



Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on April 20, 2023

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
Commissioner DiCianni – Present
Commissioner Coons – Present
Commissioner Thornbury – 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

Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the 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

President Wilkie requested a motion to proceed into the Public Hearing and to continue the other business of the regular meeting upon the conclusion thereof.

MOTION: Commissioner Thornbury moved to Open the Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the 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. Seconded by Commissioner DiCianni.

President Wilkie declared the Public Hearing Open.

President Wilkie announced that the Proposed Budget and Appropriation Ordinance has been made available for the public to review for the required time.

The Executive Director reported that no public citizens have asked to receive the proposed Budget and Appropriation Ordinance.

President Wilkie asked if any of the Commissioners wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners had any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Wilkie asked if any of the Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation.

President Wilkie asked if any of the Commissioners wished to submit any oral testimony or public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation.

President Wilkie asked if any of the public wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. With no public present, there were no comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Wilkie asked if any of the public wished to present written testimony with respect to the proposed Combined Annual Budget and Appropriation Ordinance. With no public present, there were no one that wished to present any written testimony.

President Wilkie asked if any of the public wished to present oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. With no public present, there was no one who wished to present oral testimony or public comments.

President Wilkie entertained a motion to adjourn the Public Hearing.

MOTION: Commissioner Thornbury moved to Adjourn the Public Hearing. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury – Aye

Commissioner Machowski – Aye

Commissioner Coons - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of April 20, 2023, Regular Meeting Agenda:

MOTION: Commissioner Thornbury Moved to Approve the Agenda for the April 20th, 2023 Regular Meeting of the Warrenville Park District Board of Commissioners. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner Thornbury - Aye

Commissioner DiCianni - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

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

Approval of Consent Agenda:

Approval of Special Meeting Minutes of the Board of Park Commissioners for March 2nd, 2023:

Approval of Special Closed Session Meeting Minutes of March 2nd, 2023:

Approval of Regular Meeting Minutes of March 16th, 2023

MOTION: Commissioner Thornbury moved to approve the Consent Agenda which consisted of the Approval of Special Meeting Minutes of the Board of Park Commissioners for March 2nd, 2023; Approval of Special Closed Session Meeting Minutes of March 2nd, 2023; and, Approval of Regular Meeting Minutes of March 16th, 2023. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Coons - Aye

President Wilkie -Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner DiCianni moved to approve the Financial Statements for the period ending March 31, 2023. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of Expenditure Report through March 31, 2023, in the Amount of \$148,238.75:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through March 31, 2023 in the Amount of \$148,238.75. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

President Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Correspondence: No correspondence.

Unfinished Business: No Unfinished Business:

Strategic Master Plan: The Executive Director noted that the Special Meeting is scheduled for April 25, 2023 @4:00 p.m. not the 18th of April as shown on the Agenda included in the Board Member Packet.

New Business:

Review and Approval 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

MOTION: Commissioner DiCianni Moved to Approve 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. Seconded by Commissioner Coons:

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Nay

Commissioner Machowski - Aye

President Wilkie - Aye

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

MOTION CARRIED.

Review and Approval to Accept and Award for the Purchase and Installation of Recreation Center Backup Generator to Phoenix Electric in the Amount of \$102,500:

MOTION: Commissioner Thornbury Moved to Approve, Accept and Award the Purchase and Installation of the Recreation Center Backup Generator to Phoenix Electric in the Amount of \$102,500. Seconded by Commissioner DiCianni:

The Executive Director explained that staff put together a bid packet last month with the requirements and specification for the purchase and installation of a backup generator for the Recreation Center. Vendors were contacted and encouraged to submit proposals to complete the job. Only one vendor submitted the bid packet which was Phoenix Electric. We have done work with this contactor in the past and have had success with them, along with checking their references. It is staff's recommendation to award the back-up generator project to Phoenix Electric in the amount of \$102,500.00 which will be included in the budget for 2023-24 since the fiscal year closes at the end of April and have reallocated those funds into next year's budget. It was stated that the District will most likely not receive the generator until later in the year because of inventory issues.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Aye

Commissioner Thornbury - Aye

Commissioner DiCianni - Aye

President Wilkie - Aye

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Discussion and Information on the Formation of DEI Committee: The Executive Director explained and recognized the need for diversity and equity in the District. At the May Board Meeting, two (2) experts in the DEI field will be coming to discuss a proposal on an equity lens framework and DEI initiative that have worked with other districts and municipalities. The Executive Director met with and has had discussions on a proposed approach that the District can take to address the climate, community needs, a training plan and overall implementation. They will be here to discuss the scope of work along with encouraging the Board to bring ideas that they can put in the "parking lot" for discussion for a plan to be established to address the specific needs and wants of the community.

Review Requirements of the Decennial Committee on Local Government Efficiency Act Committee, Public Act 102-108: The Executive Director explained the requirements of the Local Government Efficiency Act and the formation of a Committee of Local Governmental entities to study and report on local government efficiency.

The Committee is to be composed of the Executive Director, all elected or appointed Board Members, and at least 2 residents.

The committee must meet at least three times each year.

A report is to be prepared that has recommendations (if any) on efficiencies and increased accountability. The report is to be finalized and submitted within 18 months of the creation of the Committee (by November of 2024).

The Committee will be formed at the May 18th, 2023 Regular Board Meeting to be in compliance with the Act.

Discussion and Introduction of the Establishment of Beehives at Summerlakes Park: The Executive Director explained that he was approached regarding the introduction of beehives into one of our parks. At the April Board Meeting it was requested that the Executive Director speak with PDRMA regarding the potential risks to the Park District.

The Executive Director and the Superintendent of Parks & Facilities viewed and spoke with the Lisle Park District Executive Director Dan Garvy regarding their fourteen bee boxes that are located in two of their parks. He stated that having the beehives installed is "One of the top 10 things he has done in his career", and explained they began installing beehives in 2014 which kick-started their sustainability efforts at their District. Lisle Park District produces several hundred pounds of honey which is sold at their Community Center.

The Executive Director noted that two of the Districts Core Values include "Innovation" and "Sustainability" which with the introduction of bees will provide new programming, new informational interpretive signs and a pollinator for the new community garden at Johnson School in conjunction with the District which will increase the sustainability of the wetland area at Summerlakes Park.

After consulting with the bee expert and PDRMA regarding how to mitigate potential risks with beehives; It was suggested to:

- consider the placement of the beehives as to not be a nuisance or a hazard
- put up signage
- include information on the Districts website
- outsource care for bees to a third party to shift risk contractually
- provide appropriate Personal Protection Equipment (PPE) for staff if needed

Review, Discussion and Approval of Updated Comprehensive Revenue Policy:

MOTION: Commissioner Coons Moved to Approve the Updated Comprehensive Revenue Policy. Seconded by Commissioner DiCianni:

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

President Wilkie - Aye

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

The Superintendent of Recreation/Safety Coordinator addressed the Board and handed out a document with feedback from staff regarding the Comprehensive Revenue Policy and if it was hindering staff with the programming.

The Superintendent of Recreation/Safety Coordinator explained that the Non-Resident Fees were discussed at length as in the past year different park districts have varying approaches to this, there is not an industry standard other than it is important to have a non-resident fee of some kind. He stated that he provided staff with a spreadsheet template and asked them to enter programs offered in fiscal year 2023 along with their classification/category in the Comprehensive Revenue Policy.

- Category A – 18% Community Service-Type Programs
- Category B – 4% New/Experimental Programs on a Trial Basis
- Category C – 43% Geared to Specific Needs and Interests, 30% Gross Margin
- Category D – 35% Geared to Specific Needs and Interests, 40% Gross Margin

The Recreation Department met to review the program database and collectively discuss the existing Comprehensive Revenue Policy. The consensus was that the current policy does NOT restrict staff in their programming efforts and initiatives.

An interesting point was made by staff; some programs, specifically certain special events, do not fit well into Category A. The reason being is that it specifically mentions “no fee, or a nominal fee,” but many of our special events have fees that we would consider larger than a nominal fee. They need to be included in Category A because most are making margins in the 15%-25% range, falling short of Category C or D expectations. The suggestion was to add language to Category A allowing for more of a range concerning fees charged.

Review and Approval of Program Guide Design Contract – One Year in the Amount of \$10,320:

MOTION: Commissioner DiCianni Moved to Approve Program Guide Design Contract – One Year in the Amount of \$10,320. Seconded by Commissioner Coons.

Commissioner Thornbury noted that a discrepancy in the rate of stock art if used; Page 1 lists the cost at \$10, and Page 2 as \$15 per use. The Marketing & Special Events Supervisor explained that she believes it is \$10 but also explained that the District has an account to purchase stock photos, and the contractor has access to use these stock photos. The Marketing & Special Events Supervisor will speak with the contractor to remove or correct this from the contract.

Roll Call Vote:

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

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Discussion of District Use of the Warren Tavern: Commissioner Thornbury stated that the Warren Tavern Board is aging out, and has approached the City about changing the ownership back to the City of Warrenville. Commissioner Thornbury thought that with the City owned parks and properties being transferred to the District, that the City may want to have this transferred to the District also.

The Executive Director, Superintendent of Parks & Facilities and the Superintendent of Recreation/Safety Coordinator toured the Warrenville Tavern and discussed the possible use of program space.

The Warren Tavern was also discussed at the scheduled City Park Task Force Meeting. Commissioner Thornbury explained that the City would most likely take ownership of this building and would then consolidate the historic buildings in that area.

Discussion of Officer Nominations for 2023-24: The Executive Director explained that it has been past practice to discuss those interested in holding or obtaining an office to discuss at the April meeting. No Commissioners voiced the need to discuss.

Board Workshop with Peter Murphy, President & CEO of IAPD on May 18th, 2023 at 4:00 pm: The Executive Director explained that prior to the Regular Meeting on May 18th a Special Meeting is scheduled to be held from 4:00 to 5:30 pm to meet with Peter Murphy, President and CEO of Illinois Park & Recreation Association (IAPD). The workshop will help strengthen the Board by assessing the performance and reexamining the goals and processes.

Commissioners were reminded to complete the survey sent by the 1st week of May so as to ensure that enough time is given to review and compile the information and prepare for the workshop. The Executive Director stated that with the Board Workshop, and the scheduled Board Meeting with a presentation and proposal for DEI services, dinner will be available for staff and Commissioners.

City Park Task Force Report: The Executive Director explained that on April 10th Commissioners Thornbury and DiCianni, along with the Executive Director, met with City staff and Aldermen for the first time in several years to discuss city projects, new development, park transfers, and OSLAD grants. Progress is being made on the Harding Field transfer to the District and the attorneys are making sure everything is being prepared properly. A Phase 1 environmental study has been successfully completed and property lines are established and marked as the plan is to transfer the property to the District sometime before the end of the year.

Also discussed was the possibility of submitting a request for OSLAD funding for Cerny Park. The Executive Director has reached out to Hitchcock Design, and will be meeting with city officials to determine what the next steps would be for a formal application to be submitted. Commissioners will be kept informed in the upcoming weeks as to how this progresses.

Lions Park GameTime Statewide Funding Initiative: The Executive Director explained that he attended a statewide funding initiative earlier this month hosted by GameTime. This grant would provide up to two million in matching funds to IPRA members to support the deployment of National Demonstration Sites across Illinois to create outdoor play and recreation spaces that align with evidence-based best practices. These projects of excellence will implement evidence-based best practices in the areas of inclusion, nature integration, physical activity, and adult fitness.

Included in the 2023-24 proposed budget is to replace the playground equipment at Lions Park. This funding initiative would provide a potential savings of 60K.

Commissioners will be kept informed of any progress in receiving these funds.

Officials & Staff Reports

President: ***President Wilkie*** stated that he attended the District Puzzle Palooza, Bunny Breakfast, the Egg Hunt and the Health & Wellness Fair.

The Superintendent of Parks & Facilities was congratulated for obtaining his Certified Playground Safety Inspector certification.

President Wilkie also stated that Jesse White will be the 4th of July Parade Marshal this year.

Commissioners: ***Commissioner Machowski*** had nothing to report.

Commissioner DiCianni stated that she assisted with the Health & Wellness Fair and stated that this event was well run with a great turn out.

Commissioner Thornbury thanked the Superintendent of Recreation/Safety Coordinator for the breakdown of programs into the Comprehensive Revenue Program categories, it was very helpful.

She also thanked the all staff for an amazing job in the cleanup of Summerlakes Park, as buckets of garbage were collected. Also, a great job was done in cleaning up the outside of the Recreation Center and Community Building, the landscaping looks great.

Commissioner Thornbury would like to bring the Sponsorship Program back before the Board to discuss including high level sponsorships and/or donation levels to the program (\$50,000 - \$250,000 - \$1,000,000). Also, is the District comfortable in naming a park for a donation of \$1,000,000 to renovate Summerlakes Park. It was the Consensus of the Board to include this on the June Regular Meeting Agenda.

Commissioner Coons attended the Bunny Breakfast and Flashlight Egg Hunt.

She noted that it was special watching and listening to the crowd talk while the special needs patrons found their eggs. Everyone was quiet with excitement as they watched. It is great that the District held a dedicated egg hunt for special needs individuals.

Commissioner Coons also attended the Health & Wellness Fair and was impressed with the turn out, as she has never seen as many patrons attending this event in the past.

Executive Director: The **Executive Director** stated that Kimley Horn will be cleaning up Sesqui Park tomorrow in recognition for Earth Day, with the Parks Department providing the supplies needed for clean-up (gloves, buckets, bags, pickers).

The Executive Director noted that he will attending the Legislative Conference in Springfield next week

The Executive Director stated that staff discussed ways to honor Tony Malia when he passed last spring and a memorial bench was mentioned. Funds are allocated and available in the 2023-24 budget, it was recommended to purchase and install a memorial bench outside the lower-level main entrance in memory of Tony Malia if the Board is open to doing this. Commissioners voiced their approval and Commissioner Thornbury also spoke about the possibility of doing some type of memorial at Sesqui Park, if pickleball courts are going in there. It was the consensus of the Board to have the Executive Director instruct staff to proceed in the purchase and installation of a memorial bench outside the lower-level main entrance. The Executive Director stated that the Tony Malia Pickleball Classic is scheduled for June 23rd, and would be the perfect time to do this.

Department Heads: The **Superintendent of Finance & Technology** stated that the Budget is completed, and the end of fiscal year is approaching.

The Office Manager highlighted that along with the Camp registrations, a Guest Services Workshop was held for staff that she thought went very well.

The Earth Action Committee hosted the Summerlakes Clean-up in recognition for Earth Day.

Also, a tour of the Recreation Center and lunch with administrative staff from Plainfield Park District as previously the Office Manager and the Executive Assistant went to Plainfield for a tour of their main facilities after meeting at the NRPA Conference.

The Executive Director also spoke regarding the finalization and installation of panic buttons at all Guest Services desks; including both desks in the lower-level Guest Services. He stated that the Office Manager spearheaded this project.

The Superintendent of Parks & Facilities reported that Parks Staff have been busy mowing and will be getting ready to spread mulch.

He also reported that he and all Park Staff attended and successfully completed pesticide training, with all obtaining a Pesticide Operator License. Superintendent of Parks & Facilities and Parks Supervisor Jordan also attended and successfully completing the Operator and Applicator License

The Executive Director also added that the Superintendent of Parks & Facilities successfully passed the Certified Playground Safety Investigator (CPSI) Certification training, which is intense but is a huge asset to have on staff.

The Superintendent of Recreation/Safety Coordinator reported on the upcoming events.

The Superintendent of Recreation/Safety Coordinator also mentioned the DuPage County Health Department will be providing NARCAN training to staff during the Districts Employee Safety Training as well as discussing how we can include it in our first aid kits, and the different possibilities of making it available when needed, although it is temperature controlled and cannot be kept outside or in a car.

The Marketing & Special Events Supervisor shared that a resident approached her, who is a chalk artist and recently won a contest in Chicago and wanted to make murals on the sidewalk at the Multicultural Fest and was given a rendering of one of her chalk drawings and would like to chalk approximately 15 squares memorializing friends from diverse backgrounds that she has lost. The Marketing & Special Events Supervisor has been in contact with the City regarding having this and will need to give a rendering of each of the squares that are to be completed. She will start approximately a week prior to the festival. This is at no charge to the District.

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

**Adjournment: Commissioner Machowski Moved to Adjourn. Seconded by Commissioner Thornbury.
Voice Vote: 5-Ayes, 0-Nays, 0-Absent**

MOTION CARRIED.

Adjourned at 8:46 PM

Approval

Colin A. Wilkie 5/18/23
Colin Wilkie, President Date

Seal

Tim Reinbold 5/18/23
Tim Reinbold, Secretary Date