



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 July 18th, 2024

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
Commissioner Thornbury – Present
Commissioner Wilkie – Present
Commissioner Coons – 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
Linda Straka, Superintendent of Finance & Technology
Michelle Savage, Office Manager
Liz Simpson, Community Member & Patron

Approval of the July 18th, 2024 Regular Meeting Agenda of the Warrenville Park District Board of Park Commissioners:

MOTION: Commissioner Wilkie Moved to Approve the July 18th, 2024 Regular Meeting Agenda. Seconded by Commissioner Machowski.

The Executive Director stated that Item IX. c. lists Maul Paving to resurface areas located on District properties; this is to be corrected to read “Geneva Construction” not Maul Paving.

Roll Call Vote:

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

Commissioner Machowski - Aye
Commissioner Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.

Public Comment: President DiCianni welcomed Liz Simpson, a member of the Warrenville community addressed the Board and stated her reason for coming before the Board; Warrenville Park District becoming a licensed daycare provider through the DuPage County Department of Child and Family Services (DCFS). She recalled the last conversation with the Executive Director, the District’s Attorney would need to be contacted.

She explained that a parade placard said the District was about inclusivity and stated that not being a daycare provider for DCFS is not about inclusivity.

The cost is prohibitive for a foster parent to have to pay for camp during the summer or those days where school is closed. VASP, through the School District, no longer provides daycare for children on those days the school closes. If there is an extended vacation, over the holidays, there are no provisions for kids whose parents’ work.

She explained that DCFS will pay the full amount for children in whatever program there may be. She asked, if District 200 can do this, why is it not possible for the Park District to do this? It should not be a problem and is about being fair to these children. If you are going to say you are inclusive, then be inclusive. She explained further that there is no way a foster parent, unless there is a two-parent household, can afford to pay for the day camp while they are working and pay for all the other bills that foster kids have. Foster children benefit from day camp and other daycare opportunities just like any other child. She explained that she would like to see the District becoming more inclusive by becoming a licensed daycare provider. She thanked the Board for their time.

President DiCianni explained that due to this not being on the agenda, therefore this cannot be discussed.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for June 20th, 2024:

MOTION: Commissioner Wilkie Moved to Approve the Regular Meeting Minutes of the Board of Park Commissioner for June 20th, 2024. Approval of the June 20th, 2024 Closed Session Meeting Minutes of the Board of Park Commissioners – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Machowski.

Roll Call Vote:

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Approval of June 20th, 2024 Closed Session Meeting Minutes of the Board of Park Commissioners – Semi-Annual Review of Closed Session Minutes:

MOTION: Commissioner Wilkie Moved to Approve the June 20th, 2024 Closed Session Meeting Minutes of the Board of Park Commissioners – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner Machowski.

Roll Call Vote:

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner Machowski moved to approve the Financial Statements for the Period Ending June 30th, 2024. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

Commissioner Coons - Aye
Commissioner Wilkie - Aye

5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.

Approval of Expenditure Report through June 30th, 2024, in the Amount of \$166,987.99:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through June 30th, 2024 in the Amount of \$166,987.99. Seconded by Commissioner Machowski.

Roll Call Vote:

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

Commissioner Wilkie - Aye
Commissioner Coons - Aye

5-Ayes, 0-Nays, 0-Absent
MOTION CARRIED.

Correspondence: No correspondence.

Old Business:

Firecracker 5K Run/Walk: The Executive Director stated that the 5k was extremely successful and had better numbers than we have had in the last number of years. There were 484 5K runners this year, 87 1-Milers, and 43 Dashers. Kudos to Fitness Supervisor Nick Bovio along with the rest of the team that helped on the morning of July 4th.

The Executive Director noted that there was a change in the format this year; the Dashers went first, where they were normally last, then the 5K, and the 1-Miler was last. This was a trial to see if it worked better. He felt that people left after the 1-Miler in previous years, and the crowd thinned out. Having the Dashers first worked great, with all the families on each side of the roadway, cheering them on, and having them run first, more people were around cheering them on.

The July 3rd parade was delayed due to a huge mess made by the horses right in front of the building. The Superintendent of Parks and Facilities along with Parks staff cleaned up the unexpected mess. Commissioner Machowski stated that it may be worthwhile reaching out to the 4th of July Committee so this can be addressed.

Summer Daze: The Executive Director explained that there has been work behind the scenes that has taken place over the past month. The state liquor license has been received and has submitted all other permits required. Currently, we are waiting for the permit for use of the Prairie Path through the Illinois Department of Transportation (IDOT) as they changed their format this year and require the use of their portal. They now need a letter from the police department in terms of their approved road closures and they need to be listed on our waiver form, which is new.

All equipment including tables, tents, ice and other items required for operation are put in place. Open items include finalizing a food vendor and the kid's entertainment area is still being completed. The goal is to solidify these items in the next week. Monday is the final Summer Daze meeting to make sure all is covered and bring everyone up to speed.

The Executive Director also notified Commissioners of another change this year; the District will no longer be using the old bank parking lot for the car show or any other activities. This lot can now be used for general parking. The entrance and exit will be through the old drive-through lanes. The planters currently blocking the drive-through lanes will be moved prior to the event. for the entrance and exit. The rest of the area will be cornered off. The inflatables will be located at the dead-end of Stafford Place, with the grass behind there for more children's activities.

The Executive Director explained that he has spoken with the Bike Shop owner, and dropped off a letter to Evolet Eve; leaving it on the door. He stated that he followed up with the owner of the building, Ed Lowrie, with the email that was sent to all tenants in the complex.

The parking lot space will no longer be used by the District for the car show and has been relocated to the District lower-level parking lot. The awards will be located on Manning Avenue at the entrance of the Warrenville Community Building (WCB) lower-level parking lot.

New Business:

Hitchcock Design Group Presentation of Cerny Park Improvements: The Executive Director introduced Bridget Deatrick, Senior Associate at Hitchcock Design Group. In the Board Packet, information regarding the OSLAD project Phase I final renderings, pictures of potential amenities, and timelines as we move forward. In addition, Phase II timeline, public meetings, and timeline for the application.

The Executive Director stated that he has talked about the Open Space Land Acquisition and Development Program (OSLAD) grant application for Cerny Park and the Strategic Master Plan that was developed in combination with the City of Warrenville and the District. The Executive Director reported that the OSLAD grant offered through the Illinois Department of Natural Resources (IDNR) has been awarded to the City of Warrenville for Cerny Park. The State provided \$600,000 of funding, which is being matched to make an approximate \$1.2 million project for improvements at Cerny Park.

Senior Associate at Hitchcock Design Group Bridget Deatrick stated that she is here today to give an update on those improvements, which consists of Phase I of that master plan should be in your packets, and to talk about an opportunity grant program in the ongoing cycle for the remaining part of the project which would consist of Phase II.

PHASE I

It was explained that Phase I grant award included funds for the color coding of the basketball court, which is currently just an asphalt surface. It includes the re-roofing and other renovations to the exterior of the main facility with open surface and all new accessible equipment. There will be more to share about equipment when finalizing the different layouts from multiple vendors and take that to the community for their feedback as well, in making that final selection.

Things being considered are a lot of bays of swings, zip lines, equipment for the 2 to 5 years of age that focuses more on imaginary play with feet on the ground, as well as ramps going up to the taller portions of the structure that will connect to the sidewalk to make easier access for people who use mobility devices. Also, during Phase I, a replacement of the existing sand volleyball with two pickleball courts, renovation of the southernmost existing small shelter, which will include a new roof and other small renovations including painting, a new interpretive sign at the detention basin within the southwest corner of the park, and renovation of the water fight area for the 4th of July celebrations.

Hitchcock Design Group Senior Associate Bridget Deatrick explained with the City of Warrenville and the District's Executive Director met for a kickoff meeting to discuss and make a brief schedule and talk about the next steps. This schedule was included in the Commissioners Board Packets.

Hitchcock Design Group are looking at refining any final design elements between now and the end of August, and taking this into the final design and engineering documentation through August and October. In the October range, we will start applying for permits. We are anticipating some city permitting as well as state permitting for environmental regulations. We are not anticipating any big hurdles there, but we do know that it takes time. Ideally, we hope to have all responses and approvals back in time for a January bid list.

This project will be a public bid through the month of January with an opening early mid-February with a hopeful City award the very first week of March. This will open us up nicely for the 2025 construction season. Weather permitting, to allow us to hit the ground running as soon as possible in the spring and ideally wrap up that construction by the fall of the 2025 season.

There is a timeline through the award of the grant. One of the stipulations that come with the state funding is that there are certain requirements that must be met for reporting every quarter throughout the year, as well as a contract completion of April 2026. One of the reasons the schedule is compact, but still very achievable, as we all know April can be a bit of a toss-up with weather in this region, so we agreed to try to do everything we can to finish in the 2025 season and not leave anything to chance if we get unfavorable weather into 2026.

PHASE II

The other part of the project is those Phase II elements, which you will also see on the Master Plan. Those items that are not highlighted or outlined in red would be the Phase II improvements.

This includes a small splash pad, renovations to the horseshoe area, which will consist of a combination of horseshoe renovations and the potential to add existing lawn games and other picnic activities. However, we know that area has seasonal use and there are questions about what the exact quantities and types of amenities are to be determined. With Phase II it is proposed to also renovate the remaining two shelters, the small shelters in place, one of which we propose to relocate to better serve that picnic game area and the playground.

The middle shelter, which would potentially be relocated near to those horseshoe areas, would include, a bocce ball court and improvements to the baseball field dugout areas, including covers for those dugouts. It also includes the opportunity to improve some of the concrete paths throughout the park further, and depending on condition, as we get further along in the project, opportunities to improve other path locations with the asphalt paving, and potentially an opportunity to enhance the existing detention basin within the southwest corner of the site to include a better native plant palette and some long-term maintenance.

It was explained that the same grant that was awarded for Phase I is currently open for funding once again. It is the same match program, where the IDNR will provide up to \$600,000 of fund with a minimal 50% match. The Agency can choose to spend more, but the maximum grant funding through the state will always be \$600,000.

We are looking at approximately \$1 million to another \$1.2 million opportunity to continue improvements to Cerny Park and implement these remaining items. As mentioned, there are items that need to be determined, like the picnic area, the quantity of horseshoes and other games, as well as the splash pad itself. Based on prior discussions, both for the Master Plan a year and a half ago and more recently at our kickoff, we understood that there are challenges with providing the system and the water usage of that.

Currently they have been discussing the viability of using a drain-to-waste system, which is where the water flows through. It comes from your potable waterline, flows through the system, and then drains into the existing sewer system. The reason we are considering that approach on a smaller scale is because the Illinois Department of Health has regulations. If you want to treat the water like a swimming pool, called a recirculating system, there are stringent requirements for shower facilities, which would add a significant cost and facility burden to the property, which does not currently exist. Those are some items we are working on with staff.

With this new grant cycle in mind, applications are due September 13th, 2024. The cycle has already begun. We wanted to bring this opportunity to your attention and would be put forward by the City of Warrenville, as the property owner, with the Park District's support. Also, we wanted to make sure that you had an opportunity to ask questions about either phase of the project, the upcoming grant opportunity, or thoughts about the proposed amenities. The different splash pad features were discussed

The May start timeline will impact the 4th of July 2025 and may have an impact on National Night Out, which, it was suggested, could be moved to Summerlakes Park.

It was discussed to have the shelter completed by this time so the shelter is usable. There will be a large portion of the playground area that would be fenced off and not available during that time and would have an impact.

Hitchcock Senior Associate Bridget Deatrack explained that this is just a preliminary concept. One of the grant requirements is that some sort of play structure had to be costed out and proposed, but the District is not stuck with the type shown. The vendors will be asked to refine the concept as well as seeking something similar from other vendors as well. Swing arrangements, even if you want to break up the different bays and install somewhere else on the site, all of that can be addressed as the equipment selections are finalized.

We will provide what color, and the same elements in all of them so as we are comparing apples to apples with every company. These will be brought down to the park and invite the public to come and vote on which one they like.

Commissioner Thornbury asked what kind of surface is being proposed. It was explained that currently at a poured in place rubber surface is budgeted. An alternative could be a synthetic turf as well. There is also an option to combine those surfaces if you wanted to mix and match, but are looking at either of those two options to further promote the inclusivity because they are easier for people who might have mobility restrictions.

Review and Approval of a Letter of Understanding Between the City of Warrenville and the Warrenville Park District for Cerny Park Improvements, Transfer, Future Maintenance and Use:

The Executive Director explained that the City Park Task Force has been discussing the transfer of Cerny Park over the course of the last few meetings that have taken place along with a future timeline for that transfer and what the maintenance will look like. The Districts Attorney has reviewed the letter of understanding and made some suggested changes to the understanding which has been incorporated into this document.

MOTION: Commissioner Wilkie Moved to Approve a Letter of Understanding Between the City of Warrenville and the Warrenville Park District for Cerny Park Improvements; Transfer, Future Maintenance and Use. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Coons - Aye

Commissioner Machowski - Aye

President DiCianni - Aye

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Discussion and Approval of Intergovernmental Agreement by and Between the City of Warrenville and the Warrenville Park District for Geneva Construction to resurface Areas Located on Park District Property in the Amount of \$122,956.78:

MOTION: Commissioner Wilkie moved to Approve the Intergovernmental Agreement by and Between the City of Warrenville and the Warrenville Park District for Geneva Construction to resurface Areas Located on Park District Property in the Amount of \$122,956.78. Seconded by Commissioner Thornbury.

The Executive Director explained that the City of Warrenville recently included our lower-level parking lot as part of their larger City contract for bid. Because of the size of the overall project of the city, the District received a favorable quote to replace our lower-level lot along with curb repairs and sidewalks due to ADA requirements. The Executive Director stated that he has reviewed the agreement, along with the District's Attorney. The work is set to take place after Summer Daze ends August 3rd, and prior to Art on the Prairie scheduled on September 21st & 22nd, 2024. Commissioner Machowski noted that being included in their City's larger contract is great as this would be more costly if the District were to do this on its own.

Roll Call Vote:

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

**Commissioner Machowski – Aye
Commissioner Thornbury - Aye**

**5-Ayes, 0-Nay, 0-Absent
MOTION CARRIED.**

Review and Approval of Personnel Policy Manual Section 5: District Properties & Facilities:

MOTION: Commissioner Machowski Moved to Approve of Personnel Policy Manual Section 5: District Properties & Facilities. Seconded by Commissioner Thornbury.

The Executive Director explained that Section 5: District Properties & Facilities has been provided to Commissioners for their review and approval. As with previous Sections of the Personnel Policy Manual, the District's Attorney has reviewed this Section prior to coming to the Board for approval. Commissioner Thornbury stated to follow the general guidelines and use inclusive and gender-neutral language. Also, "District" is to be used when referring to the Warrenville Park District or Park District.

The Board discussed Section 5: 5.9 Travel & Vehicle Use and the authorization of the Executive Director for employees to take a District vehicle home.

Roll Call Vote:

**Commissioner Machowski - Aye
Commissioner Thornbury - Aye
President DiCianni - Aye**

**Commissioner Coons -Aye
Commissioner Wilkie - Aye**

**5-Ayes, 0-Nay, 0-Absent
MOTION CARRIED.**

Review and Approval of Personnel Policy Manual Section 6: Employee Conduct:

MOTION: Commissioner Wilkie Moved to Approve Personnel Policy Manual: Section 6: Employee Conduct. Seconded by Commissioner Machowski.

The Executive Director explained that Section 6: Employee Conduct has been provided to Commissioners for their review and approval. As with previous Sections of the Personnel Policy Manual, the District's Attorney has reviewed this Section prior to coming to the Board for approval.

Commissioner Thornbury emphasized the necessity to revise this Section and to follow the general guidelines and use inclusive and gender-neutral language. Also, when referring to the Warrenville Park District or Park District, "District" is to be used throughout the Manual. Also, some policies are written in first person, and believe this is not professional. The Executive Director stated that once the ALL Sections of the Personnel Policy Manual have been reviewed by the Board, the entire manual will be brought back to the Board for final approval.

Commissioners reviewed Section 6: Employee Conduct and noted the policies that are outdated, have typos and need to be revised and rewritten.

- It was the consensus of the Board to remove any reference to employees reporting to the Board President or Board. The Executive Director would bring this to the Board if needed.
- 6.26 Blogging and Social Media and 6.27 Social Media Policy are both written the same. It was the consensus of the Board to remove 6.26 Blogging and Social Media. By doing this, 6.27 Social Media Policy is now 6.26.
- Remove “or any other form of online publishing”
- Remove the examples of social networks “(i.e., Facebook, Instagram, Twitter, LinkedIn, YouTube, etc.)” from 6.26 Social Media Policy.

The first sentence is to read; “In general, the District views online social networks, or any other discussion positively.

Commissioner Thornbury asked if Dr. Bailey would be able to read and advise if policies are inclusive and suggest language to use. The Executive Director stated that he and full-time staff met with Dr. Bailey this past Monday to discuss the next steps for DEIB. Dr. Bailey discussed the formation of the DEI Committee and those that should be involved in the different committees.

After discussion, it was decided to table the approval of Section 6 – Employee Conduct, of the Personnel Policy Manual to the November Regular Meeting. It was stated that if not completed by November, this can be tabled again. The remainder of Sections 7, 8, 9 & 10 is to be brought before the Board for approval in the August and September Board Meetings.

AMENDED MOTION: Commissioner Wilkie Amends his Motion to Table the Approval of Personnel Policy Manual Section 6: Employee Conduct to the Regular Meeting of the Board of Commissioners in November. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner Thornbury - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Aye

President DiCianni - Aye

5-Ayes, 0-Nay, 0-Absent

MOTION CARRIED.

Officials & Staff Reports

President: President DiCianni stated that she assisted Fitness Supervisor Nick Bovio hand out the medals at the Firecracker 5K Run/Walk. It was an exceptional event, noting that it was very well organized. She also stated that having the Dashers (smaller children) run first is much better as they need more encouragement.

President DiCianni also noted that she was able to pop in at a LunchTime Live. This program provides music and activities for all ages, and is a free event.

Commissioners: Commissioner Thornbury requested that a discussion of daycare services be included on the August Board Agenda.

She also noted that she was unable to meet with the Environmental Beautification Group, but did note that in their minutes, Lisa Gibson came to the District and gave a presentation. No one had any information regarding this presentation.

Also, Connie Schmidt spoke with Commissioner Thornbury about honeybees and noted that honeybees that are brought in are killing the native honeybees.

Commissioner Machowski asked regarding the Scholarship Program and if the Office Manager would bring information to next month's meeting regarding the Scholarship Program and the requirements.

Commissioner Coons stated that she assisted with the 5K and was a great event.

Commissioner Wilkie stated that he too assisted with the 5K. He noted he will not be attending Summer Daze.

Executive Director: The Executive Director stated that tonight is "Summer Movies in the Park" at Cerny Park.

Lions Park Basketball Court has been resurfaced and Parks Staff will be installing new basketball standards. The Executive Director noted that Lions Park was also the location for "unplug Illinois." This event is to encourage people to unplug from their electronic devices and plug into play. Hotdogs and drinks were available for those that attended, along with music and outdoor games to play. The Executive Director stated that 150 to 200 people were in attendance.

The Executive Director explained that he spoke with Jim Kleinwachter, and Dorothy Deer from American in Bloom, regarding the Ferry Forest on Ferry Road. This land is owned by DuPage County, the individuals that were responsible for this area and are no longer taking care of the area. He explained that he was told that Warrenville in Bloom is interested in taking it over but would like an agency to support them, and asked if the Park District would do this. The Executive Director stated that this is something that they would need to address with the Park District Board for approval.

Department Heads: The Superintendent of Parks & Facilities stated that the Districts new skid steer has been delivered and has already been helpful.

The Superintendent of Finance & Technology reported that the auditors were here and completed their preliminary audit. It was also noted that two (2) security cameras have been installed in the WCB Gym.

The Office Manager stated that Camp has kept her and the Guest Services Staff busy, although it is slowing down a bit. They will now be gearing up for the Events coming up.

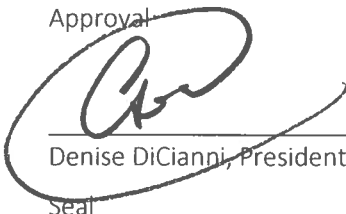
Any Other Business That May Properly Come before the Board for Discussion Only: None.

Adjournment: Commissioner Wilkie moved to Adjourn. Seconded by Commissioner Machowski.
Voice Vote: 5-Ayes, 0-Nays, 0-Absent.

All in Favor. MOTION CARRIED.

Adjourned at 8:13 pm

Approval


Denise DiCianni, President

Seal

Date 8/15/24


Tim Reinbold, Board Secretary

Date 8/15/24