



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on November 17, 2022**

Call to Order:

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

Pledge of Allegiance:

**Roll Call: Commissioner Coons – Present
Commissioner DiCianni – Present
Commissioner Thornbury – Absent
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
Tom Smiley, Summerlakes Homeowner**

Approval of the November 17, 2022 Regular Meeting Agenda:

**MOTION: Commissioner Coons moved to approve the Regular Meeting Agenda for November 17, 2022.
Seconded by Commissioner DiCianni.**

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: President Wilkie introduced Tom Smiley, a Warrenville resident, in attendance to address the Board regarding the possible interest of a future park plan. Mr. Smiley explained that as a Summerlakes homeowner, with the recent information regarding the costs of repair to the pool, knowing that there will be a need for future upkeep and repairs. He explained that he has no agenda, means no ill will or disrespect to anyone; he is forward thinking and looking into the future. With the District currently in the process of developing their strategic master plan, he is requesting the Board look at the future possibility if the District would be interested in the taking over of the Summerlakes Home Owner (HOA) properties. He stated a 2/3's vote from homeowners is needed to dissolve the HOA, with a total of 926 shares, then all owned HOA land would be given to the Park District. He again reiterated he is not here on behalf of the HOA, he is here as a homeowner, resident and looking into the future and looking at the possibilities of Warrenville as a whole, utilizing the amenities of Summerlakes.

Approval of Regular Meeting Minutes of the Board of Park Commissioners for October 20, 2022:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Minutes of October 20, 2022. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Financial Reports:

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

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

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Expenditure Report through October 31, 2022 in the Amount of \$116,149.28:

MOTION: Commissioner Machowski moved to approve the Expenditure Report through October 31, 2022 in the Amount of \$116,149.28. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Correspondence:

WDSRA Summer Daze Donation of Tip Jar Funds: A letter was received from WDSRA thanking the District for the donation of \$534 from the tip jar at Summer Daze and will put to immediate use.

Unfinished Business:

Board Member Training: The Executive Director stated that Peter Murphy, President of IAPD is unable to meet until sometime in February or March of 2023 and will keep Commissioners updated on a tentative date when known.

Strategic Master Plan:

PROS Consulting Inc.: The Executive Director explained that PRO's are scheduled to be here all day on December 15th to meet with staff to present the findings and continue with a visioning workshop and strategy development in key areas. PRO's will also be in attendance at the Board Meeting the same evening to provide the same updates and findings as well.

The Recreation Department is currently working on the recreation program analysis on our core programming. It was explained that the community survey that was mailed out to 2500 households and, have received 352 as of this November 10th and for which the collection of data will be compiled. Staff have begun promoting the online survey to assist in receiving as much feedback as possible, although this will not be included in the statistically valid numbers.

New Business:

Review of Truth in Taxation Property Tax Recommendation and Resolution: The Superintendent of Finance explained in the memo included in the Board Packet that the Illinois State Truth-in-Taxation Law requires that the Park District make a determination of the maximum amount of property taxes that might be levied. If this estimate exceeds 105% from the previous year's extension, a notice must be given to the public of the District's intent to possibly adopt this levy. As required, the Park District must hold a public hearing for comment.

Winfield Township has estimated a 4.32% increase in assessed valuation, which includes a new construction estimate of \$25,040,250. Naperville Township has estimated a 11.9% increase, which included new construction estimate of \$11,457,790. The total new construction for both townships is estimated at \$36,498,040. Note, the Park District's overall 2022 assessed valuation estimate of \$664,061,959, prior to the addition of new construction, is a 5.8% increase over last year. The 2022 estimates are an average of values over the past three years. After the addition of new construction, the District's overall 2022 assessed valuation is estimated at \$700,559,999, which represents a 11.6% increase over the previous year.

For the 2022 tax year, the District will need to pass a new Abatement Ordinance for the 2020 General Obligation Park Bonds (Alternate Revenue Source) since Corporate Fund revenues will be pledged and appropriated for the timely payment of the debt service and additional property taxes corresponding to the bonds will not be needed and therefore abated. The Abatement Ordinance will be prepared accordingly for Board approval early in 2023.

There are several factors involved in preparing this year's Tax Levy estimate:

1. Increase in assessed valuation
2. Growth in new construction
3. Tax Cap (PTELL) of 5.0%

The 2022 Tax Levy and Assessed Valuation (AV) Calculation Worksheet incorporates the variables necessary to calculate the estimated 2022 Tax Levy. The variables and their assumptions are as follows.

- PTELL Limiting Increase of 5.0%, which limits the dollars that may be levied

- 2022 Total Assessed Valuation Estimate of \$\$700,559,999, which includes new construction.
- New construction data provided by both townships totaling \$36,498,040.
- Inclusion of the \$.04 statutory limiting rate for Handicapped Recreation Tax
- Bond levy estimate of \$120,000, based upon proposed debt repayment schedule and Debt Service Extension Base
- Corporate, Recreation and Liability levies based upon forecasted needs
- An 11.6% EAV increase to allow for any further assessed valuation changes and new construction in order to capture the Park District's property tax allotments under the Property Tax Extension Limitation Act

Under the Property Tax Extension Limitation Act (PTELL), a governmental unit may increase its property tax extension annually up to 5% or the rate of inflation as measured by the All-Urban Consumer Price Index (CPI), whichever is less. With the 2022 tax cap of 1.4%, inclusion of new construction growth, inclusion of debt service, and incorporation of the \$.04 statutory limiting rate for Handicapped Recreation Tax, ***the District may anticipate receiving approximately \$300,614 in additional property taxes for next fiscal year, or a 10.6% increase over last year's property tax extension (5.0% for PTELL and 5.6% for new growth and increased assessed valuation).***

Because the Park District cannot be certain of exactly how much the assessed value will increase or decrease, the tax levy has been prepared with an additional 11.6% EAV increase, in order for the Park District to capture all revenues allowed under the Property Tax Limitation Act. ***Please note that this estimate does not represent the percentage increase that property owners will see on their tax bills. The County Clerk, once final EAVs are forwarded in late March or early April 2023, calculates the actual tax extension and rate, based on EAV growth and the tax cap. The Park District will only receive the amount allowed by PTELL.***

Last year's tax levy ordinance was \$3,121,000 and when EAV was finalized, the final 2021 property tax levy extension was \$2,846,019. The 2022 tax levy ordinance has been prepared in the amount of \$3,498,000; it is anticipated that when EAV is finalized next spring, the estimated final 2022 property tax levy extension will be \$3,146,633. The 2022 Truth in Taxation levy resolution has been prepared in accordance with statutes, and in the amount of \$3,378,000, which is exclusive of debt service.

The summarized steps of the tax levy process are included in the report:

- 1) The board reviews the proposed Tax Levy and adopts the "Truth-in-Taxation Resolution" - November 2022 Board Meeting
- 2) A Legal Notice for a public hearing on the Tax Levy must be published— December 2022
- 3) A Public Hearing on the Tax levy is conducted prior to adoption— December 2022 Board Meeting
- 4) The Board adopts the Tax Levy Ordinance— December 2022 Board Meeting
- 5) The Tax Levy Ordinance is filed with the County Clerk- December 2022
- 6) DuPage County Clerk distributes final tax extension to District- mid to late March 2023
- 7) Property taxes received by the park District— beginning June 1, 2023

Review and Approval of Resolution 2022-11: A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2022:

MOTION: Commissioner Machowski moved to Approve Resolution 2022-11; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2022. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Review 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: This item is only for review; a Public Hearing will be held as required and will be included on the December Agenda for approval.

Review of Completed/Updated IPRA Environmental Report Card: The Executive Director explained that staff have reviewed and updated the IPRA Environmental Report Card. This is one of the requirements for the Distinguished Agency and is needed every three (3) years.

Review and Approval of 2023 Board of Commissioners Regular Meeting Dates:

MOTION: Commissioner Machowski moved to Approve of 2023 Board of Commissioners Regular Meeting Dates. Seconded by Commissioner Coons.

The Executive Director noted that the August date is moved back a week to the 4th Thursday of the month due to the Summer Daze event and the December date has been scheduled for the 2nd Thursday of the month due to the holidays.

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Approval of FY 2023-24 Budget Calendar:

MOTION: Commissioner Coons moved to Approve the FY 2023-24 Budget Calendar. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Discussion and Approval of Sponsorship of the Western DuPage Special Recreation Association (WDSRA) "The Bash":

MOTION: Commissioner Coons Moved to Approve WDSRA Sponsorship at the Silver Level (\$1250). Seconded by Commissioner DiCianni.

The Executive Director explained that this year's Bash will be in person on Saturday, March 4th at the Abbington Baquet Hall in Glen Ellyn. The Bash is WDSRA's largest fund raiser of the year and always a fun night out and is in the process of soliciting sponsorships for this year's event. The District has in the past few years, sponsored at a Silver level (\$1250), which includes four (4) tickets to the event, logo recognition at event and, on social media platforms and event booklet.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Thornbury - Absent

President Wilkie - Aye

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

MOTION CARRIED.

Review of Updated Personnel Policy 1.6 (Board Approved December 16th, 2021): Section 1; Employment Policies & Procedures - Anti-Nepotism Policy 1.6: The Executive Director explained that last year the Board approved a change to Personnel Policy 1.6 Anti-Nepotism Policy and requested that it be brought back to the Board for a review in a year after passing to review the impact it has had on the agency. The Executive Director stated that based on changes that were made, the District has experienced a positive impact and has allowed us to expand the candidate pool based on the changes that were made.

Update on City Owned Parks: The Executive Director explained that last week he met with City of Warrenville staff including City Administrator Cristina White, Director of Communications and Economic Development Ron Mentzer, Assistant Community Development Director Consuelo Arguilles and, Public Works Director Phil Kuchler to discuss future developments in the City of Warrenville, along with potential land/cash contributions. In addition, the future of city owned parks, including Harding and Cerny Parks were discussed.

The Executive Director handed out a document with the locations and layout of the future developments taking place in Warrenville, provided more detailed information to the Board, along with the potential of the Districts land/cash contributions.

1. Purchased property along the southwest corner of Estes and Barclay: Water Tower, Iron well and filtration building:

The building would be constructed on the south end (lower) of the property. The upper side of the property (.66 acre) could be donated to the District as part of the land contribution. If the District would not be interested in the ownership of this land, it will be sold.

Thorntons Site Agreement, Route 59: 1.12 acre lot for a 500,000 gallon City water tower

2. Herbo Property, on Warrenville Road, east of Winfield Road (cash contribution):

Development of fifteen (15) townhomes equaling an approximate cash contribution of \$45,000 to the District or 1/3 acre of land contribution.

3. Riverview West Age Restricted Apartments (next to Arden Apartments) right off of Ferry Road, west of Winfield Road:

Development of 100 age restricted units: The total estimated cash donation to the District is estimated at \$250,000 or approximately one (1) acre.

4. Southwest District, 20 acres, with wetlands, along the Prairie Path, Butterfield Road and Route 59. The Executive Director explained that the City is looking to find out if the District would have any interest in the land in this area. He stated that he thinks the land in that area is mostly unprogrammable and unusable for the District.

5. Harding Field: this has been discussed in the past but was not a priority of the City to turn over to the Park District.

6. Cerny Park:

The Executive Director noted that there has been more dialog regarding the District and Cerny Park; discussion of the update of park and playground equipment needed, maintenance, etc.

It was explained that since there could be a very real possibility that within the next five (5) or ten (10) years the Park District would acquire both Harding Field and Cerny Park, which he explained would change the Strategic Master Plan altogether and felt that both properties needed to be included in the assessment of the parks and included in the Strategic Master Plan. PRO's Consulting will be speaking with Kimberly Horne to do so.

The City is requesting to know if the District is interested in the acquisition of Cerny Park as it is needed to begin the process of acquisition; scheduling for maintenance needs, along with the development of an intergovernmental agreement between the District and the City for the funding of updates to Cerny Park, facilities, and playground equipment.

The Executive Director noted that there had been discussions regarding the land cash funds received for such property (will be returned), along with the ability to apply for OSLAD grants after the completion of the Strategic Master Plan.

After discussion, it was the consensus of the Board to have the Executive Director inform the City of Warrentville that the District would be interested in the .66 acre of property along the southwest corner of Estes and Barclay purchased for a Water Tower, Iron well and filtration building. Along with the smaller parcels to receive land cash donations

Discussion of 2023 Summer Daze Beer Tent Operations: Due to Commissioner Thornbury's absence, it was the consensus of the Board to Table this item to the Regular Meeting of the Board of Commissioners on the January 19, 2023 at 6:15 pm as the December meeting has many other items of importance.

Officials & Staff Reports

President: ***President Wilkie*** stated that it is always a good time at Fall Fest with the different costumes and is what memories are made of.

Commissioners: ***Commissioner DiCianni*** was unable to attend Fall Fest but did the opportunity to attend, serve breakfast to and talk with the veterans who attended the Districts Veteran Breakfast.

Also, with the busy holiday season here, she appreciates and thanked staff for everything that is done to make the season great for the residents of Warrentville.

Commissioner Machowski wished everyone a happy Thanksgiving.

Commissioner Coons stated that Fall Fest was unbelievable with so many enjoying the event.

With this being the first Veteran's Breakfast held, it was a fairly good turnout. She also thanked everyone for all they do at this time of year with all the holiday programming; Holly Days, Breakfast with Santa, Pizza & PJ's with Santa, Drive Thru Tree Showcase, etc.

Department Heads: The ***Superintendent of Finance & Technology*** reported that meetings with Managers continue to discuss the year-end budget, the status of where accounts and projects are in reference to completion.

The Superintendent of Finance & Technology stated that the Districts computer systems and phone system continue to be updated with the needs of the District.

The ***Office Manager*** stated that Guest Services is busy with the sale of dance recital tickets and, preparing for the many holiday programming and events.

The ***Superintendent of Parks & Facilities*** reported that Parks Staff is wrapping up the sports leagues, along with the winterization and storage of equipment.

He reported that both he and Marketing & Special Events Supervisor attended Professional Development School (PDS), November 6th thru the 8th.

The ***Marketing and Special Events Supervisor*** reported that the Winter/Spring Program Brochure will be delivered to residents within the next week.

Current program/event registration numbers reported:

Dance Recital: 1st Show; 289, 2nd Show; 270

Breakfast with Santa: 214 Registrants

Pizza & PJ's with Santa: 74 Registrants

The Marketing and Special Events Supervisor also noted that the Athletics & Facilities Supervisor held the First Annual Turkey Trot Softball Classic, with five (5) Teams competing.

Executive Director: The ***Executive Director*** reported that with the upcoming holiday, the Holiday Tree Showcase will again be set-up and on display for community businesses to decorate, be displayed and posted on the Districts website for voting on the best decorated tree.

The Executive Director also noted that he, the Superintendent of Finance & IT and the Executive Assistant/HR Manager attended the Legal Symposium on Thursday, November 3rd in Oakbrook. The materials from the Legal Symposium was available for Commissioners to review if interested.

The noted that the Employee Recognition Committee has scheduled a Staff Recognition Party, for January 12th, 2023 at Granite City Food & Brewery in Naperville. A flyer was included in the Board Packet.

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

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

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

MOTION CARRIED.

Adjourned at 7:11 PM

Approval

 12/15/22

Colin Wilkie, President

Date

 12/15/22

Tim Reinbold, Secretary

Date

Seal