



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, Mahoney, Venouziou, Kranz. Staff present: Adams, Knitter, Ritter, Webber, Romano, Ravasio

#### PUBLIC PARTICIPATION

William Yunker: 1540 Talcott Road, Woodridge, IL 60517

#### PRESIDENT'S REPORT

President Cohen opened his report recognizing Sarah Porter, Recreation Supervisor, on her 10<sup>th</sup> anniversary and then deferred to Superintendent of Recreation Don Ritter. Ritter shared that Porter successfully oversees two of the District's largest programs, Kidz Squad and Summer Camp. He noted what an outstanding job she did during Covid, especially working with the School District and keeping up with the ever-changing state guidelines.

President Cohen then congratulated Suzy Ravasio, Administrative Office Manager, on her 10<sup>th</sup> Anniversary and then deferred to Executive Director Mike Adams. Adams shared that Ravasio started her Park District career working at Village Greens in the Pro Shop and in Food & Beverage. He said she is great at multi-tasking handling numerous projects and is a true advocate of the District.

#### STAFF REPORTS

##### Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that as of the meeting, the District received \$3,977,975 or 54.06% of the 2020 tax levy. The District will see the majority of the remaining levy collected in early September with the September 1st due date for taxpayers. He then reviewed the District's current financials.

Webber closed his report sharing that on July 22<sup>nd</sup> Marie Markatos resigned from her position as the District's Accountant and her last day was August 9<sup>th</sup>. Staff is actively recruiting to fill the role and have interviews scheduled for the end of the week for a few of the candidates.

##### Parks Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item, seeking approval for the Retaining Wall Replacement Project, CRP #21-11c.

Knitter reported as identified in the Capital Replacement Program (CRP), the existing retaining wall at Internationale Estates Park along Lemont Road has deteriorated to a point where replacement is necessary. The likely cause is the regular exposure to salt spray from passing traffic. The existing wall will be removed and a new modular block retaining wall constructed in the same location. Also included in the scope of work will be the removal and reinstallation of a smaller retaining wall originally installed by the subdivision developer at Forestview Park where the existing wall material remains in good condition, but the wall is leaning.

Executive Director Adams noted the retaining wall at Internationale Estates was also built by the developer and not the District. Further discussion ensued regarding more salt tolerant materials being used.

Staff requested Board authorization to bid the 2021 Retaining Wall Replacement Project, CRP #21-11c.

MOTION by Coleman and seconded by Mahoney to authorize Staff to bid the 2021 Retaining Wall Replacement Project, CRP #21-11c.

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.b. Knitter moved on to her next action item, the KUBOTA RTV with 60" Rotary Broom Purchase, MSP #21-13pc.

Knitter said the KUBOTA RTV will be used primarily for landscape and natural resource maintenance including mulching, herbicide applications and transporting staff between parks. The specified unit will also come with a sweeper attachment that will be used for winter snow clearing operations in place of the Toro 360 mower previously used. Current vendor estimates indicate a 3-6-month lead time for this product. The following bids were received:

Bidding Vendor	Base Bid
Russo Power Equipment	\$ 27,510.00
ALTA Equipment Co.	\$ 30,751.00

Knitter noted that Staff did seek out pre-bid Co-op pricing from Sourcewell, but that their pricing came in higher than the lowest bidder.

Staff recommended the Board accept Russo Power Equipment as the low qualified bidder and approve a purchase in the amount of \$27,510.00 for the KUBOTA RTV with 60" Rotary Broom Purchase, MSP #21-13pc.

MOTION by Mahoney and seconded by Venouziou to accept Russo Power Equipment as the low qualified bidder and approve a purchase in the amount of \$27,510.00 for the KUBOTA RTV with 60" Rotary Broom Purchase, MSP #21-13pc.

President Cohen asked more about how the Kubota will be used. Knitter reported that it works great on pathways and off-road to access natural areas, and it helps transport seasonal employees who for those 17 of years of age and under per Department of Transportation rules are unable to drive District vehicles with a gross weight of 6,000 lbs. or more.

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.c. Knitter moved on to her next action item, 2021 Hobson Corner Park Splash Pad Surface Restoration Project, CRP #21-12pc

Knitter reported that the original Sundeck coating system was applied to the splash pad and bikeway trailhead surfaces in fall of 2014. Staff identified a need for minor repairs to the concrete including chipping and color degradation especially along the control joints. Staff considered the option of completing only the repairs with some minor touch-up detail work as a cost-saving measure; however, due to the specified blue pigmentation of the product, color discrepancies would result in an inconsistent and blotchy appearance for the surface. She said it is recommended to re-surface every five years, and it has now been seven years.

Knitter said the proposal includes the completion of any necessary surface repairs and the reapplication of all color/seal coats and aggregate effects to both the splash pad and bikeway trailhead surfaces including prep work and masking of surrounding surfaces to prevent overspray.

Staff recommended the Board accept Sundek of Illinois as the low qualified proposal and approve a contract in the amount of \$5,963.00 for the 2021 Hobson Corner Park Splash Pad Surface Restoration Project, CRP #21-12pc.

MOTION by Coleman and seconded by Venouziou to accept Sundek of Illinois as the low qualified proposal and approve a contract in the amount of \$5,963.00 for the 2021 Hobson Corner Park Splash Pad Surface Restoration Project, CRP #21-12pc.

Commissioner Venouziou asked when the work will be completed. Knitter said it will be completed after the Splash Pad closes which it typically sometime in September depending on the weather.

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

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

2.d. Knitter moved on to her final action item, Janes Avenue Park - NE Baseball Infield Renovation Project, MSP #21-14pc.

Knitter shared that the Janes Ave. Park ballfield has settled and over the years and size of the infield needs to be reduced back to the original size. The plan is to focus on the Janes NE ballfield first and plan for Janes SW in next year's budget. Requests for proposals were sent to Sportsfields Inc., Molitor and Vans however only one quote was received from Sportsfields, Inc. Both Molitor and Vans shared they are way understaffed and have too much work.

Knitter reviewed the scope of work and said Staff anticipates scheduling the project for the fall. She noted that although the project is under budget, the Fields line-item budget is projected to be \$1,800, or 6% over budget, (but still under the line item appropriations) due to unforeseen irrigation repairs at Orchard Hill Park.

Staff recommended the Board accept Sportsfields Inc. as the low qualified proposal and approve a contract in the amount of \$22,475.00 for the Janes NE Baseball Infield Renovation Project, MSP #21-14pc.

MOTION by Mahoney and seconded by Kranz to accept Sportsfields Inc. as the low qualified proposal and approve a contract in the amount of \$22,475.00 for the Janes NE Baseball Infield Renovation Project, MSP #21-14pc.

President Cohen asked what teams typically use the Janes NE field. Ritter shared that it is mainly used by the in-house softball program and there is some WAA usage. He added that this will make the field more playable as the infield right now is extremely huge.

Commissioner Kranz asked the last time this was repair was completed. Ritter said it has never been done and that Staff just focused on routine maintenance.

Commissioner Coleman asked about the timeline and if the field will need to "rest" for any period of time before being used. Knitter said the work is planned for the fall and the field will be ready to go and playable in the spring.

President Cohen asked if the District had a policy in place saying that a project cannot move forward without three or more bids. Executive Director Adams shared the policy allows the acceptance of one bid if it's in the best interest of the District and at the discretion of the Board.

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

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

Knitter then moved on to her informational items:

- The Forest Glen playground construction timeframe which was initially projected to run into mid-August was completed early and the park re-opened for public use on July 26<sup>th</sup>.
- The Murphy School swing replacement project is complete.
- Work started on the new Meadowview School Playground and should be completed by the end of September. In the interim, the students will use the school's second playground.
- The contractor submitted signed contracts for the ARC and Orchard Park Paver Repairs project. The required substantial completion date of October 1<sup>st</sup> remains unchanged.
- The 2021 Court Recoloring Project at Forest Glen Park is scheduled to begin mid-September.

Knitter then provided an update on the Tornado recovery and clean-up:

- Davey Tree continues to conduct tornado clean-up efforts outside of staff and volunteer scope which includes Ide's Legacy, Ide's East, Ide's Grove West, Crabtree Creek, Janes Avenue Park, Boundary Hill Woods and Village Greens.
- Staff has been in touch with PDRMA to better understand how insurance claims work relative to the tornado clean-up effort. They indicated that any trees that are a part of a planned installation by the District and shown on a masterplan as such would be eligible for coverage of removal and replanting costs. Staff provided PDRMA with a list of trees that fall into this category (currently 81 total trees at 4 park sites) and are trying to coordinate those reimbursement/replacement efforts.
- Relative to other losses, such as bollards, swings and fences, Staff is seeking proposals for this work and sending them to PDRMA for their review. In regards to the Windy Point Park Shelter, staff has met with a forensic engineer who assessed the shelter and forwarded that to PDRMA for further direction.
- Staff began conversations with The Davey Resource Group concerning their participation and assistance in tornado reforestation efforts. The primary sites under consideration for these efforts are Ide's Grove West Park and Boundary Hill Woods. Planning is underway for the initial phase to be completed this fall to consist of plantings of donated tree whips and nursery stock with coordination of community outreach and engagement. Staff will continue to provide updates as planning efforts develop.

Knitter then discussed the existing property fence removal at Ide's Grove West Park. When the property was donated by the developer to the District it included a chain link fence running along the western border of the site and backing up to five residential homes. The fence was severely damaged in the tornado and needs to be removed, the cost of which will be covered by PDRMA. Knitter said that it is the District's practice to not install fences along private property adjacent to open space. She noted that if the fence is not replaced it may be an issue with the houses backing up to the property as some already have fences on the other sides of their yards that tie into the District's fence.

Knitter asked the Board's opinion on the issue. Board discussion ensued. It was decided that the District would send letters out to the five home owners letting them know that fence will be removed and not replaced.

Knitter closed her report updating the Board on the tasks they Parks, Planning & Development tasks that were completed in July.

#### Golf Course

3.a. Executive Director Adams opened the report with the only action item, Village Greens Golf Course – Tornado Fencing Repair/Replacement Services, VGMS #21-02pc.

Executive Director Adams noted Woodridge tornado dropped several trees on the perimeter fencing on the south end of the golf course property causing extensive damage. Staff sought multiple proposals for repair, however only one proposal submitted by Classic Fence was received. The proposal was presented to PDRMA for review and insurance reimbursement and was authorized accordingly.

Staff recommended the Board ratify the Executive Director's approval of Classic Fence's proposal dated 8/17/21 and approve a contract in the amount of \$15,340 for the Village Greens Golf Course – Tornado Fencing Repair/Replacement Services, VGMS #21-02pc.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director's approval of Classic Fence's proposal dated 8/17/21 and approve a contract in the amount of \$15,340 for the Village Greens Golf Course – Tornado Fencing Repair/Replacement Services, VGMS #21-02pc.

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

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

Executive Director Adams reported that the course is in great condition, rounds played continue to increase and that the Junior PGA league experienced a great season.

Commissioner Venouziou asked with the Membership Program ending this year, will the course be offering it again. Executive Director Adams responded that Golf Course Staff is currently evaluating.

### Recreation

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

- The Paddle Battle Pickleball Tourney is scheduled for August 22<sup>nd</sup> and to date 43 players are enrolled.
- A Power Through Basketball Clinic fundraiser for the tornado families was held on August 7<sup>th</sup> at the ARC. The fundraiser donated a portion of the proceeds to the Woodridge Rotary Club to go towards Woodridge residents that need assistance due to the June tornado.
- Kidz Squad will kick off the school year on August 19<sup>th</sup>. There are 80 kids enrolled and another 48 on the waiting list. Unfortunately, finding Staff is a big challenge. Until all the spots are filled, full time Staff will be assisting with the program.
- The final "Concert-in-the-Park" was held on August 4<sup>th</sup> at Seven Bridges Park and approximately 280 attendees enjoyed the music and weather.
- Staff continues to plan for the Oktoberfest event scheduled for September 24<sup>th</sup> & 25<sup>th</sup>, but is keeping a close eye on any new pandemic restrictions that continue to evolve. Many festivals and large special events are beginning to cancel or consider cancelling their events.

Ritter closed the report with a Cypress Cove update. He said Cypress Cove's Lifeguard staff was audited by Star Guard on Saturday, July 17<sup>th</sup> and received the 4 Star Award out of possible five. Skills tested in the audit included scanning, cardiac arrest, unresponsive drowning, spinal management and child and adult CPR and AED. Cypress Cove's Lifeguard staff was audited again on Sunday, August 8<sup>th</sup> and received the 5 Star Award. Skills tested in August's audit were passive extrication, CPR, deep water spinals and first aid. He then shared that the pool is now only on weekends through Labor Day when it will close for the season.

### Marketing & Community Engagement

Romano opened her report reviewing the external newsletter and website numbers.

Romano then shared that Edward-Elmhurst Health is a sponsor of the 2021 Haunted Forest Walk. The Marketing Department created a custom partnership package to include an onsite display, opportunity to pass out giveaways at the event and pre-event marketing. Now that the Oktoberfest schedule of events are finalized, staff is working on event sponsorships with a focus on sponsoring the unique activities within the event including the yodeling contest, relay races, sausage toss and photo booth.

Romano said the Marketing Department launched a series of late-summer community events called Popsicle Pop-Ups. Staff pre-selected five parks throughout the District to attend once a week and pass out free popsicles. Communication is sent to the public the day before the pop-up and the events have been very well received.

Romano then reported that Rick Knipfer accepted the Customer Service Supervisor position and he started on Monday, August 9<sup>th</sup>. Delores Miller will start on Monday, August 16<sup>th</sup> as a Customer Service Coordinator.

Romano closed her report sharing that Ashley Rowden, Customer Service Supervisor, resigned and that Claudia Shamet, Customer Service Coordinator, is retiring on August 13<sup>th</sup>. Interviews are currently underway for each position.

Romano shared that the Fall 2021 Activity E-guide went live on Thursday, August 5<sup>th</sup> and registration for fall programs began on August 11<sup>th</sup>. Last season the District sent a postcard to residents to communicate the e-guide release, but beginning with this fall guide, the District will begin printing and mailing a four-page newsletter in conjunction with the release of each digital activity guide. Each newsletter will include a list of upcoming events, current and upcoming park projects and other important park district news.

Romano closed her report saying that The Marketing Department also helped with the 2021 Mini-Tri. At that time, Executive Director Adams shared that on August 17<sup>th</sup> he submitted his letter of resignation, as Mini-Tri Race Director, to the Rotary Board. President Cohen thanked Adams for all the great work he did the past 13 years as Director.

CONSENT AGENDA

MOTION by Mahoney and seconded by Venouziou approve Consent Agenda Item #1 for the approval of the June 24, 2021 Special Board Meeting minutes, Agenda Item #2 for the approval of the July 20, 2021 Regular Board Meeting Minutes and Agenda Items #3 through #18 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,251,029.21.

- 1. Special Board Meeting Minutes ..... June 24, 2021
- 2. Regular Board Meeting Minutes..... July 20, 2021
- 3. Vendor Payment & Payroll Ratification Report (7/16/21 – 8/12/21)..... \$1,251,029.21
- 4. Griffon Systems, Inc., ARC Surveillance Camera Server Replacement, CRP 21-03pc,  
Payout #1 (Final)..... \$9,350.00
- 5. Conserv FS, Inc., Tornado Recovery Seeding Supply Purchase (Final) ..... \$5,688.10
- 6. D&J Landscape, Inc., Forest Glen - Surface Removal Project, CRP #21-04pc-02, Payout #1 (Final)..... \$21,185.00
- 7. Hacienda Landscaping, Inc., Meadowview/Murphy Playground Improv. Project, CRP #21-02c,  
Payout #1 ..... \$22,570.20
- 8. Homer Tree Care, Inc., 2021 Miscellaneous Tree Work, MSP #21-08pc, Payout #4 (87%, final)..... \$3,200.00
- 9. Integrated Lakes Management., Ide’s Grove West Park – Wetland Maint. Services, MSP #20-09pc – Payout #3 (60%)  
\$1,159.08
- 10. Landscape Structures, Inc. (Surface America), Forest Glen Park – Playground Surfacing Replacement Project, CRP  
#21-04pc-01, Payout #1 (Final) ..... \$120,105.00
- 11. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Eng. Services CA #20-02pc,  
Payout #7 ..... \$6,750.00
- 12. Sybert Group, Inc., Contr. Landscape Maint. Services – 2021 Contract Ext., MSP #19-03pc,  
Payout #4 ..... \$3,399.47
- 13. The Davey Tree Expert Co., Boundary Hill Woods - Tornado Recovery Tree, MSP #21-10c,

Payout #1.....	\$41,475.00
14. The Davey Tree Expert Co., Crabtree Creek – Tornado Recovery, Payout #1 (Final).....	\$2,800.00
15. The Davey Tree Expert Co., Janes Ave. Park – Tornado Recovery, Payout #1 (Final).....	\$2,800.00
16. The Davey Tree Expert Co., VGGC – Tornado Recovery, Payout #1.....	\$19,325.00
17. The Davey Tree Expert Co., 2021 Tree Removal and Pruning Project, MSP #21-11pc, Payout #1.....	\$2,900.00
18. Webster, McGrath & Ahlberg, LTD, Ide’s Grove East Park & Summerhill Park As-Built Surveys Project, CA#21-03pc, Payout #1 (Final).....	\$12,076.00

President Cohen requested a roll call approving consent agenda items #1 through #18.

Upon a roll being called:

AYES: Mahoney, Venouziou, Kranz, Coleman 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, approval of Ordinance No. 21-9, An Ordinance Adopting the Revised Woodridge Park District Comprehensive Policy & Procedure Manual.

Executive Director Adams said that Staff & legal counsel completed the comprehensive review of all administrative, legal, board, fiscal/financial, recreation programming, parks & facility users, personnel, volunteers, information technology, marketing & community engagement & risk management policies & procedures. He noted that completing a comprehensive review every five years is a best management practice to stay in compliance with updated laws, statutory requirements, governing regulations & accreditation best management practices.

Executive Director Adams provided a brief summary of the new structure of the Manual and then specifically reviewed the following policies that were either new or existing policies updated based on material revisions:

- II.1.1 (NEW) Defining Policies & Administrative Powers
- II.1.2 (NEW) Board Job Descriptions & Powers
- II.1.3 (NEW) Governing Style
- II.1.4 (NEW) Delegation to the Executive Director
- II.1.7 (NEW) Local Unit of Elected Office Compatibility
- II.2.19 (NEW) Commissioner Code of Ethics
- II.2.20 (NEW) Conflict of Interest Policy
- II.3.7 Order of Business
- II.3.18 (NEW) Communications Between Board of Commissioners
- VIII.2.13 (NEW) Video Surveillance Policy
- IV.1.7 (NEW) Bid Opening Procedures over \$25,000
- IV.1.28 (NEW) Emergency Expenditures Policy
- V.1.10 (NEW) Fund Accounting (Under Attorney Review)
- VI.1.1 Recreation Programming Revenue Policy
- VI.1.12 (NEW) Registration Proof of Residency & Frequency of Maintaining Registration Data Base Policy
- VIII.3.19 (NEW) Comp Time Policy
- VIII.3.20 (NEW) Telecommuting Policy
- VIII.3.21 (NEW) Full-time Employee Alternate Workweek Schedule

- VIII.4.10 Employee Anniversary Award Program
- VIII.6.6 Vacation Leave

Executive Adams asked the Board if they had any questions. There were none.

Staff recommended the Board approve Ordinance No. 21-9, An Ordinance Adopting a Revised Woodridge Park District Comprehensive Policies & Procedures Manual.

MOTION by Coleman and seconded by Mahoney to approve Ordinance No. 21-9, An Ordinance Adopting a Revised Woodridge Park District Comprehensive Policies & Procedures Manual.

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

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

F.1.b. Executive Director Adams presented his last action item, the approval of the Risk Management Manual Updates.

Executive Director Adams shared that it is a best management practice to review & update risk management policies and procedures every five years. Staff has periodically updated sections in the manual based on PDRMA's recommendations & recently completed a comprehensive review & update of all sections. The District's Risk Management Manual includes the following:

Blood Borne Pathogens (Communicable Diseases).....	Section 1
Confined Spaces.....	Section 2
Physical Fitness Facility Medical Emergency Plan (AEDs).....	Section 3
Emergency Operations & Crisis Management Plan.....	Section 4
Fall Protection.....	Section 5
Hazard Communications.....	Section 6
Hearing Conservation.....	Section 7
High Ropes Course Inspection / Training .....	Section 8
Lockout/Tagout.....	Section 9
Powered Industrial Truck.....	Section 10
Power Outage Flow Charts.....	Section 11
Prescribed Bum Manual.....	Section 12
Safety Manual.....	Section 13
Sled Hill Safety Guidelines .....	Section 14
Voluntary Respiratory Protection Policy.....	Section 15
Woodridge Emergency Operations Plan.....	Section 16

Staff recommended the Board approve revisions & re-adopt the Risk Management Manual dated August 17<sup>th</sup>, 2021.

MOTION by Coleman and seconded by Mahoney to approve revisions & re-adopt the Risk Management Manual dated August 17<sup>th</sup>, 2021

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

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

ABSENT: None  
MOTION CARRIED.

Executive Director Adams closed his report providing an update on the IAPD/IPRA Distinguished Accredited Agency Program, sharing that Staff is finalizing the uploading of all the standards of evidence to be fully completed and reviewed by the assigned mentor by August 30, 2021. Staff anticipates the official review will be scheduled in October.

COMMITTEE REPORTS

SEASPAR  
No report

JUBILEE/Oktoberfest  
Ritter said Staff is moving forward with booking bands, renting tents and working with food vendors.

PDRMA  
Executive Director Adams said Staff continues to work with PDRMA on tornado claims and recovery.

EX-OFFICIO REPORT

Plan Commission  
No report

Chamber of Commerce  
No report.

Affiliated Athletic Associations  
Executive Director Adams shared that the District will be meeting with the School District to discuss the possibility of allowing rentals of the turf field to affiliate groups such as Panther Football.

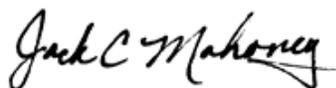
ADJOURNMENT

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

MOTION by Mahoney, seconded by Coleman to adjourn the regular board meeting at 8:22 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary