



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 May 16th, 2024**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Coons – Absent
Commissioner Machowski – Present
Commissioner Wilkie – Present
President Thornbury – Absent
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 the May 16th, 2024 Regular Meeting Agenda of the Warrenville Park District Board of Park Commissioners:

MOTION: Commissioner Machowski Moved to Approve the May 16th, 2024 Regular Meeting Agenda.
Seconded by Commissioner Wilkie.

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: No public present.

Approval of Consent Agenda:

Approval of Closed Session Meeting Minutes of the Board of Commissioners for March 21st, 2024 - Personnel:

Approval of the Regular Meeting Minutes of the Board of Commissioners for April 18th, 2024:

Approval of Closed Session Meeting Minutes of the Board of Commissioners for April 18th, 2024 – Personnel:

MOTION: Commissioner Machowski Moved to Approve the Consent Agenda which consisted of; a. Approval of Closed Session Meeting Minutes of the Board of Commissioners for March 21st, 2024 – Personnel; b. Approval of the Regular Meeting Minutes of the Board of Commissioners for April 18th, 2024 and; Approval of Closed Session Meeting Minutes of the Board of Commissioners for April 18th, 2024 – Personnel. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner Coons - Absent
Commissioner Wilkie - Aye
Vice President DiCianni - Aye

Commissioner Machowski - Aye
President Thornbury - Absent:

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

Financial Reports

Approval of Financial Statement for the Period Ending April 30th, 2024:

MOTION: Commissioner Wilkie moved to approve the Financial Statements for ending April 30th, 2024. Seconded by Commissioner Machowski.

Roll Call Vote:

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

Commissioner Coons - Absent
President Thornbury - Absent

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

Approval of Expenditure Report through April 30^{thst}, 2024, in the Amount of \$145,634.99:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through April 30th, 2024 in the Amount of \$145,634.99. Seconded by Commissioner Machowski.

Roll Call Vote:

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

Commissioner Wilkie - Aye
President Thornbury - Absent

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

Correspondence: Congratulations Letter from PDRMA on the District 2024 Risk Manager Review Kickoff Process Incentive (1 of 3) of \$500 and is part of the overall \$1500 Financial incentive: The letter was included in the Board Packet and explained that the District successfully met the first incentive metric deadline for the 2024 Risk Management Review. The District could receive the two remaining \$500 metrics by fulfilling the applicable SMART Goals action steps and all other agreed upon activities.

Old Business:

Lions Park Landscaping: The Superintendent of Parks & Facilities stated that Park Staff have planted trees along the back perimeter of the park, of the lot lines of the neighboring homes to alleviate noise and help to visually block sight into the neighboring yards.

New Business:

Election of Board Officers 2024 - 2025: The Executive Director explained that the Board discussed this at the April 18th, 2024 Regular Meeting of the Board of Commissioners. The current President will preside over the elections and will need to call for nominations for each office, even though the potential officers were discussed prior.

Election of President:

Commissioner Machowski Nominated Commissioner DiCianni for President, with Commissioner Wilkie in agreement.

MOTION: Commissioner Wilkie moved to elect Commissioner DiCianni to the President's seat for the 2024–2025 Fiscal Year. Seconded by Commissioner Machowski.

Roll Call Vote:

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

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

MOTION CARRIED.

Commissioner DiCianni accepted the seat of President.

Election of Vice President – 2024 - 2025:

President DiCianni nominated Commissioner Wilkie for the seat of Vice President. Commissioner Machowski and Wilkie were in agreement.

MOTION: President DiCianni moved to elect Commissioner Wilkie to the Vice President's seat for the 2024-2025 Fiscal Year. Seconded by Commissioner Machowski.

Roll Call Vote:

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

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

MOTION CARRIES.

Appointment of Board Treasurer:

MOTION: President DiCianni moved to appoint Commissioner Thornbury to the seat of Board Treasurer. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Appointment of Board Vice Treasurer:

MOTION: Commissioner Wilkie moved to appoint Commissioner Machowski to the seat of Vice Treasurer. Seconded by President DiCianni.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Appointment of Board Secretary: It was explained that historically this has been the Executive Director.

MOTION: Commissioner Wilkie nominated Executive Director Tim Reinbold to the seat of Board Secretary. Seconded by President DiCianni.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Appointment of Assistant Board Secretary: It was explained that historically this has been the Executive Assistant.

MOTION: Commissioner Wilkie moved to appoint the Executive Assistant/HR Manager Penny Thrawl to the seat of Assistant Board Secretary. Seconded by President DiCianni.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Appointment of Park District Attorney:

MOTION: Commissioner Wilkie moved to appoint Attorney Thomas Hoffman as the District Attorney. Seconded by President DiCianni.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Appointment of ADA Compliance Officer: Historically, Executive Director Tim Reinbold has been appointed in the seat.

MOTION: Commissioner Wilkie Moved to Appoint Executive Director Tim Reinbold as the Districts ADA Compliance Officer. Seconded by President DiCianni.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)
MOTION CARRIED.

Board Designation of Open Meetings Act Officer (Executive Director) or more officials/employees to successfully complete the Illinois Attorney General Open Meetings Act (OMA) annual training requirement:

MOTION: Commissioner Wilkie Moved to Designate Executive Director Tim Reinbold as the Open Meetings Act Officer. Seconded by Commissioner Machowski.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)
MOTION CARRIED.

Board Designation of Freedom of Information Act (FOIA) Officer (Executive Director & Executive Assistant) to Successfully Complete the Illinois Attorney Freedom of Information Act (FOIA) Training on an Annual Basis:

MOTION: Commissioner Wilkie Moved to Designate the Executive Director Tim Reinbold and Executive Assistant Penny Thrawl as the District's Freedom of Information Act (FOIA) Officer(s). Seconded by Commissioner Machowski.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)
MOTION CARRIED.

Board Designation of Ethics Advisor (Executive Director /Park District Attorney) who shall provide guidance to the officers and employees concerning the interpretation of and compliance with provisions of Ordinance 2004-03, (Article 15) and State Ethics Laws:

MOTION: Commissioner Wilkie Designated Executive Director Tim Reinbold and Park District Attorney Thomas Hoffman to be the Ethics Advisor for the Park District. Seconded by Commissioner Machowski

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury) MOTION CARRIED.

Appointment by Board President (with Advice and Consent of the Board of Park Commissioners) three members to the Ethics Committee of the Warrenville Park District: After a short discussion, President DiCianni appointed herself, Commissioner Wilkie and Commissioner Coons to the Districts Ethics Committee.

Review and Approval of Personnel Policy Manual: Section 1: Employment Policies & Procedures:

MOTION: Commissioner Wilkie moved to Approve the Personnel Policy Manual: Section 1: Employment Policies & Procedures. Seconded by Commissioner Machowski.

The Executive Director stated that over the course of the next year, staff will be preparing heavily for our upcoming Distinguished Agency Accreditation process, which has already begun. As part of the DA process, the District needs to review and approve the Personnel Policy Manual and has begun the process with Sections 1 & 2 being brought to the Board for approval tonight. In addition, the District's Attorney will also be reviewing these same policies/documents each month prior to being brought to the Board. The Executive Director explained that the Board has approved the entire Personnel Manual in 2013 and in 2019 when going through the DA process. Each month staff will be moving forward in reviewing the required DA policies, procedures and manuals that need to be updated and forwarded to the Attorney for approval and finally to the Board for approval.

Commissioner Machowski stated that when last reviewed, Commissioner Thornbury stated that the Board previously approved when referencing the District within a manual, it should be referred to as the "District." A policy section is to include the "Definitions" that would be an umbrella for the entire document and should be uniform and consistent throughout.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Thornbury - Absent

Commissioner Machowski - Aye

Commissioner Coons - Absent

President DiCianni - Aye

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Review and Approval of Personnel Policy Manual: Section 2; Payroll Policies and Procedures:

MOTION: Commissioner Wilkie Moved to approve of the Personnel Policy Manual: Section 2; Payroll Policies and Procedures. Seconded by President DiCianni.

Roll Call Vote

Commissioner Machowski - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Absent

Commissioner Thornbury - Absent

President DiCianni - Aye

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Review and Approval of Resolution 2024-04: A Resolution Approving the Agreement Between the Warrenville Park District and WMC Productions (Warrenville Masterpiece Community):

MOTION: Commissioner Wilkie Moved to Approve the Agreement Between the Warrenville Park District and WMC Productions (Warrenville Masterpiece Community). Seconded by Commissioner DiCianni.

The Affiliate Agreement between WMC and the Park District was included in the Board Packet. The agreement has been reviewed by both the District and WMC. There are not any significant changes from last year's agreement. WMC will be submitting dates for their upcoming shows in the next few months.

Roll Call Vote:

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

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

**3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)
MOTION CARRIED.**

Discussion and Approval of the selling of beer, wine, malts, hard ciders, and alcoholic seltzers at the beer tent at the Warrenville Summer Daze Festival (August 2nd & 3rd):

MOTION: Commissioner Wilkie Moved to Approve of the selling of beer, wine, malts, hard ciders, and alcoholic seltzer at the beer tent at the Summer Daze Festival (August 2nd & 3rd, 2024). Seconded by Commissioner Machowski.

The summer and fall season are quickly approaching along with festivals that serve alcoholic beverages. Approval is needed from the Board to allow the District to sell these beverages at both Summer Daze and Fall Fest.

Roll Call Vote:

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

**Commissioner Coons - Absent
Commissioner Thornbury - Absent**

**3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)
MOTION CARRIED.**

Discussion and Approval of the selling of beer, wine, malts, hard ciders, and alcoholic seltzers at the beer tent at the Warrenville Fall Fest (October 25th):

MOTION: Commissioner Wilkie Moved to Approve of the selling of beer, wine, malts, hard ciders, and alcoholic seltzer at the beer tent at the Fall Fest (October 25th, 2024). Seconded by President DiCianni.

Roll Call Vote:

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

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

**3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)
MOTION CARRIED.**

Review and Approval of the Agreement with ACT Services, Inc. (Accessibility Consultation and Training Services, Inc.) to Update the District's Transition Plan in the Amount of \$7,400:

MOTION: Commissioner Wilkie Moved to Approve the Agreement with ACT Services, Inc. (Accessibility Consultation and Training Services, Inc.) to Update the District's Transition Plan in the Amount of \$7,400. Seconded by President DiCianni.

The Executive Director explained that the ADA Transition Plan is due for an update/overhaul based on the time that has elapsed since it has been updated. He stated he has reviewed submissions from consultants and solicited feedback from the management team and recommends entering into an agreement with ACT Services (Accessibility Consultation and Training Services Inc.).

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury)

MOTION CARRIED.

Approval of Commissioner(s) Attendance at NRPA Conference October 8th - 10th, 2024 in Atlanta, Georgia: Executive Director Tim Reinbold explained that this year’s NRPA Conference is set to take place October 8-10 in Atlanta, Georgia. He explained that the District budgets for himself and two other individuals. Board Members are asked first if interested in attending this conference, then staff. The Board will need to approve of Board Member attendance.

Commissioner Wilkie indicated that he is interested in attending the Conference.

Commissioner Machowski stated that this item should be tabled as both Commissioner Thornbury and Commissioner Coons are absent and may also be interested in attending. Commissioner Coons reached out to the Executive Director and is not interested in attending, he has not heard from Commissioner Thornbury if she is interested. The Executive Director explained that a motion would be needed for Commissioner Wilkie to attend the NRPA Conference.

The Executive Director stated that the Board could approve Commissioner Wilkie to attend the conference and include this same item on the July agenda for those not present. After a brief discussion, this Item will be Tabled to the June 20th, 2024 Regular Meeting of the Board of Park Commissioners.

Developer Donations – Quarter Ending March 30th, 2024 in the Amount of \$11,907.67: We have received our quarterly notification from the City of Warrentville on developer donations. For the quarter ending March 30th we have \$11,907.67 which we have requested from the City of Warrentville to provide the transfer of funds.

Discussion and Approval of District Goals and Objectives:

MOTION: Commissioner Wilkie Moved to Approve the District Goals and Objectives 2024-25. Seconded by Commissioner Machowski.

The goals and objectives of the District for the upcoming Fiscal Year 2024-25 were included in the Board Packet. The goals tie into our recently approved Strategic Master Plan which correlates with our values including; Innovation, Sustainability, Inclusion, and Exceptional Services. These will be brought back quarterly for review.

Roll Call Vote:

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

3-Ayes, 0-Nay, 2-Absent (Coons, Thornbury).

MOTION CARRIED.

Officials & Staff Reports

President: ***President DiCianni*** stated that she was very happy assisting Recreation Supervisor Ruth Brackmann with her recent spring dance recital. She stated that she was inspired by all the people in attendance at the Dance Recital. As she pulled away from Hubble School, she noticed that soccer was being played at Grace Church of DuPage. She noted that Baseball was being played on a nicely leveled field with the grass cut.

She explained that when she states, “people really don’t know all the things that the District does,” it is everywhere, all this activity all at once. While some people are participating in one activity, there are numerous other programs running at the same time.

She applauds all the efforts, in all departments, that bring these activities, programs and events to fruition. It is very inspiring.

Commissioners: ***Commissioner Wilkie*** also attended the Health & Wellness Fair, with many in attendance. He stated that each year this gets larger, which shows the community involvement as well.

He also attended Arbor Day here at the Park District and is looking forward to the Multicultural Fest.

Commissioner Wilkie thanked Fitness Supervisor Nick Bovio for providing Stress Reduction activities focused internally with staff.

He is also amazed at the Camp enrollments as of date; going from 1460 in 2023 to 1825 for 2024.

Commissioner Wilkie also stated he was also present for the recently installed piece of outdoor sculpture, the winged horse “Tribute” located by the library. Kresl, the owner of Steel Envy custom welding studio in Warrenville and created the city’s recently installed piece of outdoor sculpture, the winged horse “Tribute.”

Commissioner Wilkie also reported that he has accepted the position on the IAPD Program Committee.

Commissioner Machowski stated that he felt at the April 18th Board Meeting the Board had an open discussion regarding the Executive Directors evaluation. He feels that many improvements have taken place over the last year, which has been noticed by the entire Board.

Commissioner Machowski also stated that he attended the Junior Road Rally. He was very impressed with how it was set up; a lift was used and both the Fire Department and the Police Department were in attendance and involved with the race, it was great to see. Commissioner Machowski also stated that the hot dogs were really good.

Executive Director: The ***Executive Director*** stated that he attended 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). This 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.

He reminded Commissioners that the City Park Task Force will be meeting on Monday, May 20th, 2024 in the City Hall Chambers. The transfer of Cerny Park to the Park District will be discussed, along with the OSLAD Phase I. Also, OSLAD grant funding is available again this year, and the District will most likely be submitting a request for Phase II.

The Executive Director noted that he has the calendar events from IAPD for the upcoming year; conferences, legal symposium, and other training and events, which will take place in the coming year.

Department Heads: The **Superintendent of Finance & Technology** attended the Parks Day at the State Capital, and stated it was well attended. She reported that with the closing of the Fiscal Year, she is now getting everything ready for the auditors who will be here in late June.

The **Superintendent of Recreation/Safety Coordinator** reported that Arbor Day both he and the Fitness Supervisor Nick Bovio will be in attendance promoting the Park District. The Youth Obstacle Course at Summerlakes Park is in about two (2) weeks, if Commissioners want to volunteer, reach out and let him know.

The **Marketing & Community Engagement Manager** stated that the District held the Junor Road Rally was a lot of fun. This idea was suggested on a Facebook post. The District was lucky to have both the Police Department and Fire Department partner with us for this program.

On Tuesday, the District will be having drone pictures and videos taken of all the parks to update the website.

The update of all the signage throughout the building will be updated in the next couple of months.

The **Superintendent of Parks & Facilities** stated that April is a busy time for Parks Department, with projects starting and the maintenance of the parks and fields.

The **Office Manager**, Michelle Savage thanked the Parks Department for updating the lower-level Guest Services Desk, although all is not completed, it looks great.

She read aloud about how everyone at the Park District in some way or another has reached out to her regarding assisting in whatever way needed due to her husband's illness. She wanted to take a moment and thank Carol Bartus (Guest Services Supervisor) and her coworkers for their support. The Executive Director and everyone in this organization during the last three (3) months have reached out to her. Both her and her husband were overwhelmed by the outpouring of support (financial, emotional) friendship, and generosity they have received from everyone in this organization, it meant the world to them. To know that when their lives were at their lowest, everyone was there for them. She wanted everyone to know that she is grateful and blessed to be a part of this group, to be treated and cared for like family, she will never forget that. Over the past months she stated that she really missed being here and the life that it brings inside of her. She just wanted to share what this all meant to her and her family. If she did not know the depth of it before, she realizes now, that staff at the District are a tremendous group of people. She thanked the Executive Director, the Board and all staff.


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

**Adjournment: Commissioner Wilkie moved to Adjourn. Seconded by Commissioner Machowski.
Voice Vote: 3-Ayes, 0-Nays, 2-Absent (Coons, Thornbury).**

MOTION CARRIED.

Adjourned at 7:18 PM

Approval



Denise DiCianni, President Date 6/20/24
Seal



Tim Reinbold, Board Secretary Date 6/20/24

