



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 September 19th, 2024

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
Commissioner Coons – Present
Commissioner Thornbury – Present
Vice President Commissioner Wilkie – 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
Sheri Potter, Marketing & Community Engagement Manager
Don Shaw, Lauterbach & Amen

Approval of the September 19th, 2024 Regular Meeting Agenda of the Warrenville Park District Board of Park Commissioners:

MOTION: Commissioner Thornbury Moved to Approve the September 19th, 2024 Regular Meeting Agenda.
Seconded 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: No public present.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for August 15th, 2024:

MOTION: Commissioner Wilkie Moved to Approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Park Commissioner for August 15th, 2024 and Special Meeting Minutes of August 20th, 2024 – Cerny Park Public Input Meeting. Seconded by Commissioner Machowski.

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.

Financial Reports:

Approval of Financial Statement for the Period Ending August 31st, 2024:

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the Period Ending August 31st, 2024. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Coons - Aye

President DiCianni - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of Expenditure Report through August 31st, 2024 in the Amount of \$207,563.06:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through August 31st, 2024 in the Amount of \$207,563.06. Seconded 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: No Correspondence.

Audit Presentation – Lauterbach & Amen: Don Shaw gave a brief overview of the Annual Comprehensive Financial Report for the Fiscal Year Ended April 30, 2024.

Old Business:

Summer Daze Report: The Executive Director stated that this year's event was a success and a great community event. The car show had a historical turnout of cars, utilizing both the upper and lower levels of the Recreation Center and it worked out well. He thanked Countryside Customs for their continued support and expertise.

The Executive Director explained that we have experienced higher costs, especially in the stage costs and in other areas; including tents, tables, etc. and continued to increase and will look for alternative options for next year for some of the areas, along with our pricing structure. A brief discussion followed regarding the size and cost of beer, along with possible savings in other areas.

The Executive Director explained to Commissioners that the Summer Daze financials included in the Board Packet DO NOT reflect the \$11,000 that is to be paid to the City of Warrenville for their expenses relating to Summer Daze and will be deducted from the total. He also noted that a check will be sent to WDSRA (Western DuPage Special Recreation Association) in the amount of \$546, half of the tips from the Beer Tent.

The final figures, along with receipts will be submitted to the City of Warrenville for the TAC Grant funds.

Discussion of Cerny Park – Phase II: The Executive Director stated that the OSLAD Grant for Cerny Park Phase II was submitted and turned in last Friday. The District now waits to find out if Cerny Park Phase II will be awarded, possibly January 2025.

Phase I: He reported that Phase I of Cerny Park is moving along and will break ground next May 2025. There currently is an RFP (Request for Proposal) for the playground. The Executive Director provided Hitchcock with four (4) different playground vendors as he would like to see the renderings of how each would like to see the park, as each vendor received the same specs of what is wanted, to compare with the same. Once the renderings are submitted, the Executive Director stated that these will be put on view at Cerny Park for the neighbors to view and give input. The renderings will then be on display at the District and on the District website. Other parts of this project will also go out to bid, most likely in January as costs will need to be current.

Executive Director Goals Update: The Executive Director stated that the Board requested that this item was to be included on the agenda for an update during the fiscal year. The approved goals along with a status update next to each item was included in the Board Packet.

The Board thanked the Executive Director for giving an update on the District goals and objectives.

New Business:

Review and Acceptance of Annual Audit Report:

MOTION: Commissioner Thornbury moved to accept the Annual Audit Report as presented. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

President DiCianni - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Review and Approve of Personnel Policy Manual Section 8 - Disciplinary Actions:

MOTION: Commissioner Wilkie moved to approve Personnel Policy Manual Section 8 - Disciplinary Actions. Seconded by Commissioner Thornbury.

Commissioners reviewed and noted changes and corrections in Section 8 – Disciplinary Actions.

8.1 Disciplinary Actions; Page 1, 2nd Paragraph, 1st sentence, end of sentence is to read: "up to and including immediate dismissal."

8.2 Examples of Reasons for Disciplinary Action; Page 2, #20, is to be removed: Smoking in restricted areas.

8.5 Employees Response; is to reflect 8.3, the employee's written response is to be submitted within five (5) working days in writing to their immediate supervisor within five (5) working days from the date of the written determination from their supervisor.

Roll Call Vote:

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

Commissioner Wilkie - Aye
Commissioner Machowski - Aye

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

Review and Approve of Personnel Policy Manual Section 9 - Grievance Process & Procedures:

MOTION: Commissioner Thornbury moved to approve of Personnel Policy Manual Section 9 - Grievance Process & Procedures. Seconded by Commissioner Coons.

Commissioner Thornbury asked to remove his/her from the document. She also noted that 9.1 is written in first person. The Executive Assistant stated that the updated Personnel Policy Manual, will be brought back to the Board for approval in its entirety. The Executive Assistant assured Commissioner Thornbury that gender neutral terms will be used, along with consistency in writing by removing any first-person language.

Roll Call Vote:

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

Commissioner Machowski - Aye
Commissioner Wilkie - Aye

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

Review and Approve of Personnel Policy Manual Section 10 - Separation of Employment:

MOTION: Commissioner Wilkie moved to Approve of Personnel Policy Manual Section 10 - Separation of Employment. Seconded by Commissioner Coons.

The Executive Director noted that Personnel Policy Manual Section 10: Separation of Employment was included in the Board Packet for review and approval. It was also stated that Attorney Hoffman has also reviewed and approved Section 10 of the Personnel Manual.

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

Review and Approval of Executive Director Evaluation Form:

MOTION: Commissioner Wilkie moved to approve the Director's Evaluation Form. Seconded by Commissioner Coons.

The Executive Director included this on the agenda to provide the evaluation form to the Board for approval to stay on schedule with his evaluation. Commissioners stated previously that the form was not conducive when evaluating the Executive Director and would like to look at others again this year. The review of evaluation examples is to be on the October 17th, 2024 Regular Meeting Agenda.

Roll Call Vote:

Commissioner Thornbury - Nay
Commissioner Wilkie - Nay
President DiCianni - Nay

Commissioner Machowski - Nay
Commissioner Coons - Nay

0-Ayes, 5-Nays, 0-Absent

MOTION FAILED

2024 4th Quarter Special Events Listing: Commissioners reviewed the Events Listings.

Officials & Staff Reports:

President: President DiCianni is looking forward to Art on the Prairie and Fall Fest. She thanked both the Superintendent of Parks & Facilities and Marketing & Community Engagement Manager for the Parks Tour and ice cream. It was nice to see the parks again.

She also thanked the Superintendent of Finance & Technology for keeping the District financially savvy.

Commissioners: Commissioner Thornbury reported that Walmart has sensory specific hours from 8:00 to 10:00 am for those with sensory issues. It was noted that although Lions playground looks fantastic, but the ropes are a huge problem for those with sensory issues and is something to keep in mind when purchasing equipment.

Commissioner Wilkie is looking forward to the NRPA Conference in Atlanta Georgia.

He also noted that he comes into **FitnessNOW** almost every day and stated that the employees are doing a great job with wiping down machines, washing windows and dusting equipment. The Executive Director will pass along the kind words.

Commissioner Coons thanked staff for a wonderful summer event, keeping the parks beautiful, keeping the camp kids safe, and is looking forward to the upcoming events.

Executive Director: Outdoor Access Control: The Executive Director explained that in the past two weeks the outdoor access control has been put in place and working. The exterior doors are now able to open at the designated times set and are more secure. The interior **FitnessNOW** doors will still need to be unlocked each morning as interior doors were not done. Because this project is extensive and costly, interior doors will be completed in the following budgets.

Legal Symposium, District 200 Local Government Breakfast: The Executive Director asked if Commissioners would like to attend the Legal Symposium being held November 7th, 2024 in Oakbrook (old Hamburger University), please let him know.

District 200 Local Government Breakfast: Also, the Local Government Breakfast will be held on Friday, September 27th at 7:30 am. If interested in attending, please let him know.

Blue Light Glasses: The Executive Director reported to the Board regarding the District providing blue light glasses for employees who spend a significant time on blue light sources, such as computers, smartphones, televisions and tablets each day. The blue light glasses are intended to minimize potential eye strain and discomfort caused by prolonged exposure to blue light sources, such as computers, smartphones, televisions and tablets.

The Executive Director reached out to PDRMA (Park District Risk Management Agency) and was told that those employees that are working full-time could use their vision benefits to obtain the Blue Light filter on their prescription glasses.

Radon Testing at District Buildings: The Executive Director stated that there is no requirement for the District to complete a Radon test. If radon has been detected, the District must mitigate the risk.

Commissioner Thornbury suggested that a radon test be administered in the lower-level Recreation offices (behind the Guest Services main desk) as this area is located on cement slab and is enclosed with minimal air flow. The Superintendent of Parks & Facilities stated that the door from the lobby into the back hall where the offices are located is used quite a bit and may have enough air flow.

It was stated that prolonged exposure to radon could cause cancer and by completing a test, the District would know if this area was safe from radon. It was the consensus of the Board to purchase and complete a radon test in this area. The Superintendent of Parks & Facilities will purchase a radon kit and administer.

Parking Lot: Geneva Construction has been on site addressing the overhaul of our main lower-level parking lot. There has been a tremendous amount of concrete work completed including sidewalks and curbing. The lot will be resurfaced and ultimately completed.

NRPA Conference: The Executive Director informed the Board that he, Superintendent of Parks & Facilities Gregg Ireland, Marketing and Community Engagement Manager Sheri Potter and Commissioner Wilkie will be attending the conference October 8th to the 11th in Atlanta, GA.

Department Heads: **Superintendent of Finance & Technology** reported that Phase I of the outdoor keyless entry project is moving along and will soon be completed.

Superintendent of Recreation/Safety Coordinator stated that Art on the Prairie is scheduled for this Saturday, September 21st & 22nd, 2024.

Superintendent of Parks & Facilities

Recreation Center Parking Lot: The Superintendent of Parks & Facilities explained that Geneva Construction has been on site for three (3) weeks addressing the overhaul of the Districts parking lot. There has been a tremendous amount of concrete work completed including sidewalks and curbing. The lot was resurfaced and completed, with the striping of the lot to be completed on Monday, September 23rd. The Superintendent thanked the City for their assistance in getting this project completed.

Equipment Use: Bower PTA requested the use of the Districts movie screen, projector and sound system for Friday, September 13th. There was an extremely large crowd present and were extremely thankful for the use of the equipment.

Marketing & Community Engagement Manager:

Welcome Wall: The Marketing & Community Engagement Manager reported that the "Welcome Wall" is in process of being completed. An example of the sign was printed and available since last month to make sure everyone has had a chance to submit "Welcome" in their or a different language to help welcome all who come into the District and will be hung at the main lower-level Guest Services Desk.

Volunteer Gift: The Marketing & Community Engagement Manager also explained that an email was sent to all volunteers of the District with a link to redeem their gift from the District. The link provides employees with options of selecting their own gift or donating to a specific cause. The process to redeem gifts is super easy and volunteers loved the options available and the ability to choose from their selection. To date, approximately sixty some volunteers have already selected and redeemed their gift.

Step Program: The Marketing & Community Engagement Manager stated that the District will again be having a student from District 200 STEP (Secondary Transition Experience Program) to assist the Marketing & Community Engagement Manager once each week throughout the semester.

Intern: An intern from the District 200 Career Pathways Program will be starting in October with the District, and will be working with the Marketing and Community Engagement Manager with digital media.

Citizen Advisory Committee: The Districts first Citizen Advisory Network Committee Meeting was held last night with herself and the Executive Director attending. Everyone present applied to be on the committee and consists of diverse people from the Warrenville community.

The Marketing & Community Engagement Manager feels this is a great start; to receive insight from the Committee on our events and programs, how we can make them more accessible and innovative. Feedback was given, which the Marketing & Community Engagement Manager stated was overwhelmingly positive and very heartwarming listening to all the positive feedback, however there were also suggestions; the addition of a sensory room or area at events.

The Marketing & Community Engagement Manager explained that a sensory room will be available at the Family Fall Festival and will be staffed by WDSRA (Western DuPage Special Recreation Association). Currently the District does not have sensory items, therefore WDSRA will assist with helping the District with selecting sensory items for the room.

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

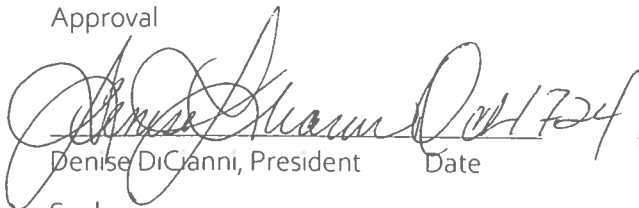
Adjournment: Commissioner Wilkie moved to Adjourn. Seconded by Commissioner Thornbury.

Voice Vote: 5-Ayes, 0-Nays, 0-Absent

All in Favor. MOTION CARRIED.

Adjourned at 7:26 pm

Approval


Denise DiCianni, President

Date


Tim Reinbold, Board Secretary

Date

Seal