



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 August 15th, 2024

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Absent
Commissioner Coons – Present
Commissioner Thornbury – Present
Vice President Commissioner Wilkie – Present
President DiCianni – Absent

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
Matt Odom, Superintendent of Recreation/Safety Coordinator
Sheri Potter, Marketing & Community Engagement Manager
Michelle Savage, Office Manager (arrived at 6:24 pm)
Ruth Brackmann, Recreation Supervisor

Approval of the August 15th, 2024 Regular Meeting Agenda of the Warrenville Park District Board of Park Commissioners:

MOTION: Commissioner Coons Moved to Approve the August 15th, 2024 Regular Meeting Agenda. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: No public present.

Approval of Consent Agenda:

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

MOTION: Commissioner Thornbury Moved to Approve the Regular Meeting Minutes of the Board of Park Commissioner for July 18th, 2024. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Financial Reports:

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

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

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Expenditure Report through July 31st, 2024 in the Amount of \$265,727.16:

MOTION: Commissioner Coons moved to approve the Expenditure Report through July 31st, 2024 in the Amount of \$265,727.16. Seconded by Commissioner Thornbury.

Roll Call Vote:

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

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

MOTION CARRIED.

Correspondence:

2024 PDRMA Risk Management Review Kickoff Process Incentive: The District received a \$500 financial incentive check, the second of up to three that the District can earn this year – that is part of the overall \$1,500 short term financial incentive for 2024 Risk Management Reward. The District can receive the additional remaining \$500 metric, if we fulfill the requirements of completing the applicable SMART Goal action steps, assigned target form and all other agreed upon activities (i.e., policy development, onsite visits, private or regional training classes and/or vendor approved activities such as OSHA programming or ergonomic and back safety classes and other agreed upon activities) by December 1st, 2024.

Old Business:

Summer Daze Review: The Executive Director stated that staff is now pulling all the financials together. Overall, the event was great, and very well received although it was tremendously hot.

The Executive Director explained that a festival requires input and participation from an entire committee and would like to commend them for a job well done. He thanked staff, the Board of Commissioners, and numerous volunteers who helped make Summer Daze 2024 a success. In addition, he thanked the City of Warrentville, Warrentville City Council, Western DuPage Chamber of Commerce, Emergency Management Association (EMA), Warrentville Police Department and America in Bloom.

The Executive Director stated that he believes this year's Car Show included 167 cars, the most the District has had since reestablishing this event. He thanked Countryside Customs for their expertise in holding these types of events and all the volunteers they have brought for this event. He explained that the District did not use any part of the old MB Bank parking lot (corner of Tracy Place and Warren Avenue), instead utilizing the District's lower-level parking.

The financials from Summer Daze should be complete by the September 19th, 2024 Board Meeting. He explained that a survey went out to the community via social media regarding the Summer Daze event. The District has received thirty-one (31) surveys back. Also, the District has contacted all volunteers to obtain their input regarding the Summer Daze event; organization, staff and their volunteer role. Twenty-one (21) of these surveys have been returned.

Discussion of Cerny Park – Phase II: It was explained that over the course of the past month, the District staff have been soliciting feedback and providing the community with updates at our events and programs that have taken place at Cerny Park, including National Night Out, Lunchtime Live, and Movies in the Park. We have received supportive and positive feedback from the community along with excitement over the potential of a Phase II in this project. The District will have an informational meeting regarding Phase II of Cerny Park on Tuesday, August 20th at Cerny Park with Hitchcock Design in attendance to give a presentation regarding Phase II, and answer any questions the community may have. Phase II of the project, along with soliciting feedback from the community on the upcoming project and will go out to bid later this fall.

Commissioner Thornbury stated that she had spoken with the Executive Director regarding Morton Arboretum having installed "quiet areas" for children when need a calming break if overwhelmed or overstimulated. Installing a "quiet area" should be considered when/if the District is redesigning parks in the future.

New Business:

Review and Approve of Personnel Policy Manual Section 7: Safety in the Workplace: The Executive Director noted that Personnel Policy Manual Section 7: Safety in the Workplace was included in the Board Packet for review and approval. Attorney Hoffman has also reviewed this section, with no changes.

- ◆ Personnel Policy Manual Section 7.2: General Safety Policy and Rules; Page 2, #14. Any smoke, fire or unusual odors must be reported promptly to the immediate supervisor. sequence of numbers needs to be corrected.

Commissioner Thornbury feels the first step should be to call 911 prior to reporting this to their supervisor.

- ◆ Personnel Policy Manual Section 7.4: Your Right to Know; Page 2, sequence of numbers needs to be corrected. Commissioner Thornbury stated that e-batteries (lithium and ion batteries) need to be stored in a cool environment as if they were in an environment that is too hot, they could start a fire and should be stored separately from other hazardous/flammable chemicals.

Superintendent of Parks & Facilities stated that the Fire Department has never said anything regarding the storage of these types of batteries but understands what is being said regarding these types of batteries.

- ◆ Personnel Policy Manual Section 7.9: Cyber Liability; Page 2, first paragraph, remove Warrenville as "District" is to be used throughout the document to reference the Warrenville Park District. Also, change his/her to reflect gender neutral terms, "they", "them, their".
- ◆ Personnel Policy Manual Section 7.10: Ergonomics Policy; Page 3, #5; correction of Appendix, is to reference "(Appendix E)" not D.

Page 7, change his/her to reflect gender neutral terms, "they" "them, their".

Commissioner Thornbury asked regarding if there is a need for a stipend for those employees that may need blue light blocking glasses to reduce eye strain and stress, somewhat like the stipend for steel toed boots for those that are required to wear them. The Executive Director noted that employee may need to go through the individuals Vision Plan if they require a prescription.

Commissioner Thornbury also asked regarding Radon testing and if testing has ever been done in District facilities. The Executive Director is to contact PDRMA regarding if Radon testing is required in our facilities. Commissioner Wilkie stated that the School Districts are not required to have radon testing.

Discussion Regarding Day Care Services at the District: The Superintendent of Recreation/Safety Coordinator explained some of the regulations and requirements that the District would need to abide by to operate a daycare center.

District implications:

- DCFS would determine the maximum number of children we are allowed to accept into Summer Camp and where we are allowed to stage camp. The District would be subject to annual DCFS inspection in addition to site checks at any given time.
- Camp leads would need to be at least 21 years old with required college experience and Camp asst. leads would need to be at least 19 with required college experience. Essentially, all camp staff would need to be 18 years or older (high school diploma) as anyone younger is considered a student/youth aide. Basically, high school students would need to be supervised by a Camp lead or asst. lead and would not count towards maintaining ratios.
- All Camp staff would need to complete DCFS training in addition to current in-house training.
- The agency currently does not use background checks utilizing fingerprints and would need to change to a costlier option, at least for the hiring of camp staff.
- The District would have to restructure its Summer Camp as all-day camps are currently available to 3-and 4-year-olds. Basically, any child who has not yet entered kindergarten would only be able to do a half-day camp, which is something we currently do not offer. DCFS licensing would limit the opportunities available for those with younger children.
- WPD Implications – Camp would have to be set up very differently as the intermingling of school-age children and younger children is not allowed. Designated spaces, field trips and daily activities would likely all need to be rethought.

After discussion, it was felt at this time it would not be conducive or cost effective for the District at this time. It was the consensus of the Board to not move forward in further research into establishing a day care center here in the District.

Officials & Staff Reports

President: Vice President Wilkie stated that he was unable to attend Summer Daze due to surgery and is also looking forward to the upcoming events: Art on the Prairie and Fall Fest.

Commissioners: Commissioner Coons attended Summer Daze and volunteered in the Beer Tent. She thanked everyone for all their hard work, especially the Parks Department as they set up the event and are the last to leave as they break down the equipment and return to storage.

Commissioner Thornbury had previously spoken regarding blue light glasses and Raydon testing at District buildings.

Executive Director: Nominating Petitions Available August 20th, 2024: He reminded those Commissioners whose term would be ending and those interested in filing to be a Park Board Commissioner for the next four (4) years, election packets are now available for pick up at the lower-level Guest Services Desk. There are three (3) seats available for the Board of Park Commissioners and will be elected to a full four (4) year term at the April 1st, 2025 consolidated election.

Lower-Level Parking Lot: Geneva Construction will be resurfacing, patching curbing and sidewalk repairs in the Recreation Center lower-level parking lot the week of August 26th.

Parks Tour: The Executive Director reminded Commissioners that the Annual Parks Tour is scheduled for 4:00 p.m. on September 19th, 2024 before the Regular Meeting of the Board of Park Commissioners at 6:15 p.m.

ADA Transition Plan: The Executive Director explained that the Districts ADA Transition Plan will be presented at the October Board of Park Commissioner Meeting on October 17th, 2024. The Distinguished Agency requires that staff have been solicited to give their input in the ADA Transition Plan process.

Summer Daze Surveys: The Executive Director explained that two (2) different surveys were sent out, one to all volunteers and the other survey was to vendors. The District received 21 surveys from Summer Daze volunteers.

Department Heads: The Superintendent of Finance & Technology reported that the auditors will be here for the September Board Meeting to present the completed District's audit to the Board.

The Superintendent of Finance & Technology stated that the District has begun working on the outdoor keyless entry, which is Phase I of the overall project, which will address building security. Links Technology will be onsite installing networking cables in preparation of the lock company installing the new entry system on all exterior doors.

The Office Manager stated that Camp has kept her and the Guest Services Staff busy, although it is now slowing down. With the new programming season, and Camp being over, Guest Services Staff will now start gearing up for the other upcoming events; Art on the Prairie, Fall Fest and other events taking place in the coming weeks.

The Superintendent of Parks & Facilities noted that the basketball court was previously resurfaced with 2' layer of asphalt on the existing basketball court, the new basketball standards will be installed in the upcoming weeks.

The Marketing & Community Engagement Manager explained that both "LunchTime Live" and "Movies in the Park" has wrapped up for the year.

Park Pop-Ups were held each week in July to celebrate National Park and Recreation Month. The District held a Park Pop-Up each week at one of our parks in Warrenville, which were well attended, featured games, activities, snacks and drinks.

The "Welcome" Wall is in process of becoming completed. An example of the sign will be printed and available prior to hanging to make sure everyone has had a chance to submit "Welcome" in a different language to welcome all who come into the District and will be hung at the main lower-level Guest Services Desk.

The laminated "Hours of Service" signage has been updated with adhesive vinyl lettering on all the entrance doors. Also, new interior signage has been ordered and will be installed (switched out) in the upcoming weeks.

The Superintendent of Recreation/Safety Coordinator stated that the Car Show had a total of 167 cars on display, the most that has ever been registered. This event was reorganized to utilize the Recreation Center Parking Lot, which seemed to result in a better layout and patron experience in general.

Recreation Supervisor Ruth Brackmann noted that Art on the Prairie is scheduled for Saturday, September 21st & 22nd, 2024 with twenty-six (26) artists currently registered, compared to fifteen (15) artists registered at this time last year. Also, all bands have been booked for this event.

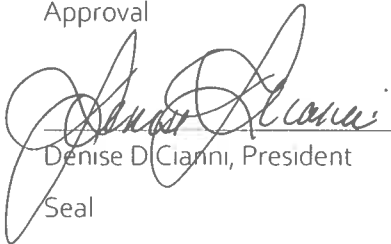
Any Other Business That May Properly Come before the Board for Discussion Only: None.

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

All in Favor. MOTION CARRIED.

Adjourned at 7:12 pm

Approval


Denise D. Cianni, President 9-19-24
Seal Date


Tim Reinbold, Board Secretary 9/19/24
Date