



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

Eric Anderson, Piper Sandler

PUBLIC PARTICIPATION

President Cohen then announced the opportunity for public comment regarding the 2021 Tax Levy Extension Ordinance.

President Cohen explained all persons desiring to be heard will have an opportunity to present written or oral testimony regarding the proposed 2021 tax levy extension ordinance. There was neither public oral nor written testimony.

President Cohen then asked for any additional comments from the Park Commissioners. There were no comments.

President Cohen announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed 2021 Tax Levy Ordinance.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PRESIDENT'S REPORT

D.1. President Cohen opened his report asking that the record reflect that the public hearing for the Budget & Appropriations Ordinance had to be rescheduled from the December 2021 Regular Board Meeting to the January 2022 Regular Board Meeting at 6:30 p.m. due to the failure of the newspaper to publish the required legal notice on December 1st as the District requested.

D.2. President Cohen asked if there is a motion to approve the Woodridge Park District's 2022 Annual Schedule of Meetings, noting the September board meeting will be scheduled on the 2nd Tuesday of the month (9/13/22) instead of the third Tuesday due to national conference conflict.

MOTION by Coleman and seconded by Mahoney to approve the Woodridge Park District's 2022 Annual Schedule of Meetings.

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

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

D.3. President Cohen noted that on November 22, 2021, himself, Executive Director Adams, Administrative Office Manager Ravasio and Human Resources Manager Curry attended the IPRA/IAPD Distinguished Park and Recreation Accreditation Committee (DPRAC) Review Board Meeting and luncheon at Bartlett Park District's Villa Olivia. The DPRAC reviewed the evaluation team's letter of recommendation for accreditation and unanimously approved the Woodridge Park District for Accreditation. He added that Evaluation Team Leader Dan Jones from Cary Park District spoke very highly of the Woodridge Park District when presenting the Team's recommendation.

Executive Director Adams acknowledged the outstanding job Staff did for the accreditation process and shared that the District is one of only 57 Agencies in the State to be currently accredited. He then noted that the District received the 4th highest score of all agencies in the last six years. The official award plaque will be presented at the Annual IAPD/IPRA “Soaring to New Heights” Conference in January.

D.4. President Cohen then reported that the District also received the IPRA Exceptional Workplace Award for 2021. The award is good for a 5-year term. Executive Director Adams briefly reviewed the qualifications for receiving the Award and shared that the Awards will also be presented at the Annual IAPD/IPRA “Soaring to New Heights” Conference in January.

D.5. President Cohen then congratulated the following employees who are celebrating their 5-year Anniversaries with the District:

- Ylona Cavalier – Fitness Instructor
- Rosemary Grabavoy – Fitness Attendant
- Michael Wittmann – Personal Trainer
- Antonette Iacovetti – Fitness Instructor
- Adam Coffelt – Fitness Guest Services
- Sabine O’Shea – Fitness Guest Services
- Charles Rice – Scorekeeper

President Cohen deferred to Deputy Director Ritter he then shared information about each employee and their time with District.

President Cohen closed his report sharing the date of annual Staff & Board Appreciation Dinner on January 14th.

STAFF REPORTS

Finance

Chris Webber, Superintendent of Finance, Personnel & IT, opened his report introducing Eric Anderson from Piper Sandler to provide information regarding the issuance of the proposed General Obligation Taxable Limited Park Bonds, Series 2022.

Anderson reviewed the annual issuance of Bonds as well as the debt service availability. He recommended that at the January 2022 Board Meeting, the Board adopt a bond ordinance in the amount of \$963,000 that issues non-referendum bonds to retire certain outstanding debt of the District specific to the Town Centre property land acquisition purchase in partnership with the Village and payment of debt certificates issued for the ARC development. He added that the District has some flexibility with regards to the schedule, but must file a bond ordinance prior to the end of February, in order to effect levy year 2021.

Anderson closed his presentation asking if there were any questions. There being none, President Cohen thanked Anderson for his time.

1.a. Webber then shared his first action item, the adoption of the IRS Section 125 Cafeteria Plan – Premium Only Plan (“POP”).

Webber said that the IRS Section 125 Cafeteria Plan – Premium Only Plan (“POP”) is required on an annual basis to keep the District in compliance with IRS rules and health care reforms changes. The POP allows employees to save an average of 30% on insurance premiums they share through payroll deductions and it also saves the District money on FICA taxes since the gross payroll is reduced before FICA taxes are applied.

Staff recommended the adoption of the 2022 Amended and Restated Section 125 Premium Only Plan document.

MOTION by Venouziou and seconded by Mahoney to adopt the 2022 Amended and Restated Section 125 Premium Only Plan document.

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

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

1.b. Webber then presented his final action item a General Fund Transfer to the Aquatics Fund.

Webber explained that Staff is asking the Board to approve a transfer from the General Fund to the Aquatics Fund to cover the loss sustained during the 2021 season due to the impacts of Covid on operations. The District auditors, recommended the board approve the transfer since the amount was not originally budgeted. The Aquatics Supervisor estimates a loss of approximately \$287,000 for 2021, which is approximately 50% less than previous potential losses.

Staff recommended the Board approve a transfer in an amount not-to-exceed \$300,000 from the General Fund (Fund 01) fund balance to the Aquatics Fund (Fund 06) to cover projected budget deficit caused by Covid-19 Impacts.

MOTION by Mahoney and seconded by Kranz to transfer an amount not-to-exceed \$300,000 from the General Fund (Fund 01) fund balance to the Aquatics Fund (Fund 06) to cover projected budget deficit caused by Covid-19 Impacts.

Commissioner Venouziou asked if the losses were for 2021 or projected losses for 2022. Executive Director Adams clarified it was for 2021.

Commissioner Venouziou then asked when Staff will know the exact loss. Webber shared that they will know by the end of December or early January.

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

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

Webber then moved on to his informational items:

- The District's Accountant resigned on December 7, 2021 to pursue a new opportunity. Staff has been assessing potential department restructuring and assignment of responsibilities.
- To date the District received \$7.34 million or 99.77% of the 2020 tax levy with two distributions remaining.
- The District's auditors were on site on December 2, 2021 and completed their preliminary fieldwork which helps them determine the risk level associated with their upcoming financial audit. No significant issues were noted and Staff is anticipating a smooth audit to be performed in early 2022.
- Staff hoped/planned to upgrade the Accounting server prior to year-end however due to scheduling and timing issues around the Holidays the plan is to now upgrade the server on January 14, 2022. This is a necessary step to upgrade the modules with Incode the District's accounting software as well as to help speed up processes that keep getting stuck.

Webber closed his report providing an overview of the District's and revenue facility financials.

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item regarding the 2022 Portable Outdoor Toilet Unit Rentals, MSP 21-16c.

Knitter shared Bids were opened on December 8th for the 2022 Portable Outdoor Toilet Unit Rentals Project MSP #21-16c, as shown below:

Contractor Base Bid	2022 Opt.	Extension 2023 Opt.	Extension 2024
Service Sanitation	\$41,375.00	\$41,104.00	\$41,895.00

Knitter said that as a result of only receiving one bid Staff is recommending the bid be rejected and the project be re-bid. She reviewed the timeline for the Bid Schedule.

MOTION by Mahoney and seconded by Kranz to reject the bid from Service Sanitation for the 2022 Portable Outdoor Toilet Unit Rentals Service, MSP #21-16c, as a result of only receiving one bid and authorize the rebidding.

Commissioner Venouziou asked if Staff thinks there will be more than one bidder this time. Knitter said they do expect more than one bidder and explained that this year they bid the project much earlier than usual so Staff could get an accurate number for the 2022 budget, and that maybe it was an “off” time of year for the contractors to submit.

Commissioner Venouziou then asked if the contract was just for one year. Knitter said the contract was for one year only with two optional one-year extensions.

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 Windy Point Park – Shelter Replacement Project, MSP #21-17c. Knitter reported that Staff solicited bids for the replacement of the tornado-damaged shelter at Windy Point Park. There was moderate interest in the project with 11 total plan holders including eight general contractors.

Knitter then briefly reviewed the scope of work as well the details of each Alternate Bid. The bid results are as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. Bid #1</u>	<u>Alt. Bid #2</u>
Hacienda Landscaping, Inc.	\$ 108,809.00	\$ 1,700.00	\$ 7,100.00
D&J Landscape, Inc.	\$ 109,781.57	\$ 0.00	\$ 5,468.50
E. Hoffman, Inc.	\$ 116,374.50	(\$ 3,400.00)	\$ 3,200.00
Innovation Landscaping, Inc.	\$ 119,556.30	(\$ 900.00)	\$ 3,500.00
Schaefges Brothers, Inc.	\$ 156,400.00	(\$ 2,341.00)	(\$ 2000.00)

Knitter reported that Hacienda Landscaping, Inc. successfully completed numerous projects for the District in the past including the recently completed playground replacement work at Meadowview and Murphy Schools and the 2021 Retaining Wall replacement project. Staff provided the low bid information and scope of work to PDRMA’s claims adjustors for review which was subsequently approved on December 15th covering of the base bid amount (\$108,809.00). This figure reflects the base bid cost to replace the structure matching the original details. Staff recommends proceeding with the replacement of the shelter and matching all original details. The contract amount will be reimbursed by insurance.

Executive Director Adams then shared with the Board that IUOE Local 150 notified the District of a potential prevailing wage violation with the low apparent bidder. Executive Director Adams added that Staff did seek out legal counsel opinion on the issue indicating a notification of violation by a union doesn’t necessarily mean that the contractor has been disbarred by the Illinois Department of Labor (IDOL) from public bidding. Taking all that into consideration, he said Staff still recommends working with Hacienda who has satisfactorily performed work for the District the past several years.

Board discussion ensued, including the option of rejecting Hacienda and consider accepting the next lowest apparent bidder however Adams explained it's unknown if there are any potential prevailing wage violations filed with any of the other bidders.

After additional discussion about the specifics of the project including the alternate bid details, Executive Director Adams recommended tabling any action so Staff can see further investigate if with both IDOL and legal counsel. Knitter added that there would be no adverse effects on putting the project on hold for a month.

Commissioner Venouziou asked if the project is delayed will the PDRMA reimbursement be affected. Knitter said it would not.

Commissioner Mahoney asked if the project is delayed for a month does it have to be re-bid. Knitter said it would not have to be re-bid.

The Board concurred to postpone final action to give Staff time to investigate with the IDOL and present its findings at the January 2022 Board Meeting.

2.c. Knitter then addressed her next action item the 2022 Prescribed Burns, MSP #22-01pc.

Knitter said Staff requested proposals from six contractors to perform prescribed burns at four sites - Duke Street Basin, Pond 54, Vicente Outlot E and Westminster Park. These sites are larger and more complex burns than staff can safely perform with in-house staff labor. The following proposals were received:

<u>Contractor</u>	<u>Base Proposal</u>
Tallgrass Restoration, LLC	\$ 19,400.00
ENCAP, Inc.	\$ 31,200.00
Integrated Lakes Management	\$ 32,725.00

Knitter shared that Tallgrass Restoration, LLC successfully completed numerous prescribed burns for the District including in 2015, 2016 and 2021.

Staff recommended the Board accept Tallgrass Restoration, LLC as the low qualified bidder and approve a contract in the amount of \$ 19,400.00 for the 2022 Prescribed Burns, MSP #22-01pc.

MOTION by Mahoney and seconded by Kranz to accept Tallgrass Restoration, LLC as the low qualified bidder and approve a contract in the amount of \$ 19,400.00 for the 2022 Prescribed Burns, MSP #22-01pc.

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.d. Knitter's moved on to her next action item, 2022 Natural Area Maintenance, MSP #22-02pc

Knitter said Staff requested proposals from a total of six contractors to conduct regular vegetative maintenance in natural areas during the 2022 growing season. She reviewed the locations and shared that the goal of these regular maintenance services is to promote the establishment of native species by effectively controlling invasive species such as willows, phragmites, reed canary grass and cattails.

<u>Contractor</u>	<u>Base Proposal</u>	<u>Alt. Sites</u>
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Graff Tree Care, Inc.	\$ 8,550.00	\$ 1,350.00
Integrated Lakes Management	\$ 14,825.00	\$ 3,675.00
Tallgrass Restoration, LLC	\$ 24,625.00	\$ 5,775.00
Bluestem Ecological Service	\$ 29,600.00	\$ 5,000.00
ENCAP, Inc.	\$ 49,500.00	\$ 7,000.00
Cardno, Inc.	\$ 52,235.00	\$ 6,125.00

Knitter said Graff Tree Care, Inc. successfully completed numerous projects for the District including invasive woody plant removals in natural areas, tree work and tree surveys. While the contractor has not previously performed similar natural area maintenance work for the District, Staff is confident of their ability based on the District's past experiences with the contractor and positive references provided for similar work.

Staff recommended the Board consider accepting Graff Tree Care, Inc. as the low qualified bidder and approve a contract in the amount of \$ 9,900.00 including acceptance of the base proposal and the two alternate sites for the 2022 Natural Area Maintenance, MSP #22-02pc

MOTION by Mahoney and seconded by Venouziou to accept Graff Tree Care, Inc. as the low qualified bidder and approve a contract in the amount of \$ 9,900.00 including acceptance of the base proposal and the two alternate sites for the 2022 Natural Area Maintenance, MSP #22-02pc.

President Cohen noted it was nice to see so many bids.

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.e. Knitter's moved on to her final action item 2022 Natural Area Tree Removals, MSP #22-03pc.

Knitter shared that Staff solicited proposals for the removal of high-risk trees located within District natural areas. These trees are typically located along property lines, utilities, pathways or are in areas where their failure may impact adjacent properties or park users. This year a total of 64 trees were identified at 10 sites.

<u>Contractor</u>	<u>Base Proposal</u>
Steve Piper & Sons Tree Service, Inc.	\$ 24,950.00
Family Landscaping & Treewerks, Inc.	\$ 25,295.00
The Davey Tree Expert Co.	\$ 36,300.00

Knitter reported that Steve Piper & Sons conducted tree removals for the District for many years with no issues.

Staff recommended the Board accept Steve Piper & Sons Tree Services, Inc. as the low qualified bidder and approve a contract in the amount of \$ 24,900.00 for the 2022 Natural Area Tree Removals, MSP #22-03pc.

MOTION by Coleman and seconded by Venouziou to accept Steve Piper & Sons Tree Services, Inc. as the low qualified bidder and approve a contract in the amount of \$ 24,900.00 for the 2022 Natural Area Tree Removals, MSP #22-03pc.

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

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

ABSENT: None
MOTION CARRIED.

Knitter then touched upon some of her informational items:

- A crew from Hacienda Landscaping returned to Meadowview School the last week of November to complete the modifications included in Change Order #1 taking advantage of School District #68's fall break. GameTime informed District staff of their intention to reimburse the District for the costs incurred (Change Order #1: \$3,274.00).
- Staff worked with PDRMA representatives to secure reimbursements by year's end for all applicable 2021 expenditures (\$12,089.74 – less the onetime, \$1,000 deductible).
- Staff completed the annual sod-cutting, removal, shaping and installation of new sod at the Janes SW ballfield. It took three full-time staff about 11 days to complete. Six pallets of sod totaling 3,600 Sq. feet was installed.
- All of the District's snow equipment is installed and ready for use.

Knitter than shared Staffing updates as well as updates on the latest Staff certifications and trainings.

President Cohen asked if the sled hill is ready for the winter and how Staff will be promoting it, and if Staff will need to be onsite when it is open. Executive Director Adams shared that the Marketing & Community Engagement will announce it via social media, the website and the rainout line. He said Staff will not need to be onsite and that a rules and regulations sign is posted.

Golf Course

Village Greens General Manager Brandon Evans opened his report sharing that the golf course hosted 2,586 rounds in December. Year-to-date rounds total 56,693, or about 6,000 fewer than last season. Some rain and cooler temperatures led to a slight decline in rounds.

Evans reported that the course is getting ready to close for the 2021 season. Pins have been pulled, most accessories have been removed and greens have had a heavy topdressing applied. Snow mold prevention measures have taken place and applied a growth regulator for the spring during an unseasonably warm stretch mid-month.

Evans then presented the 2021 State of the Golf Course. He reminded the Board that in 2019 Staff enacted a four-step plan to revitalize operations and customer perception which included installing a new POS system, capital investment including bunker renovation, the introduction of a membership program and a simplified pricing and discount structure. He added that all elements of the plan were successfully implemented and positively received by Staff and guests. Rounds and revenues increased dramatically due to the 60th Anniversary Membership, good weather and improved course conditions. Staff has seen an increase in participation in golf leagues and a return of many golf outings. While still not back to pre-pandemic levels Staff projects a close return to 'normal' in 2022.

Evans then discussed the new 62nd Anniversary Membership program the Board approved at the November Board Meeting. He shared that prior to launching the program Staff met and discussed the positives and the challenges of the 60th Anniversary Program, and added that the new program addresses the biggest concerns.

Evans said the new program is off to a good start. Currently, the program has only been launched to existing members and about 600 memberships were sold. In mid-January the program will be rolled-out to the public.

Evans than reviewed the capital priorities. High priority capital needs in the near future include a clubhouse roof replacement, cart path repairs, bunker repairs, and a new golf car lease, while large capital expenditures on the horizon include maintenance building replacement, patio improvements, and kitchen repairs.

Evans then briefly touched upon the course's short- and long-term capital needs.

Evans closed his report stating that due to the success of 60th Anniversary Membership the golf course is on better financial footing. Staff will build on the momentum of that success with the new membership program. He then asked the Board if there were any questions.

Commissioner Coleman asked if there will be a cap on the membership program. Evans shared that the cap will be around 1,800 memberships, but Staff would be happy with 1,200 – 1,500 memberships. Board discussion ensued about the logistics of the new program including the newly implemented “trail fee” charge for golfers opting to walk.

Commissioner Venouziou asked for an explanation on how the golf cart lease works. Evans shared that the course leases the golf carts for a three-year period from Harris Golf Carts. At the end of the lease period, the golf course has the option to purchase the carts for \$1/each.

Aquatics & Recreation

4.a. Superintendent of Parks & Recreation Don Ritter opened the Aquatics & Recreation Report with the only action item, the Cypress Cove – Carbon Dioxide Tank Replacement Purchase Project, ACRP #22-01c.

Ritter reminded the Board that an investigation into negotiating the carbon dioxide contract for Cypress Cove took place in April 2021. Cypress Cove’s previous contract included leased tanks that store the carbon dioxide that is used to neutralize the acidity level of the water as well as the actual carbon dioxide product. A cost analysis of owning tanks versus renting tanks, over the span of 20 years (life expectancy) was completed and revealed that purchasing and owning tanks is more cost effective than leasing tanks.

Staff requested Board authorization to bid the Cypress Cove – Carbon Dioxide Tank Replacement Project, ACRP #22-01c.

MOTION by Coleman and seconded by Mahoney to authorize Staff to bid the Cypress Cove – Carbon Dioxide Tank Replacement Project, ACRP #22-01c.

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

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Ritter then shared that a New Year’s Season Pass Sale will be held from January 10th – 28th at the early bird rate and Aquatic eGuide is scheduled for publication on March 31, 2022.

Ritter than discussed the Recreation items.

Ritter reported that Staff, along with the WSA Board, reviewed four Requests-for-Proposals (RFP) that were returned from local youth travel soccer organizations, in regards to forming a potential partnership and/or provide youth travel soccer program for the Woodridge community. The organizations that submitted proposals were: Roadrunners Soccer Club, Evolution Soccer Club, Lisle Football Club and Tesla Football Club. After reviewing, the group, consisting of Executive Director Adams, Deputy Director/Supt. of Recreation Ritter, Athletic Supervisors Peboontom & Keene, Commissioner Venouziou and WSA Board Members Perry, Bobowski & Kikilas, determined that an in-person meeting should be scheduled with two of the organizations to allow the review team to ask additional questions and to find out more information about each club. Those meetings are currently being scheduled for early January. Subsequent to finalizing a preferred organization, Staff will seek Board authorization to negotiate an affiliate agreement for future Board consideration.

Ritter shared that Staff has Ropes Course Training tentatively scheduled for January 4th & 5th. Hiring Ropes Course staff has been extremely challenging. The training dates may be rescheduled if not enough applicants are available by late December. Staff was hoping to re-open the Ropes Course by late January. He then added that the “quick flight” aspect of

the ropes course is no longer covered and needed to be upgraded. The new equipment is not expected to arrive until the end of January.

Ritter closed sharing the ARC Fitness numbers and announcing the resignation of Sarah Porter, Recreation Supervisor. He said Staff is waiting until February to find her replacement.

Marketing & Community Engagement

Superintendent of Marketing & Community Engagement Megan Romano opened her report with some registration updates, reporting that Resident registration for the winter 2022 season started on Wednesday, December 8th. Mostly active adult trip registrations were taken at the FHCC. Since allowing online account creation beginning December 1st, 58 accounts have been created online which accounts for 60% of new accounts in the 7-day period with 13 of them being duplicate accounts which staff merged.

She then shared the following:

- Staff ordered HotHands handwarmers and custom branded stickers to pass out at the sled hill when/if it snows this winter and at winter special events including Cabin Fever Family Fun and Chili Fling & Fire Disc Golf Tourney.
- Staff created a holiday fitness promo titled "12 Days of Fitmas" to create awareness of ARC fitness classes and amenities with a fitness spin on it.
- Staff created miscellaneous marketing items for the WSA Elections, Thanksgiving Break Preschool Camp, Let's Make a Turkey Craft, Girls Basketball League, Youth Winter Indoor Soccer, Winter Wonder Camp and Holiday Programs

Safety

Executive Director Adams reported that this month's report includes the usual minor injuries associated with programs.

CONSENT AGENDA

MOTION by Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for the approval of the November 16, 2021 Regular Board Meeting Minutes and Agenda Items #2 through #6 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,867,905.61.

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| 1. Regular Board Meeting Minutes | November 16, 2021 |
| 2. Vendor Payment & Payroll Ratification Report (11/12/21 – 12/16/21) | \$1,867,905.61 |
| 3. Hacienda Landscaping, Inc. – 2021 Retaining Wall Replacement Project, CRP #21-11c – Payout #1 (Final) | \$37,300.00 |
| 4. Hacienda Landscaping, Inc. – Meadowview School & Murphy School Playground Improvements Project, CRP #21-02c, Payout #5 (Final) | \$3,274.00 |
| 5. Nutoys Leisure Products – Meadowview School Playground - Park Bench Purchase, MSP #21-15pc- Payout #1 (Final)..... | \$6,216.00 |
| 6. Williams Associates Architects, Ltd., ARC Conference Room & Office Conversion Project – Architectural Services, CA #21-01pc - Payouts #3 (Final)..... | \$1,502.65 |

President Cohen requested a roll call approving consent agenda items #1 through #6.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened his report with his first action item, the acceptance of Piper Jaffray & Co. Engagement Letter to Serve as the Placement Agent Underwriter for Taxable General Obligation Limited Park Bonds, Series 2022.

Executive Director Adams shared that in accordance with Municipal Securities Rulemaking Board (MSRB) Rule G-17 the District must acknowledge and designate a placement agent and underwriter providing any advice concerning the structure, timing, terms, and other similar matters concerning the issuance of contemplated debt issuances and refunds. He noted that Piper Jaffray has successfully served as an Underwriter and Placement Agent for the District for numerous past debt issuances and that Eric Anderson of Piper Jaffray is intimately knowledgeable of the District's operations, capital assets, long term capital projects, and financing means.

Staff recommended the Board approve Piper Jaffray's Engagement Letter dated November 29, 2021 to serve as a Placement Agent on Contemplated Securities for the Issuance of Taxable Limited Park Bonds with Gross Proceeds of approximately \$963,000; and acknowledge such Disclosures Pursuant to MSRB Rule G-17 for the contemplated issuance.

MOTION by Coleman and seconded by Venouziou to approve Piper Jaffray's Engagement Letter dated November 29, 2021 to serve as a Placement Agent on Contemplated Securities for the Issuance of Taxable Limited Park Bonds with Gross Proceeds of approximately \$963,000; and acknowledge such Disclosures Pursuant to MSRB Rule G-17 for the contemplated issuance.

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

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

G.1.b. Executive Director Adams' next action item was the approval of an Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2021 for Calendar Year January 1, 2022 Through December 31, 2022.

Executive Director Adams briefly reviewed the Levy timeline and process with the Board. He added the tentative levy was made available to the public with the posting of the ordinance on the District's website in addition to the posting of a letter to residents further explaining the details and funding needs of the District.

Staff recommended the Board approve Ordinance No. 21-12, An Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2021 for Calendar Year January 1, 2022 Through December 31, 2022.

MOTION by Coleman and seconded by Venouziou to approve Ordinance No. 21-12, An Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2021 for Calendar Year January 1, 2022 Through December 31, 2022.

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

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

G.1.c. Executive Director Adams moved on to his next action item Ordinance No. 21-13, An Ordinance Establishing Fees and Charges for District Facilities, Services & Programs.

Executive Director Adams said in an effort to systematically review and approve fees and charges on an annual basis for District facilities, services and programs, Staff recommends the Board review the current ordinance and adopt in 2021 for the 2022 calendar year. He shared the revisions recommended for the 2022 Ordinance are included in the Board Report and revising the fees rental rates for Jefferson Jr High artificial turf fields to identify that School District #68 establishes the rental rates and increasing the FHCC room rental rates by \$5 per rate category to cover increase in minimum wage expense.

Executive Director Adams then asked the Board for their thoughts on charging civic groups and homeowners associations fees for using the FHCC for meetings. He noted that District currently does not charge for the rentals but it is something to be considered as a Staff member would need to be on-site during these times. In the past this was not an issue as the District Custodian was always there.

President Cohen asked if the Library charges groups to use rooms. Ritter said they do not, but noted that they do not offer A/V capabilities like the District does and you can only use the rooms when the library is open.

Executive Director Adams said that Staff will continue to review its options and keep the Board apprised of any recommendations.

Staff recommended the Board approve Ordinance No. 21-13, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Mahoney and seconded by Kranz to approve Ordinance No. 21-13, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

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

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

G.1.d. Executive Director Adams moved on to his next action item Ordinance No. 21-14, An Ordinance Adopting Revisions to the Woodridge Park District Job Description Manual (New - Aquatic Maintenance Full-time).

Executive Director Adams reported that aquatic maintenance consists of two full-time employees: Aquatic Maintenance Supervisor and Assistant Facility Maintenance Technician (shared position between Cypress Cove & ARC). For 2022, Staff proposed, as presented in the Budget Workshop, to transition the Assistant Facility Maintenance Technician position 100% to the ARC due to the year-round ongoing needs at that facility. However, a full-time position is still needed at Cypress Cove, which will be split between Cypress Cove (67%) and Parks, Planning & Development (33%).

Staff recommended the Board approve Ordinance No. 21-14, An Ordinance Adopting Revisions to the Woodridge Park District Job Description Manual (New - Aquatic Maintenance Full-time).

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 21-14, An Ordinance Adopting Revisions to the Woodridge Park District Job Description Manual (New - Aquatic Maintenance Full-time).

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

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

ABSENT: None
MOTION CARRIED.

G.1.e. Executive Director Adams moved on to his next action item Resolution No. 21-5, A Resolution Authorizing Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

Executive Director Adams reminded the Board that Per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. The attached resolution identifies the closed session minutes authorized or not authorized by the Board for public inspection. Staff recommends the closed session meeting minutes of December 15, 2020 and November 16, 2021 remain confidential.

Staff recommended the Board approve Resolution No. 21-5, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Venouziou and seconded by Mahoney to approve Resolution No. 21-5, 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: Venouziou, Mahoney, Coleman, Kranz and Cohen
NAYS: None
ABSENT: None
MOTION CARRIED.

G.1.f. Executive Director Adams moved on to his next action item Resolution No. 21-6, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

Executive Director Adams said 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. June 16, 2020 verbal recording of closed session meeting minutes exceeds the 18 Month Expiration for Verbatim Recordings and was previously approved by the Board and authorized for public inspection per Resolution No. 20-14.

Staff recommended the Board approve Resolution No. 21-6, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Mahoney and seconded by Kranz to approve Resolution No. 21-6, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

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

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

G.1.g. Executive Director Adams moved on to his next action item Resolution No. 21-7, A Resolution Authorizing a Change Order(s) in Regard to the ARC Janitorial Services, MSP #19-10c, Involving an Increase in the Contract Price in Excess of \$10,000 or Would Extend or Shorten the Time in Which the Contract is to be Completed by 30 Days or More.

Executive Director Adams Staff proposed in the 2022 Budget Workshop the need and desire to contract for janitorial services for both the Fred C. Hohnke Community Center (FHCC) and Maintenance Facility. The District is currently under

a multi-year contract with Eco Clean Maintenance, Inc. which expires on April 30, 2023 to provide janitorial services at the ARC. He discussed why Staff is recommending the change and briefly reviewed the costs for cleaning each added facility. He noted that Legal counsel reviewed the proposed action and resolution for compliance with the Illinois Compiled Statutes.

Staff recommended the Board approve Resolution No. 21-7, A Resolution Authorizing a Change Order(s) in Regard to the ARC Janitorial Services Contract, MSP #19-10c, Involving an Increase in the Contract Price in Excess of \$10,000 or Would Extend or Shorten the Time in Which the Contract is to be Completed by 30 Days or More.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 21-7, A Resolution Authorizing a Change Order(s) in Regard to the ARC Janitorial Services Contract, MSP #19-10c, Involving an Increase in the Contract Price in Excess of \$10,000 or Would Extend or Shorten the Time in Which the Contract is to be Completed by 30 Days or More.

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

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

G.1.h. Executive Director Adams moved on to his final action item a Request to Approve President's Day as a District Holiday for 2022 & Authorize Holiday Pay for Part-time Employees.

Executive Director Adams requested Board consideration to approve President's Day as a District Holiday for 2022 only as a token of the District's appreciation for all the additional hard work employees endured the past couple of years to achieve the prestigious Distinguished Accredited Agency award and dealing with the ongoing pandemic challenges. If approved the District would close all facilities with the exception of the ARC due to programs, rentals, fitness center access and a tournament already scheduled. Furthermore, to extend the District's appreciation to those employees that would have to work on that day, the ED recommends the Board authorize Holiday Pay for part-time and seasonal employees. Full-time exempt employees (e.g. Facility Manager, Recreation Supervisor(s), etc.) required to work that day would be allowed to take a compensatory day off.

Staff recommended the Board approve President's Day as a District Holiday for 2022 and Authorize Holiday Pay for Part-time & Seasonal Employees Scheduled to Work on President's Day.

MOTION by Mahoney and seconded by Kranz to approve President's Day as a District Holiday for 2022 and Authorize Holiday Pay for Part-time & Seasonal Employees Scheduled to Work on President's Day.

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

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

Executive Director Adams then moved on to his informational items starting with OSHA's COVID-19 Vaccination Mandate Update. He reminded the Board that on November 6, 2021, PDRMA sent LRN Alert 21-30 regarding the federal Occupational Safety and Health Administration's (OSHA) emergency temporary standard (ETS) mandating vaccination and testing in the workplace for employers with 100 employees or more. Shortly thereafter, many states filed lawsuits challenging OSHA's ability to propound and enforce the ETS. Those lawsuits are pending and have led to at least one federal Circuit Court of Appeals (the Fifth Circuit) temporarily staying the ETS pending a final court decision on the legality of OSHA's actions. However, he added that OSHA recently announced that it is suspending temporarily all implementation and enforcement efforts related to the ETS, pending litigation developments.

Executive Director Adams said OSHA stated it intends to resume its efforts following litigation, if permitted. It is unclear what the Illinois Department of Labor (IDOL) intends to do at this time with respect to public agencies, but Staff believes OSHA's response to the Fifth Circuit's ruling should result in IDOL also standing down, at least for now.

Executive Director Adams said the Leadership team will continue discussing the best options, but the District needs to be prepared if the Supreme Court declines to rule on the case.

Executive Director Adams closed his report briefly reviewing the 2021 Employee Satisfaction & Input Survey Results. He touched upon the results as well as several areas of focus for 2022.

COMMITTEE REPORTS

SEASPAR

No report

JUBILEE/OKTOBERFEST

No report

PDRMA

No report

EX-OFFICIO REPORT

Plan Commission

See Board Report for updates

Chamber of Commerce

No report

Affiliated Athletic Associations

Ritter shared that WAA registration is scheduled for January 8, 2022 at the ARC and that he and Executive Director Adams will be meeting with the new WAA president in mid-January.

EXECUTIVE SESSION

At 8:25 p.m., MOTION by Coleman and seconded by Mahoney to adjourn to Executive Session Section ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and 2(c)(11) to discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court.

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

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen.

NAYS: None

ABSENT: None

MOTION CARRIED

RECONVENE OPEN SESSION

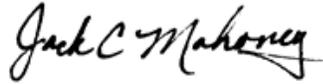
The Regular Board Meeting of December 21, 2021, reconvened at 9:16 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Venouziou, Kranz. Staff: Adams, Ritter, Webber

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Coleman, seconded by Mahoney to adjourn the regular board meeting at 9:17 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive, flowing style.

Jack Mahoney, Secretary