



**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 December 18<sup>th</sup>, 2025**

**Call to Order:**

President DiCianni called the meeting to order at 5:00 pm.

**Pledge of Allegiance:**

**Roll Call:** Commissioner Thornbury- Absent

Commissioner Wilkie - Present

Commissioner Coons - Present

Commissioner Machowski - Absent

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

Park District Attorney Tom Hoffman

Brownie Group 56823

**Approval of December 18<sup>th</sup>, 2025 Regular Meeting Agenda:**

**MOTION:** Commissioner Wilkie Moved to Approve December 18<sup>th</sup>, 2025 Regular Meeting Agenda. Seconded by Commissioner Coons.

**Roll Call Vote:**

Commissioner Thornbury - Absent

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

Commissioner Coons - Aye

President DiCianni - Aye

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)

**MOTION CARRIED.**

**Public Hearing to Approve a Proposed Property Tax Levy Increase for the Warrenville Park District:**

President DiCianni Called for a Motion to Open the Public Hearing on the Proposed Property Tax Levy Increase for the Warrenville Park District.

**MOTION:** Commissioner Wilkie Moved to Open the Public Hearing on the Proposed Property Tax Levy Increase for the Warrenville Park District. Seconded by Commissioner Coons.

**Roll Call Vote:**

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

Commissioner Thornbury - Absent  
Commissioner Machowski - Absent

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)**  
**MOTION CARRIED.**

President DiCianni explained that this Public Hearing on the proposed levy of the Warrenville Park District for the 2025 pursuant to the provisions of the Illinois Truth in Taxation Act. The reason for the proposed levy for 2025 is to obtain property taxes in the amount of \$4,409,000 for the following purposes.

General Corporate Purposes:	\$ 2,967,000
Recreation Programs:	\$ 767,000
Liability Insurance Purposes:	\$ 131,000
Recreation for the Handicapped:	\$ 414,000
Bond and Interest Indebtedness:	\$ 130,000

The increase in this year's levy as opposed to the 2024 tax extension is due to increased operating, maintenance and personnel costs.

President DiCianni asked if any Commissioners wish to make comments regarding the proposed levy?

President DiCianni asked if any of the public wish to make any oral testimony regarding the proposed levy?

President DiCianni asked if any Commissioners wish to submit any written testimony concerning the proposed levy?

President DiCianni asked if any of the public wish to submit any written testimony concerning the proposed levy?

The 2025 Truth in Taxation levy resolution has been prepared in accordance with statutes, and in the amount of \$4,279,000, which is exclusive of debt service.

President DiCianni called for a motion to adjourn the Public Hearing

**MOTION: Commissioner Wilkie Moved to Open the Public Hearing on the Proposed Property Tax Levy Increase for the Warrenville Park District. Seconded by Commissioner Coons.**

**Roll Call Vote:**

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

Commissioner Coons - Aye  
Commissioner Wilkie - Aye

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)**  
**MOTION CARRIED.**

**Presentation of 2025 Holiday Tree Showcase to Brownie Troup #56823:** Executive Director Tim Reinbold explained that for the 5<sup>th</sup> year, once again had a tremendous turnout from the community with 24 trees that were decorated by local businesses and community organizations. He thanked all entries for making the tree showcase a success once again. The public voted for their favorite tree and this year's winner is Brown Troup #56823.

President DiCianni presented the 2025 Holiday Tree Showcase Award to Brownie Troup #56823.

**Public Comment:** No public present.

## **Approval of Consent Agenda:**

Approval of Regular Meeting Minutes of the Board of Commissioners for November 20<sup>th</sup>, 2025:

MOTION: Commissioner Wilkie Moved to Approve November 20<sup>th</sup>, 2025 Regular Board Meeting Minutes. Seconded by Commissioner Coons.

Roll Call Vote:

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

Commissioner Wilkie - Aye  
Commissioner Coons - Aye

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)  
MOTION CARRIED.

## **Financial Reports:**

Approval of Financial Statement for the Period Ending November 30<sup>th</sup>, 2025:

MOTION: Commissioner Wilkie Moved to Approve the Financial Statements for ending November 30<sup>th</sup>, 2025. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Wilkie - Aye  
Commissioner Machowski - Absent  
Commissioner DiCianni - Aye

President Thornbury - Absent  
Commissioner Coons - Aye

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)  
MOTION CARRIED.

Approval of Expenditure Report through November 30<sup>th</sup>, 2025 in the Amount of \$451,860.63:

MOTION: Commissioner Coons Moved to Approve the Expenditure Report through November 30<sup>th</sup>, 2025 in the Amount of \$451,860.63. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

Commissioner Coons - Aye  
Commissioner Thornbury - Absent

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)  
MOTION CARRIED.

## **Correspondence:**

WDSRA Sponsorship Thank You Letter: The Executive Director noted that the District's Supporting Level Sponsorship includes six (6) tickets to the event, "The BASH" in March 2026 and to think about possibly attending.

## **Old Business**

Cerny Park OSLAD Update - Phase I & Phase II: The Executive Director shared that over the course of the last month, the two concepts brought to the November 18<sup>th</sup>, 2025 Board Meeting board meeting; the Sports concept and the Nature concept. The Nature concept splash pad won by a two to one vote, with several 100 came in. Executive Director Tim Reinbold stated that the, the Superintendent of Parks & Facilities Gregg Ireland and Marketing & Community Engagement Manager Sheri Potter stationed themselves over at the Community Building during the Holly Days event and had some great conversations with everyone, most everyone felt that they would be happy with either concept.

A meeting in mid-January, which is the final design with Hitchcock Design, and the City of Warrenville; which things will start to move forward. This was the only new development with this project.

Discussion of District Survey to Park District Team Members: The Executive Director explained that this item was kept on the agenda following the discussion at the prior month's meeting regarding the distribution of a 2-Question District Survey. The proposed survey would ask two questions: (1) what the District does well, and (2) areas for improvement. Because not all Commissioners were present at the November Board Meeting, it was the consensus of the Board to defer action until full participation could occur.

It was noted that Commissioner Coons was not present at the November Board Meeting, the item was left on the agenda to allow for a full Board discussion, including any legal input from Park District Attorney Hoffman regarding Board involvement in staff-related matters.

Park District Attorney Hoffman advised, that while the Board may request and review general feedback information from staff, and should not take action on operational matters, as day-to-day operations remain the responsibility of the Executive Director. The results could serve as informational input for the Executive Director and may be useful in planning or performance evaluations, but not for direct Board action.

Staff further indicated that similar questions are already addressed through annual one-on-one employee meetings conducted by the Executive Director, raising concerns that a District-wide survey may be redundant and add additional administrative workload. Discussion followed regarding whether the benefit of a formal survey outweighed the additional effort required to administer, compile, and report results.

After discussion, consensus was that no final decision should be made until all Commissioners are present to discuss and provide each Commissioners thoughts on the item. It was noted that the Executive Director would continue the existing one-on-one feedback discussions, and the Board would revisit the matter at a future meeting to determine whether to proceed with a survey.

## **New Business:**

Annual Visit from District Attorney Thomas Hoffman: Park District Attorney Hoffman apologized for not being able to attend November's Board Meeting.

The Executive Director explained that the topic of utilizing a consent agenda was raised at the previous month's meeting. In response, the Executive Director consulted with legal counsel and reviewed the District's General Practices Manual, which already outlines the Board's authority to adopt and use a consent agenda. The matter was placed on the agenda to allow the Board to discuss whether it wished to pursue this option.

Attorney Tom Hoffman explained that a consent agenda (also referred to as a consent calendar) is used to group routine, non-controversial items—such as approval of minutes or financial reports—into a single motion and vote, thereby streamlining meetings. He noted that the Board must formally adopt a rule to use a consent agenda and any Commissioner may request removal of an item prior to the consent agenda vote, ensuring transparency and the opportunity for discussion of that item. Park District Attorney Hoffman provided sample agendas from another park district client to illustrate how the process works in practice and stated that this client has successfully used a consent agenda for several years with minimal issues.

Attorney Hoffman further advised that consent agendas should not be used for ordinances, resolutions, policy adoptions, contracts, or agreements that warrant discussion. Routine matters that are informational and non-substantive are most appropriate. He emphasized that consent agenda items must still be clearly listed and read to comply with the Open Meetings Act.

Board members discussed which items, if any, might be appropriate for inclusion on a consent agenda. Consensus emerged that only truly routine items—such as approval of minutes and possibly financial reports—could be considered, and that agreements, contracts, ordinances, or matters previously discussed by the Board should remain on the regular agenda to allow for full deliberation.

Discussion also addressed implementation considerations, including the need to amend the General Practices Manual and the meeting agenda format if the Board elects to proceed. Park District Attorney Hoffman advised that the Board would first need to approve use of a consent agenda at one meeting, with implementation beginning at a subsequent meeting.

Several commissioners expressed that, given the limited number of items suitable for inclusion, the overall impact on meeting efficiency may be minimal. No action was taken, and it was agreed that the Board would revisit the topic at a future meeting when all Commissioners are present.

*Park District Attorney Hoffman left at 5:32 pm.*

Review of Ordinance 2025-17: An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year Beginning May 1<sup>st</sup>, 2025, and ending April 30<sup>th</sup>, 2026:

MOTION: Commissioner Coons Moved to Approve Ordinance 2025-17: An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year Beginning May 1<sup>st</sup>, 2025, and ending April 30<sup>th</sup>, 2026. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

Commissioner Wilkie - Aye  
Commissioner Machowski - Absent

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury). MOTION CARRIED.

Approval of Ordinance 2025-18: An Ordinance Authorizing and Directing the Disposition of Certain Equipment:

MOTION: Commissioner Wilkie Moved to Approve Ordinance 2025-18: An Ordinance Authorizing and Directing the Disposition of Certain Equipment. Seconded by Commissioner Coons.

Executive Director explained that equipment has been identified that is no longer useful to the District and are looking for approval to dispose of this equipment.

Roll Call Vote:

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

Commissioner Machowski - Absent  
Commissioner Wilkie - Aye

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury). MOTION CARRIED.

Review and Approve Change to Personnel Policy Manual. Section 1: Employment Policies and Procedures: 1.22; Sexual and Child Abuse:

MOTION: Commissioner Wilkie Moved to Approve the Changes to Personnel Policy Manual. Section 1: Employment Policies and Procedures: 1.22; Sexual and Child Abuse. Seconded by Commissioner Coons.

The Executive Director explained that the website for the Mandated Reporter Training had changed. After approval, the updated policy will be emailed to all employees and incorporated into all digital copies online.

Roll Call Vote:

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

Commissioner Machowski - Absent  
Commissioner Coons - Aye

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury). MOTION CARRIED.

2026 1<sup>st</sup> Quarter Special Events Listing: The 1<sup>st</sup> Quarter Special Event listing consisted of Spring programming. President DiCianni stated that she finds this very helpful.



## **Officials & Staff Reports:**

**President:** *President DiCianni* wished everyone Happy Holidays. While at the District, she got a glimpse of the wonderful staff luncheon/celebration (White Elephant) that took place this past week. She expressed that to see everybody all together, enjoying themselves as it is so deserved. It takes a lot from maintaining, putting up and taking down while maintaining our place in good stead.

President DiCianni stated that she had the pleasure of helping Recreation Supervisor Ruth Brackmann seat people for the Dance Show.

She stated that from Santa's arrival at Holly Days to the Dance Show, with or without those who are in her close circle, she finds it is such a wonderful way to start off the holiday season. Even before holiday cards are written, everyone is so cheerful and great, from volunteers, staff, participants and patrons. President DiCianni thanked everyone for their hard work.

**Commissioners:** *Commissioner Coons* reported that she attended several holiday events, including the Drive-Through Holiday event, Breakfast with Santa, and the Dance Recital. She commented that Breakfast with Santa was enjoyable and engaging, and noted the exceptionally strong attendance at the Dance Recital, with the audience nearing full capacity, and with the second performance drawing more attendees than the first. She expressed appreciation to staff for their efforts in delivering these programs and thanked them for their continued dedication and positive impact on the community throughout the year.

*Commissioner Wilkie* commented on the success of the Holly Days event, noting he is amazed how beautiful the downtown area looks. He expressed appreciation to the Park District, City, and other partners for their collaboration, it was remarkable. The unusual presence of measurable snowfall during the Holly Days event was different. The Merry Market at City Hall was well attended, along with positive feedback regarding the traffic flow and the favorable weather conditions.

Commissioner Wilkie also reported he attended Breakfast with Santa and PJ's and Pizza with Santa, and shared lighthearted observations regarding the events and also offered program suggestions for future holiday events. Looking ahead, he noted that 2026 is quickly approaching, along with the Park District's New Year's Eve event.

He concluded by thanking staff for their continued dedication and professionalism, stating that their expertise and hard work have a meaningful and lasting impact on the community, which he greatly appreciates. He again stated, the District is amazing when it comes to the community.

**Executive Director:** *Executive Director* Tim Reinbold reported that the past month has been extremely busy and commended staff for their significant efforts, including working extended hours while managing increased snowfall and extreme cold conditions. Staff will review recent events and operations and reassess planning for the coming year. Several staff members have begun taking well-deserved time off, with additional time off planned over the next few weeks prior to the New Year's Eve event.

**WDSRA:** The Executive Director reported attending a meeting at the West Suburban Special Recreation Association (WDSRA) and noted that WDSRA's audit was available for review by the Board if wanted.

**Executive Director** He explained that since the last meeting, two additional meetings were held regarding inclusion services with the nine-member agency committee. Discussions focused on potential policy changes and financial resource allocation related to inclusion services provided across communities. It was noted that approximately 40% of Warrenville's inclusion services serve participants from outside the community, compared to significantly lower percentages for other agencies.

Conversations with other agencies' directors have been positive, and the process is moving in a constructive direction, with further discussion planned for January.

The Executive Director also reported that WDSRA Executive Director Dan Leahy has resumed his regular visits and is expected to attend one of the Board's early 2026 meetings, at which time additional information may be available.

**TIF 3 & TIF 4**: The Executive Director summarized two Tax Increment Financing (TIF) meetings that were held in December—TIF District 3, for which he serves as chair, and TIF District 4. Both meetings included productive discussions, and Economic Development Director Amy Emery with the City of Warrenville presented the City's capital projects and the redevelopment activity that is associated with both of these areas. Updates on potential developments that could impact the District was also provided. Follow-up meetings are planned to review properties and consider long-term opportunities for potential park land.

**Holiday Party**: Lastly, the Executive Director reminded the Board that the annual Holiday Party will be held on January 8<sup>th</sup>, 2026 at the Roundhouse in Aurora. Board members planning to attend with a spouse were asked to notify staff to ensure an accurate headcount.

The Executive Director concluded by extending holiday well wishes to the Board and staff.

**Department Head Reports**: The **Superintendent of Parks & Facilities** reported that December operations were successful despite unusually heavy snowfall, noting it was the most snow experienced in December since 1978. While the conditions created challenges, staff managed them effectively, and community appreciation was expressed. Recognition was given to park maintenance staff for their efforts in snow removal, cold weather response, and maintaining holiday lighting.

The **Superintendent of Recreation/Safety Coordinator** reported that there is a New Years Eve Party at the Park District on December 31<sup>st</sup>, 2025 at 11:00 am. When asked the numbers it was stated that 50 groups have signed up to date. The Superintendent reported that this event has brought in well over 100 participants for a number of years now.

He also reported that the Dance Show sold over 400 tickets per show (800), with very little room left in the auditorium. It was noted that if the Dance Program keeps growing, the Recreation Supervisor and Superintendent of Recreation/Safety Coordinator will need to look at ways to expand the program.

The Superintendent of Recreation stated when he started in Fiscal Year 2020, the revenue was \$28,000 and for the current year, it is estimated to bring in \$63,000.

**CLOSED SESSION – Semi-Annual Review of Closed Session Minutes, 5 ILCS 120 2 (c) 21:**

Discussion of Minutes of meetings lawfully Closed Under this Act, whether for purposes of approval by the body of the minutes or semi-annual Review of Closed Session Minutes as Mandated by Section 2.06.

**MOTION:** Commissioner Wilkie Moved to go into CLOSED SESSION – Semi-Annual Review of Closed Session Minutes, 5 ILCS 120 2 (c) 21: Discussion of Minutes of meetings lawfully Closed Under this Act, whether for purposes of approval by the body of the minutes or semi-annual Review of Closed Session Minutes as Mandated by Section 2.06. Seconded by Commissioner Coons.

Roll Call Vote:

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

Commissioner Coons - Aye  
Commissioner Thornbury - Absent

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury).  
MOTION CARRIED.

**In CLOSED SESSION @ 5:50 pm**

**RISE from CLOSED SESSION @ 5:51 pm**

Back in Open Session Roll Call: Commissioner Coons - Present  
Commissioner Wilkie - Present  
Commissioner Thornbury - Absent  
Commissioner Machowski - Absent  
President DiCianni - Present

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

Approval of Ordinance 2025-19: An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meetings of the Board of Park Commissioners of the Warrenville Park District which includes: December 15<sup>th</sup>, 2023 Semi-Annual Review of Closed Session Minutes and June 20<sup>th</sup>, 2024 – Semi-Annual Review of Closed Session Minutes.

**MOTION:** Commissioner Coons Moved to Approve of Ordinance 2025-19: An Ordinance Authorizing and Directing the Destruction of Verbatim Audio Recordings of Certain Closed Session Meetings of the Board of Park Commissioners of the Warrenville Park District which includes: December 15<sup>th</sup>, 2023 Semi-Annual Review of Closed Session Minutes and June 20<sup>th</sup>, 2024 – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

Commissioner Wilkie - Aye  
Commissioner Thornbury - Absent

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury).  
MOTION CARRIED.

Approval to Release Closed Session Minutes of June 20<sup>th</sup>, 2024 – Semi-Annual Review of Closed Session Minutes:

**MOTION:** Commissioner Wilkie Moved to Approve the Release of Closed Session Minutes of June 20<sup>th</sup>, 2024 – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Coons.

Roll Call:

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

Commissioner Coons - Aye  
Commissioner Thornbury - Absent

3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury).  
MOTION CARRIED.

Adjournment: Commissioner Wilkie to Adjourn. Second, by Commissioner Coons.

Voice Vote: 3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury).  
MOTION CARRIED.

Adjourned at 6:18 PM

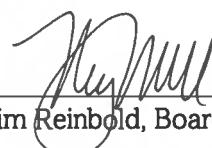
Approval



Denise DiCianni, President



Jennifer Coons

  
Tim Reinbold, Board Secretary

1/16/26  
Date

Seal