-year as cost of paper is quickly increasing, therefore an addendum was made: *"bid proposals for 2023 are required. Bid proposals for 2024 and 2025 are optional."*

**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 Annual Parks Tour – September 15<sup>th</sup>, 2022 at 4:30 pm: Commissioner Thornbury asked regarding an earlier discussion of looking into the cost of contracting certain park maintenance responsibilities; mowing, beds & weeding, and fall clearing. It was suggested that an action plan may need to be developed to assist with the upkeep of the Districts parks. It was also suggested to request if Warrenville in Bloom or advertise for volunteers to help with the landscaping, weeding, planting, etc. at the different parks.

The Superintendent stated that he and the Executive Director have been discussing other ways to alleviate parks staff from mowing and a better use of time; the possible transfer of the use of VFW field to the Districts' fields to alleviate time used to prep the VFW field for one-time use.

Discussion regarding the open positions in the Parks Department and the lack of applicants.

Commissioner Thornbury shared she felt that Lions Park and Sesqui are in dire need of new equipment and design in the next three years and will need to explore and develop the Districts' future equipment needs & plans for each park. The Executive Director stated that the community survey will assist in directing the District to where more detailed research of the needs and wants of the community should be focused.

2022 4<sup>th</sup> Quarter Special Events – October 1<sup>st</sup> to December 31, 2022: This document was included in the packet.

## Officials & Staff Reports

President: ***President Wilkie*** stated that he is looking forward to the Art on the Prairie this upcoming weekend and the 4<sup>th</sup> Annual Brew Trot in October at Summerlakes Park.

Commissioners: ***Commissioner Coons*** stated that because she was not present a last month's meeting and stated that it was nice to see everyone enjoying themselves at the Summer Daze event. She thanked Commissioners and staff for making it a successful event.

***Commissioner DiCianni*** again thanked the Superintendent of Parks & Facilities for driving and the ice cream. She is looking forward to the fall season.

***Commissioner Machowski*** asked regarding the profit margin of the Birthday Party Programs held including with the cost of staff time. It was explained that this program grew from two to three scheduled birthday parties a year to three times that many in a week. It was explained that some of the increase in the scheduling could be due to COVID and also by the seasons.

The Executive Director explained that staff met to discuss the limiting of the scheduling of the parties with the use of the Bounce Houses as two Parks Dept. staff are needed for this, and most parties are requested for the weekends.

Commissioner Machowski also stated that he did not realize the amount of land, fields, parks, the Parks Department staff is responsible for and agreed that an action plan should be developed to assist in the efficiency of the Parks Department. He thanked the Parks Department for everything that they do, as they are responsible for the land, building, facilities, along with setup and take down of equipment, special events, programming, etc.

Executive Director: The ***Executive Director*** invited Commissioners to attend the Local Government Breakfast being held on Friday, October 14<sup>th</sup>, please let him know. Also, the Legal Symposium will be held Thursday, November 3<sup>rd</sup> at The Conference Center (old McDonald's Hamburger University) in Oakbrook and is one of the best ways to ensure that we are keeping up to date with recent legal changes affecting park and recreation agencies.

The Executive Director explained that next week he will be out of the office but available by phone and/or email as he will be attending the NRPA Conference in Phoenix, AZ.

Department Heads: The Registration Office Manager reported that a part-time Guest Services Assistant position is currently open and will be looking at applications within the next month to interview and hire, if possible.

The Superintendent of Parks & Facilities reported that the recreation center gym floor has had some major updates in the past week and a half, with the entire gym floor sanded and the removal of everything including the lines. The new lines were painted and the Districts logo in center and then top coated, making the gym floor look completely different. The gym floor has not been completely redone since it was installed in 2005.

Phoenix Electric was out last week installing new overhead lighting in the gym which is more energy efficient and also brighter than what we had before. The lighting that was currently on the ceiling was moved to under the track to provide much needed light where there was a number of dark areas and shadows. This also gave us the ability to remove the wall sconces that were above the bleachers and constantly being repaired due to balls hitting them and breaking bulbs and the fixtures.

The Marketing and Special Events Supervisor reported that four (4) grants were submitted to the City's Tourism & Arts Council (TAC); Multi-Cultural Festival, Summer Movies in the Park, Lunchtime Live and, Fall Fest.

Also, "Puzzle Palooza" is scheduled for September 23<sup>rd</sup> with fifteen (15) groups registered.

The Superintendent of Recreation/Safety Coordinator reported that rentals are picking up, with the next month of Saturdays booked. The Superintendent of Recreation/Safety Coordinator stated that the Office Manager is notified as staffing is needed for rentals.

Also reported, that Art on the Prairie is this upcoming weekend.

Discussion regarding the structure of staff and who they report to; Guest Services Staff (both lower level and FitnessNOW) are managed by the Office Manager Michelle Savage. Personal Trainers and Group Fitness Instructors are supervised by the Fitness Supervisor Nick Bovio. Recreation Instructors, dependent on the type of program, are supervised by Marketing & Special Events Supervisor, Recreation Supervisor Ruth Brackmann and Athletic & Facilities Supervisor Dave Weiner.

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

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

**Adjourned at 7:32 PM**

**Approval**

 10/20/22  
Colin Wilkie, President      Date  
Seal

 10/20/22  
Tim Reinbold, Secretary      Date