



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

PUBLIC PARTICIPATION

Ken Perry (6727 Lakeview Court, Woodridge)/President of the Woodridge Soccer Association*
Michael Korzen (2920 71st Street, Woodridge)**

PRESIDENT'S REPORT

President Cohen opened his report asking that the record reflect that the official canvass and abstract of votes cast at the Consolidated General Election held in DuPage County on Tuesday, April 6, 2021 has been certified by the DuPage County Clerk and sent to the State Board of Elections recording Bill Cohen elected as Park Commissioner for a six-year term.

President Cohen acknowledged attendance by Ken Barry, President of the Woodridge Soccer Association. Mr. Perry said he was there to answer any questions about the Soccer program that will be covered in the Recreation Report later in the meeting.

President Cohen then conducted the Annual Meeting of the Woodridge Park District to elect Board Officers, appoint Committee Chairs and Ex-officio members. He said the order of business of the Annual Meeting shall be the election of the President and Vice President and appointment of the Secretary, Treasurer, Committee Representatives, Ex-Officio members, Executive Director, Legal Counsel, and Investment Advisor.

President Cohen then asked if there were any objections to keeping the existing officers and appointments the same from the previous year, or if anyone would like to make a different nomination.

Commissioner Kranz said everything is running smoothly and sees no reason to change any of the appointments.

President Cohen asked Executive Director Adams if Commissioner Coleman, who was not in attendance, had any objections. Adams said he spoke with Commissioner Coleman and he had no objections.

President Cohen asked if there was a Motion to re-elect the same 2020 officers and ex-officio appointments for 2021.

MOTION by Kranz and seconded by Mahoney to re-elect the same 2020 officers and ex-officio appointments for 2021.

President Cohen then reviewed all the positions and who holds them:

- President: Bill Cohen
- Vice President: Brian Coleman
- Secretary: Jack Mahoney
- Secretary Pro-Tem: Mike Adams
- Treasurer: Sam Venouziou
- SEASPAR Representative & Alternate: Mike Adams, Don Ritter
- Jubilee Committee Representative & Alternate: Brian Coleman, Don Ritter
- PDRMA Representative & Alternate: Mike Adams, Chris Webber
- Ex-Officio & Alternate to the Plan Commission: Jack Mahoney, Mike Adams

- Ex-Officio & Alternate to Chamber630: Mary Kranz, Megan Romano
- Ex-Officio & Alternate to Woodridge Athletic Association: Don Ritter, Brad Keene

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

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

President Cohen then asked if there was a motion to reappoint Mike Adams as the Woodridge Park District's Executive Director.

MOTION by Venouziou and seconded by Mahoney to reappoint Mike Adams as the Woodridge Park District's Executive Director.

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

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

President Cohen asked if there was a motion to reappoint Klein, Thorpe & Jenkins as the Woodridge Park District's legal counsel.

MOTION by Mahoney and seconded by Venouziou to reappoint Klein, Thorpe & Jenkins as the Woodridge Park District's legal counsel.

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

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

President Cohen asked if there was a motion to reappoint the Illinois Institutional Trust (IIT) Fund as the Woodridge Park District's Investment Advisor.

MOTION by Mahoney and seconded by Kranz to reappoint the Illinois Institutional Trust (IIT) Fund as the Woodridge Park District's Investment Advisor.

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

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

**President Cohen acknowledged attendance by Woodridge resident Michael Korzen and introduced himself. President Cohen permitted under Public Participation and if Mr. Korzen would like to address the Board. Mr. Korzen asked if there are any updates or actions to be taken regarding the washed-out bridge at Hawthorn Hill Woods. He mentioned he reviewed

past meeting minutes on the website and did not see anything in the minutes regarding the issue. Executive Director Adams said the issues has been discussed at past meetings and deferred to Director of Parks, Planning & Development, Jenny Knitter, to provide a status on the subject.

Knitter reviewed the history and status of the project, sharing that it will not be a quick repair. She noted that an engineer was brought in to assess the site and make recommendations. Staff is currently reviewing and finalizing plans and hope to submit them to Village this summer for permitting. She explained that permitting is a long process and can take 6-12 months. With that in mind, Knitter said the District is tentatively anticipating work to begin between March – July of 2022 and potentially reopen by August of 2022.

Mr. Korzen then asked about the status of the existing pedestrian bridge east of the washed-out bridge and if that would be replaced as well and if it was structurally sound.

Executive Director Adams reported that the pedestrian bridge is structurally sound, but that it is meant to be a temporary bridge for Haunted Forest Walk. He added that Staff is currently working with the engineer on evaluating it as well as the culvert further south. He shared that Staff is also exploring the option of adding another trail in that area.

Mr. Korzen thanked the District for their time. Executive Director Adams shared that in the future if he has any questions he can reach out to District Staff directly and noted that contact information is on the website.

President Cohen resumed his report recognizing this month's current Staff anniversaries. He noted that Assistant Superintendent of Recreation Julie Rhodes is celebrating her 30th Anniversary and asked Superintendent of Recreation Don Ritter to share his thoughts on Rhodes.

Ritter congratulated Rhodes on her 30 years of service and acknowledged what a great employee she is. He reviewed her accomplishments with the District ranging from facility maintenance and safety coordinator, to planning the Jubilee and mowing with the Maintenance team during Covid. He noted that outside of work, she received the Village's "Spirit" award in 2016 for all the volunteer work she does in the Community. He said she is a valuable employee and will be missed when she retires next year.

President Cohen then congratulated Eric McAleer, ARC assistant facility manager, on his 10th Anniversary. Executive Director Adams noted that McAleer is a hard worker and a valuable asset to the District.

President Cohen next congratulated graphic designer, Colleen Kane, on her 5th Anniversary and asked Superintendent of Marketing & Community Engagement, Megan Romano, to share a few words about Kane.

Romano shared that since joining the District Kane has greatly improved the District's image through her professional and creative design as seen through the District's social media, signage, flyers, activity guides and other marketing mediums. Romano added that she is very good at juggling multiple projects for numerous departments at once and a great asset of our team.

President Cohen then congratulated Edward Blazek, Golf Course Starter/Ranger on his 5th Anniversary.

President Cohen reported that on May 1st he participated in the 2021 Consolidated Election Elected Officials Parade & Inauguration and shared details about the event.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that on May 10th the District was informed that they received the Government Finance Officers Association or GFOA Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended April 30, 2020. This is the District's 11th consecutive year receiving the highest

financial award a municipality can receive in the United States and Canada. He thanked all those involved that helped the District in achieving the award.

In regards to the December 31, 2020 audit, Webber said the original plan was for Sikich to present the audit to the Board this evening. However, Sikich cannot finalize the audit until IMRF finalizes their audit which is to take place next week. Sikich will present at the June 15th board meeting.

Webber then reviewed the District's current financials.

Webber next reported that the NEOGOV Onboarding platform is live and will be used to processing new employees moving forward. This allows new employees to complete the majority of their paperwork online and allows staff to save time by not tracking down paper forms.

Webber closed his report sharing that Staff worked with Sterling Network Integration to set up Cypress Cove's computers for use when the pool opens next month. We did run into a slight issue with two new computers not working and those were sent back to be fixed. It will not cause any operational delays as we had enough computers otherwise.

Parks Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item, Meadowview School & Murphy School Playground Improvements Project, CRP #21-02c.

Knitter stated that as identified in the Capital Replacement Program, the time has come to replace the existing playground equipment for the east (lower) playground at Meadowview School and the existing four-bay swings at Murphy School and expansion to accommodate the needs generated from the new Hobson Hill subdivision. Age and existing conditions are the primary reasons for both replacements.

Knitter said scope of this bid at Meadowview School includes the removal and replacement of the existing playground including equipment, surfacing and borders as well as the development of accessible ramps and seating areas adjacent to the playground. The scope also includes work that will be reimbursed by the which includes the redevelopment of the access walks extending from the playground to both the parking lot and to Foxtree Avenue in accordance with ADA standards as well as the repaving of the asphalt playing surface between the school and the playground including potential court improvements (new basketball hoop, court striping, GAGA ball pit).

Knitter added that the scope of this bid at Murphy School includes the removal and replacement of the existing swing area of the playground including the equipment (previously purchased by WPD), surfacing and borders as well as the development of an accessible ramp to this swing area.

Staff requested the Board authorize Staff to bid the Meadowview School & Murphy School Playground Improvements Project, CRP #21-02c.

MOTION by Mahoney and seconded by Venouziou to authorize Staff to bid the Meadowview School & Murphy School Playground Improvements Project, CRP #21-02c.

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

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

2.b Knitter moved on to the next action item, Forest Glen Park – Playground Safety Surface Replacement Project, CRP #21-04pc-01

Knitter said as identified in the Capital Replacement Program, the time has come to replace the existing poured-in-place rubber playground surfacing at Forest Glen Park. The existing Surface America system has been in place since the park's opening in 2008, 13 years which exceeds the product's 10-year limited warranty.

Knitter shared that Staff requested a proposal from NuToys Leisure Products, the local product representative for Surface America's PlayBound surface, to provide a price from Sourcwell (formerly known as National Joint Purchase Alliance), which is a local government purchase cooperative, who provided a competitively bid price.

Knitter reported that The Sourcwell pre-bid pricing provided is as follows:

- PlayBound by Surface America – Poured-in-Place 3.5" System (6,315 sf): \$120,105.00 (Includes: Freight & Installation)

Knitter explained that the Bid does not include the Demo, Removal, and Disposal of Existing PIP system; the preparation of compacted aggregate base not the construction fencing & security during cure time. Knitter stated this scope of work will be addressed later in the report.

Knitter said the surface installation is scheduled to begin within 7-10 business days of acceptance of the prepared subsurface (base). The substantial completion date for the subsurface prep is July 25th. The contractor anticipates installation taking less than one week including a 24-hour cure time. She said Staff anticipates the playground closure to run from early/mid-July to early August.

Staff recommended the Board accept NuToys Leisure Products an authorized dealer of Surface America as the low qualified bid secured from Sourcwell Cooperative Purchase Program and approve a purchase order in the amount of \$120,105.00 for the purchase and installation of the Forest Glen Park – Playground Surfacing Replacement Project, CRP #21-04pc-01.

MOTION by Mahoney and seconded by Kranz to accept NuToys Leisure Products an authorized dealer of Surface America as the low qualified bid secured from Sourcwell Cooperative Purchase Program and approve a purchase order in the amount of \$120,105.00 for the purchase and installation of the Forest Glen Park – Playground Surfacing Replacement Project, CRP #21-04pc-01.

Commissioner Venouziou asked how long the demo phase will take. Knitter said it should take about a week and that NuToys will be kept in the loop so they know when the work can begin.

Commissioner Mahoney asked what the total downtime will be from start to finish. Knitter said that the total downtime will be between three and four weeks.

President Cohen asked about the warranty? Knitter believes it will be 10 years but will research on her end. He then asked if this is the only park the District has with this type of surface. Executive Adams confirmed that it is, and that it is a very expensive and therefore targeted for very special use sites [*Forest Glen Park is an ADA universal barrier free park & playground*].

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

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

2.c. Knitter moved on to her next action item, Forest Glen Park – Playground Safety Surface Removal Project, CRP #21-04pc-02

Knitter reported that since the removal of the existing poured-in-place surfacing and subsurface preparation was not included in the Surface America (NuToys) proposal, Staff issued an Request for Proposal (“RFP”) to meet the manufacturer’s minimum standards for preparation for installation of the new surfacing system. The base proposals include removal and legal disposal of the existing rubber poured-in-place surfacing; inspection of the existing under drainage system, and regrading/compaction of the aggregate subsurface base. Alternate #1 pricing was also requested to replace sections of the flush border curbing in 3 locations (20 total lineal feet) where mulch from existing trees regularly washes onto the playground surface.

<u>Contractor</u>	<u>Base Proposal</u>	<u>Alt #1</u>
• D&J Landscape, Inc.	\$ 19,885.00	\$ 1,300.00
• Hacienda Landscaping Inc.	\$ 26,340.00	\$ 900.00
• Green-Up	\$ 27,620.00	(No Bid)
• Innovation Landscape, Inc.	\$ 43,564.00	\$ 1,400.00

Knitter shared that the District has maintained a satisfactory working relationship with the low bidding contractor, D&J Landscape, Inc. Previous works completed include Ide's Grove West Park, 83rd Street Park and wood fiber playground surfacing replacements at multiple sites. Construction for this project is scheduled to begin July 5th and be substantially complete by July 25, 2021.

Staff recommended the Board accept D&J Landscape, Inc. as the low qualified proposal and approve a contract in the amount of \$21,185.00 based on the Base Proposal and acceptance of Alternate #1 for the Forest Glen Park – Playground Surface Removal Project, CRP #21-04pc-02.

MOTION by Mahoney and seconded by Venouziou to accept D&J Landscape, Inc. as the low qualified proposal and approve a contract in the amount of \$21,185.00 based on the Base Proposal and acceptance of Alternate #1 for the Forest Glen Park – Playground Surface Removal Project, CRP #21-04pc-02.

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

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

2.d. Knitter moved on to her next action item, Playground Drainage Improvements & Miscellaneous Concrete Work, MSP #21-06pc

Knitter said that in recent years maintenance staff raised the issue of insufficient drainage in the playgrounds at Sunnydale and Falconridge Parks. In the spring, the District worked with a contractor to determine the functionality and layout of the existing drainage system at Sunnydale Park and determined that improvements completed in 2012 likely compromised/damaged the existing drainage system extending toward the tot playground. The scope of work included in the RFP will be to install sections of perforated drain tile in the tot playground and to connect those tiles to an existing catch basin located in the elementary playground. This will drain to the storm sewer on Harvest Avenue. Sections of concrete flatwork will be removed and replaced to accommodate the new run of drain tile.

Knitter stated that at Falconridge Park similar improvements completed in 2011 appear to have compromised/damaged the existing drainage. A section of the existing concrete walk will be removed with the impacted section of drain tile being replaced and tested to ensure functioning before the section of walk is replaced. Also included in the scope of work is the addition of two concrete bench pads at Castaldo Park related to two recently purchased memorial benches.

Contractor Base Proposal

- Hacienda Landscaping Inc. \$ 8,513.50
- Innovation Landscape, Inc. \$ 15,565.00
- D&J Landscape, Inc. \$ 22,495.00
- Schafges Brothers, Inc. \$ 34,889.00

Staff recommended the Board accept Hacienda Landscaping, Inc. as the low qualified proposal and approve a contract in the amount of \$8,513.50 based on the Base Proposal for the Playground Drainage Improvements & Miscellaneous Concrete Work, MSP #21-06pc.

MOTION by Mahoney and seconded by Venouziou to accept Hacienda Landscaping, Inc. as the low qualified proposal and approve a contract in the amount of \$8,513.50 based on the Base Proposal for the Playground Drainage Improvements & Miscellaneous Concrete Work, MSP #21-06pc.

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

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

2.e. Knitter moved on to her last action item, Fred C. Hohnke Community Center – Indoor Drinking Fountain Replacement Project, MSP #21-07pc

Knitter stated that Staff requested proposals from multiple contractors for the removal and disposal of the two existing indoor drinking fountains as these almost 40-year-old fountains were leaking and rusting out at the bottom. Below includes the purchase and installation of two new fountains, same as ARC with bottle fillers:

<u>Contractor</u>	<u>Proposal Amount</u>
• Jensen’s Plumbing and Heating, Inc.	\$4,468.00
• Magic Pure, LLC	\$5,150.00
• Courtesy Plumbing	\$5,347.89

Staff recommended the Board accept Jensen’s Plumbing and Heating, Inc. as the low qualified proposal and approve a proposal in the amount of \$4,468.00, for the Fred C. Hohnke Community Center – Indoor Drinking Fountain Replacement Project, MSP #21-07pc.

MOTION by Kranz and seconded by Mahoney to accept Jensen’s Plumbing and Heating, Inc. as the low qualified proposal and approve a proposal in the amount of \$4,468.00, for the Fred C. Hohnke Community Center – Indoor Drinking Fountain Replacement Project, MSP #21-07pc.

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

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

Knitter then reviewed various department informational items:

- Cypress Cove – Slides Restoration Project: Substantial completion for the project remains as scheduled for May 21st, and the contractor remains confident that they can meet this deadline.

- Planning Maintenance Task: Mulched Cypress Cove with assistance from SWAP (Sherriff's Work Alternative Program); began aquatic weed treatments at Lake Harriet and Ides Grove East; removed 60 truckloads of logs from Hawthorne Hill Woods; Goose management at Lake Harriet Island; ground stumps at Village Greens GC (25 total stumps)
- Staffing: The Maintenance Department continues to seek individuals for summer employment. The Executive Director's report will include additional reporting on the matter and staff recommendations to address.
- The Splash Pad is scheduled to open on Memorial Day.
- Bridge repairs and power washing is in progress, as recommended by the 2019 bridge report.
- Regular ballfield maintenance and field requests are in progress in preparation for the current and upcoming baseball and softball seasons. Staff is repairing and dragging fields daily and cleaning dugouts while at each field. Currently, we have 1 full-time and 1 seasonal staff performing these tasks with one additional seasonal needed.

Executive Director Adams then discussed the ongoing issue with District owned parcels located adjacent to Woodridge Center Unit VI Townhomes Association ("THA"). He reminded the Board that the issue is in regards to the upkeep and day-to-day maintenance of the parcel. He said that Staff met with THA representatives onsite to discuss the issue. He added that they requested to continue maintaining the property.

Executive Director Adams said that after the meeting Staff discussed the issue with the District's legal counsel. He said Staff is receptive to the idea of creating a license agreement with the THA. He suggested that the THA could continue to mow and fertilize the turf and maintain the trees in the open areas, while the District maintains the natural area and creek tributary corridor that drains into Lake Carleton. He noted that the District would work with Legal to draft the licensing agreement and make sure all maintenance guidelines/standards and expectations are included. Adams said the THA is willing to take on the expense of maintaining portions of the property.

President Cohen asked if they maintain the property themselves or if they contract with a third party. Executive Director Adams said they do contract the work out to a third party.

Executive Director Adams then asked if the Board was open to pursuing a licensing agreement.

Board discussion ensued about how the agreement would be executed, the terms and length of the agreement and the District's responsibilities.

After further discussion related to the possible terms of the agreement, concerns about application of pesticides by a third party and replacement of cobble stone connector pathway, the consensus of the Board agreed to pursue a licensing agreement with the THA as a reasonable option. Executive Director Adams said Staff will coordinate drafting of an agreement with the District's attorney and bring it to the Board for approval.

Golf Course

Golf Course Manager Brandon Evans then joined the meeting via Zoom and opened his report sharing that the golf course hosted 6692 rounds in April, consisting of approximately 5000 member rounds and 1700 Loyalty rounds. This was the most ever recorded rounds in April for the course. He said that by and large the membership program continues to be well received and members are asking if the program will be offered again.

Evans reported that the 38th Annual Illinois State Scramble we held on April 24th and 25th. For a change, the 64 teams had terrific weather for the weekend and participants raved about the course conditions. For the first time in the event history, we introduced a 'Senior' Division. The Senior Division was well received by those who played, and Staff expects it to grow the event in future years with the addition of a second division.

Evans closed his report sharing that the golf course remains in terrific shape. Relatively dry weather this spring has allowed crews to remain on top of detail work. Bunkers are edged, flower beds weeded, and stumps have been removed. Stone has been added to help stabilize and enhance several pond edges.

President Cohen asked if the relaxed state Covid guidelines have affected outings. Evans said they have about 50 outings on the books, which is not at pre-Covid levels but an improvement nonetheless. There are typically about 100 outings a year. He said the Course continues to get calls every day about outings.

Recreation

Superintendent of Parks & Recreation Don Ritter opened his report by introducing Woodridge Soccer Association president, Ken Perry. Ritter then discussed the status of the Storm soccer program and what should be done moving forward.

Ritter shared that Perry sent the District an email outlining four options that the WSA Board recommended for the Storm program moving forward. In summary, the recommendations included:

1. Request an RFP from Elmhurst Soccer regarding a partnership.
2. Develop an RFP for partnerships with neighboring programs.
3. Develop and advertise a job posting for a "Woodridge Director of Soccer & Player Development."
4. Dissolve/put on hold for the time being the Storm Program. While it's worth doing everything reasonable to save the program, there are strong concerns about the program going forward in its current status.

Board discussion then ensued addressing each of the options. Discussion points included the viability of a partnership with Elmhurst City Soccer Association given the distance between communities; the options for working with neighboring clubs and the logistics of issuing an RFP; reported national and local declining participation trends in team sports, and the current state of Storm including growth, number of players from Woodridge, tryout numbers and issues securing coaches.

Discussion ensued. The Board was open to considering proposals for possible merger options. Staff will assess further in partnership with the WSA Board and present a plan at a future meeting.

4.a Executive Director Adams then discussed the first action Recreation Report action item, Cypress Cove CO² Supply Proposal & Contract Agreement Approval.

Executive Director Adams reminded the Board that the District has used Swanel Beverage, Inc. services since 2007. However, in the past few years, facility Staff expressed some service concerns that went unresolved including the billing for the lease of the tanks while the facility was closed last summer due to Covid-19 (Force Majeure / "Act of God"). Based on that information, Adams said Staff sought several proposals from other vendors, however due to the size of tanks needed for our facility, there was a long lead time to obtain new tanks that would significantly impact the opening of the pool due to the delay in treating the pool water according to IDPH standards. Additionally, all vendors were requiring the term of the agreement of 5-years or greater in order to recoup their costs to provide these unique size tanks.

Executive Director Adams noted that per Illinois Compiled Statute 70 ILCS 1205/8-1, contracts typically shall not exceed three years. However, the statute includes another provision that does allow for contracts not-to-exceed eight years if approved by the affirmative vote of two-thirds of the board.

Executive Director Adams said Staff negotiated a new five-year equipment lease agreement with Swanel Beverage and reviewed the terms.

Staff recommended the Board approve a five-year equipment lease agreement with Swanel Beverage, Inc. to lease CO₂ high pressure tanks and purchase CO₂ gas for the Cypress Cove Family Aquatic Park filtration system subject to final attorney review.

MOTION by Mahoney and seconded by Venouziou to approve a five-year equipment lease agreement with Swanel Beverage, Inc. to lease CO₂ high pressure tanks and purchase CO₂ gas for the Cypress Cove Family Aquatic Park filtration system subject to final attorney review.

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

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

4.b Aquatic Manager Amanda Widloe then joined the meeting via Zoom to discuss the Cypress Cove Family Aquatic Operations Plan Update & Fee Schedule.

Widloe opened her report updating the Board on the current plans and guidelines for the two phases for opening of Cypress Cove on June 11th. She reviewed Covid-19 mitigation assumptions, staffing/lifeguard hiring challenges, capacity limits, sufficient staffing to opening or not opening the Lazy River, operating hours, the online reservation process and reservation periods and fee structure. She explained the challenges in trying to plan based on the unknown regulations and mitigations depending on what “Restore Illinois” phase the State will be at when the facility is scheduled to open.

Executive Director Adams then asked for Board feedback regarding season passes this season and asked Widloe to explain the pros and cons of offering and not offering Cypress Cove season passes. She discussed financial implications/projections, impacts on accessing or lack thereof due to required capacity limitations, the fact that with the online reservation system the District cannot guarantee that passholders will always get a reservation, etc.

Further discussion ensued regarding assumed Covid-19 mitigations and impacts related to season pass options, reservation system limitations; disgruntled season pass holders unable to access pool due to capacity limitations, how to ensure residents can easily secure reservations; limitations to offer punch cards; ongoing staffing constraints and impacts; and concession limitations and birthday parties.

Staff recommended the Board approve the 2021 Cypress Cove Family Aquatic Park Reopening Plan to include the daily admission fees recommended per each of the following “Restore Illinois” Bridge to Phase 5 and Phase 5 plans as presented, with the exclusion of season passes.

MOTION by Mahoney and seconded by Venouziou to approve the 2021 Cypress Cove Family Aquatic Park Reopening Plan to include the daily admission fees recommended per each of the following “Restore Illinois” Bridge to Phase 5 and Phase 5 plans as presented, with the exclusion of season passes.

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

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

President Cohen thanked Widloe for all her hard work during this time and acknowledged the great job that she is doing under difficult and challenging circumstances. Executive Director Adams concurred.

Ritter then discussed his informational items:

- Ritter noted that Athletic Supervisor Brad Keene did a great job planning the Woodridge Spring Challenge Cup for U8-U12 that was held the weekend of May 14th. This year 79 soccer teams competed in 139 games.
- Opening Day for the WSA In-House Soccer season was May 1st. There are 169 players registered in the spring program. With only 22 players registered in the Senior Division, the newest board member, Ed Bobowski, made the division a 3 v 3 league, organized the teams as well as officiating the games and running the practices.
- The Breakout Summer Camp 2.0 will begin on June 7th. Currently, the first week of camp has 58 participants registered and the second week already has 44 registered. Last year the camp averaged 32-36 kids each session.

Before and After Camp is being offered this year, but numbers are low so staff will be monitoring them to determine if those programs can still be offered.

- Aquatic marketing will go live on Wednesday, May 19th, pending board approval of 2021 Reopening Plan.
- Training for Cypress Cove staff begins Tuesday, May 18th. The number of trainings has been increased to allow for safe, socially distanced trainings. All trainings will be held at Cypress Cove.
- Swim Team registration opened on Tuesday, April 20th. As of May 13th, 105 swimmers have registered for the 2021 season.

Regarding swim team, Executive Director Adams noted that the Executive Directors of Districts that participate in DuPage Swim & Dive Conference notified their swim associations that they are still allowed to compete in virtual meets against other clubs. This will continue until District's can best comply with Covid-19 mitigations to host in-person dual or tri meets.

Ritter then provided a brief update on mask requirements. He shared that DCEO should be releasing its latest mask guidelines by May 19th. DCEO's existing guidelines seem to be in conflict with the Governor's latest executive order and it is causing a lot of confusion. The hope is that the two will be better aligned.

Executive Director Adams asked Ritter to discuss the upcoming summer concert program. He reported that based on current guidelines, for this year the District will be holding the concerts at the three same parks – Janes, Westminster and Mendingwall – as opposed to six different park locations. These are larger parks that better accommodate social distancing guidelines.

Marketing & Community Engagement

Romano opened her report reviewing the external newsletter and website numbers. She then shared that the District's new website launched May 18th. She reviewed its new features including a mobile-friendly site, and interactive park map that allows the user to filter by amenity, the park calendar that allows you to download events to your calendar, quick links on the home page and a "forms" page that houses all of the District's forms customers may need to sign up and/or participate in a program.

Romano reported that the District's job marketing geo-fencing campaign started on Friday, April 30th and will run for one month. She reviewed the target areas for aquatic and summer camp jobs and seasonal maintenance jobs.

CONSENT AGENDA

MOTION by Mahoney and seconded by Venouziou to approve Consent Agenda Item #1 & #2 for approval of minutes and Agenda Items #3 through #10 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$713,003.48.

1. Regular Board Meeting Minutes.....	April 20, 2021
2. Executive Session Meeting Minutes.....	April 20, 2021
3. Vendor Payment, Payroll Ratification & Refunds Report (4/16/21 – 5/13/21)	\$713,003.48
4. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engin. Services CA #20-02pc, Payout #4	\$9,527.81
5. Western Remac, Inc., ARC, Falconridge & Janes Avenue Park Fencing Project, CRP #20-08c – Payout #2, Final	\$40,000.00
6. IPS Waterslides, Inc., Slides Restoration Project, ACRP #21-02c – Payout #1	\$25,000.00
7. Randex Painting, Inc., Light Standard Painting Project, ACRP #21-05pc – Payout #1, Final	\$2,620.00
8. Sybert Group, Inc., Contractual Landscape Maint. Services – 2021 Contract Ext., MSP #19-03pc, Payout #1	\$3,399.47
9. Integrated Lakes Management., Ide's Grove West Park – Wetland Maint. Services, MSP #20-09pc - Payout #1	\$1,159.08
10. Eco Technology Construction, Inc., Cypress Cove – Pool Liner Repair Project, AMSP #21-02pc, Payout #1, Final	\$2,400.00

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

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, Parks, Planning & Development Department Labor Update & Authorization to Hire Full-time Maintenance Employee(s).

Executive Director Adams shared that currently there's a regional shortage of seasonal and part time labor in the region, especially related to maintenance positions. Adding to that, per FLSA labor law, individuals below 18 years of age are restricted in what they can drive or operate which further limits the District's labor pool and therefore we need to seek persons of minimum age of 18 years old. He added that reasons for the shortage include but are not limited to: ongoing Covid concerns, financial incentive to stay on unemployment, lack of college students seeking employment due to pursuance of internships (2020 backlog) or just not seeking employment outright, competition with retail and commercial sectors paying higher hourly wage and benefits, etc.

Executive Director Adams reminded the Board of the approved hourly wage range for the position is \$12 - \$16. Currently, seasonal maintenance positions are posted starting at \$12.50 with anticipated offerings between \$12.50 - \$14/hour. He said the District budgeted for a total of 28 part-time and seasonal employees for the entire PPD department. However, to ensure the department covers essential/critical maintenance needs, the District can get by with at least 18 seasonal employees (14 for maintenance & four for NRM/Landscaping).

Executive Director Adams shared that recent reporting of higher starting wages being offered by commercial businesses (such as fast food, retail, commercial, etc. (\$15 - \$17/hour) plus signing bonuses for the same labor pool is going to continue to be a challenge to hire for the District. Additionally, the Village is offering \$15/hour for its seasonal public work employees is struggling to hire.

Executive Director Adams stated that Staff proposes the following solutions that would help both the short- and long-term department labor needs:

- As discussed and approved in the budget, proceed in hiring a Full-time Maintenance employee.
- Consider hiring a second full-time Maintenance employee, not budgeted, but ability to fund based on projected expenditures being under budget due to available part-time and seasonal budget and not hiring the New Administrative Asst.
- Raise the starting posted hourly wage rate for seasonal employees to \$14/hour not to exceed \$16/hour and consider a \$200 retention bonus subject to compliance with various parameters such as minimum # of hours/week, weeks/season, and performance is satisfactory.

Executive Director Adams then reviewed a labor analysis illustrating the tracking of department labor hours since FYE2008. He noted that from a funding analysis perspective based on year-end expense projections related to labor and benefits, taking in to account the recommendations and anticipated hiring of 18 seasonal employees, the District would still be under budget by approximately \$70,000.

Executive Director Adams then asked the Board for feedback. After some discussion, the Board agreed that all three recommendations were acceptable to adequately maintain the District's parks and facilities.

Staff recommended the Board consider authorize the hiring of a new full-time maintenance employee, as budgeted in the 2021 calendar year.

MOTION by Venouziou and seconded by Mahoney to authorize the hiring of a new full-time maintenance employee, as budgeted in the 2021 calendar year.

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

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

Staff recommended the Board authorize the hiring of a second new full-time maintenance employee, funding this added position by utilizing the balance of funds appropriated for unfilled seasonal and permanent part-time positions in the 2021 calendar year.

MOTION by Mahoney and seconded by Venouziou to authorize the hiring of a second new full-time maintenance employee, funding this added position by utilizing the balance of funds appropriated for unfilled seasonal and permanent part-time positions in the 2021 calendar year.

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

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

Staff recommended the Board authorize a signing (retention) bonus for seasonal staff who complete a minimum number of hours worked for the district and ends the season in good standing.

MOTION by Mahoney and seconded by Kranz to authorize a signing bonus for seasonal staff who complete a minimum number of hours worked for the district and ends the season in good standing.

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

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

F.2.a Executive Director Adams then moved on to his first informational item, the presentation of the 'Draft' 2021-2025 Strategic Master Plan.

Executive Director Adams explained that the Strategic Plan provides all strategic assessment focus areas compiled within one comprehensive document. It covers strategic planning related to overall operations/administration, mission statement / long term goals / core values, community engagement and needs assessments, financial analysis, intergovernmental cooperation, recreation services and strategic planning, assessment of capital assets and planning initiatives and future capital asset planning and prioritization. He also added the Strategic Master Plan will provide a baseline document of essential data and information presented in a logical format that will be easy to update for the next scheduled five-year cycle (2026-2030).

Executive Director Adams said it is important to note that all of the planning efforts, assessments, feedback, action steps, goals and recommendations were previously shared with the Board. He then reviewed the structure and organization of the Plan.

Executive Director Adams recommended the Board review the plan and consider adoption of the Plan at the June Regular Board Meeting subject to final Board feedback.

F.2.b. Executive Director Adams moved on to his next informational item, the review of the 'Draft' Ordinance of the Woodridge Park District, DuPage and Will Counties, Illinois, Regarding Regulations on Use of the District's Lands and Facilities and Enforcement of Penalties for Improper Use.

Executive Director Adams reminded the Board that every few years the Rules & Regulations Ordinance undergoes a comprehensive review. He noted that to improve the searchability of the document and improve its overall format, look and flow of information, the regulations document was revised and will now be an Exhibit to the Ordinance. A comprehensive review was completed by the Executive Director in consult with the Leadership Team and a full legal review by the District's attorney. He then reviewed the regulation material additions/revisions.

Executive Director Adams recommended the Board review the revised document in its entirety and consider approval at the June regular board meeting.

Executive Director Adams closed his report providing an update on the Distinguished Agency Accreditation process.

COMMITTEE REPORTS

SEASPAR

No report.

Jubilee/Oktoberfest

Ritter shared that Staff is looking at expand the existing Oktoberfest in some capacity. It is scheduled for September 24th-25th and may expand to include a third day or longer hours.

PDRMA

Executive Director Adams reported that the PDRMA annual report tailored to the District is included in the Board Report.

EX-OFFICIO REPORT

Plan Commission

Executive Director Adams noted that there is a proposal to re-develop the now closed Loew's Movie Theater on Woodward Avenue into a spec warehouse.

Chamber of Commerce

No report.

Affiliated Athletic Associations

Ritter shared that WAA will be hosting its annual Memorial Day baseball tournament from May 27th-May 31st, with 56 teams participating.

NEW BUSINESS

Executive Director Adams shared that the Leadership Team is starting to discuss when to bring back Staff to the office full time. He will keep the Board apprised of any decisions.

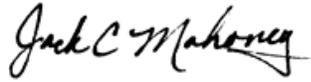
ADJOURNMENT

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 10:01 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive style with a prominent initial "J" and a stylized "M".

Jack Mahoney, Secretary