

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
October 19, 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, Mahoney, Kranz. Absent: Venouziou Staff present: Adams, Knitter, Ritter, Romano, Webber, Ravasio

#### PUBLIC PARTICIPATION

William Yunker: 1540 Talcott Road, Woodridge, IL 60517

#### ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

#### PRESIDENT'S REPORT

D.1. President Cohen opened his report recognizing Daryl Behling, ARC Facility Maintenance Technician and Maggie Job, Totschool Teacher each on their five-year anniversaries then deferred to Superintendent of Recreation Don Ritter for recognition. Ritter shared that Behling has been with the ARC since it opened and is a valuable asset to the facility going above and beyond and helping wherever needed. He said that Job is a substitute teacher in the Tot school program and also works as a program specialist for the District. She is a Woodridge resident and her kids are Totschool graduates.

D.2. President Cohen mentioned that the IAPD annual meeting is scheduled for Saturday, January 29, 2022 at 3:30 p.m. and that the Board shall certify a delegate and 1<sup>st</sup> through 3<sup>rd</sup> alternate delegates to take necessary action as a voting member at the annual IAPD board meeting. The following delegates were chosen:

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

D.3. President Cohen then reminded the Board that Meadowview School Playground Renovation Ribbon Cutting Ceremony is scheduled for Monday, October 25<sup>th</sup> at 5:30 p.m.

D.4. President Cohen then shared that Staff requests rescheduling the Special Board Meeting (Budget Workshop) on Tuesday, October 26, 2021 @ 6:30 p.m. to conduct the annual budget workshop to the regular November Board Meeting on Tuesday, November 16, 2021. Executive Director Adams added that the meeting would start at 5:00 and that dinner would be provided.

President Cohen asked if there was a motion to reschedule the Special Board Meeting (Budget Workshop) on Tuesday, October 26, 2021 @ 6:30 p.m. to the regular November Board Meeting on Tuesday, November 16, 2021.

MOTION by Mahoney and seconded by Kranz to reschedule the Special Board Meeting (Budget Workshop) on Tuesday, October 26, 2021 @ 6:30 p.m. to the regular November Board Meeting on Tuesday, November 16, 2021.

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

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

President Cohen closed his report congratulating Executive Director Adams and the District Staff on the preliminary results of the IAPD/IPRA Distinguished Accredited Agency Review conducted on Thursday, October 14<sup>th</sup>. He reviewed highlights of the letter the District received from the review team and noted how well the District team worked together.

## STAFF REPORTS

### Finance

1.a. Chris Webber, Superintendent of Finance, Personnel & IT, opened his report with his only action item approval of the 2022 Employee Health Benefits Plan.

Webber reviewed the plan in detail including current user statistics, the HRA account, the Employee Buy Out option, what the District funds and cost comparatives. For 2022, PDRMA has determined premium changes on average as follows HMO – 5.0% increase, PPO – 1.0% decrease, Dental – 2.7% decrease, Vision – 4% increase. Staff received a Cost Modeling Tool from PDRMA which allows for an analysis of fifteen (15) different medical plans offered. In finalizing a plan recommendation, staff was cognizant of previous Board feedback and discussion to strive for the District's goal of providing quality, reasonable cost health care options for its employees while targeting a percentage of premium paid for by the District at 80-85% while controlling annual premium cost increases.

Webber reported that after a thorough analysis, staff is recommending the District maintain the same HMO & PPO coverage for 2022. The following plan options and costs are recommended with Blue Cross/Blue Shield (BCBS) as the insurance provider:

### Medical Coverage Options

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

### Buy-Out Option (no change)

- 1 Life – Employee receives \$1,500 annually for not taking District Insurance
- 2 Lives – Employee receives \$3,000 annually for not taking District Insurance
- 3 or more Lives – Employee receives \$4,500 annual for not taking District Insurance

### Vision Insurance

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

### Life Insurance

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

Webber said that by keeping the employee share flat, the aggregate share of the premium would be 15.32% for 2022. This is based on current information and some assumptions staff has made based on future staffing needs/changes. Additionally, with no change to the employee share the District is estimating savings of at least \$13,658.

Webber stated that in 2021 all Districts that are members of PDRMA received a return of net position. The District's return in 2021 was \$20,872 which added to the overall bottom line. For 2022, it is not yet determined what that return may look like, if any. PDRMA developed a new formula for that basis and plan to vote on this in November so the District could see another check coming but there is nothing known to budget for at this time.

Staff recommended the Board approve the 2022 PDRMA Employee Health Benefits Plan as presented.

MOTION by Coleman and seconded by Mahoney to approve the 2022 PDRMA Employee Health Benefits Plan as presented.

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

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

Webber then moved on to his informational items:

- As of the meeting the District received \$7,276,359 or 98.88% of the 2020 tax levy. Distributions to the District will continue through the end of the year.
- Regarding the Budget Staff is working diligently to complete the budget in anticipation of the November budget workshop. Preliminary figures have been entered into our accounting software and staff is now working to tighten those figures, evaluate budget requests and prepare to present a balanced budget at the meeting.
- On November 5<sup>th</sup> Staff is meeting with the District's auditor to plan for the 2021 audit which will be completed in the Spring.

Webber closed his report reviewing the District financials.

#### Parks Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item, ARC Conference Rm. & Office Conversion Project, CDP #21-02c-02.

Knitter said this project entails renovating the ARC front conference room to a staff office for the Customer Service Supervisor for easy customer coordination, meeting and private space with customers and staff when needed. This office repurposing will entail some minor lighting changes and carpentry work. The conference room will be relocated to the MAC gym storage room which was originally designed to transition to another use. She then reviewed the scope of work and the project timeline.

Staff recommended the Board authorize Staff to bid the ARC Conference Room and & Office Conversion Project, CDP #21-02c-02.

MOTION by Coleman and seconded by Mahoney to authorize Staff to bid the ARC Conference Room and & Office Conversion Project, CDP #21-02c-02.

President Cohen asked the size of the Conference Room. Knitter said it is either 10 X 10 or 10 X15 and that she would confirm and get back to the Board.

Commissioner Mahoney asked what the budget is for the project. Knitter said between \$45,000 - \$55,000, but if it comes in higher Staff has a back-up plan and can manage the project in-house.

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

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

2.b. Knitter moved on to her final action item, the ARC Conference Rm. & Office Conversion Proj. - Furniture Purchase, CDP #21-01pc-01.

Knitter shared that as part of the repurposing of the ARC front conference room to a staff office for the Customer Service Supervisor, a desk and other furnishings will be needed. KI, who completed all the office furnishings at the ARC provided a quote to include purchase and installation.

Staff recommended the Board accept KI's proposal with revised date 08/28/21 and approve a contract in the amount of \$5,181.23 for the ARC Conference Rm. & Office Conversion Project - Furniture Purchase, CDP #21-01pc-01.

MOTION by Coleman and seconded by Kranz to accept KI's proposal with revised date 08/28/21 and approve a contract in the amount of \$5,181.23 for the ARC Conference Rm. & Office Conversion Project - Furniture Purchase, CDP #21-01pc-01.

Commissioner Coleman asked what is the plan if the quote comes in too high? Executive Director Adams said they would move ahead with the plan of converting the existing Conference Room into the Customer Service Supervisor's office and re-assess the MAC Gym Storage Room Conversion.

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

AYES: Coleman, Kranz, Mahoney and Cohen

NAYS: None

ABSENT: Venouziou

MOTION CARRIED.

Knitter then moved on to several informational items.

- The Meadowview Playground opened October 19<sup>th</sup>. The asphalt will be lined/painted the week of October 25<sup>th</sup>.
- The 2021 Hobson Corner Park Splash Pad Surface Restoration was completed September 29<sup>th</sup>.
- Regarding the Hawthorne Hill Woods Culvert Repair Staff has directed LWC to finalize engineering plans and submit them to jurisdictional agencies for permitting based on the site layout presented to the board in September. LWC anticipates a 4-6 month permitting timeline. The intention will be to issue the project for bid in early 2022 for construction to run throughout 2022. Staff is targeting fall 2022 for completion ahead of Haunted Forest Walk.
- On September 24<sup>th</sup>, the contractor performed their fifth and final site visit at Ide's Grove West Park to identify and spray invasive plants located within the wetland and its buffers. Upon completion, Staff compiled documentation and issued an invoice to the Village of Woodridge for reimbursement. Per the IGA for the Timber's Edge Stormwater Management Agreement, reimbursement will be paid on 65% of total park district expenses (Village will reimburse \$3,767.01 of the contract total of \$5,795.08).
- The Park District contractor, Sportsfields, Inc., began the ballfield renovation at Janes NE on September 27<sup>th</sup> and completed on September 30<sup>th</sup>.
- Staff met with Fountain Technologies at Hobson Splash Pad to investigate continual problems associated with some of the leapers and one flush-mounted feature. They are coordinating repair efforts with the manufacturer and Crystal Fountains has asked for staff to send the parts at the close of the season to try to resolve.

Knitter closed her report reviewing the assorted tasks completed by the Parks, Planning & Development Department.

#### Golf Course

Executive Director Adams shared that the golf course rounds continue to go well and outings are tapering off as the season winds down. Staff continues to finalize its 2022 Budget including capital replacement items, and continued discussions on next steps, if any, for the Membership program that expires at the end of the year.

#### Aquatics & Recreation

4.a Superintendent of Recreation Don Ritter opened his report with his only action item, the Cypress Cove Family Aquatic Park - Enclosed Flume Slide Pump & Motor Repair, AMSP #21-03pc, Proposal Ratification.

Ritter reported that prior to opening for the season, it was discovered that the motor and pump for the enclosed body-flume slide was inoperable. Due to the positioning of the pump, the Aquatic Maintenance Supervisor had to coordinate with the Woodridge-Lisle Fire Department prior to having Water Well Solutions Illinois, LLC pull the pump for inspection. The pump was pulled on August 19<sup>th</sup> and the proposal for repair was received and signed on 8/31/2021. This repair was unforeseen and therefore not budgeted.

Staff recommended the Board ratify the Executive Director's decision to approve the proposal from Water Well Solutions Illinois, LLC in the amount of \$15,937.53 for the repair and reassembly of the enclosed flume slide pump and motor.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's decision to approve the proposal from Water Well Solutions Illinois, LLC in the amount of \$15,937.53 for the repair and reassembly of the enclosed flume slide pump and motor.

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

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

Ritter then moved on to Aquatics informational items:

- After completion of the pump and motor repair for the enclosed flume slide, a leak in the supply line to the same slide was discovered. Staff is working with NuFlow Midwest to scope the drain line to determine exact leak location and provide a proposal for leak repair.
- A post season walk through of the facility was performed on September 9<sup>th</sup> by the Aquatic Maintenance Supervisor and Aquatic Manager to identify repairs needed prior to 2022 season opening. Two essential repairs were identified and will be completed before the facility is winterized for the season.
- The Aquatic Manager continues to work on the FY2022 Budget as well as planning for the 2022 season.

Ritter closed the Aquatics Report reviewing the 2021 Cypress Cove budget projections.

Ritter delivered the Recreation Report, sharing that the Fall soccer season concludes on October 16<sup>th</sup>. The program fortunately did not experience any rainouts this season. He noted that one challenge moving forward will be the shortage of referees that is occurring nationwide, not just in soccer but in other sports as well. Many of the Micro games had to be officiated by coaches and the older divisions have had one official instead of the normal two. The Fall indoor season is scheduled to start on October 23<sup>rd</sup>. Currently, 73 are enrolled compared to 47 last year.

Ritter then updated the Board on the Request for Proposal ("RFP") that was sent to local traveling soccer clubs to gauge the interest level of other traveling clubs possibly merging with the Storm program. The RFP was sent out with the deadline of October 29<sup>th</sup>. He said within the first 48 hours they received phone calls from four clubs with questions, and hope to receive five or six RFPs.

Ritter closed the Recreation report sharing the following:

- Totschool has 95 students enrolled compared to last year's total of 76. All three of the afternoon classes are running this year – this has not happened in several years.
- Kidz Squad registration has been an on-going process. To date, 98 participants enrolled and have been able to reduce the waitlist from approximately 65 students down to 24 participants. With every new program leader hired, 10 students can be removed from the wait list.

- The Autumn Opener Family event held on October 3<sup>rd</sup> was a great success. The weather cooperated and attendance was excellent.

Marketing & Community Engagement

Superintendent of Marketing & Community Engagement Megan Romano opened her report discussing the revision of Policy VI.1.12 Registration Proof of Residency & Frequency of Maintaining Registration Data Base Policy to streamline the online registration process and minimize residency burden of proof requirements.

Romano reminded the Board that as presented at the September Board Meeting, Staff is proposing a few changes to the current in-person and online registration procedure in order to increase registrations by lessening the burden to show proof of residency, especially for residents and streamline the online registration process for all. Currently, the District requires the following in order to create a new household account: driver’s licenses of all adults, proof of residency such as a mortgage statement or utility bill and a birth certificate/guardianship for each child before they can register for a program. Staff believes this process deters the online registration process, as a resident or nonresident cannot register for a program online until they have visited in person to prove residency and show documentation for household members. Therefore, the second suggested change is to allow residents and non-residents to create an account online with detailed instructions on what information is required and the following copy: *“Individuals who provide false information for program registration, memberships, or admittance to District facilities will be removed from the program or facility without a refund. Individuals may be required to provide documentation to the Park District to confirm account information.”*

Romano said the Executive Director’s Report will include a recommendation to approve the revisions to Policy VI.1.12 Registration Proof of Residency & Frequency of Maintaining Registration Data Base.

Romano then touched upon the following informational items:

- Staff promoted Haunted Forest Walk by creating a new web page, posting on social media and sending out targeted emails; created event signage including schedule of events, concession pricing and activity signs; and took photographs at the event.
- Pre-event marketing is underway for Haunted Forest Walk and includes emails, facility signage, social media posts, digital graphics and school district e-flyers. Edward Elmhurst Health is an event sponsor in the amount of \$2,500 and will be onsite with a display and passing out giveaways to event participants. Staff is finalizing event signage including directional signs and maps.
- The ARC front desk began offering Saturday registration hours on September 11<sup>th</sup> to accommodate working parents. Saturday registrations are slowly coming on, but we anticipate traffic to increase this fall with more indoor programming occurring in October-December. Staff plans to open up the front desk at the FHCC when the customer service department is fully staffed and trained to accommodate the customers who are already in the building on Thursdays for the Golden Years program and Totschool parents.

Safety

Executive Director Adams reported that this month’s report includes the usual bumps and bruises. He also shared that PPD Staff is starting to enroll in more Safety classes as they will have more time in the winter to take them.

CONSENT AGENDA

MOTION by Mahoney and seconded by Kranz to approve Consent Agenda Item #1 for the approval of the September 21, 2021 Regular Board Meeting minutes and Agenda items #2 through #11 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,011,196.47.

1. Regular Board Meeting Minutes .....	September 21, 2021
2. Vendor Payment & Payroll Ratification Report (9/17/21 – 10/14/21).....	\$1,011,196.47
3. Water Well Solution Illinois, Cypress Cove Body Flume Slide Pump & Motor Repair, AMSP #21-03pc, Payout #1 (Final) .....	\$17,868.78
4. Game Time, Meadowview Playground Equipment Purchase, CRP #21-01pc, Payout #1 (Final) .....	\$72,001.32

5. Hacienda Landscaping, Inc., Meadowview/Mur. Playground Improvements, CRP #21-02c, Payouts #3/4 (Final) .....	\$103,851.97
6. Hacienda Landscaping, Inc. – Ide’s Grove West – West Fence Removal - Payout #1 .....	\$3,000.00
7. Integrated Lakes Management., Ide’s Grove West–Wetland Maint., MSP #20-09pc – Payout #5 (Final) .....	\$1,159.08
8. Sportsfields, Inc., Janes Park – Janes NE Baseball Infield Renov., MSP #21-14pc, Payout #1 (Final) .....	\$22,475.00
9. Sundeck of Illinois., 2021 Hobson - Splash Pad Surface Restoration, CRP #21-12pc, Payout #1 (Final) .....	\$5,963.00
10. Sybert Group, Inc., Contr. Landscape Maint. Services – 2021 Contract Ext., MSP #19-03pc, Payout #6 (Final) .....	\$3,399.47
11. The Davey Tree Expert Co.,2021 Tree Removal and Pruning Project, MSP #21-11pc, Payout #3 (Final) .....	\$9,500.00

President Cohen requested a roll call approving consent agenda items #1 through #14.

Upon a roll being called:

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

EXECUTIVE DIRECTOR’S REPORT

G.1.b. Executive Director Adams opened his report with his only action item, Account Verification and Online Account Creation. He briefly referenced Romano’s report.

Staff recommended the Board approve Ordinance No. 21-11, An Ordinance Adopting Revisions to the WPD Comprehensive Policy & Procedures Manual (Policy VI.1.12 Registration Proof of Residency & Frequency of Maintaining Registration Data Base).

MOTION by Mahoney and seconded by Kranz to approve Ordinance No. 21-11, An Ordinance Adopting Revisions to the WPD Comprehensive Policy & Procedures Manual (Policy VI.1.12 Registration Proof of Residency & Frequency of Maintaining Registration Data Base).

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

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

Executive Director Adams then discussed his informational items beginning with the Village of Woodridge’s request for a sanitary sewer easement at Crabtree Creek. He shared that Staff informed the Board at the March 16, 2021 Board meeting of the Village’s request for a Sanitary Sewer Easement to allow the Village to replace an existing sewer located on District property at Crabtree Creek based on a new alignment. He noted that sections of the Crabtree Creek property between Woodridge Drive and Westview Lane are owned by both the District (1.8 Acres) and Village (5.8 Acres) and then reviewed maps/diagrams of the area in question.

Executive Director Adams reported that rather than go through the process of granting an easement, District Staff proposed to the Village Staff, an idea to transfer the District’s property back to the Village since the property is used solely for the

creek, storm water management, and utilities. He said since there is little useable recreational value to the portion of property the District currently owns and since the Village owns the larger parcel, District Staff believes it's in the best interest of both agencies to have the Village own the entire length of the creek property to give them total control for their municipal purposes.

Executive Director Adams said the Village this week re-approached the District about their interest in either an easement or a possible land transfer. Staff seeks Board feedback on the option of transferring title of the subject property back to the Village. If there's a consensus to proceed, staff will inform the Village, subject to their concurrence, to begin the process of the legal transfer process.

Board discussion ensued about the layout of the area, what the District currently does maintenance wise for the property and if pursued, the land transfer would be established through an Intergovernmental Agreement (IGA) with the Village.

Commissioner Mahoney asked if the District thinks the Village will agree to the land transfer. Executive Director Adams said he believes they will consider as a viable option.

After discussions there was Board consensus to move ahead with pursuing the land transfer via IGA.

Executive Director Adams then said Staff is still waiting for assessed valuation estimates from the township assessors for the 2021 Levy Extension Estimate, and that the updated levy information will be presented at the November 16, 2021 Regular Board Meeting/Budget Workshop.

Executive Director Adams shared the District completed its Distinguished Accreditation Agency evaluation on Thursday, October 14, 2021. The District's preliminary score is 499.3 out of 500 possible points plus possible 7.5 bonus points. These final results will be presented to the Distinguished Accreditation Agency Committee for final approval in November. This is a major accomplishment for the District and demonstrates to the Woodridge community the District's ongoing commitment to provide best practices in the areas of Legal Compliance, General Management, Finance and Business, Parks & Facilities, Personnel and Recreation Services. He noted the Woodridge Park District was one of the first three original park districts in the State of Illinois to receive the Distinguished Agency Award in 1993 and with this recent re-accreditation recognition, the District is one of approximately 50 park districts and recreation agencies out of 400+ park districts (338 IAPD Members), special recreation agencies, forest preserve and conservation districts in the State of Illinois.

Executive Director Adams closed his report saying that the FY2021 3rd Quarter Goals & Objectives have been updated and are included in the Board report for review.

## COMMITTEE REPORTS

### SEASPAR

Executive Director Adams said SEASPAR just had its Board Meeting to finalize its 2022 budget and Levy.

### JUBILEE/OKTOBERFEST

Ritter shared that Oktoberfest was a huge success, and that after expenses, Staff expects to net about \$15,000.

### PDRMA

Executive Director Adams referred to the Health Insurance information presented in the Staff Finance Report.

## EX-OFFICIO REPORT

### Plan Commission

Executive Director Adams said there is nothing substantial to report except the Wilton site will be re-developed.

Chamber of Commerce

ommissioner Kranz stated there's no report.

Affiliated Athletic Associations

No report.

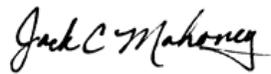
ADJOURNMENT

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 7:30 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary