



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 November 16, 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 Wilkie – Present
Commissioner Coons – Absent
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
Michelle Savage, Office Manager

Approval of November 16th, 2023 Regular Meeting Agenda:

MOTION: Commissioner DiCianni Moved to Approve the November 16th, 2023 Regular Meeting Agenda. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

Commissioner Machowski - Aye
Commissioner Wilkie - Aye

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

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 October 18th, 2023 – Workshop:

Approval of Closed Session Special Meeting Minutes of the Board of Commissioners for October 18th, 2023 - Workshop:

Approval of Regular Meeting Minutes of the Board of Commissioners for October 19th, 2023:

MOTION: Commissioner Wilkie Moved to Approve the Consent Agenda which consisted of the Special Meeting Minutes of the Board of Commissioners for October 18th, 2023 – Workshop; the Closed Session Special Meeting Minutes of the Board of Commissioners for October 18th, 2023 – Workshop; and the Regular Meeting Minutes of the Board of Commissioners for October 19th, 2023. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Coons - Absent

Commissioner Wilkie - Aye

Commissioner Machowski - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner Machowski moved to approve the Financial Statements for the period ending October 31st, 2023. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Absent

Commissioner DiCianni - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Approval of Expenditure Report through October 31st, 2023 in the Amount of \$170,561.14:

MOTION: Commissioner Machowski moved to approve the Expenditure Report through October 31st, 2023 in the Amount of \$170,561.14. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Absent

Commissioner Wilkie - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Correspondence: No Correspondence

Unfinished Business:

DEIB (Diversity, Equity, Inclusion, Belonging), BCG Learning Solutions: The Executive Director explained that Dr. Sean Bailey conducted Equity 101 on Tuesday, November 14th for staff from 9:00 am to 1:00 pm. The session focused on “Building a Foundation for Diversity, Equity, and Inclusion.” Staff were engaged and actively participated providing insight, feedback and suggestions.

Earlier today staff met as a group to discuss the Summary Report, insights and proposed recommendations based upon the focus group sessions and individual sessions that took place previously. The group looked at internal strengths, a summary of opportunities, a summary of challenges, along with DEI education and training topics. As a collective group, staff brainstormed, reviewed several training topics, and gathered input from staff to select two (2) areas to focus on in the upcoming month:

Thursday, December 7th – Generational Diversity and Inclusion - 1 to 3 pm

Tuesday, December 12th – Cultural Competency and Sensitivity/Unconscious Bias Training - 9 to 11am

The Executive Director invited Board Members to attend, and explained that part-time employees are also invited to attend although it is not required.

The Executive Director explained that Dr. Sean Bailey will be attending the January 18, 2024 Regular Board Meeting to provide his feedback and report to the Board on Phase I of our DEI efforts and to answer any questions.

President Thornbury stated that Dr. Bailey includes information from other DEI instructors; Erma Meyers, Amber Cabral, Valerie Alexander and Kelly Sherrow (sp). Commissioners can watch YouTube videos to assist in becoming more familiar with DEI prior to the January Board Meeting with Dr. Bailey in attendance.

New Business:

Review and Approval of IAPD/IPRA Soaring to New Heights 2024 Conference Attendance for Board of Commissioners (Tabled from October 19, 2023 Board of Commissioners Regular Meeting):

MOTION: Commissioner DiCianni Moved to Approve for President Thornbury and Commissioner DiCianni's Attendance at the IAPD/IPRA Soaring to New Heights 2024 Conference. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Coons - Absent

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

President Thornbury - Aye

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

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 (Tabled from October 19, 2023 Board of Commissioners Regular Meeting):

MOTION: Commissioner Wilkie Moved to Designate Commissioner DiCianni as the District Delegate at the Annual Business Meeting of the Illinois Association of Park Districts; President Thornbury as the 1st alternate; and Executive Director Tim Reinbold as the 2nd alternate. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Absent

President Thornbury - Aye

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

MOTION CARRIED.

Review of Truth in Taxation Property Tax Recommendation and Resolution: The Superintendent of Finance explained in the memo included in the Board Packet that the Illinois State Truth-in-Taxation Law requires that the Park District make a determination of the maximum amount of property taxes that might be levied. If this estimate exceeds 105% from the previous year's extension, notice must be given to the public of the District's intent to adopt this levy. As required, the Park District must hold a public hearing for comment.

Winfield Township has estimated a 6.9% increase in assessed valuation, which includes a new construction estimate of \$25,000,000. Naperville Township has estimated a 7.3% increase, which included new construction estimate of \$13,746,820. The total new construction for both townships is estimated at \$38,746,820. Note, the Park District's overall 2023 assessed valuation estimate of \$723,189,580, prior to the addition of new construction, is a 7% increase over last year. The 2023 estimates are an average of values over the past three years. After the addition of new construction, the District's overall 2023 assessed valuation is estimated at \$761,936,400, which represents a 12.7% increase over the previous year.

For the 2023 tax year, the District will need to pass a new Abatement Ordinance for the 2020 General Obligation Park Bonds (Alternate Revenue Source) since Corporate Fund revenues will be pledged and appropriated for the timely payment of the debt service and additional property taxes corresponding to the bonds will not be needed and therefore abated. The Abatement Ordinance will be prepared accordingly for Board approval early in 2024.

There are several factors involved in preparing this year's Tax Levy estimate:

1. Increase in assessed valuation
2. Growth in new construction
3. Tax Cap (PTELL) of 5.0%

The 2023 Tax Levy and Assessed Valuation (AV) Calculation Worksheet incorporates the variables necessary to calculate the estimated 2023 Tax Levy. The variables and their assumptions are as follows.

- PTELL Limiting Increase of 5.0%, which limits the dollars that may be levied
- 2023 Total Assessed Valuation Estimate of \$761,936,400, which includes new construction.
- New construction data provided by both townships totaling \$38,746,820.
- Inclusion of the \$0.04 statutory limiting rate for Handicapped Recreation Tax
- Bond levy estimate of \$120,000, based upon proposed debt repayment schedule and Debt Service Extension Base
- Corporate, Recreation and Liability levies based upon forecasted needs
- An 12.7% EAV increase to allow for any further assessed valuation changes and new construction to capture the Park District's property tax allotments under the Property Tax Extension Limitation Act

Under the Property Tax Extension Limitation Act (PTELL), a governmental unit may increase its property tax extension annually up to 5% or the rate of inflation as measured by the All-Urban Consumer Price Index (CPI), whichever is less. With the 2023 tax cap of 5.0%, inclusion of new construction growth, inclusion of debt service, and incorporation of the \$.04 statutory limiting rate for Handicapped Recreation Tax, ***the District may anticipate receiving approximately \$320,542 in additional property taxes for next fiscal year, or a 10.4% increase over last year's property tax extension (5.0% for PTELL and 7% for new growth and increased assessed valuation).***

Because the Park District cannot be certain of exactly how much the assessed value will increase or decrease, the tax levy has been prepared with an additional 12.7% EAV increase, for the Park District to capture all revenues allowed under the Property Tax Limitation Act. ***Please note that this estimate does not represent the percentage increase that property owners will see on their tax bills. The County Clerk, once final EAVs are forwarded in late March or early April 2024, calculates the actual tax extension and rate, based on EAV growth and the tax cap. The Park District will only receive the amount allowed by PTELL.***

Last year's tax levy ordinance was \$3,498,000 and when EAV was finalized, the final 2022 property tax levy extension was \$3,094,129. The 2023 tax levy ordinance has been prepared in the amount of \$3,833,000; it is anticipated that when EAV is finalized next spring, the estimated final 2023 property tax levy extension will be \$3,414,671. The 2023 Truth in Taxation levy resolution has been prepared in accordance with statutes, and in the amount of \$3,713,000, which is exclusive of debt service.

The summarized steps of the tax levy process are included in the report:

- 1) The Board reviews the proposed Tax Levy and adopts the "Truth-in-Taxation Resolution" - November 2023 Board Meeting
- 2) A Legal Notice for a public hearing on the Tax Levy must be published – December 2023
- 3) A Public Hearing on the Tax levy is conducted prior to adoption – December 2023 Board Meeting
- 4) The Board adopts the Tax Levy Ordinance – December 2023 Board Meeting
- 5) The Tax Levy Ordinance is filed with the County Clerk- December 2023
- 6) DuPage County Clerk distributes final tax extension to District- mid to late March 2024
- 7) Property taxes received by the park District – beginning June 1, 2024

Review and Approval of Resolution 2023-10; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2023:

MOTION: Commissioner Wilkie Moved to Approve Resolution 2023-10; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2023. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Absent

Commissioner Machowski - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Review of Ordinance 2023-11; An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1, 2023 and Ending April 30, 2024: The Superintendent of Finance & Technology explained that this is for review only. A Public Hearing will be held on December 14, 2023 at the Regular Board Meeting, as well as the Board's Approval of Ordinance 2023-11.

Review and Approval of 2024 Board of Commissioners Regular Meeting Dates:

MOTION: Commissioner Machowski Moved to Approve the 2024 Board of Commissioners Regular Meeting Dates. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Machowski – Aye

Commissioner Coons - Absent

Commissioner DiCianni - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Review and Approval of FY 2024-25 Budget Calendar:

MOTION: Commissioner Wilkie Moved to Approve the 2024-25 Budget Calendar. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Absent

Commissioner Wilkie - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Discussion and Approval of Sponsorship of the Western DuPage Special Recreation Association "The Bash":

MOTION: Commissioner Wilkie Moved to Approve the Districts Silver Sponsorship Level of \$1250 for the 2024 Western DuPage Special Recreation Association "The Bash". Seconded by Commissioner DiCianni.

The Executive Director explained that "The Bash" is the largest fundraiser of the year for WDSRA and will be held at the Abbingdon Banquet Hall in Glen Ellyn on Saturday, March 2nd, 2024.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Absent

Commissioner Wilkie - Aye

President Thornbury - Aye

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

MOTION CARRIED.

January Employee Appreciation Event: The Executive Director noted that our annual staff celebration and gathering will be held on Thursday, January 11th from 6 – 9 pm at the Warrenville VFW. This year's event is themed "You are PASTA-TIVELY the Best!" with dinner being provided by Olive Garden.

Decennial Committee Meeting (Local Government Efficiency Act) on December 14th, 2023 at 5:30 pm: The Executive Director is proposing to hold our first of three (3) required meetings for the Decennial Committee Meeting (Local Government Efficiency Act). A separate agenda will be included and all members of the committee will be notified of the date and time.

Officials & Staff Reports

President:

President Thornbury felt that Fall Fest went extremely well, even with the rain, and was well attended.

Environmental Paradise Group Ad Hoc Committee: President Thornbury stated that she attended the Environmental Paradise Group Ad Hoc Committee in town that consists of concerned citizens to assist in keeping the City moving forward. The Morton Foundation has a \$1,000,000 Tree Canopy Restoration Grant. The City will be seeking grant funds from the Illinois Environmental Protection Agency (EPA) for the Ferry Creek Wetlands; to assist in protecting, managing, conserving and restoring wetland acreage and improving the condition of the wetlands. Information was shared with the Executive Director to contact Rob Sperl or Bill Weidner and inquire if this grant would benefit the District. If the grant is approved, 60% of the cost would be covered by the EPA grant and 40% covered by the City. This committee also is seeking to have the City's Landscape Code changed to reflect that all community public spaces are required to have a minimum of at least 50% native plantings.

Also, a City Mural Program is being introduced, with murals being painted throughout the City. She explained that the murals will not be painted on the actual building walls, they will be painted on panels and once complete, hung. The cost will be paid for by the Artist & Residence Program that is fully funded by the City of Warrenville through the City Museum. One artist would be selected each year to paint a mural, with one of the possible locations being on the back side of the Community Building.

They are also wanting to bring a Canadian Program down, like a City volunteer day. The intent is to bring children/youth and adults together to work together toward a common goal, cleaning up the parks and public spaces. The bigger intent is to build community with the younger generation and to get the younger generation involved in volunteering within your community. President Thornbury stated that this would impact us the most as most likely they will have the District assist in this program.

President Thornbury also stated that the transfer of the Warren Tavern to the City is progressing, with their goal of being transferred by September of 2024.

Commissioners: ***Commissioner Wilkie*** stated that the Fall Fest was fun, and was well attended. With the weather the gym was full, but had fun and made friends. He is looking forward to the holiday events taking place at the District.

Commissioner DiCianni stated that she also attended Fall Fest and felt it was well run. It was nice having more space in the main gym, with everything all spaced out.

President Thornbury also stated that she noticed that there was a prize bucket with little toys instead of candy and appreciated that there was alternative for those that cannot or do not want candy. Going forward, the District may want to include the "Teal Pumpkin Project" into the fall programs and events at the District; it is a simple way to make trick-or-treating safer and more inclusive for children living with food allergies, and other intolerances or conditions. The District could advertise on our and their website that we offer alternatives to candy.

Executive Director: The ***Executive Director*** reported that the breakfast was attended by nearly eighty (80) individuals including veterans, their spouses, children, and special guests. Congressman Bill Foster attended the event along with Mayor Brummel and Chief Bonilla. Students from the elementary schools provided cards and thank you letters to the Veterans who were in attendance. After breakfast, a Veterans Day ceremony was held at City Hall.

Legal Symposim: It was reported that he, along with the Executive Assistant attended the IAPD Legal Symposium on November 2nd in Oakbrook. Material received from the Symposium was available for Commissioners to view.

Custodial Bids: The Executive Director explained that the District will be requesting bids for the District custodial needs as the current contract expires December 31st, 2023.

Lions Park: The Executive Director also informed Commissioners that the Lions Park playground will be delivered in the next week.

Department Heads: The ***Office Manager*** reported that Fall Fest was the focus this month as staff prepared items, signage, worked the event, the selling of wristbands at the Guest Services Desk, the selling of food and beer tickets in the outdoor tent, and help taking photos.

It was also reported that the venue ticket interface for the ability to sell dance tickets online has been completed and patrons should have the ability to purchase tickets online.

The ***Superintendent of Finance & Technology*** reported that she and the Executive Director have begun quarterly meetings with Managers regarding their budgets.

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

The ***Superintendent of Parks & Facilities*** stated that each year SCARCE coordinates pumpkin collection around the western suburbs to help keep pumpkins out of landfills. Pumpkins that have been dropped off at the District have been transported to SCARCE for their yearly big pumpkin smash day.

The Superintendent of Parks & Facilities reported that the Pre-School Room renovation is near completion, with the floor complete and cabinets put into place. The countertops are currently on backorder, and once in and installed, will be complete.

The Superintendent stated that the District is waiting for the work permit to be issued to begin this project as the generator has been delivered and is in their warehouse.

