

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
April 21, 2020



Meeting held through a web-based video conference (Zoom.us)

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. Staff present: Adams, Evans, Karesh, Knitter, Rhodes, Romano, Ritter, Webber.

OTHERS PRESENT: Eric Anderson, Piper Sandler

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen opened his report addressing the impacts of the COVID-19 pandemic and Governor's Pritzker's "Stay-at-Home" Executive Orders on the Woodridge Park District and its constituents. He discussed the challenges facing the District and the Park District Park Board and Staffs' desire to reopen facilities, playgrounds, athletic courts and fields and to offer programs, classes, leagues and events as soon as possible.

Since the meeting was held via Teleconference on Zoom.us, President Cohen then asked the Board how they wanted to handle the meeting if a Commissioner was accidentally lost connectivity. The Board agreed to carry on the conversation but there would be no votes taken until all Commissioners were back online. Additionally, it was noted that if three or more Commissioners were dropped from the call at the same time and there was no quorum, the meeting would recess until they were back online.

President Cohen then addressed his only action item, rescheduling the March 31, 2020 Special Board Meeting (Budget Workshop) and deferred to Executive Director Adams for additional information.

Executive Director Adams explained that due to the COVID-19 issue, Staff's current primary focus is on assessing and making critical decisions on District operations while continuing to monitor the Governor's, public health officials and governing authorities decisions that would continue to impact facility openings, programs and operations. Since, those critical decisions are unknown at this time during the District's normal budget review process timeline, it is best to delay the FYE2021 budget workshop as long as possible in order to determine the most accurate revenue forecasts and expenditure decisions.

Adams shared that Staff recommends creating two budgets. The primary budget and appropriations will be drafted based on normal operating conditions, which subsequent to Board approval, would be filed with the County to ensure the upper limits of spending are secured. An alternate budget (COVID-19) will be created based on best guestimates of potential impacts on the budget, which shall be used as an internal guide to make appropriate expenditure decisions based on earned revenue.

After reaching a consensus of a date, President Cohen requested a motion to reschedule the canceled Tuesday, March 31, 2020 Special Board Meeting (Budge Workshop) to June 2, 2020 at 6:30 PM at the Fred C. Hohnke Community Center.

MOTION by Kranz and seconded by Mahoney to reschedule the canceled Tuesday, March 31, 2020 Special Board Meeting (Budget Workshop) to June 2, 2020 at 6:30 PM at the Fred C. Hohnke Community Center.

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

## STAFF REPORTS

### Finance

Superintendent of Finance & Personnel Chris Webber opened the Finance report talking about informational items.

Webber reported that in a letter dated April 13, 2020, the District was informed that they received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the fiscal year end 2019 Comprehensive Annual Financial Report (CAFR). This is the District's 10th consecutive CAFR to receive the award which is the highest financial award a municipality can receive and demonstrates the District's appropriate standard of excellence in financial reporting.

Webber added that the District was also notified that they received the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting for the fiscal year end 2019 Popular Annual Financial Report (PAFR). This is the District's 1st PAFR produced and it is an outstanding accomplishment to receive the award on the 1st application. The District becomes only the 5<sup>th</sup> Park District in the State to receive this award. Webber gave a special thank you to the Marketing & Public Relations Department for their help in designing the PAFR.

Webber then shared the District received the positive news regarding the recent credit rating review by S&P related to the proposed partial refunding of debt certificate obligations. S&P raised the District's rating from AA-/Stable to AA/Stable.

Webber closed his report addressing the year end projections for the District's major funds – 01 (General), 02 (Recreation) and 12 (Recreation – ARC).

Executive Adams then introduced Eric Anderson of Piper Sandler who provided an update on the Issuance of Taxable Limited Park Bonds, Series 2020A Refunding Debt Certificates, Series 2020B.

Anderson shared that Bond market conditions are still volatile, but have settled in the past two weeks as fiscal and monetary stimulus have reduced volatility and a dislocation in prices over the past two/three weeks. He added that taxable municipal bonds have had a difficult time recovering rate-wise and market participants are at this point rejecting taxable municipal bonds for investment, and rates remain elevated currently. He said debt service savings have been reduced substantially, and they continue to monitor on a daily basis. They are hopeful that potential changes in advance refunding rules may be included in any future fiscal actions by the federal government, which would allow the refunding to be conducted on a tax exempt basis, and should increase savings, assuming the general market for interest rates remain same to lower.

Anderson closed his report advising the Board to remain patient right now, and Piper Sandler will continue to monitor and report back to the District on a regular basis. The Board already adopted a parameters ordinance, so we are fully prepared to enter the market once conditions are favorable.

### Planning

Superintendent of Planning & Development Jenny Knitter opened the PDNRM report with the first action item, D.2.a Hobson Corner Park - Fencing Project, CRP #20-01c.

Knitter reminded the Board what the scope of the bid included as well as the details of Alternate #1 in the bid. Staff opened bids on March 11<sup>th</sup> and there was only one bidder - Northern Illinois Fence:

- Contract Base Bid Total: \$72,790.30
- Alternate #1: (\$4,680.00)

Staff recommended the Board accept Northern Illinois Fence as the low qualified bidder and approve a contract in the amount of \$72,790.30 based on the Contract Base Bid Total for the Hobson Corner Park - Fencing Project, CRP #20-01c.

MOTION by Mahoney and seconded by Venouziou to accept Northern Illinois Fence as the low qualified bidder and approve a contract in the amount of \$72,790.30 based on the Contract Base Bid Total for the Hobson Corner Park - Fencing Project, CRP #20-01c.

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

President Cohen asked if the District has worked with Northern Illinois Fence before. Knitter shared that the District worked with them about eight years ago with no issues, and that their current references all checked out. She noted that there was a second bidder but the contractor submitted their bid 90 minutes too late and therefore was rejected.

D.2.b. Knitter then moved on to her next action item, Athletic Court Recoloring Project, CRP #20-02c.

Knitter reported that as identified in the Capital Replacement Program, the existing court systems are scheduled for a color coated re-application every five years. Staff has inspected all sites scheduled for work and confirmed that the following sites are in need of the color coat system re-application, which includes crack repair:

- Hobson – Tennis
- Janes – Basketball
- Janes - In-Line line stripe
- Seven Bridges – Tennis
- Seven Bridges – Basketball
- Siple – Basketball

Staff opened bids on March 11<sup>th</sup> and received the following bids:

- U.S. Tennis Court: \$84,784.00
- Perm-A-Seal: \$96,654.64

Knitter added that since most of the work will be completed in next fiscal year Staff will make adjustments to the FYE2021 CRP budget to reflect the actual bid pricing additional cost.

Staff recommended the Board accept U.S. Tennis Court as the low qualified bidder and approve a contract in the amount of \$84,784.00 based on the Contract Base Bid Total for the Athletic Court Recoloring Project, CRP #20-02c.

MOTION by Mahoney and seconded by Kranz to accept U.S. Tennis Court as the low qualified bidder and approve a contract in the amount of \$84,784.00 based on the Contract Base Bid Total for the Athletic Court Recoloring Project, CRP #20-02c.

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

D.2.c. Knitter moved on to her next action item, Contractual Landscape Maintenance Services - 2020 Contract Extension, MSP #19-03pc.

Knitter reported the terms of last year's contract were for the 2019 season (April 1, 2019 through September 30, 2019) and the contract will then terminate. The parties, however, shall have the option, but are not required to renew this contract for two separate additional one year terms on the same terms, conditions and obligations as set forth herein, provided however if the contract is renewed for the term of April 1, 2020 through September 30, 2020, the total cost for all weed control in all the parks in Woodridge Park District shall not exceed \$19,425.48, and if the contract is renewed for the term of April 1, 2021 through September 30, 2021, the total cost for all weed control in all the parks in Woodridge Park District shall not exceed \$20,396.76. This scope of services includes weed control of all landscape beds and tree mulch rings at 29 park sites twice a month from April 1 – September 30, 2020.

Staff recommends the Board ratify the Executive Director's acceptance of Sybert Group, Inc. as the low qualified proposal and approval of a contract in the amount of \$19,425.48, for the 2020 season only for Contractual Landscape Maintenance Services – 2020 Contract Extension, MSP#19-03pc.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director's acceptance of Sybert Group, Inc. as the low qualified proposal and approval of a contract in the amount of \$19,425.48, for the 2020 season only for Contractual Landscape Maintenance Services – 2020 Contract Extension, MSP#19-03pc.

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

D.2.d. Knitter moved on to her next action item, Ide's Grove West Park Signage Purchase Project, MSP #20-03c.

Knitter shared that Staff requested a proposal for two new park signs (one large and one small) to be located one at the West entrance to the park and one at the East entrance to the park, to match all of the park district's existing park signage from the local fabricator who provided the District's other park signs.

Staff recommends the Board accept the proposal from Western Remac, Inc. dated 03/18/20, in the amount of \$4,270.00, for the Ide's Grove West Park Signage Purchase Project, MSP #20-03c.

MOTION by Kranz and seconded by Mahoney to accept the proposal from Western Remac, Inc. dated 03/18/20, in the amount of \$4,270.00, for the Ide's Grove West Park Signage Purchase Project, MSP #20-03c.

Commissioner Venouziou asked if the price includes both signs. Knitter confirmed it does include both signs.

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

D.2.e. Knitter's next action item was Cypress Cove Drain Pipe Leak Repair Project, ASMP #20-01c.

Knitter noted that during the excavation it was determined that the damaged pipe was located deeper than staff had indicated in the bid document by more than 3'. The discrepancy was a combination of factors including the difference between the top of the surge tank/vault and the top of the pool deck, and a shallower depth indicated by pipe lining and leak detection contractors. Acknowledging the discrepancy staff authorized the contractor to proceed with the additional excavation on a time and materials basis. After the repair was completed, it was determined that a new butterfly valve, located in the surge tank/vault would be needed to test the success of the repair. The original defective valve had been removed during the leak detection process. Staff authorized the replacement of the valve, and with the valve in place the repaired drain pipe was filled with water and the contractor was able to test and confirm that the repair was successful. This valve is also critical in the pool winterization process, as well.

Additional work as follows:

- Additional Excavation (Time & Materials) = \$3,784.92
- Replacement of a 6" butterfly valve. = \$851.00

Staff recommended the Board approve Change Order #1 to Schaeffges Brothers, Inc.'s contract for a net increase of \$4,635.92 to the Cypress Cove – Drain Pipe Leak Repair Project, ASMP #20-01c for additional excavation work and replacement of an existing broken butterfly valve.

MOTION by Kranz and seconded by Venouziou to approve Change Order #1 to Schaeffges Brothers, Inc.'s contract for a net increase of \$4,635.92 to the Cypress Cove – Drain Pipe Leak Repair Project, ASMP #20-01c for additional excavation work and replacement of an existing broken butterfly valve.

AYES: Kranz, Venouziou, Coleman, Mahoney and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

D.2.f Knitter's final action item was Cypress Cove Filter System Renovation Project–Ph. 1, ACRP#19-01c.

Knitter stated that during the pump replacement work of this filter replacement project, the scope indicated the re-use of the existing pipe valves in the current system. The engineer was unable to visually inspect those valves until this work began and the pipes were dismantled. After the contractor revealed the existing conditions of those valves, he took photos and identified that the conditions of all seven valves were heavily corroded with damaged rubber fittings and therefore, could not be re-used. Staff shared the photos with the Aquatic Engineer and he concurred that the state of the valves were not reusable and would require replacement. This change order is the cost to purchase new pipe valves and install as part of this project for a total of \$2,400.48.

Moving on to Change Order #3, Knitter said the Contractor was changing the Impeller of the filter pump, he came across damaged pieces to the filter pump. Staff shared photos of the damage with our Aquatic Engineer who concurred that a pump repair was needed. The Contractor received a quote from Thomas Pump to furnish new parts and install at their shop. The Contractor will transport the pump to his shop and bring back an install upon completion. The cost for this work is \$2,065.80.

Staff recommended the Board approve Change Orders #2 and #3 to Mechanical, Inc.'s contract for a net increase of \$4,466.28 to the Cypress Cove Filter System Renovation.

Project–Ph. 1, ACRP#19-01c for the pipe valve replacements and filter pump repair.

MOTION by Kranz and seconded by Mahoney to approve Change Orders #2 and #3 to Mechanical, Inc.'s contract for a net increase of \$4,466.28 to the Cypress Cove Filter System Renovation.

AYES: Kranz, Mahoney, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter then moved on to her informational items:

- Capital Development Program Prioritization Workshop: Staff. The results from the ranking exercise are being used to schedule projects for the next 5-Year Capital Development Program. Further review and discussion will occur at the FYE2021 Budget Workshop.
- Floristic Quality Assessment: Proposals were accepted, but the project is currently on hold pending further assessment of the financial impact caused by the COVID-19 matter.

- Ide's Grove West: Staff received permit review comments from the Village and their reviewing engineer. Pending final approval of a permit, planning staff will coordinate change order #1 addressing the minor changes resulting from the permitting process with the contractor, D&J Landscaping, Inc. who will then provide a revised project schedule including a start date.
- Cypress Cove Filter System Renovation Project–Ph. 1: System start-up, testing, training and inspections are tentatively planned for May.
- Cypress Cove Filter System Renovation Project–Ph. 2: The piping work will continue through mid-April, but its completion will be delayed until the new pumps are delivered in Late April. The contractor is confident that the full scope of work will be completed in early May in accordance with the original project schedule as bid.
- Jefferson Junior High Complex: The fencing contractor installed posts extending the 3rd baseline fencing/netting on the southeast ballfield the week of March 23<sup>rd</sup>. The landscape contractor returned to the site the week of March 30<sup>th</sup> and began installation of the new dugout structures. The contractor started paving the track on May 21<sup>st</sup>.

Knitter closed her report providing Natural Resource & Landscape project updates.

### Golf Course

D.3.a. Golf Course Manager Brandon Evans opened the report seeking Board approval 300-Gallon Riding Turf Sprayer Purchase, VGCRP #20-01c.

Evans shared that Staff seeks board approval to accept a proposal obtained through the Sourcewell cooperative purchase program (Sourcewell contract #062117-TTC) by Reinders for the purchase of a 2020 Toro Multi Pro 5800-G sprayer with accessories in the amount of \$63,208.95. This unit is for the replacement of a 2007 sprayer which is beyond the useful life of the machine. Evans said because of the susceptibility of turf disease and high standards of turf maintenance customers expect, Staff uses this piece of equipment often and deem it critical to course operations. He added that Reinders offered \$1,500 for the existing sprayer under a trade-in program.

Staff recommends the Board ratify the Executive Director's acceptance of a low qualified bid submitted by Reinders dated February 9, 2020 obtained from the Sourcewell cooperative purchase program and approve a purchase order for the purchase of a 2020 Toro 5800-G Sprayer for \$63,208.95 less \$1,500 trade-in for a net amount of \$61,708.95.

MOTION by Venouziou and seconded by Kranz to ratify the Executive Director's acceptance of a low qualified bid submitted by Reinders dated February 9, 2020 obtained from the Sourcewell cooperative purchase program and approve a purchase order for the purchase of a 2020 Toro 5800-G Sprayer for \$63,208.95 less \$1,500 trade-in for a net amount of \$61,708.95.

Commissioner Mahoney asked if the purchase could be delayed. Evans shared that the existing sprayer is on its last leg and the equipment is critical to maintenance operations and the purchase should not be delayed.

AYES: Venouziou, Kranz, Mahoney, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

D.3.b. Evans moved on to his last action item seeking Board approval for the Patio Tent Replacement, VGCRP #20-3pc

Evans reports that the current tent was purchased in 2012 and is showing wear and tear. There are several holes and frayed seams that allow water to drip into the tent, and the sidewalls are torn and dirty. The tent is essential for protecting golfers from the elements, especially for large events like golf outings.

Staff recommended Board acceptance of a low qualified proposal submitted by Ohenry Productions Inc. dated March 9, 2020 for the purchase of a 40x50' frame tent with sidewalls in the amount of \$15,256.15.

MOTION by Mahoney and seconded by Venouziou to accept the low qualified proposal submitted by OHenry Productions Inc. dated March 9, 2020 for the purchase of a 40x50' frame tent with sidewalls in the amount of \$15,256.15.

President Cohen asked if the existing tent had sidewalls. Evans shared that it did have detachable sidewalls but they were typically used only during inclement weather.

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

Evans then moved on to his informational items and shared that the Bunker renovations on holes #4 and #6 were complete and sodding would begin within the next week.

Discussion then ensued on the status of the golf course opening.

### Recreation

Superintendent of Recreation Don Ritter opened his report sharing his informational items.

Ritter shared that despite the cancellation of the ending of the winter program session and all of the spring programs, Staff is busy making many phone calls to families to keep them updated on program status and processing hundreds of pro-rated and full refunds to date.

With the first draft of the Fall Activity Guide being worked on beginning May 15<sup>th</sup>, Ritter reported that Staff is starting to coordinate their Fall programs, as well as preparing for changes that may occur and affect the summer programs due to the COVID-19 CDC Guidelines. New program ideas that are not currently listed in the Summer Activity Guide are being brainstormed among staff in case the Executive Order shutdown and CDC Guidelines continues through the summer months.

Ritter added that starting the week of April 13<sup>th</sup>, Recreation staff will be assisting the Maintenance Department with grass mowing throughout the parks and mulch spreading at Cypress Cove.

Ritter than acknowledged the outstanding work Customer Service Supervisor Ashley Rowden and the Finance Department have done in completing all the program refunds.

Ritter closed his report providing an update on the WAA. He shared that WAA is following the District's lead. Depending on the Governor's directives, they are hoping to have a shortened six week season in June and July or may entirely cancel the season.

### Aquatics

D.5.a/b Julie Rhodes opened the Aquatics Report seeking Board approval on Aquatic Capital Replacement Fund (Fund 07) FYE2020 Budget Additions & Ratification of Executive Director's Expenditure Approval.

Rhodes shared that there were unforeseen expenditures to the FYE2020 Budget, but noted there is sufficient appropriation in the Fund 07 (Aquatic Capital Replacement) to cover the expenses:

- Cypress Cove Storm Sewer Deep Pit Sump Pump Replacement: The Exterior Well Sump Pump at Cypress Cove was found to be inoperable and allowing water to back up into the pool. With the potential damage backed up water can cause during freezing temperatures, the pump needed to be replaced even though it was not originally budgeted to be replaced in this fiscal year. The Board approved the unforeseen expenditure at the February 18, 2020 Board Meeting. Approval of the expenditure addition in the FYE2020 Budget is recommended.

- Cypress Cove Computer Hardware Replacement: Due to the lead time needed to procure and set up new computer and POS equipment, it is necessary to advance the purchase of the equipment from FYE2021 to FYE2020 to avoid operational disruptions once the facility opens for the season.

Staff recommended the Board approve the addition of unforeseen expenses to the FYE2020 Budget in the Aquatic Capital Replacement Program Fund 07) for the purchase of computers, monitors and ancillary IT equipment for \$20,000 and replacement of an Exterior Deep Well Sump Pump Replacement for \$7,619.

MOTION by Mahoney and seconded by Kranz to approve the addition of unforeseen expenses to the FYE2020 Budget in the Aquatic Capital Replacement Program Fund 07) for the purchase of computers, monitors and ancillary IT equipment for \$20,000 and replacement of an Exterior Deep Well Sump Pump Replacement for \$7,619.

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

Staff recommended the Board ratify the Executive Director's approval of purchase orders for SHI in the amount of \$3,932 and POSRG in the amount of \$9,184.44 for the purchase of computer equipment at Cypress Cove Family Aquatic Park

MOTION by Venouziou and seconded by Kranz to ratify the Executive Director's approval of purchase orders for SHI in the amount of \$3,932 and POSRG in the amount of \$9,184.44 for the purchase of computer equipment at Cypress Cove Family Aquatic Park

Executive Director Adams noted that was originally scheduled for our CRP for FY 20/21 but in order for Cypress Cove to open as scheduled the equipment needed to be purchased now.

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

Rhodes then shared her informational items:

- Early Bird Season Pass sales began Monday, March 16<sup>th</sup> and has been extended through May 28<sup>th</sup>
- Lifeguard training was scheduled to begin on April 22<sup>nd</sup>, but will be rescheduled due to the shelter at home order.
- Swim Team registration has been extended for returning swimmers and rescheduled for new swimmers.
- Aquatic Manager Amanda Widloe completed the hiring process and is fully staffed for the upcoming season.

Executive Director Adams clarified that all seasonal hires are conditional offers pending what happens with Governor's "Stay-at-Home" Order.

President Cohen asked if there was a certain amount of time the District would need to have Cypress Cove open to make it profitable. Executive Director Adams shared that based on the Aquatic Manager's assessments, Cypress Cove would need to open on its originally planned date in order to avoid any losses and be profitable. Any delay has a significant impact as season passes that would need to be prorated. He added that if Cypress Cove does open it would be very difficult for Staff to enforce social distancing and for life guards to safely perform their duties. At this point, no direction has been provided from the State or IDPH on how to proceed.

Maintenance

D.6.a Superintendent of Parks & Operations John Karesh opened his report with action item Top Dresser Purchase, CRP #02-04c



Karesh reported that the District's Top Dresser machine was scheduled for replacement as a budgeted item in the FYE2020 Capital Replacement Program. The current Top Dresser experienced various mechanical issues over the years and has a small hopper with homemade side extensions that can fail at times. The new ProPass 200 Top Dresser with tow chassis, hydraulic power pack and hopper extension will provide the Maintenance and Golf Course crews the ability to top dress areas much more efficiently.

Staff recommended the Board ratify Executive Director's acceptance of the low bid obtained through Sourcewell Cooperative Purchase Program and approval of a purchase order of a ProPass 200 Top Dresser with chassis & fender kit, hydraulic power pack and hopper extension with a 36 month / 1800 hour comprehensive warranty in the amount of \$15,440.23.

MOTION by Mahoney and seconded by Kranz to ratify Executive Director's acceptance of the low bid obtained through Sourcewell Cooperative Purchase Program and approval of a purchase order of a ProPass 200 Top Dresser with chassis & fender kit, hydraulic power pack and hopper extension with a 36 month / 1800 hour comprehensive warranty in the amount of \$15,440.23.

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

D.6.b Karesh moved on to his next action item Athletic Field Lining Equipment Purchase, CRP #20-05pc.

Karesh reported that the District's walk-behind field lining machine was scheduled for replacement in the FYE2020 Capital Replacement Program. The current equipment struggles to work efficiently due to the degraded electronics in the laser system and overall wear & tear. A new walk behind laser system unit will provide the District with the ability to more efficiently lay out soccer fields and ballfield foul lines compared to the old fashioned way of a transit, tape, and string line.

Staff recommended the Board ratify Executive Director's approval of a purchase order for the BeamRider™ lining machine SX Part No. BEAMKIT4002 in the amount of \$8,500.00.

MOTION by Kranz and seconded by Venouziou to ratify Executive Director's approval of a purchase order for the BeamRider™ lining machine SX Part No. BEAMKIT4002 in the amount of \$8,500.00.

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

D.6.c Karesh moved on to his final action item Garbage Truck Replacement Purchase, CRP #19-03c, Change Order Approval.

Karesh shared that when the quote for the new garbage truck was originally presented, it was to be built with a 2019 Ford F550 chassis. In the time from quote being submitted to Woodridge Park District to the receipt of order, Ford prematurely ended their 2019 model year production due to shortage of specific componentry. After a lengthy delay, the 2020 Ford F550 production opened up and the F550 chassis order was placed with Ford. To avoid having to start the quoting/purchase process over, further delaying delivery of the truck, R.N.O.W., Inc and National Auto Fleet Group agreed to absorb the Ford F550 model year price increase to honor the original price quote to Woodridge Park District.

Karesh continued that once the order for the chassis was placed, the District learned that the fuel tank mounting quoted on the 2019 model year F550 was no longer available for the 2020 model year F550 meaning the fuel tank would need to be moved before the Loadmaster garbage body could be mounted. However, after receiving the chassis the vendor

learned that they could not simply move the tank as in the past, in this case we would need to replace the fuel tank and this will come at a cost of nearly \$6,000.00.

Karesh added that regardless of the garbage body manufacturer, the fuel tank would need to be replaced, and that given the circumstances, the vendor asked if the District would be willing to come to an agreement to split the costs of this unforeseen expense. He said the District is trying to work with National Auto Fleet Group (The ordering Ford dealer and Sourcewell contract administrator) to do a three way split of these costs. National Auto Fleet has not responded to the request to split the cost as of the time of this discussion, so the worst case scenario is the District would see an increase in the total sale price of \$2,500.00.

Staff recommended the Board authorize the Executive Director to approve Change Order No. 1 to National Auto Fleet Group's contract in an amount not-to-exceed \$2,500 for the Garbage Truck Replacement Purchase, CRP #19-03c due to additional required assembly work by vendor caused by unforeseen manufacturer production changes to the truck chassis.

MOTION by Mahoney and seconded by Venouziou to authorize the Executive Director to approve Change Order No. 1 to National Auto Fleet Group's contract in an amount not-to-exceed \$2,500 for the Garbage Truck Replacement Purchase, CRP #19-03c due to additional required assembly work by vendor caused by unforeseen manufacturer production changes to the truck chassis.

AYES: Mahoney, Venouziou, Coleman, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Karesh then moved on to his informational items:

- Maintenance Department crews continue to do an excellent job working through these difficult days. Staff is staggering start times, limiting one person to a truck and limiting the number of staff working at any given time to achieve the completion of essential services.
- Staff's primary focus right now is mowing.
- All playgrounds have been closed. Staff installed signage and Caution tape to restrict people from using during this Covid 19 crisis. Staff locked tennis courts, removed disc golf course baskets and removed park basketball court rims to minimize the potential of gathering in accordance with CDC social distancing guidelines.
- The Chip Pile program that the Village operates is set to begin Saturday, May 9<sup>th</sup>. However, the Village is contemplating if the program will open due to the coronavirus situation. The Village hopes to have a decision made by April 17<sup>th</sup>.

Executive Director Adams noted that at this point in the year Maintenance usually has 20+ seasonal employees. If the "Stay-at-Home" order is extended and the District does not hire seasonal help, the Maintenance Department's normal priorities will shift. He said the District will notify the public of any changes that may occur due to this issue.

### Marketing

D.6.b Marketing and Public Relations Manager Megan Romano discussed her only action item Fall 2020 Activity Guide (Digital Only).

Romano shared that Staff is considering an online digital-only version for the Fall 2020 Activity Guide due to the ever-changing impacts caused by COVID-19. With the potential need to revise programs on the fly and potentially on a frequent basis due to changing guidelines, it would allow staff to easily make program changes and minimize confusion by the public due to references of outdated information in a printed guide.

Additionally, Romano reported that this measure would save the District approximately \$16,000 in printing and delivery expenses. The District does not have a contract with a printer, so there is no contractual obligation to print. Staff would

promote the change via social media, email marketing, the website and potentially with a postcard mailer sent to Woodridge households and program users. Many park districts in the Chicagoland area chose not to print and deliver the 2020 summer guides and are also considering doing the same for the fall.

Staff sought Board feedback and authorization to proceed with a Digital Only version of the Activity Guide for the Fall 2020 season.

President Cohen agreed that this is a prudent and good idea especially if other Districts are going digital as well.

Executive Director Adams noted there is one local business, who in the past has participated in the District's door-to-door sponsorship program which off-sets the District's delivery costs by inserting a newsletter, expressed concern about going digital because they have already pre-purchased and expenses a portion of their printed materials in anticipation for the Fall 2020 guide delivery. Commissioner Coleman recommended that the District refund any monies owed to the business, if applicable, and the District should re-visit this sponsorship program opportunity.

Staff recommended the Board authorize proceeding with a Digital Only version of the Activity Guide for the Fall 2020 season.

MOTION by Mahoney and seconded by Coleman to authorize Staff to proceed with a Digital Only version of the Activity Guide for the Fall 2020 season.

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

Romano then moved on to review informational items:

- 13 eNewsletters were distributed in March with many of them geared towards fitness members
- The 2020 Summer Guide was printed and delivered as scheduled on Friday, April 3<sup>rd</sup>. Staff proactively changed the registration dates for summer programs to May 6<sup>th</sup> and May 13<sup>th</sup> and the digital version on the summer guide will be updated regularly to include any changes to programming.
- Marketing staff continues to regularly post activities on Facebook and Instagram to keep residents active and engaged. The number of Instagram followers has nearly doubled in the last month and overall Facebook user statistics (followers, audience reach, post views, etc) have seen a major increase.

President Cohen recognized the great work that the Marketing & Public Relations Department has been doing communicating with residents during this time.

### Safety

Julie Rhodes reviewed the Accident/Incident Report from March 2020.

### CONSENT AGENDA

MOTION by Mahoney and seconded by Venouziou to approve Consent Agenda Items 1-3 for approval of the February 18, 2020 Regular Board Meeting minutes and the February 18, 2020 and March 3, 2020 Special Board Meeting minutes, and Agenda Items 4 through 20 for Vendor Payment and Payroll Ratification from 2/14/20 through 4/16/20 for a total amount of \$2,063,760.77

1. Special Board Meeting (Strategic Planning Workshop) Minutes.....February 18, 2020
2. Regular Board Meeting Minutes .....February 18, 2020
3. Special Board Meeting (Capital Asset Planning Workshop) Minutes..... March 3, 2020
4. Vendor Payment & Payroll Ratification Report (2/14/20 – 4/16/20)..... \$2,063,760.77

5. Metropolitan Industries, Cypress Cove Storm Sewer Deep Pit Sump Pump Replacement, ACRP #20-..01pc, Payout #1 (Final) .....	\$7,619.00
6. Mechanical, Inc. – Cypress Cove Filter System Renov.–Ph. 1, ACRP#19-01c, Payout #3.....	\$19,478.70
7. Mechanical, Inc. – Cypress Cove Filter System Renov.–Ph. 1, ACRP#19-01c, Payout #4 .....	\$55,165.50
8. National Auto Fleet Group - 2019 PDNRM Dump Truck Purchase , MSP#19-11c, Payout #1 (Final) .....	\$43,123.24
9. Paulson Press, Inc., Summer Activity Guide .....	\$10,989.00
10. Reinders, 2020 Toro Sand Pro 5040 Groomer, CRP #20-03pc.....	\$18,955.20
11. Steve Piper & Sons – High Risk Natural Area Tree Removal Project, MSP#19-14pc, Payouts #8 (Final) .....	\$3,850.00
12. Schaeffges Brothers, Inc. – Cypress Cove Drain Pipe Leak Repair Project, ASMP#20-01c, Payout #1 (Final) .....	\$40,635.92
13. Stuckey Construction Company - Cypress Cove Filter System Renov. – Ph. 2, ACRP#19-04c, Payout #1 .....	\$21,237.30
14. Stuckey Construction Company - Cypress Cove Filter System Renov. – Ph. 2, ACRP#19-04c, Payout #2 .....	\$319,288.50
15. V3 Companies, Ltd., Town Centre Sled Hill, Soils Consulting/Reporting CA#19-05pc, Payout #4 .....	\$390.00
16. V3 Companies, Ltd., Town Centre Sled Hill, SWPPP Reporting CA#19-06pc, Payout #6 .....	\$1,950.00
17. Williams Architects – Cypress Filtration System – Aquatic Eng. Services, CA#18-01pc, Payout #12 (Final) .....	\$189.75
18. Williams Architects – Cypress Filtration System – Aquatic Eng. Services, CA#18-01pc, ..... Payout #13 .....	\$1,369.05
19. Williams Architects – Cypress Filtration System- Ph. 2 – Aquatic Eng. Services, CA#19-04pc, Payout #5 .....	\$1,152.07
20. Williams Architects – Cypress Filtration System- Ph. 2 – Aquatic Eng. Services, CA#19-04pc, Payout #6 .....	\$211.50

President Cohen requested a roll call approving consent agenda items #1 through #20.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

F.1.a. Executive Director Adams began his report seeking Board approval to Ratify Executive Director's Action to Furlough Certain Non-Exempt Permanent Part Time Employees

Adams shared that due to the ongoing novel coronavirus (COVID-19) pandemic, Illinois Governor Pritzker issued "Stay-at-Home" Executive Orders 2020-10 and 2020-18 which went into effect March 21, 2020 at 5:00 p.m. and extends to April 30, 2020. The impact of the Executive Orders resulted in the District having to close offices and facilities consequently resulting in no available essential work for non-exempt permanent part-time (PPT1) employees. Part-time (PT2) and seasonal (S1 & S2) employees will not be scheduled for work based on no available work at this time. Based on no available work and the Park District's intent to reactivate the non-exempt part time employees following the rescission of the Executive Order, the Executive Director officially furloughed PPT1 employees.

Staff recommended the Board ratify the Executive Director's action to officially furlough non-exempt permanent part-time (PPT1) employees due to no available work during Illinois Governor Pritzker's Executive Orders 2020-10 and 2020-18 and/or as may be further extended by the governing authorities.

MOTION by Venouziou and seconded by Mahoney to ratify the Executive Director's action to officially furlough non-exempt permanent part-time (PPT1) employees due to no available work during Illinois Governor Pritzker's Executive Orders 2020-10 and 2020-18 and/or as may be further extended by the governing authorities.

Adams emphasized that these are furloughs, not lay-offs, and the intent is there to bring these employees back as soon as the District opens back up and work becomes available.

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

F.1.b. Executive Director Adams moved on to his next action item to Extend Accrual of Sick Leave Time for Non-exempt Permanent Part Time (PPT1) Employees During COVID-19 Period of Furlough

Adams reported that in order to protect the paid sick leave benefit to furloughed PPT1 employees, since the lost time is through no fault of their own caused by the Governor's "Stay-at-Home" Executive Order, staff recommends allowing the paid sick leave time to accrue as if time was worked. He said it is important to note, paid sick leave can only be used for an employee's and/or employee's immediate family member for personal illness, well-care, mental health, medical and dental appointments and for IMRF service credit. Adams added that per Policy 8.7.1 Paid Sick Leave, accrued sick leave shall not be paid out upon termination. This action would protect the PPT1's paid sick leave benefit during one's furlough period.

Staff recommended the Board authorize the continued accrual of paid sick leave time in accordance with Policy 8.7.1 for non-exempt permanent part-time (PT1) employees during the furloughed period.

MOTION by Kranz and seconded by Mahoney to authorize the continued accrual of paid sick leave time in accordance with Policy 8.7.1 for non-exempt permanent part-time (PT1) employees during the furloughed period.

Commissioner Venouziou asked is the sick time rolls over to the following year. Adams said that sick time continues to accumulate throughout an employee's time at the District. That time, along with personal time, can be put towards IMRF for service credit to be applied to their retirement benefits.

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

F.1.c. Executive Director Adams moved on to his next action item Ordinance No. 20-7, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (8.3.48 Emergency Closings, 8.7.1 Paid Sick Leave Policy, 8.9.16 – Cell Phone Policy, 8.10.6 Whistleblower Policy)

Adams referred to the Board Report for specific but touched upon each policy change:

8.3.48 Emergency Closings

- Add for situations related to a Long Term Emergency Closings subject to a declared state or federal disaster declaration and any potential catastrophic events.
- Better define the Short Term or Inclement Weather related closings.
- In the event of a Long-term Emergency Closing, all employees regularly scheduled to work shall continue to be paid their normal salary/wages for a period not to exceed twenty-one (21) work days. This period can be extended by action of the Board of Park Commissioners.

#### 8.7.1 – Sick Leave Policy

- A revision is recommended related to sick leave for the permanent part time (PPT1) employees. Previously the sick leave time accrual was based on a complex mathematical calculation, which from an administrative process resulted in manual computations for each employee since their number of hours worked differed throughout the year. The simpler way is to just allow each PPT1 employee to accrue 42 hours of the sick leave each year at their anniversary date.

#### 8.9.16 – Cell Phone Policy

- Based on cell phones now being used as a primary source of communication (phone calls, voice mails, emails, texts, & internet) for business purposes it was important to update the policy and procedures for such use.
- The policy proposes a two-tiered structure based on pre-determined positions requiring use of cell phones (24/7 availability versus during business hours only) and the corresponding monthly stipend. For those choosing the option of using their personal phones for business use, the District will pay a monthly stipend to the employee based on the Tier.

#### 8.10.6 Whistleblower Policy

- The Whistleblower Policy was updated to coincide with the new legal Harassment Policy requirements recently approved.

Staff recommended the Board approve No. 20-7, an Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (8.3.48 Emergency Closings, 8.7.1 Paid Sick Leave Policy, 8.8.2 Discipline Policy, 8.9.16 Cell Phone Policy, & 8.10.6 Whistleblower Policy).

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 20-7, an Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (8.3.48 Emergency Closings, 8.7.1 Paid Sick Leave Policy, 8.8.2 Discipline Policy, 8.9.16 Cell Phone Policy, & 8.10.6 Whistleblower Policy).

AYES: Mahoney, Venouziou, Kranz, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

F.1.d. Executive Director Adams moved on to his next action item Resolution No. 20-2, A Resolution to Allow IMRF Benefit Protection Leave.

Adams explained that Benefit Protection Leave is an employer option that allows an IMRF member to receive IMRF service credit and protect their disability and death benefits during an authorized unpaid leave of absence (FMLA, furlough, etc.) up to a maximum of 12 months. The benefit protection allows those eligible employees that have been furloughed and/or on FMLA leave, the opportunity to retain their disability and death benefits as well as their pension service credit during their time of leave. Because the furlough was through no fault of their own, this provides a layer of protection to the employee during the leave, keeping in mind that we anticipate the employee returning to work as soon as work becomes available again.

Adams noted in order to maintain the uninterrupted benefit while on leave, the Employer contributions are paid through future employer contribution rates. Eligible employees must pay the full cost of their member contributions plus interest at the end of the leave. Employees do not have to pay immediately after returning from leave. Adams further explained if the employee is still active, they can make multiple member contribution payments. However, if the employee has been terminated, they must make a single lump-sum payment.

Adams said to limit the District's liability exposure to this benefit, the resolution limits the benefit to 12 weeks (equal to the amount of an FMLA leave) rather the optional duration of 12 months. Additionally, the Board can rescind the resolution in the future if determined in the best interest of the District.

Staff recommended the Board approve Resolution No. 20-2, A Resolution to Allow IMRF Benefit Protection Leave.

MOTION by Mahoney and seconded by Kranz to approve Resolution No. 20-2, A Resolution to Allow IMRF Benefit Protection Leave.

President Cohen requested a roll call.

AYES: Mahoney, Kranz, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

F.1.e. Executive Director Adams moved on to his next action item Resolution No. 20-3, A Resolution Authorizing Participation in the ComEd Green Region Program for the Triangle Park Restoration Project.

Adams reported that this resolution is a requirement for the Grantee Final Report for the ComEd Green Regions Grant received for Triangle Park in the amount of \$9,500. The purpose of the resolution is to show that elected officials have approved the project and the expenditure of funds necessary for its success.

Staff recommended the Board approve Resolution No. 20-3, Resolution Authorizing Participation in the ComEd Green Region Program for the Triangle Park Restoration Project

MOTION by Mahoney and seconded by Coleman to approve Resolution No. 20-3, Resolution Authorizing Participation in the ComEd Green Region Program for the Triangle Park Restoration Project.

AYES: Mahoney, Coleman, Kranz, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

F.1.f. Executive Director Adams moved on to his next action item Resolution No. 20-4, A Resolution Transferring Monies from Certain Appropriation Accounts in the Corporate, Recreation and Aquatic Funds to Certain Other Appropriation Accounts in Said Corporate, Recreation and Aquatic Funds for the Fiscal Year Beginning May 1, 2019 and Ending April 30, 2020

Adams stated that the Park Code (70 ILCS 1205/4-4) provides that transfers may be made between the various line items in any fund listed in the Woodridge Park District's Budget and Appropriations Ordinance not exceeding in the aggregate ten percent (10%) of the total amount appropriated in such fund. From time to time, unforeseen expenses may exceed the approved appropriation, which necessitates the transfer of available appropriations within each respective fund. Adams referred to the resolution in the Board Report that identifies the specific appropriation increases and decreases. He noted the District's attorney had reviewed and recommends the resolution for Board consideration.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 20-4, A Resolution Transferring Monies from Certain Appropriation Accounts in the Corporate, Recreation and Aquatic Funds to Certain Other Appropriation Accounts in Said Corporate, Recreation and Aquatic Funds for the Fiscal Year Beginning May 1, 2019 and Ending April 30, 2020.

AYES: Coleman, Venouziou, Kranz, Mahoney and Cohen

NAYS: None  
ABSENT: None  
MOTION CARRIED

Executive Adams then moved on to informational items:

F.2.a. 2019 Tax Levy Extension Update. Executive Director Adams stated that the District received the preliminary levy extension from both DuPage and Will Counties. He referred to the spreadsheets attached to the Board Report for specific details on the Limiting Rate Calculations and Final Tax Levy Extension Annual Distribution. Adams shared the final levy extension will be reflected in the proposed FYE2021 budget to be reviewed in detail at the Special Board Meeting Budget Workshop.

Adams then shared that the DuPage County Finance Committee discussed at their April 14, 2020 Committee meeting a proposal from the County Treasurer regarding a potential real estate tax penalty grace period. Specifically, if there is a declared disaster, Illinois State Statute 35 ILCS 200/21- 40(c)(2), allows the County Board to adopt an ordinance to waive the late penalties and to establish guidelines for the taxpayer to make an application to a designated county official to determine whether the taxpayer is "adversely affected" by the COVID-19 disaster. There was much discussion but a final recommendation was not determined at the Committee meeting. He added that discussion will continue at the next Finance Committee meeting scheduled for April 28<sup>th</sup> with possible County Board consideration at the April 28<sup>th</sup> County Board Meeting.

F.2.b. FYE2021 Strategic Planning/Budget Process Timeline. Adams reported that Staff will resume efforts to finalize the Strategic Plan as soon as the COVID-19 matter settles down. The remaining tasks include finalizing strategic themes, vision statement(s) and an organization assessment. Due to the value of the consultant during this process, Adams said he budgeted for FYE2021 Budget year additional funds for expense to utilize the consultants to assist with the organization assessment component.

F.2.c. COVID-19 (Novel Coronavirus) Operations, Programs & FYE2020 Budget Impacts. Executive Director Adams referred to the Board Report for a comprehensive status report from each department related to impacts of Governor Pritzker's anticipated announcement of a "Stay-at-Home" order.

## COMMITTEE REPORTS

### SEASPAR

Executive Director Adams reported that SEASPAR is in wait and see mode and that they are incorporating virtual programming to keep people engaged.

### Jubilee

Staff sought Board feedback regarding the status of hosting Jubilee for the 2020 season due to the Covid-19 impacts. He noted that several other local events including Eyes to the Sky and Grove Fest have already cancelled. A collective decision with the Village is necessary by May 1<sup>st</sup> in order to finalize plans. Further discussion ensued. President Cohen Kranz, and Venouziou acknowledged the decision to cancel to ensure the community's overall safety. Commissioner Coleman hoped that a scaled down version of the event could be offered if possible especially if the District is obligated to pay the entertainment. Staff, in review with legal counsel, will review the entertainment contracts to determine if a Force Majeur clause applies to cancel the contracts. Commissioner Mahoney prefers we resolve the band contract issues first before canceling the event. Adams indicated he will share the Board's feedback with the Village and see if there's any updated guidelines by the Governor or IDPH that will help further guide out final decision.

### PDRMA

Executive Director Adams reported that PDRMA is continuing to monitor all COVID matters and provide guidance to its members.



## EX-OFFICIO REPORT

### Plan Commission

See Board Report for updates.

### Chamber of Commerce

No report.

### Affiliated Athletic Associations

Ritter shared that WAA is concerned about their finances related to the expense of the background checks especially if the season was canceled for the season. The District currently conducts the background checks on all their coaches and WAA reimburses the District. They wanted to know if we can waive the fees this year. Staff's recommendation is to have WAA pay the District now for 2020 fees since the expense has been incurred, then waive the fees in 2021 season for existing/returning coaches. Ritter noted that fees for new coaches in 2021 would not be waived.

## OLD BUSINESS

I.1.a. Executive Director Adams shared that NICOR reached out to him and they want to re-start work at 63<sup>rd</sup> Street Park reconnecting their main gas connection now as opposed to July as originally planned. Staff consulted with WAA and recommends NICOR starts work after Memorial Day.

## ADJOURNMENT

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

MOTION by Mahoney, seconded by Coleman to adjourn the regular board meeting at 8:33 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary