



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on February 16, 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 – Absent
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
Gregg Ireland, Superintendent of Parks & Facilities
Matt Odom, Superintendent of Recreation/Safety Coordinator
Michelle Savage, Office Manager
Sheri Potter, Marketing & Special Events Supervisor
Dan Leahy, WDSRA Executive Director
Monika Lefever, Owner of Warrenville Business; Evolet Eve

Approval of February 16, 2023, Regular Meeting Agenda:

MOTION: Commissioner Thornbury moved to approve the Regular Meeting Agenda for February 16, 2023, with changes/corrections to Item 6.b Approval of Closed Session Meeting Minutes of January 19, 2023 - Personnel. Seconded by Commissioner Machowski.

Commissioner Thornbury explained that there was an error in the spelling of her last name within the Closed Session Minutes of January 19, 2023.

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: Owner of Evolet Eve, Monika LaFever addressed the Board in hopes that the District and Evolet Eve can come to a cohesive resolution. It was explained that Evolet Eve is a seasonal business and because of this, must capitalize on every nice day. The Districts Summer Daze event has affected Evolet Eves past two years in existence. She stated that Summer Daze is a great event in which most locals attend, as well as her family. With that being said, since those that attend are not allowed to purchase wine from Evolet Eve and walk around, their local revenue is affected dramatically. The added hardship is also the reduced parking, with customers coming in from surrounding towns, parking is unavailable.

A resolution to this problem by reconfiguring the use of Stafford Place parking and allow patrons to purchase from Evolet Eve and freely walk around. She feels this is not competitive but an additional highlight and offering to the Summer Daze as a whole. With the available parking, those coming from out of town can purchase food and enjoy Summer Daze as well. She believes this could be accomplished by Evolet Eve obtaining a Liquor License and insurance.

She thanked the Board for their time and understanding.

It was explained that this would be discussed at the March 16th, 2023 Board of Commissioners Regular Meeting and is welcome to attend.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for January 19, 2023:

Approval of Closed Session Meeting Minutes of January 19, 2023:

MOTION: Commissioner Thornbury moved to approve the Consent Agenda which consisted of the Approval of Regular Meeting Minutes of the Board of Park Commissioners for January 19, 2023 and the Approval of Closed Session Meeting Minutes of January 19, 2023. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Aye

Commissioner Thornbury -Aye

Commissioner DiCianni - Absent

President Wilkie - Aye

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

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending January 31, 2023:

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the period ending January 31, 2023. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Absent

Commissioner Machowski - Aye

President Wilkie - Aye

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

MOTION CARRIED.

Approval of Expenditure Report through January 31, 2023, in the Amount of \$129,289.29:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through January 31, 2023 in the Amount of \$129,289.29. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner DiCianni - Absent

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

President Wilkie - Aye

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

MOTION CARRIED.

Correspondence:

2023 IAPD (Illinois Association of Park Districts) Commissioner Membership Cards: The Executive Director handed out Commissioner Cards to all Commissioners.

Legislative Breakfast, Friday, March 17, 2023, at Bloomington Park District: The Executive Director will be attending this event and if any Commissioners would like to attend, let him know.

Unfinished Business: No Unfinished Business

Strategic Master Plan: The Executive Director reminded Commissioners that a Special Meeting of the Board of Commissioners will be scheduled for Thursday March 2nd, 2023 at 4:00 pm with PRO's Inc. Neelay Bhatt to give an update on the process of the Strategic Master Plan, which will be approximately 90 minutes. Staff will be meeting as a group with from 12:30 to 3:30 pm. We are now in the closing stages in putting it all together. We have completed the recreation program assessment, the benchmarking analysis and is currently working with Kimley Horn on the Districts Capital Improvement Plan.

The Executive Director stated that he anticipates it will be brought to the Board for approval at the April Regular Meeting.

New Business:

Western DuPage Special Recreation Association "WDSRA" Annual Visit Presentation – Executive Director Dan Leahy: Executive Director Dan Leahy provided a brief report on the past 12-months at WDSRA, programming, support and collaboration from the District, and the review of WDSRA's Fiscal Year 2021-22.

IPRA/IAPD Soaring to New Heights: The Executive Director explained that this year's IAPD/IPRA Conference was highly successful for the District in being recognized as an agency in a number of different ways.

The Superintendent of Finance Linda Straka serves as part of the Finance Committee and was recognized for her contributions at the IPRA Annual Business Meeting held during Conference.

▪ Recognition of Commissioner Coons Receiving IAPD Master Board Member Status:

The Executive Director explained the program gives recognition to local board members who consistently go above and beyond the call of duty through committee involvement, attendance at continuing educational opportunities and achievements at the local, state and national levels. He explained that he tracks Commissioners participation and accomplishments obtained during the Commissioners term on our Board.

Commissioner Thornbury and Commissioner Coons were awarded with Master Board Member Status as part of the Board Member Development Program, along with Commissioner DiCianni being awarded with Distinctive Board Member Status. Currently all five (5) Board Members are part of this program. The Executive Director stated there are 50 out of 2500 Board Members that have achieved Master Board Member Level status to date.

- Recognition of Commissioner DiCianni Receiving IAPD Distinguished Board Member Status: Commissioner DiCianni was not present to receive the Award but was recognized at the Annual Meeting held during the Conference on Saturday.
- Recognition of Commissioner Thornbury Receiving IAPD Master Board Member Status: The Executive Director presented Commissioner Thornbury with the Master Board Member Status Award as she was unable to attend the Conference.
- Recognition of Exceptional Workplace Award: The District received the Exceptional Workplace Award, this being the third time we have been recognized, with each award covering a five-year span.
- Outstanding Program & Special Event Award – Overall Winner (Agency with highest score among all program & special event nominees); Multicultural Event: The Executive Director explained that the Multicultural Festival was chosen as the overall winner amongst all programs and special events last year receiving the outstanding Program & Special Event Award. This is a tremendous honor and testament to the creativity and implementation of a community wide event. The Marketing & Special Event Supervisor Sheri Potter brought this idea to the District thru a TAC Grant and made it happen.

Executive Director Tim Reinbold explained that he and Marketing & Special Events Supervisor attended the City Council meeting last Monday to thank and acknowledge the City and TAC Committee for their instrumental role they played in bringing this event to our community as it was a collaborative effort between the District and City and, also shows that the City and the Tourism and Arts Committee (TAC) is confident in the Districts services and what we provide to the community. This was a great event, was well attended and will become an annual event.

The Executive Director presented an Award to the Districts Marketing & Special Events Supervisor Sheri Potter.

- IPRA Chairman Award to Executive Director Tim Reinbold: The Chairman Award was presented to Executive Director Tim Reinbold during the IPRA Meeting held during the Conference.
- Conference Report: Commissioners submitted their conference reports on attending the 2023 Conference to the Executive Director and were shared with Commissioners.

Review and Approval of Resolution 2023-03: A Resolution Approving the Affiliate Agreement between the Warrenville Park District and WMC Productions:

MOTION: Commissioner Thornbury moved to Approve Resolution 2023-03; A Resolution Approving the Affiliate Agreement between the Warrenville Park District and WMC Productions. Seconded by Commissioner Coons.

The Executive Director explained that Superintendent of Recreation/Safety Coordinator met with WMC Productions to review our annual agreement. WMC assumed new leadership last year, with the agreement modified to include performances and tech week, and once again, no practices. WMC provides a great service to the community by offering the plays, which will continue twice per year. The District will continue to implement the staffing costs charged back to WMC for Tech Week and performance dates, along with a fee for facility usage.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Absent

Commissioner Coons - Aye

Commissioner Thornbury - Aye

President Wilkie - Aye

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

MOTION CARRIED.

Officials & Staff Reports

President: ***President Wilkie*** commented that he enjoyed attending the IAPD/IPRA Soaring to New Heights Conference with over 3000 employees.

Commissioners: ***Commissioner Machowski*** stated that it was more than he expected and a top-notch conference and walked away with information he can utilize in both his work and personal life.

Commissioner Coons also attended the conference and congratulated all award winners, and feels so deserving to be acknowledged by those in the same profession. Commissioner Coons is looking forward to the upcoming Spring activities and events and the upcoming Puzzle Palooza.

Commissioner Thornbury requested that the Executive Director include on the March Agenda the request to allow those at the Summer Daze event to purchase wine from Evolet Eve and be able to walk around the event. It is also requested to obtain the advice and input from PDRMA (Park District Risk Management Agency) and the District's Attorney to advise and assist Commissioners in making an informed decision.

Commissioner Coons asked that the Executive Director also provide Commissioners with what the District provides to the businesses within the immediate Summer Daze event area that may be affected in some way, (parking, access, etc.).

Commissioner Thornbury would also like to request that Executive Director Reinbold reach out to schedule a City Park Task Force meeting regarding available property in Warrenville. Both Commissioner Thornbury and Commissioner DiCianni are seated on the City Park Task Force.

Commissioner Thornbury also requested that a presentation of the Districts Sponsorship Program and what it all entails be added to the March 16th Agenda as well.

Executive Director: The ***Executive Director*** explained the District provides parking to those businesses that are affected by the Summer Daze event by reserving spaces for parking in favored areas to those who that request it.

Temporary User Permit: The Executive Director continued to explain that the District must request a temporary use permit from the City for all our events and special programming. This used to be submitted on an annual basis, it is now every three (3) years; why the owner of Evolet Eve Monica Lefever addressed the Board earlier.

He stated that he, the City of Warrenville Director of Community & Economic Development Ron Mentzer and Monica Lefever owner of Evolet Eve met earlier this week and may have a resolution to the parking problem she earlier spoke of. He explained that a resolution would require his follow up with both the Police and Fire Department regarding egress and the ability to get into and out of the area; the possibility to cut-through the old bank parking.

The Executive Director explained that the request from Evolet Eve Owner Monica Lefever is not directly associated to the temporary use permit, as the temporary use permit is for the logistics of the event, i.e. parking. The request is to allow patrons at Summer Daze to carry-in alcohol from Evolet Eve. He stated that he will be attending the Planning & Zoning Committee Meeting on February 23rd, 2023.

The Executive Director feels parking is not going to be an issue, that the parking lot will most likely only be used Saturday morning for the Car Show.

Developer Donations: The District received \$29,435.90 in Developer Donations this week from the City of Warrenville for the final quarter of 2022.

Attorney Visit: The Executive Director also reported that he contacted the District's Attorney to schedule a date for his annual visit with the Board and will follow up with the Board.

Board Training: He reported that Peter Murphy, President, and CEO of Illinois Association of Park Districts (IAPD) will be here on Thursday, May 18th, 2023 at 4:00 pm to meet with and provide training to the Districts Commissioners. The Regular Board Meeting will take place at the regular time of 6:15 pm.

Department Heads: The Office Manager explained that staff have been busy with wrapping up the seasonal events and programming.

The Superintendent of Recreation/Safety Coordinator reported that this past weekend, 282 participants attended the Daddy Daughter Dance. The Mother Son Dance will be held this coming weekend with approximately 80 participants.

The Superintendent of Parks & Facilities reported that the Parks Staff are wrapping up the painting in both the Recreation Center and Community Building, along with the tree removal in the parks.

The Marketing & Special Events Supervisor shared that 28 teams attended the Puzzle Palooza Adult Version, with 18 registered for the Family Edition. Due to the popularity and request, another Adult Version of Puzzle Palooza Take II is scheduled for March 10th with 12 teams already signed up.

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 Thornbury moved to go into Closed Session - 5 ILCS 120 2 (C) (1). Seconded by Commissioner Machowski.

Roll Call Vote:

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

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

**4-Ayes, 0-Nays, 1-Absent (Thornbury)
MOTION CARRIED.**

Recessed into Closed Session at 7:01 PM

Risen from Closed Session at 7:11 PM

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

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

Any Other Business That May Properly Come before the Board for Discussion Only: It was the consensus of the Board to add a Closed Session – Personnel to the Special Meeting of the Board of Commissioners agenda being held on March 2, 2023 at 4:00 pm.

**Adjournment: Commissioner Thornbury Moved to Adjourn. Seconded by Commissioner Machowski.
Voice Vote: 4-Ayes, 0-Nays, 1-Absent (DiCianni)
MOTION CARRIED.**

Adjourned at 7:12 PM

Approval

 13/16/23
/Colin Wilkie, President Date

 13/16/23
Tim Reinbold, Secretary Date

**Seal
BARBARATHORNBURY,
VICE - PRESIDENT**