



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 June 20th, 2024

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Absent
Commissioner Wilkie – Present
Commissioner Coons – Present
Commissioner Thornbury – 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
Sheri Potter, Marketing & Community Engagement Manager
Lazaro Zacatzi Jr., Parks Technician
Attorney Thomas Hoffman, Warrenville Park District Attorney

Approval of the June 20th, 2024 Regular Meeting Agenda of the Warrenville Park District Board of Park Commissioners: The Executive Director stated that Item X. a. Approval of Commissioner(s) Attendance at NRPA Conference October 10th – 12th, 2024 takes place in Atlanta, Georgia, not Dallas, Texas as listed on the Agenda.

MOTION: Commissioner Coons Moved to Approve the June 20th, 2024 Regular Meeting Agenda. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

Public Comment: No public present.

Annual Park District Attorney Visit: Commissioner Thornbury stated she will have questions for the Attorney when Item XI. d. Discussion of a Limited Use Policy to address the criteria for engaging in protected by the First Amendment of the United States Constitution while on property owned and controlled by the District.

Introduction of Lazaro Zacatzi Jr: The Executive Director requested that the Superintendent of Parks & Facilities introduce the most recent addition to the Parks Department. Lazaro Zacatzi Jr. introduced himself to Commissioners and explained he was hired to fill the vacant full-time Parks Technician position and started on April 22nd, 2024. The Executive Director stated that before moving into the Parks Technician position, he was in Guest Services and stated that Lazaro is a great fit for this position.

Approval of Regular Meeting Minutes of the Board of Park Commissioners for May 16th, 2024:

MOTION: Commissioner Wilkie Moved to Approve the Regular Meeting Minutes of the Board of Park Commissioner for May 16th, 2024. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Financial Reports:

Approval of Financial Statement for the Period Ending May 31st, 2024:

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the Period Ending May 31st, 2024. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Expenditure Report through May 31st, 2024, in the Amount of \$200,057.57:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through May 31st, 2024 in the Amount of \$200,057.57. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

MOTION CARRIED.

Correspondence:

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report for the Fiscal Year Ending April 30th, 2023: The Board congratulated the Superintendent of Finance and Technology Linda Straka and the Finance Department for their continued work.

Old Business:

Approval of Commissioner(s) Attendance at NRPA Conference October 10th – 12th, 2024 in Dallas Texas (Tabled from May 16th, 2024 Board Meeting):

MOTION: Commissioner Thornbury Moved to Approve Commissioner Wilkie to Attend the NRPA Conference in Dallas Texas from October 10th-12th, 2024. Seconded by President DiCianni.

Commissioner Wilkie stated last month his interest in attending the NRPA Conference in Atlanta, Georgia. No other Commissioners were interested in attending.

Roll Call Vote:

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

3-Ayes, 0-Nay, 1– Abstain (Wilkie), 1-Absent (Machowski)

MOTION CARRIED.

New Business:

Review and Approval of Ordinance 2024-05; An Ordinance Authorizing and Directing the Disposition of Certain Equipment:

MOTION: Commissioner Wilkie moved to Approve Ordinance 2024-05; An Ordinance Authorizing and Directing the Disposition of Certain Equipment. Seconded by Commissioner Coons.

The Executive Director explained that twice each year, typically June and December, staff will have identified equipment that is no longer useful to the District and is looking for approval to dispose of the equipment listed and brought before the Board; Monitor Screens, HP Printer, Card Printer, Power Box for Computer and Old Office Chairs.

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Signature of Post Issuance Tax Compliance Report: The Executive Director stated that this is our annual requirement to demonstrate compliance with the bond ordinance covenants to ensure the appropriate federal tax status for the bonds or debt obligations of the District. Board approval is not needed for the reports.

The Post-Issuance Tax Compliance Reports were included in the Board Packet for review by Commissioners. The Superintendent of Finance & Technology explained in the memo included in the Board Packet that it is necessary and in the best interest of the District to maintain sufficient records and demonstrate compliance with its covenants and expectation to ensure the appropriate federal tax status for the Bonds or other bonds or debt obligations of the District. The ordinances further state that the Compliance Officer as the Treasurer of the Board shall at least annually review the District contracts to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations.

The report to the Board is to be prepared at least annually so that all the required records relating to the bond ordinances have been maintained. In addition, a report shall prepare a report, at least annually stating whether the District has any rebate liability to the U.S. Treasury. The Compliance Officer is to

review each issue and determine what requirements the District must meet to maintain the tax-exemption of interest paid on the Tax-Exempt Obligations. Finally, the Compliance Officer shall prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed to establish that the interest paid on the Tax-Exempt Obligations is entitled to be excluded from gross income for federal income tax purposes.

There are three (3) reports; 2019, 2020 and 2022 Limited Tax Bonds look similar excluding the different issuance amounts. The Superintendent of Finance and Technology recommends that the Treasurer of the Board sign the attached legal document prepared by Chapman and Cutler. Pursuant to the direction given, the Board does not need to approve the Report, rather the report just needs to be provided to them.

The Board Treasurer will need to sign each of the three (3) Post Issuance Tax Compliance Reports, the reports are kept in-house.

Review and Approval of Resolution 2024-06; Naming NuMark Credit Union as Depository for Warrenville Park District and Authorizing Account Signatories:

MOTION: Commissioner Wilkie Moved to Approve of Resolution 2024-06; Naming NuMark Credit Union as Depository for Warrenville Park District and Authorizing President DiCianni and Commissioner Thornbury as Account Signatories, and Removing Commissioner Coons. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Coons -Aye

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Absent

President DiCianni - Aye

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

MOTION CARRIED.

Discussion of a Limited Use Policy – to address the criteria for engaging in activities protected by the First Amendment of the United States Constitution while on property owned and controlled by the Warrenville Park District: Commissioner Thornbury explained why she had requested that this be placed on an upcoming agenda, to address the criteria for engaging in activities protected by the First Amendment of the United States Constitution while on property owned and controlled by the Warrenville Park District. She stated that having a policy will assist staff in adhering to the rules, especially with everything that is going on in the world today.

Attorney Hoffman explained the legal intricacies of the First Amendment, emphasizing that discussions concerning outdoor activities, such as assemblies and protests in and around our parks, exceed the concept of a limited public forum. Instead, they represent an open and typical public forum, affording the highest level of protection for First Amendment rights to free speech and public assembly. He noted that areas of streets, sidewalks and parkways are all, by nature called quintessential public forums and are not regulated by the District as it is not owned by the District, and are subject to the City of Warrenville’s control over these areas and would need to regulate.

The Park District does have the power to control large scale events on District owned properties, particularly outdoor properties to regulate free speech and the right to assemble. By approving an ordinance that would include the requirement to request a permit issued from the District to assemble on any owned and controlled Park District property. The Attorney stated that the District could deny a permit on thirteen (13) exemptions. The District can put in place the requirement to obtain a permit for use.

The District would need to have an ordinance that would set forth the rules and regulations and what activities can take place in the specified District locations, hours of use, rules, etc.

The Attorney stated that it may be the right time to seriously look at what the District has in place and revise/update. The Attorney quickly scanned over the Districts General Use Policy and noted that it included a Section on Permits.

Commissioner Thornbury said that Attorney Price from Ancel Glink stated that a specified location at District events and festivals for protesting would be needed, fenced off and with signage. Attorney Hoffman stated that an Ordinance would need to be fully executed (approved) in advance of use. Also, the Ordinance would only apply to District owned property. If the event is on City property, the City would set the rules and regulations and what activities can take place in the specified City locations, hours of use, rules, etc., if any.

It was stated that the Districts General Use Ordinance could be included on the website and kept in District vehicles for reference or if needed to address patrons/users regarding the rules and regulations of the parks.

The Attorney requested a copy of the General Use Policy and will review and advise on what is needed to put in place. Commissioner Thornbury also suggested adding/changing any verbiage regarding smoking and vaping in the District's parks. It was also requested that the Executive Director reach out to the City to receive their Ordinance regarding regulating free speech and the right to assemble and request Community Unit School District 200's as the District utilizes the facilities and grounds for activities and programs.

Review and Approval of Personnel Policy Manual: Section 3: Time Off Benefits:

MOTION: Commissioner Wilkie Moved to Approve Personnel Policy Manual: Section 3: Time Off Benefits. Seconded by Commissioner Coons.

The Executive Director explained that Section 3: Time Off Benefits has been provided to Commissioners in their packet for their review and approval. As with previous Sections 1 & 2 of the Personnel Policy Manual, Attorney Hoffman reviewed before coming to the Board for approval.

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Approval of Personnel Policy Manual: Section 4: Employee Benefits:

MOTION: Commissioner Thornbury Moved to Approve of the Personnel Policy Manual: Section 4; Employee Benefits. Seconded by Commissioner Wilkie.

The Executive Director explained that Section 4: Employee Benefits has also been provided to Commissioners for their review and approval. Again, the Personnel Policy Manuals previous Sections 1 & 2 and 3 has been reviewed by the Districts' Attorney prior to coming before the Board for approval.

Roll Call Vote

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

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

Commissioner Thornbury requested Executive Assistant/HR Coordinator Penny Thrawl to review and replace any language referring to a specific gender with gender-neutral pronouns, such as they/them/theirs.

Review and Approval of Updated District Municipal Directory:

MOTION: Commissioner Thornbury Moved to Approve the Updated District Municipal Directory as presented. Seconded by Commissioner Coons.

The Executive Director stated that the Municipal Directory is updated each year to include annual changes; such as the updated budget, organizational chart, and Board of Commissioners seat positions.

Commissioner Thornbury asked who has access to this document as it currently reads: *"DO NOT GIVE OUT TO PUBLIC"* by President DiCianni information as it was requested when first seated on the Board.

Roll Call Vote:

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

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

Review and Approval of the Warrenville Park District Updated Crisis Plan:

MOTION: Commissioner Wilkie Moved to Approve the Warrenville Park District Updated Crisis Plan as presented. Seconded by Commissioner Coons.

As with the Districts' Municipal Directory, President DiCianni requested that *"DO NOT GIVE OUT TO PUBLIC"* be removed from both the Board Directory and the Districts' Crisis Plan, as it is no longer needed.

Roll Call Vote:

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

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

Review of Updated Board Member History Listing: Commissioner Thornbury asked the Commissioners if there was a need to continue listing the Board Seats annually. It was the consensus of the Board to no longer list Commissioner seats on the Commissioner History Listing, it is no longer needed going forward.

Review of the Commissioner Contact List: President DiCianni indicated that "*DO NOT GIVE OUT TO PUBLIC*" can be removed from both the Board Directory and in the Crisis Plan, as it is no longer needed.

Guest Services "Welcome" Wall: The Executive Director explained that the Lower-Level Guest Services renovation is nearing completion as the flooring and cabinets have been installed along with a fresh coat of paint on the ceiling and walls.

Additionally, a new acrylic sign has been added to the wall. Currently, we are in the process of soliciting feedback from the community and staff on a new project. We will be adding a "Welcome Wall" to the lower-level Guest Services Desk area right outside the gymnasium. The Welcome Wall will consist of sayings or phrases that welcome everyone to the District. The submissions will be displayed on a wall that will be put together on a graphic and installed in July.

The marketing is well underway, kicking off at the All-Staff Safety Training, with posting on social media, eblasts, announced at Multicultural Festival, and is currently listed on our website with a fillable form. The Executive Director stated that currently, we have received over thirty-five (35) submissions and are excited to have this wall prominently displayed for all to see their culture and nationality represented as "The Place to Be". Staff will also look at the DuPage County website to include those that have the highest ethnicity in DuPage County.

Butterfly Mural @ Summerlakes Park: The Marketing and Community Engagement Manager has been collaborating with a local artist on a butterfly mural that will be completed in the upcoming month at Summerlakes Park on the west wall of the brick building. The mural will include pictures of monarch butterflies along with the Districts logo.

3rd Quarter Special Events: Included in the Board Packet is a listing of Special Events that will be taking place at the Park District over the course of the third quarter of 2024. The Marketing and Community Engagement Manager Sheri Potter worked with the Recreation team to compile this information which lists the days, times and locations of the events. Please reach out if you would like to volunteer.

City Park Task Force Update: The Executive Director explained that a meeting is scheduled with Hitchcock Design Group, along with Phil Kuchler from the City of Warrenville regarding the next steps in the OSLAD process for Phase I. The anticipated timeline is to start collecting bids later this year, followed by construction beginning in 2025.

The City Park Task Force will also be discussing Phase 2 and the action steps needed for the submittal of that grant later this year. The City Park Task Force met last month on several different topics including; the Cerny Park transfer, the vacant City lot at Estes Street and Barkley Avenue and another parcel of vacant land that is currently owned by DuPage County.

Discussion of Dates for the Annual Parks Tour: The Executive Director stated that in the past couple of years, the Annual Parks Tour was conducted on the night of the September Board Meeting prior to the meeting at 5:00 pm. If this still works, we will plan this once again on that evening. He asked if there are specific parks or amenities that Commissioners would like to specifically see, to contact him.

Summer Daze Event: The Executive Director noted that staff are well under way with the process of getting the ball rolling for this year's event. Euclid has been contacted and given confirmation that they have the trailer for Summer Daze and are on their schedule.

The 24-hour liquor license from the City of Warrenville and the State and have also submitted the application to the Department of Transportation for access to the Prairie Path as well. Staff will continue working on food vendors, kids' entertainment, business booths and everything else that goes into making Summer Daze a success.

Officials & Staff Reports

President: *President DiCianni* stated that the Multicultural Fest was an exceptional event, noting that it was very well organized. She is excited to see this event get bigger and bigger.

Commissioners: *Commissioner Wilkie* also attended the Multicultural Fest which he stated was amazing.

Commissioner Wilkie also reported that he attended his first IAPD (Illinois Association of Park Districts) Program Committee Meeting. The Committee assists in planning the curriculum for educational workshops, seminars, webinars and educational sessions that are offered throughout the year and at the annual IAPD/IPRA Sourcing to New Heights Conference. Committee members assist the IAPD staff liaison in planning, organizing, executing, staffing and promoting these educational offerings.

Commissioner Wilkie also noted that he was in a meeting with the City and noticed on the Agenda, a list of accomplishments. Within the accomplishments it stated that the City of Warrenville will be installing solar panels on the roof of the Trailhead Building.

Commissioner Coons stated that she assisted with the Youth Obstacle Course Race and Multicultural Fest. Both events had rain, but it was amazing to see the amount of people that did not leave the event until it was shut down.

Commissioner Coons wanted to thank the Parks Department for all they do here at the District; setting up for events and programs (tents, chairs, tables, electricity), being available throughout the event and breaking everything down and putting back in storage after events. Not only does the Parks Department set up and breakdown for all events and some programming, there are numerous projects that are also scheduled throughout the year; painting, repairs, etc., along with the mowing and maintenance of the parks and buildings.

Commissioner Thornbury stated that the City of Warrenville gives a bonus to those employees who become proficient in a second language; a test of proficiency would need to be successful to receive a bonus. This helps to acknowledge those that are bringing in a skill set that is useful for the District.

Commissioner Thornbury was told that the first line of defense is having heavy objects (concrete flowerpots) blocking exit doors to protect the employee(s) from vehicle(s) breaching the building.

Executive Director: The *Executive Director* stated that he has covered everything in his report.

Department Heads: The *Superintendent of Parks & Facilities* stated it is a busy time for Parks Department, with projects starting, maintenance of the parks and the watering of plants seven (7) days a week. He stated that he planted grass by a new memorial park bench at Cerny. He stated that the purchased gator and the water truck has come in handy and used daily.

The Executive Director explained that the District and City collaborated on the location and placement of the bench at Cerny Park. He explained that the District no longer plants trees, but does have a Memorial Bench Program. Those inquiring about wanting to purchase a memorial bench and would need to speak with the Executive Director regarding the cost and placement.

The Superintendent of Recreation/Safety Coordinator reported that Summer Camp began the week of June 3rd. with thirty-two (32) staff joining the Park District Camp Team this year. Registration will continue to be open throughout the summer as facility space permits in addition to proper ratio for staffing of the camps. The numbers continue to surpass 2024, with over 210 campers.

The 9th Annual Tony Malia Pickleball Classic will take place this coming weekend, June 21st–23rd, with twenty-four (24) teams and three (3) individuals registered with less than 2 weeks prior to the registration deadline.

The Firecracker 5K is two (2) weeks away. The District has already 305 registered with a total of 408 in 2023, with the Sparkler 1-miler Dash already exceeding last year's numbers.

Commissioner Thornbury asked regarding where the "Quiet Room" was located. The Superintendent of Recreation/Safety Coordinator Reported that the District does not currently have dedicated "Quiet Room." It was discussed regarding having one at special events and will be available at Fall Fest. WDSRA has agreed to provide sensory items in the "Quiet Room."

The Superintendent of Finance & Technology reported that the auditors will be here next week to begin the preliminary audit.

The Marketing & Community Engagement Manager thanked everyone who assisted with the Multicultural Fest, as it is truly a team effort.

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 the minutes as mandated by Section 2.06.

MOTION: Commissioner Thornbury moved to Recess 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 the minutes as mandated by Section 2.06. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner Machowski - Absent

Commissioner Thornbury - Aye

President DiCianni - Aye

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

MOTION CARRIED.

RECESSED INTO CLOSED SESSION AT 7:37 PM

ROSE FROM CLOSED SESSION AT 7:40 PM

Roll Call: Commissioner Machowski – Absent
Commissioner Wilkie – Present
Commissioner Coons (*stepped out for 1-minute break*) – Present
President Thornbury – Present
Commissioner DiCianni – Present

Executive Director – Tim Reinbold
Executive Assistant – Penny Thrawl

To take Action, if any, on Matters from Closed Session

Review and Approval of Ordinance 2024-07: 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: June 17, 2022 - Semi Annual Review of Closed Session Minutes:

MOTION: Commissioner Wilkie Moved to Approve Ordinance 2024-07: 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: June 17, 2022 - Semi Annual Review of Closed Session Minutes. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Release of Closed Session Minutes; December 15, 2022 - Semi Annual Review of Closed Session Minutes; June 15, 2023 – Semi Annual Review of Closed Session Minutes; and December 14, 2023 – Semi-Annual Review of Closed Session Minutes:

MOTION: Commissioner Wilkie Moved to Approve the Release of Closed Session Minutes; December 15, 2022 - Semi Annual Review of Closed Session Minutes; June 15, 2023 – Semi Annual Review of Closed Session Minutes; and December 14, 2023 – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Any Other Business That May Properly Come before the Board for Discussion Only: None.

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

All in Favor. MOTION CARRIED.

Adjourned at 7:45 PM

Approval

 7/18/24
Denise DiCianni, President Date

 7/18/24
Tim Reinhold, Board Secretary Date

Seal