



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 December 19th, 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 – 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
Michelle Savage, Office Manager
Girl Scouts Troop 55123

Holiday Tree Showcase Award Presentation to Warrenville Girl Scout Troup: The Girl Scout Leader explained that the Girl Scout that the award is being presented to is running late. The Board will continue following the agenda until all parties are present to receive the award. The Girl Scout Leader explained that the Girl Scout that the award is being presented to by the Troop is running late, therefore the Board will continue following the agenda until all parties are present and will come back to this item.

Public Hearing to Approve a Proposed Property Tax Levy Increase for the Warrenville Park District: President DiCianni asked for a Motion to Open the Public Hearing.

MOTION: Commissioner Wilkie Moved to Open the Public Hearing to Approve a Proposed Property Tax Levy Increase for the Warrenville Park District. Seconded by Commissioner Coons.

Roll Call Vote:

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

Commissioner Machowski - Absent
Commissioner Coons - Aye

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

President DiCianni called the Public Hearing to Order at 6:16 pm.

President DiCianni stated that the Public Hearing is on the proposed levy of the Warrenville Park District for 2024 pursuant to the provisions of the Illinois Truth in Taxation Act. The reason for the proposed levy for 2024 is to obtain property taxes in the amount of \$4,220,000 for the following purposes:

- General Corporate Purposes: \$ 2,835,000
- Recreation Programs: \$ 753,000
- Liability Insurance Purposes: \$ 129,000
- Recreation for the Handicapped: \$ 383,000
- Bond and Interest Indebtedness: \$ 120,000

The increase in this year's levy as opposed to the 2023 tax extension is due to increased operating, maintenance and personnel costs.

President DiCianni asked if any of the Commissioners wish to make any comments regarding the proposed levy?

No Commissioners wished to make any comments regarding the proposed levy.

President DiCianni asked if any of the Commissioners wish to present written testimony concerning the proposed levy?

None of the Commissioners wished to present written testimony wish to present written testimony.

President DiCianni asked if any of the public wish to present oral testimony or any public concerns regarding the proposed levy?

No public wished to present oral testimony or any public concerns regarding the proposed levy.

President DiCianni asked if any public wished to present any written testimony with respect to the proposed levy?

No public wished to present any written testimony with respect to the proposed levy.

President DiCianni asked for motion to finally adjourn this public hearing.

MOTION: Commissioner Wilkie moved to Adjourn the Public Hearing. 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.

The Public Hearing for the Proposed Levy Closed at 6:18 PM.

President DiCianni explained the next item on the Agenda is concerning the intent of the Board of Park Commissioners pursuant to the provisions of the Bond Issue Notification Act to receive public comments on the proposal to sell not to exceed 450,000 General Obligation Limited Tax Park Bonds, the proceeds of which will be used for the building, maintaining, improving and protecting of District land and facilities and for the payment of the expense incident thereto.

President DiCianni asked for a motion to proceed to the Public Hearing and to continue the other business of the regular meeting upon the conclusion thereto?

Conduct a Public Hearing concerning the intent of the Board of Park Commissioners to sell, not to exceed \$450,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and that existing land and facilities of the District.

MOTION: Commissioner Wilkie Moved to Open the Hearing concerning the intent of the Board of Park Commissioners to sell, not to exceed \$450,000 General Obligation Limited Tax Park Bonds. Seconded by Commissioner Coons.

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.

Public Hearing Called to Order at 6:18 PM.

President DiCianni asked if any of the Commissioners wish to make any comments regarding the proposed bond issue?

No Commissioners wished to make any comments regarding the proposed bond issue.

President DiCianni asked if any of the Commissioners wish to present written testimony concerning the proposed bond issue?

None of the Commissioners wished to present written testimony concerning the proposed bond issue.

President DiCianni asked if any of the public wish to present oral testimony or any public concerns regarding the proposed bond issue?

No public wished to present oral testimony or any public concerns regarding the proposed bond issue.

President DiCianni asked if any public wished to present any written testimony with respect to the proposed bond issue?

No public wished to present any written testimony with respect to the proposed bond issue.

President DiCianni asked for a motion to adjourn the public hearing.

MOTION: Commissioner Coons moved to Adjourn the Public Hearing. Seconded by Commissioner Wilkie.

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.

Public Hearing Adjourned at 6:21 PM.

Approval of Regular Meeting Agenda of the Warrenville Park District Board of Commissioners for December 19th, 2024.

MOTION: Commissioner Wilkie Moved to Approve the Regular Meeting Agenda of the Warrenville Park District Board of Commissioners for December 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.

Public Comment: No public comments.

Approval of Consent Agenda:

Approval of the Public Input Meeting Minutes held November 19th, 2025 for the Districts ADA Transition Plan:

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

MOTION: Commissioner Coons Moved to Approve the Consent Agenda, which consists of the November 19th, 2024 Public Input Meeting Minutes for the Districts ADA Transition Plan, and; Approval of Regular Meeting Minutes of the Board of Commissioners for November 19th, 2024. Seconded by Commissioner Wilkie.

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.

Financial Reports:

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

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

Roll Call Vote:

Commissioner Thornbury - Absent

Commissioner Machowski - Absent

Commissioner Coons - Aye

Commissioner Wilkie - Aye

President DiCianni - Aye

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

MOTION CARRIED.

Approval of Expenditure Report through November 30th, 2024 in the Amount of \$128,521.83:

MOTION: Commissioner Coons moved to approve the Expenditure Report through November 30th, 2024 in the Amount of \$128,521.83. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

**Commissioner Coons - Aye
Commissioner Thornbury - Absent**

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

Correspondence:

WDSRA Silver Sponsorship Thank You Letter: A letter was received from WDSRA thanking the District for the Silver Sponsorship Level of \$1250 for the 2025 WDSRA Bash on March 1, 2025.

Unfinished Business: The Executive Director explained that the Board requested that the following three (3) policies (6.8, 6.20 and 6.26) were to be rewritten and brought back to the Board for approval. Those three (3) policies have been included in the Board Packet for Commissioners to review as they are on the agenda for approval.

Review and Approval of Section 6: Employee Conduct; 6.8 Attendance, Punctuality & Dependability:

MOTION: Commissioner Wilkie Moved to Approve of Section 6: Employee Conduct; 6.8 Attendance, Punctuality & Dependability. Seconded by Commissioner Coons.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
Commissioner Machowski - Absent**

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

Review and Approval of Section 6: Employee Conduct; 6.20 Reporting Unlawful Conduct and Improper or Unsafe Activity:

MOTION: Commissioner Wilkie Moved to Approve of Section 6: Employee Conduct; 6.20 Reporting Unlawful Conduct and Improper or Unsafe Activity. Seconded by Commissioner Coons.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
Commissioner Thornbury - Absent**

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

Review and Approval of Section 6: 6.26 Social Media Guidelines:

MOTION: Commissioner Wilkie Moved to Approve of Section 6: Employee Conduct; 6.26 Social Media Guidelines. Seconded by Commissioner Coons.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
Commissioner Thornbury - Absent**

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

ADA Transition Plan Update: The Executive Director explained that at last month's meeting (November), Mark Trieglaff, from ACT Services, Inc. presented areas that need to be addressed, along with an allocated dollar amount associated with the fix. The Executive Director gave Commissioners a copy of the ADA Transition Plan to review.

The Executive Director stated that this information is currently being reviewed by staff here at the District for input, along with being presented to WDSRA's Executive Director, Dan Leahy for review. After receiving feedback from staff and WDSRA, the plan is to bring it to the Board for approval in January.

Holiday Tree Showcase Award Presentation to Warrenville Girl Scout Troup: The Executive Director explained that the Annual Tree Holiday Showcase took place this year for the 4th time and once again, had a tremendous turnout from the community with twenty-four (24) trees that were by local businesses and community organizations. Voting took place by the public for their favorite tree, with this year's winner Girl Scout Troup 55123. The Executive Director thanked all those that entered the Tree Showcase, as once again this year it was a success.

The Girl Scout Troop was congratulated and was presented with the award.

New Business:

Approval of District's Personnel Policy Manual in its entirety:

He explained that over the course of the past couple month, all the sections have been Board approved so this will be formerly approving the entirety of the District's Personnel Policy Manual.

MOTION: Commissioner Wilkie moved to approve of the District's Personnel Policy Manual in its entirety. Seconded by Commissioner Coons.

Roll Call Vote:

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

**Commissioner Wilkie - Aye
Commissioner Machowski - Absent**

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

Review and Approval of Ordinance 2024-12; A Resolution for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1st, 2024 and Ending April 30th, 2025:

MOTION: Commissioner Coons moved to Approve of Ordinance 2024-12; A Resolution for the Levy and Assessment of Taxes for the Fiscal Year beginning May 1st, 2024 and Ending April 30th, 2025. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

**Commissioner Machowski - Absent
Commissioner Coons - Aye**

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

Review and Approval of Ordinance 2024-12; An Ordinance Authorizing and Directing the Disposition of Certain Equipment: The Executive Director explained that equipment has been identified as no longer useful to the District and is requesting the Board to approve the disposing of this equipment.

MOTION: Commissioner Coons Moved to Approval Ordinance 2024-12; An Ordinance Authorizing and Directing the Disposition of Certain Equipment. Seconded by Commissioner Wilkie.

Roll Call Vote:

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

**Commissioner Thornbury - Absent
Commissioner Coons - Aye**

**3-Ayes, 0-Nays, 2-Absent (Machowski, Thornbury)
MOTION CARRIED.**

District Goals and Objectives 2025 Review: The Executive Director included in the Board Packet the quarterly review of the Executive Director Goals or the overall Agency Goals along with the completion dates that were requested to be added by the Board. Although most are complete, there are a few that remain in progress or are set to be completed in the next quarter. Staff will begin goal setting for next year's budget in the upcoming weeks and that information was disseminated in last month's board packet as part of the budget process.

OSLAD – Cerny Park Project Update: The Executive Director explained that progress continues to be made this winter as Phase 1 of the OSLAD project at Cerny Park gets closer. Last week, Phase I of the project entered the 90% document review stage. We have been meeting with the City of Warrentville along with Hitchcock Design to work through the details of construction as the award for Phase II will be issued starting on January 10th 2025 with the bid opening date scheduled for February 6th, 2025. At this point in time, we are still on schedule to begin construction at the beginning of May with an anticipated completion date of late August.

The Executive Director explained that the District has received the award for OSLAD Cerny Park Project - Phase II. The project is estimated to cost \$1.2 million in the amount and could receive funding for a maximum of \$600,000 for Phase II with the remainder of the cost being funded by the District. The Marketing and Community Engagement Manager will be working with the City of Warrentville's Marketing and IT staff to roll out Cerny Park Project - Phase II, as the Executive Director wants the community to know that their voices have been heard and to promote the updates to Cerny Park. The City will sign over Cerny Park to the District when Phase II of the Project is completed. Once complete, a total of 2.4 million dollars will be spent.

First Quarter Special Events (January, February, March 2025): The Executive Director noted that the document of the First Quarter Special Events was also included in the Board Packet.

Additionally, the Supervisors name who is in charge of the program has been listed for your reference. If Commissioner's are interested in helping out at any of the events, or have any questions, please contact him.

Officials & Staff Reports

President: **President DiCianni** stated that she was asked to meet with a Group that would like the Park District to assist in the Fairy Garden's off of Ferry Road. The Executive Director and Superintendent of Parks & Facilities were also in attendance. The group would like the Park District to agree to partner with their group to take over the upkeep and would like to speak before the Board at a future meeting.

Commissioners: **Commissioner Coons** stated that the Dance Show was tremendous, and over 700 people attended. She also thanked staff for all the holiday programming and events.

Commissioner Wilkie attended the holiday events and that City Hall also had vendors selling holiday items, each year more is added. All were great events.

Executive Director: **The Executive Director** explained that he and the Superintendent of Finance & Technology have been submitting invoices and the documents needed to receive the grant funds since 2019. Because of COVID restrictions, and there was a delay in receiving the funds, due to the staffing and the changing of personnel. Each time changes were made with personnel; the District was again asked to resubmit the same invoicing and documents.

Finally, the District received a check from the State of Illinois in the amount of \$400,000 for the remodeling of the Fitness Center and the Administration Offices in 2020.

Nepotism Policy: The Executive Director explained that it was requested to report on the Nepotism Policy when it was revised in 2022 to allow family members to work in the District under certain circumstances. The Executive Director explained that there are about five family members working in the District with no problems.

Employee Appreciation Gathering: The Executive Director reminded the Board that the Employee Appreciation Gathering will be held at Uncle Julio's in Naperville on January 9th, 2025, RSVP's are needed.

Department Heads: **Superintendent of Finance & Technology** reported that she and the Executive Director are sitting with Managers and Supervisors with the 2025-26 Fiscal Year Budget.

The **Office Manager** reported that Guest Services staff are gearing up for all the Holiday programming and events.

Superintendent of Parks & Facilities stated that it has been a very busy month and is looking forward to the Holidays.

Superintendent of Recreation/Safety Coordinator stated that the FitnessNOW Black Friday Sale brought in \$3500.

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 Wilkie moved to go 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 President DiCianni.**

Roll Call Vote:

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

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

MOTION CARRIED.

Recessed into Closed Session at 7:18 PM

Risen from Closed Session at 7:21 PM

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

To Take Action, if any, on Matters from Closed Session:

Approval of Ordinance 2024-13: 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: December 15th, 2022 Semi-Annual Closed Session Minutes.

MOTION: Commissioner Wilkie Moved to Approve Ordinance 2024-13; 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: December 15th, 2022 Semi-Annual Closed Session Minutes. Seconded by President DiCianni.

Roll Call Vote:

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

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

MOTION CARRIED.

Approval of Release of Closed Session Minutes; June 20th, 2024 – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner DiCianni.

MOTION: Commissioner Coons moved to approve the Release Closed Session Minutes of June 20, 2024 – Semi-Annual Review of Closed Session Minutes. Seconded by Commissioner DiCianni.

Roll Call Vote:

Commissioner Machowski - Absent

Commissioner Wilkie - Aye

Commissioner Thornbury - Absent

Commissioner Coons - Aye

President DiCianni - Aye

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Any Other Business That May Properly Come before the Board for Discussion Only: The Executive Director asked if a salary pool of 4% increase can be used as part of the budget construction. It was the consensus of the Board to use a 4% e salary pool to keep in line with other Districts.

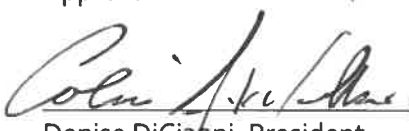
Adjournment: Commissioner Wilkie moved to Adjourn. Seconded by Commissioner Coons.

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

MOTION CARRIED.

Adjourned at 7:23 pm

Approval

 1/16/25
Denise DiCianni, President Date

 1-16-25
Tim Reinbold, Board Secretary Date

Seal