



**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 August 21, 2025**

**Call to Order:**

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

**Pledge of Allegiance:**

**Roll Call:** Commissioner Coons – Present  
Commissioner Machowski – Present  
Commissioner Wilkie – Present  
Commissioner Thornbury – 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

**Approval of August 21<sup>st</sup>, 2025 Regular Meeting Agenda:**

**MOTION:** Commissioner Wilkie Moved to Approve the August 21<sup>st</sup>, 2025 Regular Meeting Agenda. Seconded by Commissioner Machowski.

**Roll Call Vote:**

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

Commissioner Wilkie - Aye  
Commissioner Thornbury -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 June 26<sup>th</sup>, 2025:

**MOTION: Commissioner Machowski Moved to Approve the June 26<sup>th</sup>, 2025 Regular Board Minutes. Seconded by Commissioner Wilkie.**

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

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

**Commissioner Machowski - Aye  
Commissioner Thornbury - Aye**

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

### Approval of Closed Session Minutes of the Board of Park Commissioners for June 26<sup>th</sup>, 2025 – Semi-Annual Review of Closed Session Minutes:

**MOTION: Commissioner Machowski Moved to Approve the Closed Session Meeting Minutes of June 26<sup>th</sup>, 2025 Regular Board Minutes-Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Wilkie.**

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

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

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

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

### Approval of Regular Meeting Minutes of the Board of Park Commissioners for July 17<sup>th</sup>, 2025:

**MOTION: Commissioner Machowski Moved to Approve the July 17<sup>th</sup>, 2025 Regular Board Minutes. Seconded by Commissioner Wilkie.**

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

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

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

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

## **Financial Reports**

### Approval of Financial Statement for the Period Ending July 31<sup>st</sup>, 2025:

**MOTION: Commissioner Wilkie Moved to Approve the Financial Statements for the period ending July 31<sup>st</sup>, 2025. Seconded by Commissioner Thornbury.**

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

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

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

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

Approval of Expenditure Report through July 31<sup>st</sup>, 2025, in the Amount of \$220,466.39:

**MOTION: Commissioner Wilkie Moved to Approve the Expenditure Report through July 31<sup>st</sup>, 2025 in the Amount of \$220,466.39. Seconded by Commissioner Thornbury.**

**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.**

#### **Correspondence:**

Illinois Art Council Award Grant: The Executive Director noted that Recreation Supervisor Ruth Brackmann is credited for working on this grant continuously and getting this into our grant process that the District has received each year.

It was explained in the document that more than 120 organizations are new to the General Operating Support (GOS) grant program since last fiscal year. A total of 1,020 organizations across Illinois now receive GOS funds. The grant letter explained that the total funding for the GOS program remains the same for both FY 25 and FY26, but know that most organizations will see a slight decrease in their individual grant amounts, and explains that this shift reflects the significant increase in the number of grantees – a testament to the growing reach and impact of the creative sector statewide.

#### **Old Business:**

Cerny Park OSLAD Update: Phase I & Phase II: The Executive Director explained that Phase I of the project is nearing substantial completion, with the official date set for tomorrow. The pickleball and basketball courts were recently striped, color coded, and will officially open once the pickleball standards are installed tomorrow morning. A social media announcement will be coordinated to inform the public, and based on current interest, both courts are expected to see immediate use.

A few outstanding items remain before Phase I is fully closed out. The most significant is the shelter roof, which has been delayed, with materials now expected on September 9<sup>th</sup>. Once delivered, the area will be fenced off while the roof and gutters are replaced. The entryway work, including tying back vines, also remains to be completed. In addition, the column sheathing project is in progress, with the carpenter coordinating with the city, who will handle payment once a final quote is submitted. Fencing materials currently stored near the horseshoe pits must be moved before the September 6<sup>th</sup> horseshoe event, though disruption should be minimal.

Looking ahead, Phase II will begin in 2026. The bid process is expected to take place early in the year, with construction scheduled to start after the July 4<sup>th</sup> holiday to avoid disrupting community activities. The goal is to complete Phase II by the end of September 2026.

Summer Daze: The Executive Director stated that the recent Summer Daze event was highly successful, excellent weather contributed to record attendance and strong community engagement. The beer tent performed significantly above previous years, and attendees gave positive feedback on both the music lineup and the variety of food vendors. Financial details are still being finalized and will be presented at the October Board Meeting. Overall, the event was viewed as one of the best in recent years and believes this is due to the strong collaboration between the Summer Daze Team, City of Warrenville and the Chamber of Commerce.

## New Business:

Review, Revise and Approve of Executive Director Performance Appraisal Document:

**MOTION: Commissioner Thornbury Moved to Approve the Executive Director Performance Appraisal Document. Seconded by Commissioner Machowski.**

The Board reviewed the Executive Director evaluation document. The Executive Director explained that the version under review was previously adapted from another district's template and is not final. Commissioners generally agreed it was a useful tool but too lengthy, recommending the removal of redundant "overall summary comments" and trimming it from six to five pages, while keeping the section on fiscal year 2025–2026 goals.

A discussion focused on **question #2 ("People Management")**—whether Commissioners can fairly evaluate the Executive Director's staff management with some argued they lack direct interaction with staff when there is no way to judge morale. Others suggested using tools like anonymous staff surveys (e.g., SurveyMonkey) to gather feedback that would assist Commissioners in receiving information regarding the Executive Director/Staff relationship. It was also felt that staff morale is not the Board's responsibility and should remain within management. Commissioners shared some ideas which included limiting surveys to management levels or having the Executive Director share collective feedback from staff.

It was the consensus of the Board to leave question #2 in place for now, but revisit the possibility of a survey at a future meeting.

**AMMENDED MOTION: Commissioner Thornbury Moved to Amend the Previous Motion Made to Approve the Executive Director Performance Appraisal Document; to Remove the redundant items on page 5; What are three major strengths of the Executive Director as a leader, and what are the areas in which the Executive Director would most benefit from development of additional skills and knowledge. Seconded by Commissioner Machowski.**

**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.**

Sesqui Park Renovation: Work is progressing with the City on the Sesqui Park project for the new pickleball and basketball courts. The City has confirmed that a permit is ready to be issued, which will allow the project to move forward without losing valuable time as fall approaches. The plat of survey, drafted by the District's Attorney, is currently under review by the City's attorney and is expected to appear on next month's agenda for formal approval.

Tree removal is also part of the preparation work. The Superintendent of Parks and Facilities, Gregg Ireland met with a tree company to review several trees along the Plymouth Tube property line, including a large American Elm that must come out. This removal is necessary to accommodate construction of a bioswale to handle runoff from the pickleball courts.

Once tree work is complete, the next steps will include paving, fencing, and grinding the existing basketball court. The goal is to move the project as far as possible this fall. However, asphalt will need several weeks to cure before color coating can be applied. Given the delays experienced at Lions Park—where color coating took nearly nine months—the team is hoping for a faster turnaround this time.

Although the process has been slower than anticipated due to permitting and review requirements, steady progress is being made, and a more formal approval item will likely appear on the agenda next month.

### ***Officials & Staff Reports***

President: **President DiCianni** President DiCianni shared that she enjoyed volunteering at Summer Daze and appreciated the lively, well-run event. She expressed gratitude for staff efforts in making Warrenville “The Place to Be.” She also praised the new updates at Cerny Park, noting positive feedback from families and her own excitement in visiting the park with her granddaughter. While acknowledging the challenges of maintaining such a large park, she expressed confidence in staff capabilities. She concluded by thanking staff for their hard work across summer activities, financial management, park maintenance, and creative programming as the fall season begins.

Commissioners: **Commissioner Coons** reported that there's been lots of people early in the morning at Cerny Park, especially adults swinging. She explained that there was a group of ladies at Cerny Park one morning, they were all swinging, chatting away with their coffee, sitting there and having a great time. Everything looks nice, with the basketball courts being resurfaced. Very nice job.

**Commissioner Wilkie** It was noted that Summer Daze had perfect weather, excellent entertainment, strong attendance, and great food. The Car Show was a highlight, with about 190 cars on display (although no VW's were entered).

The City of Warrenville had a strong presence at National Night Out.

Commissioner Wilkie stated that with Summer Camp over, the parks now feel much quieter compared to when kids were around.

**Commissioner Machowski** praised Summer Daze for its music, food vendors, and overall success. He noted a strong turnout at the Car Show and at National Night Out, calling it one of the largest seen. He also shared positive unsolicited feedback from a relative, who praised Warrenville's Summer Camp as superior to other districts for its activities and programming.

**Commissioner Thornbury** reported that longtime Friends of Warrenville Parks, President Rob Sperl has moved out of town after eighteen (18) years of leadership. Commissioner Thornbury was elected as the new President for Friends of Warrenville Parks and expressed deep appreciation for Sperl's contributions, including helping bring the skate spot to Summer Lakes, supporting Bob Walters Commons and Bauer playground projects, and a reliable leader for community events. He has taken a new position with the State of Illinois ensuring highway projects meet environmental standards.

Commissioner Thornbury also noted:

- Ongoing concerns from residents about maintenance of wildflower areas, originally developed with Larry Shaffer's help.
- Commissioner Thornbury's vision is to transition Friends of Warrenville Parks into a foundation that raises funds directly to support the Park District's needs. She cited past and current fundraising successes, including donations and estate gifts.
- Plans for the first fundraiser, a benefit concert at Two Brothers in early 2026.

Executive Director: The **Executive Director** stated that he and President DiCianni attended a recent lunch with city leaders and the new Mayor to provide updates from various local agencies.

With Summer Daze concluded, focus has shifted to accreditation and upcoming events. He reminded Commissioners that the NRPA Conference event is coming up in September and will email the dates of his October travel itinerary. He reminded Commissioners that the September Board Meeting is scheduled for September 11<sup>th</sup>, 2025@ 5:00 p.m.

The Executive Director informed the Board regarding the upcoming Distinguished Accreditation Review on October 9<sup>th</sup>, 2025, which will involve Executive Directors and Board Members from other agencies; staff are actively preparing for this review now.

The Executive Director explained that he is coordinating with Dr. Sean Bailey next week, pending final confirmation of an upcoming session on Tuesday, August 26<sup>th</sup> (time TBA). The Bridge Team at Warrenville Park District aims to focus on Community, Access, and Belonging (CAB) to enhance connections and quality of life. These sessions will allow participants to meet others, learn about roles and expectations, and begin setting goals and discussing ideas. The session is open to anyone interested in joining or learning more about the working groups; Staff Culture & Belonging, Agency Policies & Access, and Community Engagement.

The Executive Director stated that he will be out of the office sometime in October, and will email Commissioners his itinerary sometime during the NRPA Conference in September.

Department Heads: The **Superintendent of Recreation/Safety Coordinator** reported that Summer Camp is over. Summer camp registrations were slightly lower than last year (198 weekly vs. 203), but before and after-care registrations increased by 700, showing parents are taking advantage of extended hours. Survey feedback indicated interest in even earlier start and later end times.

Additionally, Art on the Prairie is scheduled for September 20–21, with 24 vendors already signed up and more expected.

The **Superintendent of Finance and Technology** noted that Summer Daze was well attended, aided by beautiful weather and volunteers contributing to the event's success.

The first quarter of the fiscal year is complete, and management team check-ins are scheduled for early September. The audit is finished, with the final version expected in the September board packet, and the auditor will present a brief overview at the next Board Meeting.

The **Office Manager** reported that Summer Daze and summer camp were busy and successful, with beautiful weather and staff enjoying the experience. New staff found it fun and engaging. With summer now over, planning for next year's camp has already begun, focusing on improving efficiency, technology, and overall experience for both patrons and staff.

The **Marketing & Community Engagement Manager** highlighted July park activities, including weekly Park Pop-Ups at different parks to celebrate National Parks & Recreation Month, which were very popular. The team also hosted a picnic at Kiwanis for Unplug Illinois Day.

The Marketing and Community Engagement Manager gave praise to the Superintendent of Parks and Facilities and Parks Staff for their efforts in engaging the community throughout the parks.

The Superintendent of Parks & Facilities reported that Summer Daze was fantastic and ran smoothly, though post-event cleanup takes several days. Staff have quickly shifted to fall sports and maintenance, including watering the hanging baskets that remain healthy.

At Cerny Park, a punch-list meeting noted only minor items, such as touch-up paint on the playground and adjustments to dirt/stonework. The pavilion is expected to be completed soon. Moisture issues around playground equipment are minor and typical, with warranties in place to address any problems. Overall, the playground is fully compliant and progressing well.

The grass is growing like crazy because of the rain, so it's very hectic right now. The Superintendent of Parks and Facilities stated that he and Park Supervisor Jordan water the hanging baskets each day and are still looking beautiful.

Commissioner Thornbury highlighted the upcoming Leone Schmidt Heritage Park Boardwalk Businesses. A soft launch is scheduled for October 24<sup>th</sup> (noon–4 PM) and the hard launch for November 1<sup>st</sup> (9 AM–3 PM). The Warrenton Guild craft fair will coincide with the hard launch, and preparations are underway to support the city's efforts in organizing the event.

**Closed Session – Land Acquisition 5 ILCS 120/2 (C) 5 – The Purchase or Lease of real property for use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired.**

**MOTION: Commissioner Thornbury Moved to Go Into Closed Session for the purpose of Land Acquisition 5 ILCS 120/2 (c) 5: The Purchase or Lease of real property for use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired. Seconded by Commissioner Wilkie.**

**Roll Call Vote:**

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

Commissioner Machowski - Aye  
Commissioner Thornbury - Aye

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

*In Closed Session at 6:16 p.m.  
Back in Open Session 6:35 p.m.*

**Take Action, if Any, on Matters from Closed Session:**

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

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

**MOTION CARRIED.**

**Adjourned at 6:37 PM**

Approval

  
Denise DiCianni, President  
Seal

Date

9-11-25

  
Tim Reinbold, Board Secretary

Date

9/11/25