



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 April 18, 2024**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Coons – Present
Commissioner DiCianni – Present
Commissioner Wilkie – Present
Commissioner Machowski – Absent
President Thornbury – 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
Michelle Savage, Office Manager
Sheri Potter, Marketing & Community Engagement Manager

Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2024 and Ending on the 30th Day of April 2025.

President Thornbury requested a motion to proceed into the Public Hearing and to continue the otherbusiness of the regular meeting upon the conclusion thereof.

MOTION: Commissioner Wilkie moved to Open the Public Hearing on the Proposed Combined Annual Budget and Appropriation Ordinance of the Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2024 and Ending on the 30th Day of April 2025. Seconded by Commissioner Coons.

Roll Call Vote:

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

Commissioner DiCianni -Aye
Commissioner Wilkie - Aye

4-Ayes, 0-Nays, 1-Absent (Machowski)
ALL IN FAVOR. MOTION CARRIED.

President Thornbury declared the Public Hearing Open.

President Thornbury announced that the Proposed Budget and Appropriation Ordinance has been made available for the public to review for the required time.

The Executive Director has reported that no public citizens have asked to receive the proposed Budget and Appropriation Ordinance.

President Thornbury asked if any of the Commissioners wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

No Commissioners had any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Thornbury asked if any of the Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation Ordinance.

No Commissioners wished to submit any written testimony concerning the proposed Combined Annual Budget and Appropriation.

President Thornbury asked if any of the Commissioners wished to submit any oral testimony or public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance. No Commissioners wished to submit any oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation.

President Thornbury asked if any of the public wished to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance. No public was present to make any comments regarding the proposed Combined Annual Budget and Appropriation Ordinance.

President Thornbury asked if any of the public wished to present written testimony with respect to the proposed Combined Annual Budget and Appropriation Ordinance. No public was present with any written testimony to present.

President Thornbury asked if any of the public wished to present oral testimony or any public comments concerning the proposed Combined Annual Budget and Appropriation Ordinance.

No public was present provide oral testimony or public comment.

President Thornbury then entertained a motion to adjourn the Public Hearing.

MOTION: Commissioner Wilkie moved to Adjourn the Public Hearing. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

Commissioner DiCianni -Aye

President Thornbury - Aye

4-Ayes, 0-Nays, 1-Absent (Machowski)

ALL IN FAVOR. MOTION CARRIED.

President Thornbury declared that the Public Hearing was adjourned and will now proceed to the next agenda item.

Approval of April 18th, 2024 Regular Meeting Agenda: President Thornbury explained that the Minutes of the Closed Session – Personnel of March 21, 2024 is not available and is to be Tabled to the May 16th, 2024 Regular Board Meeting.

MOTION: Commissioner DiCianni Moved to Approve the April 18th, 2024 Regular Meeting Agenda and Table Item VII b. Approval of March 21st, 2024 Closed Session – Personnel, to the May, 18th, 2024 Regular Meeting Agenda. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

Public Comment: No public present.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Commissioners for March 21st, 2024:

MOTION: Commissioner DiCianni moved to approve the Regular Meeting Minutes of the Board of Commissioners for March 21st, 2024. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending March 31st, 2024:

MOTION: Commissioner Coons moved to approve the Financial Statements for the period ending March 31st, 2024. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

Approval of Expenditure Report through March 31st, 2024, in the Amount of \$125,198.97:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through March 31st, 2024 in the Amount of \$125,198.97. Seconded by Commissioner Coons.

Roll Call Vote:

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

4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

Correspondence: No correspondence.

New Business:

Discussion of Lions Park Landscaping: The Executive Director stated this was included on the Agenda due to public attendance at March Board Meeting and wanted to make sure that we're providing guidance to staff on how to proceed. He explained that there are current funds left in the Lions Park budget. The Executive Director requested that the Superintendent of Parks & Facilities and the Park Supervisor put together a plan that would lay out on paper how this would look. There is a 200-foot stretch that goes along the fence line. They are looking at doing some arborvitae along both homeowners that back up to that property along with planting some trees and pines in that stretch. Over time, the plants will pretty much block out everything, also both neighboring homes also have trees in their yards that back up to the park, also providing privacy.

Based on concerns of cicadas stripping trees that are under 3-inches diameter, the Superintendent of Parks & Facilities reached out to the Morton Arboretum and CACNES, which is now Site, both said the same thing, that you'll have some leaf foliage, but there will be no harm to the trees at all. The trees will recover from any damage they have. The arborvitae and white pines, the cicadas would not do anything to it. There is a one-year warranty on the trees purchased.

The Parks Department will purchase and plant next week. No motion is needed.

Review of Ordinance 2024-02: An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2024, and Ending on the 30th Day of April 2025:

MOTION: Commissioner Wilkie moved to Approve Ordinance 2024-02: An Ordinance Providing for the Combined Annual Budget and Appropriation of Funds for Warrenville Park District, DuPage County, Illinois for the Fiscal Year Beginning on the 1st Day of May 2024, and Ending on the 30th Day of April 2025. Seconded by Commissioner Coons.

Roll Call Vote:

**Commissioner Coons - Aye
Commissioner Wilkie - Aye
President Thornbury - Aye**

**Commissioner DiCianni - Aye
Commissioner Machowski - Absent**

**4-Ayes, 0-Nay, 0-Abstain, 1-Absent (Machowski)
MOTION CARRIED.**

Review and Approval of Program Guide Design Contract – One Year in the Amount of \$10,320.00:

MOTION: Commissioner Wilkie Moved to Approve the Program Guide Design Contract with DesignSpring Group LLC in the Amount of \$10,320.00. Seconded by Commissioner DiCianni.

The Executive Director note that the District has worked with DesignSpring Group LLC for over the past seven (7) years and has been extremely satisfied with their services and product that they produce. The District is recommending to continue working with DesignSpring Group for the District Brochure

Roll Call Vote:

**Commissioner Coons - Aye
Commissioner Wilkie - Aye
President Thornbury - Aye**

**Commissioner DiCianni - Aye
Commissioner Machowski - Absent**

**4-Ayes, 0-Nay, 1-Absent (Machowski)
MOTION CARRIED.**

Review and Approval of Personnel Policy Manual: Section 3: Time Off Benefits -3.1 Holidays and Discussion of Scheduling of Programs and Community Events on Religious Holidays:

MOTION: Commissioner Wilkie Moved to Approve to Personnel Policy Manual: Section 3: Time-Off Benefits – 3.1 Holidays with No Changes. Seconded by Commissioner DiCianni.

The Executive Director stated that President Thornbury requested this to be included on the Agenda. President Thornbury explained the reason for requesting this; she felt that the Lions Park Ribbon Cutting was not scheduled on Friday, due to Good Friday. By doing this, she felt that the District should also consider other religions and their observances.

The Executive Director explained that having the ceremony on Good Friday was not even discussed or considered, and the District does not observe Good Friday as a holiday, although FitnessNOW is closed ½ day on Easter. Those part-time employees who work over 30-hours on a year-round basis will receive four (4) hours of holiday pay if normally is scheduled to work. Those that do not work over 30 hours are not eligible to receive holiday pay. The District observed holidays were discussed.

Because of the numerous different religions and their observances, the programming around all the religious holidays would be impossible. President Thornbury stated that she searched and found an amazing educational resource page at the University of Missouri that lists every major holiday and has the general practices associated with that major holiday, the date details for that holiday, recommended accommodations to guide staff, and a list of the dates that are observed. It is a very massive and extensive list, as there are probably a couple thousand religions in the world. This is a guideline to help make good decisions about including everybody, and making everybody feel included. President Thornbury feels that the Board is trying to be open to staff diversity and inclusion, and this does provide a little guidance.

Review and Approval of Personnel Policy Manual Section 3: Time Off Benefits - 3.3 Personal Days:

MOTION: Commissioner Wilkie Moved to Approve Personnel Policy Manual Section 3: Time Off Benefits - 3.3 Personal Days as presented. Seconded by Commissioner DiCianni.

Currently, the programming of holidays is in a generic and general manner rather than in a religious; Breakfast with the Bunny, Flash Light Egg Hunt, Holly Days, Breakfast with Santa, etc.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Machowski - Absent

Commissioner DiCianni - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Review and Approval of Personnel Policy Manual Section 3: Time Off Benefits - 3.3 Personal Days:

MOTION: Commissioner Wilkie Moved to Approve Personnel Policy Manual Section 3: Time Off Benefits - 3.3 Personal Days as presented. Seconded by Commissioner DiCianni.

President Thornbury stated that she again requested this to be included on the agenda to review and discuss with the previous policy 3.1 Holidays. The Executive Director stated that currently, full-time employees are given three (3) paid Personal Days each calendar year to use for time off for personal reasons of any nature, including holidays not recognized by the District. He also noted that Personal Days cannot be carried over to the next year or paid out if employment ends.

Commissioners discussed and agreed to increasing Personal Days to four (4) each calendar year for full-time employees.

The 3.3 Personal Days policy is to include the following; The Warrenville Park District recognizing the diversity of staff, Diversity, Equity, Inclusion and Belonging.

The flexibility of requests to accommodate an employees' religious observances was discussed and if employees felt comfortable in requesting this specific time off. There is no written policy regarding part-time staff requesting a day off for a religious purpose. Because this includes religions, it is suggested to ask the District Attorney if this would be crossing a boundary.

In recognizing that there are various world religions, cultural, traditional, and holidays not recognized by the Warrenville Park District extends four (4) Personal days to full-time employees to be used at their discretion.

AMMENDED MOTION: Commissioner Wilkie Moved to Amend the Motion to Add an Additional Personal Day, (Total of four (4) days) to all Full Time Employees of the District, Effective Immediately for the 2024 Calendar. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Absent Commissioner DiCianni - Aye

Commissioner Coons - Aye Commissioner Wilkie - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Scheduling of City Park Task Force Meeting: The Executive Director has been in discussion with Phil Kuchler at the City of Warrenville regarding the OSLAD Grant and next steps in the process. He is working with staff and the elected officials to provide us with a few dates to consider meeting to discuss the OSLAD Grant for Cerny Park, along with any other items that need to be brought before the group. Possible dates were given to Commissioners; after looking at their calendars, scheduled for Monday, May 20th at 4:00 PM, in the City Hall Gallery. The Executive Director will confirm the date and inform Commissioners at the Regular Meeting of the Board of Commissioners on Thursday, May 16th, 2024.

Discussion of Agency Wide Employee Feedback Survey: The Executive Director explained that as part of the discussion and direction of the Board at the March meeting, this item was added to the agenda. A document "Stay Interview" from another District was handed out to Commissioners.

President Thornbury explained that the Executive Director spoke regarding how Commissioners are to evaluate the Executive Director on his relationships with staff. Through conversations, it was suggested to send a short and confidential survey to all staff regarding their communication and relationship with their Supervisor and/or Manager, the questions would need to be formulated. President Thornbury stated that this would allow another avenue/tool for employees to give their opinions, feel heard and to voice any concerns.

Commissioner Coons noted that by asking about the employees Supervisor and/or Manager would not be answering questions about the Executive Directors relationship with staff as the employees would be answering this question about their Manager and/or Supervisor which is not a Board function or responsibility. President Thornbury doesn't want to necessarily ask about Employee's relationship with the Executive Director but to give the employee another avenue to express themselves, to voice concerns and to feel heard.

Commissioner Coons stated that if the Executive Director or Management were to solicit feedback from employees and if there was a report of a problem or if follow up is needed, a reporting system could be put in place for the Executive Director to review, investigate and report to the Board. There is not a clear-cut solution to gather and obtain information on the Employee/Executive Director relationship.

The Executive Director has spoken with and collected input from other districts regarding Employee Feedback Surveys with questions that are direct, easy to understand and are to the point. He stated that there are many questions that can be asked throughout the year and during evaluations. He referenced the questions that were on the "Stay Survey" distributed to Commissioners prior, that he would be incorporating some of the questions with his one-on-one with staff and/or during evaluations. Commissioner Coons stated that these same questions that the Executive Director would be asking, Managers and Supervisors should also be asking their staff the same questions about themselves and the Executive Director. Commissioner DiCianni stated that as the Executive Director makes himself more available to staff, the more open and welcoming they feel and will make the Executive Director more approachable.

When asked regarding what the majority of feedback from other Districts was, the Executive Director stated that many Districts send out Employee Satisfaction Surveys and the information gathered is valuable; but not coming from Board level.

Discussion of Board Officer Seat Nominations: Commissioners voiced their support for Commissioner DiCianni to take the seat of President; Commissioner Wilkie to the seat of Vice President; Commissioner Machowski to the seat of Treasurer; and Commissioner Thornbury to the seat of Vice Treasurer.

President Thornbury stated that the Executive Director is normally Appointed as Board Secretary and Executive Assistant Penny Thrawl and Assistant Board Secretary.

Officials & Staff Reports

President: ***President Thornbury*** stated that she will not be in attendance at the May Board Meeting.

President Thornbury also wanted to thank both Susan Kasprowitz and Nicole Prater for sitting on the Decennial Efficiency Committee on Local Government, it is appreciated.

President Thornbury shared that Hank Secora and volunteers stopped by her home and stated that he is starting Hozhó project here in Warrenville. She explained that Hozhó is a Navajo Nation practice and is built on positive beliefs of individuals to achieve happiness, health, etc., through a positive, beautiful, harmonious, happy environment that must be constantly created by thought and deed. He will be picking up litter in Warrenville.

Commissioners: ***Commissioner Coons*** thanked staff for the spring events and programs; Bunny Breakfast, Flashlight Egg Hunt, she was unable to attend but looked like everyone had fun.

Commissioner Coons stated that she assisted with the Health Fair with many in attendance. She stated that many were interested in and inquired about the Department of Motor Vehicles to assist those who want to obtain their REAL IL, with all slots filling quickly. It was great that the District was able to provide this for the community and hopefully they are able to attend next year with more slots available, and possibly additional services they can provide.

Commissioner DiCianni stated that she had the pleasure of helping with the Breakfast with the Bunny, she stated it was very delightful, a lot of families, very well put together.

Commissioner DiCianni explained that she did not help out with the Health & Wellness Fair but did attend. She stated that the event was phenomenal and was put together very well. She stated that it is great that the District holds such an event, with the number of vendors present, and how it is put together. She agrees with the addition of more appointment time slots available, as this is something that caught peoples' eye. She thanked those that had a part in the event; vendors, staff and the volunteers as it couldn't happen otherwise. This event is getting better every year.

Commissioner Wilkie also attended the Health Fair and feel the same as Commissioner Coons and DiCianni. He stated that it does seem that the turnout of this event does gets larger and larger every year.

He also shared that the Warren Tavern will have open mic Saturday the 20th; writers, singers, artists are invited to come to share your talents at the Open Mic event. This event is open to the public and all ages are encouraged to attend this free event.

Executive Director: The **Executive Director** stated that he will be attending the **IAPD Legislative Conference** in Springfield on May 7th and 8th. 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.

He explained that both the Marketing & Community Engagement Manager and the Superintendent of Finance & Technology will also be attending and setting up a booth at the "Parks Day at the Capitol" on May 7th and is a significant event organized by the Illinois Association of Park Districts (IAPD). It provides an opportunity for park districts, forest preserves, conservation, recreation, and special recreation agencies to showcase their contributions to Illinois' economy and quality of life.

Parks Technician Position: Executive Director also announced that Lazaro Zacatzi Jr., who is currently employed in Guest Services was hired to fill the vacant Parks Technician position and will start this position on Monday.

Harding Park: The Executive Director reported that the Harding Park sign is now in place and looks great.

Generator: The Executive Director explained that late last month the generator was delivered and placed on the concrete pad that was poured. Currently, the process of getting the gas lines and electrical work connected and completed. The fencing installation surrounding the generator and finally, planting to assist in blending into the surroundings.

Department Heads: The Marketing & Special Events Supervisor reported that the “Eclipse of the Park” event was an amazing turnout, with 168 hotdogs grilled, along with themed give aways; eclipse gum, starburst candy, moon pies, sunglasses for watching the eclipse safely, games along with a themed play list. Families spent the afternoon at Lions Park, bringing their chairs and blankets to watch the eclipse. There were approximately 250 individuals that attended and was a great community event.

In July, Unplug Illinois is a campaign created by the Illinois Park and Recreation Association (IPRA) that encourages people to unplug from their electronic devices and plug into play. The Marketing and Community Engagement Manager stated that the District will be holding Picnic at the Park at Lion Park in recognition of Unplug Illinois.

In celebration of National Parks & Recreation Month, the District will bring a pop-up play program to the parks in July, each week will be at a different park.

The Superintendent of Recreation/Safety Coordinator reported that he and the Athletic & Facility Supervisor Dave Weiner had brought in Cyclones Volleyball to provide programs and camps to the community. They found a way to start a Cyclones Juniors Volleyball League, weekly practices will be held at the Recreation Center Gym on Friday nights from 5-7 pm followed by games on Saturday afternoons. There are 20 players between ages 9-11 enrolled in this first-time league offering.

The Superintendent of Parks & Facilities stated that April is a busy time for Parks Department, with projects starting and the maintenance of the parks after the winter season. He reported the renovation of the Lower-Level Guest Services Desk will be completed by next week; painting, installing new flooring, cabinets along the back wall.

Closed Session – 5 ILCS 120 2 (C) (1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational or educational setting, or a volunteer of the public body or against legal counsel for the public body.

MOTION: Commissioner Wilkie Moved to Approve Personnel Policy Manual Section 3: Time Off Benefits - 3.3 Personal Days as presented. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Machowski - Absent

Commissioner Coons - Aye

President Thornbury - Aye

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

MOTION CARRIED.

Recess into Closed Session at 7:37 p.m.

Rose from Closed at 7:45 p.m.

Roll Call: Commissioner Wilkie - Aye
Commissioner Machowski - Absent
President Thornbury - Aye

Commissioner Coons - Aye
Commissioner DiCianni - Aye

To Take Action, if any, on Matters from Closed Session: No action to be taken.

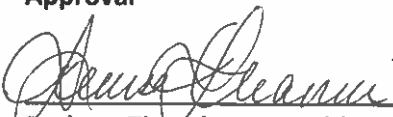

Any Other Business That May Properly Come before the Board for Discussion Only:

Adjournment: Commissioner Wilkie moved to Adjourn. Seconded by Commissioner Coons.
Voice Vote: 4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

Adjourned at 7:46 PM

Approval


Barbara Thornbury, President
Seal Denise DiCianni

Date


Tim Reinbold, Board Secretary
Date 1 5/16/24

