



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 October 17th, 2024

Call to Order:

President DiCianni called the meeting to order at 6:20 pm.

Pledge of Allegiance:

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

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

Approval of the October 17th, 2024 Regular Meeting Agenda of the Warrenville Park District Board of Park Commissioners:

MOTION: Commissioner Coons Moved to Approve the October 17th, 2024 Regular Meeting Agenda. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

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

MOTION CARRIED.

Public Comment: No public present.

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Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Park Commissioners for September 19th, 2024:

MOTION: Commissioner Wilkie Moved to Approve the Regular Meeting Minutes of the Board of Park Commissioner for September 19th, 2024. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of the Special Parks Tour Meeting Minutes of the Board of Park Commissioners for September 19th, 2024:

MOTION: Commissioner Wilkie Moved to Approve the Special Meeting - Parks Tour Minutes of the Board of Park Commissioner for September 19th, 2024. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner Coons moved to approve the Financial Statements for the Period Ending September 30th, 2024. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Expenditure Report through September 30th, 2024 in the Amount of \$338,962.05:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through September 30th, 2024 in the Amount of \$338,962.05. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Correspondence: No Correspondence.

Old Business:

Discussion of Cerny Park Input Meeting and Next Steps: The Executive Director reported that the RFP's were due on Friday, September 27th to Hitchcock Design Group for Phase I of Cerny Park. Three (3) renderings/quotes were submitted for the playground, including Burke, GameTime and Landscape Structures. The three (3) renderings were presented to the community at the Fire Station Open House, at Cerny Park, in the lobby here at the District, along with uploading to the District's website. The community was asked to cast their vote from the three (3) playgrounds presented.

The Executive Director noted that the majority of votes casted were for Burke. Once the final selection is made, the equipment can be ordered.

New Business:

Review and Approval of 2025 Health Plan Selection:

MOTION: Commissioner Coons moved to approval of the 2025 Health Plan Selection. Seconded by Commissioner Wilkie.

The Executive Director attended the PDRMA Health Program Council meeting where this year's benefit plans were discussed. The Superintendent of Finance & Technology provided worksheets of the various options to review. In making the decision on what to present to the board for approval, what other park district are currently offering was considered, to remain competitive for our work force, and what is in the best interest of our staff who are currently participating.

After reviewing the components of each plan, it is recommended to offer the same medical, dental and vision plans to full-time District employees.

Based upon current employee eligibility for CY 2025, the District's total insurance expenses for medical will increase by 4.5%. The FY 2025 budget included a 5% projected increase for CY 2025, which is below the budgeted parameters.

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Approve of Annual Statement of Receipts and Disbursements:

MOTION: Commissioner Coons moved to approve the Annual Statement of Receipts and Disbursements. Seconded by Commissioner Wilkie.

It was explained that the Annual Statement of Receipts and Disbursements for the period May 1, 2023 through April 30, 2024. The Public Funds Statement of Publication Act requires that each District Officer who receives or disburses public funds to pay off government debts and liabilities must, upon the expiration of each fiscal year prepare a statement of:

- All monies received and from what sources
- All monies paid out where the total exceeds \$2500 annual aggregate
- All monies paid out as compensation for personal services giving the name of each individual paid and the total amount paid to each person in one of three (3) categories

Roll Call Vote:

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

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

MOTION CARRIED.

Designation of Delegates to the Annual Business Meeting of the Illinois Association of Park District to be Held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 25th 2024 @ 3:30 pm:

After discussion, Commissioner Wilkie is designated as the Delegate for the District at the Annual Business Meeting of the Illinois Association of Park Districts held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 25th, 2024. President DiCianni is the first (1st) alternate, Commissioner Coons as second (2nd) alternate, and Executive Director Tim Reinbold as the third (3rd) delegate.

Consideration of Potential Resolutions for Presentation at the Annual Meeting of the Illinois Association of Park Districts: None

Review and Approval of IAPD/IPRA Soaring to New Heights 2025 Conference Attendance for Board of Commissioners:

MOTION: Commissioner Wilkie Moved to Approve himself, Commissioner Coons and President DiCianni to attend IAPD/IPRA Soaring to New Heights 2025 Conference. Seconded by President DiCianni.

Commissioner Wilkie, Commissioner Coons and President DiCianni all plan to be in attendance. It was the consensus of the Board to keep this on the Agenda for the November Regular Meeting of the Board of Commissioners under "Old Business."

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Approve the Director's Evaluation Form: The Executive Director explained that the Board requested to have example evaluations from other Districts. A handful of evaluation forms were handed out to Commissioners to view examples of evaluation forms to Commissioners for use in evaluating the Executive Director.

It was the consensus of the Board to Table this item to the November 14th, 2024 Regular Meeting Agenda.

Review of FY24 Annual Report: The Executive Director explained this is the third year that this report has been generated and provides an overall review of 2024 including a financial analysis, community events and engagement, exceptional services, innovation, sustainability projects, and upcoming 2025 projects.

Officials & Staff Reports

President: *President DiCianni* stated how District staff transition into another season, so seamlessly.

Commissioners: *Commissioner Wilkie* thanked Commissioners for being able to attend the NRPA Conference. A 9-page report was handed out to those Commissioners present, and included the sessions attended, a description and his thoughts on each.

Commissioner Coons thanked staff for all they do and is looking forward to the upcoming events, Fall Fest, Veterans Breakfast, and upcoming holiday programs.

Executive Director: *Radon Testing at District Buildings:* The Executive Director stated that a Radon testing was completed in the lower-level Recreation Offices behind the Main Guest Services Desk. For reference, if the level of radon is;

- 4 and above, a professional is to be called immediately
- 2-4 ventilate and monitor
- 0-2 continue to monitor

The Executive Director explained that when tested, it was 1.32, very minimal and no more needs to be done.

Staff Recognition Party: The Executive Director noted that this year's staff recognition party is on Thursday, January 9th, 2025 at Uncle Julio's in Naperville off Freedom Drive, 6 to 9 pm. More will follow.

ADA Transition Plan: The Executive Director stated that the District is working with Mark Trieglaff of ACTServices, Inc. to redo the District's ADA Transition Plan, which is nearing completion. Mark Trieglaff will be at the November 14th, 2024 ADA Transition Plan Public Input Meeting being held prior to the Regular Meeting of the Board of Commissioners to present the ADA Transition. The agenda will be posted and sent to all staff as the Distinguished Agency asks for feedback from the community as well as staff.

The Executive Director also stated that he spoke with Dan Leahy, WDSRA Executive Director regarding the Districts ADA Transition Plan; to have him look through the plan and give suggestions. This is then transitioned into our ADA Budget and then into our yearly Capital Plan.

Distinguished Agency Review: The Executive Director explained that the District will be sitting for the Distinguished Agency Review in early 2025.

The Executive Director stated that he has two (2) Distinguished Agency Reviews within the next two (2) weeks, one at the Cary Park District and the week after will be at Worth Park District.

He reminded Commissioners that the Personnel Policy Manual Section 6; Employee Conduct will be brought back to the Board for Approval as it was tabled to the November Regular Board Meeting. Executive Director Tim Reinbold stated that the entire Personnel Policy Manual will be brought to the Board at the December Regular Board Meeting to be approved in its entirety. He noted that there are other distinguished agency documents that will need to be brought to the Board for approval. The Executive Assistant is currently pulling documents for the Legal Section.

Department Heads: **Superintendent of Finance & Technology** reported that she and the Executive Director will be meeting with Managers/Supervisors regarding the budget as we are nearing the six (6) month mark in the fiscal year.

The **Office Manager** thanked everyone for their support this past month. She also reported that the week of October 7th - 11th Customer Service Week, to show appreciation for all Guest Services staff, they were celebrated each day of the week with a variety something; Hall of Fame Board that explained what staff do, a continental breakfast, an All-Star Lunch, Succulent gifts, a Swag Bag with snacks, flowers, and a golden ticket (scratch off's).

Superintendent of Recreation/Safety Coordinator reported that the Brew Trot was this past weekend with approximately forty-nine individuals participating in the run.

Fall programs are well underway, along with preparing for the Holiday Seasonal programming and events.

Marketing & Community Engagement Manager reported that Fall Fest is next week, Puzzle Palooza is still going strong with thirty-three (33) in the Adults, and nine (9) registered for the Family Puzzle Palooza.

Superintendent of Parks & Facilities stated that he also attended the NRPA Conference which he stated was nice.

All Staff assisted in Fall Parks Clean-up Day. Both Sesqui and Kiwanis Parks were cleaned up, with Parks staff pruning and cutting back brush. Parks staff will continue pruning and cutting back brush at the other parks until completed, weather permitting.

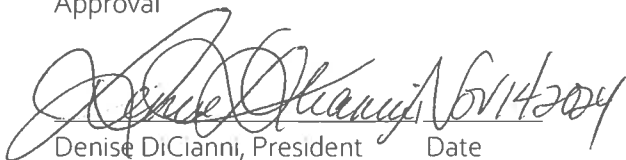
Any Other Business That May Properly Come before the Board for Discussion Only: None.

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

MOTION CARRIED.

Adjourned at 6:55 pm

Approval


Denise DiCianni, President Date


Tim Reinbold, Board Secretary Date 11/14/24

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