



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 May 15th, 2025**

Call to Order:

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

Pledge of Allegiance:

Oath of Office: Colin Wilkie – 4 - Year Unexpired Term, May 2025 – April 2029

Tina Coons – 4 - Year Unexpired Term, May 2025 – April 2029

Mike Machowski – 4-Year Unexpired Term, May 2025 – April 2029

Roll Call: President Thornbury – Present
Commissioner Machowski – Present
Commissioner Coons – Present
Commissioner Wilkie – Present
Commissioner 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
Matt Odom, Superintendent of Recreation/Safety Coordinator
Linda Straka, Superintendent of Finance & Technology
Michelle Savage, Office Manager
Sheri Potter, Marketing & Community Engagement Manager
Ted Coons, Warrenville Resident
Judy Wilkie, Warrenville Resident

Approval of Regular Meeting Agenda for May 15th, 2025

MOTION: Commissioner Thornbury Moved to Approve the May 15th, 2025 Regular Meeting Agenda.
Seconded by Commissioner. Wilkie

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: No public comment

Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for April 17th, 2025.

MOTION: Commissioner Wilkie moved to Approve the Regular Meeting Minutes of the Board of Park Commissioners for April 17th, 2025. Seconded by Commissioner Machowski

Roll Call Vote:

Commissioner Thornbury – Aye

Commissioner Coons – Aye

Commissioner DiCianni – Aye

Commissioner Wilkie – Aye

Commissioner Machowski – Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Financial Reports

Approval of Financial Statement for the Period Ending April 30th, 2025:

MOTION: Commissioner Coons moved to approve the Financial Statements for ending April 30th, 2025. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Machowski - Aye

President Thornbury - Aye

Commissioner DiCianni - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of Expenditure Report through April 30th, 2025, in the Amount of \$150,262.75:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through April 30th, 2025 in the Amount of \$150,262.75. Seconded by Commissioner Coons.

Roll Call Vote:

President Thornbury - Aye

Commissioner Coons - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Machowski - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Correspondence

Abstract and Canvass of Election Results from DuPage County Election Communication: The Official Canvass of Votes for the Consolidated Election for the Warrenville Park Commissioners, page 386, was included in the Board Packet.

Old Business

Cerny Park OSLAD Update: Phase I & Phase II: The Executive Director noted that there was an onsite meeting with Hitchcock Design, Hacienda Landscaping and the City of Warrenville to review the progress of the project, along with what is coming in the next several weeks.

The Superintendent of Parks & Facilities Gregg Ireland visited Cerny Park to inspect progress with Hacienda and Hitchcock. The major demolition is complete: the playground, sand volley-ball area, and concrete under the shelter and pathways have all been removed. The framing for the concrete has started, and pouring is expected to begin early next week. A large amount of concrete will be delivered, and City of Warrenville inspectors have reviewed slope specification to ensure compliance.

An unexpected issue was discovered: several wooden shelter posts were severely rotted below the surface. Cleary Building will reinforce the structure by boxing out the damaged posts with pressure-treated lumber after the concrete is poured. This approach will make the posts structurally sound and extend the life of the structure by about 30 years. The posts will be anchored to the concrete pad and painted after installation.

The shelter roof will be replaced, and the weathervane on top will be preserved. Electrical work is underway, including pipe and conduit for future lighting needs. The playground equipment has been shipped or is about to arrive, and the basketball court will be redone. Asphalt and surface color selection for the poured-in-place surface is still pending.

Despite fencing, some people have still entered the construction area. The contractor is doing a good job keeping the site secure and clean. The main priority is to have the shelter ready for use by the Fourth of July. However, the playground most likely will not be completed by then due to surface installation delays. That area will remain fenced off for safety.

The next site meeting is scheduled in two (2) weeks. There are a number of other items being addressed and scheduled, such as asphalt installation, which the existing basketball court will also be replaced. A memorial park bench will also be installed and included in the concrete pour. The City of Warrenville is relocating some of the light poles and will be taking care of the water fight poles.

Overall, the project is progressing well and on track for key deadlines. Phase II of the project will begin soon.

New Business

Receipt of Signed Code of Ethics Policy Statement – C. Wilkie, T. Coons, M.Machowski: The Code of Ethics Policy Statement was signed by Commissioner Wilkie, Commissioner Coons and Commissioner Machowski and returned for placement in the Commissioners file.

Receipt of Signed Board Member Creed – C. Wilkie, T. Coons, M.Machowski: The Board Member Creed was signed by Commissioner Wilkie, Commissioner Coons and Commissioner Machowski and returned for placement in the Commissioners file.

Election of Board Officers 2025 - 2026: The Executive Director explained that the Board discussed this at the April 17th, 2025 Regular Meeting of the Board of Commissioners. The current President will preside over the elections and will need to call for nominations for each office, even though the potential officers were discussed prior.

i. Election of Board Officers – 2025-26:

Commissioner Wilkie Nominated Commissioner DiCianni for President, with Commissioner Machowski in agreement.

MOTION: Commissioner Wilkie moved to elect Commissioner DiCianni to the President's seat for the 2025–2026 Fiscal Year. Second, by Commissioner Machowski.

Roll Call Vote:

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Commissioner DiCianni accepted the seat of President.

ii. Election of Vice President – 2025-2026:

President DiCianni nominated Commissioner Wilkie for the seat of Vice President.

MOTION: Commissioner Thornbury moved to elect Commissioner Wilkie to the Vice President's seat for the 2025-2026 Fiscal Year. Seconded by President DiCianni.

Roll Call Vote:

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

4-Ayes, 0-Nays, 0-Absent, 1-Abstention (Wilkie)

MOTION CARRIES.

Appointment of Board Treasurer - 2025-26:

MOTION: Commissioner Wilkie moved to appoint Commissioner Coons to the seat of Board Treasurer. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

4-Ayes, 0-Nay, 0-Absent, 1-Abstention (Coons)

MOTION CARRIED.

Appointment of Board Vice Treasurer - 2025-26:

MOTION: Commissioner Thornbury Moved to Appoint Commissioner Machowski to the Seat of Vice Treasurer. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

4-Ayes, 0-Nay, 0-Absent, 1-Abstention (Machowski)

MOTION CARRIED.

Appointment of Board Secretary - 2025-26: It was explained that historically this has been the Executive Director.

MOTION: Commissioner Thornbury moved to appoint Executive Director Tim Reinbold to the seat of Board Secretary. Second by Commissioner Machowski.

Roll Call Vote:

Commissioner Thornbury - Aye
Commissioner Machowski - Aye
President DiCianni - Aye

Commissioner Wilkie - Aye
Commissioner Coons - Aye

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

Appointment of Assistant Board Secretary - 2025-26: It was explained that historically this has been the Executive Assistant.

MOTION: President DiCianni moved to appoint the Executive Assistant/HR Manager Penny Thrawl to the seat of Assistant Board Secretary. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Machowski - Aye
Commissioner Coons - Aye
President DiCianni - Aye

Commissioner Wilkie - Aye
Commissioner Thornbury - Aye

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

Appointment of Executive Director - 2025-26:

MOTION: President DiCianni moved to appoint Tim Reinbold as Districts' Executive Director. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Aye
Commissioner Coons - Aye
President DiCianni - Aye

Commissioner Wilkie - Aye
Commissioner Thornbury - Aye

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

Appointment of Park District Attorney - 2025-26:

MOTION: Commissioner Wilkie moved to appoint Attorney Thomas Hoffman as the Districts' Attorney. Seconded by President Coons.

Roll Call Vote:

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

Commissioner Machowski - Abstain
Commissioner Coons - Aye

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

Appointment of ADA Compliance Officer - 2025-26: Historically, Executive Director Tim Reinbold has been appointed in the seat.

MOTION: President DiCianni to Appoint Executive Director Tim Reinbold as the Districts ADA Compliance Officer. Second, by Commissioner Wilkie.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

President DiCianni - Aye

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Board Designation of Open Meetings Act Officer (Executive Director) or more officials/employees to successfully complete the Illinois Attorney General Open Meetings Act (OMA) annual training requirement - 2025-26:

MOTION: President DiCianni Moved to Designate Executive Director Tim Reinbold as the Open Meetings Act Officer. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Thornbury- Aye

Commissioner Wilkie - Aye

Commissioner Machowski - Aye

Commissioner Coons - Aye

President DiCianni - Aye

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Board Designation of Freedom of Information Act (FOIA) Officer (Executive Director & Executive Assistant) to Successfully Complete the Illinois Attorney Freedom of Information Act (FOIA) Training on an Annual Basis - 2025-26:

MOTION: President DiCianni Moved to Designate the Executive Director Tim Reinbold and Executive Assistant Penny Thrawl as the District's Freedom of Information Act (FOIA) Officer(s). Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Thornbury - Aye

President DiCianni - Aye

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Board Designation of Ethics Advisor (Executive Director/Park District Attorney) who shall provide guidance to the officers and employees concerning the interpretation of and compliance with provisions of Ordinance 2004-03, (Article 15) and State Ethics Laws - 2025-26:

MOTION: Commissioner Wilkie Designated Executive Director Tim Reinbold and Park District Attorney Thomas Hoffman to be the Ethics Advisor for the Park District. Seconded by Commissioner Machowski.

Roll Call Vote:

**Commissioner Machowski - Aye
Commissioner Thornbury - Aye
President DiCianni - Aye**

**Commissioner Coons - Aye
Commissioner Wilkie - Aye**

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

Appointment by Board President (with Advice and Consent of the Board of Park Commissioners) three members to the Ethics Committee of the Warrenville Park District: After a short discussion, President DiCianni appointed herself, Commissioner Wilkie and Commissioner Coons to the Districts Ethics Committee.

MOTION: President DiCianni moved to appoint herself, Commissioner Wilkie and Commissioner Coons to the Ethics Committee of the Warrenville Park District. Second, by Commissioner Machowski.

**Commissioner Machowski - Aye
Commissioner Coons – Aye
President DiCianni – Aye**

**Commissioner Wilkie - Aye
Commissioner Thornbury – Aye**

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

Approval of Commissioner(s) Attendance at NRPA Conference September 16th- 18th, 2025 in Orlando Florida: Executive Director Tim Reinbold explained that this year's NRPA Conference is set to take place September 16th- 18th, 2025 in Orlando Florida. The District has budgeted for two other individuals to attend, but will need approval on who attends.

No Commissioners voiced an interest in attending the Conference at this time.

Summer Daze Discussion/Update: The Executive Director stated that the Summer Daze kickoff meeting was held on Monday with all committee leads, and all is progressing well. The "Key Elements," like bands, stage, and beer trailer are secured. Both local and state liquor licenses have been obtained, so the event is ready to move forward.

He explained that the main operational change this year is the *new entrance for the car show*, which will now be from Manning Avenue instead of Warren Avenue. Countryside Customs believes this new route will improve the traffic flow, ease congestion and assist in the organization of the cars. The Car Show will use both the upper and lower lots as well as the side streets for those cars that have been signed up to participate in the Car Show. The field for parking will also remain open as it did last year.

Commissioner Machowski praised the different committees for looking into and changing the Car Show Entrance to assist in easing traffic issues that have happened in the past.

Discussion and/or Approval of Board of Commissioners Meeting Time/Date: The Executive Director spoke individually with staff regarding potentially changing the time of the Monthly Board Meeting to an earlier time that are more conducive to their time. Commissioner Thornbury explained the reason behind why the meeting was set for 6:15 pm.

The Executive Director stated that based on Commissioner Thornbury's concern about the Open Meetings Act, he reached reach out to the Districts' Attorney and was told that there is no reason the Board cannot change the meeting time to 5:00 pm. The Attorney did reference, people's normal work schedules and unless the District were to have a line of individuals wanting to speak, there is no concern. If there is some sort of pushback, the Board could always readjust the time again.

The Executive Director explained that if the Board approves a new time for the Board Meetings, a revised schedule will need to be properly reposted.

MOTION: President DiCianni moved to approve the change the designated start time of the Board of Park Commissioners Meeting to 5:00 pm on the third Thursday of each month unless stated otherwise on the Yearly Board Schedule and is to begin June 26th, 2025. Second by Commissioner Wilkie

Roll Call Vote:

Commissioner Wilkie - Aye
Commissioner Coons - Aye
President DiCianni - Aye

Commissioner Thornbury - Aye
Commissioner Machowski - Aye

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

Officials & Staff Reports

President: ***President DiCianni*** stated that it has been a busy start to spring, with numerous events, programs and activities. She stated that she had the opportunity to assist with Health and Wellness Fair.

President DiCianni stated that she was unable to attend the Districts' Junior Road Rally but has only heard great reviews on the Districts' Junior Road Rally — especially with increased car rentals and growing popularity among young drivers.

President DiCianni also stated that she also had the privilege of attending the Dance Recital. She stated that from working at the District prior, the amount of work that goes into the Dance Recital has always been quite an endeavor. The event ran smoothly from rehearsals to the final performance, and brought joy to both kids and families. Thanks to Recreation Supervisor Ruth Brackmann and the exceptional coordination and support from staff, including Guest Services Manager Michelle Savage and all the ushers.

President DiCianni also thanked the Superintendent of Parks & Facilities and the Parks Department for maintaining the parks through the challenging spring weather.

Commissioners: ***Commissioner Wilkie*** stated that he also attended the Health & Wellness Fair and felt it was a great turnout and it is nice to see it grow larger each year.

Commissioner Wilkie would also like to thank the Superintendent of Parks & Facilities Gregg Ireland. He explained that he has been in some of the parks, and they are just beautiful. He stated that the Superintendent and those in the Parks Department are doing an excellent job in maintaining everything outside. He noted, looking at the numbers enrolled in Summer Camps, it is going to be a busy summer for staff. But again, as President DiCianni stated, a well-oiled machine.

Commissioner Wilkie also stated that he attended the Arbor Day Event, this was fun as well, and received a Red Bud Tree.

Commissioner Coons expressed the appreciation for the calm before the busy summer camp season and gave kudos to staff for getting everything prepared. She stated that the Junior Road Rally received positive feedback, particularly with the addition of car rentals, and regretted having to miss it but cannot wait for all the upcoming events and programming.

Commissioner Machowski asked whether the District would hold a Health & Wellness Fair during a weekend?

The Superintendent of Recreation Matt Odom stated that District staff asked vendors if the District would hold the Health & Wellness Fair on a weekend, would they be interested in being a vendor? 70% of vendors expressed interest in participating in future weekend events.

Also, based on feedback from the Citizens Advisory Network meeting, the District has plans to hold a second fair, only this Fall Fair will be focused more on young families and children, as the previous event was more senior-focused.

There was also discussion about bringing back services like the hearing screening bus, which in the past helped identify significant hearing issues in children. All those currently involved are considering collaboration with groups like the Lions Club or DuPage County Health Department to support this effort.

Commissioner Thornbury stated that she is back involved with T-ball and enjoying the experience, noting how much better the coaching seems now compared to the past. Commissioner Thornbury stated that some parents expressed concerns about the dirty porta-potties at Sesqui and Woodland Parks.

The Superintendent of Parks & Facilities clarified that the porta-potties are supposed to be cleaned weekly under the current contract, but the specific cleaning day cannot be scheduled due to pricing and logistics. Staff have been actively checking them and, despite some inconsistencies in documentation, they appear to be cleaned weekly. Due to high usage, a second porta-potty is being added at Summer Lakes. Staff will continue monitoring usage and add more units if needed.

Executive Director: The **Executive Director** stated that he met with Dr. Sean Bailey and are planning the next steps in the DEIB process at the District. The District has worked with Sean and took an overall assessment of the District while also conducting multiple training sessions including; Generational Communication; Equity 101; and Cultivating Cultural Competency and Addressing Cultural Bias. Staff are looking forward to working with Sean and his team, as a session is scheduled with him in June.

IAPD Legislative Conference & Parks Day at the Capital was held on April 29th & 30th in Springfield. Both the Marketing and Community Engagement Manager Sheri Potter and Office Manager Michelle Savage were in attendance with a display table marketing the impact of how the Illinois Association of Park Districts (IAPD) and provides an opportunity for districts, forest preserves, conservation, recreation, and special recreation agencies to showcase their contributions to Illinois' economy and quality of life.

He attended the Conference which included sessions: Capital Complex – Restoring the Past. Reimagining the Future; Combining Passion with Proof; Using Data to Advocate for your Agency; Interactive Panel of Legislators; and a Legislative Update on Hot Issues at the Capital. The Executive Director noted the conference material was available for Commissioners to view if interested. It was also noted that a legislative update was given on the bills that are going through Springfield and will keep Commissioners updated as they move along for approval.

The evening prior to the Legislative Conference, IAPD offers a valuable legislative networking opportunity at its Legislative Reception. This provides board members and professionals a chance to speak one-on-one with legislators in a casual atmosphere.

Other: Camp starts the first week in June, along with many other programming, prior to the June Board Meeting, the Multicultural Fest will take place.

Department Heads: The **Superintendent of Recreation/Safety Coordinator** reported that the Bike Rodeo is scheduled for this Saturday, May 17th from 9:00 am to 11:00 am at the City Hall Complex.

The **Marketing & Community Engagement Manager** stated that the District held the 2nd Annual Junior Road Rally with 25 participants who were enrolled. Gregg Ireland was commended on his track making skills. It was explained that a couple kids that had never driven an electric car, and crashed within seconds, which caused the yellow caution flag to be flown. Because the District rented electric cars, 10 children were able to participate because of the rentals that otherwise would not have been.

It was explained that the Multicultural Fest will be held June 14th, with everything booked, and the stage scheduled to be delivered. A ***henna tattoo artist*** is NEW this year, along with the ***Face painting*** and ***balloon twister***.

Also new this year is the "Hat Bar": Anyone can purchase a hat and a flag patch for \$10 (different types of hats and flags will be available). The Superintendent of Parks and Facilities will be assisting with the Heat Press.

Superintendent of Parks & Facilities Gregg Ireland stated that the end of April and most, if not all of May, is the busiest time for the Parks Department with the baseball, soccer, grass growing, dandelions, etc.

Superintendent of Finance & IT Linda Straka stated that the District is now in the new Fiscal Year 2025-26 and is now working on year end. The financials in the Board Packet are preliminary as there is still adjusting that needs to be done before the auditors come on June 23rd - 25th, 2025.

Office Manager Michelle Savage stated that the dance show was a big success, running smoothly thanks to thorough planning and staff support. With summer camp approaching, there is a final push to organize paperwork and prepare parents and staff for opening week in June. She stated that she enjoyed a new experience which included a visit to the State Capitol with the Marketing & Community Engagement Manager, Sheri Potter and Executive Director Tim Reinbold, which was interesting and enjoyable.

Overall, things are going well, and appreciation was expressed for the staff's essential contributions.

Any Other Business that may come before the Board for Discussion Only: The Marketing & Special Events Manager explained that the Districts Teen Advisory Group was started and tried to get off the ground last year. Two (2) applications came in within a week of each other. A meeting has been scheduled on May 20th with the three (3) individuals interested in being a part of the Group and invited them to bring their friends, along with social media postings for an "Informal Drop in", where pizza and drinks will be available for those that attend.

Adjournment: Commissioner Wilkie moved to Adjourn. Seconded by Commissioner Coons
Voice Vote: 5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.

Adjourned at 7:09 PM

Approval

		
Denise DiCianni, President	Date	6/26/25
Seal	Tim Reinbold, Board Secretary	Date