

WOODRIDGE PARK DISTRICT
Regular Board Meeting
February 18, 2020



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, Kranz, Mahoney and Venouziou. Absent: Coleman. 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 asking for a motion to reschedule the Tuesday, March 17, 2020 Regular Board Meeting to Tuesday, March 24, 2020 @ 6:30 p.m. at the Fred C. Hohnke Community Center, due to the General Primary Election held on the same evening.

MOTION by Kranz and seconded by Mahoney to motion to reschedule the Tuesday, March 17, 2020 Regular Board Meeting to Tuesday, March 24, 2020 @ 6:30 p.m. at the Fred C. Hohnke Community Center

President Cohen requested a roll call. Upon a roll being called:

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

President Cohen then reminded the Board that there is a Special Board Meeting scheduled for Tuesday, March 3, 2020 @ 6:30 p.m. for the purpose of conducting a board workshop to review and discuss the District's capital development program proposal projects. Commissioner Kranz requested the workshop start at 6:00 p.m. After Board discussion, the consensus was to start at 6:00 p.m.

President Cohen then shared that the Village's State of the Village address is scheduled for Wednesday, March 4, 2020. Networking begins at 7:30 a.m. with the formal address starting at 8:15 a.m. at the Village Hall. He said to let Executive Director Adams know if you plan to attend as well as register on line at the Chamber630 website.

President Cohen congratulated Dan Pietrzak, Park Maintenance (Sportsfield Specialist), on his 20th Anniversary with the District. Superintendent of Parks John Karesh then commented on Dan's tenure.

President Cohen then shared that at the IPRA/IAPD Conference in January, Senator John Curran was awarded the Illinois Association of Park District's (IAPD) "Legislator of the Year" Award. He added that at the Illinois Parks & Recreation Association (IPRA) Agency Showcase Competition the District received Informational Print Communication Category 3rd Place Award for the District's Popular Annual Financial Report ("PAFR") prepared by the Finance and Marketing/PR departments.

President Cohen then reported that the District strongly supports the mission of the Conservation Foundation and to that effort has been a member through means of a donation. Last year the District donated \$120. The District has used the

Foundation's services in the past, most recently regarding the educational effort for residents surrounding the Triangle Park storm water improvement project. The Board agreed to donate \$120 again this year.

Commissioner Venouziou then asked if it was possible to change the annual budget workshop scheduled for April 4, 2020. He will be out of town and unable to attend. Executive Director Adams said he would research other dates and share with the Board for an alternate date.

President Cohen closed his report sharing a complimentary email the District received regarding the Senior's Crafting for a Cause group.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report introducing Eric Anderson of Piper Sandler, to give his presentation on the Issuance of Taxable Limited Park Bonds, Series 2020A Refunding Debt Certificates, Series 2020B

Anderson opened his presentation providing an update on what the Board discussed and agreed upon at the January 21, 2020 Board Meeting. The District will again be purchasing its own Taxable Limited Park Bonds to refund certain existing obligations, and that in addition to the IGA obligations and Series 2015 debt service on the District's Debt Certificates (ARC Project), \$19,012 will be advanced for capital projects. He then reviewed the Parameters Ordinance the Board would be reviewing later in the meeting and the execution timetable.

D.1.a. Webber then addressed his only action item, Board acceptance of the Audit Engagement Letters dated February 11, 2020. He shared that Sikich, LLP, the District's auditors have submitted their engagement letters for both the District and Village Greens Golf Course April 30, 2020 audit. He stated the fees are consistent with the agreement entered into in 2018. The agreed upon fee for the District is not to exceed \$16,020, \$3,200 for a Single Audit (Grant Specific Audit), \$1,600 for a GAGAS opinion and \$4,175 for Village Greens.

Staff recommended the Audit Engagement Letters dated February 11, 2020 be accepted in accordance with the audit contract signed in 2018.

MOTION by Mahoney and seconded by Kranz to accept the Audit Engagement Letters dated February 11, 2020 be in accordance with the audit contract signed in 2018.

AYES: Mahoney, Kranz, Venouziou and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Webber then moved on to his informational items, sharing that Staff continues to work on their FY20/21 budgets. He then shared the tentative schedule for the 2020 Audit.

Webber added that the District is currently busy recruiting for open part-time and seasonal positions, and currently there are 29 open positions listed. After one month of NeoGov (online employment application portal) being live, there have been 1,322 views on job postings.

Webber closed the Finance/HR/IT report sharing that Matt Maturo, the District's new IT Coordinator, implemented a ticketing system for IT issues within the District utilizing free online software called Spiceworks. This is the central contact point for all employees of the District with IT. It is an easy to use system whereby employees send an email to help@woodridgeparks.org and a ticket is created which must be responded to by IT. Staff also set up a remote computer support system that will allow the IT Coordinator to respond to issues immediately by accessing the PC remotely.

Planning

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

Knitter reported as identified in the Capital Replacement Program, the need to replace the existing PVC coated fence fabric, posts and rails at Hobson Corner Park tennis courts. The District has used aluminized fencing at baseball fields which has shown long term satisfactory results while the PVC coated product at other park sites has not proven to have aesthetic longevity. As a result of these findings within the existing fence systems, the bid specifications will include aluminized fencing, posts and rails. The scope of this bid includes the removal and replacement of the existing PVC coated fence fabric, posts and rails with new aluminized fabric, posts and rails in the existing locations along the entire perimeter of the complex. Also included is additional north-south fencing to the furthest east tennis court separating the existing four tennis courts from the four new pickle ball courts as well as additional east-west fencing in order to provide separation to maximize the number of courts within the existing space while keeping past balls within each court.

Staff recommended Board authorization to bid the Hobson Corner Park - Fencing Project, CRP #20-01c.

MOTION by Venouziou and seconded by Mahoney to authorize Staff to bid the Hobson Corner Park - Fencing Project, CRP #20-01c.

AYES: Venouziou, Mahoney, Kranz and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

President Cohen asked about the project schedule. Knitter said bid results will be presented for approval at the March meeting, then work will start in the spring depending on the availability of the fencing. Commissioner Mahoney then asked how long the courts would be out of service. Knitter walked through the process and shared that it is typically an eight week process.

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

Knitter stated 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 below budgeted sites and confirmed that the following sites are in need of this color coat system re-application, which includes crack repair: Hobson Corner Park – Tennis, Janes Avenue Park – Basketball & In-Line Hockey/Futsal line stripe, Seven Bridges Park – Tennis & Basketball and Siple School – Basketball.

Knitter explained that they split the previously discussed Fencing Project, CRP #20-01c from the Athletic Court Recoloring Project, CRP #20-02c because it is very difficult to find a contractor that will do both fencing and color coating.

Staff recommended the Board authorize Staff to bid the Athletic Court Recoloring Project, CRP #20-02c.

MOTION by Mahoney and seconded by Kranz to authorize Staff to bid the Athletic Court Recoloring Project, CRP #20-02c

Executive Adams shared that the funding for this project is spread over two fiscal years – FYE2020 and FYE2021.

Commissioner Mahoney asked when the projects would start. Knitter shared that the project is weather dependent and temperatures must be a minimum of 50° degrees and rising, which is typically late April or early May. She added that the most important task at this time is to get confirmed in the Contractor's schedule. She shared that the dry time is one day and the courts can be used the next day.

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

D.2.c. Knitter then moved on to her next action item, Cypress Cove Drain Pipe Leak Repair Project, ASMP #02-01c.

Knitter recapped for the Board previous efforts to secure services at a reasonable cost to complete the unforeseen project. Staff previously received a ball-park proposal from the Phase 1 Filtration contractor that was estimated at \$55,000. Staff then investigated an alternate option to line the pipe, which came in at a cost of \$12,000, but unfortunately, once the contractor began work, accessibility to the broken pipe required access through multiple fittings and turns which was not feasible for the proposed lining repair.

Knitter explained the bid scope of work is for the Plunge Pool Main Drain Pipe Repair which includes careful excavation to approximately 8' deep, removal and replacement of the broken pipe, backfilling the pipe and excavated area and repairing approximately 110 SF of colored concrete decking. Alternate #1 is for a deduct of the concrete replacement which is 8" thick reinforced colored concrete decking with mat protection for site access. It is staff's opinion that this price is reasonable based on the scope and keeping it in this contractor's scope will accelerate the repair's completion.

<u>Contractor</u>	<u>Contract Base Bid Total</u>	<u>Alternate #1</u>
Schaeffges Brothers, Inc.	\$36,000.00	(\$4,800.00)
Mechanical, Inc.	\$76,500.00	(\$5,000.00)

Staff recommended the Board accept Schaeffges Brothers, Inc. as the low qualified bidder and approve a contract in the amount of \$36,000.00 based on the Contract Base Bid Total for the Cypress Cove Drain Pipe Leak Repair Project, ASMP #02-01c.

Executive Director Adams shared with the board that the price is higher, because the repair is eight to ten feet deep, the contractor must comply with OSHA guidelines. They will need to install a steel reinforced barricade when going into the pit and the rebar in the concrete must be electrically bonded.

Commissioner Mahoney asked if the District worked with Schaeffges Brothers before. Knitter shared that the District has worked with them before on Cypress projects and they are very reputable. President Cohen then asked if this needs to be completed in order to open. Knitter confirmed that it must be done and it will be done before the start of the season.

MOTION by Venouziou and seconded by Mahoney to authorize Staff to accept Schaeffges Brothers, Inc. as the low qualified bidder and approve a contract in the amount of \$36,000.00 based on the Contract Base Bid Total for the Cypress Cove Drain Pipe Leak Repair Project, ASMP #02-01c.

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

D.2.d. Knitter then moved on to the next action item Ide's Grove West Park Development Project, CDP #19-05c-02

Knitter reported the scope of this bid includes: construction of 2-5 year old and 5-12 year old composite playground with swings, zip line, hillside slides; purchase and installation of a shelter, seating areas, drinking fountain, accessible walks connecting neighborhoods to the park and existing bike path and landscape throughout.

Knitter noted this bid does not include the play equipment purchase, only the installation (PD authorized purchase of equipment at the November Board Meeting to take advantage of Gametime Grant opportunity).

Knitter continued, explaining that all alternate bids shown were deducts to the project allowing staff to determine what cost saving measures could be evaluated if the bid numbers were over the remaining budget. On a project this size and scope, bid numbers fluctuate based on market conditions, contractor workloads, and many other unpredictable factors. In an effort to minimize these factors, staff chose to bid this project early in the season. This resulted in a competitive bid market with 25 plan holders and 5 bidders. She described the scope for each alternate bid.

- Alternate 1: Deduct of Electrical – 12 bollard and shelter light- includes Utility Companies fees and connect and purchase and install of all cabinets, panel boards, switches, photocells, relays, conduit and wiring; purchase and install of 12 bollard light fixtures and shelter light fixture complete with wiring and footings.
- Alternate 2: Deduct of Wetland Overlook with natural stone- includes purchase and install of natural stone outcroppings to accommodate fishing access request; earthwork and restoration of wetland.
- Alternate 3: Deduct of Ornamental Fencing – includes purchase and install of fencing that separates the playground from the bike path to keep both park users separate – 32 LF.
- Alternate 4: Deduct of Shelter Column Masonry and cap – includes purchase and install of 4 columns with stone veneer with precast column sills.
- Alternate 5: Deduct of Curved Arbor Seating Area – includes purchase and install of a pre-fabricated steel arbor with 3 footings and 345 SF of concrete flatwork plaza. Note 1 bench& 32 SF bench pad to remain.
- Alternate 6: Deduct of Changing Ornamental Fence to Cedar Split Rail Fence – includes purchase and install deduct of Ornamental fencing and replaces with 3 rail, 4’ tall, rustic cedar split rail in same locations.

Contractor	Contract Base Bid	Alt. 1	Alt. 2	Alt. 3	Alt. 4	Alt. 5	Alt. 6
D & J Landscape	\$599,848.92	(59,711)	(1,595)	(4,576)	(5,900)	(71,996.26)	(7,788)
Innovation Landscape	\$646,709.66	(59,173)	(6,200)	(4,576)	(8,800)	(45,275)	(7,359)
Hacienda Landscaping	\$653,486.59	(61,000)	(93,000)	(4,800)	(14,000)	(45,563)	(7,704)
Claus Brothers	\$728,402.30	(59,175)	(10,395)	(4,576)	(8,040)	(45,580)	(5,478)
Landworks	\$767,376.00	(53,794)	(6,900)	(3,680)	(16,000)	(50,019)	(4,099)

Staff recommended the Board accept D & J Landscape, Inc., as the low qualified bidder and approve a contract in the amount of \$520,064.66 based on the Contract Base Bid Total and accepting Alternate Bids #5 & #6 for the Ide’s Grove West Park Development. Project, CDP #19-05c-02.

MOTION by Mahoney and seconded by Kranz to authorize Staff to accept D & J Landscape, Inc., as the low qualified bidder and approve a contract in the amount of \$520,064.66 based on the Contract Base Bid Total and accepting Alternate Bids #5 & #6 for the Ide’s Grove West Park Development. Project, CDP #19-05c-02.

Commissioner Kranz asked if the District previously worked with the D&J Landscape. Knitter shared that they worked on 83rd Street Park and completed the project to specifications. Board discussion ensued.

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

D.2.e Knitter then moved on to her next action item Spring Tree Fertilization, MSP# 20-01pc

Knitter shared that Park District staff sent out an RFP for spring tree fertilization at three parks: Castaldo, Echo Point and Lake Harriet. These three sites were selected due to their high use and the age of the trees. Trees selected for fertilization within these parks were desirable species that were greater than six inches in diameter. The fertilization application will help improve overall tree health and mitigate some of the stresses the trees face due to high usage of the parks.

Park	Total trees to be fertilized	Total dbh inches to be fertilized
Castaldo	149	3850
Echo Point	190	3362
Lake Harriet	64	1169
TOTAL	403	8381

Proposals Received

Park	Graf	Davey	Bartlett
Castaldo	\$7,045	\$4,500	No Proposal
Echo Point	\$6,195	\$3,600	
Lake Harriet	\$2,139	\$1,800	
TOTAL	\$15,379	\$9,900	

Staff recommended the Board accept Davey Tree Expert Co.'s proposal dated February 12, 2020, and approve a contract in the amount of \$9,900.00, for the Spring Tree Fertilization, MSP# 20-01pc.

MOTION by Venouziou and seconded by Mahoney to accept Davey Tree Expert Co.'s proposal dated February 12, 2020, and approve a contract in the amount of \$9,900.00, for the Spring Tree Fertilization, MSP# 20-01pc.

President Cohen asked if this is the first time we are conducting something like this. Knitter said the District has done this in the past but this is the first year the District is being pro-active. Executive Director Adams elaborated that this was completed years back at Castaldo Park when there was a gypsy moth event. The goal is to complete this on a regular basis to maximize the life expectancy of the valuable trees.

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

D.2.f. Knitter then presented her last action item a change order for Cypress Cove Filter System Renovation Project-Ph. 1, ACRP#19-01c

Knitter stated per one of Illinois Department of Public Health's (IDPH) comments for the Phase 1 work, the existing concrete deck area (where the water frog feature spits off the roof of the auxiliary building) needs to be modified. The frog spits to two existing drains that currently are piped to the surge tank. Per the District's engineer's understanding of IDPH's requirements, this feature can no longer be used due a required increased water turnover rate. The District has agreed to no longer use this feature, but also needs to modify the piping so the drains don't go to the surge tank and instead go to the storm drain.

The scope will be as follows:

- Demo a portion of the existing deck necessary to connect to storm drain, backfill new pipe and replace concrete deck to existing grades = \$6,772
- Connect new pipe to those deck drains that now goes to the existing storm line and cap the existing drain to the surge tank. \$2,523.00

Knitter emphasized that this work cannot be completed until the District receives the Phase 1 Permit from IDPH.

Staff recommended the Board approve Change Order #1 to Mechanical, Inc.'s contract for a net increase of \$9,295.00 to the Cypress Cove Filter System Renovation Project- Ph. 1, ACRP#19-01c for drainage and deck modifications per IDPH.

MOTION by Kranz and seconded by Mahoney to approve Change Order #1 to Mechanical, Inc.'s contract for a net increase of \$9,295.00 to the Cypress Cove Filter System Renovation Project– Ph. 1, ACRP#19-01c for drainage and deck modifications per IDPH.

Commissioner Mahoney asked if the District is satisfied with Mechanical, Inc.'s work. Knitter stated that the District's Aquatics Engineer highly recommends Mechanical Inc. They are very responsive and very anxious to start the project, as it was supposed to begin in September. Adams added that the frog water feature will stay on the roof as decoration for the time being, it just won't be functional.

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

Knitter then addressed her FYI items:

- The Park tree inventory has been completed and the report and findings will be presented to the Board at the March Board Meeting.
- Cypress Cove Filter System Renovation Project–Ph. 1, ACRP#18-07c-02 - The aquatic engineer submitted response comments to IDPH and resubmitted drawings upon IDPH's request and are awaiting approval of permit to release contractor to begin demo and installation. The District should have a permit in hand by March 1, 2020. Mechanical, Inc. feels that if the permit is received by March 1st they will be to complete the work before the pool opens. Anything beyond that date is questionable.
- Work on Cypress Cove Filter System Renovation Project–Ph. 2, ACRP#19-04c is scheduled to begin Thursday, February 20th.

Knitter closed her report providing updates on the projects completed by the Natural Resources & Landscape Department.

Commissioner Mahoney asked for an update on the Sled Hill Project. Knitter shared that work will begin again on March 1, 2020 pending suitable site conditions.

Golf Course

D.3.a. Golf Course Manager Brandon Evans opened the report seeking Board approval for the 2020 Golf Course Fee Schedule Approval.

Evans shared that as mentioned last fall in the Golf Course's '4 Step Action Plan', staff recommended it is advantageous to simplify the pricing structure for both Staff and guests alike. The goal was to publicize a single rate sheet, with structured discounts for Residents, Seniors, Juniors, and a newly created classification, Active Military. In the past, the Golf Course presented to the public two primary rate sheets: Resident and Non- Resident.

Evans stated the prefix 'Non' has a negative connotation to begin with, and then when the guest would confirm that they were a 'Non', they were charged more. Lastly, Residents, Seniors, and Juniors (for a variety of reasons) have always had inherent 'discounts' built into their fees. However, they were never presented as 'discounts'. They just appeared on the rate sheets as standard rates for their particular category. Therefore, even though they paid less than a Non-Resident, it was never presented or reinforced that their fee was, in fact, a 'discount'.

Evans elaborated that in conjunction with the Greens Rewards Loyalty Program that will be discussed later, Staff has created a system of simplified pricing, different labeling of our guests, and a simple to understand system that highlights 'discounts' inherent to certain customer categories. He added that it's important to note that with this 'new' pricing system, the reality for nearly all of our guests is that pricing will be very similar to what they have been accustomed to paying. It will just be packaged, labeled, and presented differently.

Evans shared that all guests will fit into a specific category, beginning with the default category of "Public". "Public" is the former "Non-Resident" category. Guests who book through GolfNow will enter the system as the equivalent of a "Public" golfer. The 'Public' rate sheet is the only sheet promoted and made visible on our website and through 3rd party affiliate websites.

Guests will be invited to join the Greens Rewards Loyalty Program at no charge by filling out an application form. Based on their age and residency, they will enter the Greens Rewards Loyalty program in one of the following categories and be entitled to the corresponding discount off the 'Public' rate sheet:

- Greens Rewards – Public 10% off
- Greens Rewards – Resident 20% off
- Greens Rewards – Public Senior 35% off
- Greens Rewards – Resident Senior 50% off
- Greens Rewards – Active Military 20% off (Pilot Program)

Evans then added that the course will eventually move into a dynamic pricing model between the hours of 10:00 a.m. – 4:00 p.m., which is a method of fluctuating pricing based on supply and demand, similar to what the airlines use.

Executive Director Adams asked if the rates will fluctuate throughout the season. Evans stated there are basically the three "seasons" for golf: the prime season, the fringe season which is the 2-3 weeks before and after prime season and the late/early season (March and December). Fringe season pricing will be about 50% off the prime season, the early/late season will be about 70% off the prime season rates. He added that once you sign up for the Loyalty program you will be "labeled" and when you go online for tee times you will only see "your" rates – what you see is what you pay.

Staff recommended the Board approve the 2020 Golf Course Fee Schedule as presented.

MOTION by Mahoney and seconded by Kranz to approve the 2020 Golf Course Fee Schedule as presented.

Executive Director Adams added that the Active Military Discount of 20% will be used as a pilot program for the District. If it is successful Staff will determine if it can apply to other programs/facilities. President Cohen asked if veterans can get the discount as well. Evans said right now the discount is only for active military.

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

D.3.b Evans moved on to the last action item - Greens Rewards Loyalty Program.

Evans reported that Staff proposes to launch a program called "Greens Rewards." In summary, in addition to the discounted greens fees, guests will earn rewards points for nearly all of their purchases throughout the facility. Research has shown that the "More you Spend the More you Earn" philosophy of rewards programs leads to increased sales and customer loyalty/satisfaction. Guest will then have the choice to either redeem their rewards points (branded as 'Greenies'), or keep accumulate them. As they accumulate rewards points, they unlock new levels of savings (branded as 'Tees'). They also have the ability to earn additional Greenies for specific behaviors such as opening their account, referring friends, purchasing specific merchandise, or playing on certain days or times of the week.

Commissioner Mahoney asked if any other area golf courses offer rewards programs like this. Evans shared that there are several who do, but they are not as simple and rewarding as this program.

Staff recommended the Board approve the Village Greens "Greens Rewards" Golfer Loyalty Program as presented.

MOTION by Mahoney and seconded by Venouziou to approve the Village Greens “Greens Rewards” Golfer Loyalty Program as presented.

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

Evans closed his report updating the Board on the status of the 60th Anniversary Membership Program. Board Discussion ensued regarding how the program will be executed and how all golfers will be accommodated.

Recreation

D.4.a Superintendent of Recreation Don Ritter opened his report with his only action item, Authorization to Begin Planning Process for Woodridge Oktoberfest 2020.

Ritter stated that based on positive feedback from the Celebrate Woodridge Anniversary Oktoberfest taking into account the event financial loss due to weather related impacts but potential for breakeven or profit results, consider hosting the event for 2020. He added the Village of Woodridge informed the District that they are on board to continue a joint partnership for the planning of Woodridge Oktoberfest 2020. If approved, staff will begin the planning process immediately, beginning with the scheduling of the musical entertainment. Dates for the event are scheduled for September 25-26, 2020.

Staff recommended Board authorize Staff to begin the planning process for the Oktoberfest 2020 special event.

MOTION by Mahoney and seconded by Kranz to authorize Staff to begin the planning process for the Oktoberfest 2020 special event.

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

Ritter moved on to his informational items. Staff reviewed the results of the Woodridge Soccer Association Participant Satisfaction Survey from this past fall season and will discuss with the WSA Executive Council. Focus of the discussion will be towards keeping rescheduled games updated on the website, additional coaches training, and reviewing the 7th grade – 10th grade age division to decide if the division could be separated into a 7th-8th grade league and 9th-10th grade league.

Ritter then shared that Staff recently held two “Winterfest” events at the Community Center and they were very well received and huge successes. The annual Enchanted Ball was held February 7th at the Community Center with 48 participants attending.

Ritter reported that the Adult Pickleball Doubles League which had 15 teams last fall and 13 teams last winter had 30 teams this past fall and 26 teams currently. Participation numbers continue to climb in this popular growing sport.

Aquatics

D.5.a Julie Rhodes opened the Aquatics Report seeking Board approval on Cypress Cove Storm Sewer Deep Pit Sump Pump Replacement, ACRP #20-01pc

Rhodes reported that in early January, the exterior deep pit sump pump was found in disrepair and storm water was seeping into the pools. Metropolitan Industries examined the pump and determined that the amount of necessary repairs warranted a full pump replacement. This pump is critical to draining storm water within and around the facility and

therefore the Director authorized the unforeseen replacement, which was completed by the Contractor in late January. Cost for servicing failed pump and replacing with a new sump pump was \$7,619.

Staff recommended the Board ratify the Executive Director's decision to approve Metropolitan Industries proposal dated January 21, 2020 in the amount of \$7,619.00 to replace the Cypress Cove Storm Sewer Deep Pit Sump Pump, #20-01pc.

MOTION by Kranz and seconded by Venouziou to ratify the Executive Director's decision to approve Metropolitan Industries proposal dated January 21, 2020 in the amount of \$7,619.00 to replace the Cypress Cove Storm Sewer Deep Pit Sump Pump, #20-01pc.

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

Rhodes next covered her informational items, sharing that Swim Team registration will be March 2nd – April 30th. The Aquatic Department is currently working to finalize Fund 06 and Fund 07 budgets for FYE2021. The budget will be presented in March.

Rhodes reported that The Aquatic Department is working with the Marketing Department to educate patrons on the impact of the minimum wage increase resulting in across the board fee increases for Cypress Cove and aquatic programs.

Rhodes closed her report sharing that the Aquatic Department hosted an Aquatic Maintenance Round Table on Tuesday, February 11th at the ARC, with the intent of connecting maintenance personnel (CPOs, Maintenance Supervisors, etc.) so they can have a support system and local resources to reach out when trouble shooting issues occur at the pools and also share preferred vendors and products. The event was a success with 28 people in attendance.

Maintenance

D.6.a Superintendent of Parks & Operations John Karesh opened his report with his only action item Toro Sand Pro 5040 Purchase

Karesh stated that Staff seeks board approval to accept a proposal obtained through the Sourcewell cooperative purchase program) by Reinders for the purchase of a 2020 Toro Sand Pro 5040 grooming machine in the amount of \$18,955.20. This unit is for the replacement of the District's 2011 Toro ballfield groomer per the Capital Replacement Program. Karesh said it is important to note the 2011 groomer was scheduled for replacement last year but based on assessment of the condition at that time Staff decided to delay the purchase until now. The cost of the unit includes the trade-in of a previously approved disposed of 2011 Toro 7210 with Polar trac and broom. The difference in price will be made up by the CRP program as individual budget line items have historically come in under budget.

MOTION by Venouziou and seconded by Mahoney to accept a low qualified proposal submitted by Reinders dated February 2, 2020 obtained from the Sourcewell cooperative purchase program for the purchase of a 2020 Toro 5040 Ballfield Groomer in the amount of \$18,955.20 to include a flex blade, front lift, nail drag, nail drag groomer, grader and trade-in of the 2011 Toro 7210 with Polar trac and broom.

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

Karesh then discussed his informational items sharing that Staff will be coordinating with Obenhaf Auction House to dispose by sale of previously Board approved equipment. This auction is utilized by many other park districts in the area and should provide a means of disposal that was not successful through EBay. Staff is listing two trailers, a Toro utility vehicle, a flail mower and a push mower.

Karesh shared that Staff is working on cleaning the Maintenance facility in an effort to complete an annual deep cleaning.

Karesh closed his report sharing that Mark Schneider will celebrate 26 years of service on February 17th and Dan Pietrzak will celebrate 20 years of service on February 24th.

Marketing

Megan Romano, Marketing & PR Manager, opened her report sharing that the 2020 Aquatics Guide files were uploaded to the printer on February 5th. The guides will be delivered to resident homes beginning February 28th. An explanation of fee increases is included on Page 2 of the guide. This language will be adjusted and also used in the Summer Activity Guide and on the District's website later this winter. Romano added the Cypress Cove website was redeveloped into a responsive website, so the web pages will adjust to the size of all devices and window or screen sizes. Doing so also moved the backend of the website from the old Dreamweaver software to the cloud-based WordPress software. All of the content on the new site is up-to-date with 2020 fees, pass sale dates, etc.

Romano reported that the District website re-design is currently in progress and that they have a kick off meeting next week with Weblinx.

Romano closed her report sharing that the Marketing Department is working with ARC staff on developing a new "partner of the month" program.

Safety

Julie Rhodes stated that the February Safety Briefs were emailed to the staff on February 1, 2020.

Rhodes concluded her report by reviewing the Accident/Incident Report from January 2020.

CONSENT AGENDA

MOTION by Mahoney and seconded by Kranz to approve Consent Agenda item 1 for approval of January minutes and Agenda items 2 through 9 for Vendor Payment & Payroll Ratification for a total amount of \$1,320,802.78.

1. Regular Board Meeting Minutes	January 21, 2020
2. Vendor Payment & Payroll Ratification Report (1/17/20 – 2/13/20).....	\$1,320,802.78
3. Graf Tree Care, Inc. - Park Tree Inventory, MSP #19-18c, Payout #1 (Final)	\$20,153.00
4. Mechanical, Inc. – Cypress Cove Filter System Renovation Project–Ph. 1, ACRP#18-07c-02, Payout #2	\$2,700.00
5. NuFlow Midwest – Plunge Pool Main Drain Pipe Repair Project, ACRP#19-06pc, Payout #1	\$3,234.00
6. Steve Piper & Sons – Plunge Pool Main Drain Pipe Repair Project, ACRP#19-06pc, Payouts #1-7	\$29,410.00
7. Village of Woodridge, Town Centre Land Acquisition Debt Service Principal & Interest	\$449,075.00
8. Williams Architects – Cypress Filtration System – Aquatic Eng. Services, CA#18-01pc, Payout #11 (Final)	\$66.09
9. Williams Architects – Cypress Filtration System- Ph. 2 – Aquatic Eng. Services, CA#19-04pc, Payout #4	\$807.46

President Cohen requested a roll call approving consent agenda items #1 through #9.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

F.1.a. Executive Director Adams began his report seeking Board action to consider approval of Ordinance No. 20-3, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (2008 Toro 580D Grounds Mower)

Adams shared that 2008 Toro 580D Grounds Large Area Mower was recently replaced per the Capital Replacement Program

MOTION by Kranz and seconded by Mahoney to approve Ordinance No. 20-3, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (2008 Toro 580D Grounds Mower)

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

F.1.b. Executive Director Adams moved on to the next action item seeking Board approval for Ordinance No. 20-4, An Ordinance providing for the issue of \$911,000 Taxable General Obligation Limited Tax Park Bonds, Series 2020, of the Woodridge Park District, DuPage and Will Counties, Illinois for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, to provide the revenue source for the payment of certain outstanding obligations of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said bonds by the Corporate Fund of said Park District.

Adams stated that the District's DSEB amount for FYE2021 is \$1,328,700. After accounting for the principal and interest the Counties automatically levy for the 2015B Refunding Limited G.O. Bond (Cypress Cove Phase 3 Improvements – 2008) for \$417,363, the District has the authority to issue general obligation bonds in the amount of \$911,000.

Adams continued, reporting that per the Intergovernmental Agreement with the Village of Woodridge, the District agreed to co-purchase the Town Centre property and to reimburse the Village in installments based on net present value over the length of the debt service. The payment for the land acquisition is \$567,150 based on the debt service schedule for the Town Centre property. The balance of the available bond authority will be used to pay:

- ARC 2015C debt certificates: due 6/30/20 (\$157,294) and 12/30/20 (\$157,294);
- cover closing costs (\$10,250); and
- remaining to go towards the capital project fund (\$19,012).

Adams added a public hearing was held at the January 21, 2020 Regular Board Meeting as required per the Bond Issuance Notification Act (BINA) and that the ordinance was prepared by Chapman and Cutler, Bond Council. He said the ordinance is required for approval now in order to file with the Counties in time for the collection of the 2019 levy (FYE2021). The county specifically levies this amount per the approved ordinances up to our total annual non-referendum debt authority of \$1,303,925.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 20-4, An Ordinance providing for the issue of \$911,000 Taxable General Obligation Limited Tax Park Bonds, Series 2020, of the Woodridge Park District, DuPage

and Will Counties, Illinois for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, to provide the revenue source for the payment of certain outstanding obligations of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said bonds by the Corporate Fund of said Park District.

President Cohen requested a roll call. Upon a roll being called:

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

F.1.c. Executive Director Adams moved on to the next action item seeking Board approval for Ordinance No. 20-5, An Ordinance authorizing and providing for the issue of not to exceed \$12,000,000 Taxable Refunding Debt Certificates, Series 2020B, for the purpose of refunding certain outstanding debt certificates of the Woodridge Park District, DuPage and Will Counties, Illinois, providing for the security for and means of payment under an Installment Purchase Agreement of said certificates, authorizing and directing the execution of an escrow agreement in connection with the issue of said certificates, and authorizing the sale of said certificates to the purchaser thereof.

Adams reminded the Board that this is the Parameters Ordinance that Eric Anderson addressed earlier in the meeting. Per Piper | Sandler's recommendation, the proposed Taxable Refunding Debt Certificate ordinance calls for a refunding of not-to-exceed \$12,000,000. This amount is above prior amounts shared with the Board. Reasons for increasing the potential not-to-exceed amounts are as follows:

- Preparation in the event that interest rates decline appreciably prior to executing on the refunding, thereby allowing for additional savings to be gained without the requirement to return to the Board for additional authority; and/or
- An ability to execute on a second refunding (by August 18, 2020) in the event that the original refunding plan is executed, but additional savings are available in the near future. This again allows for flexibility in executing on a favorable opportunity that may present itself.

Adams shared that Commissioners that have the authority to move forward with any refunding of the Series 2014 and Series 2015 Taxable Refunding Debt Certificates are any two of the following: Board President, Board Treasurer or Executive Director.

The authority to execute any refunding expires on August 18th. Piper | Sandler expects that the first refunding will be ready in mid-March, once the Standard & Poor's rating review has been conducted, the Preliminary Official Statement is ready, and if market conditions are favorable.

MOTION by Venouziou and seconded by Mahoney to approve Ordinance No. 20-5, An Ordinance authorizing and providing for the issue of not to exceed \$12,000,000 Taxable Refunding Debt Certificates, Series 2020B, for the purpose of refunding certain outstanding debt certificates of the Woodridge Park District, DuPage and Will Counties, Illinois, providing for the security for and means of payment under an Installment Purchase Agreement of said certificates, authorizing and directing the execution of an escrow agreement in connection with the issue of said certificates, and authorizing the sale of said certificates to the purchaser thereof.

President Cohen requested a roll call. Upon a roll being called:

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

F.1.d. Executive Director Adams sought Board action to consider approval of Ordinance No. 20-6, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (Manual (8.8.6 Non Discrimination & Anti-Harassment Policy)

Adams reminded the Board that the State of Illinois recently approved Public Act 101-0221 titled the "Workplace Transparency Act" requiring all local governments to adopt an ordinance or resolution amending their existing sexual harassment policies to incorporate a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit.

Adams added the law requires all Illinois employers to provide sexual harassment training to their employees beginning next year and thereafter on an annual basis. The Illinois Department of Human Rights (IDHR) is required to make a model sexual harassment training program available for employers to satisfy the training requirement. The IDHR has not yet made its program training available; however, a program will be implemented for all staff once additional information becomes available from IDHR to be completed by 12/31/20.

MOTION by Kranz and seconded by Mahoney to approve Ordinance No. 20-6, an Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (8.8.6 Non Discrimination & Anti-Harassment Policy).

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

F.1.e. Executive Director Adams sought Board approval of Resolution No. 20-1, A Resolution Authorizing the Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) to Obtain Bids from Electricity Providers and Authorize the Executive Director of Parks and Recreation to Approve a Contract with the Lowest Cost Electricity Provider for a Period Up to 36 Months.

Adams said that every three years the District formally bids, through the brokered services of NIMEC, the purchase of electrical energy to obtain the lowest price possible. The District has used NIMEC services since 2008 and nearly 130 municipalities currently use their services.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 20-1, A Resolution Authorizing the Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) to Obtain Bids from Electricity Providers and Authorize the Executive Director of Parks and Recreation to Approve a Contract with the Lowest Cost Electricity Provider for a Period Up to 36 Months.

Commissioner Venouziou asked if the Village of Woodridge participates in the program. Adams responded, to his knowledge they do not.

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

Executive Director Adams then moved on to his first discussion item, reminding the Board of the Workshop scheduled for Tuesday, March 3, 2020 at 6:30 p.m. at the Fred C. Hohnke Community Center to review and prioritize capital development projects for the next five years.

Adams then discussed the Town Centre Park Development Discussion noting the District hosted a working group meeting on January 31st. He reviewed the items that were discussed at the meeting as well as next steps. Board discussion ensued.

Adams then discussed Commercial/Industrial Real Estate Assessment Appeals for Year 2019. He said that on an annual basis, the County Boards of Review must notify the taxing authorities of any property owner complainant's request for change in valuation of \$100,000 assessed value or more.

Adams reported that if the Property Tax Appeal Board (PTAB) approved appellants' requests for a full reduction in their valuations, it could increase the tax rate which would result in leaving the other property owners (tax payers) to bear the higher tax burden. Therefore, it is important to monitor any unreasonable requests of significant valuation decreases that could have a negative impact on taxing districts tax revenue.

Adams shared the District is part of a Tax Consortium (consisting of local governments that share boundaries with School District #99) pursuant to an IGA, was created to address mutual concerns related to property assessments and to take appropriate measures to achieve the proper assessment of any property, including consulting with the local Township and County Assessors and intervene, where the Parties deem it appropriate.

Adams closed his report sharing that the 3rd Quarter Goals and Objectives have been updated and included in his report.

COMMITTEE REPORTS

SEASPAR

No report.

Jubilee

Rhodes shared that the Jubilee committee held its first meeting and planning is underway.

PDRMA

No Report

EX-OFFICIO REPORT

Plan Commission

No new significant developments to note.

Chamber of Commerce

No report.

Affiliated Athletic Associations

Ritter shared that he spoke with the WAA president and they will discuss their annual payment at their next Board Meeting.

OLD BUSINESS

I.1.a. Executive Director Adams shared that himself and Facility Manager McGrath met with the DuPage County Clerk's Office Supervisor of Voting Facilities ("Supervisor") on February 4th to discuss the District's concerns that need to be addressed for the General Primary Election in March and notification of unavailability for the General Election in November. The Supervisor shared that with regards to any election, the County has the statutory authority per the Election Code to designate any public building for an election polling place. The Supervisor stated they'll consider the District's request to relocate to another facility, but indicated there are very limited options in the area to host an election for the associated precincts.

Staff requested additional election judges (volunteers) to manage voters accessing the designated facility entrances for polling, manage voters inside the facility, add signage, queuing line equipment, etc. The Supervisor indicated he will attempt to improve logistics with added signage and equipment to properly que voters in a manner to minimize disruption to facility patrons but is unsure if they have the means to provide additional volunteers. Board discussion ensued.

NEW BUSINESS

Executive Director Adams shared that he received a phone call from realtor calling on behalf of a developer wanting to know if the District was interested in selling Village Greens Golf Course. Adams told him the Course was owned by the Village of Woodridge and District has a 25 year lease agreement with them, and that the District was not interested in terminating the lease agreement.

Additionally, Adams said that a resident contacted him about purchasing one of the District's small "outlots" located on Ross Drive. These are small lots each under a quarter acre in size. Adams did some additional research and if the lot is not used by the District for parks and recreational use, the Title reverts back to the Developer. It appears that the developer at the time is no longer in business and potentially purchased by another developer. If the District is interested, legal would have to approach the Developer of record and have the title re-issued to the District. Adams explained that the Board only mows the lot and has limited recreational value. The resident indicated he interested in purchasing the Out lot, but at a minimum want to ensure it is maintained as open space. Adams said if this is something the Board wants to pursue he will do additional research.

Additional Board discussion ensued and Adams said he will share additional information with the Board via email.

Adams then reminded the Board that the District distributes a monthly eNews. He asked if we want to add a "question of the month" for topics that we want resident feedback on. The Board said they are open to the idea of resident feedback and it is a great measure of communication.

ADJOURNMENT

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

MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 8:45 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary