



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

OTHERS PRESENT: John Balzano, Piper Sandler; Bill Yunker, 1541 Talcott Road. Woodridge

#### BINA HEARING

President Cohen opened the Board Meeting with the BINA hearing. He stated the intent of the public hearing is to receive public comments on the proposal to sell not to exceed \$2,150,000 General Obligation Tax Park Bonds in accordance with the Bond Notification Issuance Act.

President Cohen then explained the reason for the issuance of bonds is to sell bonds in the amount of \$2,150,000 to provide the revenue source for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, to provide the revenue source for the payment of principal and interest due on the District's outstanding Debt Certificates, Series 2014, and Debt Certificates, Series 2015C, and to make payments to the Village of Woodridge, Illinois, pursuant to an intergovernmental agreement for park purposes with said Village.

President Cohen announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance. Executive Director Adams asked if there was any oral testimony or any public comments concerning the issuance of bonds. There was none.

President Cohen then asked for additional comments from the Park Commissioners. There was none. He then asked Executive Director Adams if there was any written testimony concerning the proposal of the issuance of bonds. Adams responded there was none.

President Cohen announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance.

President Cohen requested a motion that the hearing be adjourned.

MOTION by Kranz and seconded by Venouziou to adjourn the hearing.

President Cohen asked if there was any further discussion from the Board. There was none. President Cohen then requested a roll call be taken to vote on the motion to adjourn the hearing. Upon a roll being called:

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

#### PUBLIC PARTICIPATION

Executive Director Adams asked if there was any public participation at this time and there was none.

## PRESIDENT'S REPORT

President Cohen opened his report asking for a motion to call for a Special Board Meeting / FYE2021 Budget Workshop, April 4, 2020 @ 8 a.m. at the Fred C. Hohnke Community Center, Willow Board Room.

MOTION by Kranz and seconded by Venouziou to call for scheduling the Annual Budget Workshop for Saturday, April 4, 2020 @ 8 a.m. at the Fred C. Hohnke Community Center, Willow Board Room.

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

AYES: Kranz, Venouziou and Cohen

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

President Cohen then moved on to his next item, discussing the ARC Facility as a DuPage County Election Commission ("Commission") Polling Place. He deferred to Executive Director Adams for additional information.

Executive Director Adams shared that per DuPage County Election Commission requests, the ARC has been an election polling place for both consolidated and general elections since the facility opened in 2017.

Staff has reservations about the ARC continuing to be a polling place in general but have specific additional concerns with the two upcoming elections: March 17, 2020 – General Primary Election ("Primary") and November 3, 2020 – General Election ("General").

The Primary election is scheduled for a day when KIDZ Squad (Afterschool Program) will be in the facility. Thus, the facility will only have one room available for polling, Program Room A, which means the public will be coming in thru the front doors. The last Primary, which was very small, there was a line in the hallway for most of the afternoon/evening which created difficulty for KIDZ Squad and facility participants to access the bathrooms and move safely thru the facility to include blocking the elevator.

Executive Director Adams added that as a public entity it does put the District in a tough situation. He added that several District 68 schools are also polling places and that they expressed similar concerns. He stated that the schools will remain open for the general primary election on March 17<sup>th</sup>, 2020, but will be closed for the General Presidential election on November 3, 2020. He continued, reporting that when the schools are closed the ARC Facility adds more Open Gym/Turf times throughout the day to cover the increased demand from the kids being off school.

Based on the large expected polling turnout for the General election, the Commission would request use of all three Program rooms. Previously, when the Commission used all three rooms, voters were directed to use the west exterior entrance. However, voters ignored the signs directing them to the west entrance and furthermore this provided no interior areas to form lines, which the Commission raised concerns about lines having to form outside, especially if there was inclement weather. In anticipation of a large voter turnout for the 2020 General election, long lines would inevitably form outside of the ARC facility, a situation the Commission does not want to create. Additionally, at least one program room door must remain unlocked for voters to access bathrooms, thus creating unmonitored access into the facility. Staff could let them use the main front entrance but again that would result in long lines forming down the hallway, impacting front desk operations and possibly extending out the front entrance doors impacted ARC users trying to access the facility.

President Cohen asked if the District was under any obligation to be a polling place. Adams responded that the District is under no obligation that he's aware of and added that in addition the ARC, the District also permits election polling places at the Fred C. Hohnke Community Center and Village Greens Golf Course.

After discussing the issue, the Board agreed that the ARC should not be a polling place moving forward if possible. Adams pointed out that it may be too late to cancel for the March Primary on March 17<sup>th</sup>, but that he would bring the Board's concerns to the Election Commission and provide their feedback at the February Board meeting.

President Cohen then introduced Blake McMahon, the new Park Maintenance Operations Manager. McMahon said a few words and Superintendent of Parks John Karesh elaborated on his background.

President Cohen then acknowledged Karesh on his 25<sup>th</sup> anniversary with the Park District. Executive Director Adams then recognized Karesh's achievements as well as everything the Maintenance Department accomplished under his tenure.

President Cohen then shared that state Senator John Curran is the recipient of the Illinois Association of Park District's (IAPD) "Legislator of the Year" Award. Executive Director Adams added that Senator Curran would be seated at the Park District table at the IAPD/IPRA annual conference luncheon, and pointed out that Senator Curran was a former Woodridge resident and continues to be a great supporter of the Park District.

Prior to the closing of President Cohen's report, Commissioner Kranz proposed that the March 17<sup>th</sup> Board Meeting be changed to March 10<sup>th</sup> since March 17<sup>th</sup> is the Primary Election. After discussing, Executive Director Adams said he would check with Commissioners Mahoney and Coleman, and that the final date could be solidified at the February Board Meeting.

## STAFF REPORTS

### Finance

E.1.a Superintendent of Finance & Personnel Chris Webber opened his report reminding the Board that at the December Board Meeting, Piper Sandler & Co. (previously Piper Jaffray) presented to the Board possible refunding options for the 2014 & 2015 ARC Debt Certificates. Three different scenarios were presented to the Board which would have resulted in savings at different amounts and intervals. Direction from the Board was to finalize a recommendation upon discussions with Staff and Piper Sandler & Co. After those discussions, Staff feels that the option that provides the most savings – with the savings being allocated as much as possible to 2029, 2032, 2033 and 2034 maturities would be the best option. By doing this the District would save the most money possible as well as lessen the debt payment burdens in future years.

Webber then introduced John Balzano of Piper Sandler who presented the refined options for further Board feedback.

Balzano began his presentation sharing a market update. He reported that rates are at all-time lows. There is a lot of supply in the market and demand is following. People are looking for bonds to buy and now is a good time to consider these types of issuances.

Balzano then reviewed the two options Piper Sandler is recommending. Option #1 concentrates savings in later years, leveling debt service requirements beginning with 2025 and thereafter - note that the final payment in 2034 is increased versus current debt service. Option #2 concentrates savings in later years, leveling debt service requirements beginning with 2025 and thereafter, but leaves the 2034 payment the same as currently structured.

Executive Director Adams noted that the Town Centre bonds are held by the Village of Woodridge and they have already re-financed the bonds twice realizing net savings for both the Village and the District. Commissioner Venouziou asked if the Village refunded and re-purchased. Adams confirmed the refunding.

Adams said that after discussing with Staff, they recommend Option #2 as it produces the most net savings overall, especially on the back end. He emphasized that this option offers flexibility in future refundings if needed.

After Board discussion, the Board agreed with Staff to pursue Option #2 now. Adams explained that the next steps would be to draft a Parameters Ordinance for the February meeting that gives the financial underwriters to monitor the market and advise the Board authorized representatives as to when the District should take action and approve accordingly.

Webber then moved on to his informational items, reporting that payroll data for the calendar year 2019 has been reconciled and end of year payroll reports and W2 information submitted for printing to the District's vendor, Incode. Deadline for issuance and reporting of this information is January 31<sup>st</sup>. He said that additional IRS reporting for 2019 is required for compliance with the Affordable Care Act. The data is currently being complied for the IRS reporting deadline of April 1, 2020. The 1095-C forms (ACA) are required to be furnished to employees by March 2, 2020 however staff will furnish once provided by PDRMA which should be in late January.

Webber shared that Village Greens year end was 12/31/2019 and staff will prepare a modified general ledger closing along with a profit and loss statement for the 12-month period ended 12/31/2019 for the February board meeting once any adjustments have been finalized. He noted that audited financials for Village Greens will continue to be prepared along with the CAFR for the District at the close of the Fiscal Year, April 30, 2020.

Webber reported that Staff hosted the first of two job fairs on Saturday, January 4, 2020 at the ARC. The job fair had 40 patrons come through the event which was the targeted number. Ten people completed their online applications at the job fair with a handful of others that were in process.

Webber noted that NeoGov, the new online application software is now live. There are currently 27 jobs posted to it for current and seasonal hiring needs. Since it went live on January 2<sup>nd</sup>, the site received 365 hits, which represents people looking at our career page and the positions we have available.

Webber closed his report sharing that Matt Maturo, the District's new IT Coordinator began on January 2, 2020.

### Planning

Superintendent of Planning & Development, Jenny Knitter, began her report sharing that she had no action items for Board consideration.

Knitter then moved on to the Planning department informational items. She shared that the Ide's Grove West Park Development Project, CDP #19-05c-02 went out to bid on January 15, 2020, and to date there are already 16 plan holders. Bids will be opened in February and presented for Board consideration at the February Board Meeting.

Knitter than discussed the Plunge Pool Main Drain Pipe Repair Project, ACRP#19-06pc. She reported that the contractor was scheduled to complete the pipe lining on site on January 14, 2020. Unfortunately, they ran into an issue. Following setup and placement of the camera into the 6" drain pipe they quickly found that the pipe does not run as initially anticipated. From the drawings and descriptions, Staff believed the pipe ran straight and the cracked fitting was in the first 90-degree elbow, however it was determined that there were actually two additional fittings before the cracked section.

With only one access point the contractor could not navigate that many bends. It's too much to push their liner. The District will be charged for the hours incurred on site. Staff is now reaching out to another contractor who did pipe replacement work in the past to see seek a proposal to excavate, remove and replace the pipe. The project is expected to cost more than \$25,000 so the project will be going out to bid. Knitter said that Julie Rhodes will be asking for permission to bid in her Aquatics Board report and that if all goes as planned the bid results will be presented to the Board at the February meeting.

Knitter then discussed Phase 1 and Phase 2 of the Cypress Cove Filter System Renovation Project. For Phase 1 she shared that the aquatic engineer submitted response comments to IDPH and resubmitted drawings upon IDPH's request and are awaiting approval of permit to release contractor to begin demo and installation. For Phase 2, IDPH provided comments and is requesting additional flow calculations from the District's Aquatic Engineer, who plans to resubmit later

this week. Knitter emphasized that this work must be completed before the start of the season and that their deadlines are getting tighter.

Knitter closed her report discussing the Natural Resource & Landscape Project Updates noting that although the weather may be cold, work has not stopped. She pointed out that regarding invasive tree removals at Lake Harriett Island, staff successfully burned the brush in place saving a significant amount of time and labor. This was the first in-house brush pile burning conducted by the District.

Commissioner Venouziou asked for a status on the Sled Hill Project. Knitter shared that she recently spoke with the contractor and that he had been in a car accident and was just released from the hospital. She anticipates that work on the sled hill should start up again in March. President Cohen asked how this would affect our timing. Executive Director Adams said Staff will need time to get the seed planted and growing to the District's quality standards, which typically takes two growing periods – early spring and early fall. If Staff cannot seed until the fall, the grass may be a little too sparse. He added that the dirt really won't need time to settle as they are nor constructing anything structurally on top of the hill and that the contractor compacts the dirt according to a specified density as each soil lift is added.

### Golf Course

E.3.a Golf Course Manager Brandon Evans opened his report seeking Board approval on a Pace of Play System Lease.

Evans shared that as a result of the 60<sup>th</sup> anniversary membership campaign, an influx of golfers is expected at Village Greens especially during the week. He also noted that proper pace of play is consistently rated as one of the most important features customers expect from a golf course operation, and that it is also one of the biggest areas of complaints when not enforced.

Evans further explained that Village Greens currently schedules rangers on Friday through Sunday to monitor and respond to pace of play issues. No rangers are scheduled for or budgeted for Monday through Thursday. To add a ranger Monday through Thursday would cost about \$12,000-\$14,000 in seasonal wages. As minimum wage increases yearly, that figure will also increase.

Keeping that in mind, Village Greens Staff is recommending the lease of a Pace of Play Management system from TagMarshal. Many of the top courses around the country use this system. The system uses GPS technology to monitor traffic around the course, and alerts golfers and management when problems arise. It also uses artificial intelligence and data points to help determine problem spots around the course for further review. As an added benefit, the system doubles as a GPS system for golfers to view course layout and yardages via a tablet installed on the golf carts. Further, there is a two-way communication system so guests can alert management of problems on the course, and/or management can alert patrons for things like approaching weather.

Staff recommended the Board accept the Golf Course Pace of Play Management Software proposal from TagMarshal, Inc. in the amount of \$15,300 per year and authorize the Executive Director to enter into a contract agreement pending final attorney review for the Village Greens Pace of Play System Lease Program, VGMSP #20-01pc.

MOTION by Venouziou and seconded by Kranz to accept the Golf Course Pace of Play Management Software proposal from TagMarshal, Inc. in the amount of \$15,300 per year and to authorize the Executive Director to enter into a contract agreement pending final attorney review for the Village Greens Pace of Play System Lease Program, VGMSP #20-01pc.

Commissioner Venouziou asked for more specifics about the tracking. Evans stated that at any given time the screen in the cart will show golfers exactly where they stand in terms of pace of play whether they are ahead or behind. Staff will have the ability to set parameters, so if a group falls behind, the system will begin to alert the golfers as well as Staff that attention is required.

Executive Director Adams noted that the contract would be for three years and that the District's attorney will be reviewing the contract's terms and conditions.

Commissioner Venouziou then asked if the system would be installed in time for the spring. Evans said that it would only take about two weeks to install the system into all the carts and that everything would be ready to go when the course officially opens. The system consists of a 7-inch tablet that will be installed into each cart and the actual GPS chip will be tied into the cart's ignition system and not the battery, so it won't drain the cart battery.

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

Evans then reported on his informational items:

- Rounds for December totaled 423 vs. 0 last season. Of those rounds, 320 were played by Anniversary Members. Rounds played for the year totaled 27,188 vs. 28,735 last season and 42,468 historically.
- Wet conditions have prevented heavy equipment from accessing the Bunker Renovation projects on #4 and #6. It is likely that this project will have to be completed in the spring

Evans closed his report updating the Board on the status of the 60<sup>th</sup> Anniversary Membership Program. Board Discussion ensued regarding status of the local golf climate to include potential area golf course closings.

#### Recreation

Superintendent of Recreation Don Ritter opened his report sharing that over the past weekend the ARC hosted a MLK Travel Basketball Tournament as well as a 14U Girls Travel Softball Round Robin Tournament on January 20<sup>th</sup>.

Ritter than congratulated the Golden Years' Crafting Club for their extremely successful year. The club made and gave 5,556 individual items this year (approximately 3,500 items last year) including hats, mittens, blankets, scarves, etc. to their multiple charities.

Ritter then moved on to his final discussion item, reporting that due to unforeseen expenses, the Woodridge Athletic Association (WAA) has requested that the Woodridge Park District consider delaying the WAA Per-Player User Fee payment (due in December 2019) until after the 2020 baseball season. WAA has indicated a concern about having to use some of their reserve funds in order to be able to afford the payment. Ritter reminded the Board that the Park Board approved the WAA Affiliate Agreement at the September 17, 2019 Board Meeting.

Ritter reviewed the WAA financials and upcoming operation expense commitments.

Ritter than addressed some of the District's concerns, the first being the proposed \$10,000 in recommended field improvements. Any field improvements must first be run through the District as the fields belong to the District. Many of the improvements WAA proposes can potentially be completed by in District crews and save WAA the \$10,000. At this point WAA has yet to formally discuss any improvements with the District.

Ritter also stated that the District has a signed agreement with WAA stating they would pay the per player user fee in December of 2019. WAA pointed out that they did not sign the agreement until August after the 2019 season started in August. Ritter pointed out that WAA was given the agreement in February of 2019, with the expectations that it would be signed and finalized in March of 2019, but WAA delayed the final review and approval for various reasons.

Ritter than shared that WAA increased their user fees in January of 2019 in anticipation of having to pay the Per Player User Fee at the End of the Year. Additionally, the District already has the revenue budgeted, so if the District agrees to delay the fee, it will be a loss to the District. Additionally, if the Board considered waiving the fees for the 2019 season, the Staff would request that WAA still be invoiced for the direct expenses they incurred such as portable toilet units and electrical costs for lighting, as those were built into the per player fee.

Executive Director Adams noted WAA provides a great service to the Community. He added there's also a commitment to the agreement to ensure the District receives the necessary funds in order to offset the specific expenses incurred to meet the specific maintenance needs of the program that meets both the District's and WAA's expectations to provide safe high quality fields. He agreed with Ritter that depending on the scope of work, the proposed field improvements could be handled in-house which would leave WAA an adequate reserve fund. He added that WAA is the only entity that the District charged for direct expenses and not overhead charges to offset maintenance and upkeep expenses, pointing out that the District's own in-house programs such as softball and soccer pay both direct expenses and overhead charges.

Ritter clarified that WAA is not asking the District to delay the 2019 payment, but to completely waive it and start the agreement in 2020.

After discussion the Board concurred that they were not comfortable with waiving the fee for 2019, especially since WAA budgeted for it and raised fees in anticipation of it, but are open to reviewing and funding the proposed field improvements. Ritter indicated he will present to the WAA the Park Board's concerns and ask them for more details about the proposed field improvements.

#### Aquatics

E.5.a Julie Rhodes opened the Aquatics Report seeking Board approval on the recommended fees for the 2020 aquatic season.

Rhodes shared that Fee changes are proposed in each category which were presented to the Board with the Aquatic Workshop Outcomes in December. Proposed fee increases are primarily attributed to the State mandated minimum wage increase. Approval of the fee structure is necessary in order to finalize FY2020/21 budget.

Staff recommended Board approval of the FY2020/21 Fee Schedule as presented.

MOTION by Kranz and seconded by Venouziou to approve the Cypress Cove Family Aquatic Park FY2020/21 Fee Schedule.

Executive Director Adams reported that Staff will be developing a marketing campaign to educate the public on the District's increased fees resulting from the state mandated minimum wage increase.

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

E.5.b Rhodes moved on to her next action item, seeking Board authorization to bid the Drain Pipe Leak Repair Project, AMSP#20-01c.

Rhodes referred to Superintendent Knitter's Planning report from earlier in the meeting for information about Drain Pipe Leak Repair Project.

Staff recommended the Board authorize Staff to bid the Drain Pipe Leak Repair Project, AMSP #20-01c.

MOTION by Kranz and seconded by Venouziou to authorize Staff to bid the Drain Pipe Leak Repair Project, AMSP #20-01c.

AYES: Kranz, Venouziou and Cohen  
NAYS: None

ABSENT: Coleman, Mahoney  
MOTION CARRIED.

Rhodes next covered her informational items, sharing that at the Job Fair held on Saturday, January 4<sup>th</sup>, from prospective applicants interviewed on site, the Aquatic Department will hire the following:

- Lifeguards – 3
- Concessionaires – 3
- Deck Attendants – 1
- Guest Services/Admissions – 1
- Support Staff - 1

Rhodes reported that the Aquatic Department is preparing for returning staff, and new hires. Returning invitations were sent out in December; the deadline for returning staff was December 31<sup>st</sup>. The return rate for the 2020 season is currently 65%. The first employee paperwork/tax form day was held on Thursday, January 2<sup>nd</sup>.

Rhodes closed her report congratulating Amanda Widloe on her 16<sup>th</sup> anniversary with the Woodridge Park District on January 19<sup>th</sup>.

### Maintenance

Superintendent of Parks & Operations John Karesh opened his report sharing that the 2019 Vehicle Expense Report is attached to his board report. Karesh stated it is important to note that some of the vehicles and equipment listed in “poor condition” have been pushed to extend the life of the equipment and/or scheduled for future replacement.

Karesh then shared that Holiday lights have been turned off for the season and are being removed as time & weather allows and that preliminary work has begun for the FYE2021 budget process. He then reported that Staff recently constructed three storage bins behind the building to store mulch, granite and baseball infield mix. The District originally budgeted to purchase all of the concrete blocks, however the Village was changing their Public Work yard space and graciously donated approximately 40 concrete blocks to the District. This will provide the additional material storage the department needs.

Karesh closed his report sharing that himself and the District’s Sports Field Specialist attended the Sports Turf Managers Association conference the week of January 13<sup>th</sup>. The conference provided continuing education and onsite training of ballfield maintenance, sport turf management, topdressing programs, turf grass stress tolerance and strategies on weed control.

### Marketing

E.7.a Megan Romano, Marketing & PR Manager, opened her report with her only action item, Website Redesign Project.

Romano shared that back in 2018, the Marketing Department hosted an all-staff website workshop to brainstorm design and layout ideas for the new website. Staff shared constructive criticism about the current website and likes and dislikes of other park district sites. The Marketing Manager incorporated the comments from the meeting, as well as the website traffic and search history into consideration to create a new website sitemap. This sitemap is an important supplement to the website redesign RFP, which helped web companies provide the most accurate quote. The RFP was sent out November 2019 and were due by December 18, 2019.

The Marketing department received a total of 7 proposals for the 2020 Website Redesign and Implementation project:

- |                        |   |
|------------------------|---|
| • Weblinx.....\$12,960 | • CivicPlus ..... \$19,999                |
| • Revise.....\$13,770  | • Jet Advertising.... \$36,790 - \$39,910 |
| • Purei .....\$17,625  | • American Eagle..... \$47,850            |
| • Invex.....\$19,700   |   |

Romano reported that Weblinx, the District's web provider for the last 12 years, provided the lowest quote for nearly half of the budgeted amount. They designed all three of the District's park district websites (Main, Cypress Cove and ARC) and staff is very satisfied with their service.

President Cohen asked how many years the agreement was for. Romano clarified that the agreement is not yearly, that it is a one-time service for re-designing, building and implementing the website, and that Staff will maintain it. President Cohen then asked for the projected timeline. Romano said the project could take between six months and a year depending on the content, and that the design process will take the longest.

Staff recommended the Board accept Weblinx as the low qualified bidder based on a RFP process and approve a contract agreement in the amount of \$12,960.00 to complete a redesign of the District's main website and complete implementation services.

MOTION by Venouziou and seconded by Kranz to accept Weblinx as the low qualified bidder based on a RFP process and approve a contract agreement in the amount of \$12,960.00 to complete a redesign of the District's main website and complete implementation services.

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

Romano moved on to her informational items reporting that the Marketing Department spent the last month focusing their efforts on the following:

- WSA Early Bird Registration
- Girls Softball Early Bird Registration
- Cabin Fever Family Fun
- Coach of the Year Nominations
- ARC \$3 Enrollment

Romano then stated that the Marketing Department invested a lot of time into video development and marketing in the last month. Videos were created for the job fair, the ARC's \$3 enrollment promotion, open playtime and WSA spring soccer and were posted to Facebook, Instagram and the Reach screens at the ARC and CC.

Romano closed her report sharing that the Cypress Cove website will be undergoing a behind-the-scenes update, redesigning it into a responsive site and moving to an online content management system. The website will be tentatively launched in mid- February.

Safety

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

Rhodes concluded her report by reviewing the Accident/Incident Report from December 2019.

CONSENT AGENDA

MOTION by Venouziou and seconded by Kranz to approve Consent Agenda item 1 for approval of December minutes and Agenda items 2 through 7 for Vendor Payment & Payroll Ratification for a total amount of \$732,470.38.

1. Regular Board Meeting Minutes.....December 19, 2019
2. Vendor Payment & Payroll Ratification Report (12/13/19 – 1/16/20) ..... \$732,470.38
3. Family Landscaping & Treeworks, Inc. - 2019 Summer Tree Maint., MSP#19-07pc,

Payouts 8 & 9 (Final).....	\$4,095.00
4. V3 Companies, Ltd., Ides Gr. West – Timber's Edge Park – Engin. Services, CA #19-03pc, Payout #6.....	\$6,900.00
5. V3 Companies, Ltd., Town Centre Sled Hill, SWPPP Reporting CA#19-06pc, Payout #5.....	\$600.00
6. Williams Architects – Cypress Filtration System – Aquatic Eng. Services, CA#18-01pc, Payout #10 .....	\$360.62
7. Williams Architects – Cypress Filtration System- Ph. 2 – Aquatic Eng. Services, CA#19-04pc, Payout #3.....	\$3,927.72

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

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams began his report with an action item to consider approval of Ordinance No. 20-1, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (Manual (6.2 - Park Area & Shelter Permit Procedures, 8.6.9 - Use of Park Facilities & Programs by Employees).

Regarding policy 6.2 - Park Area & Shelter Permit Procedures, Adams reminded the Board that Staff sought Board feedback at the September 2019 Board meeting regarding the matter. Board consensus was to leave the policy as written that refunds would be considered on days that Village Green's golf course closes due to inclement weather, but would consider minor revisions to assist in assessing and processing refunds.

For Policy 8.6.9 - Use of Park Facilities & Programs by Employees, Adams shared with the Board at the December 2019 Regular Board meeting, in order to better attract qualified employees to work for the District, management staff recommended adding an employee benefit to allow seasonal employees use of the ARC Fitness Facility while working for the District. After further review, management staff also recommends adding use to Cypress Cove Family Aquatic Park.

Staff recommended the Board approve Ordinance No. 20-1, an Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (6.2 - Park Area & Shelter Permit Procedures, 8.6.9 - Use of Park Facilities & Programs by Employees)

MOTION by Kranz and seconded by Venouziou to approve Ordinance No. 20-1, an Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (6.2 - Park Area & Shelter Permit Procedures, 8.6.9 - Use of Park Facilities & Programs by Employees).

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

G.1.b. Executive Director Adams moved on to his next action item seeking Board approval for Ordinance No. 20-2, An Ordinance of the Woodridge Park District, DuPage and Will Counties, Illinois, Amending Ordinance No. 19-13, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District

Adams reported that the Board approved Ordinance No. 19-13 at the December 17, 2019 Board Meeting to establish fees and charges for the 2020 calendar year. Based on the approved revision in Policy 6.2 establishing criteria to use in deciding requests for refunds due to cancelled park shelter permits caused by inclement weather or unforeseen circumstances, a similar revision is necessary within the Fees Ordinance.

Staff recommended the Board approve Ordinance No. 20-2, An Ordinance of the Woodridge Park District, DuPage and Will Counties, Illinois, Amending Ordinance No. 19-13, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Venouziou and seconded by Kranz to approve Ordinance No. 20-2, An Ordinance of the Woodridge Park District, DuPage and Will Counties, Illinois, Amending Ordinance No. 19-13, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

AYES: Kranz, Venouziou and Cohen

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

G.1.c. Executive Director Adams moved on to his final action item seeking Board approval for Strategic Planning Consultant Services, Proposal Approval.

Adams shared that Staff is seeking approval on a consultant proposal to provide facilitation services to assist and guide management staff in completing various strategic planning exercises to assist the District's Leadership Team in developing the District's focus for the next three years.

Adams elaborated that now that the ARC has been opened for three years and Staff has successfully managed all other critical aspects of the District, it is important to identify the District's strategic direction to take a proactive approach to establish a strategic direction for the District for the next three years. He reviewed the strategic planning goals to be considered:

- 1) Develop a District-wide & Department Specific Vision Statements,
- 2) Develop District-wide Core Values,
- 3) Reassess the applicability of current Mission Statement & Long Term Strategic Goals,
- 4) Complete a SOAR (Strengths, Opportunities, Aspirations & Results) Assessment of each department and the District as a whole,
- 5) Complete Organizational Structure & Functional Assessment, and
- 6) Identify Annual Sub-goals & Objectives

Adams shared that Chuck Balling, a well-respected retired park district executive director who specializes in this area, provided a proposal for facilitating this process at an hourly rate estimated at a total cost not to exceed \$5,800. Pending coordination of schedules, Adams anticipated the process would launch in February.

Staff recommended the Board approve a proposal submitted by Chuck Balling dated January 17, 2020 to provide strategic planning facilitation assistance services.

Commissioner Venouziou asked if this is a budgeted project. Adams said budgeted funds earmarked for a proposed recreational consultant program that the District is not pursuing is recommended to be used for the strategic planning services instead.

MOTION by Kranz and seconded by Venouziou to approve Chuck Balling Consultant's proposal in an amount not to exceed \$5,800 to provide strategic planning facilitation assistance services.

Adams then noted the strategic planning process will include the Board's feedback as well.

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

G.2.a Executive Director Adams then moved on to his first discussion item, the Capital Development Program Prioritization Exercise.

Adams reported that in 2018, the Park Board and staff completed an exercise to prioritize capital development projects to consider within a 3-5 year timeframe based on available funds. He noted the first exercise ranked the listed projects within their respective categories (e.g. Projects exceeding \$1MM, Major Renovation Projects, Neighborhood Parks, Environmental Projects, etc.) and that the second exercise ranked together all projects in priority order.

Adams then noted the biggest impact on prioritizing capital projects will depend on the outcome of any plans to begin phased development of the Town Centre property based on coordination of terms with the Village. He mentioned, regardless of the Town Centre discussions, continuous review and prioritization of proposed District capital projects is still in order.

Adams stated with the addition of three new Board members since that prioritization exercise, it warrants, pending Board consensus, to complete an updated priority exercise. Before that exercise is launched, staff recommends reviewing each of the projects listed, so that the Board has an understanding of the contemplated scope and to seek Board feedback regarding any additional projects that should be considered. Staff recommends scheduling a future Committee of the Whole meeting to allow sufficient time to review and discuss further. At a Committee of the Whole meeting agenda items are just discussed and no actions are taken. Following Board consensus to proceed, Adams closed the discussion stating he would send suggested meeting dates to the Board.

Adams then discussed the Town Centre Park Development Discussion noting the District is hosting the next working group meeting with the Village scheduled for January 31<sup>st</sup>. He shared that the District verbally notified the Village of the District's conceptual offer to assume funding of the development project in order to take advantage of the recently released Illinois Department of Natural Resources - Park & Recreational Facility Construction ("PARC") Grant with a deadline of January 21<sup>st</sup>, but that the Village was not comfortable in making significant decisions in such a short time frame in light of the potential grant offerings. At the January 31<sup>st</sup> meeting, discussions will continue and he hopes to have a more clear idea about where the Village stands on the District's proposed offer and desire to finalize terms towards that end. Adams noted, if the District wishes to pursue an Open Space Land Acquisition & Development ("OSLAD") Grant for the Town Centre site, the deadline is July 1, 2020. This means any potential agreements would need to be in place by May of 2020.

Adams then reported that the Illinois Environmental Protection Agency (IEPA) sent an inquiry about the status of unpaid invoices related to the permitting of unsuitable soils associated with the development of the ARC. The outstanding amount is \$9,916.40. Staff researched all files, accounts payables, etc. and found no evidence of any invoice submittals by the IEPA. Regardless, per an agreement between the District and IEPA, the amount is due. Staff processed the payment, which will be expensed to Fund 44 (Capital Development Program).

Adams then addressed the 63rd Street Park / Nicor Pipeline Construction Status. He said an email response received 11/17/20 from Nicor Representative stated: "...it is my understanding that our current plan to complete the work at 63<sup>rd</sup> Street would commence sometime after the 4<sup>th</sup> of July, allowing for completion of the baseball season there. I also understand that the parking lot should have been temporarily patched, is usable at this time, and will be usable for the baseball season. If there are any schedule changes we will be in further contact."

Executive Director Adams closed his report referencing the FYE2021 Strategic Planning/Budget Process Timeline.

COMMITTEE REPORTS

No report.

SEASPAR

No report.

Jubilee

Rhodes shared that monthly Jubilee planning meetings will begin in February and that Staff is starting to schedule bands and entertainment. Executive Director Adams noted that District staff recommends hosting the Oktoberfest again this year and are currently waiting on the Village to determine if they want to partner again.

PDRMA

No Report

EX-OFFICIO REPORT

Plan Commission

No new significant developments to note.

Chamber of Commerce

No report.

Affiliated Athletic Associations

Discussed in the Recreation report earlier in the meeting.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

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

MOTION by Kranz, seconded by Venouziou to adjourn the regular board meeting at 8:38 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary