

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
October 15, 2019



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:30 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Kranz, Mahoney and Venouziou. Absent: None Staff present: Adams, Evans, Karesh, Knitter, Rhodes, Romano, Ritter, Webber.

Others Present: Brian LeFevre, Sikich, LLP.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen began his report asking the Board to select delegates for the IAPD Annual Meeting. Commissioner Kranz will be the Delegate, President Cohen will be the First Alternate and Commissioner Venouziou will be the Second Alternate. The meeting will be Saturday, January 25<sup>th</sup> at 3:30 PM.

President Cohen then recognized and thanked the staff for the work they put into all the recent activities. He then deferred to Executive Director Adams to discuss the upcoming 50<sup>th</sup> Anniversary Tree Dedication. Adams shared that October 21<sup>st</sup> is the Park District's actual anniversary and that a tree had already been planted outside the Community Center in honor of the milestone anniversary. He asked the Board the best date and time to convene and take a picture and they agreed on Friday, October 18<sup>th</sup> at 5:00 p.m.

President Cohen next reminded the Board that Haunted Forest Walk is October 18<sup>th</sup> – 19<sup>th</sup> and that the annual IAPD Legal Symposium is November 14<sup>th</sup>. Adams shared that staff members Connie Curry and Chris Webber would be attending, and that if any Board members are interested in attending to let him know.

President Cohen closed his report saying that he, Commissioner Venouziou, Executive Director Adams and Don Ritter would be attending the Athletic Business Conference November 12<sup>th</sup> – November 16<sup>th</sup>.

#### STAFF REPORTS

##### Finance

1.a Superintendent of Finance & Personnel Chris Webber began his report sharing that his first action item regarding the Comprehensive Annual Financial Report (CAFR) Ending April 30, 2019, will be moved to the "New Business" section of the Board Meeting.

1.b Webber then moved on to his next action item - Backup Network Server Replacement, Proposal Approval. The District's current backup server is past due to be replaced as it was originally budgeted for in 2018. The quote from Sterling Network Integration for \$10,866 (\$2,538 under budget) provides for the replacement server as well as external backup drives which once received and configured will allow the District to eliminate the NAS, saving the District money in the long-term. The new backup server will also expand the District's air gaped back up system which are disconnected and rotated daily, then stored in a fire proof safe. This keeps us protected from ransomware which can infect a network, including all connected backups.

Staff recommended the Board accept the quote from Sterling Network Integration (SNI) to replace the District's Network Backup Server for \$10,866.

MOTION by Kranz and seconded by Mahoney to accept the quote from Sterling Network Integration (SNI) to replace the District's Network Backup Server for \$10,866.

AYES: Kranz, Mahoney, Cohen, Venouziou and Coleman.  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

Webber moved on to his discussion items reporting that Staff received the 2020 Health Insurance Information from the Park District Risk Management Agency ("PDRMA"). For 2020, PDRMA determined premium changes on average as follows: HMO – 2.5%, PPO – 2.1%, Dental – 1.8% and a decrease in Vision – 12%. Staff received a Medical Cost Modeling Tool from PDRMA which allows for an analysis of 16 different medical plans offered. In finalizing a plan recommendation, Staff was cognizant of previous Board feedback and discussion to strive for the District's goal of providing quality reasonable cost health care options for its employees while targeting a percentage of premium paid for by the District at 80-85% while controlling overall annual premium cost increases. After a thorough analysis and taking the different factors into account, staff is recommending maintaining the same coverage types as in the 2019 medical plans. The following plan options and costs are recommended with Aetna and Blue Cross/Blue Shield as the insurance providers:

A – Health Options:

1. PPO (Aetna) \$1,500 Deductible option with a \$1,000 HRA (District underwrites \$1,000) – \$1,913.60 per life per year (3.7% increase in employee share over prior year)
2. HMO (BCBS) coverage cost to employee - \$946.40 per life per year (4.0% increase in employee share over prior year).

B – Dental coverage with orthodontia – \$109.20 per life per year (5.0% increase in employee share over prior year)

C – Buy-Out Option - \$3,000 for 2 lives, \$4,500 for 3 or more lives annually paid to employees for opting out of health coverage over 26 pay periods.

D – Vision Insurance – VSP retained as provider with 100% of cost covered by the District

E – PDRMA Vision – additional vision coverage with cost assumed 100% by employee (\$200 annual benefit.)

F – Life Insurance – PDRMA at \$50,000 per full time employee with no change from prior year cost

Webber further discussed the Insurance plans addressing current user statistics, the HRA account, the Employee Buy Out option and cost comparatives. He added that the increases in the employee share will result in an aggregate share of the premium to be 16.12% for 2020. This is based on current information and some assumptions staff has made based on future staffing needs/changes. For a comparison, in 2019 staff assumed 15.91% of the total premium cost.

Executive Director Adams recommended that the District stay with the current program of staying around a 15% employee contribution level, and reminded the Board that health insurance is one of the most valued benefits employees look at when considering an overall compensation package. He added that in order to maintain the District's quality level of employees it is in the best interest of the District to stay very competitive in the park district market place. Adams reported that being a PDRMA member also helps to keep overall premium costs down and allows the District to offer a variety of plan options at different premium rates for employees to consider that best fits their health needs.

President Cohen asked when we completed comparisons with other Districts did we compare to neighboring agencies or other agencies state-wide. Adams stated that we compared rates with other SEASPAR Park District members (11 members) and the majority of those districts average about 15% employee cost contribution.

Staff recommended a final decision be made at the November Board Meeting in order to finalize the plan options for employees during the open enrollment period which begins October 28, 2019.

Webber then moved on to his informational items, sharing that on October 1, 2019 the District closed on the \$888,000 Taxable GO Limited Tax Park Bonds, Series 2019. As budgeted, the District transferred \$876,787.50 from the Corporate Fund to their Debt Service Fund on October 1, 2019 to fund the following:

• Debt service on intergovernmental agreement due 8/1/19	\$113,600.00
• Debt service on intergovernmental agreement due 2/1/20	\$448,600.00
• Debt service on Series 2015 Debt Certs due 6/30/19	\$157,293.75
• Debt service on Series 2015 Debt Certs due 12/30/19	<u>\$157,293.75</u>
Total amounts to be transferred to Debt Service Fund	\$876,787.50

The District also transferred \$1,014.35 from the Corporate Fund to the Capital Project Fund on October 1, 2019 to fund various budget approved capital projects. Cost of issuance for the bond closing was \$10,250.

Webber closed his report sharing that through tonight's Board Meeting the District has received about \$6.86 million of the tax levy, which is 98.42% of the 2018 Tax Levy. As a follow up to my report from the prior month, Will County did in fact catch up with their distributions and are now in line with prior year distributions.

### Planning

D.2.a. Superintendent of Planning & Development, Jenny Knitter, began her report seeking Board action regarding Cypress Cove Filter System Renovation Project–Ph. 2, ACRP#19-04c. Knitter reminded the Board that due to extensive corrosion that was discovered this spring with the main pool filters, staff reviewed the recommended next steps with the Aquatic Engineer. After further review, the consultant encouraged us to expedite the Phase 2 filter replacement at Cypress Cove to avoid a catastrophic failure during the pool season. The following scope includes:

- Remove and Replacement of 2 Main filters with 2 regenerative media filters
- Remove and Replacement of 21 year old (10 year old refurbished) pumps with new pumps
- Remove and Replacement of Lazy River filters with 2 regenerative media filters
- Remove and Replacement of 21 year old (5 year old refurbished) pumps with new pumps

Knitter shared that regenerative media filters are more cost effective and require less flushing of the system and less backwashing of the system. The schedule for work is noted below:

- Authorization to Bid October 15, 2019
- Bid Let October 23, 2019
- Pre-Bid Meeting November 4, 2019
- Bid Opening November 13, 2019
- Board Recommendation/Contract Approval November 19, 2019
- Construction Starts January 2, 2020
- Substantial Completion May 1, 2020

Staff recommended the Board authorize to bid the Cypress Cove Filter System Renovation Project–Ph. 2, ACRP#19-04c.

MOTION by Mahoney and seconded by Venouziou to authorize staff to bid the Cypress Cove Filter System Renovation Project–Ph. 2, ACRP#19-04c.

AYES: Mahoney, Venouziou, Coleman, Kranz, Cohen  
 NAYS: None  
 ABSENT: None  
 MOTION CARRIED.

Commissioner Mahoney asked if this project was a budgeted item. Executive Director Adams stated that a budget amendment was approved within the FYE2020 Budget & Appropriations Ordinance.

D.2.b. Knitter moved on to her next Action Item seeking Board approval for High Risk Natural Area Tree Removal , MSP #19-14c.

Knitter reported that as budgeted as part of the Environmental Management duties, staff is looking to bid the removal of dead or high-risk trees to fall within various natural areas at several sites including:

- Timber's Edge Woods
- Vicente outlots A, D, and E
- Orchard Hill
- Lake Harriet
- Crabtree Creek
- Others outlots, if needed

The schedule for work is noted below:

- Authorization to Bid October 15, 2019
- Bid Let October 23, 2019
- Bid Opening November 13, 2019
- Board Recommendation/Contract Approval November 19, 2019
- Construction Starts November 25, 2019
- Substantial Completion April 1, 2020

Staff recommended the Board authorize Staff to bid High Risk Natural Area Tree Removal, MSP #19-14c.

MOTION by Mahoney and seconded by Venouziou to authorize staff to bid High Risk Natural Area Tree Removal, MSP #19-14c

AYES: Mahoney, Venouziou, Coleman, Kranz, Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

D.2.c. Knitter moved on to her next Action Item seeking Board approval for Disc Golf Signage Replacement Project, MSP #19-16pc.

Knitter stated that the existing Castaldo Park Disc Golf Course signage was installed in 2006 and now looks very worn and weathered. Staff requested a proposal from Western Remac, the original sign manufacturer of the tee signs and main Disc Golf Course Sign at Castaldo Park. The cost is to replace nine tee signs and one rule and course sign. This includes providing new graphic signs, replacing all lumber posts and reusing existing frames and corner brackets after stripping, priming and re-painting them to match. An alternate price was requested to provide recycled plastic lumber posts:

<u>Contractor</u>	<u>Base Proposal Total</u>	<u>Alternate 1(recycled lumber)</u>
Western Remac, Inc.	\$5,484.00	\$1,466.00

Staff recommended the Board accept the proposal dated 10/03/19, from Western Remac, Inc., and approve a purchase order in the amount of \$6,950.00, for the Disc Golf Signage Replacement Project, MSP #19-16pc.

MOTION by Kranz and seconded by Mahoney to accept the proposal dated 10/03/19, from Western Remac, Inc., and approve a purchase order in the amount of \$6,950.00, for the Disc Golf Signage Replacement Project, MSP #19-16pc.

Commissioner Venouziou asked about the timing of the project. Knitter stated that Western Remac will be fabricating the signs and Park District maintenance staff will install them. They hope to have this completed this fall depending on Western Remac's timing.

AYES: Kranz, Mahoney, Venouziou, Coleman, Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

D.2.d. Knitter then sought Board approval for her next Action Item Bobcat Stump Grinder Attachment Purchase, MSP #19-17pc.

Knitter reported that Staff seeks approval to purchase a Bobcat Stump Grinder attachment to improve maintenance operations efficiency. She said that as part of many of the tree removals that the District conducts annually, stump grinding is a critical maintenance operation and up until now, staff has utilized two options:

- Hire a contractor to stump grind \$100/stump
  - Although this can be variable, staff estimates approximately 60-80 stumps/year.
- Rent a stump grinder (track unit) for a week at a time \$1,200/week
  - With a weekly rental, staff estimates approximately 20-30 stumps/week.

Knitter shared that the recommend unit is a Bobcat attachment. By doing so, it saves storage space at the maintenance garage and will be much more efficient for staff to operate in comparison to a track unit available to rent. The Miscellaneous Capital Development Program (CDP) fund will cover the expense.

Staff recommended the Board accept the proposal dated 09/26/19, from Bobcat, and approve a purchase order in the amount of \$9,651.00, for the Stump Grinder Purchase, MSP #19-17pc.

MOTION by Mahoney and seconded by Kranz to accept the proposal dated 09/26/19, from Bobcat, and approve a purchase order in the amount of \$9,651.00, for the Stump Grinder Purchase, MSP #19-17pc.

Commissioner Venouziou asked the life expectancy of the Stump Grinder. Knitter said that many of the Bobcat implements last 10-15 years and she expects the Stump Grinder to be the same. Superintendent of Parks John Karesh agreed and added that it they will need to sharpen the blades from time and time and complete general maintenance to keep it in working order. Executive Director Adams shared that between using the Stump Grinder at the parks and at Village Greens he estimates a quick return on investment.

AYES: Mahoney, Kranz, Venouziou, Coleman, Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

D.2.e. Knitter moved to her next Board approval action item regarding a change order for the 2019 Roofing Replacements, CRP #19-08c.

As part of the initial removal of the existing shingles at Echo Point Park, the contractor observed severe rotting of the existing wood decking and fascia boards. The replacement of the decking and felt underlayment was not included in the bid scope of work. Change order #1 consists of the additional scope to remove, dispose and replace with new decking, felt and fascia. Staff did request pricing for the decking material only from Poligon, the shelter manufacturer. By having the contractor purchase materials locally instead of ordering the materials from the Manufacturer, the District will save more than \$500.

Executive Director Adams pointed out that with many of these shelters built in the 1990s they used a sandwich style roofing panel which was "fake" tongue and groove on the bottom, insulation and then the particle board. Because of this roofing detail there was no way to assess the roof sheathing until it was exposed after removing the shingles. With the new treated wood tongue and groove installation we will be able to monitor condition in the future.

Staff recommended the Board approve Change Order #1 to Filotto Construction, Inc.'s contract for a net increase of \$16,181.65 to the 2019 Roofing Replacements, CRP #19-08c, for the removal and replacement of shelter decking at Echo Point Park.

MOTION by Kranz and seconded by Mahoney to approve Change Order #1 to Filotto Construction, Inc.'s contract for a net increase of \$16,181.65 to the 2019 Roofing Replacements, CRP #19-08c, for the removal and replacement of shelter decking at Echo Point Park.

Adams added because the change order is over \$10,000, a resolution authorizing the increase to the contract is required by State statutes and is on the agenda under the Executive Director's report.

President Cohen asked if the work has been completed. Knitter responded that staff was waiting on Board authorization to move forward, but will now give them the go ahead to order the materials and complete the work.

AYES: Kranz, Mahoney Venouziou, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

D.2.f. Knitter moved to her next Board approval action item regarding a change order for the 2019 Summer Tree Maintenance Services, MSP#19-07pc. Change Order #3 consists of the two additional unforeseen items listed below:

- Add...\$1,100.00 – Cost to remove a severely storm damaged/dead cherry tree hanging in existing trees along the perimeter natural area posing a hazard to residents property.
- Add...\$1,095.00 – Cost to remove a severely storm damaged/dead Oak along the Haunted Forest Walk trail.

Staff recommended the Board approve Change Order #3 to Family Landscaping & Treewerks, Inc.'s contract for a net increase of \$2,195.00 to the 2019 Summer Tree Maintenance Services, MSP#19-07pc for additional tree removal work.

MOTION by Kranz and seconded by Mahoney to approve Change Order #3 to Family Landscaping & Treewerks, Inc.'s contract for a net increase of \$2,195.00 to the 2019 Summer Tree Maintenance Services, MSP#19-07pc for additional tree removal work.

Commissioner Coleman asked if the oak tree would be removed in time for Haunted Forest Walk. Knitter confirmed that it will be removed in time.

Executive Director Adams shared that these types of contracts are hard to bid out because at the time of bidding you do not always know the exact quantity of trees, site constraints (e.g. proximity of utilities), access and other factors that come into play, and contractors are hesitant to bid as they do not know the full scope of work. He explained that staff is working on a policy amendment with legal counsel as there is a provision in the State statutes that allows for bidding exemptions for projects that require a high degree of professional skill such as tree climbing/cutting. Based on the potential amendment the District would pursue a preferred vendor to complete related work tasks upon request.

AYES: Kranz, Mahoney Venouziou, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

D.2.g. Knitter moved to her next Board approval action item regarding a change order for Triangle Park Restoration Project, CDP #18-01c.

Change order #1 consists of a \$19,175 deduct for deleting and/or reducing several items that were not necessary to install as part of the final project including the following:

- 6 Log habitat structures and cabling
- 950 additional linear feet of orange construction fencing
- 500 additional linear feet silt fencing
- 1 additional stabilized construction entrance

Staff recommended the Board approve Change Order #1 to V3 Construction Group, LTD's contract for a net decrease of \$19,175.00 for the Triangle Park Restoration Project, CDP #18-01c for deleting/reducing quantities of several items in the contract.

MOTION by Mahoney and seconded by Venouziou to approve Change Order #3 to Family Landscaping & Treeworks, Inc.'s contract for a net increase of \$2,195.00 to the 2019 Summer Tree Maintenance Services, MSP#19-07pc for additional tree removal work.

Adams added because this change order is also over \$10,000, a resolution authorizing the increase to the contract is required by State statutes and is on the agenda under the Executive Director's report.

AYES: Kranz, Mahoney Venouziou, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

D.2.h. Knitter moved to her final action item of the meeting seeking Board approval regarding a change order for 2019 Asphalt Patching Project, CRP #19-06pc.

Staff did an initial assessment of approximately 47 square yards of work needed to be completed as part of the project Request for Proposal. Change order #1 consists a \$1,140 add to the contract for an additional 12 square yards of asphalt that was needed to complete patching work required at Hobson Corner Park.

Staff recommended the Board approve Change Order #1 to Evans & Sons Blacktop, Inc's contract for a net increase of \$1,140.00 for the 2019 Asphalt Patching Project, CRP #19-06pc for increasing quantities of patching needed to complete the scope of work.

MOTION by Kranz and seconded by Mahoney to approve Change Order #1 to Evans & Sons Blacktop, Inc's contract for a net increase of \$1,140.00 for the 2019 Asphalt Patching Project, CRP #19-06pc for increasing quantities of patching needed to complete the scope of work.

AYES: Kranz, Mahoney Venouziou, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

Knitter then moved on to her informational items:

- The replacement materials for the Ide's Legacy Park shelter are tentatively scheduled to ship from Poligon on October 9<sup>th</sup>. Maintenance staff will accept delivery of the materials, and staff will coordinate with the contractor to have the repairs completed this fall.
- Permitting for prescribed burn sites has been secured. Staff is working with contractor to monitor weather to determine the best time to burn.
- Work on the Town Centre sled hill has progressed slowly as weather and wet conditions have limited the workability of the site. To date, three of six proposed sites for suitable fill material were approved based on the environmental consultant's review and recommendations.

- Jefferson Jr. High School Project: Earthwerks began excavating the infields for the two new baseball/softball fields being constructed north of the JJHS building and they are near completion of site utility installation. Upcoming work includes athletic lighting, retaining wall, installation of the concrete track curbing, track asphalt surface, and Fieldturf installation (mid-November start). The rubber track surface will be installed in spring once temperatures stabilized to 50° and rising (likely in May).
- Maintenance Facility Interior Office Remodel: Staff coordinated related electrical outlet and data modifications and improvements which were completed in advance of the construction start and coordinated the delivery and installation of office furnishings related to this project for November 1<sup>st</sup>. The general contractor began work as scheduled on Tuesday, October 1<sup>st</sup>. The contractor's construction schedule shows an anticipated completion date of November 8<sup>th</sup>; however, the substantial completion date remains December 31<sup>st</sup>.

Knitter reported that Timber's Edge Park rear lot surveying and monument location marking took place on October 4<sup>th</sup>. After the markers were installed staff walked the site and noticed numerous neighbors encroaching on the park site – dumping and storing items on park property. Letters were sent to these home owners. Once that work is completed, staff will determine the best course of action to begin maintaining these buffers adjacent to natural areas by November.

Knitter than shared that the Lake Harriet pathway and tree flood lights are now up and running. Currently there is purple and orange Halloween themed uplighting in place. She confirmed that the intention of the lighting was not to keep the park open past the dawn to dusk hours. It was for safety and to provide surveillance into the site. A neighbor did reach out and ask about how long the lights would stay on each night and the intensity. She said that Staff is currently developing and finalizing a lighting plan. She added that the contractor is working on punch list items to include plumbing the poles.

Knitter closed her report updating the Board on the Natural Resources and Landscape projects completed over the last month.

### Golf Course

Golf Manager Brandon Evans opened his report providing an overview on the State of Village Greens. He said there are three primary factors contributing to the recent decline in rounds played at the golf:

1. Weather related events. In 2019 Village Greens experienced 29 days of course closures (vs. 18 last year) and more than 50 days without riding carts (vs. 31 last year). Numerous league dates and golf outings were cancelled and/or affected and open play was down substantially. Additionally, the extremely wet weather affected our ability to maintain normal mowing patterns and caused bunker appearance and playability to suffer, leading to a further decline in customer satisfaction and revenue generation.
2. Vandalism. Over the last two years Village Greens was vandalized on four separate occasions which all lead to a negative course perception and its playability. However, over the past 30 days the course has seen a turnaround in perception and positive online reviews after the greens were restored. Adams added investigation to the identifying the suspect(s) continues in cooperation with the Woodridge Police detectives.
3. Industry-wide slowdown. The golf industry as a whole has experienced a downturn and we are in an over-saturated market.

Evans said that while (outside of the past two years) Village Greens had a successful financial track record, the golf industry and consumer behavior is changing rapidly. Courses that are adapting quickly to those trends are finding success, while those who have relied on what they have always done are largely struggling. Village Greens has always been on the forefront of trends, technology, database segmentation, and marketing initiatives. Realistically, our physical product has changed little in 20 years, but we've always been able to find and attract new customers.

Evans then proposed a four-step short term plan to restore Village Greens to operational profitably within the next couple of years that entails but is not limited to: 1) Point-of-Sale System Enhancements, 2) Bunker Renovations, 3) Simplify Pricing and Discount Structure; and 4) Initiate a Membership Program.

Executive Director Adams added that the golf course needs a revenue infusion. He said the only option outside of this proposed one time limited membership program is for the Park District to fund the operational loss and proposed capital improvement projects, and that was never the intent when the District took over the management of Village Greens, which is budgeted as an enterprise fund. If the District did commit funding to the course, that would take funding away from the District's core services of funding park and recreation capital improvements. The membership program short term reasonable plan that provides an infusion of revenue for both operations and capital improvements.

Commissioner Kranz asked what the membership includes. Evans said the membership includes greens fees for a two-year limited program. There will be some time limitations such as no tee times before 9:00 a.m. on a weekday and 11:00 a.m. on a weekend, and tee times can only be booked three days in advance.

Commissioner Mahoney asked if we are requiring cart rentals and Evans said that decision has not been made yet.

Commissioner Venouziou asked if there are any membership benefits when the golf course is closed. Evans explained that as long as a member golfs about five times a year the perceived value is still there. The membership stipulates that you cannot use the membership when the course is not open. There are risks when they purchase the membership, such as inclement weather resulting in the course to open later in the season, conversely, there could be an early spring and members have even more available tee times to golf. Evans re-iterated that the vendor will be targeting specific type of golfer.

President Cohen asked if the program will be exclusive to Village Greens in the Chicagoland area. Evans said there will be geographical "distance" that they will maintain. He added that Village Greens is the only course that will be offering this.

Staff requested Board authorization to proceed in finalizing details to implement a 4-Step Short Term Plan to include replacement of the Point-of-Sale System, complete bunker renovations, initiate a new Membership Program and finalize a Simplified Rate Pricing and Discount Structures.

Adams emphasized that the above motion is to just move forward with the short term plan.

Commissioner Coleman asked for further clarification on what the Board is authorizing. Adams explained that there are two action items regarding this program at the meeting. This first motion is asking the Board to agree with the four step plan and give staff the authorization to continue to finalize the details involved with the four steps. The second action item will be asking for approval of the Membership program and to enter into a contract with a third party vendor.

MOTION by Mahoney and seconded by Venouziou to authorize staff to proceed in finalizing details to implement a 4-Step Short Term Plan to include replacement of the Point-of-Sale System, complete bunker renovations, initiate a new Membership Program and finalize a Simplified Rate Pricing and Discount Structures.

Commissioner Venouziou asked if the projected membership program revenue is included for the entire program or just for the rest of 2019. Evans confirmed that the projected revenue is just for 2019, and that because the membership program runs through February 2020 there will be additional revenue in 2020.

Commissioner Mahoney asked if this presents any conflicts with Golf Now. Evans responded that there would be no conflict as most tee times booked through Golf Now are booked 24-48 hours in advance. Based on conversations Evans had with other golf courses who have implemented this membership program, program members will typically "flood" the tee sheet as soon as that three day window opens up.

AYES: Mahoney Venouziou, Coleman, Kranz, Cohen  
NAYS: None  
ABSENT: None

MOTION CARRIED.

Evans then shared that staff requested a proposal from Mulligan Marketing Concepts (“MMC”) to design a self-funding marketing program while at the same time celebrating the Course’s 60<sup>th</sup> year of operation. MMC has successfully designed similar programs throughout the country. The goal is to conservatively sell 1000-1500 memberships in the next 120 days.

Staff requested the Board approve a Marketing Improvement Agreement with Mulligan Marketing Concepts, Inc., to design and implement a Membership Sales Program subject to legal counsel review and approval of the contract terms.

Executive Director Adams asked Evans to elaborate on the contract’s terms and conditions. Evans reported that as previously discussed this is a self-funded program. The vendor’s payment comes in the form of a 20 percent commission on all membership sales. The only other direct fees would be for the mailing list as well as the postage for the direct mail pieces.

Commissioner Mahoney asked Evans how we prevent frequent golfers from purchasing memberships. Evans explained that while we cannot stop them, the psyche of the golfer who enjoys unlimited play is not willing to wait until three days before to book a tee time in addition to playing outside of prime-time tee times. They like to play at the same time every week – that deters a lot of golfers.

MOTION by Mahoney and seconded by Venouziou to approve a Marketing Improvement Agreement with Mulligan Marketing Concepts, Inc., to design and implement a Membership Sales Program subject to legal counsel review and approval of the contract terms.

President Cohen requested a roll call.

AYES: Mahoney Venouziou, Coleman, Kranz, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

Evans moved on to his informational items, sharing that now that the Course has restored the damaged and vandalized fairways and greens, staff feels it is necessary to show continued progress on bunker renovation work. The two worst bunkers on the course, #4 greenside and #6 greenside, can best be renovated in the fall/winter months to avoid disruption from golfers. Staff is seeking a time and materials quote from a contractor to grade and shape the project. Estimated renovation costs include: Grading/Shaping: \$3,000 / Dirt/Hauling: \$2,500 / Sod: \$3,500.

Given the current financial situation, yet realizing the positive impact it can have on golfer perception, staff plans to move forward with the budgeted capital expenses for the proposed improvement project subject to any Board objection.

#### Recreation

Superintendent of Recreation Don Ritter began his report sharing that the 3<sup>rd</sup> Annual Woodridge Fall Festival Soccer Tournament took place on September 20<sup>th</sup> - 22<sup>nd</sup> at the ARC indoor and outdoor fields, Janes Avenue Park and Orchard Hill Park. Due to storms, 52 games were moved indoors to the Ultimate Sports Dome (Aurora) and the Ackerman Sports Center (Glen Ellyn). A total of 77 teams played in 130 games over the weekend. Staff is still paying out a few expenses, but the estimated profit on the tournament will be approximately \$9,275.

Ritter then shared that on September 14<sup>th</sup>, the Active Adult Fishing Club held at “Fishing in Woodridge” seminar hosted at the library. A total of 32 kids and adults attended the seminar.

Ritter reported the Kidz Squad program was able to call an additional 10 kids off of the wait list which brings current enrollment to 169 kids in the after school program and 56 in Before School. Staff is still looking to hire additional staff in order to add more kids from the wait list. The program keeps growing every year.

The annual Indian Summer Fest event dodged the rain and enjoyed a successful and fun day at its new Cypress Cove / Orchard Hill Park location. Ritter stated that staff was very pleased with the success of the Oktoberfest event despite having to cancel on Friday evening due to the extreme weather. While staff is still finalizing financials, it looks like there will be a financial loss on the event. However, staff is confident that if Friday night was not rained out the event would have broken even or profited. The child care program offered to parents for the Oktoberfest event had 28 kids take advantage of the program. Staff will be evaluating both the Oktoberfest and Indian Summer Fest events for dates and locations for next year.

Ritter closed his report saying that the ARC Turf and Gym rental revenue is currently up over \$12,000 from the same time last year.

#### Aquatics

Assistant Superintendent of Recreation Julie Rhodes opened the Aquatics report The Annual Aquatic Workshop will be held later this month and the findings will be shared in the November Board Report.

She added that Cypress Cove's winterizing process is complete.

Rhodes closed her report sharing that Amanda Widloe and Carlos Ocampo attended the World Water Park Show in October and came back with some really good ideas. The show is an excellent opportunity for staff to network with other professionals in their industry throughout the country.

#### Maintenance

Superintendent of Parks & Operations John Karesh opened his report saying that Hobson Splash pad is closed for the season. Staff ordered another variable frequency drive and sent the old unit out for repair, so the District will have a backup in the future to minimize unforeseen shut downs. Staff will continue to winterize the splash pad and install the drive when it is delivered for the next season.

Karesh reported that Larson Engineering completed their bridge inspections and the Park District received the final report today. Their findings showed no major structural issues, just some deck boards that may need replaced.

Karesh shared that winterization of the Forest Glen fountain will begin in mid-October as the weather cools off. This process should take one to two days to complete.

Karesh then acknowledged the great job the Maintenance staff did with the setup, operations and cleanup of the 2019 Oktoberfest, Anniversary Parade and Indian Summer Fest.

Karesh closed his report sharing that Michael Stamper accepted the Maintenance 2 Full-time position and will be starting October 28<sup>th</sup>.

#### Marketing

Public Relations & Marketing Manager Megan Romano opened her report sharing the list of E-newsletters that were distributed and reminded the Board that we are now sending out more short, targeted emails as opposed to a few longer emails that cover numerous topics.

Romano then shared the four covers for the 2020 Activity Guide. Staff is working on the Winter/Spring guide and both the inside front cover and back cover have advertisements totaling \$1,750 in revenue. The final product will be sent to the printer on November 13<sup>th</sup> with delivery to residents beginning December 6<sup>th</sup>.

Romano closed her report sharing that the Marketing Department is working with the Athletic Supervisor to promote the new laser tag program at the ARC. A marketing plan is in progress and includes: digital flyers to School District 68, Facebook events and paid Facebook advertisements, a Chamber 630 ad to promote teambuilding events, posters and flyers at WPD facilities and targeted e-blasts over the next two months.

Safety

Julie Rhodes referred to the accident reports in her Board report, and concluded her report noting that the October Safety Brief was distributed to staff.

CONSENT AGENDA

MOTION by Kranz and seconded by Mahoney to approve Consent Agenda items 1 and 2 for approval of August and September minutes and Agenda items 3 through 13 for Vendor Payment & Payroll Ratification for a total amount of \$1,151,463.08

- 1. Board Annual Park Tour Minutes..... August 24, 2019
- 2. Regular Board Meeting Minutes .....September 17, 2019
- 3. Vendor Payment & Payroll Ratification Report (9/13/19 – 10/10/19)..... \$1,151,463.08
- 4. Beacon Athletics windscreen purchase, Payouts # 1 (Final) ..... \$6,321.00
- 5. Evans & Son Blacktop, Inc. -2019 Asphalt Patching Project, CRP #19-06pc (Final)..... \$25,640.00
- 6. Filotto Roofing, Inc. - 2019 Roofing Replacements, CRP #19-08c ..... \$10,810.00
- 7. Green Source, Inc., Greens Sod Replacement, VGMSP #19-02c, Payout #1 (Final) ..... \$56,000.00
- 8. Illinois Communication Sales Inc. Portable Radio Purchase, Payouts # 1 (Final) ..... \$3,250.00
- 9. Mechanical, Inc.- Cypress Cove Filter System Renovation Project–Ph. 1, ACRP#18-07c-02..... \$89,938.80
- 10. SKC Construction, Inc.– 2019 Asphalt Resealing Project, CRP #19-05pc, Payout #1(Final)..... \$9,924.77
- 11. Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #4 (Final)..... \$3,083.42
- 12. Village of Woodridge, Town Centre Land Acquisition Debt Service Reimbursement ..... \$113,600.00
- 13. Williams Architects – Cypress Filtration System – Eng. Services, CA#18-01pc, Payout #7 ..... \$798.95

President Cohen requested a roll call.

Upon a roll being called:

AYES: Mahoney, Venouziou, Coleman, Kranz, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED

EXECUTIVE DIRECTOR'S REPORT

F.1.a. Executive Director Adams began his report with his first action item regarding the Oswegoland Park District Notice of Termination Regarding an Intergovernmental Agreement for the Shared Use of Information Technology Services. Adams reminded the Board that the Woodridge and Oswegoland Park Districts per an Intergovernmental Agreement equally shared a Full Time Information Technology Coordinator (ITC) since 2015. Oswegoland indicated a couple of months ago of their intent to pursue an ITC Full-time for their District. This direction was made official per their notification to terminate dated October 1, 2019, which is in compliance of the IGA sixty (60) day notice requirement.

Staff recommended the Board reflect in the October 15, 2019 Regular Board Meeting minutes the receipt of Oswegoland Park District's Notification to Terminate the Intergovernmental Agreement between the Oswegoland Park District and the Woodridge Park District Providing for the Shared Use of Information Technology Services.

MOTION by Kranz and seconded by Venouziou to reflect in the October 15, 2019 Regular Board Meeting minutes the receipt of Oswegoland Park District's Notification to Terminate the Intergovernmental Agreement between the

Oswegoland Park District and the Woodridge Park District Providing for the Shared Use of Information Technology Services.

AYES: Kranz, Mahoney Venouziou, Coleman, Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

F.1.b. Executive Director Adams moved to his next action item seeking Board approval for A Resolution Authorizing an Intergovernmental Agreement between the Lemont Park District and Woodridge Park District Providing for the Shared Use of Information Technology Services.

Adams shared that after the District received notification from Oswegoland regarding the IT position, the management team completed an internal assessment of the District's IT needs to determine whether a Full-time position was warranted 100% for the District or, if not, was there another job share opportunity with another park district. Adams noted that the District currently contracts with Sterling Network Integration (SNI) for management, monitoring and maintenance of the District's computer network services, while the current employee shared with Oswego focused more on the day to day technology services. Management staff determined a Full Time position is not warranted at this time, however increasing the available time committed to WPD from 50% to 70% would best meet the IT needs of the District.

After sending out inquiries to adjacent park districts seeking their interest for an ITC job share opportunity, the Lemont Park District ("LPD") expressed interest. Discussion with LPD resulted in a 'Draft' agreement that mirrors the previous IGA with OPD but revises the percentage from a 50% / 50% split to a 70% (WPD) / 30% (LPD) split. In this IGA, WPD would become the legal employer of the position and would on a monthly basis invoice Lemont for the percentage share of expenses. Adams added that this will be a good agreement for both parties noting the two Districts are only 10 minutes apart from each other. LPD is a smaller District and only have 19 computers as opposed to 50+ at WPD. Over a two week pay period WPD will get seven days of the employee's time and LPD will get three.

The timeline to implement is as follows:

- October 7, 2019 – LPD to Review at Committee of the Whole Meeting
- October 15, 2019 – WPD Approve IGA
- October 21, 2019 – LPD Approve IGA
- October 23, 2019 – Post Job Notice
- November 2019 – Complete Joint Interviews
- November 30, 2019 – Finalize Employment Offer
- January 1, 2020 - IGA with Oswegoland Park District Terminates
- January 2, 2020 – New ITC Job Start Date

Staff recommended the Board approve Resolution No. 19-18, A Resolution Authorizing an Intergovernmental Agreement between the Lemont Park District and Woodridge Park District Providing for the Shared Use of Information Technology Services.

MOTION by Mahoney and seconded by Kranz to approve Resolution No. 19-18, A Resolution Authorizing an Intergovernmental Agreement between the Lemont Park District and Woodridge Park District Providing for the Shared Use of Information Technology Services.

AYES: Mahoney, Kranz, Venouziou, Coleman, Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

F.1.c. Executive Director Adams moved to his next action item seeking Board approval for Authorization to Hire an Information Technology Coordinator (Full Time) to be Shared w/ Lemont Park District.

Adams said per the IGA between the Woodridge and Lemont Park Districts for the employment of a Full Time Information Technology Coordinator (ITC), the Woodridge Park District is designated as the legal employer and therefore authorization to hire is in order. The ITC will be shared based on a 70% (WPD) / 30% (LPD) split.

Staff recommended the Board authorize the Executive Director to hire a Full Time Information Technology Coordinator to be shared with the Lemont Park District per an Intergovernmental Agreement.

MOTION by Mahoney and seconded by Venouziou to authorize the Executive Director to hire a Full Time Information Technology Coordinator to be shared with the Lemont Park District per an Intergovernmental Agreement.

President Cohen asked if all expenses would be split with LPD. Adams confirmed that all benefits including salary, health benefits, training expenses and workman's compensation will be billed to LPD on a monthly basis at the 70% (WPD) / 30% (LPD) split.

AYES: Mahoney, Kranz, Venouziou, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

F.1.d. Executive Director Adams moved to his next action item seeking Board approval for Ordinance No. 19-11, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual & Job Description Manual (8.3.8 Park Maintenance Operation Manager & 8.3.39 IT Coordinator)

Adams shared that each time an employee leaves the District their job description is reviewed to insure that it reflects the current responsibilities. Staff recommends revisions to the following job descriptions:

8.3.8 Park Maintenance Operations Manager (previously Maintenance Supervisor) – the job title best reflects the current responsibilities of the position. Specific responsibilities were also revised to better define the position based on the reassignment of responsibilities between the Superintendent of Parks & Operations and the Park Maintenance Operations Manager.

8.3.39 IT Coordinator – revisions to responsibilities were revised to better reflect current practices of the position.

Staff recommended the Board approve Ordinance No. 19-11, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual & Job Description Manual (8.3.8 Park Maintenance Operation Manager & 8.3.39 IT Coordinator).

MOTION by Venouziou and seconded by Kranz to approve Ordinance No. 19-11, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual & Job Description Manual (8.3.8 Park Maintenance Operation Manager & 8.3.39 IT Coordinator).

AYES: Venouziou, Kranz, Mahoney, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

F.1.e. Executive Director Adams moved to his next action item seeking Board approval for the FY2019-2020 Organizational Chart Revision.

Adams shared Staff assessed the responsibilities between the Superintendent of Parks & Operations and the Park Maintenance Operations Manager (previously Maintenance Supervisor) warrants a minor change to the Organizational Chart. Previously the Maintenance Supervisor was responsible for all the crew specialists' day to day activities. To better balance out supervisory work load, the Building Specialist and Mechanic Technician will now report to the Superintendent and the other crew specialists (Park Trades, Sports Fields, Athletic Courts/General Maintenance, Turf, Mowing/General Maintenance and Mowing Crews) will report to the Park Maintenance Operations Manager.

Staff recommended the Board approve a revision to the FY2019-2020 Organization Chart reflecting the realignment of Park Maintenance personnel.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 19-11, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual & Job Description Manual (8.3.8 Park Maintenance Operation Manager & 8.3.39 IT Coordinator).

AYES: Mahoney, Venouziou, Kranz, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

F.1.f. Executive Director Adams moved to his next action item seeking Board approval for Resolution No. 19-19, A Resolution Authorizing a Change Order in Regard to the 2019 Roofing Replacements Project, CRP #19-08c Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.

Adams referenced to the Planning, Development & Natural Resource Management (PDNRM) Board Report for explanation of proposed Change Order #1.

Staff recommended the Board approve Resolution No. 19-19, A Resolution Authorizing a Change Order in Regard to the 2019 Roofing Replacements Project, CRP #19-08c Involving an Increase in the Contract Price in Excess of \$10,000.

MOTION by Kranz and seconded by Mahoney to approve Resolution No. 19-19, A Resolution Authorizing a Change Order in Regard to the 2019 Roofing Replacements Project, CRP #19-08c Involving an Increase in the Contract Price in Excess of \$10,000.

AYES: Kranz, Mahoney, Venouziou, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

F.1.6. Executive Director Adams moved to his final action item seeking Board approval for Resolution No. 19-20, A Resolution Authorizing a Change Order in Regard to the Triangle Park Restoration Project, CDP #18-01c, Involving a Decrease in the Contract Price in Excess of \$10,000.

Adams referred to Planning, Development & Natural Resource Management (PDNRM) Board Report for explanation of proposed Change Order #1.

Staff recommended the Board approve Resolution No. 19-20, A Resolution Authorizing a Change Order in Regard to the Triangle Park Restoration Project, CDP #18-01c, Involving a Decrease in the Contract Price in Excess of \$10,000.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 19-20, A Resolution Authorizing a Change Order in Regard to the Triangle Park Restoration Project, CDP #18-01c, Involving a Decrease in the Contract Price in Excess of \$10,000.

AYES: Mahoney, Venouziou, Kranz, Coleman, Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

Executive Director Adams then moved on to his informational items beginning with District Operational Assessment / Strategic Planning Status.

Adams said that as previously discussed, the District is at a point in time now that various factors may indicate the potential need to proactively assess internal operations, functions, and efficiencies in order to strategically plan for the future. Those factors include but are not limited to: impacts of overall District growth, proper alignment of District functions, inter-department and cross-department needs & issues, Park Board turnover, part time staff turnover, labor needs, and anticipated employee retirements in the next several years (projected 14 possible retirements in the next six years). Adams added that he is still evaluating whether to complete the assessment through an external third party consultant or to complete in-house. Staff will keep the Board informed as a process is developed and overall timeline established.

Executive Director Adams closed his report sharing that some of the staff will be attending a PDRMA webinar on the new Cannabis Regulation and Tax Act and how it affects the District as an employer and how to address that within District current policies. The District's attorney is currently reviewing existing District policies and procedures for necessary revisions to comply with both State and Federal laws. Additionally, training for Full Time and Permanent Part Time staff is being scheduled prior to the end of the year.

## COMMITTEE REPORTS

### SEASPAR

Executive Director Adams reported that SEASPAR accepted their audit on October 15<sup>th</sup>. It was a "clean" audit and SEASPAR is in a good financial position. He added the audit is available upon request to review.

### Jubilee

Rhodes noted that the Jubilee numbers will be finalized and presented at the November board meeting and the Oktoberfest financials will be available in a few months as bills are still outstanding.

### PDRMA

Adams shared that the District is still waiting on PDRMA reimbursement for the Starfish Life Guard audit.

## EX-OFFICIO REPORT

### Plan Commission

No new significant developments submitted.

### Chamber of Commerce

Commissioner Kranz reported that there are no new developments.

### Affiliated Athletic Associations

Executive Director Adams reported that WAA signed and approved the affiliate agreement.

## OLD BUSINESS

None.

## NEW BUSINESS

Webber introduced Mr. Brian LeFevre, from Sikich, LLP to present the Comprehensive Annual Financial Report (CAFR) for Year Ending April 30, 2019. Mr. LeFevre presented highlights and overall summary of the annual report. Further discussion entailed the level of IMRF funding. Webber noted a copy of the CAFR was with the October Board report for Board review. Upon request of Executive Director Adams, LeFevre spoke about the GASB requirement concerning reporting of post-retirement benefits.

Staff recommended the Board accept the CAFR for the Fiscal Year Ended April 30, 2019 as presented.

MOTION by Mahoney and seconded by Venouziou to accept the CAFR for the Fiscal Year Ended April 30, 2019 as presented.

President Cohen requested a roll call.

AYES: Mahoney, Venouziou, Kranz, Coleman, Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

#### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested.

MOTION by Mahoney, seconded by Kranz to adjourn the regular board meeting at 8:54 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary