



**Minutes of the Warrenville Park District  
Regular Meeting of the Board of Commissioners  
Held on January 19, 2023**

**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  
Matt Odom, Superintendent of Recreation/Safety Coordinator  
Michelle Savage, Office Manager  
Sheri Potter, Marketing & Special Events Supervisor**

**Approval of January 19, 2023 Regular Meeting Agenda:**

**MOTION: Commissioner DiCianni moved to approve the Regular Meeting Agenda for January 19, 2023. Seconded by Commissioner Coons.**

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

**Approval of Consent Agenda:**

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

Approval of Closed Session Meeting Minutes of December 19, 2022:

**MOTION:** Commissioner DiCianni moved to approve the Consent Agenda which consisted of the Approval of Regular Meeting Minutes of the Board of Park Commissioners for December 19, 2022 and the Approval of Closed Session Meeting Minutes of December 19, 2022. Seconded by Commissioner Coons.

**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.**

**Financial Reports:**

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

**MOTION:** Commissioner DiCianni moved to approve the Financial Statements for the period ending December 31, 2022. Seconded by Commissioner Coons.

**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 December 31, 2022 in the Amount of \$118,648.59:

**MOTION:** Commissioner Coons moved to approve the Expenditure Report through December 31, 2022 in the Amount of \$118,648.59. 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:**

2022 Risk Management Review Incentive: The Executive Director noted that the Districts loss prevention efforts for meeting the established criteria of the 2022 risk management review continue to be acknowledged with a \$1,500 cash incentive.

Appreciation Memo from DuPage County Clerk Regarding the 2022 General Election: A letter was received from the DuPage County Clerks Election Division for the Districts service and contribution in providing space for DuPage County voters to exercise their right to vote in the 2022 General Election.

**Unfinished Business:** No Unfinished Business.

**New Business:**

Review and Approval of Ordinance 2023-01: An Ordinance Authorizing and Directing the Disposition of Certain Equipment (Tabled from December 15, 2022 Regular Meeting of the Board of Commissioners – Ordinance 2022-16):

**MOTION: Commissioner DiCianni moved to Approve Ordinance 2023-01; An Ordinance Authorizing and Directing the Disposition of Certain Equipment (Tabled from December 15, 2022 Regular Meeting of the Board of Commissioners – Ordinance 2022-16). Seconded by Commissioner Coons.**

**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 and Approval of Ordinance 2023-02; An Ordinance Abating the Tax heretofore Levied for the Year 2022 to Pay Principal and Interest on \$520,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, of the Warrenville Park District, DuPage County, Illinois.:

**MOTION: Commissioner Coons moved to Approve Resolution 2023-02; An Ordinance Abating the Tax heretofore Levied for the Year 2022 to Pay Principal and Interest on \$520,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, of the Warrenville Park District, DuPage County, Illinois. 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.**

Review and Approval of Changes to Personnel Policy Manual, Section 1 – Employment Policies and Procedures: 1.1: Equal Employment Opportunity:

**MOTION: Commissioner DiCianni moved to Approve Changes to Personnel Policy Manual, Section 1 – Employment Policies and Procedures: 1.1: Equal Employment Opportunity. Seconded by Commissioner Coons.**

The Executive Director explained that this and the other policies that follow have been revised to reflect the new laws that became effective January 1<sup>st</sup>, 2023. The policies have been reviewed by both PDRMA (Park District Risk Management Agency) and the Districts Attorney.

**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.**

Review and Approval of Changes to Personnel Policy Manual, Section 1 – Employment Policies and Procedures: 1.2: Non-Discrimination and Anti-Harassment Policy:

**MOTION: Commissioner DiCianni moved to Approve Changes to Personnel Policy Manual, Section 1 – Employment Policies and Procedures: 1.2: Non-Discrimination and Anti-Harassment Policy. Seconded by Commissioner Coons.**

**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.**

Review and Approval of Changes to Personnel Policy Manual, Section 3 – Employment Policies and Procedures: 1.3: Americans with Disabilities Act (ADA) Policy:

**MOTION: Commissioner Coons moved to Approve Changes to Personnel Policy Manual, Section 1 – Employment Policies and Procedures: 1.3: Americans with Disabilities Act (ADA) Policy. 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.**

Review and Approval of Changes to Personnel Policy Manual, Section 3 – Time Off Benefits: 3.5; Bereavement Leave:

**MOTION: Commissioner DiCianni moved to Approve Changes to Personnel Policy Manual, Section 3 – Time Off Benefits: 3.5; Bereavement Leave. Seconded by Commissioner Coons.**

**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.**

## **Officials & Staff Reports**

President: ***President Wilkie*** thanked staff for all the seasonal festivities held and attended those he was able to, along with the Employee Appreciation Gathering, and the FitnessNOW Open House.

Commissioners: ***Commissioner Machowski*** is looking forward to attending the IPRA IAPD Soaring to New Heights Conference.

***Commissioner DiCianni*** was unable to attend the Staff Appreciation Gathering and thanked everyone for all they do.

**Commissioner Coons** was unable to attend the holiday programming as she was out of town. She noted that she was in attendance at the Adult Puzzle Palooza, the FitnessNOW Open House and the Staff Appreciation Gathering; she thanked staff for all they do.

**Executive Director:** The **Executive Director** reported that WDSRA's (Western DuPage Special Recreation Association) "Bash" is again scheduled for March 4<sup>th</sup> at the Abbington in Glen Ellyn. With the Districts Silver Level Sponsorship, six (6) seats are included for this event. Commissioners are to inform the Executive Director if they are interested in attending. President Wilkie stated that he would like to attend if possible.

It was also stated that the Special Meeting of the Board of Commissioners will be scheduled for Thursday March 2<sup>nd</sup>, 2023 with PRO's Inc. and will be approximately 90 minutes. It was the consensus of the Board to schedule this meeting at 4:00 pm.

The Executive Director also reported that the IPRA/IAPD Soaring to New Heights Conference is next week, with four (4) Commissioners and four (4) staff attending. The Executive Director stated he will be out of the office from Tuesday through Sunday as he is part of the Joint Conference Committee.

The District will also be awarded the IPRA overall winner for the Outstanding Program and Special Events Award for the Districts Multicultural Festival. This award will be presented at the IPRA Annual Business Meeting held during the conference on Friday, along with being recognized with the Exceptional Workplace Award. All Commissioners are welcome to attend.

The IAPD Annual Meeting will be held during the conference on Saturday, with Commissioner Coons as the delegate. It was also noted that both Commissioner Coons and Commissioner DiCianni will receive an award as part of IAPD's Board Member Development Program

The Executive Director also reported that Commissioner Thornbury requested at the last meeting that he reach out to the District's Attorney to discuss the Districts attendance and participation in events that take place at local churches (Trunk or Treat). The Executive Director explained the Districts involvement in the different community events held at local places of worship. The Attorney was comfortable with the Districts level of participation.

**Department Heads:** The **Superintendent of Finance & Technology** reported that she continues to work on the 2023-24 preliminary Budget with Managers and Supervisors.

The **Office Manager** explained that staff have been busy with the seasonal events and programming.

It was also stated that the EFT's (Electronic Financial Transactions) were not included in the total of the FitnessNOW Open House.

The **Superintendent of Parks & Facilities** reported that the Locker Rooms have been renovated and Park staff continues patching and painting throughout the Recreation Center and will continue with the Community Building.

The Marketing & Special Events Supervisor thanked the Superintendent of Parks & Facilities for his carpentry skills in building the display for the Districts submission in the IPRA IAPD Soaring to New Heights Conference Agency Showcase in which agencies are recognized for their marketing and communication efforts ranging from print to multimedia.

The Family New Years Eve event was held on Saturday morning, December 31<sup>st</sup>, with 135 in attendance.

The Superintendent of Recreation/Safety Coordinator reported that the FitnessNOW Open House was held on January 7<sup>th</sup>. The event was well attended with giveaways, door prizes, demos, etc. and resulted in approximately \$7000 worth of sales with 38 memberships sold and 18 personal training packages.

**Closed Session- 5 ILCS 120 2 (C) (1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational or education setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.**

**MOTION: Commissioner DiCianni moved to go into Closed Session - 5 ILCS 120 2 (C) (1). Seconded by Commissioner Coons.**

**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.**

**Recessed into Closed Session at 6:40 PM**

**Risen from Closed Session at 7:26 PM**

Commissioner Machowski - Present

Commissioner Coons - Present

Commissioner DiCianni - Present

Commissioner Thornbury - Absent

President Wilkie - Present

**To Take Action, if any, on Matters from Closed Session:** After Discussion, it was the consensus of the Board to wait to discuss an increase in salary until all Board Members are present.

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

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

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

**MOTION CARRIED.**

**Adjourned at 7:27 PM**

**Approval**

 2/16/23

**Colin Wilkie, President**

**Date**

**Seal**

 2/16/23

**Tim Reinbold, Secretary**

**Date**