



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 11, 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 – Absent
Commissioner Coons – Absent
Commissioner DiCianni – 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
Matt Odom, Superintendent of Recreation/Safety Coordinator
Linda Straka, Superintendent of Finance & Technology
Michelle Savage, Office Manager (5:19 pm)
Sheri Potter, Marketing & Community Engagement Manager
Allison Kmen, Lauterbach & Amen

Approval of September 11th, 2025 Regular Meeting Agenda:

MOTION: Commissioner Thornbury Moved to Approve September 11th, 2025 Regular Meeting Agenda.
Seconded by Commissioner Machowski.

AMMENDED MOTION: Commissioner Thornbury Moved to Amend the Motion to Table Item XI. b. Discussion of Employee Survey and Feedback to the November 2025 Regular Board Meeting Agenda.
Seconded by Commissioner Machowski.

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: No public present.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Commissioners for August 21st, 2025:

MOTION: Commissioner Machowski Moved to Approve August 21st, 2025 Regular Board Minutes. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Absent

President Thornbury - Aye

Commissioner Wilkie - Absent

Vice President DiCianni - Aye

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

MOTION CARRIED.

Approval of Closed Session Meeting Minutes of August 31st, 2025 – Acquisition:

MOTION: Commissioner Machowski Moved to Approve the Closed Session Meeting Minutes of August 21st, 2025 – Acquisition. Seconded by Commissioner Thornbury.

Roll Call:

President Thornbury - Aye

Commissioner Coons - Absent

Commissioner Machowski - Aye

Commissioner Wilkie - Absent

Vice President DiCianni - Aye

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

MOTION CARRIED.

Financial Reports:

Approval of Financial Statement for the Period Ending August 31st, 2025:

MOTION: Commissioner Machowski Moved to Approve the Financial Statements for ending August 31st, 2025. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Wilkie - Absent

President Thornbury - Aye

Commissioner Machowski - Aye

Commissioner Coons - Absent

Commissioner DiCianni - Aye

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

MOTION CARRIED.

Approval of Expenditure Report through August 31st, 2025 in the Amount of \$120,980.10:

MOTION: Commissioner Machowski Moved to Approve the Expenditure Report through August 31st, 2025 in the Amount of \$120,980.10. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Coons - Absent

Commissioner Wilkie - Absent

Commissioner Thornbury - Aye

President DiCianni - Aye

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

MOTION CARRIED.

Correspondence:

WDSRA Letter Received Regarding Foundation Donation: The Executive Director noted that a letter was received from WDSRA thanking the District for half of the Summer Daze Beer Tent proceeds that totaled \$605.08.

Lauterbach & Amen – Audit Presentation: The Superintendent of Finance & Technology introduced our Representative from Lauterbach & Amen, Allison Kmen.

Allison Kmen from Lauterbach and Amen addressed the Board and stated that she would briefly go over the audit and the audit process and then answer any questions. She began by congratulating the District on receiving the 2024 Certificate of Achievement award, noting how significant this recognition is to both the community and financial reporting. She then reported that the audit fieldwork went smoothly, with no material issues found in procedures or internal controls, resulting in a clean opinion.

Key highlights included a strong General (Corporate) Fund balance, along with positive balances in both the Special Recreation and Fitness Funds, all of which are meeting policy requirements. The General Fund (Corporate Fund) experienced a net increase, and overall fund balances also grew, reflecting healthy financial standing.

She also reviewed the notes to the Financial Statements, which detail long-term debt, capital schedules, accounting policies, and budgetary information. The Management Letter included one continuing comment: three (3) funds (Recreation, Special Recreation, and Fitness) were over budget. While this is a common issue, she recommended closer collaboration with Department Heads to improve future budget accuracy. Lastly, she noted upcoming GASB standards (102 and 103), which staff will implement as needed. Representative Allison Kmen thanked the Board and asked if there were any questions. Commissioners had no questions.

The Executive Director explained that overall recreation programs are performing well financially, with revenues in areas like day camp, fitness, and personal training increasing alongside expenses. In many cases, higher participation drives both revenue and staffing costs upward. While this creates situations where expenses exceed original budget estimates, revenues are also growing, so the net result is still positive. The one exception is Special Recreation, which continues to trend in the wrong direction and risks being unsustainable over time. Because so many resources are going toward inclusion services, the District has limited ability to fund accessibility upgrades and ADA transition plan items, forcing reliance on Corporate Funds instead.

The Commissioners and the Executive Director discussed the growing costs of Special Recreation, which is constrained by a capped four-cent (4¢) levy rate. While there is no movement in Springfield to change this, a task force was recently formed through WDSRA, led by staff, to address the issue. The group, which includes other District Directors, is reviewing challenges such as billing, inclusion requests, and how to manage services provided to out-of-district participants. Currently, about 40% of our inclusion services are for families outside the District, particularly in day camp, which creates additional strain. The Task Force will meet every other month to explore possible solutions, though any legislative changes would be significant and difficult to achieve.

The Executive Director explained further that he has had conversation with WDSRA Executive Director Dan Leahy and is now spearheading a Task Force, which started last month, with five other Directors from WDSRA who are experiencing the same. The Task Force will look at all aspects from an internal standpoint, from the Districts specifically with their challenges), to billing, to everything across the board. He explained that the Task Force just started, and have the Task Force through WDSRA. Any changes would involve Springfield changing the law, which would be huge to get that to happen.

Old Business:

Cerny Park OSLAD Update: Phase I & Phase II:

Phase I: The Executive Director explained that progress is moving forward with the shelter roof work, which is already halfway completed and expected to finish within the next week. Following the roofing, the contractor will begin framing and reinforcing all shelter posts, after which gutters and downspouts will be installed. Staff noted a small gap on the west side of the pavilion ceiling that will be reviewed, and engineering has already approved the post-framing plan. Additional wiring will also be added to the entry archway to support vine growth. Once these tasks are completed, a final punch list will be addressed, officially closing out Phase I.

Phase II: A 50% construction meeting was held with City Hall, Hitchcock, and ERA to review splash pad and park updates. For the splash pad, three companies submitted themed design concepts focusing on sports and nature. Water usage is estimated at three million gallons per summer, assuming operation for ten hours a day over one hundred days. The City is currently evaluating the water supply and considering whether it might cover the associated costs. The biggest challenge remains water disposal and determining if the runoff can be directed into the storm system.

Updates for the ball field include removing the unused scoreboard, with salvageable parts repurposed for the Summer Lakes scoreboard. The backstop and side fences will be replaced, and a permanent outfield fence will be added. New entry points will be created along the first and third base lines, along with a double gate in center field to allow access for the Fourth of July Celebration. The dugouts will be upgraded with permanent covers, and warning tracks will be installed for both safety and easier maintenance. Construction is scheduled to begin after July 4th Celebration, with the area closed afterward, including during National Night Out.

Other amenities will also be addressed. The horseshoe pits will remain but will be incorporated into the new pickleball fencing. The shelter will be relocated to serve as a gathering space, and new bocce ball and baggo areas will be added. The next steps include Hitchcock making design adjustments and finalizing the plans. The Executive Director stated that community input will be incorporated in Phase II project by inviting public feedback on design selections before finalizing plans.

When asked regarding whether the District has a Bench Program, the Executive Director explained that the District currently operates a Memorial Bench Program, which replaced the former Tree Program, several years ago. Over the past five years, approximately six or seven benches have been installed at various parks, including Cerny and Summer Lakes, with more in progress. For example, the recently installed bench at Cerny which also ties into a family tree memorial, and another is planned to replace the older flat benches along the path. Another bench will be placed near the playground swings, serving as a well-received addition for families. Each bench donor covers the cost of the bench, plaque, and concrete footing, and are ordered from the same company to maintain a consistent look. Newer installations also include companion seating with extended concrete pads to provide accessibility for wheelchairs. It was noted that while benches are being added steadily, there is still a need for more general seating throughout the parks. In addition, old or outdated benches—such as one previously located behind the horseshoe pits—have been removed as part of recent improvements. Additional seating is being considered in gathering areas such as the relocated ramada and along the ball fields, where a bench has already been added near the left-field line.

The Executive Director explained that moving forward, the District's Memorial Bench Program will continue to support community involvement by allowing families to contribute meaningful amenities while ensuring uniformity and accessibility across all sites.

Summer Daze: The Executive Director stated that a report will be available for the October Regular Board Meeting. Finance Supervisor Kathy Mrzlak has most, if not all, the credit card receipts and information needed for the report.

New Business:

Review and Accept Annual Comprehensive Financial Audit Report for Fiscal Year Ending April 30th, 2025:

MOTION: Commissioner Machowski Moved to Accept Annual Comprehensive Financial Audit Report for Fiscal Year Ending April 30th, 2025. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

3-Ayes, 0-Nays, 2-Absent (Coons, Wilkie). MOTION CARRIED.

Discussion of Employee Survey and Feedback: This Item (VI. b.) was previously Tabled during Item II. Approval of September Meeting Agenda.

Discussion of Distinguished Agency Accreditation: The Executive Director reported that all Distinguished Accreditation evidence documents have been entered, except for a few pending items. The review will take place on October 9th, 2025, beginning at 8:00 am with staff arriving between 7:30 – 8:00 am. President DiCianni will greet the committee that morning, other commissioners are welcome to join. Lunch will also be provided, and both staff and the DA Review Team will participate. The evaluation will include a tour and checklist review, led by Tracey Crawford.

The Executive Director thanked staff, especially the Marketing & Community Engagement Manager Sheri Potter and Executive Assistant/HR Manager Penny Thrawl for their extensive efforts and time in gathering, updating and preparing documents for the Distinguished Agency Accreditation. He explained the next steps of the process; the District's Mentor (Plainfield Park District Executive Director Carlo Capalbo) will review our documents and provide feedback; if additional documents are needed or the updating of documents to assist the District in obtaining accreditation.

The Executive Director explained that District accreditation is a significant milestone, with fewer than 10% of Illinois Park Districts hold this status and is a testament to what we do and the policies and how we operate.

2025 4th Quarter Special Events Listing: October, November and December special events are listed with the staff who oversee the event and if interested in helping with any of the events, to reach out to him.

Officials & Staff Reports

President:

President DiCianni commended staff for their quick action and planning following the sprinkler incident in the Recreation Center Gym. She noted that while the cleanup looked unusual, it demonstrated an effective, reassuring response, it gave confidence that the situation was being managed.

It was acknowledged that patrons may be upset but emphasized that accidents happen and praised staff for addressing the issue effectively.

President DiCianni stated that she also appreciates the hard work over the past month as staff managed the aftermath and prepare for upcoming programs.

Commissioners:

Commissioner Machowski expressed how difficult it was to see the floor damaged since it had just been redone 2-3 years ago.

He acknowledged the disruption and challenges staff will face in the coming months and stated that whatever the remedy is, moving forward the repairs will be a challenging and disruptive process that will impact everyone in the building. He thanked everyone in advance for the inconvenience and smell during the repair/replacement of the gym floor.

Commissioner Machowski stated that based on the sprinkler incident, both the Executive Director and Superintendent of Parks & Facilities discussed adding additional protective measures—such as a hardened auxiliary cage—around the existing sprinkler, at least on the lower track, something to consider to assist in preventing future accidents.

Commissioner Thornbury voiced her concern of the amount of time that water has been in the flooring, her concern is the mold setting in.

Executive Director:

The **Executive Director** stated for the record that the Recreation Gym Floor has sustained water damage, and multiple companies and adjusters are now involved in assessing the situation. SERVPRO Floors Inc. (the company that resurfaced the gym 2-3 years ago) has already inspected the floor and is preparing a report. Additional inspections will be completed by Striker Flooring and another remediation company recommended by

PDRMA's adjuster. Core samples will be taken to determine moisture levels and if water has seeped under the vapor barrier, which will help identify the extent of damage and any mold risks.

It was explained that it is already clear that this will not be a quick fix, the repairs will take significant time. Staff have quickly relocated programming: pickleball moved outdoors, cooperative programs shifted to Winfield, men's basketball relocated to Bower School, and Puzzle Palooza will be held at Hubble. Fall Fest and other events will also be adjusted.

Concerns were raised about mold growth, long-term air quality, and the possibility of future structural issues if the subfloor is compromised. The building is 20 years old, which may factor in the repairs. Officials emphasized that no work would move forward without full board updates, and the adjuster appears committed to a thorough, appropriate solution.

The Executive Director explained the next steps with the repair/replacement of the gym floor: inspections and sampling will be done tomorrow, insurance review by PDRMA, and a determination of a long-term plan once results are in. The Executive Director stated that staff will continue to monitor and update Commissioners and manage programming.

City Park Task Force: The Executive Director also stated that he also spoke with Phil Kuchler about City Park Task Force meeting. The Executive Director will email Commissioners with dates available for the City Park Task Force.

NRPA Conference: The Executive Director reminded Commissioners that he will be attending the NRPA Conference with Superintendent of Parks & Facilities Gregg Ireland and Marketing & Community Engagement Manager Sheri Potter next week. He explained that he will be in communication regarding the repair/replacement of the gym flooring to make sure that it is moving along and will keep Commissioners updated as to what takes place.

Department Heads: The **Marketing & Community Engagement Manager** stated staff are preparing for fall and working through relocation logistics. Thanks to District 200 and Hubble for accommodating Puzzle Palooza. Athletic & Facility Supervisor Dave Weiner reached out as the liaison, and Hubble responded immediately, secured staff, and is allowing the District the use of their gym at no charge. Special thanks to District 200 and Hubble for accommodating Puzzle Palooza (36 teams of four). It was explained that because this is a school, alcohol will not be allowed.

The **Superintendent of Recreation/Safety Coordinator** stated that next weekend, Saturday, September 20th & Sunday the 21st, Art on the Prairie will be held.

The **Office Manager** reported on the upcoming Art on the Prairie.

Any Other Business That May Properly Come before the Board for Discussion Only: Commissioner Thornbury noted that Friends of Warrenville Parks will be holding a benefit to raise funds for the Park District; January 9th, 2026 at Two Brothers in Warrenville from 6 to 9 pm. The goal is to have a fund raiser twice each year. More information will be sent regarding this fundraiser.

Adjournment: Commissioner Thornbury to Adjourn. Second, by Commissioner Machowski.

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

MOTION CARRIED.

Adjourned at 5:56 PM

Approval

Denise DiCianni, President

Seal

Date

Tim Reinbold, Board Secretary

Date