



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:31 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Kranz, Mahoney and Venouziou. Staff present: Adams, Ritter, Evans, Knitter and Webber.

Public: Mr. Octavio Morales, Sr., 2504 Woodlyn Drive, Woodridge, IL 60517

PUBLIC PARTICIPATION

*Note: Please see the public participation comments after the Finance Report in the Minutes. Mr. Morales came to the meeting late and his comments were addressed at that time and in the Recreation Report.

PRESIDENT'S REPORT

President Cohen opened his report discussing upcoming events and meetings.

President Cohen then asked if a formal decision has been made about Oktoberfest and annual fall events such as Indian Summer Fest and Haunted Forest Walk. Executive Director Adams shared that he plans on discussing these events in depth with Staff next week at the monthly Department Head meeting. Adams reported Staff is brainstorming ideas for an alternative to Haunted Forest Walk including a potential "Drive Thru Haunted Garage" event held at the Maintenance Building.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that Staff will be preparing updated Stub-year budget projections to be presented at the September board meeting. Staff plans to provide projections for the General Fund, Recreation Fund, ARC Fund and Village Greens to give the Board a better idea of where finances are headed for the remainder of the year.

Executive Director Adams then noted that the District is getting a better picture on how people are participating during these times. He said that on average the District is experiencing 25% - 30% participation compared to last year. Staff will use those percentages as assumptions in the financial projections. He added Superintendent of Recreation Don Ritter will discuss this in more detail in his Board report. Additional discussion ensued regarding forecasting staffing needs based on program registrations.

Webber then reported that to date, the District received \$3.845 million of the \$7.198 million tax levy or 53.47% which is in line with prior years. The remaining levy dollars will mainly be received around September 1st when the next installment is due. He noted that the District and other taxing bodies received a notice from Will County on August 12th stating that distributions would be delayed. The District did receive the anticipated distribution on August 13th so Staff is unsure if the delays will occur in the remaining distributions as no detailed information was provided. The Will County remaining balance due from tax payers is estimated at \$209,000.

Webber next shared the current District revenues by fund and facility and addressed any Covid-19 related impacts.

Webber then reported that while many businesses and industries have faced difficult times with employees being sick from Covid-19, the District had only one employee that tested positive. He acknowledged that District employees have taken the situation seriously and continue to do their best to mitigate chances of contracting the virus while at work and should be commended for doing so.

Webber closed his report sharing that the District received notice on August 4th that the IT Coordinator was resigning from his position on August 14th. A further discussion on this topic will take place during the Executive Session.

*At this point, Mr. Morales, a WSA coach, walked into the meeting. President Cohen asked him if he had any public comment. Mr. Morales asked the Board what guidelines and rules the District will have in place for the upcoming fall soccer season regarding Covid-19. Executive Director Adams shared that soccer guidelines and recommendations will be shared and discussed later in the meeting during the Recreation report. He said that if Mr. Morales does not have any questions at the moment, he is welcome to stay and can ask any additional questions during the Recreation report.

Planning

2.a. Superintendent of Planning & Development Jenny Knitter opened the PDNRM report with her first action item, Cypress Cove Pre-Teen Splash Pad – Partial Equipment Disassembly and Reassembly Project, ACRP #20-04

Knitter noted that in preparation and follow-up to completion of the Pre-Teen Splash Pad Safety Surface replacement project, Staff sought proposal bids for the removal and reinstallation of various components of the existing spray playground for all pieces that meet the surface up to a 4' height. This will include many panels, all slides, stairs, handrails, and decks as well as rope climbers within that height range to provide the surface installers proper access to conduct the surface removal and replacement.

Staff opened proposal bids on Tuesday, August 11th with the following results:

- Green Up \$19,131.19

Knitter said that Staff has worked with Green Up before on playground installations without any issues. She added that Staff did reach out to Hacienda Landscaping and they replied that they were not interested in providing a price for this work. Staff also reached out to Whitewater (the water playground manufacturer based out of Canada – Vancouver, BC) who originally provided a quote for \$41,580.

Staff recommended the Board accept Green Up as the low qualified bidder and approve a contract in the amount of \$19,131.19 based on the Contract Base Bid Total for the Cypress Cove Pre-Teen Splash Pad – Partial Equipment Disassembly and Reassembly Project, ACRP #20-04.

MOTION by Coleman and seconded by Mahoney to accept Green Up as the low qualified bidder and approve a contract in the amount of \$19,131.19 based on the Contract Base Bid Total for the Cypress Cove Pre-Teen Splash Pad – Partial Equipment Disassembly and Reassembly Project, ACRP #20-04.

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

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

2.b.1-2 Knitter moved to her next action item, Ide's Grove West – Site Furnishing Purchase Project

Knitter shared that as part of the Ide's Grove West capital development project and plan, Staff requested proposals for various site furnishings for purchase and delivery.

Knitter said Staff will work with the Maintenance Department for their assembly and final installation.

Staff recommends the Board accept NuToys Leisure Products an authorized dealer of DuMor, Inc as the low qualified bid secured from KPN Cooperative Purchase Program and approve a purchase order in the amount of \$13,937.20 for the purchase and delivery of 11 benches for the Ide's Grove West – Site Furnishing Purchase Project, CDP #20-01c-01.

MOTION by Coleman and seconded by Mahoney to accept NuToys Leisure Products an authorized dealer of DuMor, Inc as the low qualified bid secured from KPN Cooperative Purchase Program and approve a purchase order in the amount of \$13,937.20 for the purchase and delivery of 11 benches for the Ide's Grove West – Site Furnishing Purchase Project, CDP #20-01c-01.

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

Staff recommended the Board accept the proposal submitted by RJ Thomas Mfg Co., Inc., dated August 7, 2020, in the amount of \$4,180.00 for the Ide's Grove West – Site Furnishing Purchase Project, CDP #20-01c-02, for the purchase of 5 accessible picnic tables.

MOTION by Coleman and seconded by Mahoney to accept the proposal submitted by RJ Thomas Mfg Co., Inc., dated August 7, 2020, in the amount of \$4,180.00 for the Ide's Grove West – Site Furnishing Purchase Project, CDP #20-01c-02, for the purchase of 5 accessible picnic tables.

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

Staff recommended the Board accept the proposal submitted by Doty & Sons Concrete Products, Inc. dated August 10, 2020, in the amount of \$2,940.00 for the Ide's Grove West – Site Furnishing Purchase Project, CDP #20-01c-03, for the purchase of 5 trash receptacles.

MOTION by Coleman and seconded by Mahoney to accept the proposal submitted by Doty & Sons Concrete Products, Inc. dated August 10, 2020, in the amount of \$2,940.00 for the Ide's Grove West – Site Furnishing Purchase Project, CDP #20-01c-03, for the purchase of 5 trash receptacles.

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

2.e Knitter moved to her next action item, Cypress Cove VFD for Plunge Pool and Lazy River Purchase and Installation Project, AMSP#20-03pc

Knitter reported that when Staff filled the program and plunge pools, the next step was to start up the VFD (variable frequency drives) to control the motors. Without the VFD, the motors will not operate efficiently and the filtration system will not run as designed. Unfortunately, when crews started up the VFD for the plunge/program pool, it was a blank screen. A service tech assessed the problem and unfortunately, the drive was no longer functioning. The contractor had the correct size drive in stock and with approval on Friday, July 10th in the amount \$3,124.00, the contractor was able to and install the equipment on Tuesday, July 13th so that we could get the pools filtration system operating.

Staff recommends the Board ratify the Executive Director's approval to purchase and install a new Variable Frequency Drive from Thomas Pump in the amount of \$3,124, in order to conduct the Plunge/Program Pool start up and operations of the new filtration system.

MOTION by Coleman and seconded by Kranz to ratify the Executive Director's approval to purchase and install a new Variable Frequency Drive from Thomas Pump in the amount of \$3,124, in order to conduct the Plunge/Program Pool start up and operations of the new filtration system.

Executive Director Adams noted that next month there may be a change order for this project for installing/programming the software for the VFD. He anticipates the cost to be around \$500.

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

2.f Knitter moved to her last action item, Storm Sewer Pipe Emergency Repair, VGMS#20-4pc.

Knitter said that Staff requested proposals from eight different contractors to complete the following scope of services at Village Greens:

- Repair 2 sections of existing storm sewer
- Complete an exploratory excavation to find a potential section of storm sewer
- Provide alternate price for purchase and installation of a 4' diameter restricted depth catch basin

The following proposals were received on August 13, 2020:

<u>Contractor</u>	<u>Base Proposal</u>	<u>Alternate #1</u>
Unique Plumbing Co. Inc.	\$ 20,325	\$ 4,000
Archon Construction	\$ 22,553	\$ 6,035
Performance Construction & Engineering, LLC	\$ 26,850	\$ 3,100

Staff recommended the Board accept the proposal submitted by Unique Plumbing Co., Inc. dated August 13, 2020, in the amount not-to-exceed \$24,325.00 based on the base bid and alternate bid #1 for the Storm Sewer Pipe Emergency Repair, VGMS#20-4pc. The District's consulting engineer reported satisfactory performance by the contractor based on previous projects managed by the engineer.

MOTION by Coleman and seconded by Mahoney to accept the proposal submitted by Unique Plumbing Co., Inc. dated August 13, 2020, in the amount not-to-exceed \$24,325.00 based on the base bid and alternate bid #1 for the Storm Sewer Pipe Emergency Repair, VGMS#20-4pc.

Executive Director Adams pointed out that at this time the District is not sure they will need the Alternate Bid work performed. A decision will be determined after the existing pipe is exposed and further engineering assessment performed at that time.

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

Commissioner Venouziou asked the current status of the project. Knitter shared that the District is currently working with the Village to obtain their permission to proceed with the project. Once the go ahead is received, a notice to proceed will be issued.

Commissioner Venouziou then asked if the work was going to interfere with play. Executive Director Adams said it would not as the work will be off to the side of the fairway. Staff would like to start ASAP before the weather takes a turn.

Knitter then moved on to her informational items:

Athletic Court Recoloring Project, CRP #20-02c. The courts reopened for public use on July 16th. The District closed one of the pickleball courts due to a grade change in the corner that is of concern. The surfacing contractor plans to be out this month to fix this issue.

Town Centre Sled Hill Development, CDP #19-01c, Donation Agreement. Since import began from Elmhurst 2,004 estimated cubic yards ("CY") was received. An estimated 16,034 CY of imported material is estimated to complete construction of the sled hill as designed. The contractor estimated about 90 truckloads of dirt will be delivered daily. At this rate, the sled hill will be completed in a month, which will allow time to seed the hill this fall.

Ide's Grove West – Timber's Edge Park – Park Development. Work continues at a rapid pace - the existing playground was removed and the new playground on the west side (tot area) was installed, playground drainage and surfacing was also installed in that area and rough grading of the entire site was completed. The project should be substantially completed by mid-October.

Knitter closed her report addressing the Oak Tree demise issue at Castaldo Park. She shared that Staff met with the head pathologist from Morton Arboretum at Castaldo Park regarding the decline in health of several Oak trees. She quickly assessed and determined that the cause was not Oak Wilt as previously suggested by others, as Oak Wilt is generally related to Red and Pin Oaks. The most negative effected Oaks in the park are Bur Oaks and White Oaks.

The tree pathologist indicated that the main reasons she feels are contributing to the decline and death of these oaks (just as what is happening at Morton Arboretum) is environmental stress stemming from the following:

- the gypsy moth defoliation in 2008
- the drought of 2012
- high park use

The pathologist said there were secondary reasons for the oak issues which included Bur Oak Blight (a fungus), two-lined chestnut borers, and bark beetles (both insect infestations). She took a sample of one of the trees to put under the microscope to confirm if the subject trees do have Bur Oak Blight. The lab results did confirm a positive test for Bur Oak Blight, as predicted.

She indicated there are several solutions to begin improving the conditions of the Oaks:

- Mulch all Oaks with approximate 7' dia. mulch rings (protect from mower damage and retain water). Crews began this process earlier this year and are about 50% through the park.
- Water the Oaks
- Treat the Oaks in three recommended ways (conducted with in-house staff):
 - FALL 2020 – Can do 1 & 2 concurrently by staff - approximately 2 weeks to complete
 1. Treat with an insecticide (treats borers and beetles) – Cost \$400 annually
 2. Treat with a growth regulator (limits above ground growth and encourages below ground root activity to improve vascular movement of water) – This Fall / Initial Cost \$5,100, reassess in 4-5 years.
 - SPRING 2021 – Will take staff three weeks to treat all Bur Oaks at Castaldo
 3. Treat with a fungicide – (treat Bur Oak Blight) – Cost \$200 every 1-3 years.

Knitter reported that these funds would be expensed to the Environmental Management budget in Fund 01. Staff will also assess various natural areas to identify what sites are at the highest need for maintenance/management this autumn to further assess budget impacts. As confirmed with the CDC, they are not recommending native burns to occur at this time due to Covid-19 impacts, therefore the District would be looking at mowing and haying specific high need areas. Next month, staff will present a recommendation for Board consideration regarding both Oak Treatments at Castaldo Park along with native cutting and haying at various natural area sites to complete Environmental Management needs this year.

Golf Course

Golf Course Manager Brandon Evans opened his report updating the Board on the current state of Village Greens. He shared that between the membership program and perfect weather nearly the entire month of July resulted in 11,951 rounds played, an increase of 6,500 rounds from the same period last year. He added that golf is one of the few true recreation activities that people can do right now during the Covid-19 pandemic.

Evans then shared that the golf course is considered to be in really good condition at this time. Crews cut down several dead trees and pruned up limbs throughout the course. Crews are also continuing to top dress greens as necessary to keep them smooth given the high volume of play. He added that not having a lot of rainy weather makes it easier for the Maintenance Staff keep up with daily tasks as well as be pro-active. No major projects are planned at this time as restoration work (sod, etc.) would be difficult to maintain due to drought conditions. Staff is starting to prioritize fall and winter projects.

Evans then discussed the financial impact of not being able to host outings at the golf course. While the course has hosted a few smaller outings, it is not at the same level it was in past years.

Evans then shared with the Board that there are several 60th Anniversary “members” who are frustrated with their memberships because they have not been able to golf to date for various reasons and have asked for a refund. He explained the requests in more detail and asked for Board input regarding refunds. Board discussion ensued.

Evans then shared with the Board that there are a few 60th Anniversary “members” who are frustrated with their memberships because they have not been able to golf as much as they expected for various reasons and have asked for a refund. Other reasons commonly given for refund requests include medical or relocation out of the area. He explained the requests in more detail and asked for Board input regarding refunds. Board discussion ensued.

Evans elaborated on different options in lieu of refunds including the facilitation of membership transfers in lieu of refunds based on the type of situation. Evans explained that 2 refunds were issued to ‘members’. Those refunds were issued because Village Greens no longer wished to associate with those members.

President Cohen asked, “When the District did issue refunds were amounts fully refunded or prorated?” Evans replied that in both cases a full refund was issued but those specific refunds were based on specific incidents. Evans explained that in a couple of other cases memberships were transferred from one person to another with no monies exchanged, but those transfers were initiated by the members themselves and approved by Village Greens Management.

President Cohen then asked, “Does Staff regularly check the identification of the member golfers to confirm that they are the person on the reservation?” Evans shared that Staff does perform spot checks to the best of their availability.

Adams requested Board feedback on how refund requests and transferring memberships should be handled.

Commissioner Coleman stated that members were informed of the no refund policy when they signed up as it was part of their contract, so the District should not issue any refunds.

Commissioner Mahoney shared that based on what he has heard, Evans and his Staff have done a great job placating these members in the heat of the moment and addressing their concerns.

President Cohen asked, “What reasons people are giving for their cancellation requests?” Evans shared that while “heat of the moment” frustrations lead to cancellation requests, other reasons include people moving away, health issues and in some situations, death.

President Cohen shared that in his opinion he believes that transferring the memberships of unsatisfied members to the customers on the waiting list is the best solution.

Commissioner Mahoney pointed out that when a person pre-pays for something they are taking a risk. Commissioner Coleman concurred.

Commissioner Mahoney asked, "What Evans is looking for from the Board?" Evans requested Board feedback on whether to issue refunds or not to unsatisfied members based on their inability to obtain a tee time according to their personal time preference, and would the Board consider allowing the transfer of memberships if there is a valid reason behind it.

After further discussion, the Board's consensus recommended that Staff should not issue refunds and instead pursue parameters for transferring memberships based on legitimate reasons and the pricing guidelines behind them. Transfers will be done on a case by case basis.

Recreation

4.a. Superintendent of Recreation Don Ritter opened his report discussing his only action item, the new DCEO guidelines titled "All Sports Policy," a Policy that creates a tiered system of sports organized according to a sports risk for potential transmission of the Covid-19 virus. Ritter shared that based on the sports risk category, the DCEO provides further guidance based on a Level scale (1 – 4) on the type of play that should be allowed. For example, tackle football is considered a High risk and can currently play at Level 1. Basketball, Flag Football, Soccer are a Medium risk and can play at Level 2, and baseball/softball can play at Level 3.

He shared the parameters of each level:

- Level 1: No-contact practices, and trainings only
- Level 2: Intra-team scrimmages allowed, with parental consent for minors; no competitive play
- Level 3: Intra-conference or Intra-EMS-region or intra-league play/meets only; state- or league-championship game/meet allowed for low-risk sports only
- Level 4: Tournaments, out-of-conference/league play, out-of-state play allowed; championship games allowed

Ritter reported that at the Woodridge Soccer Association ("WSA") August board meeting, the WSA Board, with Staff input, discussed ideas on how to plan for a potential fall season within the DCEO guidelines. The recommended plan includes the following parameters:

In-House Program - Current enrollment stands at 160 players

- Reduced capacity for each group of children within each age group
- Two practices and scrimmages only during the week (no Saturday scrimmages)
- Masks and social distancing will be required on the sidelines. Masks will not be required while playing.
- Scrimmages will be held at the end of practices with a reduced number of players and field size
- No referees/No uniforms
- COVID-19 guidelines per IDPH and Illinois Youth Soccer will be followed
- Additional controls will be discussed if this plan is implemented and additional information (field availability, class size, etc.) is finalized

Storm Program

- Accepted plan proposed by the Park District to include two weekly practices and no games for each team. Training sessions will be offered as a separate program at an additional fee. Families will be charged for the fall season strictly based on the costs associated with the practices.

Ritter added that the WSA Board does have concerns about the possibility of any positive COVID-19 cases, liability to the volunteer coaches, and the perception of moving forward with IHSA/IESA postponing their seasons until the spring. The WSA board is looking for any additional support/approval from the Park District Board and staff before moving forward.

Ritter then reported that due to the new DCEO guidelines, the District's Youth Flag Football League program will not be participating with the Downers Grove and Westmont Park District's as previously offered in the past. The program will only be practicing and playing intra-team scrimmages within the District's own program. Practices will be held during the week and scrimmages held on Sundays on the new Jefferson JH artificial turf field. With IHSA postponing the football season to the spring, there is concern about what the perception will be within the community. Program rules do not allow for any blocking, so physical contact is minimal.

Ritter noted that each participant will need to have a parent/guardian sign a consent waiver to participate in the scrimmages. Staff also created Flag Football Guidelines and Expectations and general Sports Guidelines for the season that each parent will be required to sign as an acknowledgement form.

Ritter reported that this fall, the District will have four Girls Softball teams (8U, 10U, 12U, 14U) with 46 players currently registered. The three older teams will participate in the Southwest Suburban In-House League. Because Softball is classified as a level 3 sport, some game play will be allowed. Games are scheduled to begin on August 23rd.

Executive Director Adams asked Ritter to share with the Board how the sports camps and programs offered in the summer performed.

Ritter noted that in the summer programs and camps, the focus was purely instructional as games were not allowed. Social distancing and wearing masks were required for all programs. While the participation numbers were not as large as they typically are, there were enough kids to run the classes. Parent feedback was very positive – they liked these programs better than the “virtual” classes offered earlier in the pandemic.

President Cohen said the guidelines are proper and well thought out and should be followed.

Ritter went on to explain that every time new guidelines are issued, there are always grey areas that are interpreted differently. Every possible scenario cannot be covered. He stressed that Staff completed their due diligence and were in contact with the DCEO numerous times as they developed the District guidelines to make sure the District was properly interpreting them. At the end of the day the District's intent is to offer the safest programs possible.

President Cohen shared that he is very proud of how the District continues to handle the changing guidelines and that he fully trusts Staff's recommendations.

Executive Director Adams further elaborated that the District already has protocols and systems in place for handling positive Covid-19 cases. He said if any District programs or facilities were to become Covid “hotspots” or the District saw blatant disregard of mask wearing and social distancing, there would be no hesitations to shut a program down. Based on experiences to date, Adams said there have been no issues with participant compliance.

Adams then stressed the importance of kids having a safe outlet for recreation especially considering the fact that they are inside all day in front of a computer with e-Learning. The District needs to provide residents with recreation opportunities for their physical and mental wellbeing.

Commissioner Venouziou asked about the financial impacts of running programs with low participation. Ritter shared that Staff is aware of the “break even” point to run classes and adheres to that. Executive Director Adams pointed out that because games are not allowed there will be cost savings, since referees, uniforms and other associated costs will not be incurred.

Commissioner Coleman asked if rates would be reduced for participants. Ritter said fees were reduced for both WSA and Storm.

At his point Executive Director Adams asked Mr. Morales if he had any questions or comments.

*Mr. Morales shared that he is looking forward to coaching as this is his 26th year of coaching, with the last six years as a WSA coach. He asked if the District would be making the parents sign a waiver in order to let their children play. Executive Director Adams noted that the District consulted with their Risk Management Company that oversees the District's liability and insurance and they advised that the waiver the District currently has parents sign is sufficient. The District will also be distributing the sport specific guidelines to the parents who will be required to sign-off on them before their children can play.

Mr. Morales also asked how the District plans on handling people attending the games and congregating. Ritter assured Mr. Morales that the District will institute the same social distancing guidelines used for baseball games this summer. Executive Director Adams added that Staff is also considering removing the bleachers from the fields and encouraging parents to bring their own portable chairs to minimize congregating. Mr. Morales agreed.

Mr. Morales then asked if there will still be a "regular" season. Ritter reviewed the guidelines that were presented earlier in the meeting, stating that games will not be played and the season will consist of practices and inter-team scrimmages. This will still give the children the opportunity to enjoy a sport that they love.

Mr. Morales asked if there would still be coaches. Ritter confirmed that there will be coaches who will run the practices and scrimmages. Ritter added that once the Board approves the guidelines, the District will share the guidelines with the WSA Board and Storm who can then start securing coaches and having meetings to review the new guidelines and expectations.

Staff recommended the Board authorize staff to continue to offer sport and recreational programs as long as programs comply with recommended IDPH & DCEO Covid-19 safety guidelines.

MOTION by Coleman and seconded by Mahoney to authorize staff to continue to offer sport and recreational programs as long as programs comply with recommended IDPH & DCEO Covid-19 safety guidelines.

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

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

Ritter then shared his informational items:

- Breakout Summer Camp added an 8th week session to the program (August 10th-14th). Everything ran pretty smooth all summer and based on comments Staff received from parents and from a survey sent out, the participants thoroughly enjoyed their camp experience. Enrollment averaged between 29-36 participants each session.
- Woodridge School District #68 is going to a total remote learning plan for the start of the school year. Students will be required to be online with their schools throughout the entire school day (K-6th Grades: 8:30 a.m. – 2:55 p.m. / 7th-8th Grades 8:10 a.m. – 3:25 p.m.). After much discussion, Staff is not planning on offering daycare or e-learning programs during the school day based on the opinion that the Park District would in essence become a defacto school and the District doesn't have the necessary resources that schools have to support student learning and other associated needs. However, the District will offer a "camp like" program for kids after their e-learning school day. Camp Kidz Squad will be offered starting August 31st to families for either three days or five days a week from 3:00-6:00 p.m. No before school program will be offered at this time.

*Mr. Morales interjected that his son participated in Kidz Squad and how much he loves the program and what a great job the staff does.

Ritter closed his report updating the Board on the ARC court and turf rentals. With the number of Park District programs that are cancelling due to COVID-19 concerns and the lack of revenue associated with those programs, staff is considering increasing available rental time for the gymnasium, turf and program rooms in order to increase revenue opportunities. Again, with the decision by IHSA to move or cancel fall programs, athletic clubs/teams are beginning to reach out to facilities in order to find available practice/training locations.

Aquatics

D.5 Executive Director Adams shared that there was no Aquatic report. President Cohen asked how the IDPH inspection went. Knitter reported that the pool passed with flying colors. She added that everything is winterized and that the contractor will be returning in the spring to start up the new filtration system.

Maintenance

D.6 Executive Director Adams presented the Maintenance report sharing the following:

- Staff continues mowing but with the drought-like conditions they do not need to mow as often. This extra time is allowing Staff to work on other projects and maintenance tasks.
- Hobson Splash Pad opened at the end of July. However, after two weeks the system experienced an electrical issue (brownout) that caused the motor to stop operating. Staff continues to address these issues as they arise in a timely manner. He added that for the most part the public continues to comply with social distancing and the other required guidelines. He said that Staff does periodic site checks to see how many people are there and has not exceeded the mandated capacity limits.
- Some Maintenance Department employees received training on the operation of the new filtration system at Cypress Cove Family Aquatic Park. The Department cross-train staff so they are familiarized with the system in case there is a need for back up to the Aquatic Maintenance Supervisor.
- The District recently experienced an outage at one of the Orchard Hill Park ballfield light standards. Upon inspection it was discovered that fuses kept popping as a result of a large rodent nest in the fuse box. The rodents were also chewing on some of the wires. This is somewhat of an anomaly as the box is at least 15 feet above grade on the side of a light pole. Staff worked with Musco to replace the electrical components and wire harness at a cost of \$4,450.

Marketing

D.7. Executive Director Adams opened the Marketing report sharing that Marketing Department has been extremely busy updating and maintaining the new eGuide. Programs are constantly changing and updated so they are working hard to communicate these changes to the community.

Staff is also working with Divine Signs on developing a partial “wrap” for the new recreation bus. Marketing staff is taking measurements and providing design concepts for team review.

Executive Director Adams then shared that after receiving an increase of inquiries about how COVID-19 will affect league play and sports programs, the marketing department worked with the Customer Service Supervisor and Athletic Staff to create an easy-to-read Youth Sports Guidelines PDF, which is a summary of DCEO’s guidelines that apply to the District’s youth sports programs and leagues.

Executive Director Adams closed the Marketing report sharing that the District website home page and overall design of sub-pages were finalized in July and Weblinx is currently building the site. A draft site review is expected by late August with a launch date in fall.

Safety

D.9. Executive Director Adams shared that now that more programs are running, program participants are experiencing more bumps and bruises associated. He also noted that recently there was a set of golf clubs stolen at Village Greens, and with the help of the video cameras they were able to identify the person who stole them and in cooperation with the Police, the clubs were returned. The offender was officially trespassed from all Park District property.

CONSENT AGENDA

MOTION by Mahoney and seconded by Coleman to approve Consent Agenda Item #1 - #2 for approval of minutes from the July 21st Regular Board Meeting and the July 21st Executive Session Meeting and Agenda Items #3 through #9 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$893,557.19

1. Regular Board Meeting Minutes	July 21, 2020
2. Executive Session Meeting Minutes	July 21, 2020
3. Vendor Payment & Payroll Ratification Report (7/17/20 – 8/13/20)	\$893,557.19
4. Steve Piper & Sons, Inc. - 2020 Summer Tree Maintenance Services Project, MSP#20-06pc (Payout #1)	\$925.00
5. Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #4	\$3,237.58
6. Thomas Pump Inc., Cypress Cove VFD, MSP #20-03pc, Payout #1	\$3,124.00
7. V3 Companies, Ltd., Town Centre Sled Hill, SWPPP Reporting CA#19-06pc, Payout #10	\$750.00
8. V3 Companies, Ltd., Ides Gr. West – Timber's Edge Park – Engin. Services, CA #19-03pc, Payout #10	\$278.75
9. Midwest Transit Equipment, Passenger Bus	\$86,794.00

Executive Director Adams noted that the meeting adjournment time was corrected on the Executive Session Minutes.

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

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

F.1.a. Executive Director Adams began his report seeking Board approval for Ordinance No. 20-13, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (Passenger Bus & Garbage Truck).

Executive Director Adams reported that both the passenger bus and garbage truck exceeded their life usefulness and were replaced in accordance with the Capital Replacement Program.

Staff seeks Board authorization to dispose of the surplus property. Staff recommends selling the equipment with the Obenauf auction service and/or Ebay.

Staff recommended Board approve Ordinance 20-13, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (Passenger Bus & Garbage Truck)

MOTION by Coleman and seconded by Mahoney to approve Ordinance 20-13, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (Passenger Bus & Garbage Truck)

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

F.1.b. Executive Director Adams moved on to his next action item Resolution No. 20-11, A Resolution Authorizing the Execution of an Agreement for Cooperative Purchasing and Joint Exercise of Powers between the Woodridge Park District and Keystone Purchasing Network.

Executive Director Adams shared that per State Statutes, the District is able to take advantage of purchasing equipment, materials, products, and services from national purchase cooperatives that bid out commodities on behalf of its members. In 2011, the Board approved a similar arrangement with a resolution to become a member of TIPS/TAPS and in 2015 with the Cooperative Purchasing Network and National Joint Powers Alliance (now "Sourcewell"). The District's legal counsel reviewed "Keystone Purchasing Network" program for compliance with Illinois State Statutes and determined that the program complies with Park Code bid laws.

Staff recommended the Board approve Resolution No. 20-11, A Resolution Authorizing the Execution of an Agreement for Cooperative Purchasing and Joint Exercise of Powers between the Woodridge Park District and Keystone Purchasing Network

MOTION by Coleman and seconded by Kranz to approve Resolution No. 20-11, A Resolution Authorizing the Execution of an Agreement for Cooperative Purchasing and Joint Exercise of Powers between the Woodridge Park District and Keystone Purchasing Network.

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

F.1.c. Executive Director Adams moved on to his final action item, Organizational Operations Assessment Consultant Services, Proposal Approval.

Executive Director Adams reminded the Board that the District completed various strategic planning exercises to provide a three to five strategic direction for the District. The plan is in its final stage of production, however the impacts caused by Covid-19 have delayed the final report. The last phase of the strategic planning process is to complete an organization assessment process to further assess internal operations, functions, and efficiencies. The assessment shall 1) clarify strengths and challenges of existing organizational structure identified during the Strategic Planning process; 2) identify inter-department and cross-department needs & issues; 3) brainstorm options to minimize part-time staff due to turnover and the impacts of minimum wage increase, and 4) review and provide feedback on the Woodridge District's strategy to help guide future labor needs based on 3 year direction, anticipated impacts from Covid 19 (short and long term) and anticipated retirements in the next several years.

Executive Director Adams requested a proposal for consultant Chuck Balling and Barb Cremin to facilitate feedback and provide recommendations for organizational restructuring based on the areas identified in the strategic plan and any new significant areas identified during staff feedback sessions. The proposal came in at a budgeted cost of \$5,000. Staff anticipates, pending coordination of schedules, to launch the process in September.

Staff recommended the Board approve a proposal submitted by Chuck Balling dated August 12, 2020 to provide an organizational operations assessment.

MOTION by Mahoney and seconded by Venouziou to approve a proposal submitted by Chuck Balling dated August 12, 2020 to provide an organizational operations assessment.

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

Executive Director Adams then addressed the following informational items:

- Piper Sandler recently indicated that due to improvements in the market place and potential legal authorization by the Feds for municipalities to re-issue tax exempt refunding debt certificates, the District may be in a position to refund the existing 4% coupons to further save interest expense. If deemed favorable, a new ordinance will be presented for Board consideration at a future meeting.
- The attorney has requested the title insurance policy for the Hawthorn Hill Woods Access Easement , however as of the meeting it has not been submitted to the District.
- The 63rd Street Park Nicor Gas Main Replacement Project is complete.

COMMITTEE REPORTS

SEASPAR

No Report as SEASPAR did not have an August Board meeting.

Jubilee

No report.

PDRMA

Executive Director Adams shared that the vendor that was running PDRMA's employee PATH Wellness program filed for bankruptcy. PDRMA is working on securing a new Health Wellness vendor.

EX-OFFICIO REPORT

Plan Commission

Executive Director Adams reported that the only relevant issue is a proposal to develop some office/industrial buildings near 83rd Street & Lemont Road, near the Gallagher & Henry Homes by Ide's Grove East. Residents are opposing the proposal and have been meeting with the Plan Commission and the Village Board.

Chamber of Commerce

No report.

Affiliated Athletic Associations

Ritter reported that the WAA summer season is over but they are going to have a mini-fall season for the travel teams.

OLD BUSINESS

None.

NEW BUSINESS

None

EXECUTIVE SESSION

At 8:50 p.m., MOTION by Mahoney and seconded by Venouziou to adjourn to Executive Session.

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

AYES: Mahoney, Venouziou, Coleman, Kranz and Cohen.

NAYS: None

ABSENT: None

MOTION CARRIED

RECONVENE OPEN SESSION

The Regular Board Meeting of August 18, 2020 reconvened at 9:22 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Venouziou, Kranz. Staff: Adams, Ritter, Webber.

FINAL ACTION

L.1. Executive Director Adams reminded the Board that an IGA was entered into with the Lemont Park District in October 2019 to share an IT Coordinator based on a 70% (WPD) / 30% (LPD) split. An IT Coordinator was hired in January 2020. On 8/4/20 the IT Coordinator submitted his resignation. He shared that subsequent to the recent resignation, Staff contacted Sterling Network Integration (SNI) to further assess the needs of the District and what would be best options moving forward. Staff and SNI considered the pros and cons of the following options: 1) rehiring the position under the current IGA, 2) contract vendor services, 3) SNI's potential help desk services, or 4) revise position to an IT Help Desk Support Specialist and hire full time (terminating IGA).

After discussion of all the options, Staff recommends pursuing option #4 which would terminate the IGA with Lemont Park District and pursue hiring an IT (Help Desk) Support Specialist employee full time (100% to WPD) to best serve the District's needs for the near term. This position would be at a lower salary pay scale and therefore the District should be able to hire within the current budgeted salary expense.

Staff recommended the Board consider approving Ordinance 20-14, An Ordinance Adopting Revisions to the WPD Comprehensive Policy & Job Descriptions Manual (8.3.39 Information Technology Coordinator Revision to IT Support Specialist).

MOTION by Mahoney and seconded by Venouziou to approve Ordinance 20-14, An Ordinance Adopting Revisions to the WPD Comprehensive Policy & Job Descriptions Manual (8.3.39 Information Technology Coordinator Revision to IT Support Specialist).

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

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

L.2. Executive Director Adams reported that due to the proposed change in position from IT Coordinator to IT Support Specialist and Finance/HR Assistant, a salary scale revision is necessary.

Staff recommended the Board consider approving a revision to the FY2020 (Stub-year) salary and wage scale adding a salary range for an IT Help Desk Support Specialist and Finance/HR Assistant position.

MOTION by Mahoney and seconded by Venouziou to consider approving a revision to the FY2020 (Stub-year) salary and wage scale adding a salary range for an IT Help Desk Support Specialist and Finance/HR Assistant position.

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

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

Staff recommended the Board consider approving a revision to the FY2020 (Stub-year) salary and wage scale adding an IT Help Desk Support Specialist.

MOTION by Coleman and seconded by Venouziou to consider approving a revision to the FY2020 (Stub-year) salary and wage scale adding an IT Help Desk Support Specialist.

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

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

L.3. Staff recommended the Board authorize the Executive Director to notify Lemont Park District of intent to terminate the Intergovernmental Agreement with Lemont Park District for the Shared Use of Information Technology Services.

MOTION by Mahoney and seconded by Coleman authorize the Executive Director to notify Lemont Park District of intent to terminate the Intergovernmental Agreement with Lemont Park District for the Shared Use of Information Technology Services.

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

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

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 9:27 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary