



Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on May 18, 2023

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Absent
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
Dr. Sean Bailey, BCG Learning Solutions President and Chief Learning Officer
Antonio Manning, BCG Learning Solutions Education Consultant

Installation of Newly Appointed Commissioners:

Denise DiCianni – 4 Year Unexpired Term, May 2023 to April 2027: The Executive Director gave the Oath of Office to Commissioner Denise DiCianni.

Barbara Thornbury - 4 Year Unexpired Term, May 2023 to April 2027: The Executive Director gave the Oath of Office to Commissioner Barbara Thornbury.

Approval of May 18th, 2023 Regular Meeting Agenda:

MOTION: Commissioner Thornbury Moved to Approve the May 18th, 2023 Regular Meeting Agenda. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

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 Commissioners for April 20, 2023:

Approval of Special Meeting Minutes of the Board of Commissioners for April 25, 2023:

MOTION: Commissioner DiCianni moved to approve the Consent Agenda which consisted of the Approval of the Regular Meeting Minutes of the Board of Commissioners for April 20, 2023 and Approval of Special Meeting Minutes of the Board of Commissioners for April 25, 2023. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Coons - Aye

Commissioner Machowski - Absent

President Wilkie - Aye

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

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending April 30, 2023:

MOTION: Commissioner DiCianni moved to approve the Financial Statements for the period ending April 30, 2023. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Coons - Aye

President Wilkie - Aye

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

MOTION CARRIED.

Approval of Expenditure Report through April 30, 2023, in the Amount of \$172,639.74:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through April 30, 2023 in the Amount of \$172,639.74. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Absent

Commissioner Coons - Aye

President Wilkie - Aye

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

MOTION CARRIED.

DEIB Presentation from BCG Learning Solutions (Diversity, Equity, Inclusion and Belonging): The Executive Director introduced Antonio Manning and Dr. Sean Bailey from BCG Learning Solutions and explained they are here to present their services with an Equity Lens Framework and DEI Initiative.

Both Dr. Bailey and Antonio Manning introduced themselves to the Board and spoke on how BCG Learning Solutions can assist the District with the resources, training and development of staff and their approach in teaching Diversity, Equity, Inclusion, Belonging. The proper planning will determine better results in identifying the right outcomes, which are to be measurable, relevant, and aligned to the Districts strategy and goals. Questions and ideas received from Commissioners prior to the presentation were answered and explained in detail to Commissioners.

BCG efforts in Diversity, Equity, Inclusion, and Belonging are simply about creating a space where each individual or organization that engages with us can experience their best selves to create a culture where all can do their best work. The removing of barriers is understood to gain access to the resources, information, tools, and support that all need in unique ways, with no restrictions, but empowerment, culture, and infrastructure that serves and creates a true sense of belonging for everyone involved. How to listen and communicate to one another and hear from our colleagues and coworkers, who have different world views, as it improves the attitudes, knowledge, and skills of staff, to better meet the needs of the community.

It was explained that programs are for continuous improvement and are not a one-time offering as continuous improvement is a strategic way of working to ensure quality, safety, delivery, and services are top priorities.

Correspondence:

2023 Risk Management Review Kickoff Process Incentive: A letter received from PDRMA with congratulations for meeting the Districts first incentive metric deadline of the 2023 Risk Management Review (RMR). A \$500 incentive check was included and is part of the overall \$1,500 short-term financial incentive for the 2023 (one of three incentives that the District can be earn this year).

Official Canvass of Votes for the Consolidated Election: The official certified canvass of votes for the Park Districts Consolidated Election was included in the Board Packet.

Unfinished Business: No Unfinished Business:

New Business:

Receipt of Signed Code of Ethics Policy Statement – D. DiCianni, B. Thornbury: The Oath of Office Signature Form, as well as the Code of Ethics Policy Statement was signed and received from Commissioner Thornbury and Commissioner DiCianni.

Receipt of Signed Board Member Creed – D. DiCianni, B. Thornbury: The Board Members Creed was signed and received from Commissioner Thornbury and Commissioner DiCianni.

Election of Board Officers – 2023-2024:

Election of President – 2023-2024:

MOTION: Commissioner Wilkie nominated Commissioner Thornbury to the Seat of President. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Thornbury - Abstain

President Wilkie - Aye

3-Ayes, 0-Nay, 1-Abstain (Thornbury), 1-Absent (Machowski)

MOTION CARRIED.

Election of Vice President – 2023-2024:

MOTION: Commissioner Wilkie nominated Commissioner DiCianni to the Seat of Vice President. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Appointment of Board Treasurer:

MOTION: Commissioner DiCianni nominated Commissioner Coons to the seat of Board Treasurer. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner Coons - Abstain

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

3-Ayes, 0-Nay, 1-Abstain (Coons), 1-Absent (Machowski)

MOTION CARRIED.

Appointment of Assistant Board Treasurer:

MOTION: Commissioner Coons nominated Commissioner Wilkie to the seat of Assistant Board Treasurer. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Appointment of Board Secretary: Historically this has been the Executive Director.

MOTION: Commissioner Coons nominated Executive Director Tim Reinbold to the seat of Board Secretary. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Appointment of Assistant Board Secretary: Historically this has been the Executive Assistant.

MOTION: Commissioner Coons nominated Executive Assistant Penny Thrawl to the seat of Assistant Board Secretary. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Appointment of Park District Attorney:

MOTION: Commissioner Wilkie Moved to Appoint Attorney Thomas Hoffman as the Park District's Attorney. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Machowski - Absent

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski).

MOTION CARRIED.

Appointment of ADA Compliance Officer: Historically the Executive Director has been appointed.

MOTION: Commissioner Wilkie Moved to Appoint Executive Director Tim Reinbold as the Districts ADA Compliance Officer. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

Commissioner Coons - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Board Designation of Open Meetings Act Officer (Executive Director) or more officials/employees to successfully complete the Illinois Attorney General Open Meetings Act (OMA) annual training requirement:

MOTION: Commissioner Wilkie Moved to Designate Executive Director Tim Reinbold as the Open Meetings Act Officer. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Machowski - Absent

Commissioner Coons - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Board Designation of Freedom of Information Act (FOIA) Officer (Executive Director & Executive Assistant) to Successfully Complete the Illinois Attorney Freedom of Information Act (FOIA) Training on an Annual Basis:

MOTION: Commissioner Wilkie Moved to Designate the Executive Director Tim Reinbold and Executive Assistant Penny Thrawl as the District's Freedom of Information Act (FOIA) Officer. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Absent

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Board Designation of Ethics Advisor (Executive Director /Park District Attorney) who shall provide guidance to the officers and employees concerning the interpretation of and compliance with provisions of Ordinance 2004-03, (Article 15) and State Ethics Laws:

MOTION: Commissioner Wilkie Designated Executive Director Tim Reinbold and Park District Attorney Thomas Hoffman to be the Ethics Advisor for the Park District. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Appointment by Board President (with Advice and Consent of the Board of Park Commissioners) three members to the Ethics Committee of the Warrenville Park District: After discussion a short discussion, President Thornbury appointed Commissioner Wilkie, Coons and DiCianni to the Districts Ethic Committee.

Discussion and Approval of the selling of beer, wine, malts, hard ciders, and alcoholic seltzers at the beer tent at the Warrenville Summer Daze Festival (August 4th & 5th):

MOTION: Commissioner Wilkie Moved to Approve of the selling of beer, wine, malts, hard ciders, and alcoholic seltzer at the beer tent at the Summer Daze Festival (August 4th & 5th, 2023. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Machowski - Absent

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Discussion and Approval of the selling of beer, wine, malts, hard ciders, and alcoholic seltzers at the beer tent at the Warrenville Fall Fest (October 27th):

MOTION: Commissioner DiCianni Moved to Approve of the selling of beer, wine, malts, hard ciders, and alcoholic seltzer at the beer tent at the Fall Fest (October 27th, 2023). Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

President Thornbury - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)

MOTION CARRIED.

Discussion on Proposal for DEIB Agreement with BCG Learning Solutions: The Executive Director asked if the Board wanted to continue with the Diversity, Equity, Inclusion and Belonging (DEIB) proposal from BCG Learning Solutions in working with Commissioners, staff, and the community. It was the consensus of the Board to have the Executive Director move forward in the proposal with BCG Learning Solutions.

Approval of Resolution 2023-ILCS 05: A Resolution to Establish the Warrenville Park District Decennial Committee on Local Government Efficiency (Efficiency Committee) Pursuant to 50 ILCS 70/1: 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 two (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).

President Thornbury is to Chair the Efficiency Committee, with the appointed Board Members and Warrenville residents; Susan Kasprovicz and Nicole Prater.

MOTION: Commissioner Wilkie nominated Commissioner Coons to the seat of Assistant Board Treasurer. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Wilkie - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)
MOTION CARRIED.

Approval of Commissioner(s) Attendance at NRPA Conference October 10th – 12th, 2023 in Dallas Texas:

MOTION: Commissioner Wilkie Moved to Approve Commissioner(s) Attendance at NRPA Conference October 10th – 12th, 2023 in Dallas Texas. Seconded by Commissioner DiCianni.

The Executive Director explained that the Boards approval is needed for those Commissioner(s) to attend. No Commissioners voiced their desire to attend.

Roll Call Vote:

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

Commissioner DiCianni - Aye
Commissioner Wilkie - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)
MOTION CARRIED.

Approval of District Goals & Objectives: The Goals and Objectives of the District for the 2023-24 fiscal year developed by the Executive Director was included in the Board Packet.

MOTION: Commissioner Wilkie moved to approve the Goals & Objectives of the District. Seconded by Commissioner DiCianni.

The Executive Director explained that the goals and objectives was developed and tie into the recently approved Strategic Master Plan which coordinate with the District values.

President Thornbury requested an evaluation of the use of baseball fields by District programming and affiliate use for the past five (5) year to assist in determining possible field usage in the future. The Superintendent of Parks & Facilities explained that the only affiliate field usage that is documented by the District is the fields that are “billed for usage” that are reserved into the system for games that are scheduled to be played with staff time and material billed to affiliate members. No practice field use is billed, as no staff time or material is used for the prepping of fields. He further explained that affiliates are given a block of days and times to schedule all their practices during their baseball/softball season and are not individually entered into the system.

It was the consensus of the Board to include, the “evaluation of the use of ball fields and soccer fields” and are to be added to the Districts 2023-2024 Fiscal Year Goals and Objectives, (those that were presented to the Board by the Executive Director).

Commissioner Coons also requested to include a column for the progress completion on the Districts Goals and Objectives Form as this will assist in the quarterly report to the Board.

Roll Call Vote:

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

Commissioner Coons - Aye
Commissioner Wilkie - Aye

4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)
MOTION CARRIED.

Summer Daze Event: The Executive Director explained that the beer truck has been secured, liquor license has been received back from the City and has applied for the State Liquor License, the bands have been booked and will have seven (7) food vendors. The area has been walked and all will be fairly the same area amount as in previous years. The Executive Director stated that a Summer Daze Committee Meeting will be scheduled and sent out to those that attended last year.

It was explained that the wine shop will be open during this time, through the temporary use permit, we had to allocate space for the ability for patrons to access the parking for their establishment. The thoroughfare as well as the parking area will all be blocked off, therefore, the parking lot normally utilized will not be used for much due to the safety of the patrons and community members of the event. The Kids Zone will be adjusted as he does not want any children being near any moving vehicles while also keeping this area away from Butterfield Road.

Officials & Staff Reports

President: ***President Thornbury*** stated that there was a great turnout for the Youth Obstacle Course Race and was well done. A tie was established for one of the heats.

She also stated that with the Alderman who is no longer on the City Council therefore no longer sits on the City Park Task Force. She suggested to the Executive Director a great alternative would be to have Alderman Craig Kruckenberg sit on this Committee, as he is familiar with the Park District, being a past Commissioner himself.

Commissioners: ***Commissioner Coons*** stated that she is excited about the upcoming events taking place; Lunchtime Live, Movies in the Park, Multicultural Event, 4th of July, Summer Daze.

Commissioner DiCianni and is also looking forward to the many events, as well as the many children and adults enjoying the spring and summer within our District buildings and parks.

Commissioner Wilkie also attended the Youth Obstacle Course Race with the weather being wonderful, and also attended the Arbor Day event in the Recreation Center Gym.

Executive Director: The ***Executive Director*** stated that he attended the Legislative Conference. After attending conference sessions, he visited that state capital and stopped by our senators and representative's offices bringing them information on the District.

Department Heads: The ***Office Manager*** the highlight of the previous month as it is annually, is the sale of Dance Show tickets.

The ***Superintendent of Finance & Technology*** stated that with the Budget completed, the auditing process has begun with Lauterbach & Amen here to complete their preliminary walk through and will be back in June for their field work.

She also explained that she and the Executive Director met with Links Technology to discuss items that are in the Districts Goals to be completed in the fiscal year 2023-24.

The ***Marketing & Special Events Supervisor*** shared that she and Superintendent of Recreation/Safety Coordinator attended Parks Day at the Capital, which is a great way to showcase all that our District has to offer with over 50 Park Districts. They also visited with Senator Laura Ellman and Representative Janet Yang Rohr.

