

WOODRIDGE PARK DISTRICT
Regular Board Meeting
June 15, 2021



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

PUBLIC PARTICIPATION

Brian LeFevre: Sikich LLP
Eric Anderson: Piper Sandler

PRESIDENT'S REPORT

President Cohen opened his report sharing that prior to the start of the Board Meeting a resident who did not want to sign in or share his name came to the meeting to his concern about the lack of senior daily admission rates and no season passes at Cypress Cove citing unaffordability.

President Cohen then congratulated Lauren Moody, Finance/HR Assistant, on her 5th Anniversary. Superintendent of Finance, Personnel & IT Chris Webber shared that Moody is a valuable asset to the District.

President Cohen next congratulated Barb Larocco, ARC Fitness Manager on her 5th Anniversary and asked Superintendent of Recreation Don Ritter to say a few words about Larocco. Ritter shared what a great job Larocco does managing the ARC Fitness Center.

President Cohen closed his report recognizing the District Staff for how they handled everything during the pandemic and how well they continue to deal with the public. He then shared a letter he received from Woodridge resident Nancy Tomany acknowledging how smoothly and efficient the Vaccine Clinics went at the ARC.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report introducing Brian LeFevre of Sikich LLP, the District's auditor, to present the short-year ended December 31, 2020 Annual Comprehensive Financial Report.

Mr. Lefevre then reviewed the highlights of the 2020 (Short-year) Annual Comprehensive Financial Report, including, the reporting standards, new standards implemented due to Covid, general overviews of each fund and the executive summary findings. He noted how smoothly the audit process went.

Staff recommended the Board accept the Comprehensive Annual Financial Report for the Short-year ended December 31, 2020 as presented.

MOTION by Coleman and seconded by Mahoney to accept the Annual Comprehensive Financial Report for the Stubyear ended December 31, 2020 as presented.

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

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

MOTION CARRIED.

Webber then introduced Eric Anderson from Piper Sandler to provide the Board an update on possible debt service refunding options.

Anderson opened his report sharing that interest rates have declined from their highs in February and March, though are still higher than levels seen to start 2021. He said favorable economic news and increased inflation expectations by market participants have been offset by discussion that inflation experienced currently is transitory.

Anderson added that banks still continue to have an appetite for municipal debt in their bank portfolios, supporting consideration of privately placing the District's debt offering including Harris, JP Morgan, WinTrust. Preliminary discussions have been held and they are encouraging.

Anderson then presented which outstanding debt certificates could make the most sense to refund if rates become favorable.

Anderson reported that another factor that should be considered before refunding is the hope that the Tax Cut and Jobs Act of 2017 will be repealed and again allow tax exempt advance refundings. If this occurs the District would then be able to issue its refunding debt certificates as tax exempt, potentially providing additional savings.

Anderson then reviewed the debt certificate refunding options for consideration. He recommended that the Board adopt a parameters ordinance to refund debt certificates, prepare terms sheets and other materials and continue to monitor savings considerations.

Webber then addressed his informational items reporting that the District started receiving its tax levy distributions and as of the meeting the District received approximately \$3,528,000 from DuPage County which is 49% of their levy portion. Distributions from Will County are scheduled to begin on June 17th.

Webber then reviewed the District's current financials.

Webber closed his report sharing that Staff and Sterling worked together to have all the aquatics computers and equipment ready for opening day and the pool opened this past weekend without any issues.

Parks Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item, the 2021 Asphalt Resurfacing Project, CRP #21-09c.

Knitter shared that Staff is in the process of assembling bid documents for resurfacing and patching of asphalt parking lots and paths throughout our park sites as scheduled in our Capital Replacement Plan which include:

- Castaldo Park Path
- Echo Point Park Parking Lot & Path
- Falconridge Park Parking Lot
- Fred C. Hohnke Community Center (FHCC) Parking Lot
- Lake Carleton/Village IV Path
- 83rd Street-Cypress Cove Path

Knitter then reviewed the scope of work and time line. Staff requested Board authorization to bid the 2021 Asphalt Resurfacing Project, CRP #21-09c.

MOTION by Mahoney and seconded by Kranz to authorize Staff to bid the 2021 Asphalt Resurfacing Project, CRP #21-09c.

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

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

2.b. Knitter moved on to her next action item, the ARC Parking Lot – Permeable Paver Repairs Project, MSP #21-09c.

Knitter reported that Staff is in the process of assembling bid documents for repairs to areas of the ARC parking lot where pavers have settled or sunk as a result of heavy traffic or other subsurface environmental factors. The repairs consist of the removal of impacted existing pavers and resetting to the proper elevations. She shared the scope of work and timeline and noted that they will also request pricing for releveling the pavers at the Orchard Hill Park Shelter.

Staff requested Board authorization to bid the ARC Parking Lot – Paver Repairs Project, MSP #21-09c.

MOTION by Mahoney and seconded by Venouziou to authorize Staff to bid the ARC Parking Lot – Paver Repairs Project, MSP #21-09c.

President Cohen asked if there is a contractor warranty. Knitter said the warranty is one year, which is standard. She added that the pavers have held up exceptionally well and that “settling” is expected. Executive Director Adams added that if the District were to request a five-year warranty the vendors would just increase their pricing.

President Cohen then asked if the entire parking lot will be shut down. Knitter said the work will be done in sections and they will work with the ARC Staff on determining a schedule. Work will be completed by October, which is a slower time of the year for the ARC.

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

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

2.c. Knitter moved on to her next action item, the 2021 Athletic Court Recoloring Project, CRP #21-07c.

Knitter told the Board this project was originally budgeted for replacement in 2020, but Staff opted to push the tennis court recoloring and crack repair work at Forest Glen Park by one year to ensure continuous use of one of the tennis facilities while the others were recolored. Staff also observed extensive linear cracking on the courts and identified the need to move forward with crack repairs and court recoloring at this time. Staff recently solicited proposals for this same work; however, the proposals received came in above the \$25,000 threshold for publicly bidding projects and the proposals were subsequently rejected.

Staff requested Board authorization to bid the ARC Parking Lot – Paver Repairs Project, MSP #21-09c.

MOTION by Mahoney and seconded by Venouziou to authorize Staff to bid the 2021 Athletic Court Recoloring Project, CRP #21-07c

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

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

2.d. Knitter moved on to her next action item, the 2021 Playground Safety Surface Replacement Project, CRP #21-08c

Knitter reported that as identified in the Capital Replacement Program and assessment of existing conditions, Staff determined the need to replace the existing playground safety surface at Falconridge Park, Somerset Park and Willow Creek School. She reviewed the scope of work and the timeline.

Staff requested Board authorization to bid the Playground Safety Surface Replacement Project, CRP #21-08c.

MOTION by Mahoney and seconded by Kranz to authorize Staff to bid the Playground Safety Surface Replacement Project, CRP #21-08c.

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

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

2.e. Knitter moved on to her next action item, Meadowview School & Murphy School Playground Improvements Project, CRP #21-02c.

Knitter walked the Board through the status of the budget for the project including School District #68's contribution for making the pathway between Foxtree Lane and the Meadowview School parking lot ADA compliant, and the scope of work at both school sites. The following bids were received for the project:

<u>Contractor</u>	<u>Base Bid</u>
Hacienda Landscaping, Inc.	\$197,483.50
Landworks, LTD	\$235,985.10
Innovation Landscaping, Inc.	\$264,560.47

Knitter noted that the District maintains a positive working relationship with the low bid contractor and that in 2020, Hacienda Landscaping, Inc. completed the development of the accessible baggo courts at Echo Point Park. Construction for this project is scheduled to begin in July and be substantially complete on or before September 3, 2021.

Staff recommended the Board accept Hacienda Landscape, Inc. as the low qualified bidder and authorize staff to negotiate a contract not to exceed the bid amount of \$197,483.50 for the Meadowview School & Murphy School Playground Improvements Project, CRP #21-02c, pending Woodridge School District # 68's final Board approval for consideration at their June 21, 2021 Board Meeting regarding their financial contribution of \$97,115.50 for reimbursement of the scope of work outside of the defined IGA.

MOTION by Coleman and seconded by Mahoney to accept Hacienda Landscape, Inc. as the low qualified bidder and authorize staff to negotiate a contract not to exceed the bid amount of \$197,483.50 for the Meadowview School & Murphy School Playground Improvements Project, CRP #21-02c, pending Woodridge School District # 68 final Board approval for consideration at their June 21, 2021 Board Meeting regarding their financial contribution of \$97,115.50 for reimbursement of the scope of work outside of the defined IGA.

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

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

2.f. Knitter moved on to her next action item, the Castaldo Park - Drinking Fountain Purchase, CRP #21-06pc.

Knitter shared that in mid-May as Maintenance Staff discovered issues with the existing fountain at Castaldo Park, Staff was able to temporarily fix it, but determined that the fixture needs to be replaced due to extensive deterioration of the interior plumbing components. Due to the essential nature of the drinking fountain for picnics, the Director determined that it was necessary to purchase the fixture immediately considering the long product lead time (3-4 weeks) and anticipated June price increases due to volatile steel pricing.

Knitter noted the drinking fountain is not currently budgeted for replacement in the CRP. She said both the existing fountain and its replacement are manufactured by Most Dependable Fountains which allows the District to utilize the existing mounting template already in place, saving the District \$245 in hardware costs.

Staff recommended the Board ratify the Executive Director's approval of Reese Recreation, an authorized dealer of Most Dependable Fountains, and authorize the purchase in the amount of \$3,665.00, for the project Castaldo Park - Drinking Fountain Purchase, CRP #21-06pc.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's approval of Reese Recreation, an authorized dealer of Most Dependable Fountains, and authorize the purchase in the amount of \$3,665.00, for the project Castaldo Park - Drinking Fountain Purchase, CRP #21-06pc.

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

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

2.g. Knitter moved on to her next action item, the Ide's Grove East Park & Summerhill Park As-Built Surveys Project, CA #21-03pc.

Knitter shared that in planning for budgeted improvements at Summerhill Park and Ide's Grove East Park related to ADA compliance park modifications, Staff identified the need for current as-built surveys. These improvements include the redevelopment of the creek overlook at Summerhill Park in addition to multiple items at Ide's Grove East Park (paver replacements, ADA improvements to the fishing pier, and site furnishing replacements). Staff solicited proposals from nine surveyors, of those only one bid was received:

<u>Surveyor Proposals Received</u>	<u>Summerhill Park</u>	<u>Ide's Grove East Park</u>	<u>Total Proposal</u>
Webster, McGrath & Ahlberg, Inc.	\$ 6,628.00	\$ 5,448.00	\$ 12,076.00

Knitter noted that Webster, McGrath & Ahlberg, Inc. is the same surveyor the District used for the Meadowview School Project and the pricing was similar.

Staff recommended the Board consider accepting Webster, McGrath & Ahlberg, LTD. as the low qualified proposal and approve of a contract in an amount not to exceed \$12,076.00, for the project Ide's Grove East Park & Summerhill Park As-Built Surveys Project, CA #21-03pc.

MOTION by Mahoney and seconded by Venouziou to accept Webster, McGrath & Ahlberg, LTD. as the low qualified proposal and approve of a contract in an amount not to exceed \$12,076.00, for the project Ide's Grove East Park & Summerhill Park As-Built Surveys Project, CA #21-03pc.

President Cohen asked if this is a good price. Knitter said it is inline with what the District expected. She added that Staff reached out to other Districts to see who they use for surveying but they still only received one bid.

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

AYES: Mahoney, Venouziou, Coleman, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

2.h. Knitter moved on to her next action item, 2021 Miscellaneous Tree Work, MSP #21-08pc.

Knitter stated that Staff identified necessary tree work and obtained quotes for various requests that were called in by residents that exceed the scope of work that could be performed by Staff. The work is for trees that have limited access, over structures or close to property lines, utility lines and fences. She reviewed the scope of work and shared the following proposal results:

- Homer Tree Care \$ 3,700
- Steve Piper & Son \$ 3,825
- Family Treewerks \$ 3,875

Knitter shared that Homer Tree Care has completed work for the District on numerous occasions including the Woody Invasive Removals Project in 2016-2017 at Hawthorne Hill Woods and various other properties.

Staff recommended the Board consider accepting Homer Tree Care, Inc. as the low qualified proposal and approve a proposal in the amount of \$3,700.00, for the project 2021 Miscellaneous Tree Work, MSP #21-08pc.

MOTION by Mahoney and seconded by Kranz to accept Homer Tree Care, Inc. as the low qualified proposal and approve a proposal in the amount of \$3,700.00, for the project 2021 Miscellaneous Tree Work, MSP #21-08pc.

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

AYES: Mahoney, Kranz, Venouziou, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

2.i. Knitter presented her final action item, a change order for Fred C. Hohnke Community Center – Indoor Drinking Fountain Replacement Project, MSP #21-07pc.

Knitter stated that once the contractor arrived on site to complete the drinking fountain installation work, he encountered block wall site conditions at one location that was not apparent in the photos or requested proposal on which the pricing was based. As a result, he expended two additional labor hours to complete the project scope.

Staff recommended the Board consider authorizing Change Order #1 to Jenson Plumbing's contract for a net increase of \$276.10 to the Fred C. Hohnke Community Center – Indoor Drinking Fountain Replacement Project, MSP #21-07pc, for expanded scope of installation services related to unforeseen complications with the block wall.

MOTION by Mahoney and seconded by Venouziou to authorize Change Order #1 to Jenson Plumbing's contract for a net increase of \$276.10 to the Fred C. Hohnke Community Center – Indoor Drinking Fountain Replacement Project, MSP #21-07pc, for expanded scope of installation services related to unforeseen complications with the block wall.

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

AYES: Mahoney, Venouziou, Coleman, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter then moved on to her informational items. She shared that during the first week of June, Staff inspected the trees at Castaldo Park and identified nine mature oaks that died and another five that are in poor condition. She noted that those in poor condition are unlikely to survive more than two years and have significant amounts of dead branches. At Echo Point, an additional two oaks have died.

Knitter reminded the Board that Last year, the District implemented a program to help preserve selected mature oaks at Castaldo and Echo Point Parks. The program consisted of treating select trees with additional water, mulching, fertilization, an insecticide and a plant growth regulator. The treatment was not uniform for all trees at each site but tailored to the symptoms and signs individual trees displayed. For example, trees with insect emergence holes were selected for insecticide treatments. She briefly reviewed the status of those trees.

Knitter said that while Staff has taken steps to preserve the oaks, to keep them thriving more consistent care is needed including the following maintenance activities:

- Watering starting in June – Sept 2021
- Growth Regulator on new trees in Summer/Fall 2021
- Insecticide Treatment in Fall 2021
- Aeration in Fall 2021 and Spring 2022
- Fertilization in Spring 2022

Knitter said in July Staff will have quotes for additional tree removal work to address our current losses at Castaldo and Echo Point Parks related to the oak demise.

Knitter then discussed the following items:

- All water meters and drinking fountains have been reassembled and turned back on.
- The re-commissioning of the Fred Hohnke Community Center HVAC components Phase 2 took place on May 27th. The District received a full report of all their findings with recommendations of solutions for components that are not responding. Once staff reviews the report a work plan will be put together to repair the noted deficiencies.
- PPD Staff assisted with Cypress Cove painting projects and weeding in preparation for the opening on June 11th.
- The Hobson Splash Pad is open for the 2021 season and Staff will be maintaining the Splash Pad daily now through closing.

Knitter closed her report providing an update on PPD Department's staffing needs.

Golf Course

Golf Course Manager Brandon Evans opened his report sharing that the golf course hosted 8,598 rounds in May, consisting of approximately 5,200 member rounds and 3,300 Loyalty/Public rounds. May saw the return of a few group outings and events, leading to an increase in Public rounds. He added that year to date, this is the best year Village Greens has experienced since he started 23 years ago.

Evans said the Maintenance Staff continues to focus on routine maintenance and detail work. The sand trap rake needs extensive repairs and is out of warranty. Repair work has begun. Staff is currently raking traps by hand as needed.

Evans reported that after a one-year hiatus, the PGA Junior Golf League resumed this month with approximately 30 participants. Dubbed the "Little League of Golf," our Junior Golfers will begin weekly competitions among other local teams beginning in early June.

President Cohen asked how Food & Beverage is performing. Evans said they are back to full capacity and all Staff continues to serve from the Tent area and not indoors. He added that shower and party requests are picking up as well.

Recreation

Superintendent of Parks & Recreation Don Ritter opened his report sharing his informational items:

- The Woodridge Summer Classic Soccer Tournament for U8-U14 was held June 11th-13th and was very successful. 49 soccer teams competed in 86 games over the weekend.
- On May 23rd due to the DCEO guidelines, the District hosted a dance recital on the portable entertainment stage in the parking lot of the Fred C. Hohnke Community Center. With 50 dancers performing, the first show sold 115 tickets and the second show sold 125 tickets.
- Totschool held its graduation ceremonies on May 26th-27th outdoors behind the Fred C. Hohnke Community Center and all went well. Due to the Covid-19 guidelines, each class held its own ceremony rather than the entire group as in years past. He added that Tot School Registration for the 2021-2022 school year already has 73 children enrolled and all morning classes are filled.
- Breakout Summer Camp 2.0 began the week of June 7th. Prior to Covid, weekly attendance was between 80-90 Campers. By the second week of camp, attendance was back to these numbers with 86 campers.
- The Golden Years program continues to meet on Thursdays with capacity limitations, but still is only averaging about 12-15 attendees each week. Now that the State is in Phase 5 the hope is that members will begin returning.
- ARC Fitness Center numbers continue to increase closer to pre-Covid attendance levels.

Ritter then shared that Cypress Cove opened Friday, June 11th. Friday and Sunday attendance numbers were nearly at the 450 maximum. Saturday numbers were lower due to inclement weather. He added that the Cypress Spray Pad did break down on Friday but was fixed in time for Saturday. As a result, rainchecks were issued to everyone on Friday. He shared that Aquatic Manager Amanda Widloe continues to hire Staff in anticipation of fully opening the Pool at a maximum capacity.

Ritter then congratulated Megan Romano, Superintendent of Marketing and Community Engagement, on celebrating her 14th anniversary with the Woodridge Park District on June 18th.

Executive Director Adams then discussed the Concert in the Park series and why all six concerts are scheduled to be held at the same three Parks – Westminster Park, Mending Wall Park and Janes Avenue Park. He shared that these Parks were initially chosen because they were the best locations for people to safely social distance.

Executive Director Adams asked that now that the State is in Phase 5 and restrictions are lifted, should we consider adding a concert to Seven Bridges Park. August 4th is available, but if another concert is added it will be over budget between \$1,000 - \$1,200.

Commissioner Coleman asked if a currently scheduled concert could be moved to Seven Bridges. Executive Director Adams noted that the events have already been publicized and moving a concert may upset some residents.

Board discussion ensued and there was consensus that a new concert should be added to Seven Bridges Park on August 4th.

Executive Director Adams then addressed Cypress Cove explaining that if Staff can hire 10 more life guards, the online reservation system and reservation periods can be eliminated and the pool could open every day from 11:30 am – 5:00 pm with a much higher capacity limit. They are considering adding an adult evening lap swim as well.

Executive Director Adams then asked the Board their thoughts on adding season passes. He shared that Staff is currently putting together season pass fee recommendations that will be shared with the Board. Staff will educate the public on the guidelines and any limitations that may be in place due to staffing.

Board discussion ensued and there was consensus that season passes should be sold.

Executive Director Adams then acknowledged what an outstanding job Aquatic Manager Amanda Widloe and Aquatic Maintenance Supervisor Carlos Ocampo have done in getting the facility open under the ever-changing State Covid restrictions and guidelines in a condensed time frame.

Marketing & Community Engagement

Romano opened her report reviewing the external newsletter and website numbers. She then reviewed the Department's activities:

- A variety of Cypress Cove signs were designed to print in-house and send out to print including social distance floor decals, FAQ poster, concession menu and admissions window decals. Additionally, several e-news and social media updates were sent/posted to communicate the opening day, reservation system and mask guidelines.
- The “Passport to the Parks” launched the week of June 14th and encourages the community to unplug their devices and explore District parks this summer. Staff alerted the public they can pick up a limited supply of passports and stamps (we are printing/buying 200 passports/stamps) or they can download from the website and print at home. The passport includes 20 parks to visit and they are encouraged to stamp/check off each park they visit and submit their passport and pictures by August 20th for a chance to win a WPD gift card.
- Facebook and Google advertising were implemented to promote the ARC’s 90-Day Fitness Membership. Together the ads generated 3,630 view and 37 clicks to the ARC fitness membership web page.

Romano closed her report sharing that Staff ordered WPD branded bug bands, high-bounce balls, “crazy crayons,” bags and hand fans to give out at special events this summer.

CONSENT AGENDA

MOTION by Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for approval of minutes and Agenda Items #2 through #10 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$1,083,755.84

1. Regular Board Meeting Minutes May 18, 2021
2. Vendor Payment, Payroll Ratification & Refunds Report (5/14/21 – 6/10/21)..... \$1,083,755.84
3. UMB Bank, 2014 Debt Certificates, 2015 Refunding Limited Tax Park Bonds, 2015C Debt Certificates, 2020 Refunding Debt Certificates Interest Payments \$265,781.25
4. FMX, Work Order - Computer Maintenance Management Software, MSP #21-02pc, Payout #1 \$9,639.00
5. Innovative Garage Door, Maintenance - Garage Door Openers Repl., MSP #21-03pc, Payout #1 (Final) \$19,487.00
7. Integrated Control Tech., Recommissioning On-Site Control Services, CA #21-01pc02, Payout #1 (Final) \$2,205.00
8. IPS Waterslides, Inc., Slides Restoration Project, ACRP #21-02c – Payout #2 (Final) \$31,250.00
9. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Eng. Services CA #20-02pc, Payout #4 \$5,500.00
10. Sybert Group, Inc., Contractual Landscape Maint. Services – 2021 Contract Ext., MSP #19-03pc, Payout #2

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

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

F.1.a. Executive Director Adams began his report with his first action item seeking approval of Ordinance No. 21-7, An Ordinance of the Woodridge Park District, Will and DuPage Counties, Illinois, Regarding Regulations on Use of the District's Land and Facilities and Enforcement of Penalties for Improper Use.

Executive Director Adams reminded the Board that it's an operational best practice to review the existing regulations every five-years. A 'Draft' of the proposed revisions was presented to the Commissioners at the May 18, 2021 regular board meeting for review. He said a comprehensive review of the regulations by staff and legal counsel was completed to update to current law and better clarify terms, and then he briefly reviewed the changes.

Staff recommended the Board approve Ordinance No. 21-7, An Ordinance of the Woodridge Park District, Will and DuPage Counties, Illinois, Regarding Regulations on Use of the District's Land and Facilities and Enforcement of Penalties for Improper Use.

MOTION by Coleman and seconded by Venouziou to approve Ordinance No. 21-7, An Ordinance of the Woodridge Park District, Will and DuPage Counties, Illinois, Regarding Regulations on Use of the District's Land and Facilities and Enforcement of Penalties for Improper Use.

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

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

F.1.b. Executive Director Adams moved to his next action item seeking approval of Ordinance No. 21-8, An Ordinance authorizing and providing for the issue of not to exceed \$7,000,000 Refunding Debt Certificates, Series 2021A, for the purpose of refunding certain outstanding debt certificates of the Woodridge Park District, DuPage and Will Counties, Illinois, providing for the security for and means of payment under Installment Purchase Agreements of said certificates, authorizing and directing the execution of an escrow agreement in connection with the issue of said certificates, and authorizing the sale of said certificates to the purchaser thereof.

Adams stated the refunding opportunity was updated by Eric Anderson during the Finance Report and there's nothing to add. Staff recommends the Board consider approving Ordinance No. 21-8.

MOTION by Coleman and seconded by Kranz to approve Ordinance No. 21-8, An Ordinance authorizing and providing for the issue of not to exceed \$7,000,000 Refunding Debt Certificates, Series 2021A, for the purpose of refunding certain outstanding debt certificates of the Woodridge Park District, DuPage and Will Counties, Illinois, providing for the security for and means of payment under Installment Purchase Agreements of said certificates, authorizing and directing the

execution of an escrow agreement in connection with the issue of said certificates, and authorizing the sale of said certificates to the purchaser thereof.

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

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

F.1.c. Executive Director Adams moved to his next action item seeking approval of Resolution No. 21-3, A Resolution Authorizing Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

Executive Director Adams said that per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. Staff recommends the closed session meeting minutes of December 15, 2020 remain confidential due to ongoing litigation. Closed session minutes recommended be made available for public inspection at this point in time are: January 19, 2021, February 16, 2021, April 20, 2021.

Staff recommended the Board approve Resolution No. 21-3, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 21-3, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

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

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

F.1.d. Executive Director Adams moved to his next action item seeking approval of Resolution No. 21-4, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

Executive Director Adams explained that per the Open Meetings Act of the Illinois Compiled Statutes, the Board may destroy verbatim recordings eighteen months after completion of the meeting as long as the minutes were officially approved and released for public inspection. He said August 20, 2019 verbal recordings of closed session meeting minutes exceed the 18 Month Expiration for Verbatim Recordings and were previously approved by the Board and authorized for public inspection per Resolution No. 19-21 & 20-6.

Staff recommended the consider approving Resolution No. 21-4, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 21-4, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

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

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

F.1.e. Executive Director Adams moved to his final action item, the approval of the 2021-2025 Strategic Master Plan.

Executive Director Adams reminded the Board that Staff presented the 'Draft' 2021-2025 Strategic Master Plan for Board review at the May 18, 2021 regular board meeting then briefly reviewed the overall benefits of the plan. He noted that all of the planning efforts, assessments, feedback, action steps, goals and recommendations were previously shared with the Board. Essentially, the Plan is a summary document of all previous actions and planning efforts that have taken place over the past couple of years resulting in a strategic direction with measurable goals and action steps for the next five years.

Executive Director Adams then acknowledged the work that Graphic Designer, Colleen Kane contributed to the professional presentation of the plan as well as the contributions by the Leadership Team. Staff recommended the Board consider acceptance of the 2021-205 Strategic Master Plan as presented.

MOTION by Venouziou and seconded by Mahoney to accept the 2021-205 Strategic Master Plan as presented.

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

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

Executive Director Adams moved on to his informational items starting with the ARC Conference Room/Storage Space Re-Purposing. After completing an internal assessment of ongoing office space issues at the ARC related to the Customer Service Supervisor and a Recreation Supervisor (Kidz Squad/Camps), Staff recommends repurposing the existing small conference room near the front desk into an office and complete the build out of a portion of space in the MAC gym currently designated as storage but originally designed to be an office. He shared the ARC floor plan and the areas under discussion and the benefits of the re-purposing.

Executive Director Adams shared that Staff is requesting a proposal from Williams Architects to prepare an architectural drawing with notes that Staff can use to solicit contractor proposals. Staff anticipates presenting the proposal at the July Board meeting for Board consideration. Depending on estimated costs, staff will either recommend completion this year or include in FY2022 budget.

Executive Director Adams closed his report discussing the Comprehensive Policy & Procedures Manual Review. He said Staff has begun to review the District's Comprehensive Policy & Procedures Manual as a best management practice to update every 5 years and revise where warranted. Adams added that after legal reviews, Staff will present each updated Section for Board review and feedback.

COMMITTEE REPORTS

SEASPAR

Executive Director Adams reported that SEASPAR held their annual meeting on June 15th. Bill McAdams, Executive Director at Downers Grove Park District, was elected the new president. Adams will remain the Vice President.

Oktoberfest

Ritter said the first committee meeting will be held June 18th. Staff will discuss potentially expanding the event, which will be held September 24th – 25th at Cypress Cove. Indian Summer Fest will be held the following weekend at Castaldo Park.

PDRMA

No report

EX-OFFICIO REPORT

Plan Commission

Executive Director Adams noted that the Loew's Movie Theater on Woodward Avenue is being demolished to make way for a warehouse. This will affect the Mini-Tri route but adjustments will be made per Village input.

Chamber of Commerce

No report.

Affiliated Athletic Associations

Ritter shared that WAA hosted its annual Memorial Day baseball tournament from May 27th-May 31st, with 56 teams participating. Friday night was rained out but all games were made up. He shared that WAA was most appreciative of all the work the District did to help with the Tournament.

OLD BUSINESS

Executive Director Adams then discussed the Woodridge Center Unit IV / WPD Property Maintenance License Consideration, seeking Board feedback. He provided an overview of the residents' expressed concerns with the potential Maintenance License Agreement and the latest update. He showed the Board the property areas in question, pointing out the "tight" property lines between the District's property and Woodridge Center's property.

Executive Director Adams then shared with the Board the District's herbiciding practices for open spaces and for park sites, sharing that the District's current practice is to reduce the amount of herbicide applications on undeveloped open space properties for obvious environmental benefits and expense control. For comparison, developed high use park sites typically receive three applications per year compared to undeveloped open space sites that may not receive any or minimal applications.

Adams reviewed two options the Board can pursue – resuming maintenance of the property or entering into a license agreement with Woodridge Center Unit IV to maintain the property. He reported that Staff met and they recommend option number one, resuming maintenance of the property. Staff recommends, based on Integrated Pest Management (IPM) practices threshold, applying a once a year broadleaf herbicide application on the two parcels to reduce the amount of weed growth at an estimated annual cost of \$267/year. Note, the onetime annual application will help reduce the quantity of invasive weed growth especially dandelions in the early spring season, but it will not result in a 100% weed-free highly manicured turf grass some individuals residing at Woodridge Center Unit IV are seeking.

Board discussion ensued regarding access, installing permanent property line demarcations and the proximity of the bike path.

After Board discussion there was consensus to pursue option one resuming maintenance of the property.

ADJOURNMENT

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

MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 8:56 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary