



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 November 14th, 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
Linda Straka, Superintendent of Finance & Technology
Matt Odom, Superintendent of Recreation/Safety Coordinator
Sheri Potter, Marketing & Community Engagement Manager
Michelle Savage, Office Manager
Mark Trieglaff, ACT Services Inc.

Approval of the November 14th, 2024 Regular Meeting Agenda of the Warrenville Park District Board of Park Commissioners:

MOTION: Commissioner Coons Moved to Approve the November 14th, 2024 Regular Meeting Agenda. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

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

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 November 17th, 2024:

MOTION: Commissioner Wilkie Moved to Approve the Regular Meeting Minutes of the Board of Park Commissioner for November 17th, 2024. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Financial Reports:

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

MOTION: Commissioner Wilkie moved to approve the Financial Statements for the Period Ending October 31st, 2024. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Expenditure Report through October 31st, 2024 in the Amount of \$240,809.25:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through October 31st, 2024 in the Amount of \$240,809.25. Seconded by Commissioner Coons.

Roll Call Vote:

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

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

MOTION CARRIED.

Correspondence:

Illinois ARTS Council Grant Award for the General Operating Support & Youth Employment 2025:

Old Business:

Discussion of Public Hearing regarding the ADA Assessment: Commissioner Thornbury asked if the District could contact ACT Services Inc. to consult on playground equipment and if they meet ADA requirements. The Superintendent of Parks & Facilities explained that if a piece of equipment has been modified, the manufacturer's warranty will no longer be valid, which could make the District liable.



Review and Approval of Executive Directors 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 all Commissioners in attendance to review.

After discussion, it was the consensus of the Board to utilize the District's Evaluation Form for the 2024 Executive Director's Performance Appraisal as each Commissioners had chosen Glencoe Park District's evaluation form as one of their top evaluations. The Glencoe Park District Evaluation Form is to be brought before the Board in February 2025 to review and revise, which will be used for the Executive Director evaluation going forward.

Review and Approval for Commissioner Attendance at IAPD/IPRA Soaring to New Heights Conference:

The Executive Director explained that this item was carried over from the October Board Meeting as Commissioner Coons, President DiCianni, and Commissioner Wilkie has already been approved for attendance. Commissioner Thornbury also stated that she would also like to attend.

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

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

President DiCianni - Aye

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

MOTION CARRIED.

New Business:

Review and Approval of Resolution 2024-09: A Resolution Approving an Agreement Between the Warrenville Park District and Grace Church of DuPage:

MOTION: Commissioner Wilkie Moved to Approve Resolution 2024-09: A Resolution Approving an Agreement Between the Warrenville Park District and Grace Church of DuPage. Seconded by Commissioner Coons.

Commissioner Thornbury stated that District documents should be consistent and use the same language. Any reference to Warrenville Park District should be consistent throughout all documents. The Personnel Policy Manual uses "District" to reference the Warrenville Park District and "WPD" is used in Affiliate Agreements.

It was noted to be consistent and use the same language in all District documents.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Absent

President DiCianni - Aye

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

MOTION CARRIED.

Review of Truth-in-Taxation Property Tax Recommendation and Resolution: The Superintendent of Finance & Technology explained that this item is for review only and will be on the Board of Commissioners December 19th, 2024 Regular Meeting Agenda for approval.



Review of Truth in Taxation Property Tax Recommendation and Resolution: The Superintendent of Finance explained in the memo included in the Board Packet that the Illinois State Truth in Taxation Law requires that the Park District make a determination of the maximum amount of property taxes that might be levied. If this estimate exceeds 105% from the previous year's extension, notice must be given to the public of the District's intent to adopt this levy. As required, the Park District must hold a public hearing for comment.

Winfield Township has estimated a 9.5% increase in assessed valuation, which includes a new construction estimate of \$25,000,000. Naperville Township has estimated a 12.7% increase, which included new construction estimate of \$13,639,190. The total new construction for both townships is estimated at \$16,145,956. Note, the Park District's overall 2024 assessed valuation estimate of \$805,301,210, prior to the addition of new construction, is a 10.1% increase over last year. The 2024 estimates are an average of values over the past three (3) years. After the addition of new construction, the District's overall 2024 assessed valuation is estimated at \$831,447,166, which represents a 13.6% increase over the previous year.

For the 2024 tax year, the District will need to pass a new Abatement Ordinance for the 2020 General Obligation Park Bonds (Alternate Revenue Source) since Corporate Fund revenues will be pledged and appropriated for the timely payment of the debt service and additional property taxes corresponding to the bonds will not be needed and therefore abated. The Abatement Ordinance will be prepared accordingly for Board approval early in 2025.

There are several factors involved in preparing this year's Tax Levy estimate:

1. Increase in assessed valuation
2. Growth in new construction
3. Tax Cap (PTELL) of 5.0%

The 2024 Tax Levy and Assessed Valuation (AV) Calculation Worksheet incorporates the variables necessary to calculate the estimated 2024 Tax Levy. The variables and their assumptions are as follows.

- PTELL Limiting Increase of 5.0%, which limits the dollars that may be levied
- 2024 Total Assessed Valuation Estimate of \$831,447,166, which includes new construction.
- New construction data provided by both townships totaling \$26,145,956.
- Inclusion of the \$.04 statutory limiting rate for Handicapped Recreation Tax
- Bond levy estimate of \$120,000, based upon proposed debt repayment schedule and Debt Service Extension Base
- Corporate, Recreation and Liability levies based upon forecasted needs
- An 13.6% EAV increase to allow for any further assessed valuation changes and new construction to capture the Park District's property tax allotments under the Property Tax Extension Limitation Act

Under the Property Tax Extension Limitation Act (PTELL), a governmental unit may increase its property tax extension annually up to 5% or the rate of inflation as measured by the All-Urban Consumer Price Index (CPI), whichever is less. With the 2024 tax cap of 5.0%, inclusion of new construction growth, inclusion of debt service, and incorporation of the \$.04 statutory limiting rate for Handicapped Recreation Tax, *the District may anticipate receiving approximately \$289,519 in additional property taxes for next fiscal year, or an 8.5% increase over last year's property tax extension (5.0% for PTELL and 10.1% for new growth and increased assessed valuation).*



Because the Park District cannot be certain of exactly how much the assessed value will increase or decrease, the tax levy has been prepared with an additional 13.6% EAV increase, for the Park District to capture all revenues allowed under the Property Tax Limitation Act. *Please note that this estimate does not represent the percentage increase that property owners will see on their tax bills. The County Clerk, once final EAVs are forwarded in late March or early April 2024, calculates the actual tax extension and rate, based on EAV growth and the tax cap. The Park District will only receive the amount allowed by PTELL.*

Last year's tax levy ordinance was \$3,833,000 and when EAV was finalized, the final 2023 property tax levy extension was \$3,390,944. The 2024 tax levy ordinance has been prepared in the amount of \$4,220,000; it is anticipated that when EAV is finalized next spring, the estimated final 2024 property tax levy extension will be \$3,680,462. The 2024 Truth in Taxation levy resolution has been prepared in accordance with statutes, and in the amount of \$4,100,000, which is exclusive of debt service.

The summarized steps of the tax levy process are included in the report.

Review and Approval of Resolution 2024-10; A Resolution Determining the Amounts of Money Exclusive of Levies for Debt Service and Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Warrenville Park District for the Levy Year 2024:

MOTION: Commissioner Wilkie Moved to Approve Resolution 2024-09: A Resolution Approving an Agreement Between the Warrenville Park District and Grace Church of DuPage. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Coons - Aye

Commissioner Machowski - Absent

Commissioner Thornbury - Aye

Commissioner Wilkie - Aye

President DiCianni - Aye

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

MOTION CARRIED.

Review of Ordinance 2024-11; An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1st, 2024 and ending April 30th, 2025:

MOTION: Commissioner Wilkie Moved to Approve Resolution 2024-11: An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1st, 2024 and ending April 30th, 2025. Seconded by Commissioner Thornbury.

The Superintendent of Finance & Technology stated that this item is for review only as there will be a Public Hearing at the December 19th, 2024 Board of Commissioners Meeting for discussion and approval from the Board.

Review and Approval of Personnel Policy Manual, Section 6; Employee Conduct (Tabled from July 18th, 2024): 6.8, 6.9 & 6.20

MOTION: Commissioner Wilkie Moved to Approve Personnel Policy Manual, Section 6; Employee Conduct (Tabled from July 18th, 2024). Seconded by Commissioner Thornbury.

Personnel Policy Manual Section 6 was brought to the Board for review in July, it was requested to rereview this section again and bring it back to the Board with updates and changes. It was noted that several updates and changes were made to Section 6, which has been redlined for Commissioners review. In addition, the District Attorney has reviewed to ensure that the changes are acceptable.



The Executive Director reminded Commissioners that Personnel Policy Manual Section 6; Employee Conduct was to be brought back to the Board for approval after the editing was completed; use gender neutral language, *they/theirs/them* instead of *he/his/him* and *she/her/hers*. Also, any reference to Warrenville Park District within the Personnel Policy Manual, "District" is to be utilized.

Commissioners reviewed Section 6; Employee Conduct and suggested corrections that are needed throughout this Section. It was requested to rewrite the following policies and bring back to the Board in December:

- 6.8; Attendance, Punctuality & Dependability;
- 6.20; Reporting Unlawful Conduct & Improper or Unsafe Activity, and
- 6.26; Social Media Guidelines (was 6.27)

The Executive Director noted that he had the District's Attorney review 6.9 Proper Dress and Appearance. The Attorney stated that he finds the policy to be reasonable and constitutional, its facial validity, and believes a court would uphold the challenge. Offending the person is not a test on the policies constitutionality, rather the potential risk to the District.

The Executive Director stated that the Personnel Policy Manual will be brought back to the Board in its entirety for approval at next month's Board Meeting. He also noted that there are other distinguished agency documents that will need to be brought to the Board for approval.

AMENDED MOTION: Commissioner Wilkie Moved to Approve Personnel Policy Manual, Section 6; Employee Conduct, except 6.8; Attendance, Punctuality & Dependability, 6.20; Reporting Unlawful Conduct & Improper of Unsafe Activity, and 6.26; Social Media Guidelines; which are to be revised and brought back to the Board for discussion and approval. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner Thornbury - Aye

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

Commissioner Coons - Aye

President DiCianni - Aye

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

MOTION CARRIED.

Review and Approval of the Emergency Response Plan:

MOTION: Commissioner Wilkie Moved to Approve the Emergency Response Plan. Seconded by Commissioner Coons.

The Safety Committee has reviewed the Emergency Response Plan in addition to having conversations with the Police Department earlier this year. We have also reviewed our in-house procedures and building checks to make several adjustments based on our operation. We will continue to train employees with this material as part of our all-staff January Safety Training.

After discussion, errors and corrections are to be made throughout the document, prior to printing.



Roll Call Vote:

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

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

MOTION CARRIED.

Discussion and Approval of District Sponsorship of the WDSRA "The Bash":

MOTION: Commissioner Coons Moved to Approve the Silver Sponsorship Level (\$1250) for WDSRA. Seconded by Commissioner Thornbury.

The Executive Director noted that Silver Sponsorship will provide four (4) seats at the event for those who wish to attend.

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Approval of the 2024-25 Budget Calendar:

MOTION: Commissioner Wilkie Moved to Approve Resolution 2024-09: A Resolution Approving an Agreement Between the Warrenville Park District and Grace Church of DuPage. Seconded by Commissioner Coons.

The Superintendent of Finance & Technology developed the budget calendar for fiscal year 2025-26 for your review. We are proposing that the District approve the budget at the April 2024 Regular Board Meeting so the District will have an approved budget before our May 1st fiscal year.

Roll Call Vote:

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

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

MOTION CARRIED.

Review and Approval of the 2025 Calendar of Board of Commissioners Regular Meeting Dates:

MOTION: Commissioner Wilkie Moved to Approve Resolution 2024-09: A Resolution Approving an Agreement Between the Warrenville Park District and Grace Church of DuPage. Seconded by Commissioner Coons.

The Executive Director stated that every November the District reviews the proposed Board Meeting dates, obtain Board approval and submit this information to the City of Warrenville for their calendars, and to the media that request our meeting dates. Staff also look at conference dates, and budget timelines to propose dates for the Board to approve.



Roll Call Vote:

Commissioner Coons - Aye

Commissioner Wilkie - Aye

Commissioner Thornbury - Aye

Commissioner Machowski - Absent

President DiCianni - Aye

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

MOTION CARRIED.

Officials & Staff Reports:

President: *President DiCianni* stated how District staff transition into another season, so seamlessly. She has been asked regarding the programs and activities for the winter season. She also stated that she was privileged to help the District at the Northern Illinois Food Bank at Johnson School. Commissioner DiCianni stated that it was fun, rewarding, and such a great group of people, it was nice to work with staff side-by-side.

She also stated that she was unable to attend Fall Fest, but was told it was a great event and very well received.

Commissioners: *Commissioner Coons* stated that coming from a District event that is well run and organized, it was hard to work when it is disorganized. She thanked staff for everything that is done for the community.

She also assisted at Fall Fest in the Food Booth.

Commissioner Wilkie stated that he also assisted at Fall Fest in the Food Booth. He is looking forward to the upcoming holiday events and programs; Holly Days, Breakfast with Santa, etc.

Executive Director: *The Executive Director* explained that the *Cerny Park OSLAD (Open Space Land Acquisition and Development) Renovation* will be included on the Board Agenda monthly until completion. The Executive Director stated he met with the City earlier this week and at the 50% construction document phase right now. This project will go out to bid at the beginning of January with construction to start in May 2025.

The Executive Director and the Superintendent of Finance & Technology met with Department Heads regarding their budget as we are now half-way through the fiscal year.

Legal Symposium: The Executive Director stated that he and the Executive Assistant attended the Legal Symposium on Thursday, November 7th in Oakbrook. The Superintendent of Finance & Technology attended remotely.

Radon Testing at District Buildings: The Executive Director stated that he reported on this last month but has now received the official report. Radon Testing was completed in two (2) locations behind the Lower-Level Guest Services. Both areas fell way below the minimal levels and nothing more needs to be done.

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



The **Office Manager** reported that she and Guest Services staff worked Fall Fest selling wristbands and concessions. She is looking forward to the Dance Show, Breakfast with Santa and all the other holiday programming.

Superintendent of Finance & Technology reported that she took pictures at Fall Fest, interacting with those in attendance.

Superintendent of Recreation/Safety Coordinator reminded Commissioners that Holly Days will take place on Friday, December 6th, and Hometown Holidays Drive-thru follows on Thursday, December 12th. He stated that help is needed for both events if anyone is interested.

Marketing & Community Engagement Manager thanked everyone for their help with Fall Fest, it is appreciated.

The sensory room was established in the old preschool room with a WDSRA employee staffing this room. The sensory room was well received and used. It was stated that she will be incorporating this in other events, if feasible. A sensory room is a space set apart to stimulate or regulate a child's (or adult's) senses. They are used to help calm kids (adults) down by regulating their sensory input.

Winter Spring catalog will be out at the end of November.

Superintendent of Parks & Facilities stated that Park Staff are wrapping up our mowing and trimming, for the season. Park Staff also inspect playgrounds on a weekly basis for damage. I continue to perform weekly park/playground inspections to ensure that all areas remain safe. Staff also installed mulching panels on our mowers to improve our ability to mulch up leaves.



The tennis court nets at Summerlakes Park and the pickleball nets at Kiwanis have been removed for the season. They are removed for the winter months because snow and ice will damage the nets. Also, all soccer goals, players benches and garbage cans from all practice and game fields for the season were also removed.

Any Other Business That May Properly Come before the Board for Discussion Only: Commissioner Wilke reported that the referendum was approved and will improve safety & security for Franklin, Monroe, and Edison Middle Schools. Because of this, the Maintenance Department will be located at Woodland School.

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

MOTION CARRIED.

Adjourned at 8:17 pm

Approval
 | 12-19-24 |  | 12-19-24
Denise DiCianni, President Date Tim Reinbold, Board Secretary Date
Seal

