



**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 October 19, 2023**

**Call to Order:**

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

**Pledge of Allegiance:**

**Roll Call:** Commissioner Machowski – Absent  
Commissioner Coons – Present  
Commissioner Wilkie – Present  
Commissioner DiCianni – 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  
Sheri Potter, Marketing & Community Engagement Manager  
Ted Coons, Warrenville Community Member

**Approval of October 19<sup>th</sup>, 2023 Regular Meeting Agenda:**

**MOTION:** Commissioner Wilkie Moved to Approve the October 19<sup>th</sup>, 2023 Regular Meeting Agenda.  
Seconded by Commissioner DiCianni.

**Roll Call Vote:**

Commissioner Coons - Aye  
Commissioner Wilkie - Aye  
President Thornbury - Aye

Commissioner Machowski - Absent  
Commissioner DiCianni - Aye

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

**MOTION CARRIED**

**Public Comment:** No public comment from those that attended.

**Approval of Consent Agenda:**

Approval of Special Meeting Minutes of the Board of Commissioners for September 21<sup>st</sup>, 2023 – Parks Tour:

Approval of Regular Meeting Minutes of the Board of Commissioners for September 21<sup>st</sup>, 2023:

**MOTION: Commissioner DiCianni Moved to Approve the Consent Agenda which consisted of the Regular Meeting Minutes of the Board of Commissioners for September 21<sup>st</sup>, 2023. Seconded by Commissioner Wilkie.**

**Roll Call Vote:**

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

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

**MOTION CARRIED.**

**Financial Reports:**

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

**MOTION: Commissioner Wilkie moved to approve the Financial Statements for the period ending September 30<sup>th</sup>, 2023. 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-Nays, 1-Absent (Machowski)**

**MOTION CARRIED.**

Approval of Expenditure Report through September 30<sup>th</sup>, 2023, in the Amount of \$223,241.99:

**MOTION: Commissioner DiCianni moved to approve the Expenditure Report through September 30<sup>th</sup>, 2023 in the Amount of \$223,241.99. Seconded by Commissioner Coons.**

**Roll Call Vote:**

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

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

**MOTION CARRIED.**

**Correspondence:**

**Unfinished Business:**

DEIB (Diversity, Equity, Inclusion, Belonging), BCG Learning Solutions: The Executive Director explained that Dr. Bailey and his team will be conducting Equity 101 Training sessions at the District on November 14<sup>th</sup> and 16<sup>th</sup>, these two-day training will both be 4-hours in length, and will help us move forward as a District.

Board Workshop with IAPD President & CEO Peter Murphy, Wednesday, October 18<sup>th</sup>, 2023 @ 4:00 pm: Commissioners felt this training was good and will help in communication with other Board Members, the Executive Director, and others.

The Executive Director asked regarding a prior discussion of scheduling Chris DeVenny to provide instruction in completing a DISC Assessment with Commissioners. He explained this assessment helps determine individuals DISC type and personality profile. It was the consensus of the Board to have the Executive Director schedule a DISC workshop in 2024 for Commissioners.

**New Business:**

Review and Approval of 2024 Health Plan Selection:

**MOTION: Commissioner Wilkie Moved to Approve the 2024 Health Plan Selection as presented. Seconded by Commissioner DiCianni.**

The Executive Director explained that he attended the PDRMA Health Program Council meeting where this year's benefit plans were discussed. The Superintendent of Finance & Technology provided worksheets of the various options to review and has been very helpful in making the suggestions to the Board for approval; consideration of what other park districts currently offer so as we can remain competitive for our work force, and consider what would be in the best interest of our staff who are currently participating in the health program.

**Roll Call Vote:**

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

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

**MOTION CARRIED.**

Warrenville Park District Land/Cash Donations from City of Warrenville: As stated in the Executive Directors Board Report, the District received \$52,649.29 after the September 30<sup>th</sup>, 2023 3<sup>rd</sup> quarter closed.

IAPD Legal Symposium, November 2<sup>nd</sup>, 2023 from 8:00 am until 2:30 pm at the Hyatt Lodge in Oakbrook: The Executive Director stated that both he and the Executive Assistant/HR Manager will be attending as it covers many legal hot topics.

Review and Approval of IAPD/IPRA Soaring to New Heights 2024 Conference Attendance for Board of Commissioners:

**MOTION: Commissioner Coons Moved to Approve of Commissioners Attendance at the IAPD/IPRA Soaring to New Heights 2024 Conference.**

The Executive Director informed Commissioners that the IAPD/IPRA Soaring to New Heights Conference will take place January 25<sup>th</sup> thru the 27<sup>th</sup>, 2024 in Chicago, IL. and asked if any Commissioners are interested in attending the conference. After a brief discussion, it was noted that Commissioners were to inform the Executive Director if wanting to attend.

**AMMENDED MOTION: Commissioner Coons Moved to Amend the Motion and Table this Item to be discussed at the November Regular Meeting of the Board of Commissioners on November 16<sup>th</sup>, 2023. Seconded by Commissioner Wilkie.**

The Executive Director explained that he will make hotel reservations for Commissioners who are undecided on attending, as rooms get booked quickly for this conference and rooms can be cancelled and/or changed once known who is attending.

**Roll Call Vote:**

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

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

**MOTION CARRIED.**

Designation of Delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be Held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 27, 2024 at 3:30 PM: Because it is unknown who will be in attendance for the conference, this item will also be tabled to the November 16<sup>th</sup>, 2023 Regular Meeting Agenda.

**MOTION: Commissioner Wilkie Moved to Table this Item to be Discussed and Approved at the November 16<sup>th</sup>, 2023 Regular Meeting of the Board of Commissioners. Seconded by Commissioner DiCianni.**

**Roll Call Vote:**

**Commissioner Wilkie - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Machowski - Absent**

**Commissioner Coons - Aye**

**President Thornbury - Aye**

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

**MOTION CARRIED.**

Consideration of Potential Resolutions for Presentation at the Annual Meeting of the Illinois Association of Park Districts: No potential resolutions were noted by Commissioners to be presented at the IAPD Annual Meeting.

**Officials & Staff Reports**

President: ***President Thornbury*** asked regarding the Decennial Committee Meeting and when it would be held. The Executive Director noted that the committee will meet either in November or December prior to the District's Regular Meeting. He explained that he currently sits on the Distinguished Park & Recreation Accreditation Committee and most Districts will be meeting in November or December. The Executive Director will gather all the needed information together, develop an agenda and schedule a meeting.

President Thornbury thanked staff for programming "Hometown Holidays Drive-Thru & Food Drive" with the festive holiday decorations, as this provides an opportunity for those who might otherwise be excluded from enjoying the festivities.

Commissioners: ***Commissioner Wilkie*** spoke regarding the level of patrons utilizing the Fitness Center, and feels like numbers are back to pre-pandemic.

***Commissioner Coons*** is also looking forward to all the upcoming Fall Fest and holiday programming.

***Commissioner DiCianni*** stated that she is also looking forward to all the upcoming festivities, as it keeps staff and patrons busy into the new year.

Executive Director: The ***Executive Director*** addressed the Board with various topics:

Committee of the Whole Meetings: The Executive Director asked Commissioners regarding holding a Committee of the Whole (COW) Meeting prior to the Regular Monthly Board Meetings held on the third Thursday of the month. He explained that Committee of the Whole Meetings are separate meetings and would have its own agenda and minutes. A Committee of the Whole Meeting includes all the members of a board and is like an ordinary committee, in that the only authority a Committee of the Whole has is that which is assigned to it by the Board.

The Board discussed the reason for holding Committee of the Whole Meetings to communicate with other Commissioners any problems and/or discussions needed before it is addressed at a Regular Board Meeting. The Executive Director reminded Commissioners that Committee of the Whole Meetings are open to the public.

After discussion it was the consensus of the Board to have the Executive Assistant research other Districts Committee of the Whole Meetings and report at the January 2024 Regular Board Meeting.

Board Training/Workshop: The Executive Director explained that the Board previously discussed having a Board Workshop with Chris DeVanni. It was noted that this workshop would be scheduled in the first quarter of 2024, which would give Commissioners and the Executive Director time to.

Lions Park: The Executive Director also informed Commissioners that the Lions Park playground will be delivered in the next week or two with the tentative installation date of Monday, November 6<sup>th</sup>, 2023.

Volunteer Movie Night: The Executive Director reported that the Volunteer gathering was held in the Community Building with approximately 82 emails sent out in August to volunteers and 48 attendees, which included family members. Pizza, popcorn, and candy was available.

District Attorney Follow-up: The Executive Director explained that at the August 24<sup>th</sup>, 2023 Regular Meeting, there was a consensus of the Board to direct the Executive Director to speak to the District's Attorney, have him review both the June and July 2023 voice minutes and advise if the President or any Commissioner said anything that warrants an apology and, if the Attorney believes the President or any Commissioner should be censored, to make this recommendation to the Board also.

The Executive Director stated that he spoke with the District's Attorney. The Attorney advised that giving an apology is personal and a moral issue not a legal issue. An apology comes from your heart and your mind.

Regarding censorship, this would need to be decided by the Board, needs to be a provision in the Board Policy Manual listed in the bylaws. Censorship is not advised as this is a very difficult and complicated process. If Commissioners need more information, Commissioners are welcome to speak with him.

NRPA Conference: The Executive Director, Superintendent of Parks & Facilities and the Marketing and Community Engagement Manager attended the NRPA Conference earlier this month and felt it was a great conference, with many workshops, programs, and networking.

Department Heads: The **Superintendent of Finance & Technology** stated she and the Finance Supervisor Kathy Mrzlak scheduled the disposal of documents and records that have been approved by the State of Illinois for disposal and destruction earlier this week. There was approximately 20+ boxes/bins for disposal/destruction as this had not been done since prior to COVID.

The **Superintendent of Recreation/Safety Coordinator** stated that the 5<sup>th</sup> Annual Brew Trot was held this past Saturday, October 14<sup>th</sup>, with approximately 71 registered for this event. Participants received a race pint glass and finisher medals. Due to the rain, the celebration was held inside Two Brothers Brewing Inc. where participants enjoyed the entertainment. The Superintendent of Recreation/Safety Coordinator stated that because of the weather and having to move indoors, participants stayed and ordered food for themselves and stayed longer than in previous years.

Also reported, a Junior Pickleball program for kids will be starting in the next couple week, with six (6) already registered.

The Superintendent of Parks & Facilities stated that Homer Tree Service has begun blowing playground mulch in the parks and has completed Summerlakes and Kiwanis Parks. Lions, Sesqui, Plum Path will be completed within the next couple weeks. Compared to the cost of mulch at \$29 a yard (with Parks Department doing the work), and the cost for Homer Tree Service at \$31 a yard, it is more beneficial for the District to contract to have this completed each year.

The Superintendent of Parks & Facilities reported that he was informed today that the generator is now in stock. The hope is to have this started in November before the winter weather is here.

The Marketing & Special Events Supervisor stated that Pumpkins in the Park Scavenger Hunt (free) is being held this week (October 17<sup>th</sup> to 22<sup>nd</sup>) with 123 patrons registered and have already received a dozen returned. Each person solves the riddles, and journey through our parks to find the pumpkins. Once complete, each person will be able to pick-up a Pumpkin Drawstring Bag and be entered into a drawing for a \$50 Park District Gift Card.

The Marketing & Special Events Supervisor announced a new partnership with CUSD 200 Special Services Department Vocational STEP Program (Secondary Transitional Experience Program) at Wheaton Warrenville South High School. The Vocational Program assists students to prepare for the changes from life as a student in school, to life as a productive working citizen in the community. For students of all types of abilities, changes can be challenging, overwhelming and exciting. Their goal is to help students in the STEP Program with hands-on job exploration and working independently on specific job tasks. She will be coordinating the time that our student spends with us, as there are various tasks that they will be able to complete for us; assembling of the sponsor gifts and goody bags for holiday events, specific tasks in the upcoming months from Supervisors that this student can help with. It was explained that she is working with Vocational Coordinator, Jennifer Butikofer, and already has a student assigned to the District. As a community-based jobsite, this student will always be accompanied by a job coach from the program and will be here on Fridays from 12:00 – 1:00 pm beginning November 3<sup>rd</sup>, 2023.

Fall Fest is next weekend and 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 (Machowski) - MOTION CARRIED.**

**Adjourned at 6:48 PM**

**Approval**

  
\_\_\_\_\_  
Barbara Thornbury, President  
Seal

11/16/23  
Date

  
\_\_\_\_\_  
Tim Reinbold, Board Secretary

11/16/23  
Date