



Mission: To create community

Vision: The “place to be” for exceptional experiences

Core Values: Innovation, Sustainability, Inclusion, and Exceptional Services

**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on September 21, 2023**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
Commissioner Wilkie – Present
President Thornbury – Absent
Commissioner Coons – Present
Commissioner DiCianni – 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 September 21st, 2023 Regular Meeting Agenda:

MOTION: Commissioner Wilkie Moved to Approve the September 21st, 2023 Regular Meeting Agenda.
Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED

Public Comment: No Public Present.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Commissioners for August 24th, 2023:

MOTION: Commissioner Wilkie Moved to Approve the Consent Agenda which consisted of the Regular Meeting Minutes of the Board of Commissioners for August 24th 2023. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

Financial Reports:

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

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

Roll Call Vote:

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

**5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.**

Approval of Expenditure Report through August 31st, 2023, in the Amount of \$128,797.65:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through July 31st, 2023 in the Amount of \$128,797.65. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

Correspondence:

PDRMA 2023 Risk Management Review SMART Goal Incentive: The Executive Director explained that PDRMA's Risk Management Review (RMR) has changed over the past year. It now fosters collaboration between agencies and their Risk Management Consultant to determine both short-term Action Plans and items and longer-term SMART Goals to help agencies use continuous improvement to meet their overall safety and risk management goals. This is the second \$500 District incentive of up to three that the District can earn each year and is part of the overall \$1,500 short-term financial incentive for the 2023 Risk Management Review. The District can receive the additional remaining \$500 by completing SMART Goal action steps and the Slip, Trip and Fall self-assessment for all the District major facilities.

Award of Illinois Arts Council Agency (IACA) Grant: The Executive Director explained that the District has again been awarded a grant in the amount of \$6,800 from the Illinois Arts Council Agency for general operating support. The award is contingent upon return of specified grant documents.

Unfinished Business:

Summer Daze Report: The Executive Director explained that the Summer Daze 2023 Budget Final was included in the Board Packet. It was explained that the District has experienced higher costs due to the increased cost for the stage and the unexpected cost of providing a fence for the old MB property and will be looking at alternative options for next year to control the increased costs. A check of \$585 will be sent to WDSRA for half of the tips received from the Beer Tent.

Update on DEIB (Diversity, Equity, Inclusion, Belonging): The Executive Director explained that an email was sent to all staff and Commissioners which included an introduction to what we are looking to achieve, along with a survey and video message. There are also three (3) workshops scheduled for staff to attend on September 25th, 26th, and 29th.

Board Workshop with IAPD President & CEO Peter Murphy: The Executive Director reminded Commissioners of the Board Workshop on Wednesday October 18th starting at 4:00 pm. The feedback survey sent to Commissioners has been completed and returned IAPD President & CEO Peter Murphy and will be touching base with him at the NRPA Conference in October.

New Business:

Discussion of Annual Parks Tour September 21st, 2023 at 4:00 pm: Commissioners noted how the parks are very well maintained and thanked the Superintendent of Parks & Facilities for the tour.

Review and Approval of Annual Statement of Receipts and Disbursement for May 1st, 2022 to April 30th, 2023:

MOTION: Commissioner Wilkie Moved to Approve Annual Statement of Receipts and Disbursements for May 1st, 2022. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

President Thornbury - Absent

Commissioner DiCianni - Aye

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

MOTION CARRIED.

Review of District Fiscal Year Goals: The Executive Director explained that at the February Board Meeting the Board accepted the Districts goals for 2023-24. The Board requested that this item be included on the agenda for an update over the course of the fiscal year. The approved goals, along with a status column (requested by the Board to include) was included in the Board Packet for Commissioners to review.

Review and Approval of Executive Director Evaluation Form:

MOTION: Commissioner Wilkie Moved to Approve of the Executive Director Evaluation Form presented with no changes. Seconded by Commissioner Coons.

The Executive Director explained that the evaluation form was included in the Board Packet for review and approval to be used for this year's evaluation. It was noted that the Board requested to have this form brought to the Board earlier to have the Executive Directors evaluation completed, along with any monetary increase and to be included in the fiscal year budget. This assists in avoiding changes or the altering of the budget after the evaluation.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Aye

President Thornbury - Absent

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

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

MOTION CARRIED.

4th Quarter Special Events Listing: Information Only

Review of District FY 2023 Annual Report: The Fiscal Year 2023 Annual Report was included in the Board Packet. This is the second year that this report has been generated and provides an overall review of 2023, including a financial analysis, community events and engagement, exceptional services, innovation, sustainability projects, and upcoming 2024 projects.

Officials & Staff Reports

Vice President: **Vice President DiCianni** stated that Art on the Prairie had some bad weather and had to cancel the festival for Sunday. It was nice to hear that everyone enjoyed themselves on Saturday. It was also stated that she enjoyed the Parks Tour and was appreciative of the Superintendent of Parks & Facilities for the tour and all the work that the Parks Department does to keep the parks safe and looking nice for all to enjoy.

Commissioners: **Commissioner Coons** also attended Art on the Prairie on Saturday and stated that there was a consistent flow of people attending. Commissioner Coons also commended the Parks Department for everything they do for an event, as they are the first ones to start with setup and the last to leave. With the rain on Sunday, the Parks Department not only took care of the Districts tents but also assisted the artists with their tents and artwork.

She is looking forward to the coming fall and winter events & programs.

Commissioner Wilkie also attended Art on the Prairie where he judged some of the artwork. He was amazed this year with the several new artists that participated, as the artwork was breathtaking.

Executive Director: The **Executive Director** stated that if any Commissioners are interested in judging the Fall Fest Costume Contest, please let him know.

The Executive Director also informed Commissioners that the IAPD/IPRA Soaring to New Heights Conference will take place January 25th to the 27th, 2024 in Chicago, IL. If Commissioners are interested in attending, this is to be on the October Agenda for discussion and approval. Registration is now open.

Department Heads: The **Superintendent of Recreation/Safety Coordinator** stated that Art of the Prairie was well attended on Saturday. It was noted that Fall programs registrations are well under way, youth soccer, softball, dance.

The Brew Trot will be held Saturday October 14th, with registration up to 60, although he would like to see that number increased to 75 – 100 range. If Commissioners would like to be part of this event, please reach out to him or Fitness Supervisor Nick Bovio.

The **Marketing & Special Events Supervisor** stated that Birthday Parties are all booked through the end of the year, except holidays and into March 2024. Puzzle Palooza starts again tomorrow night with 25 teams registered.

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

Adjournment: Commissioner Wilkie moved to Adjourn. Seconded by Commissioner Coons.

Voice Vote: 4-Ayes, 0-Nays, 1-Absent (Thornbury) - MOTION CARRIED.

Adjourned at 6:36 PM

Approval

Denise DiCianni, Vice President
Seal

10/19/23
Date


Tim Reinbold, Board Secretary
Date

10/19/23
Date