



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:32 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Mahoney, Venouziou and Kranz. Absent: Coleman. Staff present: Adams, Ritter, Webber, Knitter, Evans (via Zoom)

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Cohen opened his report discussing upcoming meeting dates and events, including the IAPD Legislative Conference in May. President Cohen asked if the Conference will be held in person. Executive Director Adams replied that while no official decision has been made, he believes it will be a virtual conference.

Adams added that he will continue to send the Board education opportunities made available through IAPD/IPRA which typically include webinars and free workshops. He said that the Board can reach out to the Administration Office Manager if they are interested in registering for any workshops/webinars or have any questions.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened the Finance report sharing that his only action item relates to the Towne Centre Debt principal and interest payment which will be approved on the consent agenda later in the meeting.

Webber then discussed the updated itemized list of final budget revisions made since the October 27, 2020 Budget Workshop. He then asked the Board if they had any questions and there were none.

Webber then addressed the Tax Levy Distributions, sharing that on January 27, 2021 the District was notified by Will County that tax payment relief for 2021 collections was approved and tax payers will receive four payment coupons instead of the usual two payments. Staff is unsure at this time how it will affect the District as the majority of tax payers pay from escrow. Will County feels that larger industrial payers will be the ones that take advantage of the four payments. Staff will update more once information is given.

The monthly financial report for January is the first in the new calendar year. As previously mentioned historical data on a year-to-date basis will be difficult for the first new calendar year, however monthly reporting will give good indications of how the District is performing. Staff does plan to provide to the Board year-over-year information via Excel for comparison until data in the financial data in the software matches up year over year.

Webber closed his report sharing that year-to-date the District has not had any Covid cases nor has anyone had to quarantine due to exposure. He said a couple of employees received their first doses of the vaccine via outside sources. District staff was surveyed their interest in receiving the vaccine and 38 employees have been added to a list to get vaccinated when possible.

Executive Director Adams then added that DuPage County is working with school districts to create "hubs" for vaccinations. Local governing agencies are working together with Downers Grove School Community School District 99 to at least get their qualified essential employees vaccinated.

Planning

2.a. Superintendent of Planning Jenny Knitter opened her report seeking authorization to bid the Cypress Cove – Slides Restoration Project, ACRP #21-02c.

Knitter reported as part of Cypress Cove’s Capital Replacement FY2021 budget, Staff identified the need to restore several of the park’s water slides, some of which were installed in the initial phases of park construction in 1996. Full gel-coat restoration had initially been budgeted in 2013 for the three hillside body slides and the drop slide at the main pool but the work has been pushed off several times as other projects were prioritized. The restoration will be completed per the specifications provided by Whitewater (the slide manufacturer) including prepping and repairing all fiberglass slide beds, applying new Iso-thallic gel-coating, re-caulking joints and wet sanding the slide beds. The exteriors of the slides will be prepped and will receive industrial enamel coatings. Also included in the project will be repairs to the pre-teen play structure in Bullfrog Bayou including fiberglass repair of cracks on the boat panels and faux-timber column wraps. An acrylic sealant will also be applied to the two slides on the structure.

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

- Bid Let February 17
- Bid Opening March 9
- Contact Approval March 16
- Slide Restoration March 29 – May 21

MOTION by Mahoney and seconded by Venouziou to authorize Staff to bid the Cypress Cove – Slides Restoration Project, ACRP #21-02c.

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

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

2.b. Knitter moved on to her next action seeking the Board’s consideration to approve a proposal for the Cypress Cove – Pool Liner Repair Project, AMSP #21-02pc.

Knitter reminded the Board that this past fall Staff observed vandalism in multiple locations within Cypress Cove including tagging of the program pool liner and concessions furniture being thrown into the dive well of the main pool. After consulting with the manufacturer, our maintenance staff was able to clean the liner in the program pool, but in the main pool the furniture being thrown into the dive well resulted in several punctures/tears to the liner. Staff sought multiple proposals to repair the damaged liner. Also included in the proposals was the replacement of several segments of trim that covers exposed bolt connections along the pool gutters that had been lost in the 2019 operating season. We received the following proposals:

<u>Contractor</u>	<u>Proposal</u>
Eco Technology Construction, Inc.	\$2,400 flat fee
Aquatic Renovation Systems, Inc.	\$3,700 not to exceed

Knitter then reviewed the scope of work and the timeline. She added that Eco Technology Construction, Inc. (formerly Loli, Inc.) is a local contractor based in Lemont, IL. In 2018, they were the sub-contractor of Aquatic Renovation Systems, Inc., who completed the installation of our existing liner system.

MOTION by Mahoney and seconded by Kranz to authorize Staff to approve a proposal from Eco Technology Construction, Inc, dated January 7, 2021, in the amount of \$2,400.00 for the Cypress Cove Pool Liner Repair Project, AMSP 21-02pc.

President Cohen asked if this was a PDRMA claim. Executive Adams shared that the District paid its \$1,000 deductible and PDRMA will pay the remainder.

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

2.c. Knitter moved on her to her final action item, seeking Board consideration to approve a change order for the Hawthorne Hill Woods Culvert Repair – Engineering Services CA #20-02pc.

Knitter said that over the past couple months the District's engineer began assembling and reviewing site information, coordinating project requirements with the Village (permitting agency), assessing design options for the crossing and cost estimating. Based on an assessment of cost data and functionality Staff instructed the engineer to abandon the pursuit of an open-span bridge crossing (an additional cost range estimated between \$20,000 - \$60,000) for the culvert replacement in favor of an earthen embankment style crossing. The design solution provides superior structural strength and a cost savings. She said Staff also requested that the engineer provide a proposal for the expansion of their scope as described in the change order request.

Knitter explained that the proposal for the expansion of engineering scope of services includes engineering, permitting, and construction management services as a result of additional replacement of the stream crossing to the south of the repair location, as well as the development of a bike path expansion. She said that the proposed (.62+/- mile) path expansion will utilize the existing driveway layout and crossing locations ultimately connecting to the existing bike path along Woodridge Drive to the north of 75th Street. With approval of the expanded scope of services, engineering work would begin immediately. Bidding will be completed in two separate contracts (crossings and path development) upon receipt of necessary permits in late fall/winter of this year with construction to follow in spring/summer of 2022.

Staff recommended the Board consider authorizing Change Order #2 to Living Waters Consultants, Inc.'s contract for a net increase of \$42,750.00 to the Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc for expanded scope of services to include the south land bridge and pathway preliminary and final engineering, permitting and construction observation.

MOTION by Mahoney and seconded by Venouziou to authorize Change Order #2 to Living Waters Consultants, Inc.'s contract for a net increase of \$42,750.00 to the Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc for expanded scope of services to include the south land bridge and pathway preliminary and final engineering, permitting and construction observation.

Commissioner Mahoney asked to date what is the total project cost. Knitter said to date the project is \$29,500. Adding in the change order would increase the total cost to \$72,250. She added that insurance money will cover some of the expenses.

President Cohen asked for a more detailed explanation of where the work will occur. Board discussion ensued about specific project details and how it ties into the existing the Master Plan for the Town Centre site. Additional discussion ensued about use and access of the site and the relationship to the Camp Greene Wood owned by the Girl Scouts.

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

Knitter then moved on to informational items. Regarding the Ide's West to Ides East - Nicor Pathway Connection, the engineer continues work on the final design for the pathway. Last month Staff walked the property to review the current site

condition and observed two large stumps that Nicor failed to remove in 2018 with their tree clearing work. Staff requested that they complete the removal of the stumps and are awaiting a commitment to do so.

Knitter then shared that based on input from School District #68 regarding the installation of new swings at Murphy School, Staff elected to delay issuing the RFP and construction timeline to accommodate continued use of the swings through the remainder of the school year. The swing equipment, surface and border replacements will be completed this summer.

Knitter moved on to the ARC, Falconridge and Janes Ave Park Split Rail Fencing Project sharing that on January 28th Staff met with a representative from Nicor's Watch Protect team to review the proposed fence installation within the existing Nicor easement at the ARC Soccer Fields. Nicor had no objections, but they will require that a member of their team be on site to observe the installation through the duration of construction due to the presence of an existing 8" high pressure distribution line located within the easement. Staff also submitted for building permits for the project on January 29th. Staff anticipates installation of the fencing to begin in March weather permitting.

Regarding the Sled Hill project status, Knitter reported that after receiving Village approval of the revised path layout staff reached out to the Contractor, Earthwerks, requesting a schedule for the last step in the project, the sidewalk installation. Staff has not heard back from the Contractor regarding the initial letter sent requesting a schedule to complete the scope of work. Staff will work with our attorney to send another letter in the near future to follow up with the schedule request to the contractor.

Knitter closed her report saying that due to changes in the CDC recommendation to permit prescribed burns, Staff authorized the District's contractor to move forward with the planned burns, once conditions permit. The sites scheduled to be burned by the contractor include Orchard Hill, Vicente A and Heritage Parkway. We have also received an IEPA burn permit and applied for the Lisle Woodridge Fire Department burn permit. Staff will be evaluating sites to conduct in-house burns once conditions permit.

Golf Course

Golf Manager Brandon Evans then joined the Board meeting via Zoom to discuss the Village Greens organizational changes as a result of the 1st Assistant Golf Professional retiring. He shared that after an in-depth review of the golf course operations they are proposing the following changes:

- Eliminate full-time 1st Assistant Golf Professional Position
- Replace the part-time Administrative Coordinator Position with two part-time Assistant Golf Facility Manager positions
- Add three new seasonal Supervisor Positions for a total of 4 seasonal supervisors:
 - Golf Shop
 - Events
 - Starter Ranger
 - Outside Operations Supervisor (already active position)

Evans noted that the Board Report included detailed responsibilities and information for each of the positions. Evans asked if the Board had any questions. The Board did not have any questions and agreed it was a good plan.

Executive Director Adams then asked Evans to share what the course is doing to prepare for the upcoming season.

Evans shared that while there is still plenty of snow on the ground Staff is prepping for the season and working on the following tasks: finalizing permanent tee times, finalizing all golf leagues, mailing out Illinois State Scramble applications, putting finishing touches on building maintenance issues, building out the tee sheets and POS systems, starting the hiring/re-hiring process, and reviewing POS enhancements for the Food & Beverage inventory system. Evans said if the weather cooperates the plan to open the course within the next four-five weeks.

Executive Director Adams asked if there were any changes to the membership program. Evans said there are no planned changes and that he hopes that with Covid restrictions relaxing the program will run as it was originally intended. He said

he is still receiving inquiries from people wanting to get memberships and he has added them to the Wait List. He said the main focus now is determining what they will do at the end of the season to keep the members engaged and loyal to the golf course after their membership expires.

Evans then exited the meeting via Zoom.

Recreation

Superintendent of Recreation Don Ritter opened the Recreation report sharing that on February 3rd, the Illinois Department of Public Health announced that Region 8 (DuPage and Kane Counties) would move to Phase 4 of the Restore Illinois Plan. He said the timing could not be more perfect as the District opened winter registration on the same day. Winter programs are scheduled to begin on February 15th. Phase 4 guidelines include allowing indoor recreation to operate at the lessor of 50 customers or 50% facility capacity. He added that registration is slow but this is to be expected as not everyone is comfortable with returning to in-person activities.

Ritter reported that in regards to sports, Staff will continue to follow the All Sports Guidance recommendations, which will now allow the District to offer certain league play. Face coverings will still be required even when participating in activities.

Ritter then said that Staff is currently evaluating as to when the proper time will be to start-up the return of the Active Adults Golden Years program on Thursdays. With the increase in vaccinations and if the metric data continues in a positive direction, staff hopes to potentially bring back the senior group in March. Due to the current guidelines, the group will be split into two sessions to meet the 50-person limit.

Ritter reported that the ARC hosted a four-team round-robin U12 Girls Softball Tournament on President's Day, February 15th. He said spectators were not allowed and there were no issues.

Ritter then noted his report includes a monthly revenue report for the ARC for 2017-2021. The report shows a revenue breakdown of categories including, rentals (turf, gym, batting cage, program rooms, ropes course), tournament admission fees, open play, birthday parties and concessions/vending. He pointed out that Fitness is not included these numbers.

Ritter then congratulated Dan Peboontom who will be celebrating his 23rd anniversary on February 25th as the Athletic Supervisor.

Ritter closed his report sharing that the Hearts for Heroes/Luminary Walk scheduled for February 12th was rescheduled to February 26th due to the frigid cold temperatures.

President Cohen asked if the District charges the Golden Year members any fees. Ritter said that they pay \$25/year to belong and that cost typically covers coffee and refreshments for the meetings.

President Cohen asked if the District is wanting the members to be vaccinated before they return. Ritter said that vaccines are not required and emphasized that Staff will be following all guidelines to keep the members safe.

Aquatics

Executive Director Adams opened the Aquatics Report stating that on February 1st a survey was sent to past Cypress Cove employees. The survey gauged interest in employment for the summer of 2021. He said the total staff interested in returning will help determine hiring needs and overall total staff needed with the proposed 2021 operational changes. He added that to date, of the 175 inquiries sent out, 33% (57) responded and of the those that responded, 92% (52) replied that they are interested in working this upcoming season.

Executive Director Adams shared that there was a call on February 16th with DuPage County Health Department and area Park District directors and aquatic supervisors. The county outlined what facilities can and cannot do and the guidelines aligned with what the District was already planning. Cypress Cove will be divided into three "individual" sections - Bullfrog Bayou (Spray Playground), Cattail Bay (Main Pool) and Alligator Alley (Program Pool, Plunge Pool and Slides). He said

reservations will be required and will all be made online. Patrons will pick a two-hour reservation slot as well as the area of Cypress Cove. The three areas will be sectioned off from each other and patrons will not be able to leave their reserved area.

Executive Director Adams said that due to social distancing concerns the Lazy River will not be operational this season and Concessions will not be open. He added that season passes will not be sold in 2021. Staff is finalizing the logistics for swim lessons and swim team.

Executive Director Adams closed the Aquatic Report sharing that the 2021 Aquatic Guide has been drafted, however, electronic delivery will be delayed until late April due to current unknowns for the 2021 season.

Maintenance

6.a. Knitter presented the Maintenance report seeking Board action item regarding the Fred C. Hohnke Community Center - Building Re-Commissioning Services, CA #21-01pc.

Knitter explained that the Community Center HVAC system includes two separate functioning systems and multiple components (VAV Controls) that all need to work in harmony. Unfortunately, there is a continuous struggle to regulate internal temperatures in various rooms in the building. Over the years with different repairs being completed, expensive repair costs and new equipment being added, it has come time to re-commission the system.

Knitter shared that Staff reached out to the District's mechanical engineer to provide services to re-commission the existing HVAC equipment to include:

- functional performance procedures, criteria and tests
- disposition of deficiencies found during testing
- details of corrective measures used or proposed

Knitter said the proposal is for services provided from Greener Engineering, a division of AMSCO Engineering, located in Downers Grove. AMSCO has provided engineering consulting services for the Fred. C. Hohnke Community Center Addition, in 2005. She added that AMSCO/Greener Engineering also provided a recommendation of a contractor, Integrated Control Technologies, LLC., (ICT), to provide support services of on-site control modifications (minimum of 8 hours) during the commissioning process in order to evaluate, test and calibrate the operating systems accordingly.

Staff recommended the Board consider approving a proposal from Greener Engineering, a division of AMSCO Engineering, dated February 4, 2021, in the amount of \$7,250.00, to complete the engineering services for the Fred C. Hohnke Community Center - Building Re-Commissioning Services, CA #21-01pc01.

MOTION by Venouziou and seconded by Mahoney to authorize Staff to approve a proposal from Greener Engineering, a division of AMSCO Engineering, dated February 4, 2021, in the amount of \$7,250.00, to complete the engineering services for the Fred C. Hohnke Community Center - Building Re-Commissioning Services, CA #21-01pc01.

President Cohen asked for specific details on what the re-commissioning services include. Executive Director Adams explained that they are essentially "re-balancing" the entire system and making sure the two separate HVAC systems are properly working together.

Commissioner Mahoney asked if Greener Engineering will be providing a design for the system. Knitter said that they will either fix any problems in place and if it is beyond their capabilities they will diagnose the problem and make recommendations.

AYES: Venouziou, Mahoney, Kranz and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED

Staff also recommended the Board consider approving a proposal from Integrated Control Technologies, LLC., dated February 3, 2021, in the amount of \$2,205.00, to complete the on-site control services for the Fred C. Hohnke Community Center - Building Re-Commissioning Services, CA #21-01pc02.

MOTION by Mahoney and seconded by Venouziou to authorize Staff to approve a proposal from Integrated Control Technologies, LLC., dated February 3, 2021, in the amount of \$2,205.00, to complete the on-site control services for the Fred C. Hohnke Community Center - Building Re-Commissioning Services, CA #21-01pc02.

Commissioner Venouziou asked how the contractor knows how much the work will cost ahead of time if they haven't tested the system yet. Knitter explained that based on past experience they believe it will take a full day, or about 8 hours of time.

Commissioner Mahoney asked if their proposal includes parts as well. Knitter said it is labor only.

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

6.b. Knitter continued seeking Board action for the Maintenance Facility - Garage Door Openers Replacement Project, MSP #21-03pc

Knitter explained the maintenance facility garage door openers have been malfunctioning resulting in doors opening and closing randomly, locking up and at times not responding. Staff had two contractors out to evaluate and both diagnosed failure in the main internal boards recommending unit replacements, since parts are no longer available for the existing units.

Staff requested quotes for the replacement of all Maintenance Facility garage door openers and accessories to include new openers, head units, photo beams and three wall controls.

<u>Contractor Name</u>	<u>Cost</u>
Innovative Garage Door	\$19,487.00
Tri City Garage Doors Inc.	\$19,695.00
Illinois Garage Door Repair	\$27,900.60

Staff recommended the Board consider approving a proposal from Innovative Garage Door, dated February 4, 2021, in the amount of \$19,487.00, for the Maintenance Facility Garage Door Openers Replacement Project, MSP #21-03pc.

MOTION by Kranz and seconded by Mahoney to authorize Staff to approve a proposal from Innovative Garage Door, dated February 4, 2021, in the amount of \$19,487.00, for the Maintenance Facility Garage Door Openers Replacement Project, MSP #21-03pc.

Commissioner Mahoney asked what brand the new garage doors will be. Knitter said she did not remember but would find out and let the Board know.

President Cohen asked when the garage doors started malfunctioning. Executive Director Adams noted that it started last summer. Staff has to turn off the breaker on a daily basis to prevent the doors from opening overnight.

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

Knitter then touched upon the informational items:

- Staff continues to work on snow removal in the District’s parking lots and bike paths.
- Staff built and installed new park picnic tables ordered by Planning Department, for Echo and Castaldo park sites.
- Staff conducted mechanical inspections to all mowers and spring/summer equipment in preparation for spring mow season.

Marketing

Executive Director Adams opened the Marketing Report providing the following Department highlights:

- The Winter E-Guide was revised and released to the public on January 26th.
- Staff is currently working on the first draft of the Spring & Aquatics E-Guides. The Spring E-Guide will be published on March 4th and the Aquatics E-Guide publication date is TBD and based on any guidelines from the state/health department. Most likely, it will be ready to post in late April.
- Staff is working with the ARC Facility Manager to develop and run a 30-day virtual race challenge. Participants can choose their distance and complete it within the 30 days (February 20-March 20). The entry fee is \$18 which includes a winter hat, raffle prizes, a printable race bib and custom certificates of completion.
- Staff launched a February social media campaign in conjunction with the American Heart Association’s Heart Month. The 28 Days of Heart Healthy Activities includes a variety of exercises, activities and tips to promote a healthy heart.

Executive Director Adams closed the report sharing that the Marketing Department has started the process of transitioning the Customer Service Staff to the newly created Marketing & Community Engagement Department.

Administration

Executive Director Adams continued the discussion initiated at the January Board Meeting about the possibility of making the Willow Room more conducive for virtual meetings by installing microphones and cameras in the room. He touched upon the three quotes Staff received and said a formal recommendation will be presented to the Board at the March meeting.

Safety

Executive Director Adams reported that Safety Coordinator Julie Rhodes continues to attend safety webinars and that the OSHA 300A report was completed online by the February 1, 2021 deadline. The monthly accident report includes the usual bumps and bruises in the accident reports.

CONSENT AGENDA

E.1.-5. MOTION by Mahoney and seconded by Venouziou to approve Consent Agenda Item #1 for approval of January 19, 2021 Regular Board Meeting minutes, Agenda Item #2 the January 19, 2021 Executive Session Minutes and Agenda Items #3 through #5 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$975,830.71.

1. Regular Board Meeting Minutes	January 19, 2021
2. Executive Session Board Meeting Minutes	January 19, 2021
3. Vendor Payment & Payroll Ratification Report (1/15/21 – 2/11/21).....	\$975,830.71
4. Village of Woodridge, Town Centre Land Acquisition Debt Service Principal & Interest	\$458,575.00
5. V3 Companies, Ltd., Nicor Bikepath Development Project – Engineering CA #19-02pc, Payout #2	\$3,150.00

President Cohen requested a roll call approving consent agenda items #1 through #5.

Upon a roll being called:

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

MOTION CARRIED

EXECUTIVE DIRECTOR'S REPORT

F.1.a. Executive Director Adams began his report with his first action item, the approval of the District's Mission Statement & Strategic Goals.

Adams reminded the Board at the May 19th Board Meeting and the Budget Workshop on June 2nd Staff presented for review and discussion revisions to the District's mission statement, long-term strategic agency goals and new core values. Revisions were recommended to incorporate feedback obtained during the Strategic Planning exercises. The Board subsequently approved at the June 16, 2020 Regular Board Meeting. He said no additional revisions are recommended.

Staff recommended the Board re-approve the Woodridge Park District's Mission Statement, Long-Term Strategic Agency Goals and Core Values.

MOTION by Kranz and seconded by Mahoney to authorize Staff to re-approve the Woodridge Park District's Mission Statement, Long Term Strategic Agency Goals and Core Values.

AYES: Kranz, Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED

F.1.b. Executive Director Adams moved to his next action item, the approval of the District's FY2021 Annual Sub-Goals & Objectives.

Adams reminded the Board they approved the Annual Sub-goals and Objectives at the June 16, 2020 Regular Board Meeting. He said that due to the shorten stub-year budget created, to transition to a calendar year operating budget, Staff recommends carrying forward the FY2020 (Stub-year) goals & objectives to FY2021 in addition to new goals created in response to the Strategic Planning process. Additional changes are related to the "Target Completion" dates revising from a fiscal year quarterly basis to a calendar year quarterly basis.

Staff recommended the Board approve the FY2021 Annual Sub-goals and Objectives as presented.

MOTION by Venouziou and seconded by Mahoney to approve the FY2021 Annual Sub-goals and Objectives as presented.

Commissioner Venouziou asked for clarification on some of the Staff initials on the spreadsheet. Executive Adams said that moving forward the Staff's names and initials will be clarified for easy reference.

AYES: Venouziou, Mahoney, Kranz and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED

F.1.c. Executive Director Adams moved to his next action item, the approval of the FY2021 Organization Chart.

Adams presented the organizational chart for review. He stated the Board last approved the organizational chart at the June 16, 2020 Regular Board Meeting. Since then, Staff with the assistance of the Strategic Planning consultant group, completed various strategic planning exercises to provide a five-year strategic direction for the District. The last phase of the strategic planning process included an organizational structure assessment process to further assess internal operations, functions, and efficiencies.

Adams said that based on the results of the assessment process the Executive Director, as previously reviewed by the Board, the following final organizational adjustments are recommended:

1. Create New department – “Marketing & Community Engagement”
2. Create New Superintendent of Marketing & Community Engagement position
3. Transition Customer Service Supervisor & Coordinators from the Recreation department to the Marketing & Community Engagement department with reporting to the new superintendent.
4. Create New department – “Parks, Planning & Development” and combine the existing Park Maintenance department with the Planning, Development & Natural Resource Management department.
5. Create New Director of Parks, Planning and Development position to be filled by the existing Superintendent of Planning & Development.
6. Transition Superintendent of Parks & Operations from reporting to Executive Director to New Director of Parks, Planning & Development
7. Transition Landscape Specialist from reporting to the previous Superintendent of Planning & Development to the Natural Resource Manager.
8. Vacate the Landscape Designer/Planner position.
9. Add new Part-time Administrative Assistant to the new combined department (TBD)
10. Add new Full-time general park maintenance labor (TBD)
11. Create two New Part-time Assistant Golf Facility Manager positions and vacate full-time 1st Assistant Professional position
12. Create three New Seasonal Supervisor positions – Golf Shop Supervisor, Outdoor Operations Supervisor, and Starter/Ranger Supervisor.
13. Transition Outing Coordinator to a New Outings/Events Supervisor position.

Adams then explained that there will now be two different management “teams.” The Leadership Team (“LT”) will include the Executive Director, Deputy Director/Superintendent of Recreation, Director of Parks, Planning and Development, Superintendent of Finance, HR & IT and the Superintendent of Marketing & Community Engagement. The Management Team (“MT”) will include all members of the Leadership Team in addition to the Human Resources Manager, the Customer Service Supervisor, the Administrative Office Manager, the Assistant Superintendent of Recreation, the Superintendent of Planning & Development, Superintendent of Parks & Operations, the General Manager of Village Greens, the ARC Facility Manager and the Aquatic Manager. The Leadership Team will meet twice a month to discuss higher level big picture topics such as policy and procedure and other issues affected the District and the Management Team will meet once a month to discuss more day-to-day issues.

Staff recommended the Board approve the organizational chart for FY2021 effective January 1, 2021.

MOTION by Mahoney and seconded by Kranz to approve the organizational chart for FY2021 effective January 1, 2021.

AYES: Mahoney, Kranz, Venouziou and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED

F.1.d. Executive Director Adams moved to his next action item, the approval of the FY2021 Salary & Wage Scale.

Adams noted that the Board reviewed details regarding the revised salary range methodology at the January 19th Board meeting. Below are additional revisions since the last review to adjust for State mandated minimum wage increases and competition in the market place:

- Permanent Part Time Positions Scale: Added Maintenance/Planning (PT1) – \$12/\$18 (Min/Max)
- Changed Administrative Coordinator position to New Assistant Golf Course Manager (PT1) – per hour wage scale revised from \$11/\$18 (Min/Max) to \$16/\$24 (Min/Max)

- Golf Outings/Events Supervisor, Golf Shop Supervisor, Golf Starter/Ranger Supervisor, & Outside Services Supervisor Seasonal Positions - \$12/\$18 (Min/Max)
- Maintenance Seasonal (S1/S2) – per hour wage scale revised from \$11/\$15 (Min/Max) to \$12/\$16 (Min/Max)
- Golf Maintenance Seasonal (S1/S2) – per hour wage scale revised from \$11/\$14 (Min/Max) to \$12/\$16 (Min/Max)

Staff recommended the Board approve the FY2021 Salary & Wage Scale effective January 1, 2021.

MOTION by Mahoney and seconded by Venouziou to approve the FY2021 Salary & Wage Scale effective January 1, 2021.

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

F.1.e. Executive Director Adams moved to his next action item, the approval of the FY2021 Capital Development, Replacement & ADA Programs Funding Plan.

Executive Director Adams said at the Budget Workshop on October 27th, the Board reviewed and discussed in detail the proposed funding plan to fund the FY2021 capital development priorities and the FY2021 capital replacement projects/purchases. He then reviewed the highlights of the projects that would be funded in 2021.

Adams summarized the FY2021 major proposed Capital Replacement Program (CRP) projects. The CRP program is broken down into seven sections including; Administration Building, Maintenance Building, Vehicles, Equipment, Park Sites, School Sites, and Miscellaneous. He highlighted the proposed 2021 major CRP projects recommended for completion to include but not limited to:

- Fred C. Hohnke Community Center Parking Lot Replacement
- Maintenance Facility Garage Door Openers Replacement
- Maintenance Pick-up Truck w/ Plow Replacement
- Park Sites:
 - Castaldo Park Path Asphalt Resurfacing
 - Echo Point Park Parking Lot/Path Resurfacing
 - 63rd Street Park Play Equipment Modular Block Border Replacement
 - 63rd Street Park Swing Set Replacement
 - Somerset Park Play Equipment Safety Surface Replacement
 - Echo Point Park Sand Volleyball to Sand Soccer Replacement Conversion
- School Sites:
 - Meadowview School Play Equipment Safety Surface Replacement
 - Meadowview School East Play Equipment Replacement
 - Willowcreek School Play Equipment Safety Surface Replacement
- Aquatics:
 - Body Flume Slides Resurfacing

Adams reviewed the capital projects proposed for the FY2021 Budget in the CDP, which includes projects carry forward (“CF”) from the current budget year and new proposed projects for 2021 (“New”). Proposed CDP projects consist of:

- ARC Soccer Field Fence (CF)
- Community Center General Program Room Remodel (CF)
- Cypress Cove Family Aquatic Park Shade Shelter (CF)
- Hawthorn Hill Woods Multi-Use Trail System (New)
- Ide’s East NICOR Path Extension (CF)
- Meadowview School/Hobson Hill Subdivision Playground Expansion (New)
- Orchard Hill Park Pathway System (New)
- Orchard Hill Park Baseball Core Area Safety Netting (CF)

- Town Centre Sled Hill Final Punch List (CF)
- Town Centre Parking Lot Addition per IGA (Village/Library/SD #68)- Phase 1 (CF)
- Triangle Park Stormwater Improvements Annual Maintenance Services (CF)
- WPD Infrastructure Project(s) – Grant Funded (CF)
- Miscellaneous Minor Capital Projects & Equipment Purchases

Executive Director Adams explained that the proposed funding plan will utilize a combination of General Fund levy, Corporate sub-fund and Recreation Fund reserve fund balances, SRA levy, revenue facility income, previous year CDP fund balance carryforward, grant proceeds, and limited general obligation bonds from the District's non-referendum bonding authority.

Staff recommended the Board approve the Capital Development, Capital Replacement, and ADA Capital Funding Plans for FY2021 as presented.

MOTION by Mahoney and seconded by Kranz to approve the Capital Development, Capital Replacement and ADA Capital Funding Plans for FY2021 as presented.

AYES: Mahoney, Kranz, Venouziou and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED

F.1.f. Executive Director Adams moved to his next action item, the approval of Ordinance No. 21-2, An 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

Executive Director Adams reminded the Board that 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. He added the appropriations serve as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds were available. 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.

Executive Director Adams clarified that 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 unknown volatility of the certain budget items (e.g. legal services, utilities, etc.). The overall appropriation percentage increase is 18%.

Executive Director Adams explained 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 said the tentative ordinance was posted on website beginning November 11, 2020 subsequent to Board consideration at the November 10th Board meeting. He added that prior to adoption of the ordinance, the Board must also hold a public hearing, which was scheduled and completed on December 15, 2020 at 6:30 p.m. (Regular December Board Meeting). He then said the notice for the public hearing was published on December 2, 2020 in the Bugle newspaper as required per state statute. A copy of the B&A ordinance was posted on the District's website for 30 days.

Staff recommended the Board approve Ordinance No. 21-2, An 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.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 21-2, An 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.

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

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

F.1.g. Executive Director Adams moved to his next action item, the approval of Ordinance No. 21-3, An Ordinance Adopting Revisions to the WPD Comprehensive Policy & Procedurals Manual (Job Descriptions).

Executive Director Adams reported that due to the approved organizational structure adjustments, revisions to the following job descriptions are in order: Director of Parks, Planning, and Development (New), Starter/Ranger Supervisor (New), Golf Shop Supervisor (New), Assistant Golf Course Manager (New), Golf Outing/Event Supervisor (Revised), Golf Outside Services Supervisor (Revised), Customer Service Supervisor, Landscape Specialist(Revised), Natural Resources Manager (Revised), Superintendent of Marketing & Community Engagement (New), Superintendent of Planning & Development (Revised), Superintendent of Parks & Operations (Revised).

Staff recommended the Board approve Ordinance No. 21-3, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures and Personnel Manuals.

MOTION by Kranz and seconded by Venouziou to approve Ordinance No. 21-2, An 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.

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

F.1.h. Executive Director Adams moved to his final action item approval of Ordinance No. 21-4, Ordinance Setting Forth Provisions for Compliance with the Illinois Freedom of Information Act.

Executive Director Adams said that per Ordinance 09-14, the Board approved the Executive Director as the FOIA Officer and the Deputy Director/Superintendent of Recreation, Superintendent of Finance & Personnel and the Assistant Superintendent of Recreation as the Deputy FOIA Officers. Due to the approved organizational structure adjustments and scheduled retirement of the Assistant Superintendent of Recreation in 2022, staff recommends revising the Deputy FOIA Officers by removing the Assistant Superintendent of Recreation and adding the Director of Parks, Planning & Development.

Staff recommended the Board approve Ordinance No. 21-4, An Ordinance Setting Forth Provision for Compliance with the Illinois Freedom of Information Act.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 21-2, An 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.

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

MOTION CARRIED

Executive Director Adams then moved on to informational items. He reminded the Board that Pursuant to Chapter 35, Illinois Compiled Statutes (ILCS), Act 200/16-55 the County Board of Review must notify the taxing authorities of any property owner complainant's request for change in valuation of \$100,000 assessed value or more. He shared a spreadsheet of the complainant's requests received to date.

Executive Director Adams elaborated that if the Property Tax Appeal Board (PTAB) approved appellants requests for a full reduction in their valuations, it could significantly impact the tax rate which would result in leaving the other property owners (tax payers) to bear the higher tax burden. Therefore, it is important to monitor any requests of significant valuation decreases that could have a negative impact on taxing districts tax revenue to ensure property owners are fairly assessed.

Executive Director Adams reminded the Board that the District is part of a Tax Consortium (consisting of local governments that share boundaries with School District #99) pursuant to an IGA, created to address mutual concerns related to property assessments and to take appropriate measures to achieve the proper assessment of the property, including consulting with the local Township and County assessing officials and intervening, where the Parties deem it appropriate, in assessment appeals filed at the Board of Review, the Property Tax Appeal Board, and the Circuit Court.

COMMITTEE REPORTS

SEASPAR

No report

Jubilee

Executive Director Adams shared that a decision will need to be made soon with the Village about whether or not the event will be happening so the public can be informed. A decision must be made by mid-March. Adams added the District is finalizing details potentially scheduled Summer Concerts in the Park, Movies Under the Moon and the Woodridge Rotary Mini Triathlon.

PDRMA

No report

EX-OFFICIO REPORT

Plan Commission

No update.

Chamber of Commerce

No report.

Affiliated Athletic Associations

Ritter shared that WAA is currently taking registrations but they are still finalizing what the season will entail. If all goes as planned the season will start April 1st for in-house and travel teams.

President Cohen asked if masks are currently required for outdoor sports. Executive Director Adams confirmed that masks must be worn.

OLD BUSINESS

No report

NEW BUSINESS

No report

EXECUTIVE SESSION

At 8:40 p.m., MOTION by Mahoney and seconded by Venouziou to adjourn to Executive Session 2(c)5 to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired.

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

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

RECONVENE OPEN SESSION

The Regular Board Meeting of February 16, 2021, reconvened at 8:51 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Mahoney, Venouziou, Kranz. Absent: Coleman. Staff: Adams, Ritter, Webber, Knitter.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Kranz to adjourn the regular board meeting at 8:52 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

Jack Mahoney, Secretary