



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:30 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Mahoney and Venouziou. Absent: Coleman. Kranz. Staff present: Adams, Webber

PUBLIC PARTICIPATION  
None

PRESIDENT'S REPORT

C.1. President Cohen opened his report asking if there is a motion to call for a Public Hearing regarding the 2021 Budget & Appropriations Ordinance on December 15, 2020 @ 6:30 p.m. prior to official ordinance adoption.

MOTION by Mahoney and seconded by Venouziou to call for a Public Hearing regarding the 2021 Budget & Appropriations Ordinance on December 15, 2020 @ 6:30 p.m. prior to official ordinance adoption.

President Cohen requested a roll call.

Upon a roll being called:

AYES: Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: Coleman and Kranz

MOTION CARRIED

STAFF REPORTS

Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened his report discussing the Bond Post Issuance Compliance & Record Keeping Annual Report.

Webber shared that District policy states Staff is to complete a post issuance compliance checklist for Illinois Governmental Use Bonds whenever Bonds are sold. This is a Checklist developed by the National Association of Bond Lawyers and the Government Finance Officers Association that the District voluntarily prepares and is a fundamental requirement relating to the sale of Bonds and the District has certain duties and obligations to fulfill after the sale. Staff completed this checklist per the policy and filed the checklist accordingly for record keeping purposes.

Webber then reported that Staff completed the required annual audit reporting. The District published the Notice of Availability of the Audit Report in the Bugle newspaper, filed the Annual Financial Report with the Illinois Comptroller's Office, filed the audit at DuPage and Will County's and submitted the audit on the Electronic Municipal Market Access system as required for the District's municipal bond issues. Additionally, staff submitted the audit to the Government Finance Officers Association for consideration to be awarded the Certificate of Excellence in Financial Reporting for the April 30, 2020 audit.

Webber noted that Staff provided the Board a copy of the April 30, 2020 Popular Annual Financial Report or PAFR. As a reminder the 2019 PAFR was the first submission of the PAFR to the GFOA and the District received the Award for Outstanding Achievement in Popular Annual Financial Reporting for the first time. He explained that this is a condensed, easy-to-read version of the CAFR to help the general public and interested parties understand the District's finances, in an

easy to read format. Staff submitted this PAFR to the GFOA in hopes of receiving the award for the second consecutive year.

Webber then reported that as of today, the District has received 99.16% of the 2019 Tax Levy or \$7,138,023.

Webber shared that open enrollment is underway for the 2021 health benefits as approved at the last meeting. Given the restrictions on meeting sizes and to mitigate virus transmission Staff has created a digital presentation utilizing PowerDMS to present the 2021 changes instead of conducting in person meetings.

Webber closed his report explaining that another downside to Covid-19 is the rise of fraud cases related to unemployment benefits at the State level. The District encouraged all Staff to go onto the IDES website and ensure that their identity has not been stolen and used to claim fraudulent benefits. To date, five full time employees have had this occur however due to using Unemployment Consultants we were able to notify those employees. Webber said that is a problem happening across the country and encouraged everyone to check their information and their families.

Executive Director Adams then asked Webber to update the Board on the District's IT matter. Webber reminded the Board that at the October Board meeting it was discussed if the District should hire a third-party vendor to handle its "daily" IT needs as opposed to hiring a full time Staff member. Webber shared that Sterling Network Integration ("SNI"), the District's existing IT partner, notified the District that they recently hired an engineer who could provide ongoing IT Help Desk services. The District received two pricing options from SNI that were closely aligned with what the District budgeted for. Staff is going to further explore this option and share its final recommendation with the Board at the December meeting.

President Cohen asked if the services would be a monthly retainer charge. Webber explained that it will be a monthly fee based on the number of computers the District has. SNI would remotely monitor all computers, install any software and come out to work on the units, as needed.

### Planning

2.a. Executive Director Adams opened the Planning report with the first action item, the ARC, Falconridge and Janes Ave Park Split Rail Fencing Project.

Adams reported that Staff let the bid on October 21<sup>st</sup> and sent the notice to three fencing contractors that the District worked with in the past. Two of the Contractors notified Staff prior to the bid opening that the project was outside of their comfort level. Staff conducted the bid opening on November 5<sup>th</sup>, with the following results:

<u>Contractor</u>	<u>Base bid</u>	<u>Alternate Bid #1</u>	<u>Alternate Bid #2</u>
Western Remac, Inc.	\$111,800	\$40,000	(\$2,500)

Alternate Bid #1 is for the fabrication of 40 replacement banner poles budgeted in the Capital Replacement Plan for the following park sites: Caddie Corner Park, Echo Point Park, Hobson Corner Park, Ides' Grove East Park, Mendingwall Park, Seven Bridges Park, Summerhill Park, Sunnydale Park and Westminster Park.

Alternate bid #2 is to salvage, refurbish and reuse the existing aluminum rails at Falconridge fencing.

Adams noted that Western Remac is a local Woodridge company and they have done work for the District in the past.

The proposed schedule for the work to be completed is as follows:

- Contact Approval: November 10<sup>th</sup>
- Fencing Fabrication: November – February
- Fencing Installation: March 1 – 30, 2021

Staff recommended the Board consider accepting Western Remac, Inc., as the low qualified bidder and approve a contract in the amount of \$149,300.00 based on accepting the Contract Base Bid Total and Alternates #1 and #2 for the ARC, Falconridge and Janes Ave Park Split Rail Fencing Project, CRP 20-08c.

MOTION by Mahoney and seconded by Venouziou to accept Western Remac, Inc., as the low qualified bidder and approve a contract in the amount of \$149,300.00 based on accepting the Contract Base Bid Total and Alternates #1 and #2 for the ARC, Falconridge and Janes Ave Park Split Rail Fencing Project, CRP 20-08c.

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

2.b. Executive Director Adams moved on to Planning's final action item, Hawthorne Hill Woods Culvert Repair – Engineering Services CRP #20-02pc.

Executive Director Adams shared that Staff finally heard back from PDRMA (the District's insurance provider) and the adjuster who identified that reimbursement would be provided for the earthen embankment solution to repair the washout that occurred this spring at the service road culvert and pipe south of the bike path crossing. He added that before engineering services begin, Staff will also review with the Village to determine if the storm water management ordinance allows for the repairs under the maintenance provision which may minimize the need for extensive permit reviews, consequently expediting the permit and construction process, as well.

Executive Director Adams reported that in order to complete this project, the District needs to consult with an engineer. Staff requested a proposal from Living Waters Consultant, an engineer the District used on many successful erosion projects, most recently Crabtree Creek and Triangle Park Erosion Control Projects. He said the first step to begin this repair is to hire the engineer to complete the engineering design services related to this repair project. Please note, PDRMA confirmed that engineering services would be included in reimbursable costs for this project. The scope of these engineering services includes:

- Site evaluation with mapping, studies and field assessments
- Plans and Specifications – Final designs and opinion of probable costs
- Permit submittals to various required agencies
- Bidding services – pre-bid meeting and evaluation of submitted bids
- Construction observation – 3 visits

Adams noted, that if an alternate solution (e.g. bridge) is warranted and feasible, structural engineering services are not included in this proposal.

Staff recommended the Board consider approving a proposal from Living Waters Consultants dated June 23, 2020, in the amount of \$26,750.00, for the Hawthorne Hill Woods Culvert Repair – Engineering Services CRP 20-02pc.

MOTION by Mahoney and seconded by Venouziou to approve a proposal from Living Waters Consultants dated June 23, 2020, in the amount of \$26,750.00, for the Hawthorne Hill Woods Culvert Repair – Engineering Services CRP 20-02pc.

Commissioner Venouziou asked if this proposal is pending or if the District is going to begin work. Executive Director Adams said the Consultant needs to complete now regardless of whether or not we need extensive permitting.

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

Executive Director Adams then referred to the Planning report for the Department's informational items. He briefly provided the following updates:

- Ide's Grove West Park: The contractor completed most of the punchlist items and removed the fence and opened the park to the Public on October 29<sup>th</sup>, with immediate use. The District is receiving great feedback from the public on the new park.
- Town Centre Sled Hill: The hill was seeded and is already beginning to germinate. School District 68 asked its engineer to provide a final grading plan that shows the final grades that connect the sidewalk from the proposed new parking lot area along the sled hill to the south west corner of the Jefferson spectator area. This sidewalk was shown on the sled hill plans, but the grades were not accurately depicting the finished grade conditions. There will also be two additional tree removals that will be required as a result of the sidewalk connect. Lastly, the school district is requesting additional fencing/gate adjustments that will need to be coordinated outside of this scope, as well.

Commissioner Venouziou asked the status of the sidewalk work that still needs to be completed by Earthwerks. Executive Director Adams said they are waiting to get a timeline for the remaining work and then will proceed with requesting a plan for completion of the sidewalk installation work from Earthwerks.

#### Golf Course

Executive Director Adams opened the Golf Course report sharing that the Course is still open, but their Staff is being reduced due to the decreased day time hours. He reported that the course is in good shape, with the exception of some tee boxes which are showing wear and tear due to the amount of rounds played.

Commissioner Mahoney asked how the golf course was doing financially. Webber provided a brief update and discussion ensued about financials, Covid impacts, the anniversary membership program and staffing.

#### Recreation

Executive Director Adams opened the report sharing that the state's new Tier 2 restrictions announced on November 9<sup>th</sup> should not affect the District. Even with new size restrictions it looks like nothing will need to be cancelled. Staff can manage the programs, but they will need to be managed and spaced out differently.

Executive Director Adams then shared that participation levels continue to hover around 30%, which is pretty consistent with the Chicagoland area.

Executive Director Adams reported the following:

- The "Walk Among the Monsters" event held on October 24<sup>th</sup> at the Maintenance Facility. Staff worked with the Maintenance Crew and three groups from previous Haunted Forest Walk's to set up a spooky walk through the garage. A pre-sale of tickets was held with 35 people allowed through every 30 minutes and 428 tickets were sold.
- The District hosted the 1<sup>st</sup> Halloween House Decorating Contest with 27 participants. Judging was done by staff on October 28<sup>th</sup>. The Marketing Department also set-up a survey for people to vote for their favorite house for a People's Choice award. Awards were given to the cutest, scariest and favorite houses.
- The "Chili Fling and Fire" Disc Golf event is scheduled for November 21<sup>st</sup>.

#### Aquatic

Executive Director Adams shared that Aquatic Manager Amanda Widloe is still working at the golf course but will be returning to the office soon. At that point she will begin planning for the 2021 season based on various operation models pending updated IDPH Covid-19 restrictions.

#### Maintenance

Executive Director Adams presented the Maintenance report highlighting the following:

- Staff continues to transition to "Fall" mode, working on winterizing, repairing and aerating fields and other projects.

- Staff worked with the Sheriffs Work Alternative Program (SWAP) to unpack, assemble and install some of the new tables and benches for Ides West Park. SWAP provided the District 30 hours of additional labor for this project.
- Staff continues to work on various tasks at all of park sites. The tasks are taken from the comprehensive maintenance task list that is compiled from annual park inspections.

Marketing

Executive Director Adams opened the Marketing report sharing Megan Romano continues to work closely with the web development company on the launch of the District’s new website. He then shared:

- Staff is currently prepping for the Winter 2021 E-Guide which will cover programs taking place in January, February and March and will be published on Thursday, December 10<sup>th</sup>.
- The Marketing Department continues to help Staff promote upcoming events and programs via social media posts, website graphics and listing, emails, marquees, digital screen ads at the ARC and FHCC and event signage.

Executive Director Adams closed the report sharing the video that the Department created for the Ides Grove West Park virtual ribbon cutting ceremony. He reported that the software used to produce the video was very easy to use and that the District plans on making short videos like this to promote future events and marketing initiatives.

Administration

8.a. Executive Director Adams opened the Administration report with the only action item, ratification of a Portable Projector Purchase. Adams shared the District’s existing Panasonic portable projector was purchased in 2009 and was no longer working efficiently and not clearly projecting.

Staff recommended the Board ratify the Executive Director’s approval to purchase one Optoma 5000 Lumen WUXGA portable laser projector from Fathom Media, Inc. for \$1,877.34 and approve the expenditure in the FY2020 (Stub Year) Capital Replacement Program (Fund 11) budget.

MOTION by Venouziou and seconded by Mahoney to ratify the Executive Director’s approval to purchase one Optoma 5000 Lumen WUXGA portable laser projector from Fathom Media, Inc. for \$1,877.34 and approve the expenditure in the FY2020 (Stub Year) Capital Replacement Program (Fund 11) budget.

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

Safety

Executive Director Adams shared that programs participants are experiencing the usual bumps and bruises associated with programs.

CONSENT AGENDA

E.1.-7. MOTION by Venouziou and seconded by Mahoney to approve Consent Agenda Item #1 for approval of October 20, 2020 Regular Board Meeting minutes, Consent Agenda Item #2 for approval of October 27, 2020 Special Board Meeting minutes and Agenda Items #3 through #7 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$426,404.62

1. Regular Board Meeting Minutes .....	October 20, 2020
2. Special Board Meeting Minutes (Budget Workshop) .....	October 27, 2020
3. Vendor Payment & Payroll Ratification Report (10/16/20 – 11/05/20).....	\$426,404.62
4. Hacienda Landscaping – Echo Point Park Games Court Dev. Project, ADA20-01pc, Payout #1 (Final) .....	\$11,344.00
5. Living Waters Consultants – Hawthorne Hill Wetland Delineation (Final).....	\$5,500.00
6. Steve Piper & Sons, Inc. - 2020 Summer Tree Maintenance Project, MSP#20-06pc, Payout #6 .....	\$1,000.00

7. V3 Construction Group, Ltd. – Triangle Park Restoration Project, CDP#18-01c, Payout #8..... \$1,760.00

President Cohen requested a roll call approving consent agenda items #1 through #7.

Upon a roll being called:

AYES: Venouziou, Mahoney and Cohen

NAYS: None

ABSENT: Coleman, Kranz

MOTION CARRIED

### EXECUTIVE DIRECTOR'S REPORT

F.2.a. Executive Director Adams began his report with his first action item 2020 Preliminary Levy Request / ('Draft') An Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2020 for Calendar Year January 1, 2021 Through December 31, 2021

Executive Director Adams reminded the Board that Staff presented for Board review at the October 20, 2020 Regular Board Meeting the preliminary proposed levy amount for the 2021 Budget. Per State statute at least 20 days prior to adopting the Tax Levy Ordinance, the Board of Park Commissioners must meet and formally determine the estimated amount of money to be levied in 2020 and extended in 2021.

Executive Director Adams explained that the tax levy is developed by establishing District priorities, estimated FYE2021 budget needs and the constraints of the applicable State statutes (i.e., Property Tax Extension Limitation Law "PTELL", Article 5 of the Park District Code, which outlines the taxing powers of the District, General Levy Authority as derived from the Illinois Code in addition to the authority granted under Article 5 of the Park District Code and the Truth in Taxation Act). He added that The Tax Limitation Law (tax cap legislation) limits growth to the lessor of 5% or the Consumer Price Index (CPI).

Adams shared that the District is required to hold a public hearing if the proposed total levy exceeds 105% of the prior year levy. Based on the requested estimated levy being under the Truth in Taxation 105% threshold, a public hearing is not required, however the public is provided opportunities to submit comment under the Public Participation agenda. He added that no revisions were made since the presentation of the proposed tentative tax levy presented at the October 2020 Regular Board Meeting.

Staff recommended the Board approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2020 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2020 for Calendar Year January 1, 2021 Through December 31, 2021.

Adams noted that the District does post an explanation letter on the website at the Fred C. Hohnke Community Center & Administrative Offices that details how the District determined the levy with all the relevant information. He also reiterated that right now the Board is not approving the Levy, they are just announcing the preliminary determination and making it available for public inspection.

MOTION by Mahoney and seconded by Venouziou to approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2020 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2020 for Calendar Year January 1, 2021 Through December 31, 2021.

AYES: Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: Coleman and Kranz  
MOTION CARRIED.

F.2.b. Executive Director Adams moved on to his next action item, approving the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021, Posting for Public Inspection for 30 Days.

Adams explained the combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the District may incur in its next budget year. The appropriations serve as an upper limit on what may be spent during the current fiscal year. He said it is a statement of the maximum amount that could conceivably be spent if sufficient funds were available.

Adams noted the appropriation for each budget line item typically exceeds the budgeted amount by 15% on average to ensure staff has some leeway in spending based on unforeseen expenses and/or expenditure fluctuations. However, due to unknown spending impacts caused by the Covid-19 pandemic several line item appropriations may reflect a larger appropriation percentage. Also, some items may exceed the 15% based on the unknown volatility of certain budget items (e.g. legal services, utilities, capital projects, etc.). The overall appropriation percentage increase over budget is 21%.

Adams reminded the board that per State statutes the District is required to approve a budget and appropriations ordinance within the first quarter of the fiscal year. A tentative budget and appropriation ordinance for fiscal year beginning January 1, 2021 and ending December 31, 2021 must be made available for public inspection for at least 30 days prior to final action. He shared that the tentative ordinance will be made available beginning November 11, 2020 subsequent to Board consideration at the November 10<sup>th</sup> Board meeting. Prior to adoption of the ordinance, the Board must also hold a public hearing. The notice for the public hearing is scheduled to be published December 2, 2020 in the Bugle newspaper as required per state statute, and a copy of the B&A ordinance will be posted on the District's website for 30 days.

Staff recommended the Board approve the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 and make available for public inspection for 30 days beginning November 11, 2020.

MOTION by Mahoney and seconded by Venouziou to approve the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 and make available for public inspection for 30 days beginning November 11, 2020.

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

F.2.c. Executive Director Adams presented his final action item, approval of Resolution No. 20-13, A Resolution Re-Dedicating Ide's Grove West Park to the Woodridge Park District.

Executive Director Adams shared that to memorialize the re-dedication and officially recognize the Park Planning Committee Members, Staff recommends adoption of a resolution to re-dedicate Ide's Grove West Park.

Staff recommended the Board consider approving Resolution No. 20-13, A Resolution Re-Dedicating Ide's Grove West Park to the Woodridge Park District.

MOTION by Venouziou and seconded by Mahoney to approve Resolution No. 20-13, A Resolution Re-Dedicating Ide's Grove West Park to the Woodridge Park District.

AYES: Venouziou, Mahoney and Cohen

NAYS: None  
ABSENT: Coleman and Kranz  
MOTION CARRIED.

### COMMITTEE REPORTS

#### SEASPAR

Executive Director Adams noted that the SEASPAR 2020 Levy and the Annual Financial Report for the Year Ended May 31, 2020 was included in the Board Packet for review.

#### Jubilee

No report

#### PDRMA

Executive Director Adams reported that the District continues to receive updates from PDRMA on the ever changing Covid-19 guidelines, and that HR Staff is working with them on 2021 Insurance Enrollment.

### EX-OFFICIO REPORT

#### Plan Commission

No report.

#### Chamber of Commerce

No report.

#### Affiliated Athletic Associations

Executive Director Adams shared that Deputy Director Don Ritter is working with WAA to finalize the 2020 per player fee assessment and will share at the December Board Meeting.

### OLD BUSINESS

No report

### NEW BUSINESS

No report

### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 7:29 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary