



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 February 15th, 2024**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Coons – Absent
Commissioner DiCianni – Present
Commissioner Wilkie – Present
Commissioner Machowski – 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
Dan Leahy, WDSRA Executive Director
Judi Wilkie, Warrenville Resident/Community Member

Approval of February 15th, 2024 Regular Meeting Agenda:

MOTION: Commissioner Machowski Moved to Approve the February 15th, 2024 Regular Meeting Agenda with the Item XI. Closed Session Tabled – Personnel to the March 21st, 2024 Board of Commissioners Regular Meeting so all Commissioners can be present for the discussion. Seconded by Commissioner DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: Judi Wilkie addressed the Board and explained that although she is an Alderman, she is not here as a City Alderman, she is speaking as Warrenville Taxpayer, resident, community member, volunteer and member and user of the Park District. The remarks reflect her views based on her observations, conversations, and her interactions with staff, Commissioners and other Warrenville citizens. It pains her to hear some Commissioners bad mouthing the Park District in public. In her opinion, the Park District is doing

a great job, with the recent awards and recognition received at the 2024 IPRA Annual Conference, this is one indication of the hard work and dedication of the staff and Park District administration, making this “The place to be”. The approval of the OSLAD Grant for the improvements of Cerny Park and the award of numerous TAC (Tourism and Arts Commission) Grants are just a couple more examples of the hard work and dedication of staff. She looks forward to the upcoming events and the progress of Cerny Park renovations.

Congratulations to the Marketing & Community Engagement Manager Sheri Potter for the award of the Distinguished Member of the Year Award in Communications and Marketing. This award is given to those who exemplify a leader, a collaborator and an advocate. She has witnessed these same qualities in the Marketing & Community Engagement Manager Sheri Potter while volunteering at numerous events in the District. The District is lucky to have such a dedicated and motivated employee.

She also thanked Commissioners for their volunteer services, however she asked that Commissioner review their Board of Commissioners Creed, Board Member Guidelines and the Board of Park Commissioners Policy Statement each signed when taking office. She stated that there should be no room in public meetings or Park District events for foul language, inappropriate or vindictive remarks, accusations based on hearsay, not facts or the pushing of personal agendas. As a taxpayer, she expects that Commissioners work as a team, the Creed states “be motivated only by a desire to serve the people of the community not their own agendas. Words have meaning and actions have consequences, there is no “I” in TEAM. Each Commissioner, no matter what board position is held, has one (1) vote, no one is more important than the other.”

She thanked all Park District staff and the administration for their hard work and dedication in offering a variety of programming to meet the needs of the community. She thanked the Board for their time.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Commissioners for January 18th, 2024:

Approval of Closed Session Meeting Minutes of the Board of Commissioners for January 18th, 2024 – Personnel:

MOTION: Commissioner DiCianni moved to approve the Consent Agent which includes the Regular Meeting Minutes of the Board of Commissioners for January 18, 2024, and Table the January 18th, 2024 Closed Session Meeting Minutes – Personnel to the March 21st, 2024 Meeting of the Board of Commissioners. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Coons - Absent

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

Commissioner DiCianni - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending January 31st, 2024:

MOTION: Commissioner Wilkie moved to approve the Financial Statements for the period ending January 31st, 2024. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Wilkie – Aye

Commissioner Coons - Absent

Commissioner DiCianni – Aye

Commissioner Machowski - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Approval of Expenditure Report through January 31st, 2024, in the Amount of \$118,671.34:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through January 31st, 2024 in the Amount of \$118,671.34. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Machowski - Aye

Commissioner Coons - Absent

President Thornbury - Aye

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

MOTION CARRIED.

Correspondence:

2024 IAPD (Illinois Association of Park Districts) Commissioner Membership Cards: 2024 IAPD Membership Cards were handed out to Commissioners. The card certifies that Commissioners are registered with the IAPD as a duly elected member of the District and authorized under Illinois law to perform all the legal duties and obligations of said office.

Legislative Breakfast, March 4, 2024 at Carol Stream Park District: The Executive Director stated that Monday, March 4th, is the correct date and he will be in attendance along with other Directors and Commissioners in the area. IAPD reaches out to legislators in the area inviting them to sit and discuss items taking place in Springfield and Monday, March 4th, provides us with direct communication with what is taking place in the capital. The Executive Director asked if Commissioners are interested in attending, to let him know tonight or tomorrow.

New Business:

Executive Director Dan Leahy of WDSRA (Western DuPage Special Recreation Association): The Executive Director introduced and welcomed Executive Director Dan Leahy of WDSRA. Executive Director Dan Leahy thanked the Board and provided an update on the Association along with goals accomplished over the past year and an update on the organization.

Executive Director Leahy explained that most of the information is based on last year's Annual Report with a couple of updates. He explained that on October 4th, 2023 a water main break flooded WDSRA's fifty-two (52) offices in the Main Administrative Building. Staff have been very fluid in their mind set and member Districts have opened space for them. He explained that although staff have had to readjust, families and participants have not felt an impact by this because of the collaboration with member Districts. He noted that they are currently conducting engineer studies/reports to make sure the building is structurally sound. Once this is complete, the selection of the flooring, colors, office desks and will be discussed and selected. Executive Director Dan Leahy is estimating it will be July when getting back into the offices.

He explained the highlights of his year; Visit to all communities/program sites, Inclusion shadowing, IAPD/IPRA Conference, continued meetings with local legislators leading to successful grants, Foundation advocacy – nearly 700k raised in donations and in-kind gifts, meetings/advocacy with school Superintendents, PR opportunities with NCTV and other community outlets and more involvement with SRA Directors.

The Park District has met over 94% of inclusion service requests, along with access to WDSRA programs and events; Valentine's Dance, Ninja Warrior Camp and Pickleball. The Park District is foundation support partners in WDSRA's Golf Outing and annual BASH fundraisers.

Executive Director Leahy stated that WDSRA will gladly provide disability awareness education for Warrenville Park District staff and community partners. He explained that currently everyone is speaking on inclusion, and noted that in the special need's world, the ADA was the first diversity, equity and inclusion movement. WDSRA is a part of any DEI equation.

He explained that the WDSRA Seasonal Program Registration statistics; for the size of our community and the facilities that we have, the Park District out punches our weight. The Park District does about 6% (333 registrations) of the WDSRA Seasonal Programming; and compared the Park Districts 6% to the surrounding Districts. The Park Districts WDSRA Inclusion Program Participation (WDSRA provides an Aid) percentage of 16% (359 registrations); 1/3 of WDSRA requests come out of Warrenville. He feels the WDSRA services are very visible and staff knows WDSRA's services and provides information to the community utilizing different mediums.

Executive Director Leahy explained the Launching of the WDSRA Scholarship Endowment with a fund balance goal of \$750,000. Once in place, that figure and the earnings it produces, will fulfill our typical annual scholarship need and more in perpetuity. This is a sustainable way to meet the needs of current and future participants & families.

The building recovery and rebuild are the next steps for the WDSRA Executive Director, along with the continued progress on the Strategic Plan (beginning of year 2) and in 2026 WDSRA will turn 50! Executive Director Leahy explained that he also has a Board of nine, and he looks to Member Districts Executive Directors for support and guidance, Executive Director Reinbold being one of the senior Directors. He thanked the Board for their time.

Executive Director Reinbold explained that the WDSRA seasonal and inclusion program numbers show that the Warrenville Park District and staff have a reputation of providing excellent inclusive programs, with staff being familiar with WDSRA, their staff and their services. WDSRA staff provide value to the Park District.

IPRA/IAPD Soaring to New Heights Conference:

- Recognition of Marketing & Community Engagement Manager, Sheri Potter receiving Communications & Marketing Section Distinguished Award: The Executive Director explained that the Marketing & Community Engagement Manager has excelled in her position and has had a tremendous impact on the IPRA Committees that she serves on. This award is the highest award within the Communication & Marketing Section for the State of Illinois. The Executive Director stated that this award is well deserved as the Marketing & Community Engagement Manager Sheri Potter has worked very hard and is involved in numerous committees; currently she is the Chair this year for PDS (Professional Development School) through IPRA, a member of the Communication & Marketing Section, and also takes part in the Agency Showcase.
- Conference Reports: President Thornbury's Conference Report was handed out to Commissioners and gave an overview of her report. She stated that she felt all sessions she attended were informative, worthwhile and beneficial. She highlighted and reviewed the information with Commissioners and the Executive Director will need to investigate for compliance.
 - Commissioners Private Social Media Page: Lindke v. Freed and O'Connor Ratcliffe v. Garnier appellate cases have resulted in the courts recognizing that if a Commissioner posts Park District links or information on their personal social media pages, it then becomes a public domain. This means that no one can be blocked, unfriended or deleted from the Commissioners private social media pages without violation of First Amendment rights. She is unsure if there are parameters; percentage of District information posted, to establish if a Commissioners private social media site becomes public domain.

- First Amendment Audits: Park Districts in the area are seeing an uptick in First Amendment cases against Park Districts. Someone comes in requesting a copy of the budget and other FOIA items, while they film the employee's response to the request and if any employee shows any anger, animosity or resentment to the requester, a First Amendment lawsuit is then filed.
- Public Forum Policy: The District should have a Public Forum Policy in place prior to needing one. The policy should explicitly state where citizens can congregate to express their First Amendment rights. This Public Forum policy should list where every gathering place is for every park, playground, and facilities that the agency owns or operates. It should also state that there will be a fenced area at festivals for those wanting to express their First Amendment rights.

The Executive Director stated that he has already reached out the Attorney Hoffman to investigate this and advise.

- Executive Director Review:
 - The Executive Directors Job Description should be reviewed annually.
 - The Executive Director should self-evaluate 1-2 months prior to the Boards evaluation.
 - The Executive Director contract should have a 2% minimum raise written in the contract. This takes politics out of the raise.
- Commissioners SHOULD NOT have contact with staff, in terms of agency direction, other than the Executive Director. She explained that when Commissioners are contacting staff, they may be violating their Oath of Office. "The duly adopted policies of the District under the powers of the Park Code – which Commissioners has also sworn to support – almost certainly set forth the chain of command. So, a Commissioner that continually directs staff is acting outside the powers of their office and is in violation of their oath."
- Drone Usage: As police departments, civic bodies and Park Districts are using drones to survey their outdoor events. If drones are to be utilized at festivals, events, and parks; it is required by law to post when drones are in use or specific days/hours of use, along with information where an individual can obtain a form to object to having their dependents image taken.
- Senate Bill 249 - Prevailing Wage: President Thornbury explained that the Prevailing Wage rate must be given to employee's doing any duty that is to be paid a Prevailing Wage; construction, plumbing, etc.

The Executive Director will follow up with the District Attorney regarding the revisions and laws.

President Thornbury spoke regarding the cost of other law firms and would like a goal set for the Executive Director to track the amount of time spent speaking with our current District Attorney and explained that this would assist the Board in the future when looking at other law firms.

The Executive Director explained that the District pays a monthly retainer fee and that both he and staff contact the attorney with questions, as there are no charges for each call. He explained further that the attorney has been with the District from day one knows the history of the District.

The Executive Director noted that the Attorney will be here in May to speak with the Board.

President Thornbury requested that the Executive Directors Job Description is to be included on the March 21st, 2024 Regular Meeting Agenda of the Board of Commissioners for review and approval. A 2% minimum raise is to be written into the Executive Directors contract. President Thornbury also suggested that starting next year the Executive Director start performing an annual self-evaluation prior to the Boards evaluation.

The Executive Director is also to inquire with the Attorney regarding the changes to the Prevailing Wage and to share the information with the Board.

Award of Cerny Park OSLAD Grant: The Executive Director announced that we have received funding as part of the OSLAD grant submitted between the City of Warrenville and the Park District for Cerny Park. He explained that in the upcoming months we will be completing paperwork and getting things in line to get the project underway.

The Executive Director has had initial conversations with Hitchcock Design. The City Park Task Force will need to meet in the upcoming weeks, then discuss with their respective council and boards. More than likely the bid process will begin later this year in the fall, with the actual project starting in 2025.

Phase I: Funded by the City of Warrenville with the Land Cash donations held for this purpose.

Phase II: The Park District will submit to receive an OSLAD Grant to include a water feature and other amenities.

The Executive Director explained that the by us collaborating and having a good relationship with the City of Warrenville provides us with more points in receiving these types of grants. Commissioner Machowski stated that he feels that staff have moved aggressively in completing the documents needed to be considered for the funding through the OSLAD Grant, he is impressed and proud of the dedication of the staff at the District.

The Executive Director explained that at some point in the future, the City Park Task Force will have discussions regarding how Cerny Park would be deeded over to the Park District.

President Thornbury stated that once the updates are completed at Cerny Park, it will be time for Sesqui Park to be updated.

Officials & Staff Reports

President: Nothing more to report.

Commissioners: ***Commissioner DiCianni*** apologized and was disappointed that she was unable to attend the conference this year due to illness.

Commissioner Wilkie stated that he and his family are enjoying the Fitness Center.

Commissioner Machowski had already spoken about the OSLAD Grant.

Executive Director: The ***Executive Director*** explained that the WDSRA 2024 Bash is Saturday March 2, 2024 with six (6) seats available. Commissioner Wilkie has already stated his interest in attending the event. If other Commissioners are interested in attending, please let him know as soon as possible.

Budget: Commissioners will receive the Draft Budget Binders Monday, March 11th in preparation for the budget presentation and meeting on March 21st, 2024. If Commissioners have any questions regarding the Budget, please contact him prior to the Board Meeting.

The Lions Park Ribbon Cutting Ceremony will take place on March 19th at 5:30 pm. Invitations have been sent out to approximately eighty (80) individuals, it is advertised in the Program Guide and on social media. The Executive Director asked Commissioners to inform him if they want to attend.

Strategic Plans: The Executive Director noted that the City of Warrenville and the Fire District are currently completing their Strategic Plans and will be part of their focus groups. Other staff will also be involved in these projects.

Harding Field: The Executive Director reported that the City of Warrenville has deeded Harding Field property to the District. A discussion regarding if the Park District would continue to call it Harding Field or Harding Park. All agreed to have this renamed to Harding Park. The Superintendent of Parks & Facilities will make a sign for placement at the site.

Generator: The Superintendent of Parks & Facilities and the Executive Director have been working closely with the City of Warrenville on the installation of the back up generator at the Recreation Center. There have been several hoops to jump through over the course of the past couple of months. Due to the changes made to the Planned Unit Development (PUD), the City's Attorney made minor changes along with an inspection prior to pouring the concrete base. After pouring the concrete base, the concrete needs to be cured prior to the generator being set and installed. The Executive Director received word Friday that the PUD will go to the planning and zoning commission on March 7th, for approval. The plan is to keep moving forward with the project once we receive the go ahead from the commission and City Council.

Legislative Conference: This year's Legislative Reception and Conference is set to take place in Springfield, IL on Tuesday, May 7th and Wednesday May 8th. Registration is currently available starting this week, and will once again take place in person along with the legislative reception at the Illini Country Club. The District also plans to take part in Parks Day at the Capital with staff setting up a booth at the state capital, displaying the impact that the Park District has on Warrenville.

Department Heads: The **Superintendent of Parks & Facilities** Gregg Ireland elaborated on the Executive Directors report regarding the generator. He explained the need to submit a Planned Unity Development Plan (PUD) to the City for the generator. He is hoping it will be warmer next week to pour the cement and then complete the additional paperwork and submit for the installation of the generator.

The Superintendent explained that due to the weather Park staff have been patching and painting around the Recreation Center and Community Building and will continue until mowing season. Park Staff have also been cutting back on the perennial plants around our District parks. This will continue, along with the pruning back of trees and shrubs as the City of Warrenville's brush chipper is unavailable.

The **Superintendent of Finance & Technology** stated that the draft of the budget is complete, we are now pulling together the reports, summaries, accomplishments, budget highlights, binder and presentation. Commissioners will receive the Draft of the Budget Binder on March 11th, while the presentation will take place at the March 21st, 2024 Regular Board of Park Commissioner Meeting.

She also explained that she has been dealing with a variety of regulatory changes, such as:

- IRS Reports are now required to be submitted electronically, in a specific format. Must build a user profile that must be validated.
- IMRF has a new website and new requirements on how to submit the wage reporting and monthly IMRF payments.

The Superintendent of Recreation/Safety Coordinator reported that he attended a session on Pickleball called "What's the Big Dill?" presented by Dr. Thunder, who measures the sound levels. The Superintendent plans to contact the speaker to obtain their presentation slide deck and resources.

The Superintendent also reported that the Early Bird Camp Registration, receive \$5 off, is now open with some weeks reaching over twenty (20) participants already.

The Marketing & Community Engagement Manager stated that the first draft of the Summer Program Guide was received yesterday. The Summer Program Guide should be out in the community by the end of March.

Puzzle Palooza Adult Version on March 1st has thirty-seven (37) teams (of 4) registered, with the family version having eight (8) teams registered. Discussion regarding the different pictures for the puzzles.

Any Other Action, if any, on Matters from Closed Session: No Action taken as "Closed Session – Personnel" was tabled to the March 21st, 2024 Regular Board of Commissioners Meeting.

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

Voice Vote: 4-Ayes, 0-Nays, 1-Absent (Coons).

MOTION CARRIED.

Adjourned at 7:37 pm

Approval



Barbara Thornbury, President Date 3/21/24
Seal



Tim Reinbold, Board Secretary Date 3/21/24