



**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 March 21<sup>st</sup>, 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 – Absent  
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  
Barb & Chem Grafczynski, Warrenville Resident  
Patrick Grafczynski, Warrenville Resident  
Laurie Cantu, Warrenville Resident

**Approval of March 21<sup>st</sup>, 2024 Regular Meeting Agenda:**

**MOTION:** Commissioner DiCianni Moved to Approve the March 21<sup>st</sup>, 2024 Board of Commissioners Regular Meeting Agenda. Seconded by Commissioner Machowski.

**Roll Call Vote:**

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

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

**Public Comment:** President Thornbury clarified that each individual's comments must not surpass three (3) minutes and shall only be permitted to speak once. It was also explained that while the Board appreciated all questions and comments, they may not be prepared to respond at the meeting.

Homeowners living near Lions Park addressed the Board regarding the height of the playground equipment recently installed.

- Barb & Chem Grafezynski addressed the Board regarding the installation of Lions Park new playground. It was stated that the playground is higher than the previous playground and those that are on the taller part of playground can see directly into their bedroom as there is no privacy. It was noted that the taller portion of the playground is estimated to be at least a three-foot difference from the previous playground. They realize that this is public space, but are hoping to see some sort of privacy screen or taller fencing installed (at least 10 feet tall) to alleviate this problem. Anything the Park District could do to alleviate this problem would help.
- Patrick Grafezynski stated that after Park Staff removed debris, trimmed/removed vegetation and cleaned up the area causing more visibility to the neighboring homes. Again, it was suggested to add more greenery along this area and some type of privacy screen to provide privacy for neighboring homeowners.
- Laurie Cantu, a homeowner addressed the Board and explained that when they purchased the home, along with the chain link fence with vegetation on the parks side of the fence and the homeowner purchasing and planting pine trees, this provided privacy in their back yard. With the trimming/removal of vegetation, this is no longer the case.

It is requested that the Park District plant vegetation along the chain link fence and install some sort of netting blocking the view of the playground. She asks that the Park District do the right thing and think of their privacy.

#### **Approval of Consent Agenda:**

Approval of Closed Session Meeting Minutes of the Board of Commissioners for January 18<sup>th</sup>, 2024:

Approval of Regular Meeting Minutes of the Board of Commissioners for February 15<sup>th</sup>, 2024:

**MOTION: Commissioner Machowski moved to approve the Consent Agent which includes the Board of Commissioners Closed Session Meeting Minutes – Personnel for January 18<sup>th</sup>, 2024 and February 18<sup>th</sup>, 2024 Regular Meeting Minutes of the Board of Commissioners. Seconded by Commissioner DiCianni.**

#### **Roll Call Vote:**

**Commissioner DiCianni - Aye**

**Commissioner Machowski - Aye**

**Commissioner Wilkie - Absent**

**Commissioner Coons - Absent**

**President Thornbury - Aye**

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

#### **Financial Reports:**

Approval of Financial Statements for the period ending February 29<sup>th</sup>, 2024:

**MOTION: Commissioner Machowski moved to approve the Financial Statements for the period ending February 29<sup>th</sup>, 2024. Seconded by Commissioner DiCianni.**

**Roll Call Vote:**

**Commissioner Wilkie - Absent**

**Commissioner Coons - Absent**

**Commissioner DiCianni - Aye**

**Commissioner Machowski - Aye**

**President Thornbury - Aye**

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

Approval of Expenditure Report through February 29<sup>th</sup>, 2024, in the Amount of \$137,786.95:

**MOTION: Commissioner DiCianni moved to approve the Expenditure Report through February 29<sup>th</sup>, 2024 in the Amount of \$137,786.95. Seconded by Commissioner Machowski.**

**Roll Call Vote:**

**Commissioner DiCianni - Aye**

**Commissioner Wilkie - Absent**

**Commissioner Machowski - Aye**

**Commissioner Coons - Absent**

**President Thornbury - Aye**

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

**Correspondence:**

Summerlakes Park Spring Clean-Up Day: The Spring Clean-Up is hosted by the Districts Earth Action Committee, is open to the public and will be held on Friday, April 5<sup>th</sup> from 1:00 to 3:00 pm.

CUSD District 200 Special Olympics Program Donation Thank You: A letter was received in regard to the Districts donation which directly support the athletes of CUSD District 200 Special Olympics Program.

**New Business:**

Review of Operating/Working Budget for Fiscal Year May 1, 2024 through April 30, 2025: The Superintendent of Finance & Technology Linda Straka presented the Fiscal Year 2024-25 Budget to Commissioners and staff.

**FY 2024 ACCOMPLISHMENTS:**

**Camps**

- Camp Revenue to date approximately \$287,000 – 152% of budget compared to \$198,947 for FY 2023
- 162 weekly average 2023 Summer Camp – 119 average in FY 2023
- Increases over FY 2023 - Turkey Camp 23%, Winter Break 10%, Spring Break 19%
- Summer Camp had 2 water park trips per week
- Travel Camp participated in Community Food Drive
- Creative Painting was held onsite with Pinots Palette

**Gymnastics**

- Gymnastics revenue to date \$28,700 – 124% of budget compared to \$25,416 for FY 2023
- Future Star Gymnastics moved to WCB gym as a more permanent home and to allow for growth
- Programming expansion of 35 sessions vs. 18 in FY 2023
- Mini, Beginner and Intermediate/Advanced levels now being offered

### **FitnessNOW**

- Fitness revenue to date \$213,000 – 97% of budget - 2 months remaining
- Multiple new Group Exercise offerings including Zumba, Total Body Stretching along with variations of yoga, TRX and cycling
- Specialty classes including Tai Chi and Chair Yoga have been established
- Five new staff (2 personal training, 3 instructors) hired in the last year

### **Summer Daze**

- Revenue \$67,309 in 2023 vs. \$69,494 in 2022
- Mobile credit card processing very popular
- Petting Zoo and pony rides continue to be popular additions with new entertainment being brought in each year
- 8 food vendors participated
- Car show had a record 75 pre-registrations with 101 total despite inclement weather

### **Lions Park Renovations**

- Held two community input meetings
- Playground replaced as part of 2023 IPRA Promotes Play Initiative
- Play equipment for ages 2-5 and 5–12 years installed
- Added interpretive sign
- Replaced two benches and one ADA accessible table

### **Hometown Holidays**

- Event decorations included large inflatable exhibits, light displays and motion lights
- Featured participants included caroling group, Warrenville Police and Fire Protection District and Santa in the inflatable snow globe
- 93 vehicles drove through the event
- Hot cocoa, cookie packets and holiday craft kits distributed

### **Other**

- Upgraded email spam filtering system
- Ongoing cyber security and cyber crime awareness training with staff
- Awarded \$600,000 IDNR grant for Phase I renovation at Cerny Park
- Repainted lower level of Recreation hallways, rooms 201 and 301
- Sponsorships of \$21,619 received through February 2024
- IL Arts Council and Tourism and Arts Council (TAC) grants – received 6 grants totaling \$53,760
- Successfully completed all-staff safety trainings and online PDRMA trainings
- Replacement of 3 computers as part of the computer hardware plan
- Installed wi-fi for the maintenance shop
- New cleaning contractor as of January 1, 2024
- Energy and Environmental Improvements
  - Recreation Center interior LED lighting plan
  - Computer equipment recycling
  - Hosted environmental collection programs
- GFOA Certificate of Achievement for Excellence in Financial Reporting
- Completed community input meetings for Lions and Cerny Parks
- Conducted DEIB focus group sessions, along with multiple workshops and trainings
- Held SMART Goals training for all full-time staff and department heads
- Board workshop led by Peter Murphy, CEO of the Illinois Association of Park Districts
- Redesigned cohesive signage/banners for updated Mission, Vision and Values
- Growth in several program areas, including pickleball, gymnastics, special events, birthday parties, soccer, day camps, basketball and dance
- Challenge Course improvements, including replacement equipment, new plants, mulch

- Installation of Community Garden Plot at Johnson School in conjunction with District 200
- Recreation staff participated in parks awareness campaign designed to increase programs and events in the parks
- Improvements to FitnessNOW including new personal trainers and instructors, new orientation classes and additional group exercise offerings

#### **FY 2024 CAPITAL PROJECTS**

- Developer Donations – received \$52,649 to date
- Preschool room renovated to include new flooring, cabinets and appliances
- Generator installation in process
- ProGator with water tank
- Challenge Course equipment replacement
- Lions Park renovation
- Recreation Center registration office updates
- Refinished floors in Room 301 and Dance studio
- Replaced 3 spin bikes
- Recreation Center gym door locks/panic bars
- Added rototiller for tractor
- Network firewall replacement
- Installed beehives at Summerlakes Park

#### **FY 2025 BUDGET HIGHLIGHTS**

- Introduction of Teen Advisory Group and Citizen Advisory Network
- Diversity, Equity, Inclusion and Belonging training program Phase II
- Improve interior signage for Recreation Center and WCB
- Installation of exterior door access control
- OSLAD grant program professional services for Phase II at Cerny Park
- WCB gymnasium security cameras
- Increased funding for WDSRA programs and inclusion services
- Continued energy and environmental improvements, including additional LED lighting at the Rec Center and WCB
- Expanding intergenerational programming
- Introducing Youth Martial Arts classes at the Recreation Center
- Expanding program areas such as youth pickleball, youth volleyball league, youth basketball and early childhood
- New prime time rental rates for weekend vs weekday usage
- Adding adult gourmet cooking class series
- Adjustments to individual personal training rates while remaining competitive
- Exploring a membership fee study to compare membership types with local competitors and industry standards
- Expanding fitness special events to increase exposure
- Continue selling fitness-specific concessions at the FitnessNOW desk

#### **FY 2025 VALUES**

##### **Innovation**

- Teen Advisory Group
- Drone video of parks/projects
- ADA transition plan update

##### **Sustainability**

- Computer recycling
- LED lighting projects
- Exterior door access control

- Tree replacement/new trees
- WCB gymnasium security cameras

**Inclusion**

- Increased funding for WDSRA inclusion services
- Team building events and All Staff training
- Volunteer recognition
- Rebranding special events

**Exceptional Service**

- Agency Showcase submission
- IAPD Best of the Best Award submission
- DEIB training program
- GFOA Certificate of Achievement program

**FY 2025 DEBT SERVICE**

**2022 General Obligation Limited Tax Park Bonds**

- Rollover every 3 years – current issue maturity 12/15/24
- New 3-year rollover in FY25 budget

**2020 Alternate Revenue General Obligation Park Bonds**

- Tax abatement – Transfer from Corporate Fund for repayment
- Maturity/final payment 12/15/25

**FY 2025 CAPITAL PROJECTS**

- Developer Donations – continued expectation for receipts
- Recreation Center lower-level parking lot renovation
- Sesqui Park basketball and pickleball improvements
- Recreation Center Door 1 awning
- Lions Park basketball improvements
- Kiwanis Park drinking fountain replacement
- John Deere skidsteer
- Fitness equipment replacement – treadmill and elliptical machines
- Installation of exterior door access control
- Signage improvement
- Bulletin boards/slat walls
- Panels behind basketball baskets

Review of Ordinance 2024-02 An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1<sup>st</sup> Day of May 2024, and Ending on the 30<sup>th</sup> Day of April 2025:

This item is Review only, and will be on the April Agenda for Approval.

Review and Approve Ordinance 2024-03; An Ordinance Appointing a New Registrar and Paying Agent for Certain Outstanding Obligations of the Warrenville Park District, DuPage County, Illinois:

**MOTION: Commissioner DiCianni moved to approve Ordinance 2024-03; An Ordinance Appointing a New Registrar and Paying Agent for Certain Outstanding Obligations of the Warrenville Park District, DuPage County, Illinois. Seconded by Commissioner Machowski.**

The Superintendent of Finance & Technology explained that the Districts holder of the 2020 General Obligation Bond Issue McHenry Savings Bank are being acquired by Michigan State University Federal Credit Union (MSUFCU), the bonds need to be re-

registered to MSUFCU. Speer Financial, and Chapman and Cutler, the District's bond attorneys, have advised the District to name the District's Treasurer as bond registrar to facilitate this transaction and have prepared the Ordinance accordingly. The District will also need to sign a new bond form to complete the transition.

**Roll Call Vote:**

**Commissioner Machowski - Aye**

**Commissioner DiCianni - Aye**

**Commissioner Coons - Absent**

**Commissioner Wilkie - Absent**

**President Thornbury - Aye**

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

Review, Update & Approve Executive Director Job Description:

**MOTION: Commissioner DiCianni moved to approve the Executive Director Job Description. Seconded by Commissioner Machowski.**

**Roll Call Vote:**

**Commissioner Wilkie - Absent**

**Commissioner Coons - Absent**

**Commissioner DiCianni - Aye**

**Commissioner Machowski - Aye**

**President Thornbury - Aye**

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

Tourism and Arts Commission (TAC) Hotel Grant Applications Submitted and Awarded:

- i. Fall Family Fun Fest in the Amount of \$11,538
- ii. LunchTime Live in the Amount of \$3,275
- iii. Movies in the Park in the Amount of \$1,665
- iv. Multicultural Festival in the Amount of \$20,668
- v. Art on the Prairie in the Amount of \$18,430

Commissioners congratulated staff for their time and expertise with writing, submitting and obtaining funding for the numerous events for the community of Warrentville to enjoy.

2024 Second Quarter Special Events – April 1<sup>st</sup> to June 30<sup>th</sup>, 2024: Information Only

**Officials & Staff Reports:**

President: ***President Thornbury*** asked regarding the required annual Sexual Harassment training requirement and where to find the training. The Executive Assistant will check if Commissioners have access to the PDRMA website, and will email instructions on access and where to find the training on PDRMA's website.

She spoke with the Executive Director previously about giving guidance to staff regarding not scheduling community wide events on major religious holidays to be more inclusive and is requesting that this be included on the April Board Meeting Agenda for discussion.

President Thornbury also stated that some Districts have added another Personal Day to use as they so choose to assist in making sure we are meeting employees needs.

Commissioners: **Commissioner DiCianni** stated that she is looking forward to spring, with all the spring programming and events.

The Lions Park Playground Ribbon Cutting was well attended and it was great to see everyone. The park grounds looked amazing.

Executive Director: The **Executive Director** reported that the Lions Park Playground Ribbon Cutting Ceremony took place on March 19<sup>th</sup> at 5:30 pm with many in attendance, including Community Leaders/Officials. He thanked the Parks Department for all their work at Lions Park; from installing tree rings, removal and replacement of old seating benches and water fountain. The park looked great.

The Executive Director explained that he spoke with the Attorney regarding Senate Bill 249, along with advising and assisting with a Freedom of Information Act (FOIA) request.

Following the inquiry raised at last month's Board Meeting regarding the Attorney's utilization and the effectiveness of the current stipend arrangement. He highlighted that under the existing framework, both designated staff and he engage the Attorney on an as-needed basis. He emphasized his confidence in the Attorney's exemplary service to the District, noting that alternative legal representation would likely incur greater expenses.

Senate Bill 249: Last month, President Thornbury spoke regarding Senate Bill 249 due to her attendance at an IAPD/IPRA Conference session. After taking time investigating the Senate Bill, and speaking with Attorney Hoffman, has more clarity on the subject. This currently has been assigned to a committee and is not law at this time. However, the bill amends the Prevailing Wage Act, provides that the provisions to the act apply to the construction or demolition of public works performed by an employee of a public body engages in the construction or demolition of public works *on behalf of another public body*. Attorney Hoffman stated that he has no knowledge of the District using any employee of any other public body to perform prevailing wage work for the District.

WDSRA: The Executive Director stated that he attended WDSRA's Annual Fund Raiser, along with Commissioner Wilkie and his wife and both the Superintendent of Parks & Facilities and the Marketing & Community Engagement Manager. Preliminary numbers were pulled together and funds raised were in excess of \$200,000.

Master Plans: The Executive Director, as well as the Superintendent of Parks & Facilities and Marketing & Community Engagement Manager attended the Fire Protection Districts community meeting. This took place at the Fire Department and was extremely well attended with representative from all areas of the community including residents.

The Executive Director, staff, along with President Thornbury attended a focus group meeting at City Hall which was led by their consultant. The Executive Director will keep the Board informed of any upcoming meetings or information in the upcoming months.

Legislative Reception and Conference: This year's Legislative Reception and Conference is set to take place in Springfield, IL on Tuesday, May 7<sup>th</sup> and Wednesday May 8<sup>th</sup>.



The Executive Director informed the Board that he will be out of the office from March 29<sup>th</sup> to April 8<sup>th</sup>. He will email Commissioners with the specifics, but as always, he is available by phone.

Department Heads: The Superintendent of Parks & Facilities stated that he was enlightened by how many people attended the Lions Park Playground Ribbon Cutting.

The Superintendent of Finance & Technology stated the end of next month is the end of the fiscal year and will be transitioning into the new fiscal year.

The Superintendent of Recreation/Safety Coordinator reported that he is currently working with the Police Department to coordinate a date to provide emergency preparedness training at the Districts June Employee Safety Training.

He is also working with the Athletic & Facilities Supervisor Dave Weiner in finding more volunteer coaches for the Soccer League Program.

The Superintendent shared the current Summer Camp registration numbers. The program was updated and rolled out on February 10<sup>th</sup> with online registration and in-person registration. A Total 1,044 registered compared to 688 registered at this time last year, a 52% increase.

Camp Runamuk: 469 registered  
Camp Explorers: 447 registered  
Camp Travel: 128 registered

The Marketing & Community Engagement Manager reported on the upcoming events taking place and the registration numbers.

Flashlight Egg Hunt : 222 registered  
Breakfast with the Bunny: 98 registered  
Bunny Basket Delivery: SOLD OUT

**Closed Session – 5ILCS 120 2 (c) (1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational or education setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.**

**MOTION: Commissioner DiCianni moved to go into Closed Session – 5 ILCS 120 2 (c) (1): Seconded by Commissioner Machowski.**

**Roll Call:**

**Commissioner Coons - Absent**

**Commissioner Machowski – Aye**

**Commissioner Wilkie - Absent**

**Commissioner DiCianni - Aye**

**President Thornbury - Aye**

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

**IN CLOSED SESSION AT 7:34 PM**

**ROSE FROM CLOSED SESSION AT 8:27 PM**

**Any Other Action, if any, on Matters from Closed Session:**

President Thornbury asked for a Motion to accept the contract for the Executive Director Timothy Reinbold with the changes as discussed and extend the contract until midnight of March 31<sup>st</sup> of 2027.

**MOTION: Commissioner Machowski moved to accept the contract for the Executive Director Timothy Reinbold with the changes as discussed and extend the contract until midnight of March 31<sup>st</sup> of 2027. Seconded by Commissioner DiCianni.**

**Roll Call:**

**Commissioner Machowski - Aye**

**Commissioner DiCianni – Aye**

**Commissioner Coons - Absent**

**Commissioner Wilkie - Absent**

**President Thornbury - Aye**

**3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

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

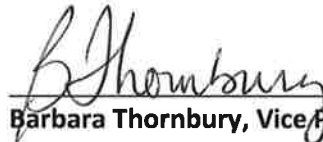
**Adjournment: Commissioner DiCianni Moved to Adjourn. Seconded by Commissioner Machowski.**

**Voice Vote: 3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie)**

**MOTION CARRIED.**

**Adjourned at 8:30 pm**

**Approval**

  
\_\_\_\_\_, 4/18/24  
Barbara Thornbury, Vice President Date

  
\_\_\_\_\_, 4/18/24  
Tim Reinbold, Board Secretary Date

**Seal**