

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
May 19, 2020



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

President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:35 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Kranz, Mahoney and Venouziou. Staff present: Adams, Chudzik, Evans, Karesh, Knitter, Nichols, Rhodes, Romano, Ritter, Webber.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen opened his report conducting the Annual Meeting of the Woodridge Park District to elect Board Officers, appoint Committee Chairs and Ex-officio members.

President Cohen stated that at this time, the Annual Meeting, being the first board meeting of the fiscal year, shall take place. He added the order of business of the Annual Meeting shall be the election of the President and Vice President and appointment of the Secretary, Treasurer, Committee Representatives, Ex-Officio members, Executive Director, Legal Counsel, and Investment Advisor.

President Cohen reported based on individual Board member review and discussion there was no objection to keeping the existing officers and appointments the same.

President Cohen asked if there was a Motion to re-elect the same Fiscal Year 2019/2020 officers, and appointments for Committees, Ex-Officio, Executive Director, attorney, and investor advisor for Fiscal Year 2020/2021.

MOTION by Coleman and seconded by Venouziou to re-elect the same Fiscal Year 2019/2020 appointments and Ex-Officio appointments for Fiscal Year 2020/2021.

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

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

President Cohen then stated that per the Illinois Park Code, the District is required to hold a public hearing prior to adopting the fiscal year budget and appropriations ordinance.

President Cohen asked if there was a Motion to schedule a public hearing regarding the fiscal year budget and appropriations ordinance for July 21, 2020 @ 6:30 p.m.

MOTION by Kranz and seconded by Mahoney to schedule a public hearing regarding the fiscal year budget and appropriations ordinance for July 21, 2020 @ 6:30 p.m.

Commissioner Venouziou asked if the date of the Public Hearing is the same as the July Board Meeting. Executive Director Adams confirmed that they are the same date.

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

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

President Cohen then deferred to Executive Director Adams to discuss the upcoming June 2, 2020 Board Budget Workshop.

Executive Director Adams shared that Staff is asking if it is possible to change the Budget Workshop to June 9<sup>th</sup>, so Staff has additional time to prepare due to the impacts of the coronavirus pandemic. Since Commissioner Kranz will not be available on June 9<sup>th</sup> it was decided that the June 2<sup>nd</sup> date would remain.

At 6:41 p.m. Executive Director Adams asked for a temporary recess to adjust the live feed of the meeting. The meeting re-adjourned at 6:46 p.m.

President Cohen then congratulated Robert Harry, Full-time Maintenance, on his 30<sup>th</sup> anniversary. Superintendent of Parks & Operations John Karesh then shared a few words about Harry and his contributions to the District. President Cohen closed his report congratulating Executive Director Mike Adams on his 30<sup>th</sup> anniversary. He acknowledged his contributions to the District then asked the Board and Staff to share their memories of Adams.

## STAFF REPORTS

### Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that the Sikich, the District's auditors performed their preliminary field work in remotely in early May. They are still determining if/when they will be on site for the audit.

Webber then updated the Board on the District's current financial situation including the impacts of the Covid 19 pandemic and fund balance projections.

Webber reported that the District received the first property tax distribution for the 2019 Tax Levy on May 13<sup>th</sup>. The amount received was around 60% of the amount received at this time last year. It is unclear as of yet if that is due to timing of taxes being paid or if it is due to property tax payers delaying payments due to financial hardships. We will have a better idea on June 1<sup>st</sup> when typically we receive approximately \$1.5 million.

Webber closed his report sharing that from a Human Resources perspective staff has been extremely busy. As of today, 43 unemployment claims have been received. Staff is tracking all claims as well as projecting potential impacts financially. The estimated weekly benefit for those 43 employees of which we may be the chargeable employer is around \$4,100. It has been mentioned from Unemployment Consultants that we will likely receive 50% of the unemployment expenses in some form of reimbursement which is still to be determined.

### Planning

2.a. Superintendent of Planning & Development Jenny Knitter opened the PDNRM report with the first action item, Cypress Cove Bonding & Electrical Engineering Services CA #20-01pc.

Knitter reported that as identified in previous correspondence with the Board from Executive Director Adams, upon finalizing the filter equipment installation, the Contractor determined that the equipment within the Filter building was not properly bonded. After review with the Aquatic Engineering team, the team determined that a full electrical testing of the water features and adjacent metal components was necessary to determine if bonding was functional throughout, as bonding is an IDPH permit requirement. Further review determined that there were several areas within the existing water park facility in which bonding was no longer bonded. The proposal is for electrical engineering services to provide a

bonding plan and specifications to remediate any bonding voids based on the physical observation of testing of metal components by the electrician in the field. The engineer's scope also includes bidding and negotiation review of pricing as well as a final inspection and observation of testing of the completed bonding to ensure completeness and efficacy.

Staff recommended the Board ratify the Executive Director's approval of a proposal from W-T Engineering dated April 29, 2020, in the amount of \$3,300.00, for the Cypress Cove Bonding – Electrical Engineering Services CA #20-01pc.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's approval of a proposal from W-T Engineering dated April 29, 2020, in the amount of \$3,300.00, for the Cypress Cove Bonding – Electrical Engineering Services CA #20-01pc.

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

2.b Knitter moved on to the next action item, Village Greens Golf Course Maintenance Building Shingle Roofing Replacement Project VGCRP #20-03pc

Knitter shared that Staff requested proposals for the upper roof shingles on the Village Greens Maintenance building to repair leaking caused by extreme wear including missing shingles exposing underlying wood decking. The base proposal includes the removal and legal disposal of the existing asphalt shingle system as well as furnishing and installation of a new asphalt shingle system for the upper roof area only. Alternate #1 includes the removal & legal disposal, and furnish and installation of 4 new downspouts on the building:

<u>Contractor</u>	<u>Base Proposal</u>	<u>Alternate #1</u>	<u>Total</u>
All American Exterior Solutions	\$ 10,550	\$ 960	\$ 11,510
Filotto Construction, Inc.	\$ 12,600	\$1,050	\$ 13,650

Staff has not worked with All American Exterior Solutions before therefore staff called references in which many were public jobs including many villages, park districts, and schools. All called were positive.

Staff recommended the Board approve a proposal from All American Exterior Solutions dated May 12, 2020, in the amount of \$11,510.00, which includes the base proposal and Alternate #1, for the Village Greens Golf Course Maintenance Building – Shingle Roofing Replacement Project VGCRP #20-03pc.

MOTION by Coleman and seconded by Mahoney to approve of a proposal from All American Exterior Solutions dated May 12, 2020, in the amount of \$11,510.00, which includes the base proposal and Alternate #1, for the Village Greens Golf Course Maintenance Building – Shingle Roofing Replacement Project VGCRP #20-03pc.

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

2.c. Knitter moved on to the her next action item, a change order for Cypress Cove Filter System Renovation Project–Ph. 1, ACRP#19-01c

Knitter reported that the contractor provided an error in the amount of the Change Order provided to staff last month. This error amounts to an additional \$798.60 that accounts for the actual costs incurred by the Contractor to hire a subcontractor (Pump Repair company) to complete the pump impeller repairs. The contractor did provide back-up documentation to justify the expense.

Staff recommended the Board approve Change Orders #4 to Mechanical, Inc.'s contract for a net increase of \$798.60 to the Cypress Cove Filter System Renovation Project-Ph.1, ACRP#19-01c to account for the typo in Change order 3 for actual expenses incurred to complete the filter pump repair by their subcontractor.

MOTION by Coleman and seconded by Kranz to approve Change Orders #4 to Mechanical, Inc.'s contract for a net increase of \$798.60 to the Cypress Cove Filter System Renovation Project-Ph.1, ACRP#19-01c to account for the typo in Change order 3 for actual expenses incurred to complete the filter pump repair by their subcontractor.

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

2.d. Knitter's next action item was seeking approval for a change order for Ide's Grove West – Timber's Edge Park - Engineering Services CA #19-03pc.

Knitter shared due to unforeseen additional services needed to complete the final permit drawings for Ide's Grove West Park Development as required by Village of Woodridge related to code review and compliance, the District's Civil Engineer, V3, needed to expand the agreed upon scope of services. Additional unforeseen services that V3 has provided include:

- Wetland buffer impact permit preparation and report with exhibits
- Multiple (four submittals) required based on the Village Review comments Including this change order, the engineering costs are only 5.5% of the total project construction costs, which is very reasonable as we generally see the costs between 10-15%.

Knitter added that including this change order, the engineering costs are only 5.5% of the total project construction costs, which is very reasonable as we generally see the costs between 10-15%.

Staff recommended the Board approve Change Order #1 to V3's contract for a net increase of \$8,300.00 to the Ide's Grove West – Timber's Edge Park - Engineering Services CA #19-03pc for additional unforeseen engineering services need to complete the village permit process.

MOTION by Mahoney and seconded by Venouziou to approve Change Order #1 to V3's contract for a net increase of \$8,300.00 to the Ide's Grove West – Timber's Edge Park - Engineering Services CA #19-03pc for additional unforeseen engineering services need to complete the village permit process.

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

2.e. Knitter's next action item was seeking approval for a change order for Ide's Grove West Park Development Project, CDP #19-05c-02.

Knitter reported that the prolonged permitting process resulted in a number of minor changes to the development scope and construction requirements. Some of these changes were negligible and did not impact quantities and pricing. However, some of the revisions did add to the project scope unforeseen at time of bidding. Knitter reviewed the changes and said the change order request is in line with cost estimates generated by Staff. Also required by the Village, but not included in the change order are expansions of native wetland buffer planting that will be completed in-house by the Natural Resources Manager and PDNRM team at a significant savings.

Staff recommended the Board approve Change Order #1 to D&J Landscape, Inc.'s contract for a net increase of \$13,894.20 to the Ide's Grove West Park Development Project, CDP #19-05c-02 for changes to project scope resulting from the permitting process.

MOTION by Coleman and seconded by Mahoney to approve Change Order #1 to D&J Landscape, Inc.'s contract for a net increase of \$13,894.20 to the Ide's Grove West Park Development Project, CDP #19-05c-02 for changes to project scope resulting from the permitting process.

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

2.f. Knitter's last action item was for Athletic Court Recoloring Project, CRP #20-02c.

Knitter reported that as a way to execute the full completion of the court development, Staff requested a proposal for the contractor to purchase and install four sets of net post, nets and straps for the existing four tennis courts at Hobson Corner Park, as budgeted in the capital replacement plan.

Staff recommended the Board approve Change Order #1 to US Tennis Court Construction's contract for a net increase of \$2,845.00 to the Athletic Court Recoloring Project, CRP #20-02c for the purchase and installation of four net posts, nets and straps.

MOTION by Coleman and seconded by Mahoney to approve Change Order #1 to US Tennis Court Construction's contract for a net increase of \$2,845.00 to the Athletic Court Recoloring Project, CRP #20-02c for the purchase and installation of four net posts, nets and straps.

Commissioner Venouziou asked if the nets were for pickleball or tennis. Knitter clarified that these were tennis court nets.

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

Knitter then moved on to her informational items.

Regarding the Hobson Corner Park - Fencing Project, Knitter shared the Covid-19 pandemic did affect this project. The contractor informed the District of an issue related to the project regarding supply chain delays related to Covid-19 impacting the fence fabric specified. The material which is typically readily available is currently running a four week lead time. The fabric for this project is scheduled to arrive the 3rd week of May. Pending receipt of materials the contractor anticipates 10-11 working days to complete the job.

In regard to the re-coloring of the courts, Knitter shared that due to the rainy weather the project has been delayed. The application of the crack repair system and surface color system require dry conditions and minimum overnight temperatures of 50 degrees and rising. The forecast appears to be stabilizing through mid-May and the contractor will begin filling and repairing cracks the week of May 11<sup>th</sup> and continue work as conditions allow. Knitter added that further work at Hobson Corner Park will be contingent on completion of the fencing replacement work. President Cohen asked when the courts will be able to re-open. Executive Director Adams shared that DCEO released guidelines for opening courts and that all courts will re-open once all the work is complete.

Knitter provided Ide's West updates sharing that the building permit will be received the week of May 11<sup>th</sup> at which time staff will work with the contractor to determine a revised construction schedule. The signage has also been ordered.

Knitter added that the state announced a \$25M “Rebuild Illinois” program. Staff researched the grant requirements and the District’s projects do not meet the criteria.

- Cypress Cove Filter System Renovation Project–Ph. 1: Mechanical, Inc. reached a point of substantial completion the week of March 30<sup>th</sup>. During April minor electrical tasks and change order related were complete. The RFP for the bonding issue addressed earlier in the meeting will be going out to contractors and results will be presented to the Board at the June meeting. After bonding is completed is for Mechanical Inc. and the Phase 2 Contractor Stuckey to coordinate a IDPH inspection.
- Cypress Cove Filter System Renovation Project–Ph. 2: The new pumps were delivered on May 1st. The contractor is confident that the full scope of work will be completed in mid-May in accordance with the original project schedule as bid.
- Outdoor Staff: Outdoor Staff continues to complete mulching at various facilities and park sites. They also seeded the body slide area at Cypress Cove and completed the annual installation of flowers at Memorial Park.

### Golf Course

Golf Course Manager Brandon Evans opened his report discussing his informational items.

The golf course opened for the 2020 golf season on May 1<sup>st</sup>, per the exception in the Governor’s “Shelter in Place” Executive Order 2020-32. Staff is following all of the guidelines posted in the Department of Commerce and Economic Opportunity (“DCEO”) restrictions for Golf Courses.

Evans added that demand for golf at Village Greens has been extremely high in the first week of the season, driven by the new Anniversary Membership program participants. Staff made the decision to allow only 9-hole play to increase capacity from 80 players per day to 160 players per day. Tee times from 6:00 a.m. – 7:00 p.m. have been selling out in less than three minutes each morning, three days in advance. Rounds for the first seven days of May were 1,247, including just under 1000 member rounds, compared to 451 rounds for the first seven days of May 2019.

Evans said Staff is anxiously waiting for a change in the Executive Order that will allow a further increase in capacity, and they are planning a variety of ways to accommodate the surge in demand.

Staff completed the bunker renovations on #4, #6 and #14 by filling in those bunkers, regrading and re-sodding. The bunkers had faulty drainage and restoring them as actual bunkers would not have solved the underlying issues. Staff also started a simpler bunker drainage project on one of the greenside bunkers on hole #7. That project will be completed in house in a matter of days.

President Cohen acknowledged what a great job Evans and his Staff are doing at Village Greens during these trying times.

### Recreation

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

Ritter shared that Sarah Porter, recreation supervisor, has been busy updating the parent camp manuals and staff training manuals to reflect all the Covid restrictions. She and the Camp Staff are looking for on-site entertainment options since there will be no field trips.

Ritter reported that Staff added six new virtual instructional sport programs through our All-Star Sports vendor. Three week, 30-minute sessions offering basketball, baseball, T-ball and soccer for 3-9 year olds will be available for \$30 per session (\$10 per class).

Ritter referenced a letter in his board addressed to IAPD from 19 DuPage County Area Park Districts and Village agencies. In the letter they offer input to hopefully provide recommendations and restrictions which can be incorporated

into the Governor's Phase 3 Recovery Plan when developing specific guidelines through the Governor's office and the Illinois Department of Public Health. The restrictions specifically address limited Summer Programs, Fitness Centers located within a Recreation Center, One on One Personal Training and Outdoor & Indoor Fitness.

Ritter shared that the Rec Staff met last week to discuss the future of recreation programming in all the Phases. Recommendations included:

- Talking to current vendors to determine what they can do on-site or virtually. What will their on-site programs look like?
- Looking at a July 6<sup>th</sup> start date as a potential first date for programming including camp. This will provide enough time review and implement guidelines.
- The May 27<sup>th</sup> summer registration date will be moved to a future date – once we have a better understanding of programming.
- Staff will need time to train staff and get them prepared for all the restrictions they will need to work under.
- The District will not be offering Senior Trips – it is too difficult to maintain social distance while transporting them on trips. It will also be difficult to maintain social distancing during their weekly meetings. Staff maintains weekly communication with the Golden Years group and they are OK with the District placing their programming on hold – they are in no rush to get back. Investigating possibility for virtual meetings for their smaller groups – crafting, book club, fishing, etc...
- Since the new guidelines are expected to allow groups of ten or less, outdoor fitness programs are being planned for the Duffy Pavilion at the ARC. One-on-one personal training is expected to be allowed as well.
- Camp is still exploring the best options for campers. If they cannot meet in person options include “camp in a box” – all camp supplies for the week would be given to the campers so they can work on the activities at home. Ritter shared that some parks are cancelling summer camps and others are changing their start dates.
- Movies in the park may change to a Drive-In movie, possible at Cypress Cove parking lot.

Ritter ended his report congratulating Julie Rhodes on her 29<sup>th</sup> anniversary and recognized her dedication to the District. Commissioner Coleman thanked Julie for her years of service, then President Cohen acknowledge the hard work the Rec Staff has been doing.

### Aquatics

D.5. Executive Director Adams opened the Aquatics report addressing the decision to suspend the Cypress Cove 2020 Operating Season. Adams reminded the Board that on May 5, 2020 Governor Pritzker released the “Restore Illinois” Plan specifying a five-phased plan that will eventually reopen the state. Based on the metrics required to move to the next phase at the earliest every 28 days, the following gathering limitations are specified based on an ideal scenario whereby all the health metrics are met, Phase 2 = May 1<sup>st</sup> - 28<sup>th</sup> (essential gatherings limited to 10 or less), Phase 3 = May 29<sup>th</sup>- June 25<sup>th</sup> (all gatherings restricted to 10 or less), Phase 4 = June 26<sup>th</sup> – July 23<sup>rd</sup> (all gatherings restricted to 50 or less), and Phase 5 = TBD (no gathering limitations / vaccine and widely available treatment).

Executive Director Adams referenced the compilation of guidelines/restrictions, impacts/challenges, associated obstacles and comments as it relates to providing a safe and financially feasible operation, that appeared in the Aquatics Board Report. He shared that the largest obstacle facing the District is the Gathering Limitations & Social Distancing Requirements based on IDPH approved Phase implementation, which is 10 or less in Phase 3 and 50 or less on Phase 4. Aquatic Manager Amanda Nichols confirmed that just to operate the facility requires 59 employees, which exceeds the gathering limitations.

Executive Director Adams reported that while the CDC did provide guidelines for the operation of water parks and swimming pools, they ultimately defer to the local authorities, which in Illinois is the IDPH who issues the pool permits. At this point, the IDPH has not issued any guidelines, so the District is continuing to follow the guidelines put forth in the Governor's “Restore Illinois” plan.

Nichols added that there are just too many risks involved with safely opening the pool and maintaining safety for all Staff and patrons. She added it is difficult but a necessary decision.

Additional discussion ensued about all the challenges facing opening the pool and what other local municipalities are doing with their facilities.

After discussion, President Cohen said that the District faces too many hurdles to even open Cypress Cove. While we may get some push back from the public about closing, it is the right thing to do. Commissioners Coleman, Kranz, Venouziou and Mahoney were all in agreement that it is in everyone's best interest and safety to close Cypress Cove for the 2020 operating season.

President Cohen asked about the possibility of opening the Splash Pads. Executive Director Adams shared that under the current guidelines the District is not allowed to open Splash Pads. Commissioner Coleman asked if the Splash Pads would eventually be able to open. Adams shared that it would be very difficult to open. Staff would be needed to maintain social distancing which would be very difficult.

After further discussion, there was a MOTION by Mahoney and seconded by Venouziou to approve the closure of Cypress Cove Family Aquatic Park's 2020 Operating Season due to Covid-19 impacts and compliance with Illinois Governor's "Restore Illinois" plan.

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

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

Executive Director Adams shared that next steps are notifying Staff and issuing a press release regarding the closure of Cypress Cove for the 2020 operating season.

Commissioner Mahoney asked if the District would be issuing refunds to any individuals or organizations that already purchased passes or booked rentals. Executive Director Adams confirmed that refunds will be issued. Adams continued, adding that District will continue to do everything they can to provide services to the public and maintain our parks including opening them up as soon as guidelines allow.

#### Maintenance

6.a Superintendent of Parks & Operations John Karesh opened his report with action item Lake Harriet & Lake Carleton Fish Restocking, MSP #20-04pc.

Karesh shared that typically the District restocks Lake Harriet in conjunction with the Jubilee for the annual fishing derby. However, with the recent cancellation of the event, staff recommends still restocking Lake Harriet as well as Lake Carleton to further encourage a healthy outdoor recreational activity. The fish include channel catfish and largemouth bass.

Karesh said the District received a proposal from Keystone Hatcheries, Inc. in the amount of \$1,742.70 which includes a 10% discount.

Staff recommended the Board approve a proposal from Keystone Hatcheries, LLC in the amount of \$1,742.70 to restock Lake Harriet and Lake Carleton with fish.



Commissioner Coleman asked in lieu of accepting the 10% discount, could the District get additional fish. Karesh said if the Board wants to pursue this he could discuss the option with Keystone Hatcheries.

After discussion, Staff recommended the Board approve a proposal from Keystone Hatcheries, LLC in the amount of \$1,742.70 to restock Lake Harriet and Lake Carleton with fish, and to increase the amount of fish by removing the 10% discount.

MOTION by Coleman and seconded by Mahoney to approve a proposal from Keystone Hatcheries, LLC in the amount of \$1,742.70 to restock Lake Harriet and Lake Carleton with fish, and to authorize Staff to increase the amount of fish by removing the 10% discount.

AYES: Coleman, Mahoney, Kranz, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Karesh then moved on to his informational items:

- Full-time maintenance staff with the assistance of Recreation staff Julie Rhodes and Brad Keene, continue to mow park turf on a weekly basis. He recognized what a great job Julie & Brad are doing.
- Per approval of the Executive Director one of the Permanent Part Time employees started May 18<sup>th</sup>.
- Ballfields are being dragged as time allows.
- The 2008 Toro 580D mower that was replaced last year per the Capital Replacement Program and previously approved for disposal sold at auction for \$9,050.00

Karesh closed his report sharing that due to the soaking rains and the large volume of storm water, over an inch an hour that occurred at the latter part of the storm event on May 17<sup>th</sup>, 2020, the District experienced some areas of flooding. As a result crews are unable to mow some areas temporarily and also experienced some extensive damage to the Hawthorne Hill Woods access drive. The flow and volume of storm water in the creek channel was too great for the driveway culverts which caused the driveway gravel surface to collapse and one of the flared end sections to wash away. Crews have secured the area as it is impassable and there are open and obvious holes and voids in the drive. We started the process of submitting an insurance claim with PDRMA and will be reaching out to an engineer to inspect and provide initial direction and permanent engineering solution. Staff anticipates this project will take some time to complete engineering, permitting and reconstruction.

Executive Adams noted that once Julie Rhodes and Brad Keene return to their normal responsibilities in mid-June there will be a need to bring back some PPT and seasonal staff to help with mowing, garbage pick-up and other responsibilities.

### Marketing

Marketing and Public Relations Manager Megan Romano opened her report sharing that the Summer E-Guide continues to be updated as programs/events are cancelled and registration dates change. A list of changes are on the front cover and a "Cancelled" graphic is placed over the program/event on the inside pages. Staff is preparing for the fall activity guide by getting quotes for a potential reminder postcard printing and delivery and will export the fall programs for review on May 18<sup>th</sup>.

Romano reported that marketing staff branded the stay-at-home social media campaign as "Recreation at Home." A weekly calendar is posted on Sundays, with daily reminders posted each day. Additionally, a Recreation at Home web page was created that houses those activities, as well as other videos and activities provided by our vendors, which as 5 Star Soccer Camps and All Star Sports.

Romano added that Marketing staff is working on a "Places to Play" guide, which will include pictures of all District parks and facilities along with a listing of amenities. A template was finalized and we are working on the publication in between projects. The guide will remain digital for now, but can be printed at a later date.

Romano closed her report sharing that the ARC Fitness Manager provided marketing with written workouts, which the graphic designer turned into a colorful, instructional graphic. It was posted on the ARC website and social media pages.

Safety

Julie Rhodes shared that there are no accident reports as the facilities remain closed.

CONSENT AGENDA

MOTION by Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for approval of minutes and Agenda Items #2 through #10 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$708,927.53.

1. Regular Board Meeting Minutes .....	May 19, 2020
2. Vendor Payment, Payroll Ratification & Refunds Report (4/17/20 – 5/14/20) .....	\$708,,927.53
3. Fleet US, LLC, Athletic Field Lining Equipment Purchase, CRP #20-05pc .....	\$8,500.00
4. Mechanical, Inc. – Cypress Cove Filter System Renov.–Ph. 1, ACRP#19-01c, Payout #5 .....	\$4,019.65
5. Stuckey Construction Company - Cypress Cove Filter System Renov. – Ph. 2, ACRP#19-04c, Payout #3 .....	\$101,654.10
6. Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #1 .....	\$3,237.58
7. US Tennis Court Construction – Athletic Court Recoloring Project, CRP#20-02c, Payout #1 .....	\$11,757.06
8. V3 Companies, Ltd., Town Centre Sled Hill, SWPPP Reporting CA#19-06pc, Payout #7 .....	\$600.00
9. V3 Companies, Ltd., Ides Gr. West – Timber’s Edge Park – Engineering Services, CA #19-03pc, Payout #7 & #8 .....	\$3,910.85
10. Williams Architects – Cypress Filtration System- Ph. 2 – Aquatic Engineering Services, CA#19-04pc, Payout #7 .....	\$1,257.80

President Cohen requested a roll call approving consent agenda items #1 through #10.

Upon a roll being called:

AYES: Coleman, Mahoney, Venouziou, Kranz 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. 20-8, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (2003 Toro Sand Pro Field Groomer).

Executive Director Adams shared The 2003 Toro Sand Pro Field Groomer has exceeded its life usefulness and was recently replaced with a new groomer in accordance with the Capital Replacement Program. Staff seeks Board authorization to dispose of the surplus property and recommends selling the equipment with the Obenauf auction service.

MOTION by Mahoney and seconded by Coleman to Ordinance 20-8, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (2003 Toro Sand Pro Field Groomer).

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

MOTION CARRIED.

F.2.a. Executive Director Adams moved on to the next item to consider to changing the District's Fiscal Year to a Calendar Year Basis.

Executive Director Adams shared an annual subgoal of the District for FYE2020 was to consider changing the District's fiscal year from May 1<sup>st</sup> to April 30<sup>th</sup>, to a calendar year basis (January 1<sup>st</sup> to December 30<sup>th</sup>). The primary reason is to improve financial efficiencies and reporting to better align the budget with District overall operations and functions especially taking into account the calendar year financial performance of revenue facilities. He referenced some of the benefits of making this transition:

- Aligns budget process with the tax levy approval process reducing duplication of effort
- Aligns budget with financial performance of the District's revenue facilities and department operations
- Aligns budget with IMRF & insurance rate changes based on actual rates vs. estimated rates
- Syncs and aligns budget with capital replacement & development planning and project implementation minimizing carry forwards and expense accrual
- Pension fund data would align with year-end; tracked on a calendar basis
- Complete audit preparation/fieldwork prior to busy season
- Reduce quantity of accruals, prepaid expenses, & revenue deferrals
- Aligns with annual revenue memberships
- Employee performance evaluations and merit salary increases aligns with the calendar year
- Recreation programming to fall within a one calendar year versus over two fiscal years / Coincides with recreation program schedules
- Budget preparation scheduled during less busy time of the year
- Calendar year audited data would be easier to compare with other park districts audits (significant amount of districts have already transitioned to calendar year basis)

Adams then addressed the challenges of the transition:

- First year calendar budget would have a large fund balance carryforward
- Transition would result in preparing for and adopting two budgets in a short period of time (Stub Year Budget Approval July 2020 / Calendar Year Budget Approval December 2020)
- Loss of historical budget performance data for comparison and trends
- Administrative & Legal transition requirements (Ordinance, Policies, State & County filings, etc.)
- Additional Audit within short time frame
- Incode general ledge system conversion cost \$1,000

Commissioner Venouziou asked if we would have a "short" year. Executive Director Adams shared that the transition would involve the creation of a stub year budget (May 1, 2020 to December 20, 2020) to be followed with the new full year budget starting (January 1, 2021 to December 30, 2021). Hopefully, by the time Staff starts planning for the new calendar budget in mid to late fall, we will have more definitive coronavirus guidelines to better plan and more accurately budget.

Commissioner Mahoney asked when a decision needs to be made. Executive Director Adams said if the Board agrees to the transition an Ordinance would be presented at the June or July meeting. He shared that he consulted with other agencies that went through this process to see how the transition went to vet out any potential issues. The Board agreed to move forward with the transition.

Executive Director Adams then addressed the FY2020-2021 Mission Statement, Strategic Goals & Annual Subgoals/Objectives. Adams recommended revisions to the Mission Statement, Strategic Goals and proposed Annual Subgoals/Objectives. He noted a majority of the recommended revisions were a result of the Strategic Planning process exercises completed with Staff and Board feedback. He said a draft of these were included in the Board Report, and that Annual goals created specific to Strategic Planning feedback are referenced with an italicized reference note (\*\*\*). The 'Draft' is provided to review in advance of adoption at either the June or July regular board meetings.

Executive Director Adams then provided COVID 19 and its impacts on each department and the District. He referenced the detailed information in his Board Report.

Executive Director Adams closed his report sharing that Based on recent discussions with Nicor, they plan on scheduling the final pipeline connection in the 63<sup>rd</sup> Street parking lot starting the first week of June, pending final coordination. The rescheduling from July was at Nicor's request to take advantage of the Governor's "Stay-at- Home" Executive Order while the athletic fields are shut down. Park District and Village staff concurred and are waiting for the final schedule and press release from Nicor.

## COMMITTEE REPORTS

### SEASPAR

No report

### Jubilee

No report

### PDRMA

Executive Director Adams reported that PDRMA is continuing to monitor all COVID matters and Staff continues to participate in their webinars.

## EX-OFFICIO REPORT

### Plan Commission

No updates.

### Chamber of Commerce

No report.

### Affiliated Athletic Associations

Ritter shared that WAA officially cancelled its house league season. A decision has yet to be made regarding the travel league. They have asked when the state reaches Phase 3 would the District consider letting them use the baseball fields for practices only. They said they will be following all CDC guidelines. The concern is the District will not be able to monitor if they are following the guidelines. Additionally if we open the fields, will there be public pressure to open other facilities.

## OLD BUSINESS

Executive Director Adams shared that during the last rain/flood event, he went to Triangle Park to see how the stormwater project was operating. He reported that everything that was supposed to happen, happened. He checked with the Village and they had no reports of residential flooding.

## NEW BUSINESS

Executive Director Adams shared that School District 99 was promoting that on Friday May 22<sup>nd</sup> at 20:20 (8:20 pm) that for 20 seconds they encourage residents to make noise for the class of 2020.

Executive Director Adams then reported that Naperville Park District advised their Staff and legal team to file a lawsuit against the State on the restrictions placed on Park Districts during this time.

President Cohen closed the meeting recognizing the hard work the District has completed during the Covid pandemic.

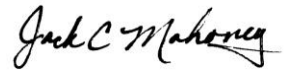
## ADJOURNMENT

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

MOTION by Mahoney, seconded by Coleman to adjourn the regular board meeting at 8:41 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