



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, Knitter and Webber.

#### PUBLIC HEARING

A Public Hearing concerning the approval of the Budget & Appropriations Ordinance for the Fiscal Year beginning May 1, 2020 and ending December 31, 2020 was called to order at 6:31 p.m. President Cohen then deferred to Executive Director Adams for the hearing.

Executive Director Adams announced the first agenda item for the Board is a public hearing to receive public comments on the Budget & Appropriations of the Woodridge Park District for the Fiscal Year Beginning May 1, 2020 and Ending December 31, 2020. He then stated person desiring to be heard will have an opportunity to present written or oral testimony.

Executive Director Adams then explained the reason for the budget and appropriations ordinance is to set the upper limit on what may be spent during the fiscal year subject to availability of sufficient funds.

Executive Director Adams asked the Board of Commissioners if they had any additional comments. There were none.

He then stated there was no written or oral testimony submitted concerning the proposal to adopt the budget and appropriations ordinance.

Executive Director Adams reiterated that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed ordinance.

There being no additional oral testimony, there was a MOTION by Mahoney and seconded by Venouziou to adjourn the Public Hearing.

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

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

NAYS: None

ABSENT: None

MOTION CARRIED.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen opened his report congratulating Phil Santucci, Park Maintenance Operations Mechanic, on his 5<sup>th</sup> anniversary and Albert Feifenbuam, Golf Course Starter/Ranger, on his 5<sup>th</sup> Anniversary. Executive Director Adams shared a his comments about each employee and his appreciation of their continued dedication to the District.

President Cohen then acknowledged Commissioner Coleman's upcoming birthday.

President Cohen closed his report reviewing upcoming District events and holidays. He mentioned how great it is to see the District being able to open more programs and facilities.

## STAFF REPORTS

### Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that the District's Fiscal Year ended on April 30, 2020. The auditors completed their fieldwork the week of July 4<sup>th</sup> and Staff held an exit conference with the auditors via teleconference on July 10<sup>th</sup> to discuss any issues and/or findings. The auditors were extremely happy with the preparedness and thoroughness of the District and commended staff for their diligence. There are no new management letter comments to report in the 2020 audit and only one adjusting entry was prepared by the auditors during the year. Keeping entries to a minimum is a sign of a strong financial team as numbers presented to the Board monthly are accurate and fairly represented. The auditors now plan to complete and present the audit at the September meeting instead of October.

Webber then reported that through the date of the meeting, the District has received \$3,724,838 of the \$7,198,721 tax levy or 48.26%. While there was initial concern on tax payments from residents due to Covid, the District has not seen any issues as payments received are in line with prior years. SEASPAR was sent their first tax distribution from the District on June 18<sup>th</sup>.

Webber then shared the current District revenues by fund and facility and addressing any COVID impacts.

Executive Director Adams further elaborated adding that the largest financial issue impacting Village Greens revenue is the loss of golf outings. However, he added that small to medium sized outings are starting to pick up again. The biggest challenge with the outings isn't so much the tee times as it is the food & beverage/post gathering aspect of it as we are limited to 50 people. President Cohen asked if the onus is on Staff to ensure that people are complying with current Phase 4 Guidelines. Adams said Staff does what it can to make sure patrons follow the guidelines, and work closely with the outing organizers as well.

Executive Adams then recognized the Finance Department and the hard work they put into the annual audit.

### 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 mentioned as previously discussed with the Board at the FY2020 (Stub-year) budget workshop, the safety surface for the pre-teen splash pad is in need of replacement. In preparation and follow-up to completion of the Pre-Teen Splash Pad Safety Surface replacement project, Staff recommends seeking 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.

Executive Director Adams reminded the Board that this project was a late addition to the Budget and that the District hoped to get one more year out of the surface. But with the aquatic park shutdown due to the pandemic, it makes the most sense to complete the project now while the facility is closed. President Cohen asked if the play components were still in good condition. Knitter explained that everything was in good condition with the exception of the climbing netting that will need to be replaced.

Staff requested Board authorization to bid the Cypress Cove Pre-Teen Splash Pad Partial Equipment Disassembly and Reassembly Project, ACRP#20-04c.

President Cohen asked about potential bidders and discussion ensued.

MOTION by Mahoney and seconded by Kranz to authorize Staff to bid the Cypress Cove Pre-Teen Splash Pad Partial Equipment Disassembly and Reassembly Project, ACRP#20-04c.

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

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

2.b. Knitter moved on to her next action item, Cypress Cove Pre-Teen Splash Pad Surface Replacement Project, ACRP #20-03c.

Knitter reminded the Board that the District replaced the tot surface area earlier this spring as the first priority. In order to keep both surfaces looking similar and consistent, address material deterioration, minimize water infiltration beneath surface caused by material shrinkage resulting in widening gaps/joints, and caulking areas surround grates, Staff feels now is the ideal time to complete the renovation of the pre-teen safety surface area due to the closure of the facility for the season rather than wait and struggle coordinating in a future year should normal operations return. She noted that this system has been in place for ten seasons now, which is what is expected in terms of life expectancy of the product.

Knitter shared that Staff requested a proposal from NuToys Leisure Products, the local product representative for the Aquaflex surface, to provide a price from Sourcewell (formerly known as National Joint Purchase Alliance), which is a local government purchase cooperative, who provided a competitively bid price. Utilizing Sourcewell saves the District time and money by combining the buying power of more than 50,000 government, education, and nonprofit organizations. Sourcewell holds hundreds of competitively solicited cooperative contracts ready for use.

Knitter reported that Staff is also recommending that the removal of the existing surface take place with in-house labor rather than include it in the approved contract, saving \$28,483.

Staff recommended the Board accept NuToys Leisure Products an authorized dealer of Landscape Structures as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$137,742.00 for the purchase and installation of the Aquaflex non porous surface for the Cypress Cove – Pre-Teen Splash Pad Surface Replacement Project, ACRP#20-03c.

MOTION by Mahoney and seconded by Venouziou to accept NuToys Leisure Products an authorized dealer of Landscape Structures as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$137,742.00 for the purchase and installation of the Aquaflex non porous surface for the Cypress Cove – Pre-Teen Splash Pad Surface Replacement Project, ACRP#20-03c.

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

2.c. Knitter moved on to her next action item, the 2020 Summer Tree Maintenance Services Project, MSP#20-06pc  
*Budget: \$24,485*

Knitter reported that this summer many trees have died and are in need of removal. She shared a list of the number of dead trees by park. She said that Staff met with Graff Tree who completed the tree inventory on July 21<sup>st</sup> to seek their feedback as to why the District is losing so many oak trees. They brought their Master Arborist with them and his early diagnosis is something potentially called oak wilt. Knitter is doing more research on this condition and will share with the Board at a future meeting. She then shared that the disease is spread underground to other trees.

Knitter shared that due to the size of the dead trees, they must be removed by an outside professional tree removal contractor with a higher level of expertise. A supplemental board report was reviewed which added some trees at Ide's Grove West Park. When the trees are removed, the arborist recommended that a trench be completed around each tree or groups of trees to prevent further spread of the oak wilt, if deemed the official cause of decline. It can continue to spread even if the tree is removed, unless the roots are removed.

Staff recommended the Board accept Steve Piper & Sons, Inc. as the low qualified proposal and approve a contract in the amount of \$9,925.00 for the 2020 Summer Tree Maintenance Services Project, MSP#20-06pc.

MOTION by Kranz and seconded by Mahoney to accept Steve Piper & Sons, Inc. as the low qualified proposal and approve a contract in the amount of \$9,925.00 for the 2020 Summer Tree Maintenance Services Project, MSP#20-06pc.

Commissioner Kranz said she would like more information about this at the next meeting.

Commissioner Coleman asked will the price increase if we need to trench around the affected trees. Knitter replied that the trenching would be completed in-house at no additional expense. She confirmed that the Department does have the budget to cover the work.

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

2.d. Knitter moved on to her next action item, Jefferson Jr. High School Soccer Goals Purchase, MSP#20-05pc

Knitter requested Board approval to accept a proposal from Keeper Goals for the purchase of two sets of 6'H x 18'W soccer goals, one set of 7'H x 21'W soccer goals, three pair of 3mm Braid mesh soccer nets, and six pairs of steel anchor weights (two per each of the six goals) in the amount of \$14,535.00. These three sets of goals would be located at the new Jefferson Junior High turf field and used on the smaller fields running north/south. These particular goals will come furnished with a swivel caster wheel on the backbar which will make turning the goals much easier to handle without damaging the field turf.

Staff recommended the Board accept the proposal submitted by Keeper Goals dated July 8, 2020, in the amount of \$14,535.00 for Soccer Goals Purchase, MSP #20-05pc for the purchase of three sets of soccer goals, three pair of soccer nets, and twelve anchor weights.

Commissioner Venouziou asked if we have an agreement with the School District #68. Executive Director Adams shared that these specific goals are for the programs that the District will be responsible and are specifically for the cross fields. The full size soccer goals and lacrosse goals were purchase by the School District.

MOTION by Coleman and seconded by Venouziou to accept the proposal submitted by Keeper Goals dated July 8, 2020, in the amount of \$14,535.00 for Soccer Goals Purchase, MSP #20-05pc for the purchase of three sets of soccer goals, three pair of soccer nets, and twelve anchor weights in the amount of \$14,535.00.

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

2.e. Knitter moved on to her next action item, the Musco Lighting Control Operating System Purchase and Installation at Janes Avenue Park, CRP#20-07pc.

Knitter reported that over the years, the District experienced several operational issues with the existing Skylogix lighting network controller at Janes Avenue Park for the athletic facility lights. The District has been assessing the issue for the past few years and to consider replacing the controller. Again, the system is experiencing problems and Skylogix indicated a new network card is needed. In order to minimize further lighting disruptions/control issues and improve controlling efficiencies for staff and coaches by using the same light control systems at all parks, it makes sense to replace the Janes Avenue Park light controller to the Musco Control Link system. Staff requested a proposal to replace this system at a cost of \$11,350, which is the same cost received in 2018.

Knitter said Musco and the local electrician indicate a 2-4 week lead time and the expense will be funded from the CDP Miscellaneous Projects/Purchases fund.

Staff recommended the Board accept Musco's proposal and approve a contract in amount of \$11,350.00, for the Musco Lighting Control Operating System Purchase and Installation at Janes Avenue Park, CRP#20-07pc.

MOTION by Coleman and seconded by Mahoney to approve a contract in amount of \$11,350.00, for the Musco Lighting Control Operating System Purchase and Installation at Janes Avenue Park, CRP#20-07pc.

Commissioner Mahoney asked how old the existing system is. Knitter reported that it was installed in 2003. Executive Director Adams added that moving all our light systems over to Musco will make everything easier to manage.

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

2.f. Knitter moved on to her next action item and first change order, Hobson Corner Park – Fencing Project, CRP #20-01c

Knitter shared that change order #1, as presented, was initiated by staff requested proposals for urgent asphalt patching at two sites: ComEd Path at Triangle Park (\$700) and Ide's Grove East Bike Path (\$1,560) due to reported safety concerns by park users. Staff budgeted \$30,000 to address unforeseen asphalt repairs at various sites for these types of needed repairs. Staff feels that the proposed prices are fair for these patch repairs based on past unit pricing for similar size repairs.

Staff recommended the Board approve Change Order #1 to Northern Illinois Fence, Inc.'s contract for a net increase of \$2,260.00 to the Hobson Corner Park – Fencing Project, CRP #20-01c, for additional urgent asphalt patch repairs needed at various sites.

MOTION by Mahoney and seconded by Coleman to approve Change Order #1 to Northern Illinois Fence, Inc.'s contract for a net increase of \$2,260.00 to the Hobson Corner Park – Fencing Project, CRP #20-01c, for additional urgent asphalt patch repairs needed at various sites.

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

2.g. Knitter moved on to her next action item and second change order, Athletic Court Recoloring Project, CRP #20-02c.

Knitter explained that change order #2, as presented, is for additional 70 LF of crack repair at a cost of \$1,190.00 needed at Hobson Corner Park tennis complex resulting from asphalt patching related to driven fence posts.

Staff recommended the Board approve Change Order #2 to US Tennis Court Construction Company's contract for a net increase of \$1,190.00 to the Athletic Court Recoloring Project, CRP #20-02c, for additional 70 LF of crack repair.

MOTION by Coleman and seconded by Mahoney to approve Change Order #2 to US Tennis Court Construction Company's contract for a net increase of \$1,190.00 to the Athletic Court Recoloring Project, CRP #20-02c, for additional 70 LF of crack repair.

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

2.h. Knitter moved on to her final action item and change order, Town Centre Sled Hill, Soils Consulting/Reporting CA#19-05pc

Knitter explained that change order #1 is for the final site review of 663 documents (\$992.50) physical testing of each truck with a PID wand by V3, the District's independent soil consultant, to ensure the top 2-3' of soil (final 15%) is free of any contaminants (not to exceed \$5,200.00). The original contractor included this testing but since the excavation contractor provided multiple sites for consideration for the soil engineer's review of the 663 documents which was not anticipated, the original contracted budget was fully expensed prior to this date.

Commissioner Mahoney asked if all the soil was coming from the same location why does every truck load need to be tested. Knitter explained that due to leaching and other possible contamination issues that can occur throughout a single sourced site, every truck load should be tested for the remaining 2'-3' depth of fill.

Commissioner Mahoney followed up asking how far along the project is. Knitter shared that the hill is currently about 10 feet tall, and when it is completed it will be 30 feet tall – so they are about 30% complete. Executive Director Adams reminded the Board that if the District would have pursued this project without the fill donation from the contractor it would have cost at least \$300,000.

Commissioner Venouziou asked the expected opening of the sled hill. Executive Director Adams confirmed that it will winter 2021-2022. The District hopes to be able to seed the hill by October of this year for its first growth season. This is all dependent on weather conditions. Board discussion ensued about the schedule and how often trucks will be coming and how V3 will be charging the District.

Staff recommended the Board approve Change Order #1 to V3 Town Centre Sled Hill, Soils Consulting/Reporting CA#19-05pc, for a net increase not to exceed \$6,517.50 for the physical testing component and the final site review of 663 documents.

Commissioner Coleman asked about the soil testing procedures and if they are similar to that the District had to do when building the ARC. Executive Director Adams confirmed that any construction site must test its soils because landfills will not accept untested dirt – they accept "clean" fill only. Since the sled hill is accepting soil from other sources, the District must test the soils for the final 15% of the sled hill, even the soil was already tested at the construction site. Additional board discussion ensued.

MOTION by Coleman and seconded by Mahoney to approve Change Order #1 to V3 Town Centre Sled Hill, Soils Consulting/Reporting CA#19-05pc, for a net increase not to exceed \$6,517.50 for the physical testing component and the final site review of 663 documents.

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

MOTION CARRIED.

Knitter then moved onto to her informational items.

She said the PDNRM staff is working with the Marketing Department to design and coordinate the purchase of new windscreens for both the tennis and pickleball courts fence at Hobson Corner Park. Windscreens for pickleball courts are essential due to the impact of wind on the light weight pickle ball.

Knitter then addressed the Hawthorne Hill Woods – Driveway Bridge washout, sharing that Staff is working with PDRMA on determining the best course of action for repairs. The District is considering two options – reconstructing the entire driveway per existing design engineering or constructing the bridge so it's similar to the pathway pedestrian bridge leading out to Woodridge Drive.

Staff called PDRMA to discuss the bridge scenario and how the insurance coverage would work if the District replaced with something different. PDRMA said that often happens and they would reimburse the park district for the value of the replacement of the same structure (minus storm sewer as they do not pay for any underground piping). Then it would be up to the District to decide if we wanted to use those funds to replace with same or something else. Staff is also in discussion with PDRMA to determine how they will determine the reimbursement costs.

Knitter shared the expenses involved with each option and further board discussion ensued. Executive Director Adams said Staff will share additional information at a future Board Meeting.

Knitter shared that work at the Ide's West Timber's Edge Park Development continues to move along. The old playground equipment has been removed and they are starting to install the new equipment. The contractor has committed to work continuously to complete this project through completion which is anticipated this fall.

Knitter then provided Cypress Cove filtration project updates. She shared that Cypress Cove passed its IDPH inspection on July 21<sup>st</sup>. Phase 1 and Phase 2 of the Filter System Renovation project are both completed and that Staff training for the new filter system is scheduled for July 22<sup>nd</sup>. The pools are scheduled to be drained after the training. Executive Director Adams shared that the water quality of the pools is clearer due to the new filtration system compared to the older sand filters.

Knitter then shared that the District's ponds/lakes have never looked better. She recognized the hard work of Natural Resources Manager Chris Pollack. He is at the sites every two weeks treating the water.

Lastly, regarding the Jefferson Track Project, training on the new LED light system is scheduled for July 23<sup>rd</sup> and the new track surface has been installed. The track is expected to open sometime in August.

### Golf Course

3.a. Executive Director Adams opened the Golf Course report with the only action item, Village Greens #16 - #18 Storm Sewer Routing & Video Inspection Services, VGMS# #20-5pc.

Adams reminded the Board that heavy rain in late May caused unusual flooding on #18 fairway resulting in an emergency situation to mitigate turf damage. After an internal investigation, Staff determined that a main storm sewer line was likely damaged or plugged and required services beyond in-house capabilities to identify scope of the problem and consequently rectify the issue. Having had a previous relationship with Visu-Sewer, the District asked them to provide necessary services to inspect the line with video equipment as well as potentially clear any debris that may have been plugging the line. The results of the work identified significant clogging of the line and two breaks.

Staff recommended the Board approve the Executive Director's ratification accepting Visu-Sewers services in the amount of \$10,137.50 for the Village Greens #16 - #18 Storm Sewer Routing & Video Inspection Services, VGMS# #20-5pc.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's approval of an engineering proposal submitted by Edwin Hancock Engineering Co in the amount of \$7,579 to complete preliminary, final and construction engineering for emergency repairs to a 12" storm sewer pipe terminating at #16 fairway pond at Village Greens Golf Course.

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

Executive Director Adams then provided an update on the sewer line repairs and next steps. The project is expected to begin in September and be completed by mid-October.

Adams then shared the course's membership program and perfect weather nearly the entire month of June resulted in 11,978 rounds played, an increase of 7,000 rounds from the same period last year. He added that a majority of the rounds were played by the 60<sup>th</sup> Anniversary members. Staff continues to get compliments on the condition of the course.

Adams mentioned in discussion with Senator Curran, the status of grants funds associated with HB064 which could potentially be used for infrastructure work (e.g. storm sewer replacement) at the golf course is unknown at this time. The grants are subject to the State receiving sufficient tax revenues to cover the grant bonds, which due to Covid-19 have been significantly impacted.

#### Recreation

Superintendent of Recreation Don Ritter opened his report sharing that the Breakout Summer Camp program is now entering into its 5<sup>th</sup> weekly session and so far, everything seems to be running smoothly. The staff and the participants are adjusting to the new Phase 4 Guidelines. The biggest challenge to date has been the extremely warm temperatures which have moved many of their activities to inside the ARC. Staff continues to receive positive feedback from both campers and their parents.

Ritter then reported that Totschool registration for the 2020-21 school year for returning students was held on July 13<sup>th</sup> & 14<sup>th</sup>, and for new students on July 20<sup>th</sup> & 21<sup>st</sup>. To date 53 students have registered. Compared to last year we will be at about 57%. Classroom capacity will also be regulated due to Covid restrictions.

Ritter shared that current youth and adult sports program are only running at a 20% - 25% success rate. This is compared to a 75% success rate in a normal year. He added the District typically conducts 15 martial arts classes per session. This past session, none of them ran. Participation levels in tennis lessons and All Start Sports classes, that are typically very popular, have also greatly diminished. He believes that the fear factor plays a big a role. Executive Director Adams added that the numbers the District is experiencing are very consistent with other area park districts.

President Cohen asked how the eGuide was being received versus a printed version. Ritter said the guide has been well received and that with all the cancellations and changes an eGuide is the only way to go.

Ritter then shared that now that District 68 made the decision to have all eLearning, Staff will reach out to the School District to discuss the feasibility of a Kidz Squad program and what that would look like. There are a lot of options but the goal is to supplement the District's plans. Staff is considering sending out a parent survey to assess their needs.

Ritter stated that the Disc Golf Tournament on July 11<sup>th</sup> that was rescheduled from June 28<sup>th</sup>, had 34 participants. The 2<sup>nd</sup> half of the event was rained out, but the feedback was positive. He then added that In lieu of the Jubilee Fishing Derby being cancelled, the Park District hosted a Youth Fishing Tournament on July 18<sup>th</sup> at Lake Harriet that attracted 46 participants.

Ritter closed his report with the following items:



- The 18U Woodridge Girls Softball Lightning team participated in a tournament in Indiana the last weekend in June and took first place.
- The new 30-passenger bus was delivered on July 8<sup>th</sup>. The Marketing Department is working on some new graphics that will be added to the exterior of the bus at a later time.
- The ARC started rentals in Phase 3 of the DCEO Restore Illinois Guidelines on June 11<sup>th</sup> and has received \$3,480 in rental fees for the month of June. In July, staff is forecasting to bring in more than \$9,500 in rental fees.
- The ARC Fitness facility opened its doors on July 6<sup>th</sup>. Numbers are down from a year ago, which is no surprise.
- Congratulations to Brad Keene, Athletic Supervisor, who celebrated his 4<sup>th</sup> anniversary with the Woodridge Park District on July 25<sup>th</sup>.
- Congratulations to Dave Lenzen, Community Center Custodian, who celebrated his 29<sup>th</sup> anniversary on July 10<sup>th</sup>.

Aquatics

No report.

Maintenance

D.6. Executive Director Adams presented the Maintenance report and shared that Maintenance is in the thick of their normal summer routines and duties. He then shared the following:

- Staff took delivery of the 2020 Ford F550 garbage truck. This vehicle was ordered over a year ago however due to a Ford fuel tank issue it took longer than expected.
- The District is gradually starting to put out Portable Units at the high usage ball fields and parks. They are cleaned professionally twice a week and maintenance Staff disinfects/sanitizes them once a day.
- 83<sup>rd</sup> Street Park, Westminster Park and Janes Avenue Park were all recently vandalized.
- All irrigation systems are up and running at Cypress Cove, Orchard Hill baseball and Janes Park baseball.
- Sneeze guards were installed in four trucks. Three super-cab pickups and one extended- cab dump truck. These will provide crews the opportunity to safely transport two people in a vehicle and is working out nicely.

Adams closed the report sharing that Hobson Splash Pad opened on July 17<sup>th</sup>. Signage and banners have been placed all over the area outlining the guidelines.

Marketing

D.7. Executive Director Adams opened the Marketing report sharing that Marketing Department has been extremely busy working on Covid-19 related materials as well as supporting the Recreation Department with their programming. They continue to work with the website developer on the look and feel of the new website and hope to have an update at the next Board Meeting. Adams then reviewed some of the Covid-19 materials developed for the ARC and the District.

Safety

D.9. Executive Director Adams shared that now that more programs are running, we are seeing more typical number of bumps and bruises associated with these programs. Every injury large or small must be documented.

CONSENT AGENDA

MOTION by Kranz and seconded by Venouziou to approve Consent Agenda Item #1 - #2 for approval of minutes from the June 16<sup>th</sup> Regular Board Meeting and the June 16<sup>th</sup> Executive Session Meeting and Agenda Items #3 through #17 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$2,095,100.00.

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|--|----------------|
| 1. Regular Board Meeting Minutes .....   | June 16, 2020  |
| 2. Executive Session Meeting Minutes .....   | June 16, 2020  |
| 3. Vendor Payment & Payroll Ratification Report (6/12/20 – 7/16/20).....                                       | \$2,095,100.00 |
| 4. Landscape Structures, Inc. – Cypress Tot Splash Pad Surface Repl. , ACRP#19-01c,<br>Payout #1 (Final) ..... | \$69,284.00    |
| 5. Mechanical, Inc. – Cypress Cove Filter System Renov.–Ph. 1, ACRP#19-01c,                                    |                |

Payout #6 + #8 (Final) .....	\$10,696.74
6. National Auto Fleet Group, Garbage Truck Replacement Purchase, CRP #19-03c, Payment #1 (Final) .....	\$91,009.38
7. Northern Illinois Fence – Hobson Corner Park - Fencing Project, CRP #20-01c, Payout #2 Final.....	\$54,733.25
8. Stuckey Construction Co. - Cypress Cove Filter Renov. – Ph. 2, ACRP#19-04c, Payout #4,5 & 6 Final.....	\$231,820.10
9. Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #3.....	\$3,237.58
10. US Tennis Court Construction – Athletic Court Recoloring Project, CRP#20-02c, Payout #3 Final.....	\$52,675.90
11. V3 Companies, Ltd., Town Centre Sled Hill, Soils Consulting/Reporting CA#19-05pc, Payout #6,7 .....	\$2,837.50
12. V3 Companies, Ltd., Town Centre Sled Hill, SWPPP Reporting CA#19-06pc, Payout #9 .....	\$750.00
13. V3 Companies, Ltd., Ides Gr. West – Timber's Edge Park – Engin. Services, CA #19-03pc, Payout #9 ....	\$670.00
14. Western Remac, Inc. Ides Gr. West Park Signage Purchase Project, MSP 20-03c, Payout #1 Final.....	4,270.00
15. Williams Architects – Cypress Filtration System- Ph. 2 – Aquatic Eng. Services, CA#19-04pc, Payout #8 .....	\$100.52
16. Woodridge Sch. Dist. 68 – Jefferson Jr. High Outdoor Athletic Fac. – IGA Partnership, Payout #1 Final.....	\$750,000.00
17. W-T Engineering, Cypress Bonding – Electrical Engineering Services CA #20-01pc, Payout #2 .....	\$600.00

President Cohen requested a roll call approving consent agenda items #1 through #17.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams began his report seeking Board approval for Ordinance No. 20-11, An Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning May 1, 2020, and Ending December 31, 2020.

Staff recommended the Board approve Ordinance No. 20-11, An Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning May 1, 2020, and Ending December 31, 2020.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 20-11, An Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning May 1, 2020, and Ending December 31, 2020.

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

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

G.1.b. Executive Director Adams moved on to his next action item Ordinance No. 20-12, An Ordinance Adopting Revisions to the WPD Comprehensive Policy & Procedurals Manual (I.3.1 Mission Statement, I.3.2 Core Values I.3.3

Long Term Strategic Agency Goals, I.3.4. Annual Subgoals, Objectives & Major Achievements, 8.2.2 Definitions & 8.7.1 Sick Leave)

Executive Director Adams reminded the Board that the Mission Statement, New Core Values, Long Term Strategic Agency Goals, and Annual Subgoals, Objectives & Major Achievements were approved at the June 16, 2020 regular board meeting and subsequently need to be added to the Comprehensive Policies & Procedures Manual. Adams then noted the following policy changes that were made:

- 8.2.2 Definitions – the following were added to the definition of immediate family: step child and domestic partner.
- 8.7.1 Sick Leave Policy – staff recommends revising the policy to add several procedures related to sick leave reporting requirements and removing the limit of days that can be used for sick leave.

Executive Director Adams noted that policies 8.2.2 and 8.7.1 were reviewed by legal counsel for their approval.

Staff recommends the Board approve Ordinance No. 20-12, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures and Personnel Manuals (I.3.1 Mission Statement, I.3.2 Core Values I.3.3 Long Term Strategic Agency Goals, I.3.4. Annual Subgoals, Objectives & Major Achievements, 8.2.2 Definitions, & 8.7.1 Sick Leave Policy).

MOTION by Mahoney and seconded by Kranz to approve Ordinance No. 20-11, An Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning May 1, 2020, and Ending December 31, 2020.

AYES: Mahoney, Kranz, Coleman, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

G.1.c. Executive Director Adams moved on to his next action item, the License Agreement with Woodridge Rotary, Inc. for Use of Park District Property for Recycling Extravaganza.

Executive Director Adams shared that each year the Board considers approving a license agreement with the Woodridge Rotary to utilize District facilities, grounds and parking lots to host their Annual Recycling Extravaganza and Mini Triathlon. This year the Mini Tri was canceled but the Club has rescheduled the Recycling event from May to September 12<sup>th</sup>.

Staff recommended the Board approve a license agreement dated July 21, 2020 with Woodridge Rotary for use of park district property located at Cypress Cove & Orchard Hill Park parking lots.

MOTION by Coleman and seconded by Mahoney to approve a license agreement dated July 21, 2020 with Woodridge Rotary for use of park district property located at Cypress Cove & Orchard Hill Park parking lots.

AYES: Coleman, Mahoney, Kranz, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

G.1.d. Executive Director Adams moved on to the final action item for Board consideration, Resolution No. 20-8, A Resolution Authorizing the Destruction of Records.

Executive Director Adams shared that annually, Staff reviews archived records to identify documents that are no longer useful and should be destroyed in accordance with the State of Illinois Regulations of the Local Records Commission.

Staff submitted and obtained approval from the Illinois Local Records Commission permitting the destruction of various records.

Staff recommended the Board approve Resolution No. 20-8, A Resolution Authorizing the Disposal of Records.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 20-8, A Resolution Authorizing the Disposal of Records.

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

Executive Director Adams then moved on to his informational items. He briefly discussed the opening of Hobson Splash Pad that was addressed earlier in the meeting, specifically the options available if the public does not follow the posted IDPH guidelines.

Executive Director Adams then shared that Staff is considering authorizing park shelter permits beginning August 1<sup>st</sup>. To comply with Covid-19 State Phase 4 guidelines, permits shall not exceed 50 people. Staff plans to move forward, unless there's a consensus objection by the Board. There was no objection.

Executive Director Adams then shared that the District was recently advised of a recent minor biker accident that occurred on an easement granted to the District that transects private property off of 71st Street that provides access to Hawthorn Hill Woods. The accident was due to the homeowner of the residential lot that installed a chain across the driveway, supposedly to deter the public from using the driveway, in which the biker didn't see the chain causing the biker to fall and sustain minor injuries. Note, the District previously informed the resident on 1/2/19, who had recently purchased the property, of the easement and to remove a vehicle parked on the driveway that was preventing access.

In Staff's search for the legal recorded documentation of the easement, to ensure the easement still exists, prior to notifying the property owner to remove the chain, the files and available documentation is not clear cut. In speaking with legal counsel, they reviewed and recommended that a Title Commitment Insurance Policy of the easement be completed to ensure the easement still exists and to provide the official records for District files. Therefore, Staff has directed legal to order a Title Commitment Insurance Policy (\$1,250).

Board discussion ensued about the history of the property and its ownership.

Executive Director Adams closed his report reporting that Nicor has completed the main gas line tie-in and have put the line back in service. The Nicor contractors have been cleaning up and hauling debris from site and started replacement of curbs and preparing the aggregate subbase. A meeting with Staff was held on July 14<sup>th</sup> to complete a walk through and discuss final hard restoration plans for the parking lot, curbs, gutter, and side walk. Final completion is tentatively scheduled for end of next week, weather permitting.

## COMMITTEE REPORTS

### SEASPAR

Executive Director Adams shared that SEASPAR just completed its Policies & Procedures manual. He added that they are also experiencing a significant drop in their programming participation rates as well.

### Jubilee

No report for Jubilee. President Cohen asked the status of Oktoberfest. Executive Director Adams shared that Staff continues to discuss the event, but as of right now they do not see a feasible and safe way to hold the event while following the current Phase 4 Restore Illinois Guidelines.

President Cohen then asked the status of holding a drive-in movie at Cypress Cove. Ritter responded that Staff is looking at a date in August and are currently reviewing logistics.

PDRMA

Executive Director Adams reported that Staff continues to use PDRMA as a resource for webinars and direction when new guidelines are released.

EX-OFFICIO REPORT

Plan Commission

No Report.

Chamber of Commerce

No report.

Affiliated Athletic Associations

Ritter reported WAA are playing baseball games and have experienced relatively few issues. They inquired about hosting a tournament Labor Day weekend.

OLD BUSINESS

None.

NEW BUSINESS

None

EXECUTIVE SESSION

At 8:36 p.m., MOTION by Coleman and seconded by Mahoney to adjourn to Executive Session.

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

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

NAYS: None

ABSENT: None

MOTION CARRIED

RECONVENE OPEN SESSION

The Regular Board Meeting of July 21, 2020 reconvened at 8:53 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Venouziou, Kranz. Staff: Adams.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Coleman, seconded by Mahoney to adjourn the regular board meeting at 8:54 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in cursive script that reads "Jack C. Mahoney".

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Jack Mahoney, Secretary