



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 February 20th, 2025**

Call to Order:

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

Pledge of Allegiance:

Roll Call: Commissioner Machowski – Present
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
Michelle Savage, Office Manager
Sheri Potter, Marketing & Community Engagement Manager
Jeanne Dina, Commissioner Candidate
Jim Klienwacter, representing Ferry Road Permaculture Park (Ferry Forest Garden)
Connie Schmidt, representing Ferry Road Permaculture Park (Ferry Forest Garden)
Tedd Coons, Sponsor & Community Member
Judy Wilkie, Community Member

Approval of Regular Meeting Agenda of the Warrenville Park District Board of Commissioners for February 20th, 2025:

MOTION: Commissioner Thornbury Moved to Approve the Regular Meeting Agenda of the Warrenville Park District Board of Commissioners for February 20th, 2025. Second by Commissioner Wilkie.

The Executive Director noted that Item XI.g. The 2025 Illinois Association of Park Districts Legislative Breakfast is at Carol Stream Park District on March 7th, 2025 not at the Northbrook Park District.

Roll Call Vote:

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

**Commissioner Machowski – Aye
Commissioner Coons - Aye**

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Public Comment: No public comments.

Ferry Forest Garden: The Executive Director stated that he has been in communication with Jim Klienwacter regarding the Ferry Forest Garden in Warrenville. After speaking with President DiCianni, he would be speaking to Commissioners regarding the Ferry Forest Garden, its history, along with the group’s ideas moving forward.

Mr. Klienwacter explained the Ferry Forest Garden, a permaculture park on DuPage County land, is maintained by volunteers. The garden was started by the resiliency Institute and has been maintained by volunteers from Warrenville. The concept of permaculture, focusing on perennial food plants like asparagus, rhubarb, fruit trees, and native plants and serves as a habitat for wildlife, attracting birds, deer, and other creatures. He is asking the District’s Board to considering adopting the site, which would require no funding or ongoing maintenance.

The Board expressed concern about the District is potential liability and insurance issues. It was suggested that the group should approach DuPage County and the Resiliency Institute to clarify the liability and insurance issues.

The Board requested that the Executive Director obtain information on the liability implication of taking on the Ferry Road Permaculture Park site; to look whether other Districts have similar arrangements where they sponsor a site they do not own; and, provide an update on the findings from PDRMA and other Districts at the March Board Meeting.

Approval of Consent Agenda:

Approval of the Regular Meeting Minutes of the Board of Park Commissioners for January 16th, 2025:

MOTION: Commissioner Wilkie Moved to Approve of the Regular Meeting Minutes of the Board of Park Commissioners for January 16th, 2025. Second by Commissioner Machowski.

Commissioner Coons noted that there is an error in the totaling of the votes at the bottom of page six (6), in regard to the Item approving Ordinance 2025 - 04; The vote shows:

4 - Ayes, 0 - Nays, 1 - Absent (DiCianni).

There was no Abstention listed from Commissioner Thornbury.

The **CORRECTION** is to read:

3 - Ayes, 0 - Nays, 1 - Abstention (Thornbury), and 1-Absent (DiCianni).

Roll Call Vote:

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

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

5-Ayes, 0-Nays, 0-Absent

MOTION CARRIED.

Financial Reports:

Approval of Financial Statement for the Period Ending January 31st, 2025:

MOTION: Commissioner Wilkie moved to approve the Financial Statements for the Period Ending January 31st, 2025. Second by Commissioner Coons.

Roll Call Vote:

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

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

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

Approval of Expenditure Report through January 31st, 2025 in the Amount of \$146,868.16:

MOTION: Commissioner Thornbury moved to approve the Expenditure Report through January 31st, 2025 in the Amount of \$146,868.16. Second by Commissioner Machowski.

Roll Call Vote:

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

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

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

Correspondence:

Distribution of IAPD 2025 Commissioner Membership Cards: The Membership Cards were handed out to Commissioners.

Old Business:

Cerny Park OSLAD Update: The Executive Director explained that on February 6th, 2025 a bid opening at City Hall was administered by Hitchcock Design Group. Seven (7) bids were received for Cerny Park OSLAD Grant – Phase I. The Executive Director stated that the low bid was submitted by La Hacienda Landscaping, who he has worked with in the past and is one of the more popular businesses. Hitchcock Design Group checked references and making sure that their dollars and cents all lined up. This will go to the City Council for approval.

In addition to that, there were four alternatives that were included in the bid;

1. Alternative 1: Heavier duty fence to allow for wind screens along the pickleball courts and is an additional alternative.
2. Alternate 2: Installation of drainage under the perimeter of the pickleball courts to run water away so the pickleball courts will not settle.
3. Alternate 3: On the south end of the playground, there was a steep decline/incline. Steppingstones will be installed on the incline that will lead up to the playground.
4. Alternate 4: Resurfacing of the basketball courts to create a smooth and even base as currently there is a large spot “bird bath” that holds water. This will help restore the court’s smoothness, fix cracks, and improve durability.

The Executive Director stated that the City of Warrenville and Hitchcock Design Group asked if the District wanted to move forward with the alternate changes, to which the Executive Director agreed. La Hacienda was also on the low end with all the alternate changes, and will be included in the price structure as the park gets put together. The next step is to move forward with the contract with Hacienda, and begin to move forward, as the City and District are looking at breaking ground in a few months, when the weather warms up in May.

New Business:

Review and Approval of Intergovernmental Agreement by and between the City of Warrenville and the Warrenville Park District regarding the use and maintenance of Cerny Park:

MOTION: Commissioner Wilkie moved to Approve the Intergovernmental Agreement by and between the City of Warrenville and the Warrenville Park District regarding the use and maintenance of Cerny Park. Second by Commissioner Machowski.

The Executive Director explained that this agreement lays out the use and maintenance agreement between the City of Warrenville and the District in terms of the timeline established over OSLAD projects and the long-term commitments of both the City and the District. Along with this it addresses City events that will be held in the park moving forward, this agreement will also be reviewed and approved by City Council in the upcoming weeks. The District's Attorney, along with the City of Warrenville's Attorney have reviewed this same document.

The Executive Director stated that the City Council reviewed, and approved Monday, February 17th, 2025. Commissioner Thornbury had a question on page two (2) of the agreement, under the City Use of Cerny Park; as later in the agenda, Item XI. f. Review of Ordinance 2019-04 and the agreement references the General Use Ordinance. It was asked if the District alters the General Use Ordinance, does that then negate what is in the Intergovernmental Agreement regarding the use and maintenance of Cerny Park?

The Executive Director reached out to the District's Attorney and stated this would not make a difference as long as the language references our General Use Ordinance. It is referring to moving forward that the city will use Cerny Park for the 3rd & 4th of July, and, also for National Night Out. Through the Districts General Use Ordinance, the District will then oversee Cerny Park and would issue permits for those events.

Roll Call Vote:

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

**Commissioner Thornbury – Aye
President DiCianni - Aye**

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

Review and Approval of Grant Cost-Sharing Agreement by and between the City of Warrenville and the Warrenville Park District:

MOTION: Commissioner Thornbury moved to Approve of the Grant Cost-Sharing Agreement by and between the City of Warrenville and the Warrenville Park District. Second by Commissioner Wilkie.

The Executive Director explained that this agreement has been reviewed by City staff and both the City's and District Attorneys. The agreement lays out responsibilities involved for both Phase I and Phase II of OSLAD as they relate to Cerny Park.

Roll Call Vote:

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

**Commissioner Coons - Aye
Commissioner Thornbury – Aye**

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

Review and Approval of Intergovernmental Agreement for the Purchase and Sale of Property (Cerny Park):

MOTION: Commissioner Wilkie moved to Approve of the Intergovernmental Agreement for the purchase and sale of Property (Cerny Park). Second by Commissioner Machowski.

The Executive Director stated that Commissioner Thornbury asked regarding the parcels of Cerny Park and if the contract will need to be changed to reflect the division of parcels. The Executive Director explained that he received an email from Phil Buch from the City of Warrenville Community Development Department that he will be working on the subdivision of the property. It was stated that the District will be purchasing Lot 1 of the park, and the City will retain Lot 2 that will include the Pump Station. The Executive Director stated that it most likely will be 2027 when it will be finalized and will need to be updated.

The Phase one Environmental Studies has been completed and came back with no findings.

President DiCianni had questioned the address. The original signature copies have been updated to reflect the correct address; 28W415 Forestview Drive, Warrenville IL 60555.

Roll Call Vote:

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

**Commissioner Wilkie Aye
Commissioner Machowski - Aye**

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

Sesqui Park Engineering Services Related to Sand Volleyball being Converted into Pickleball Courts:

The Executive Director explained that based on the permit requirements from the City of Warrenville, the District is in the process of working with Engineering Resource Associates (ERA) to obtain the permit. ERA will be on site to conduct a survey in the next couple of weeks, along with doing topographic measurements, completing civil engineering plans, and an as built survey. The District will likely need to install a water shed or vegetative swale around the area due to the sand pit being converted into a solid surface. A mini summary report will need to be completed, along with a narrative and map to the City of Warrenville before a permit is issued. Work associated with this project is anticipated to be completed before the end of our fiscal year. Once this is complete, the District will move forward with the installation of the new pickleball courts and the resurfacing of the basketball court.

Authorization of the Executive Director to Obtain Current Electric Prices and Enter into Contract for up to Three (3) Years:

MOTION: Commissioner Wilkie moved to Authorization of the Executive Director to Obtain Current Electric Prices and Enter into Contract for up to Three (3) Years. Seconded by Commissioner Coons.

The current three-year electricity contract with Direct Energy at a fixed rate of \$.05083 per KWh expires in April 2025. For the past several years, the District has bid out its procurement of electricity, and has benefited from competitively priced electricity.

Quotes have been obtained periodically for the last few months. Electricity rates hit a peak in Summer, 2024 and have declined back down in recent months to today's quote of between \$.05381 - \$.05388, depending on contract length. The District's intention is to seek quotes from different suppliers for multiple-year contracts in order to gauge the most up to date market conditions. Given that quotes are valid for one day, staff's intention will be to start the bidding process after the February Board Meeting. Current analysis indicates we would not exceed \$.05388 but rates are volatile and subject to change.

Therefore, staff recommend that the Board give authorization to the Executive Director to obtain updated electrical pricing and enter into a multiple-year electrical contract not to exceed three (3) years, with the vendor providing the lowest pricing for electrical power. It was noted that it may take a couple weeks to work on getting the test price, this gives the Executive Director the authority to enter into an agreement when the pricing is at its lowest.

Roll Call Vote:

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

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

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

Review of Ordinance 2019-04; An Ordinance Amending and Restating the General Use Rules and Regulations of the Warrenville Park District and Repealing 2015-02: The Executive Director stated that this item is for review only. Updates include drone usage, and first amendment information. Please review and provide any feedback, this item will be on the agenda for review and approval at the March Board Meeting.

2025 Illinois Association of Park Districts Legislative Breakfast held March 7th, 2025 @ 8:00 am: Executive Director Tim Reinbold explained that IAPD reaches out to legislators in the area inviting them to sit and discuss what is taking place in Springfield and have open discussions with the park district community. He explained over the years that great discussion and dialogue have taken place, which provides us with direct communication with what is taking place at the Capitol.

Commissioners Wilkie will be attending with the Executive Director.

Officials & Staff Reports

President: ***President DiCianni*** apologized for not attending the last meeting, she thanked everyone for their care and support during this hard time and appreciated all that reached out.

She reported that she was delighted to attend the IAPD/IPRA Soaring to New Heights Conference again this year. There were so many wonderful topics and so much to learn. It was stated that she thoroughly enjoyed the opportunity to not only connect with other people in the industry, but the opportunity to learn and have a new set of eyes on everything that is available to us as employees, commissioners and people in the parks that are serving other people. It's a wonderful time to share with the members of our District, much less all the other park districts.

It was noted that President DiCianni gave a copy of her Conference Report to the other Commissioners.

President DiCianni also helped with the Sweetheart Family Dinner Dance. It wasn't a daddy daughter dance or a mom son thing. It was nice to see all the families that came.

Commissioners: ***Commissioner Thornbury*** passed out an old Park District Pamphlet from 1976.

Commissioner Coons reported that she also attended conference and stated that it was a great conference, she really enjoyed it, and learned a lot.

Commissioner Coons explained that one of the classes that really made her think about was a class that a staff member from another district was presenting; senior programming and how to get more seniors involved. To listen to what their park district has to offer, to hear how they have gotten seniors involved in their programs and how they are engaging in the people they are serving.

Commissioner Coons thanked the Park Staff for all the snow removal.

Commissioner Wilkie had the pleasure of actually hosting three of the sessions this year and met some very interesting people, the parliamentarian, who is a dental hygienist, but she holds the highest ranking in Illinois as a parliamentarian.

Commissioner Machowski stated that he did not attend the IAPD/IPRA Soaring to New Heights this year but did attend a work conference in Chattanooga. He stated that he loves the charts and graphs on each Supervisor Report, it just makes reading reports so much easier looking at the graphs.

Executive Director: The ***Executive Director*** stated that we have our Distinguished Agency Accreditation Kick-off Meeting early next month with the Management Team and our assigned mentor, Carlo Capalbo, Plainfield Park Districts Executive Director. He explained that staff have started the process, reviewing, updating and approval of documents to show compliance with the standards and best practices. The District will sit for accreditation at the end of the year, and accreditation at the IAPD/IPRA Soaring to New Heights Conference in 2026.

The Executive Director also stated that he received IAPD Annual Calendar of Events if Commissioners would like to view. It has dates from Parks Day at the Capitol to Soaring to New Heights in 2026.

He explained that the Budget is wrapping up and will be presented at next month's Board Meeting. Currently, the Districts accomplishments in last fiscal year is being compiled, along with establishing goals for the next fiscal year and everything else that is needed for the completion of the budget.

Department Heads: **Superintendent of Finance & Technology** reported that after a lot of hard work by staff, the draft of the Budget is completed, just need to finalize the reports and summaries and such so this can be delivered to Commissioners on March 10th for the Budget Workshop. The Superintendent stated that if Commissioners have questions prior to the meeting, they are welcome to contact the Executive Director or her with those questions. This is helpful as we can be more prepared to answer those questions more in depth at the meeting.

Office Manager, Michelle Savage reported the highlights of January, which were the Fitness Open House that was very well attended. The Guest Services desk was busy the entire time with herself and Guest Services Carol Bartus handling the day of registration and processing all the memberships. Fitness Supervisor Nick Bovio and Marketing and Community Engagement Manager Sheri Potter, Superintendent of Recreation/Safety Coordinator Matt Odom and Guest Services Coordinator Janet Klieser, along with Personal Trainers, provided information, tours, demos and giveaways. She explained that it was energizing to almost see a turnover of newer families and names not recognized. After being employed at the District for eighteen (18) years, you get to know patrons and their kids, and then their kids' kids.

Guest Services Staff also enjoyed the January Staff Appreciation Dinner held at Uncle Julio's. They also enjoyed the Rec Tap Event, which featured coffee, spiced apple cider, and hot chocolate with a spread of tempting treats available all day. To-go cups and containers were available for staff to take with them. She stated that she believes the District does a great job of showing appreciation to staff.

Marketing & Community Engagement Manager reported that staff have worked through the first draft of the Summer Brochure. Puzzle Palooza Take Two is in a couple of weeks and is SOLD OUT. This will be the last Puzzle Palooza until Fall.

Superintendent of Recreation/Safety Coordinator reported that Summer Camp registration opened February 10th, and in those 10 days, 570 weekly registrations! The District is already at 58 kids a week, and is excited to see how many are registered in three (3) months.

It was also reported that a new program "Light up the Night" will be held February 28th. It is a lively and colorful celebration. The night will be filled with a festive atmosphere featuring music by a DJ, glow in the dark games, mini golf, and a variety of themed snacks and beverages.

Superintendent of Parks & Facilities reported that he also went to the IAPD/IPRA Conference, which is always good. The classes are great, it is nice to meet up with the vendors that the Parks Department utilizes throughout the year and connect with them.

Park staff have been out clearing snow several times. Staff have also done a lot of maintenance; painting, patching, cleaning up, as is done every winter. Earlier in the year staff went through and did quite a bit of pruning throughout the parks and cutting back stuff, which still needs to continue. Everyone is looking forward to the coming spring.

Closed Session – 5ILCS 120 2 (c) (1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational or education setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

MOTION: Commissioner Thornbury moved to go into Closed Session – 5 ILCS 120 2 (c) (1): Seconded by Commissioner Machowski.

**Roll Call: Commissioner Thornbury - Aye Commissioner Coons - Aye
Commissioner Machowski - Aye Commissioner Wilkie - Aye
President DiCianni - Aye**

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

IN CLOSED SESSION AT 7:21 PM

ROSE FROM CLOSED SESSION AT 7:46 PM

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

Adjourned at 7:46 pm

Approval

 
Denise DiCianni, President Date Tim Reinbold, Board Secretary Date 1 3/20/25

Seal