



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on October 20, 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 – Absent
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
Andrew Sheridan, Links Technology Solutions Inc.

Approval of the October 20, 2022 Regular Meeting Agenda:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for October 20, 2022.
Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

MOTION CARRIED.

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Public Comment: No public in attendance.

Approval of Consent Agenda:

Approval of Special Meeting Minutes – Parks Tour of the Board of Park Commissioners for September 15, 2022

Approval of Regular Meeting Minutes of the Board of Park Commissioners for September 15, 2022

MOTION: Commissioner Coons moved to approve the Consent Agenda which includes the Special Meeting Minutes – Parks Tour of the Board of Park Commissioners for September 15, 2022 and the Regular Meeting Minutes of September 15, 2022. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye
Commissioner Thornbury - Aye
President Wilkie - Aye

Commissioner Machowski - Absent
Commissioner DiCianni - Aye

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

MOTION CARRIED.

Financial Reports:

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

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

Roll Call Vote:

Commissioner Thornbury - Aye
Commissioner DiCianni - Aye
President Wilkie - Aye

Commissioner Coons - Aye
Commissioner Machowski - Absent

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

MOTION CARRIED.

Approval of Expenditure Report through September 30, 2022 in the Amount of \$208,227.25:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through September 30th, 2022 in the Amount of \$208,227.25. Seconded by Commissioner Coons.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Thornbury - Aye

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

MOTION CARRIED.

Correspondence: No correspondence to report

Unfinished Business:

Summer Daze 2022: The Summer Daze report was included in the Commissioners Board Packet. The Executive Director thanked all who helped in making the event successful. All revenues have been submitted and all expenses have been entered, with the TAC grant funding being received earlier in the day.

The Executive Director noted that the expenses for the event were under budget and revenues were above the projected amount to receive; it was a successful event. It was explained that the District advertises events and programs in the monthly Summerlakes Newsletter that is sent out each month. Commissioner Thornbury stated that it was agreed when bringing back the Summer Daze event, that she would be in charge of the management of the beer tent. She stated the tent location, set up and the staffing and running of went well and would like to start the transition of the management of the Beer Tent to District staff.

Strategic Master Plan:

PROS Consulting Inc.: The Executive Director explained that PROS will be in attendance at our December Board Meeting to provide an update and early findings report. Workshops for staff will be throughout the day and that same evening with Commissioners.

It was explained that the community survey that was mailed out is the statistically valid survey for which the collection of data will be compiled. Staff will begin promoting the online survey in early November to assist in receiving as much feedback as possible.

The Executive Director is currently working with PRO's in benchmarking with our Districts comparable to our size; Lisle, Oak Park, Winfield, Wood Dale and those who are similar in size to benchmark staffing, programs, budgets, etc. The Recreation Department is currently working on the recreation program analysis on our core programming, due early November.

The Executive Director explained that not everyone in Warrenville will receive the statistically valid survey. The Strategic Master Plan is on pace to complete the planning process in the first quarter of the next year.

New Business:

Introduction of Newly Hired Park Technician I: The Superintendent of Parks & Facilities introduced Park Technician I, Keven Panacchia to the Board.

Links Technology Solutions Inc. Presentation: The Executive Director explained that it has been almost two years since we entered into a contract with Links Technology as our IT provider at the District. Links has become a tremendous partner of the District and we have collectively made significant changes and improvements to a number of aspects in IT. Links has helped us manage our computer systems, but also has been involved in our copiers, phones, and security cameras. Links has also helped us launch new security features such as Knowb4 training and threat blocker.

Andrew Sheridan, Professional Services Engineer at Links Technology gave a presentation of the accomplishments completed and underway at the District.

Review and Approval of Annual Statement of Receipts and Disbursements for May 1, 2021 to April 30, 2022:

MOTION: Commissioner Thornbury moved to Approve the Annual Statement of Receipts and Disbursements for May 1, 2021 to April 30, 2022. Seconded by Commissioner DiCianni.

The Annual Statement of Receipts and Disbursements each year of; All monies received; All monies paid out exceeding \$2500; All monies paid out as compensation for personal services.

When approved by the Board and signed by the Treasurer, Commissioner DiCianni, this document will be filed with the County Clerk, and will be posted on our website in lieu of publishing in the local paper as allowed by statute.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Audit Engagement for Three (3) Years 2023, 2024 and 2025 with Lauterbach & Amen LLP:

MOTION: Commissioner DiCianni moved to Approve a new three-year engagement with Lauterbach & Amen LLC for audit services for the years April 30, 2023, April 30, 2024 and April 30, 2025. Seconded by Commissioner Coons.

The Executive Director explained that this past year concluded our contract with Lauterbach & Amen, LLP for auditing services. Based on the previous request for proposal results and our working relationship with them, staff recommend to award the contract for auditing services to Lauterbach & Amen LLC for a three-year contract (for the years April 30, 2023, April 30, 2024 and April 30, 2025).

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Approval of 2023 Health Plan Selection:

MOTION: Commissioner DiCianni moved to Approve the 2023 Health Plan as presented. Seconded by Commissioner Thornbury.

It was explained that in making the decision on what to present to the board for approval, consideration of what other Park Districts currently offer to remain competitive for our workforce and what we feel would be in the best interest of our staff who are currently participating in the health program.

The memo from Superintendent of Finance & Technology within the Board Packet explained that after reviewing the components of each plan, is recommending the same medical and dental plans to full-time staff for 2023. Vision plans have changed to a different administrator and network which resulted in enhanced coverage.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval to Allow Alcohol at Puzzle Palooza Event:

MOTION: Commissioner Coons Moved to Approve to Allow Alcohol at the Puzzle Palooza Event. Seconded by Commissioner DiCianni.

It was explained that Puzzle Palooza Event has become a very popular and sought-after event the two times we have offered it over the last year at the District. It was suggested by participants who attended the event, to allow participants to bring their own alcohol to consume while participating. Staff is requesting to change Puzzle Palooza into two new events – an “Adult Edition” and “Family Edition.” The “Adult Edition” (21 & older) would allow alcohol to be consumed at the event by participants, no alcohol would be allowed at the “Family Edition” of Puzzle Palooza”.

Commissioner Thornbury stated that previous there was a somewhat lifelong standing agreement that no alcohol would be permitted in the building, or on District property. She explained that when the District was asked to take the lead in overseeing the Summer Daze event, the previous Director would only agree in doing this, if Commissioner Thornbury would volunteer to take charge of the Beer Tent.

As the District is moving toward more open and receptive of alcohol consumption at events and programs, Commissioner Thornbury stated that the only way she feels comfortable in supporting this philosophy, is if staff take over the Beer Tent at Summer Daze. She feels that staff need to be more involved with the running and operation of the Beer Tent and all that it entails, which would assist staff in future programs and events that allow alcohol.

Commissioners discussed the possible problems in allowing alcohol at events and/or programs.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Absent

President Wilkie - Aye

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

MOTION CARRIED.

Designation of Delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be Held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 28, 2023 at 3:30 PM: It was the consensus of the Board to designate Commissioner Coons to serve as delegate to the Annual Business Meeting of the Illinois Association of Park Districts to be Held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 28, 2023 at 3:30 PM, and; designate Commissioner DiCianni as the 1st Alternate; President Wilkie as 2nd Alternate, and; Commissioner Machowski as 3rd Alternate.

Review and Approval of IAPD/IPRA Soaring to New Heights 2023 Conference Attendance for Board of Commissioners: Executive Director Reinbold explained the final educational portion of the conference is currently being finalized and, will pass it along to Commissioners once available. After discussion, Commissioners Coons, Dicianni, Machowski and President Wilkie plan to attend the Conference.

MOTION: Commissioner DiCianni Moved to Approve Commissioners Coons, Dicianni, Machowski and President Wilkie to attend the IAPD/IPRA Soaring to New Heights 2023 Conference. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Thornbury - Aye

President Wilkie - Aye

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

MOTION CARRIED.

Consideration of Potential Resolutions for Presentation at the Annual Meeting of the Illinois Association of Park Districts: No potential resolutions to present.

Review of District Fiscal Year 2022 Annual Report: The FY 2022 Annual Report was included in the Board Packet and developed by the Marketing & Special Events Supervisor Sheri Potter. The report gave a summary of Fiscal Year 2022; awards, parks and facilities, financial analysis and special events & programming.

Officials & Staff Reports

President: ***President Wilkie*** stated that he had a great time attending Puzzle Palooza and is looking forward to Fall Fest.

Commissioners: ***Commissioner DiCianni*** thanked everyone for all they do for the District.

Commissioner Coons stated that she volunteered for the Art on the Prairie event. She stated that she liked having the event in the lower level parking lot, it was set up nicely, and had a great flow.

She is looking forward to Fall Fest and all of the winter programs and holiday events. Commissioner Coons stated that she would like see the "Drive Thru Tree Lights" for Holly Days this year, to change things each year, and keep it fun and exciting.

Commissioner Thornbury agreed with Commissioner Coons regarding the Drive Thru Tree Lights", as the District received feedback from seniors on being able to participate and see the decorated trees without having to get out of their vehicles.

Executive Director: The ***Executive Director*** explained that he has been in contact with Peter Murphy, the President of IAPD about conducting a Board retreat this December with Commissioners and himself. He feels this would be beneficial to our longer termed Board Members as well as our newer Commissioners. An email will be sent to Commissioners with a questionnaire for Board feedback to assist in the formulation of the agenda. Wednesday, November 16th, 2022 is the tentative date for this retreat. The Executive Director will contact the library for an available meeting room.

He also stated that he and President Wilkie attended the Local Government Breakfast on October 14th, 2022. He explained there was representation from a number of public entities in attendance from Warrenville, Wheaton and Winfield communities. School District 202 presented their strategic plan and initiative that are taking place in the district this year. The Executive Director stated that it was great to connect with the local officials and leaders in the community.

The Executive Director noted that the Employee Recognition Committee has scheduled a Staff Recognition Party for January 12th, 2022 at Granite City Food & Brewery in Naperville. More information will be sent when it becomes available.

The Marketing and Special Events Supervisor reported on the upcoming programs and events.

It was also reported that the Warrenville Library invited us, along with other community entities, in celebrating the Mexican holiday "The Day of the Dead" by decorating a table for display at the library. Full time staff will be painting skulls that represent the souls of their deceased family members for a brief reunion.

The Superintendent of Recreation/Safety Coordinator reported that FitnessNOW will be holding a "Boot Camp for Breast Cancer" here at the Recreation Center Gym tomorrow night from 6:00 to 8:00 pm with proceeds going to the Cancer Research Center here in Warrenville, IL. T-shirts will be available for purchase at a cost of \$15 without having to participate.

The Superintendent of Parks & Facilities reported that with the hiring of Kevin Panacchia, the Parks Department is once again fully staffed.

The Superintendent of Parks and Facilities also reported that park staff have completed removing the planting beds around the tennis courts and playground at Summerlakes Park. The Sherriff's Work Alternative Program (SWAP) painted the small brick storage building at Summerlakes Park with staff finishing painting the trim.

The Office Manager is also grateful to have a full staff with the hiring of Monica Carstens and Linda Robinson in the Guest Services positions.

The Superintendent of Finance & Technology reported that Links Technology Solutions Inc. has been a great partner with the District and is very happy with their services that they provide.

Any Other Business That May Properly Come before the Board for Discussion Only: Congratulations were given to Executive Director Reinbold in finishing the Chicago Marathon this past weekend.

Adjournment: Commissioner Coons Moved to Adjourn. Seconded by Commissioner Thornbury.

Voice Vote: 4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

Adjourned at 7:21 PM

Approval

 11/17/22

Colin Wilkie, President

Date

 11/17/22

Tim Reinbold, Secretary

Date

Seal