



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on June 15, 2023**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
Commissioner DiCianni – Present
Commissioner Coons – Present
Commissioner Wilkie – Present
President Thornbury – 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 & Community Engagement Manager

Approval of June 15th, 2023 Regular Meeting Agenda:

MOTION: Commissioner DiCianni Moved to Approve the June 15th, 2023 Regular Meeting Agenda. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Wilkie - Aye
Commissioner DiCianni - Aye
President Thornbury -Aye
Commissioner Machowski - Aye
Commissioner Coons - 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 Regular Meeting Minutes of the Board of Commissioners for May 18, 2023:

MOTION: Commissioner Wilkie Moved to Approve the Consent Agenda which consisted of the Regular Meeting Minutes of the Board of Commissioners for May 18, 2023. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Machowski - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Financial Reports:

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

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

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of Expenditure Report through May 31, 2023, in the Amount of \$218,592.35:

MOTION: Commissioner DiCianni moved to approve the Expenditure Report through May 31, 2023 in the Amount of \$218,592.35. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Correspondence:

GameTime Funding Award Certificate: The Executive Director explained the District was selected to receive the Gametime/PlayCore Grant through the Statewide Healthy Play Education and Funding Initiative and will be applied toward the playground equipment replacement at Lions Park this year. The selected projects will implement evidence-based best practices, along with the elements that need to be included in the playground. The Executive Director stated that he is excited and looking forward to working with GameTime/Playcore on this project along with other local representatives, to hold neighborhood meetings and solicit feedback regarding specific features and colors.

President Thornbury suggested to use poured in place surfacing as this is more accessible and inclusive to everyone. The Executive Director noted that funds were allocated in the approved 2023-24 FY Budget for this project, no funds were included for poured in place surfacing. President Thornbury requested that the Executive Director speak with GameTime/Playcore to incorporate poured in place surfacing in specific

areas to make some areas and features accessible and inclusive. It was stated that this type of surfacing should be used going forward as the Districts newly created Mission, Vision and Values reflect inclusion and accessibility.

PDRMA 2022 At A Glance - Warrentville: The Executive Director explained that the document received from PDRMA is a snapshot of the services and the value that PDRMA continues to partner with our District members to manage risk and promote wellness.

City of Warrentville Survey Results Regarding Parks & Recreation: The Executive Director explained that the City of Warrentville recently completed a community survey asking a variety of questions related to Warrentville. The portion of the survey related to the quality of parks and recreation will be emailed to Commissioners. He explained that the document reflects the information that was recently gathered in our strategic master planning process along with the results that ETC provided to us last year.

Unfinished Business:

Summer Daze Event Discussion: The Executive Director explained that the Summer Festival area has been walked and felt that having the Multicultural Festival in this same area helped with the setup for the Summer Daze Festival within this new redesigned area. A Summer Daze Meeting with all entities involved was held recently and another will be scheduled in the next couple weeks to finalize any needed items.

Strategic Master Plan;

The Executive Director explained that the final Strategic Master Plan has been received. He and Marketing & Community Engagement Manager will be going through the document and upload to the website. The final copy of the Strategic Master Plan will be delivered to Commissioners on Monday.

President Thornbury previously requested that the data regarding race be recalculated to include income and areas of Warrentville. She stated that she feels the data reported for Black/African Americans residing in the Warrentville, numerically do not make sense, when looking at population and distribution. The Executive Director requested that President Thornbury email him with her questions and the data discrepancies, so as they can be forwarded to ETC so as they can review and respond to her questions directly.

New Business:

Review and Discussion of Sponsorship Program: President Thornbury stated that she requested this to be on the agenda to discuss sponsorships in the "5 to 6 figures" and what that entails. She felt that this discussion is needed for knowledge by Commissioners and staff. She explained that there are possible donors that could be approached for funding of the big projects. President Thornbury stated that she is unaware of any written sponsorship policy or procedure. It was explained that in the past NaviStar donated \$50,000 for the playground at Bower School; hence the NaviStar sign at the playground location. Also explained were how the existing parks were named; Kiwanis, Lions, Harding, Cerny.

Commissioners were asked how they felt about the naming of parks, playgrounds, amenities, etc. and threshold amounts would need to be determined. Commissioners felt that many factors would need to be determined and dependent on the amount of funding, costs associated to maintenance, upkeep, use, and the life cycle of the donation, etc.

The Executive Director and Marketing & Community Engagement Manager clarified that most sponsors assist in determining how their sponsorship funds are used, for a particular sport, program, event etc. and in speaking with other Districts, most do not have a sponsorship policy and/or procedures when soliciting sponsorships. The Executive Director explained that some of the sponsorship funding is included into program budget costs (mainly athletic programs). The sponsorship process and how sponsors are approached was explained to the Board.

The Executive Director stated that sponsorships for programs and events are different from recruiting

sponsors for funding for the cost of park or sport field redesign, purchase of playground equipment, amenities, naming of a park, etc.

Commissioner DiCianni asked for the current highest amount received annually from one sponsor to determine the next threshold amount. President Thornbury stated that the sponsoring of \$10,000 \$15,000 toward the cost of park redesign, sport fields, amenities, etc. with the consideration for costs related to the length of life of the donation and the current highest annual events/programs sponsor is askew as they receive continual year-round advertisement and feels there is no incentive for others to donate more.

President Thornbury spoke regarding the individuals that she has in mind and asked for permission to reach out to them about possible sponsorship opportunities. It was the consensus of the Board to allow President Thornbury to approach individuals and schedule a meeting with the Executive Director in the next three to four weeks to discuss this sponsor.

It was the consensus of the Board to have staff reach out to other Districts to obtain their sponsorship policy, procedure and/or guidelines to follow and bring to the Board for discussion by the end of the year.

Review and Approval of Ordinance 2023-06; An Ordinance Authorizing and Directing the Disposition of Certain Equipment:

MOTION: Commissioner Wilkie Moved to Approve Resolution 2023-06; An Ordinance Authorizing and Directing the Disposition of Certain Equipment. Seconded by Commissioner DiCianni.

It was explained that equipment has been identified as no longer useful to the District; therefore, staff is requesting the Boards approval to dispose of the equipment listed in Ordinance 2023-06.

President Thornbury noted that the items to be disposed of included obsolete cell phones and LCD monitor.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

President Thornbury - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Review and Signature of Post-Issuance Tax Compliance Report: The Post-Issuance Tax Compliance Reports was included in the Board Packet for review by Commissioners. The Superintendent of Finance & Technology explained in the memo included in the Board Packet that it is necessary and in the best interest of the District to maintain sufficient records and demonstrate compliance with its covenants and expectation to ensure the appropriate federal tax status for the Bonds or other bonds or debt obligations of the District. The ordinances further state that the Compliance Officer as the Treasurer of the Board shall at least annually review the District contracts to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations.

The report to the Board is to be prepared at least annually, that all of the required records relating to the bond ordinances have been maintained and stating whether or not the District has any rebate liability. The Compliance Officer is to review each issue and determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on the Tax-Exempt Obligations. Finally, the Compliance Officer shall prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax-Exempt Obligations is entitled to be excluded from gross income for federal income tax purposes.

It was noted that the three (3) reports; 2019, 2020 and 2022 Limited Tax Bonds look very similar excluding

the different issuance amounts. The Superintendent of Finance and Technology recommends that the Treasurer of the Park Board sign the attached legal document prepared by Chapman and Cutler. Pursuant to the direction given, the Board does not need to approve the Report, rather the report just needs to be provided to them.

Review and Approval of Resolution 2023-08; Naming NuMark Credit Union as Depository for Warrenville Park District and Authorizing Account Signatories:

MOTION: Commissioner Wilkie Moved to Name NuMark Credit Union as Depository for Warrenville Park District and Authorizing Commissioner Thornbury and Commissioner Coons as Account Signatories. Seconded by Commissioner DiCianni

President Thornbury stated for the record that herself (Barbara Thornbury) and Treasurer Coons (Tina Coons), along with Executive Director Tim Reinbold and Superintendent of Finance & Technology Linda Straka are the District's authorized account signatories. The Superintendent of Finance and Technology obtained copies of Driver's License and a Signature from both President Thornbury and Commissioner Coons.

Roll Call Vote:

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

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Review and Approval of Updated District Municipal Directory: The Municipal Directory for the Park District has been updated to include annual changes such as the update of the budget, organizational chart, number of employees, Board Members, etc.

MOTION: Commissioner Wilkie Moved to Approve the Updated District Municipal Directory. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Review of District Organizational Chart: The Updated District Organizational Chart was included in the Board Packet for review.

Review of Board Member History Chart & Listing: The Board Member History Chart and Listing was updated with elected seats of Commissioners.

Discussion of Date(s) for Annual Parks Tour: It was explained that previously this has been scheduled prior to the September Regular Meeting. It was the consensus of the Board to have the Annual Parks Tour on September 21, 2023 at 4:00 p.m. in the Lower Level of the Community Building, to leave after Roll Call is taken.

3rd Quarter Special Events Listing: A document with the 3rd Quarter Special Events listed was included in the Board Packet.

Officials & Staff Reports

President: ***President Thornbury*** stated that the Multicultural Festival was great! Everyone enjoyed themselves with the different dancers, and received positive feedback. Very well done. President Thornbury was approached by basketball players at Sesqui Park and requested that the mulberry tree hanging near the basketball court and if it could be removed as it impacts the court itself. Another mulberry tree is located by the bench and drinking fountain and should be removed if removing the other. The Superintendent of Parks & Facilities will investigate the removal of the trees.

Commissioners: ***Commissioner Machowski*** stated that the Multicultural Festival was awesome and he had a great time.

Commissioner DiCianni enjoyed Music with Miss Liz Lunchtime Live at Cerny Park, and was well attended. The Multicultural Festival was a fantastic event with astounding performers.

Also attended, the IAPD Boot Camp through Illinois Park and Recreation Association (IPRA) to refresh herself on Board member roles and responsibilities, the Open Meetings Act, and also spoke on diversity, equity and inclusion and found the training very beneficial.

Commissioner Wilkie attended the Multicultural Festival and thought it was well run, with great performers and good food and is looking forward to the Summer Daze.

Executive Director: The ***Executive Director*** stated that he met with BCG Solutions to start the Districts DEI training, first determining the vocabulary of Diversity Equity and Inclusion Terms. The Executive Director will email this document to review as this is the starting point to begin DEI training. They are currently working on the Districts contract and will forward it to the Executive Director for signatures. The DEI training will be scheduled sometime after Summer Daze.

He stated that the Pickleball Tournament is this upcoming weekend and explained that a bench in memory of Tony Malia has been installed and will be presented at the beginning of the tournament on Saturday.

President Thornbury asked regarding the installation of pickleball courts at Sesqui Park. The Executive Director explained that it is in our capital plan and the Strategic Master Plan, and staff are planning to have this project completed in the fiscal year. Discussion regarding the numerous pickleball courts being put in and pickleball businesses opening recently.

The Executive Director stated that a meeting with Hitchcock Design Group and the City of Warrenville has been scheduled regarding getting a grant proposal together for the OSLAD Grant for Cerny Park. It was explained that the OSLAD Grant has nearly 60 million dollars budgeted this year with a matching grant of \$600,000. A meeting will then be scheduled for the City Park Task Force to discuss the grant and what it will entail. Again, the Executive Director will keep the Board updated on the date of this meeting.

Department Heads: The Superintendent of Finance & Technology stated that with the Budget completed, the auditing process has begun. The Auditors will be here next week to begin their field work.

The Office Manager explained that Guest Services staff have been busy with camp and is going smoothly.

The Superintendent of Recreation/Safety Coordinator reported that Camp is in full swing with numerous campers in and out of the buildings.

It was reported that the Firecracker 5k will most likely succeed last year's number of runners as we have already met that number with three weeks left to register.

Commissioner Thornbury asked regarding the Districts registration system and if there is a waitlist that can be maintained so another program could be scheduled for those on a waitlist. The Office Manager stated that this is an option, and Recreation Program Supervisors would notify Guest Services if a waitlist were to be maintained. Discussion regarding the cost of Library holding early childhood programs for free.

The Superintendent of Parks & Facilities shared his report with the Board.

The Marketing & Special Events Supervisor thanked everyone for their help and support with the Multicultural Festival, it is very much appreciated.

Closed Session – Semi Annual Review of Closed Session Minutes, 5 ILCS 120 2 (C) 21 – Discussion of Minutes of Meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

MOTION: Commissioner Wilkie moved to go into Closed Session. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

President Thornbury -Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Recessed into Closed Session at 7:28 PM

Risen from Closed Session at 7:30 PM

Roll Call: Commissioner DiCianni – Present

Commissioner Wilkie – Present

Commissioner Machowski – Present

Commissioner Coons – Present

President Thornbury – Present

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

Review and Approval of Ordinance 2023-07: An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meetings of the Board of Park Commissioners of the Warrenville Park District, which includes: May 20, 2021 – Land Acquisition; May 20, 2021; May 20, 2021 – Threat; June 17, 2022 – Semi Annual Review of Closed Session Minutes; June 17, 2022 Threat:

