



WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
October 20, 2020

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, Coleman, Kranz, Mahoney and Venouziou. Staff present: Adams, Chudzik, Curry, Knitter, Ritter, Webber.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

C.1. President Cohen opened his report congratulating Commissioner Jack Mahoney on his 35 years of service as a Woodridge Park District Board Commissioner. Cohen presented Mahoney with a special award from IAPD recognizing his 35<sup>th</sup> Anniversary. Executive Director Adams then reviewed Mahoney's background with the District, with Mahoney sharing additional details.

President Cohen then recognized Superintendent of Recreation & Deputy Director Don Ritter for his 25<sup>th</sup> Anniversary with the Park District. Executive Director Adams talked about Ritter's history with the District. Ritter was appointed Deputy Director in 2006.

President Cohen then recognized both Totschool teacher Cheryl Lange and Jack Daly, Golf Course Cartroom Attendant for their 5<sup>th</sup> Anniversaries.

C.2. President Cohen mentioned that the IAPD annual meeting is scheduled for Saturday, January 30, 2021 at 3:30 p.m. and that the Board shall certify a delegate and 1<sup>st</sup> through 3<sup>rd</sup> alternate delegates to take necessary action as a voting member at the annual IAPD board meeting. The following delegates were chosen:

- Delegate: Commissioner Venouziou
- 1<sup>st</sup> Alternate: President Cohen
- 2<sup>nd</sup> Alternate: Mike Adams
- 3<sup>rd</sup> Alternate: Don Ritter

C.3. President Cohen then reminded the Board that the Jefferson Jr. High School Outdoor Athletic Facility Dedication Ceremony is scheduled for Monday, October 26, 2020 @ 5:30 p.m.

C.4. President Cohen then reminded the Board that Ide's Grove West Park, Phase 2 (Timbers Edge) Park Dedication is currently scheduled for Saturday, October 31, 2020 @ 10:00 a.m.

C.5. President Cohen closed his report reminding the Board that on November 12, 2020 the District will be hosting a viewing party for the Illinois Association of Park District's (IAPD) 2020 Best of the Best Gala Awards.

#### STAFF REPORTS

##### Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened his report with his first action item, a proposal to provide Professional Auditing Services.

Webber reported that the current three-year agreement with Sikich, LLP ends with the December 31, 2020 upcoming audit and now would be a good time to consider a proposal to enter into a new three-year agreement for years ending December 31, 2021 through 2023. He added that Sikich has been partners with the District for the last 10 years and in that time provided outstanding auditing services, been the District's partner with new GASB pronouncements, provided guidance on

technical reporting issues, and been a sounding board with financial/auditing questions at all times. As seen at the September meeting, Sikich provides high end information to the Board in an easy-to-understand format and professionally answer any questions.

Webber explained the three-year proposal shows an average three-year fee increase of 2.20%, with only a slight increase for 2021 of .63%. Note the proposal does include additional fees in the event the District has grant related expenditures that exceed certain dollar thresholds.

Staff recommended the Board accept a proposal from Sikich, LLP for professional audit services for the audit years ending in December 31, 2021, 2022 and 2023 not-to-exceed the fees specified in the proposal.

MOTION by Coleman and seconded by Mahoney to accept a proposal from Sikich, LLP for professional audit services for the audit years ending in December 31, 2021, 2022 and 2023 not-to-exceed the fees specified in the proposal.

President Cohen asked if we have a good relationship with Sikich. Webber said that they are very accessible and responsive throughout the year whenever the District has questions. Executive Director Adams added that Sikich is one of the premiere municipal auditing agencies in the Chicago area and have a satisfactory reputation with municipal agencies.

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

1.b. Webber moved on to his last action item, a proposal seeking Information Technology Support Services in lieu of hiring a full time IT Support Specialist.

Webber shared that this is a position Staff has gone back and forth in regards to since the resignation of the prior IT Coordinator in August. Since then, issues regarding IT have been minimal and Staff feels that the District can save money by outsourcing to a third party. He added that Sterling Network Integration (SNI) currently handles all of the high-level issues related to server and network services however they do not provide day-to-day services related to hardware or software. Staff upon consultation with SNI feels that attempting to use a third party with specific tasks/services makes sense in at least the short term. An anticipated schedule has been provided and the Board will be apprised of the situation as it moves forward.

Staff recommended the Board authorize Staff to request Qualifications/Proposals for 3<sup>rd</sup> Party Vendor Information Technology Systems & Desktop Support services.

Executive Director Adams reviewed the history of the IT position including that it was a shared position with other park districts over the past several years. He stated that the District currently does not anticipate enough work in the short term to keep one full time Staff member busy, and that this is something the District should try and monitor performance. If it doesn't work, the District can re-visit hiring as an employee position.

President Cohen asked about the length of time commitment. Adams said it will depend on the proposal is drafted. Contracts can run between six months and one year, plus optional extensions if warranted. He emphasized that the District will only pay for the work performed.

MOTION by Coleman and seconded by Venouziou to authorize staff to request Qualifications/Proposals for 3rd Party Vendor Information Technology Systems & Desktop Support services.

Commissioner Venouziou asked if the Staff would be able to call the Desktop Support Services for day-to-day issues that may arise. Webber confirmed that Staff will be able to reach out to them and the cost would be less than using SNI.

Commissioner Mahoney asked if there will be a minimum charge for each call, and if so, what would it be. Adams shared that the District won't know these details until the proposals are received.

AYES: Coleman, Venouziou, Mahoney, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

Webber next discussed his informational items, opening with the 2021 Employee Health Benefits Plan Coverage. He introduced Connie Curry, the District's Human Resources Manager, who reviewed the plan in detail including current user statistics, the HRA account, the Employee Buy Out option, what the District funds and cost comparatives.

For 2021, PDRMA has determined premium changes on average as follows: HMO – 2.1% increase, PPO – 3.0% increase, Dental – 3.1%, Vision – no change. Staff received a Cost Modeling Tool from PDRMA which allows for an analysis of fifteen (15) different medical plans offered. In finalizing a plan recommendation, staff was cognizant of previous Board feedback and discussion to strive for the District's goal of providing quality, reasonable cost health care options for its employees while targeting a percentage of premium paid for by the District at 80-85% while controlling annual premium cost increases. After a thorough analysis, staff is recommending the District maintain the same HMO coverage for 2021 while making a change in the PPO plan for 2021. The PPO plan change will save the District money while allowing employees contributions to remain flat for 2021.

The following plan options and costs are recommended with Aetna and Blue Cross/Blue Shield (BCBS) as the insurance providers:

Medical Coverage Options:

- PPO (Aetna) \$2,500 deductible option with a \$2,000 HRA (District underwrites \$2,000) – Employee Cost = \$1,913.60 per life per year (no increase in employee share over prior year)
- HMO (BCBS) coverage cost to employee – Employee Cost = \$946.40 per life per year (no increase in employee share over prior year).
- Dental Cover with Orthodontia: Employee Cost = \$113.10 per life per year (3.6% increase in employee share over prior year)

Buy-Out Option (no change):

- Two Lives – Employee receives \$3,000 annually for not taking District Insurance
- Three or more Lives – Employee receives \$4,500 annual for not taking District Insurance

Vision Insurance:

- VSP retained as provider with 100% of cost covered by the District
- PDRMA Vision – additional vision coverage offered to employees with 100% cost assumed by employees (\$200 annual benefit)

Life Insurance:

- PDRMA at \$50,000 per full time employee

The changes in the employee share will result in an aggregate share of the premium to be 15.85% for 2021. This is based on current information and some assumptions staff has made based on future staffing needs/changes. For a comparison, in 2020 employees assumed 15.86% of the total premium cost.

Webber than noted that in 2021 PDRMA would be providing the District with a \$14,000 dividend return and that this may be an ongoing return moving forward.

Board discussion ensued.

Executive Director Adams shared that Staff's final recommendation will be presented at the next Board Meeting in order to finalize the plan options for employees during the open enrollment period as well as finalize any potential budget impacts.

Moving on to his next informational item, Webber shared that the Long-Term Financial Forecast will be presented at the start of the Budget meeting on October 27<sup>th</sup>, which will provide guidance in the budget process.

Webber then reported that the annual District rollover bonds closed on September 30, 2020 in the amount of \$911,000 which funds certain debt service payments as listed in his report.

Webber closed his report congratulating District accountant Marie Markatos, and her husband Bobby, on the birth of their first child, Evie Markatos. Mom and baby are doing great!

#### Planning

2.a. Superintendent of Planning & Development Jenny Knitter opened the PDNRM report with her first action item, ARC, Falconridge and Janes Ave Park Split Rail Fencing Project, CRP 20-08c. Knitter shared that as part of the Capital Development and Capital Replacement FY2020 Stub-year budgets, Staff identified the need to replace the existing shrub row at the ARC Soccer Field with custom split-rail fencing to match the design of the fence at Falconridge Park. Also noted, the fence at Falconridge Park as well as the fence south of the basketball courts at Janes Ave Park is in need or replacement due to the existing deterioration of the wood.

Knitted added that Staff completed specifications for the three park sites (Falconridge, ARC and Janes Ave) to match the same fencing detail to have a recreational corridor fencing aesthetic for residents to have a visual identity to District parks along Janes Avenue. Also, included in the specifications is an alternate to replace the existing banner poles also currently scheduled in the CRP budget since the wood is showing rot and deterioration.

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

- Bid Let: October 21<sup>st</sup>
- Bid Opening: November 5<sup>th</sup>
- Contact Approval November 10<sup>th</sup>
- Fencing fabrication November – February
- Fencing installation March 1 – 30, 2021

Staff requested Board authorization to bid the ARC, Falconridge and Janes Ave Park Fencing Project, CRP 20-08c.

MOTION by Kranz and seconded by Venouziou to authorize Staff to bid the ARC, Falconridge and Janes Ave Park Fencing Project, CRP 20-08c.

President Cohen asked if Staff invited the contractor who did the Falconridge Park fencing to bid on this project. Knitter said they will be notified.

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

2.b. Knitter moved on to the next action item, Park Bench Purchases, CRP #20-09c. Knitter explained as part of the FY2020 (Stub-year) Budget Capital Replacement Program, park benches are planned for replacement at Echo Point Park (2 for new baggo boards from ADA), Mendingwall Park (8) and Sunnydale Park (9). Maintenance staff will assemble and install the benches this winter, as time permits.

Staff recommended the Board accept NuToys Leisure Products an authorized dealer of Dumor as the low qualified bid secured from KPN Cooperative Purchase Program and approve a purchase order in the amount of \$24,041.70 for the purchase and delivery of the Various Park Bench Purchases, CRP #20-09c.

MOTION by Mahoney and seconded by Venouziou to accept NuToys Leisure Products an authorized dealer of Dumar as the low qualified bid secured from KPN Cooperative Purchase Program and approve a purchase order in the amount of \$24,041.70 for the purchase and delivery of the Various Park Bench Purchases, CRP #20-09c.

President Cohen asked how many total benches would be purchased. Knitter shared that 19 total benches would be purchased.

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

2.c. Knitter moved on to the next action item Picnic Table Purchases, CRP #20-10pc. Knitter shared that as part of the FY2020 (Stub-year) Capital Replacement Program, park picnic tables are planned for replacement at Echo Point Park (14), and Castaldo Park (4). Maintenance staff will assemble and install the benches this winter, as time permits.

Staff recommended the Board accept the proposal submitted by RJ Thomas Mfg. Co., Inc. dated October 6, 2020, in the amount of \$12,728.00 for the purchase and delivery of the Various Park Picnic Table Purchases, CRP #20-10pc.

MOTION by Mahoney and seconded by Kranz to accept the proposal submitted by RJ Thomas Mfg. Co., Inc. dated October 6, 2020, in the amount of \$12,728.00 for the purchase and delivery of the Various Park Picnic Table Purchases, CRP #20-10pc.

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

2.d. Knitter moved on to the next action item seeking Board approval of the Trash Receptacle Purchases, CRP #20-11pc. Knitter reported that as part of the FY2020 (Stub-year) Budget Capital Replacement Program, park trash receptacles are planned for replacement at Castaldo Park (4 including additional replacement slats), Summerhill Park (3), and Sunnydale (5 - slats only needed). These receptacles come assembled. Maintenance staff will work to locate the cans this winter, as time permits.

Staff recommended the Board accept the proposal submitted by Doty & Sons Concrete Products, Inc. dated October 9, 2020, in the amount of \$5,012.60 for the purchase and delivery of the Various Park Trash Receptacle Purchases, CRP #20-11pc.

MOTION by Mahoney and seconded by Venouziou to accept the proposal submitted by Doty & Sons Concrete Products, Inc. dated October 9, 2020, in the amount of \$5,012.60 for the purchase and delivery of the Various Park Trash Receptacle Purchases, CRP #20-11pc.

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

2.e. Knitter moved on to her next action item Janes Avenue Skate Park Ramp Replacement, CRP #20-12pc. Knitter explained as part of FY2020 (Stub-year) Budget Capital Replacement Program, staff identified one of the skate park ramps – a concrete jersey wall – that was showing cracking and deterioration. The manufacturer confirmed that this product is currently out of warranty. The construction of the new ramp is 7-gauge steel that is hot dipped galvanized and then painted

to look like a broken skateboard deck. The paint is super durable and the “deck” surface has a grip like surface for traction. When they install the deck, they will anchor it, so riders will not be able to move it.

Staff recommended Board acceptance of the proposal submitted by American Ramp Company dated September 30, 2020, in the amount of \$8,450.00 for the legal disposal of the jersey wall and purchase and installation of the new ramp shown above for the Janes Avenue Skate Park Ramp Replacement, CRP #20-12pc.

Commissioner Venouziou asked how tall the ramp is and when will the ramp be installed. Knitter said she will look into the height and they plan on installing the new ramp in the spring of 2021.

President Cohen asked if the Skate Park was open and if the ramp is still usable. Executive Adams confirmed that the park is still open, and Knitter replied that the ramp is still usable.

MOTION by Kranz and seconded by Coleman to accept the proposal submitted by American Ramp Company dated September 30, 2020, in the amount of \$8,450.00 for the legal disposal of the jersey wall and purchase and installation of the new ramp shown above for the Janes Avenue Skate Park Ramp Replacement, CRP #20-12pc.

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

NAYS: None

ABSENT: None

MOTION CARRIED.

2.f. Knitter moved on to her next action item Murphy School – 4 Bay Swing Replacement Purchase, CRP #20-13pc. Knitter reported that as part of the FY2020 (Stub-year) Budget Capital Replacement Program, the existing four bay swings at Murphy School need replacement. This proposal is only for the purchase and delivery of the swing structure. Staff received the following proposals for the four bay swings:

- Imagine Nation, LLC \$4,725.00
- Burke \$4,952.00
- Landscape Structures \$5,150.00
- Little Tikes \$5,438.04

Knitter shared that this winter, staff will request the additional proposal for the removal of the existing swings, removal of boarders and replacement with new concrete borders and ramps and playground surfacing.

Staff recommended the Board accept the proposal submitted by Imagine Nation, LLC, dated October 7, 2020, in the amount of \$4,725.00 for the purchase and delivery of the Murphy School – 4 Bay Swing Replacement Purchase, CRP #20-13pc.

MOTION by Mahoney and seconded by Venouziou to accept the proposal submitted by Imagine Nation, LLC, dated October 7, 2020, in the amount of \$4,725.00 for the purchase and delivery of the Murphy School – 4 Bay Swing Replacement Purchase, CRP #20-13pc.

AYES: Mahoney, Venouziou, Coleman, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

2.g. Knitter moved on to her last action item Playground Swing Mat Replacement Purchases, ADA #20-02pc. Knitter explained that part of the FY2020 (Stub-year) ADA Budget, the existing playgrounds need swing mats under the belt swings to provide accessibility to these kick out areas. Staff requested proposals from various vendors to provide the 37 mats needed at our parks:

- Parkreation, Inc. \$5,267.00
- Cunningham Recreation \$5,316.60
- Imagine Nation, LLC \$6,018.00
- BCI Burke Company, LLC \$7,675.00

Knitted noted that the proposal is for the purchase and delivery of the swing mats. This winter/spring, maintenance will install the new swing mats as time permits.

Staff recommended the Board accept the proposal submitted by Parkreation, Inc., dated September 30, 2020, in the amount of \$5,267.00 for the purchase and delivery of the Various Playground Swing Mat Replacement Purchases, ADA #20-02pc.

MOTION by Mahoney and seconded by Venouziou to accept the proposal submitted by Parkreation, Inc, dated September 30, 2020, in the amount of \$5,267.00 for the purchase and delivery of the Various Playground Swing Mat Replacement Purchases, ADA #20-02pc.

AYES: Mahoney, Venouziou, Coleman, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter then moved on to her informational items.

- Echo Point Park Games Court Development Project: Work began Wednesday, October 14<sup>th</sup> and should be complete within 2 weeks. Staff accepted delivery of the BYO-Bags boards. Removal of the existing horseshoe pits will be completed in house this fall/winter.
- Tree removals at assorted park sites are occurring as scheduled.
- Ide's Grove West – Park Development: A majority of the work is complete. Staff ordered the dedication plaque and will ensure installation in time for the dedication ceremony on October 31<sup>st</sup>.

Knitter then discussed Town Centre Sled Hill Development. She shared in the past month, the contractor completed the re-spreading of topsoil, final shaping and topdressing of the sled hill. They also completed seeding, removal of the haul road, and pavement repairs. Knitter shared the additional sidewalk scheduled for the east side of the hill from the north parking lot to the Jefferson Jr. High Athletic Complex was not completed and is currently being coordinated with the School District and Village. Board discussion ensued regarding next steps and working with the Contactor to complete the sidewalk.

Knitter closed her report updating the Board on the Natural Resource & Landscape Project Updates.

#### Golf Course

Executive Director Adams opened the report sharing that Golf Manager Brandon Evans will provide a "State of the Golf Course" at the November meeting regarding the current year and status of the 4-Step Short Term initiatives launched approved last year by the Board which were launched in this calendar year.

Executive Director Adams then reported that Staff is beginning to make end-of-season preparations for the golf course. Irrigation system winterization and greens aerification are scheduled to take place before the end of the month, while tree maintenance and stump removal will occur once the task of leaf clean-up is complete.

Executive Director Adams closed the report sharing that 9,195 rounds were played last month, more than double the rounds played the previous year.

#### Recreation

Superintendent of Recreation Don Ritter opened his report sharing that Totschool is off to a good start considering all of the planning, prep and new regulations due to COVID-19. Currently, enrollment stands at 75 students out of the 76 capacity

that are allowed indoors. The children have been amazing with mask wearing, hand washing, sanitizing and social distancing as much as possible. Parents have been very respectful of the new procedures.

Ritter then shared that the warm weather has been cooperating for the fall sports leagues including pickleball, tennis lessons, softball, flag football and WSA. He said that while participation numbers are lower than normal, they are better than expected.

Ritter then reported that rec Staff is busy coordinating a few special events for October. The Drive-In Movie (Ghostbusters) at Cypress Cove parking lot scheduled for October 17<sup>th</sup> was re-scheduled to October 30<sup>th</sup> due to inclement weather. Staff is also coordinating a Halloween House Decorating event to conclude on October 28<sup>th</sup>, and a "Walk Among the Monsters" event on October 24<sup>th</sup>. This special event will be held at the Park District Maintenance Facility with parking available at Cypress Cove. Patrons will wind their way through the garage among spooky ghosts, goblins and monsters and expect the unexpected around every corner. Matinee will be held from 3:00-5:30 p.m. for children 9 and under at the discretion of the parent and the main event will be held from 6:30-10:00 p.m. Ticket sales opened on October 19<sup>th</sup> for \$5.00 per person. Tickets will be purchased with a specific 30-minute time frame and patrons will be asked to wait in their cars until their specific time to enter. All patrons will be required to wear a face covering throughout the walk.

Ritter closed his report reviewing ARC fitness attendance numbers.

#### Aquatics

Executive Director Adams shared that Aquatic Manager Amanda Widloe attended World Waterpark Association's Tradeshow virtually from October 6<sup>th</sup> – 8<sup>th</sup>. This year, World Waterpark Association transitioned their annual trade show to a virtual platform blending live sessions with pre-recorded sessions and a platform to meet virtually with suppliers. Much of the content for this year's show revolved around Covid-19 and how it has and will affect the aquatic industry in 2021.

Executive Director Adams then reported that Widloe is working on several different scenarios for the 2021 Cypress Cove budget and to be presented at the October 27<sup>th</sup> Budget Workshop.

#### Maintenance

Executive Director Adams presented the Maintenance report sharing the following:

- Staff continues to transition to "fall" mode, working on winterizing, aerating fields and other projects.
- 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.
- Staff is assisting the Rec Staff prepare for the October 24<sup>th</sup> "Walk Among the Monsters" event.

#### Marketing

Executive Director Adams opened the Marketing report sharing that the marketing department designed, printed and mailed a postcard to all residents to let them know the November/December activity guide is digitally available on the District's website. The November/December E-guide was published on October 8<sup>th</sup> and staff began promoting programs and events in the guide the week of October 12<sup>th</sup>.

Executive Director Adams said recently closed participant Surveys include: Breakout Summer Camp, Youth Fishing Tournament and Active Adult Fall Program Interests. The Active Adult survey was mailed and emailed. Survey reports were sent to appropriate staff. Open surveys include the Summer 2020 General Programs and Summer 2020 Sports Leagues.

Executive Director Adams shared that in an effort to add more uplifting news to the District's social media feeds, the marketing department launched "Testimonial Tuesday". Each Tuesday, Staff posts a positive comment taken from one of our surveys along with the name of the program the comment is about on Facebook and Instagram. #woodridgelivesforfun #testimonialtuesday.

Executive Director Adams closed the Marketing report saying that Staff is working on the second draft of the Places to Play Guide, a new publication that is a directory of the District's parks and facilities which features pictures and a list of amenities

of each park and facility. This will mostly be a digital publication for the web and for staff, especially the planning and customer service departments to use as a resource; however, a few copies may be printed in the future for the registration desks. Adams shared that he is extremely excited about this project as it has been a long-time goal of the District and it will be a great representation of the District's outstanding parks and facilities.

### Safety

Executive Director Adams shared that now more programs are running, program participants are experiencing more of the usual bumps and bruises.

### CONSENT AGENDA

E.1.-13. MOTION by Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for approval of September 15, 2020 Regular Board Meeting minutes and Agenda Items #2 through #13 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$1,333,026.07

1.	Regular Board Meeting Minutes .....	September 15, 2020
2.	Vendor Payment & Payroll Ratification Report (9/11/20 – 10/15/20).....	\$1,333,026.07
3.	Koelper Golf Course Construction & Remodeling, Bunker Renovation Project #4 & #6, VGMSP #19-05pc, Payout #1 (Final) .....	\$4,950
4.	Hancock Engineering, VGGC Storm Sewer Replacement Engineering – VGMSP#20-04pc, Payout #1(Final) .....	\$5,148.00
5.	Visu-Sewer, VGGC Storm Sewer Replacement Engineering – VGMSP#20-04pc, Payout #1 (Final) .....	\$3,955.00
6.	D & J Landscape Inc., Ide's Grove West Development Project, CDP #19-05c, Payout #2 .....	\$182,047.29
7.	D & J Landscape Inc., Ide's Grove West Development Project, CDP #19-05c, Payout #3 (Final) ...	\$53,895.89
8.	Green-Up. – Cypress Pre-Teen Splash Pad – Equipment Disassembly Project, MSP#20-04c, Payout #2 (Final) .....	\$10,131.19
9.	Landscape Structures–Cypr. Pre-Teen Splash Pad – Surface Replacement MSP#20-03c, Payout #1 (Final) .....	\$137,742.00
10.	Musco Sports Lighting - Lighting Control Op. Sys. at Janes Ave, CRP#20-07pc, Payout #1(Final)	\$11,350.00
11.	Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #6 (Final) .....	\$3,237.58
12.	V3 Companies, Ltd., Town Centre Sled Hill, Soils Consulting/Reporting CA#19-05pc, Payout #8 ...	\$3,961.94
13.	Woodridge School District 68 – Jefferson Ballfield Improvements (50% share with SD#68).....	\$5,500.00

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 with his first action item Ordinance No. 20-16, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (72" Riding Mower & Accessories).

Executive Director Adams explained this is an ordinance authorizing the sale or disposal of a 2012 Toro 360 mower with Toro cab and Broom. The equipment exceeded its useful life and were replaced in accordance with the Capital Replacement Program. Staff recommends selling the equipment with the Obenauf auction service and/or Ebay.

Staff recommended Board consideration to approve Ordinance 20-16, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (72" Riding Mower & Accessories).

MOTION by Coleman and seconded by Mahoney to approve Ordinance 20-16, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (72" Riding Mower & Accessories).

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

1.b. Executive Director Adams presented his next action item Ordinance No. 20-17, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (Turf Sprayer)

Executive Director Adams explained this is an ordinance authorizing the sale or disposal of a Toro MultiPro 57D Turf Sprayer, an asset of Village Greens Golf Course. The equipment exceeded its useful life and were replaced in accordance with the Capital Replacement Program.

Staff recommended the Board approve Ordinance 20-17, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (Turf Sprayer).

MOTION by Coleman and seconded by Mahoney to approve Ordinance 20-17, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (Turf Sprayer).

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

1.c. Executive Director Adams presented his next action item Resolution No. 20-12, A Resolution Authorizing a Change Order in Regard to the 2019 Contracted Prescribed Burns, MSP #19-13pc, Involving an Increase in the time of completion by a total of 30 days or more.

Due to the impacts of the pandemic, the contractor per order of the District was unable to complete the required contractual services for the 2019 Contracted Prescribed Burns Project, MSP #19-13pc. Executive Director Adams reminded the Board that per the Illinois Compiled Statutes, Ch. 720, Article 5, 33 E-9, units of local government are required to make specific findings prior to authorizing any change order or series of change orders relative to a contract which would increase or decrease the dollar amount of the contract by \$10,000.00 or more, would extend or shorten the time in which the contract is to be completed by 30 days or more.

Staff recommended the Board approve Resolution No. 20-12, A Resolution Authorizing a Change Order in Regard to the 2019 Contracted Prescribed Burns, MSP #19-13pc, Involving an Increase in the time of completion by a total of 30 days or more.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 20-12, A Resolution Authorizing a Change Order in Regard to the 2019 Contracted Prescribed Burns, MSP #19-13pc, Involving an Increase in the time of completion by a total of 30 days or more.

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

F.2.a. Executive Director Adams then moved on to his first informational item, the 2021 Preliminary Tax Levy Extension Estimate Review. Adams opened the discussion explaining that the Tax Levy Ordinance levies and assesses the taxes of the Woodridge Park District. Based on State statute [Public Act 91-0523], 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. The District is required to hold a public hearing if the proposed total levy exceeds 105% of the prior year levy.

Adams shared 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). The Tax Limitation Law (tax cap legislation) limits growth to the lesser of 5% or the Consumer Price Index (CPI). This limiting rate is the maximum extended tax rate for the aggregate extension (total of the levies excluding Special Recreation Association (SRA) and Bond and Interest). The formula for deriving the limiting rate is as follows: prior year levy multiplied by one plus the CPI or 5%, whichever is lower, divided by the prior year Equalized Assessed Value (EAV), less any estimated percentage increase or decrease and less a credit for estimated new construction. There are also Statutory Rate Limits that individual fund levies cannot exceed which the District does not exceed.

Adams said Staff is presenting for Board review and discussion the preliminary proposed levy amount in order to finalize the 2021 Budget. Subsequent to Board review and consideration, the Final 2020 Levy Ordinance will be prepared for Board action at the December Board Meeting. Per State Statute, the levy ordinance needs to be approved by the Board and filed at the County Clerk offices prior to the last Tuesday in December.

Adams then reviewed the necessary steps the Board must follow according to State Statutes (35 ILCS 200/18 seq.) in order to levy for property taxes each year.

Adams shared that the Woodridge Park District's equalized assessed valuation (EAV), which is the total assessed value of all taxable property within the District's legal boundaries divided by 33.333% (one third), is projected to be \$1,392,846,838. The preliminary estimated EAV is an increase of 5.36% from last year's EAV of \$1,322,008,561. The average previous three-year annual EAV change was 5.13%. The EAV is based on preliminary information provided by the Lisle, Downers Grove, and DuPage Township Assessor offices and therefore is subject to change once figures are finalized. This is the sixth consecutive year the EAV is expected to increase since the 2014 Levy Year which was the low EAV caused by the trailing impacts of the previous recession.

Adams said Staff estimates the 2020 New Growth (new construction & annexations) EAV will decrease by approximately - 55% compared to last year from \$24,027,475 to \$10,789,326. The EAV decline is primarily due to the one-time jump last year due to the Janes Avenue TIF District terminating on 12/31/19 which increased last year's EAV by \$5,647,910. Additional residential developments contributing to the new construction EAV were completed last year: Pulte Homes Uptown Residential Subdivision (80 Unit Row Homes and M/I Homes Woodview Townhomes. Developments still in progress are: Gallagher & Henry Farmingdale Unit 26 Subdivision (107 Lot single family residential / Construction In Progress), Fox Wood Estates (17 Lot single family residential / Construction In-Progress), Pine Hill Estates (4 Lot single family residential) and Pulte Homes Hobson Hill Subdivision (43 Lot single family residential / Construction In-Progress). For comparison, the previous New Growth 3-year annual average equaled \$17,264,298; previous 5-year annual average equaled \$12,515,262 and previous 10-year annual average equaled \$11,057,123.

Adams reported that the proposed total levy extension (Park District property taxes) requested in the 2020 Tax Levy

Ordinance is \$7,448,451 for the 2020 levy extension, which is 3.47% higher than 2019's actual levy extension of \$7,198,721.03. Under the tax cap, the County will limit increases in tax capped funds to the consumer price index of 2.3% plus new growth (new construction and annexations). The Park District estimates the actual total levy extension to be \$7,341,785; an increase from the prior year of approximately 1.99% (\$143,064). Property taxes on average account for 56%+/- of total revenue receipts received annually.

Adams explained the proposed levy increase is recommended in order to supplement potential revenue loss caused by Covid-19 impacts, maintain the current level of services primarily due to projected inflationary costs for overall operations, State mandated increases to minimum wage (\$10/hour to \$11/hour), and to meet current demand for capital replacement and improvements. Subsequent to assessing park and recreation needs determined from results of the 2017 Community Survey, a proposed new Comprehensive Capital Master Plan (completion delayed from Spring 2020 due to Covid-19 impacts to Spring 2021) will guide future decisions for capital projects in a strategic and fiscally responsible manner within funds generated from the levy within the statutory limits required by the Property Tax Extension Limitation Law (PTELL)(35 ILCS 245/1-1, et seq.). He said the proposed levy will fund existing debt service payment obligations such as the SD#99 (Town Center) land acquisition and Athletic Recreation Center (ARC) development, projects to be completed per the ADA Transition Plan in accordance with federally mandated American with Disabilities Act compliance, planned capital replacement expenditures in accordance with the District's Capital Replacement Program (CRP) and planned capital development projects (e.g. Smoter Subdivision Neighborhood Park, Town Centre Improvements, etc.), Village Greens Golf Course & Related Infrastructure Improvements, in accordance with the District's Capital Development Program (CDP).

In closing, Adams said in order to finalize the 2021 budget, Staff seeks Board guidance on whether the District should proceed with requesting the maximum levy extension in accordance with PTELL as the District typically levies each year. President Cohen and the Board all agreed with the course of action Executive Director Adams recommended, and directed him to move ahead as planned.

Adams said that Staff will move ahead and present the final numbers at the October 27<sup>th</sup> Budget Workshop.

Executive Director Adams then shared that the Woodridge Rotary Club in partnership with Rotary District 6450 recently reached out to the Park District to help fund Early Childhood program through a \$500 grant.

Executive Director Adams then discussed the consideration of scheduling monthly committee of the whole meetings. He said that during the Strategic Planning process seeking Board feedback, there was a discussion by the Board to consider scheduling monthly "Committee of the Whole" (COW) meetings to allow more time for Board discussion on various topics and on-going District matters. He noted that COW meetings are for discussion only and Board action cannot take place. He then asked for Board feedback, if they want an additional monthly COW meeting.

After Board discussion, they agreed that the current meeting structure/schedule was acceptable. They said Executive Director Adams does a very good job of keeping them informed of issues that arise in between meetings.

Commissioner Venouziou asked how often COW meetings could be held? Executive Director Adams shared that they can be done monthly or on an ad hoc basis as needed. He said that if they pursue the ad hoc option, a policy will need to be developed that gives the Board authority to hold the meetings. Another option would also be holding a Special Meeting. As with regular Board meetings, the District would still be required to give the public 48 hours notice of the meeting.

Executive Director Adams concluded the discussion saying he would develop an Ad Hoc meeting policy.

Executive Director Adams then updated the Board on the District Organization Operations Assessment / Strategic Planning Status, sharing that the Leadership Team met with the consultants on September 30<sup>th</sup> to review the strategy to kick-off the assessment process. From the feedback received during the Strategic Planning exercises back in February 2020, the team narrowed down the focus areas to: Maintenance & PDNRM Operations, Recreation Services (ARC & FHCC), Customer Service, Custodial / Facility Maintenance, and Golf Course Operations. The consultant, ED and DD

reviewed and finalized discussion guides to be used in upcoming meetings with various assigned staff to answer specific questions. Additionally, pre-meeting feedback worksheets were created for each of the assigned staff to answer various questions respective of their focus areas in order for the consultant to further narrow in on discussion points for both individual and focus groups meetings. Those meetings were completed virtually by Zoom and scheduled during the week of October 6<sup>th</sup>. Adams said Staff will continue to keep the Board updated on the process and the findings.

Executive Director Adams then addressed the Hawthorne Hill Woods Access Easement / Title Insurance Commitment Policy Update, sharing that Staff previously reported to the Board the previous minor biker accident that occurred on a public easement used by the District that transects private property off 71<sup>st</sup> Street that provides access to Hawthorne Hill Woods. A Title Commitment Insurance Policy of the easement was completed and it confirmed the public easement does exist based on the policy limits requested. Adams said a letter and the policy/title will be sent to the homeowner letting them know the District and the public has rights to access that driveway.

### COMMITTEE REPORTS

#### SEASPAR

Executive Director Adams reported that SEASPAR recently approved its Levy and the numbers were incorporated into the District's budget.

#### Jubilee

Executive Director Adams shared that the Village is budgeting for a 2021 Jubilee as is the District. He emphasized the importance of being careful with any contracts that the District signs to insure there are proper "out" clauses if the event is cancelled due to Covid-19.

#### PDRMA

No report

### EX-OFFICIO REPORT

#### Plan Commission

No report.

#### Chamber of Commerce

No report.

#### Affiliated Athletic Associations

Executive Director Adams shared that the WAA season is almost over and that the District is working on the final fee assessment, since this was an unusual "hybrid" year. He added that Ritter and the WAA president will be working on it together.

### OLD BUSINESS

Executive Director Adams updated the Board regarding the 2017 tax objection regarding the filing of a Motion for Summary Judgement to dismiss. The District's attorney is scheduled to appear in court on 10/21/20 at which time a briefing schedule will be set in response to both of the District's and Objector's cross motions for summary judgment ("SMJ"). He added the District's response to the Objector's SMJ will be submitted following the court appearance.

### NEW BUSINESS

Superintendent of Recreation Don Ritter reminded the Board that the District is currently running a hybrid version of its afterschool program, Kidz Squad. Now that School District decided to resume in person classes on October 22<sup>nd</sup>, Staff is working with the School District on setting up the appropriate bus routes to pick up the kids at school and bring them to the ARC.

He also noted that School District reached out to the Park District about using the ARC to set up a program for the teachers' kids to attend while they are at work. It was decided that the School District will staff the program and the Park District will just be providing the space at the ARC, free of charge. They anticipate about 15 kids taking part in the program, with a tentative start date of the week of October 26<sup>th</sup>.

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 8:34 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary