



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on March 16, 2023**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
President Wilkie – Absent
Commissioner DiCianni – Present
Commissioner Coons – Present
Vice President Thornbury – Present

Others Present:

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
Attorney Hoffman, Park District Corporate Counsel
Ted Coons, Planned Financial Independence Co.

Approval of March 16, 2023, Regular Meeting Agenda:

Vice President Thornbury explained that under Item IV. Approval of Consent Agenda, the Special Meeting Minutes of the Board of Commissioners for March 2nd, 2023 and the Closed Session Personnel Meeting Minutes of March 2nd, 2023 is not available for approval. Therefore, Vice President Thornbury entertained a motion to approve the amended agenda consisting of only the February 16, 2023 Regular and Closed Session – Personnel minutes.

MOTION: Commissioner Machowski Moved to Approve the Amended Agenda of the March 16th, 2023 consisting of the Approval of the February 16th Regular and Closed Session Meeting Minutes. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

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Public Comment: No public present wanting to address the Board.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for February 16th, 2023:
Approval of Closed Session Meeting Minutes of February 16th, 2023:

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 February 16th, 2023 and the Approval of Closed Session Meeting Minutes of February 16th, 2023 - Personnel. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye	Commissioner Machowski - Aye
President Wilkie - Absent	Commissioner DiCianni - Aye
Vice President Thornbury - Aye	
4-Ayes, 0-Nays, 1-Absent (Wilkie)	

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending February 28, 2023:

MOTION: Commissioner Machowski moved to approve the Financial Statements for the period ending February 28, 2023. Seconded by Commissioner Coons.

Roll Call Vote:

President Wilkie - Absent	Commissioner DiCianni - Aye
Commissioner Coons - Aye	Commissioner Machowski - Aye
Vice President Thornbury - Aye	
4-Ayes, 0-Nays, 1-Absent (Wilkie)	

MOTION CARRIED.

Approval of Expenditure Report through February 28, 2023, in the Amount of \$117,224.92:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through February 28, 2023 in the Amount of \$117,224.92. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye	Commissioner Machowski - Aye
Commissioner Coons - Aye	President Wilkie - Absent
Vice President Thornbury - Aye	
4-Ayes, 0-Nays, 1-Absent (Wilkie)	

MOTION CARRIED.

Correspondence:

Summerlakes Park Spring Clean-Up Day: Hosted by the Earth Action Committee, a flyer was sent to all staff and Commissioners inviting them to join the District for a day in the sun as we clean-up Summerlakes Park on Wednesday, March 29th, from 1:00 to 3:00 pm. Vice President Thornbury stated that she will be there and has invited others to join.

Toys for Tots 2022 Acknowledgement: An acknowledgement letter was received from Toys for Tots with information from 2022 Campaign; distributed over 84,000 toys to more than 44,000 children, a 23% increase in toys and 33% increase in children who received them compared to 2021.

Unfinished Business: No Unfinished Business:

Strategic Master Plan: Vice President Thornbury asked if the District will be provided with a listing with all the answers and comments from the survey that was sent. Commissioner Machowski stated that he has this document. Vice President Thornbury will look through her documents and will request if cannot locate.

New Business:

Annual Business from Corporate Council Attorney: Attorney Hoffman was present to answer any question the Board may have.

Discussion and Approval Regarding Request to Allow Summer Daze Patrons to Purchase and Carry in Alcohol from Evolet Eve at Summer Daze: Vice President Thornbury requested the Attorney to explain the liability of the District if patrons were allowed to carry-in alcohol/liquor. Attorney Hoffman explained that after discussions with attorneys from the Districts Risk Management Agency (PDRMA), all were in agreement and advised to not allow any carry in of alcohol for many different reasons.

Executive Director Tim Reinbold told Vice President Thornbury that PDRMA advised, if the District allowed alcohol/liquor and if something were to happen, it would be hard to defend in a court of law; if the District continues posting signs that carry-in alcohol/liquor is not allowed, the risk of District liability is less, but can be defended. The Superintendent of Parks & Facilities stated that signs are posted at ALL of our events restricting the carry in of alcohol/liquor.

MOTION: Commissioner Coons Moved to Approve to Allow Summer Daze Patrons to Purchase and Carry in Alcohol from Evolet Eve at Summer Daze. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Nay

Commissioner DiCianni - Nay

President Wilkie - Absent

Commissioner Machowski - Nay

Vice President Thornbury - Nay

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

MOTION FAILED.

Review of Operating/Working Budget for Fiscal Year May 1, 2023 through April 30, 2024:

The Superintendent of Finance & Technology gave a presentation and reviewed the 2023-24 Budget along with the accomplishments of the District in 2022-23.

Vice President Thornbury asked regarding the programming of the Preschool Room, was it being renovated for, what programming. The renovations were minor and consisted of the repainting of the walls, replacement of ceiling tiles, cleaning of the floors, lights, etc. The Superintendent of Recreation stated that cooking classes, preschool classes, etc. would be held in this room until it is determined if this is to become a dedicated space for certain programming.

Vice President Thornbury asked regarding District liability having Beehives out at Summerlakes Park. The Superintendent of Parks & Facilities explained that the Executive Director met with a professional beekeeper to set up and maintain the hives. He stated that the hope of the District is to use this for educational programs. Commissioners had questions regarding the beehives; location, is the area fenced in, is there liability, signage, etc. Vice President Thornbury requested to have this on the April 20th, 2023 Regular Meeting Agenda for more details about this.

Commissioner Machowski asked regarding the amount of funds transferred from the Fitness Fund to the Recreation Funds for the moving of staff over to the Guest Services Department. The Superintendent of Finance & Technology stated that there was a transfer of \$21,704.00 between funds. There are some other costs involved but overall has already been a cost savings to the District.

Commissioner DiCianni asked, regarding the Recreation Fund; Preschool Sports Revenue difference; Fun First Staff for 2022--23 was \$3196 (page 6), with the next year budget as \$6800, the difference is due to the replacement from contractual programming to in-house.

Commissioner DiCianni is happy to see some new programs in the budget, Family Masquerade Ball and Grandparent programming. The titles of the new programs have not been decided as of date.

Commissioner Thornbury asked regarding the Comprehensive Revenue Policy and the 30% of the gross margin that is used to offset cost. It is requested that this be on the April 20, 2023 Regular Meeting Agenda for review, have staff review for changes and suggestions, prior to Board review.

Review of Ordinance 2023-04: An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2023, and Ending on the 30th Day of April 2024: The Superintendent of Finance & Technology explained that this Ordinance is for review only as it is to be approved at the April 20, 2023 Board Meeting.

Sponsorship Program Presentation: Marketing Supervisor Sheri Potter presented the details of the Districts Sponsorship Program. She explained the sponsorship goals of the Districts is to generate funds that will further and enhance our mission to continually provide programs that promote the health and well-being of our community members and families at affordable prices. This is attained through both financial and equivalent in-kind sponsorships.

Sponsorship packages are encouraged for all sponsors as many businesses are looking for specific events or programs in their select market. Corporate sponsors make up nearly 45% of our yearly sponsorship revenue, these one time sponsorships fill in gaps where needed and are crucial to our programs and events. Packages are customized to which programs and events the sponsors want to be involved in and what benefits they are interested in.

How the District solicits sponsorship, who we solicit, the annual number of businesses contacted (over 300 annually), along with what some sponsors provide for our events and programs was listed.

Tourism and Arts Commission (TAC) Hotel Grant Applications Submitted and Awarded:

- Fall Family Fun Fest in the Amount of \$11,205.63
- Lunchtime Live in the Amount of \$3125.00
- Movies in the Park in the Amount of \$1,594.88
- Multicultural Festival in the Amount of \$18,233.73
- Art on the Prairie in the Amount of \$16,589.00

Commissioners congratulated staff for their time and expertise with writing, submitting and obtaining funding for the numerous events for the patrons and the community of Warrenville to enjoy.

Marketing & Special Event Supervisor explained that more funding was received for the Multicultural Festival due to the selection of entertainment and artists at this year's event.

2023 Second Quarter Special Events – April 1st to June 30th 2023: Information only.

Officials & Staff Reports

Vice President: **Vice President Thornbury** stated that a Park District family had a terrible loss in the past week and past Commissioner Patty Stevenson passed away, she and was a District 200 staff and community member for a long time. She thanked staff for keeping the District going during this time.

She also explained that she and Commissioner DiCianni were invited to participate in a quorum for candidates on the 2023 ballot and were at the High School. The journalism students interviewed them individually and then had to tape and provide a written report based on the interviews of the individual candidate. The candidates ended up asking them questions. She stated one question was asked how we, as candidates are reaching them? The answer was, they are not and explained that to reach the younger generation, have someone of the younger generation assist with whatever it is through the different social media platforms, etc. She stated it was an eye-opening experience.

Commissioners: **Commissioner Machowski** stated thanked for reaching out and including Board Members with information.

Commissioner Coons also thanked staff for taking care of everything and involving the Board during this time. She also stated that Puzzle Palooza was again a great time. She is looking forward to the springtime programming and special events.

Commissioner DiCianni spoke regarding the interviewing by the students, and the knowledge of their different platforms to reach the younger students.

Executive Director: The **Executive Director** was absent from the meeting, no verbal report.

Department Heads: The **Superintendent of Finance & Technology** thanked the Board for their support and is excited to see the Strategic Master Planning process take shape and have a clear direction of the District.

The **Office Manager** explained that she is excited to see the registration numbers in Summer Camp, with the District able to offer registration a month earlier than in prior years (other districts do not open camp registration until April).

The **Superintendent of Parks & Facilities** reported that Parks Staff have been trimming trees and getting the parks ready. He also stated that he has attended the Certified Parks & Safety Investigator (CPSI) Certification training and testing during the week.

The **Superintendent of Recreation/Safety Coordinator** reported that although he does not have the numbers, there are some weeks that are already approaching over 100 kids registered in camp, with the start date three (3) months away.

Vice President Thornbury stated that she spoke with the Executive Director regarding the Warren Tavern working with the City of Warrenville in transferring ownership of this non-profit to them. She stated that if the intention of the City is to transfer to the District, it would make more sense to transfer it directly to the District.

She explained that a small tour with the Executive Director, Superintendent of Recreation, and the Superintendent of Parks & Facilities to look at the building. It is possible that this could be a usable space and could be used for programs, campers, Lunch Bunch, etc. if needed by the District as it is accessible and has two bathrooms. It was also explained that Leone Schmidt Heritage Park is adjacent to the Warren Tavern, is also owned by the City, but portions of this land are also owned by other governmental entities and involve more to transfer to the District.

The Health and Wellness Fair is April 12th.

The Marketing & Special Events Supervisor shared that the extra Puzzle Palooza event went very well and was asked to increase the programming into the Spring and Summer. It was explained with so much going on in the Spring and Summer, this will be programmed in the Fall.

The Districts Brochure will be mailed and should be received between March 29th to the 31st. She explained that she received a new saturation report from the Post Office with the Districts increase of an additional 400 delivery addresses, which has increased a significant amount within the budget.

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 (Wilkie)**

MOTION CARRIED.

Adjourned at 7:44 PM

Approval

 4/20/23
Colin Wilkie, President Date

Seal

 4/20/23
Tim Reinbold, Secretary Date