



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 20th, 2025**

Call to Order: President DiCianni called the meeting to order at 6:15 pm.

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
Commissioner Wilkie – Present
Commissioner Coons – Present
Commissioner Thornbury – Present
President DiCianni – Present

Others Present:

Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board Secretary
Gregg Ireland, Superintendent of Parks & Facilities
Linda Straka, Superintendent of Finance & Technology
Matt Odom, Superintendent of Recreation/Safety Coordinator
Michelle Savage, Office Manager
Sheri Potter, Marketing & Community Engagement Manager
Jeanne Dina, Commissioner Candidate
Connie Schmidt, representing Ferry Road Permaculture (Ferry Forest Garden)
Dorothy Deer, representing Ferry Road Permaculture (Ferry Forest Garden)

Approval of Regular Meeting Agenda of the Warrenville Park District Board of Commissioners for February 20th, 2025:

MOTION: Commissioner Wilkie Moved to Approve the Regular Meeting Agenda of the Warrenville Park District Board of Commissioners for February 20th, 2025. Second by Commissioner Machowski.

Roll Call Vote:

Commissioner Thornbury - Aye
Commissioner Wilkie - Aye
President DiCianni - Aye

Commissioner Machowski - Aye
Commissioner Coons - Aye

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

Public Comment: Dorothy Deer introduced herself and spoke about the Ferry Forest Garden and the need for a home and support from the District. She suggested that the District “adopt” the Garden and mentions the liability insurance concerns and the potential for collaboration with Warrenville in Bloom, as all their volunteers are involved in the Warrenville in Bloom. Having the District become a partner in providing a valuable service, a benefit to the community and, feels like the District is the right place for it to be, an organization with a large liability insurance policy, and felt like it could fall under that well and easily. It was explained that when approached their liability insurance policy, it was noted that the cost would most likely double (no quote given).

Dorothy Deer continued speaking to Commissioners and stated that the Garden needs a home, needs help and would be wonderful if the District adopted it and volunteers would become part of the Districts’ volunteer group. She stated that the Warrenville in Bloom Board could vote to become an entity with a volunteer group and create a collaboration with the District.

She explained that the City of Warrenville works with DuPage County to get permission to work on County land, and believes the District could do the same. She encourages Commissioners to vote positively, and keep the Ferry Forest Garden a part of our City.

Approval of Consent Agenda:

Approval of the Regular Meeting Minutes of the Board of Park Commissioners for March 20th, 2025:

MOTION: Commissioner Wilkie Moved to Approve of the Regular Meeting Minutes of the Board of Park Commissioners for March 20th, 2025. Second by Commissioner Machowski.

Roll Call Vote:

**Commissioner Thornbury - Aye
Commissioner Coons - Aye
President DiCianni - Aye**

**Commissioner Wilkie - Aye
Commissioner Machowski - Aye**

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

Approval of the Closed Session - Personnel Meeting Minutes of the Board of Park Commissioners for February 20th, 2025:

MOTION: Commissioner Wilkie Moved to Approve the February 20th, 2025 Board of Commissioners Closed Session Meeting Minutes – Personnel. Second by Commissioner Machowski.

Roll Call Vote:

**Commissioner Wilkie - Aye
Commissioner Machowski - Aye
President DiCianni - Aye**

**Commissioner Thornbury - Aye
Commissioner Coons – Aye**

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

Financial Reports:

Approval of Financial Statement for the Period Ending February 28th, 2025:

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the Period Ending February 28th, 2025. Second by Commissioner Coons.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Machowski - Aye

President DiCianni - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of Expenditure Report through February 28th, 2025 in the Amount of \$123,078.06:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through February 28th, 2025 in the Amount of \$123,078.06. Second by Commissioner Thornbury.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

President DiCianni - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Correspondence:

Letter Received from DuPage County Clerk's Office Regarding Upcoming Election: The Executive Director explained that being used as an election site works, but it is an inconvenience to the District. The District schedules staff during all voting hours and stated that it is not bad when it is just one day of voting. When it is the Early Voting weeks beforehand it disrupts programming, fitness use, among other different things, but have worked with them to make to make it happen. The letter received was included in Commissioner Board Packets.

Superintendent of Recreation Matt Odom stated that the District is scheduled for the Spring of 2026. He explained that the Presidential Election was longer, during the week and on weekends. Although the District is happy to help out, but it definitely impacts the operations here.

PDRMA Ladder Alternative Reimbursement Programing: PDRMA provides an annual ladder reimbursement by trying to be proactive in preventing fall injuries. Every year the District submits for this reimbursement and were recently awarded \$474.00 for additional scaffolding that we purchased for the recent project when we repainted the Warrenville Community Building gymnasium.

Old Business:

Cerny Park OSLAD Update: The Executive Director explained that over the course of the past month there have not been a lot of changes or updates regarding Cerny Park and Phase I of construction. The Phase I permit has been approved and early next month the District will be meeting with Hitchcock Design as construction will be beginning soon. A Construction Meeting has been scheduled for March 27th, 2025.

Discussion regarding having Rob Sperl from Friends of Parks and/or Mark Tudor from ADA Compliance Professionals view the plan prior to signing off to make sure that the specific pieces are ADA accessible, and asked if this cost has been budgeted. The Executive Director stated that he does not have a problem with having either of them view the Park plans.

Commissioner Thornbury suggested having Rob Sperl from Friends of Warrenville Parks who has over 30 years of experience in parks and recreation and is a very good resource. The Board is wanting assurance that the City of Warrenville permit requires that the manufacturer provide in writing that the playground meets ADA standards at the time of construction compliance before they would approve the permit.

Commissioners all voiced their opinions and feels an extra set of eyes to give more feedback and to make sure when this project is completed, the community has the very best playground and is ADA accessible. It was the consensus of the Board to have the Executive Director reach out to Rob Sperl for his opinion and assistance with the Cerny Park Phase I playground plans to ensure ADA Compliance.

New Business:

Discussion on Ferry Forest Garden: The Executive Director explained that after the conclusion of the presentation at last month's Board Meeting, the Board instructed the Executive Director to reach out to PDRMA and the Park Districts' Attorney to find out what the viability of taking on this project would be. The Board requested the Executive Director to investigate any legal and/or insurance implications.

The Executive Director explained that he spoke with both the Districts' Attorney and Park District Risk Management Agency (PDRMA) Representatives, including their Legal Department. He shared the specifics regarding the property, by taking on the liability and insurance on land owned by DuPage County, the location of the site, the history of the site and its current state.

The Executive Director stated both the Districts' Attorney and PDRMA stated that with the property being owned by DuPage County, and taking on the liability and insurance issues on land that is not owned by the District is not advised. The District does not have an insurable interest in the property due to not owning this property, nor is there an interest that benefits the District other than community relations. PDRMA Attorney Sara Yeager stated not owning the property and having the name associated with the covered volunteers and assume risk is not something that PDRMA would not likely sign off on. If something major happened, the District would be responsible, and there could be coverage implications. Food poisoning could be something that would be open, as the food there could be consumable by anyone, and that Tort Immunity would not be covered.

The Executive Director noted that after having this conversation with the Districts' Attorney agrees with PDRMA's recommendation that the District does not "sponsor or "adopting" the Ferry Forest Garden (Ferry Road Permaculture Park), as the District would be at risk as this would not be covered.

After discussion, all Commissioners voiced their concerns and noted that as Commissioners fiduciary duty to act and vote on matters, and govern in the best interest of the District and community. Therefore, it was the consensus of the Board to follow the recommendation and advice of both PDRMA and the Districts' Attorney and not "sponsor" or "adopt" this group.

Fiscal Year 2025-26 Budget Presentation: The Superintendent of Finance & Technology explained that our budget presentation is designed to be high level and will not go through all the line items as in past years, and is a big picture of where we have been, where we are and where we are going.

The Superintendent of Finance and Technology Linda Straka explained that accomplishments for 2025 fiscal year were listed and looked at a few of the dollar percentage comparisons. And then we will discuss the fiscal 2026 highlights.

She stated that a lot of effort goes into this budget every year and appreciates everyone's hard work, because she would not be able to do this by herself. She explained that staff also play a huge roll in this process and it took a few months to get to this point. The Superintendent of Finance and Technology gave the Board a little budget history; the District has been very conservative with budgeting for the past three (3) years, due to the pandemic and its effects. The District has returned to a much more realistic picture, and are now able to reliably compare prior year's projections to the new budget. It was explained that the District has returned to a more normal level, but it took a few years to get back on track. In this fiscal year's budget (2026), it gives a much more realistic picture of where the District is at and where it is headed.

The Board discussed the operating revenue was up by four 4% with expenses up 2% and a projected net surplus. The projected results by fund show everything, as it says, by fund.

Corporate, Liability and Bond Funds are property tax supported funds and remain steady with revenue higher than expenses and is under budget.

Corporate and liability expenses are under budget.

Special Recreation expenses are over budget and continue to rise due to inclusion costs, which the Board has previously acknowledged and discussed and there is not much that the District can do.

The Recreation Fund revenue is 5% over budget, with expenses at 4% over budget, and a net projection of \$70,000 or plus.

The Districts Capital Fund revenue was 43% higher than budgeted because of the DECO grant that was received for \$400,000. Expenses under that fund are under budget due to Sesqui improvements being carried over to the next fiscal year. The Fitness revenues are over budget by 2.5% and expenses over budget by 13% due to personal training payroll and credit card fees, due to more people paying with credit cards, while our fees continue to rise. However, the Fitness Fund has a projected net surplus of \$30,000, as the District is still growing the fund balance. The District has fund balance growth in all funds except Special Recreation due to inclusion expenses.

The Executive Director explained that the surrounding communities do not provide programming that is inclusive. Those patrons are coming to our District, they are not using their inclusion budget, they are then able to use those funds for their upgrades.

It was stated that the District is almost taking on other Districts responsibilities. It was noted that legislation needs to be changed, or at least updated, because more individuals are now in that service group. This will need to be addressed at some point. The Executive Director stated that when the Executive Director of WDSRA attended his annual visit in February, this was talked about. WDSRA Executive Director was transparent with his knowledge that a lot of their inclusion requests come from our District. WDSRA knows that this will need to be addressed at some point as the District just passed our ADA Transition Plan and there are pages of items that need to be done in the next five (5) years to make progress on that list.

The Superintendent of Finance stated that there is also a provision for a new bond in the budget in 2026 for specific capital project needs. This is something that the Board can discuss later but is not something the District has to continue.

Review of Ordinance 2025-07: An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for the Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2025, and Ending on the 30th Day of April, 2026:

The Executive Director explained that the Budget currently will be on display for the required 30 days, and brought back to the Board in April for approval.

Approval of Ordinance 2025-06: An Ordinance Amending and Restating the General Use Rules and Regulations of the Warrenville Park District and Repealing Ordinance 2019-04: The Executive Director explained that the General Use Ordinance was brought to the Board in February for review only. The document had been updated "in Draft form" to include "Drone Usage" and "First Amendment Information," and other minor changes.

MOTION: Commissioner Coons moved to Approve of Ordinance 2025-06: An Ordinance Amending and Restating the General Use Rules and Regulations of the Warrenville Park District and Repealing Ordinance 2019-04. Second by Commissioner Machowski.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

President DiCianni - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Review of Board of Commissioners' General Practices Manual: The Executive Director explained that the General Practices Manual was included in the Board Packet for review only. In the Executive Directors Report, it explains that no changes have been made to this document since it was last approved.

The General Practices Manual will be updated to include gender neutral terms, consistent language, and any typographical errors. This will be included on the April Board Agenda for Review, Discussion and Approval.

Board Review and Handout of the ADA Transition Plan Progress & Updates within the last five (5) years: The Executive Director explained that the ADA plan included in the Board Packet is a copy of the previous ADA Transition Plan that was last updated in 2018, and now includes all updates made through 2024.

The Districts New ADA Transition Plan was reviewed, discussed and approved by the Board in January 2025. The Executive Director explained that moving forward the ADA Transition Plan will be updated as progress is made and will be brought to the Board on an annual basis; as an Annual ADA Progress Report with information on what has been completed within the Plan and any other changes and/or additions to the Plan. No approval is needed, just a review.

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

- i. Fall Family Fun Fest in the Amount of \$12,343.00 (2024 \$11,538.00)
- ii. Lunchtime Live in the Amount of \$3,225.00 (2024 \$3,275.00)
- iii. Movies in the Park in the Amount of \$1,801.00 (2024 \$1,665.00)
- iv. Multicultural Festival in the Amount of \$23,336.00 (2024 \$20,668.00)
- v. StoryWalk in the Amount of \$6,419.00 (NEW)
- vi. Art on the Prairie in the Amount of \$18,261.00 (2024 \$18,430.00)

President DiCianni stated that the events are not only a lot of work on the front end; receiving quotes, providing all the specifics of the event and the paperwork needed to be submitted for review to be eligible to receive a grant; But also, a lot of work on the back end, after the event and /or program, recaps need to be completed on all the receipts and reimbursements that are needed to be submitted to the City.

2025 Second Quarter Special Events – April 1st to June 30th: This document was included in the Board Packet and lists the special events that will be taking place at the District over the course of the second quarter of 2025. Marketing and Community Engagement Manager worked with the Recreation Department to compile this information which lists the days, times, and locations of the events. It was stated if Commissioners would like to be involved with a specific event to reach out to him.

Officials & Staff Reports

President: ***President DiCianni*** stated that she attended the Sweetheart Family Dinner Dance which was well received and worked with Supervisor Ruth Brackman. She enjoyed seeing all the couples and families there, with one family coming from Naperville.

President DiCianni also attended the Legislative Breakfast with the Executive Director and Commissioner Wilkie. She stated that it is interesting to hear how things are going forward in these times and is glad she attended. She brought back brochures for those who could not be in attendance.

Commissioners: **Commissioner Wilkie** stated that he also attended the Legislative Breakfast and felt it is good to hear what is going on in Springfield and in the area. One of the things that they do in Springfield with legislators, students actually watch them in their job for a day. Commissioner Wilkie thought that this would be something that Key Club members or high school students shadow positions within the District and may be a great way to get more youth interested and aware in being in the parks and recreation field, while also getting their opinions and could also be tied into the Teen Advisory Committee. He noted that School District 200 has high school kids, both from North and South, to sit on the Board. Elections are held to decide who sits on the Board.

Commissioner Wilkie also stated that it is a great accomplishment for the District to have received over \$25,000 in Sponsorship funds and congratulated those involved. He gave kudos to all the staff, and was blown away with page after page of accomplishments over the past year and is doing all the right things. He stated that he is glad he is along for the ride.

Commissioner Machowski agrees that the Budget Presentation and the highlights shown throughout last year were awesome. He also mentioned taking part in the Special Olympics Polar Plunge.

Commissioner Thornbury wants to say thank you to staff for the incident that occurred this week. The Superintendent of Parks & Facilities Gregg Ireland did everything correctly and was the lead on that initially, and managed it extremely well. From there, the rest of the staff really did everything correctly. She thanked staff again and encourages anyone who finds, even in the future, that they are having some sort of issue with it, to please seek out the Employee Assistance Program.

Commissioner Thornbury again mentioned holding Committee of the Whole meetings in the past, and explained a Committee of the Whole Meeting is just for discussions with no votes taken during that time. She is looking at the upcoming DA documents coming to the Board and is questioning whether to have a Committee of the Whole Meeting for all the DA documents and is looking for feedback and input from the Executive Assistant regarding this.

The Executive Assistant stated that having more meetings causes more work. The Executive Director explained that this project was started early, so we have gotten ahead of it, and are giving the Board information as we go. There are still a lot of things that that need to get done, with most internally. If there is a time when we need to get a lot done, the Board will be alerted a month or two ahead of time. He explained that the District will be going through the review in October, seven (7) months away.

The Executive Director stated that being on the committee, a District cannot go through accreditation without an updated master plan, an updated ADA Transition Plan. Both are completed and the 2026 Goals and Objectives will be coming to the Board. He explained that these manuals are coming before the Board, but does not

think they are going to have major changes that will need to be made. He stated that the Personnel Policy Manual was a huge accomplishment, which took some time to get through, but is now completed.

He explained that he and the Executive Assistant will continue to go through the standards, look at the requirements and pull the documents. If there is something that needs to come before the Board, this could be done. He noted that doesn't think there's anything coming that would warrant having another meeting to have a discussion.

Commissioner Wilkie stated that for quite some time he has been thinking about moving to electronics, a laptop or tablet, so we can conserve paper and save trees. He explained that it would make things more accessible. Documents can be sent quicker, and no reprinting of revisions.

Commissioner Thornbury also added that it makes sense that it could save staff time and to also save paper and other resources.

The Executive Director stated that it is not in the budget for this year, but can list this as a District/Agency goal; to inquire what platform other districts are using for their Boards, research the different platforms available, their features and cost. Next year, formulate the budget, whether it is IT support, hardware, etc.

Commissioner Coons thanked everyone as looking at the numbers that are happening in events and programs and everything across the board, it would not happen if it were not for everyone here, it is the dedication to our community and to the District, she thanked everyone for all of that. She explained that when reading the Board Packet each and every month and to know everything that is going to be taking place, it is all a testament each employee here at the District.

Executive Director: The Executive Director passed out a pamphlet with the Legislative platform bills that are out there right now that IAPD President Peter Murphy and CEO Jason Anselment highlighted, increasing the minimum, things that are involved there.

The IAPD Conference takes place on Tuesday, April 29th and Wednesday, April 30th. The District plans to take part in Parks Day at the Capital and set up a booth. Last year the Executive Director stated that State Representatives and Senators stopped by the Districts' Booth. Information will be sent to them in the upcoming weeks to invite them to stop by the Districts Booth again.

The Executive Director stated that both Linda Straka and Michelle Savage are celebrating anniversaries with the District the month; with Michelle being with the District for 18 years and Linda for 8 years. He requested those Commissioners that have not completed the required Sexual Harassment Training to please do so and send to the Executive Assistant.

Department Heads: The **Office Manager** stated that the Summer Camp registration season began with an Early Bird promotion, which enticed many families to register early. Both the Office Manager and Office Supervisor Carol Bartus updated, proofed and printed

camp forms and booklets, as well as tested the web setup, while also preparing for the questions that will be asked.

The Office Manager also stated that the Earth Action Committee is in the process of rebranding and will be adding another member to the Committee.

The **Superintendent Finance & Technology** reported that with the budget near completion, the next step will be closing out the year.

The **Marketing & Community Engagement Manager** reported that the Summer Brochure was finalized on March 12th. A "Sneak Peek" email and a social media post will be made and sent with the delivery of the Brochure, anticipated to be in mailboxes March 27th.

It was also reported that a District 200 student will be interning with the Marketing & Community Engagement Manager with taking pictures and video for District promotion of programs and special events.

The **Superintendent of Recreation/Safety Coordinator** reported on the Summer Camp Program with special themes and planned activities that will also be a component each week, along with swimming two days and one field trip or professional performance each week.

The registration for Summer Camp went live online and in-person on Monday, February 10th with an Early Bird Discount of \$5 per week was offered with the deadline of February 28th. It was explained that across all levels of Camp, just over 1200 weekly registrations (an average of 1200 campers per week) registered! Registration for Summer Camp continues with 94 daily registrations (19-day average) as of March 12th, 2025.

Preschool Programs enrollments have been strong in 2025. There are fifty-one (51) children enrolled in the Districts programs for the month of March, in addition to six (6) from Winfield Park District. A group of early childhood parents requested a Wednesday play group in the Recreation Center Gym, our new employee Ellen Gintautas will manage this program with approximately 15 -20 participants weekly following "Fun with Miss Mary" in the a.m.

The Superintendent of Recreation/Safety Coordinator reported that the District submitted for reimbursement from PDRMA through their Ladder Reimbursement Program and received \$474.00 for the purchase of scaffolding

Superintendent of Parks & Facilities stated that last year the District purchased scaffolding with in intention to purchase more scaffolding that can be utilized with different projects. The scaffolding was most recently used for the repainting of the WCB gym.

Park staff have dug out the area at Sesqui Park and added a gravel base in preparation for a new sidewalk extension to the location where the "Baggo" (Cornhole, or Bags) Game is located for ADA accessibility.

Park staff also removed the players' benches fields 1 and 2 as they had lifted from the ground and were very uneven. Extensions will be added to the bench legs and reinstall them in the coming weeks.

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 Thornbury moved to go into Closed Session – 5 ILCS 120 2 (c) (1): Seconded by Commissioner Wilkie.

Roll Call:

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

IN CLOSED SESSION AT 7:52 PM

ROSE FROM CLOSED SESSION AT 8:40 PM

**Roll Call: Commissioner Machowski - Present
Commissioner Wilkie - Present
Commissioner Coons - Present
Commissioner Thornbury - Present
President DiCianni - Present**

Any Action from Closed Session:

MOTION: Commissioner Thornbury moved to extend a contract between the Board of Commissioners of the Warrenville Park District with Executive Director Timothy Reinbold to the ending date on March 31st, 2028, with the compensation that was previously discussed in Closed Session.

The Executive Assistant is to contact the District Attorney to revise Executive Director Timothy Reinbold's 3-Year Rolling Contract for Fiscal Year 2025-26 starting April 1st 2025 to March 31st, 2028 and to reflect what was discussed in Closed Session – Personnel. Second by Commissioner Wilkie.

Roll Call:

**Commissioner Wilkie - Aye
Commissioner Thornbury -- Aye
President DiCianni - Aye**

**Commissioner Machowski - Aye
Commissioner Coons - Aye**

**5-Ayes, 0-Nays, 0-Absent
ALL IN FAVOR. MOTION CARRIED.**

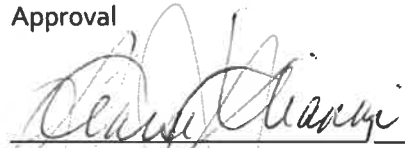
Any Other Business That May Properly Come before the Board for Discussion Only: None.

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

**Voice Vote: 5-Ayes, 0-Nays, 0-Absent.
MOTION CARRIED.**

Adjourn at 8:42 pm

Approval



Denise DiCianni, President Date

 11/17/26

Tim Reinbold, Board Secretary Date

Seal

