



**Minutes of the Warrenville Park District  
Regular Meeting of the Board of Commissioners  
Held on December 15, 2022**

**Call to Order:**

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

**Pledge of Allegiance:**

**Roll Call:** Commissioner Coons – Absent  
Commissioner DiCianni – Present  
Commissioner Thornbury – Present  
Commissioner Machowski – 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**  
**Michelle Savage, Office Manager**  
**Sheri Potter, Marketing & Special Events Supervisor**  
**Dave Weiner, Athletic & Facility Supervisor**  
**Nick Bovio, Fitness Supervisor**  
**Ruth Brackmann, Recreation Supervisor**  
**Neelay Bhatt – PRO's Consulting Inc.**  
**Daniel Grove, Kimley-Horn Associates Inc.**  
**Chris Wilson, Kimley-Horn Associates, Inc.**  
**Chad Gholsan**

**Public Hearing to Approve a Proposed Property Tax Levy Increase for the Warrenville Park District:**

President Wilkie requested a Motion to Open the Public Hearing.

**MOTION: Commissioner DiCianni Moved to Open the Public Hearing. Seconded by Commissioner Thornbury. Seconded by Commissioner Thornbury.**

*No Roll Call Taken.*

**6:16 p.m.**

President Wilkie explained that this public hearing is on the proposed levy of the Warrenville Park District for 2022 pursuant to the provisions of the Illinois Truth in Taxation Act. The reason for the proposed levy for 2022 is to obtain property taxes in the amount of \$3,498,000 for the following purposes:

General Corporate Purposes: the sum of \$2,305,000

Recreation Programs: \$ 644,000

Liability Insurance Purposes \$ 116,000

Recreation for the Handicapped: \$ 313,000

Bond and Interest Indebtedness: \$ 120,000

The increase in this year's levy as opposed to the 2021 tax extension is due to increased operating, maintenance and personnel costs.

President Wilkie asked if any of the Commissioners wish to make any comments regarding the proposed levy? No Commissioner wished to make comments regarding the proposed levy.

President Wilkie asked if any of the Commissioners wish to submit any written testimony concerning the proposed levy? No Commissioners wished to submit any written testimony concerning the proposed levy.

President Wilkie asked if any of the public wish to present oral testimony or any public comments concerning the proposed levy? No public is present to present oral testimony or any public comments concerning the proposed levy.

President Wilkie asked if any of the public wished to submit any written testimony with respect to the proposed levy? No public is present to present written testimony with respect to the proposed levy.

President Wilkie asked Commissioners for a motion to finally adjourn the Public Hearing.

**MOTION: Commissioner DiCianni Moved to Close the Public Hearing. Seconded by Commissioner Thornbury.**

**Roll Call Vote:**

**Commissioner Coons - Absent**

**Commissioner Machowski - Aye**

**Commissioner Thornbury - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Wilkie - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

**Approval of Regular December 15, 2022 Regular Meeting Agenda:**

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

**Roll Call Vote:**

**Commissioner Thornbury - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Wilkie - Aye**

**Commissioner Coons - Absent**

**Commissioner Machowski - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

**Public Comment:** No public present wanting to comment.

**Approval of Regular Meeting Minutes of the Board of Park Commissioners for November 19, 2022:**

**MOTION:** Commissioner Thornbury moved to approve the Regular Meeting Minutes of November 19, 2022. Seconded by Commissioner Machowski.

**Roll Call Vote:**

**Commissioner Coons - Absent**

**Commissioner Thornbury - Aye**

**President Wilkie - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Machowski - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

**Financial Reports:**

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

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

**Roll Call Vote:**

**Commissioner DiCianni - Aye**

**Commissioner Machowski - Aye**

**President Wilkie - Aye**

**Commissioner Thornbury - Aye**

**Commissioner Coons - Absent**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

**Approval of Expenditure Report through November 30, 2022 in the Amount of \$328,701.45:**

**MOTION:** Commissioner Thornbury moved to approve the Expenditure Report through November 30, 2022 in the Amount of \$328,701.45. Seconded by Commissioner DiCianni.

**Roll Call Vote:**

**Commissioner Machowski - Aye**

**Commissioner Coons - Absent**

**President Wilkie - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Thornbury - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

**Correspondence:**

WDSRA 2023 Bash & Silver Sponsorship Acknowledgment & Thank You: Information Only.

Northwestern Medicine Living Well Cancer Resource Center Donation Acknowledgment (Boot Camp for Breast Cancer): Information Only.

Outstanding Special Event Award from IPRA: The Executive Director explained that the Marketing and Special Events Supervisor submitted a nomination for the Districts “Warrenville Multicultural Festival” for IPRA’s Outstanding Special Event Award and chosen as the overall winner! The award will be presented at the IPRA Annual Business meeting scheduled for Friday, January 27<sup>th</sup>, 2023 @5 pm while attending the Soaring to New Heights Conference. The Board congratulated Marketing & Events Supervisor Sheri Potter for receiving this award.

**Unfinished Business:** No Unfinished Business.

**Strategic Master Plan:**

PROS Consulting Inc.: Neelay Bhatt from PRO’s Consulting Inc. addressed the Board and presented an overview of demographics and trends, the early findings of facility and program assessments from Daniel of Kimley Horn, as well the statistically valid survey results that was sent out to the community.

Commissioners also completed a “Values, Vision Exercise” that staff completed earlier in the day and will share staff results with Commissioners to compare the differences. The “Core Values” of the District were reviewed and if needed, will be modified or added to.

It was explained that after the staff exercise, the draft “Core Values” were compiled and summarized; Inclusion, Innovation, Exceptional Service and, Sustainability (both fiscal and environmental).

Next steps are to develop an Action and Implementation Plan. PRO’s will work with staff in the different areas to develop timelines for these areas: parks & trails; program, events & facilities; funding & marketing and; maintenance & operations; to assess what is “Short-term, Mid-term and, Long-term”, and with the approximate costs. This Action and Implementation Plan will be brought to the Board, along with the Districts Values, Mission and Vision in a draft form for review. Feedback of the draft from the community and Commissioners will be discussed, with any revisions brought to the Board for adoption.

It was explained that after the Boards adoption, this becomes a working document, where staff is held accountable to the plan.

Staff were thanked for their work and input into this process.

**New Business:**

Review and Approval of Ordinance 2022-12: An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1, 2022 and Ending April 30, 2023:

**MOTION: Commissioner DiCianni moved to Approve Ordinance 2022-12; An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1, 2022 and Ending April 30, 2023. Seconded by Commissioner Thornbury.**

**Roll Call Vote:**

**Commissioner DiCianni - Aye**

**Commissioner Thornbury - Aye**

**Commissioner Machowski - Aye**

**Commissioner Coons - Absent**

**President Wilkie - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

Review and Approval of Resolution 2022-13; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and Grace Church of DuPage:

**MOTION: Commissioner Machowski moved to Approve Resolution 2022-13; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and Grace Church of DuPage. Seconded by Commissioner Thornbury.**

**Roll Call Vote:**

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

**Commissioner DiCianni - Aye  
Commissioner Machowski - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

Review and Approval of Resolution 2022-14; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and Warrenville Athletic Association (WAA):

**MOTION: Commissioner DiCianni moved to Approve Resolution 2022-14; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and the Warrenville Athletic Association (WAA). Seconded by Commissioner Machowski.**

**Roll Call Vote:**

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

**Commissioner DiCianni - Aye  
Commissioner Machowski - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

Review and Approval of Resolution 2022-15; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and Warrenville Girls Softball Association (WGSA):

**MOTION: Commissioner Thornbury moved to Approve Resolution 2022-15; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and the Warrenville Girls Softball Association (WGSA). Seconded by Commissioner Machowski.**

Commissioner Thornbury noted that the WGSA Agreement uses the Oxford comma, while the WAA Agreement does not, when both are similar except for the specific affiliate information. Commissioner Thornbury stated that she has no preference in the writing style but did request to stay consistent in the writing style of the affiliate agreements.

**Roll Call Vote:**

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

**Commissioner Coons - Absent  
Commissioner Machowski - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

The Executive Assistant/HR Manager/Assistant Board Secretary asked Commissioners regarding the copying of the yearly affiliate agreements in both redline and the completed revision for the Board Packet as a lot of paper is used for this. It was the consensus to print only the redline copy in the Board Packet and if needed, Commissioners could request to see the revised signature agreement.

Review and Approval of Ordinance 2022-16; An Ordinance Authorizing and Directing the Disposition of Certain Equipment: The Executive Director explained that this item is normally included in the June and December agendas. The listing of computer related equipment needing disposal is currently being compiled by the District IT provider, Links Technology.

**MOTION: Commissioner Thornbury moved to Table this Item to the January 19, 2023 Board of Commissioners Meeting. Seconded by Commissioner DiCianni.**

**AMMENDED MOTION: Commissioner Thornbury moved to Table this Item to the January 19, 2023 Board of Commissioners Meeting. Seconded by Commissioner DiCianni.**

**Roll Call Vote:**

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

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

Approval of District Corporate Counsel Rate Increase:

**MOTION: Commissioner Thornbury moved to Approve Corporate Counsel monthly rate increase of \$100.00. Seconded by Commissioner Machowski.**

The Executive Director stated that the last increase was in 2008.

**Roll Call Vote:**

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

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

Discussion of Summer Daze Beer Tent Operations (Tabled from November 17<sup>th</sup>, 2022 Board Meeting):

The Executive Director explained that this item was on the November agenda due to Commissioner Thornbury expressing the need to train staff in the management of the Summer Daze Beer Tent. He further explained that it was tabled at the November Board Meeting due to the absence of Commissioner Thornbury.

Commissioner Thornbury stated that Summer Daze 2023 will be the last time she will manage the Summer Daze Beer Tent and that District staff would then be in charge.

2023 1<sup>st</sup> Quarter Special Events – January 1<sup>st</sup> to March 31<sup>st</sup>: A listing of the 2023 1<sup>st</sup> Quarter Special Events was included in the Board Packet.

2022 Year End Review: The year-end review video was shown to Commissioners and those present. After viewing the Year-End Video, Commissioner Thornburg asked regarding separation of church and state regarding the District attending and participating in community events held at local churches. The Executive Director is to reach out to the Districts Attorney regarding this and bring back to the Board.

## **Officials & Staff Reports**

President: ***President Wilkie*** stated that Holly Days was well attended and had a great time, along with Breakfast with Santa and Pizza & PJ's with Santa was sold out.

Commissioners: **Commissioner Thornbury** explained why she had requested to have “Cricket” as a choice on the Districts survey that went out to the community. She stated that it is a very popular in the surrounding towns, with some having a wait list to play. The Executive Director noted that Naperville, Plainfield and other Districts have had cricket playing fields installed in the past couple of years.

Commissioner Thornbury stated that she attended the Holly Days event and noted it was massively attended and thanked staff for a great event.

She asked regarding IAPD Peter Murphy coming in February/March for a Board Training and explained that as an alternative, a DiSC Training would be a good option for Commissioners. The Executive Director noted that both trainings; boardmanship and the DiSC Profile can be scheduled for the Board. He will contact Chris DeVeney, to schedule this also.

**Commissioner Machowski** wished everyone a happy holiday and enjoy time with family and friends.

**Commissioner DiCianni** thanked staff for all their work, from recreation, registration to finance. She stated the events that she has attended were run very well and have been well received by the community.

Executive Director: The **Executive Director** reported that the Strategic Master Planning Workshop with all full-time staff took place this afternoon. Part time and short-term/seasonal staff were asked for input in the process and has received some input. He felt it was a great teamwork with staff today, staff were very much involved and engaged in working through the process to assist in defining the Districts values, vision and mission. He feels this master strategic plan will provide a great value to the District as this will be a great work plan for the next five (5) years and will drive the District forward with our mission, vision and values. He explained that what staff completed today, will be complied by PRO’s Consulting, along with the Board’s to be incorporated into the overall goals of the District. These specific goals will go before the Board for approval for the 2023-2024 District goals. The Executive Director explained that the master strategic planning process is on target to be completed.

The Executive Director wished all happy holidays and is looking forward to attending the IPRA/IAPD Soaring to New Heights Conference at the end of January.

Department Heads: The **Superintendent of Finance & Technology** agreed with the Executive Director that today’s workshop with full-time staff was wonderful and very worthwhile.

She reported that she has been working on finalizing the initial draft Budget and calendar end of year related items.

The **Office Manager** stated it has been a busy couple months with all the many holidays programming and events.

The **Superintendent of Recreation/Safety Coordinator** reported that Recreation Supervisors are working on their budgets.

He reported that the Athletic & Facility Supervisor has been busy with coaches' meetings, basketball assessments and tryouts, along with assisting in the holiday events and special programming.

Also reported, the Winter Break Camp has 30 participants enrolled daily, more than in previous years and the FitnessNOW Open House will be taking place in January.

The Superintendent of Parks & Facilities reported that a new stainless steel dump bed was installed on our existing 2008 Ford dump body chassis. The old body was rusted.

He also reported that Parks Department is very busy at this time of year with all the programming and special events. Park staff is also in the process of renovating the locker rooms; painting, lights, new fixtures, etc. and should be completed by the end of the week.

The Marketing & Special Events Supervisor reported that Family New Year's Eve will be the last special event of 2022.

**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 Machowski - Aye**

**Commissioner Thornbury - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Coons - Absent**

**President Wilkie - Aye**

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

**Recessed into Closed Session at 8:10 PM**

**Risen from Closed Session at 8:12 PM**

Commissioner DiCianni - Present

Commissioner Thornbury - Present

Commissioner Coons - Absent

Commissioner Machowski - Present

President Wilkie - Present

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

Approval of Ordinance 2020-07: 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:



**MOTION:** Commissioner DiCianni moved to approve Ordinance 2020-07; 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 December 12, 2019 – Semi-Annual Review of Closed Session Minutes; and February 20, 2020 – Personnel. Seconded by Commissioner Machowski.

**Roll Call Vote:**

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

Commissioner DiCianni - Aye  
Commissioner Coons - Absent

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

Approval of Release of Closed Session Minutes of December 12, 2019 - Semi-Annual Review of Closed Session Minutes:

**MOTION:** Commissioner DiCianni moved to approve the Release Closed Session Minutes of December 12, 2019 - Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Machowski.

**Roll Call Vote:**

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

Commissioner Coons - Absent  
Commissioner DiCianni - Aye

**4-Ayes, 0-Nays, 1-Absent (Coons)**

**MOTION CARRIED.**

**Any Other Business That May Properly Come before the Board for Discussion Only:** The Executive Director asked for direction regarding the Public Comment from the November Board meeting; the Summerlakes homeowner addressed the Board and asked if the District would have any future interest in taking over the Summerlakes Homeowners Association (HOA) properties.

The Executive Director explained; if there is an inquiry as to the Boards interest, that he would have the Boards response. It was stated that the District should be contacted after such dissolution or later in the process, either by the homeowners or the HOA Board itself. It was the consensus of the Board that the District does not have an interest at this point.

**Adjournment:** Commissioner Machowski Moved to Adjourn. Seconded by Commissioner Thornbury.

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

**MOTION CARRIED.**

**Adjourned at 8:13 PM**

**Approval**

 1/19/23  
Colin Wilkie, President Date

 1/19/23  
Tim Reinbold, Secretary Date

**Seal**