

WOODRIDGE PARK DISTRICT
Regular Board Meeting
February 15, 2022



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:31 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Kranz, Mahoney, Venouziou. Absent: Coleman; Staff present: Adams, Knitter, Ritter, Romano, Webber, Ravasio

Public in attendance:

- Bill Yunker, 1540 Talcott Road, Woodridge, IL 60517

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Cohen opened his report congratulating Kim Passini, Recreation Supervisor, on her 5th Anniversary then deferred to Superintendent of Recreation Don Ritter. Ritter shared that Passini does a great job as the Senior Coordinator and continually comes up with new ideas to grow enrollment. He said that the Golden Years Club loves working with her.

President Cohen then congratulated Human Resources Manager Connie Curry on her 10th Anniversary and deferred to Superintendent of IT, Finance & Personnel Chris Webber. Webber reported that Curry started out part time with the District and that her role expanded over the years to full-time, and that during the last few years, Curry's role has been ever-evolving with new rules and has been instrumental in helping to keep the District a safe environment. He shared that she is a person of high integrity who takes her position very seriously and is a go to person at the District. Executive Director Adams noted that Curry is also the chair of the new Employee Engagement Committee.

President Cohen then congratulated Superintendent of Parks, Kohn Karesh, on receiving the Midwest Institute of Park Executives (MIPE) President's Award and deferred to Director of Parks, Planning and Development Jenny Knitter. Knitter shared that the District is always actively involved with MIPE and has a strong presence. She added that the John served an eight-year term with MIPE and was a great representative for the District.

President Cohen then reported that at the recent IAPD/IPRA Conference the District received its Distinguished Agency Award as well as the Exceptional Work Place Award. He added that Assistant Superintendent of Recreation Julie Rhodes was also recognized at Conference receiving the IPRA Community Impact Award.

President Cohen closed his report reminding the Board that the District would be closed February 21st for President's Day and that annual IAPD Legislative Conference is scheduled for March 8-9, 2022.

STAFF REPORTS

Finance

Superintendent of IT, Finance & Personnel Chris Webber opened his report reminding the Board that the 2022 Budget included a part-time position in the Finance Department. The Finance Clerk position will be posted upon approval of the pay range as well as the job description in the Executive Director's report, and will work 20-25 hours per week depending on need not to exceed 1,000 hours. The Finance Clerk will focus mainly on cash handling, paperwork, data entry and also be taught the District's financial systems to serve as a backup in the event it is ever needed.

Webber then said the American Rescue Plan Act (ARPA) was created in March of 2021 to help combat the financial fallout of the Covid-19 pandemic, similar to the CARES Act the District previously received funding from indirectly through DuPage and Will Counties. When ARPA was created, park districts were excluded from directly receiving funds, but Staff was made aware by the Village that DuPage County will be allocating \$1 million to park districts. Staff will be attending a zoom meeting to understand the rules, requirements and how allocation of funds will work. Webber said that in the initial round of ARPA funding, monies could be used to offset payroll, non-payroll and capital expenditures as well as revenue replacement. Staff will report back in March once more details are known.

Webber then updated the Board on the District's financials, and shared that the District received \$24,134.72 on February 8th for developer contributions in lieu of parkland donations. He said those funds must be used for community park development purposes so they are held in the Restricted Contributions Fund.

Webber closed his report sharing that the newly formed Employee Engagement Committee held its first event – a “Souper Bowl” which was a soup, chili and appetizer competition. About 15 Staff submit dishes which was a nice start to the Committee's plans for 2022.

Parks, Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item, the 2022 Landscape Tree Plantings Project, MSP #22-05c.

Knitter said following the June 2021 tornado, staff worked directly with representatives from PDRMA to identify lost and damaged assets including trees eligible for replacement. Staff identified and PDRMA confirmed that 84 trees across four park sites (Windy Point Park, Ide's Grove West Park, Ide's Legacy Park and Ide's Grove East Park) met their criteria for replacement coverage. The project base bid covers the replacement and maintenance (15 weekly waterings) for the 84 trees.

Contractor	Base Bid	Alt. Bid #1
D&J Landscape, Inc.	\$ 68,150.00	(\$ 7,500.00)
Davey Tree Expert Co.	\$ 103,963.00	(\$ 66,463.00)

Knitter shared that on review, the bid submitted by Davey Tree Expert Co. was deemed to be incomplete for lack of the requested line item pricing, missing exhibit requirements, and failure to sign and notarize the bid. She said D&J Landscape, Inc. successfully completed multiple projects for the District including the Ide's Grove West Park development (2020) and the 83rd Street Park Development (2018).

Staff recommended the Board accept D&J Landscape, Inc. as the low qualified bidder based on the contractor's base bid and approve a contract in the amount of \$68,150.00 for the 2022 Landscape Tree Plantings Project, MSP #22-05c, pending final approval from PDRMA authorizing reimbursement.

MOTION by Mahoney and seconded by Venouziou to accept D&J Landscape, Inc. as the low qualified bidder based on the contractor's base bid and approve a contract in the amount of \$68,150.00 for the 2022 Landscape Tree Plantings Project, MSP #22-05c, pending final approval from PDRMA authorizing reimbursement.

President Cohen commented that the amount PDRMA is reimbursing seems very reasonable. Knitter explained that they covered all trees that the District planted and appeared on plans. She said trees lost in forested areas such as Ide's Grove West or Boundary Hill woodlands were not covered.

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

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

ABSENT: Coleman
MOTION CARRIED.

2.b. Knitter moved on to her next action item, the Nicor Easement Bikeway Connector Development Project, CDP #22-01c

Knitter said Staff solicited bids for the development of a 9' wide, 1,000-foot extension of the existing bikeway system connecting the Timbers Edge subdivision to Ide's Grove East Park and the Southern DuPage Regional trail system at 75th Street via Dunham Rd. There was strong interest in the project with 21 total plan holders including 15 asphalt or general contractors.

<u>Contractor</u>	<u>Base Bid</u>
Chicagoland Paving Contractors, Inc.	\$ 70,000.00
Evans & Son Blacktop, Inc.	\$ 70,559.30
Briggs Paving	\$ 76,496.50
Schroeder Asphalt Services	\$ 77,280.00
Maneval Construction Co., Inc.	\$ 85,789.35

Chicagoland Paving Contractors, Inc. successfully completed numerous projects for the District in the past including the resurfacing and patching of pathways at multiple sites in 2015.

Knitter explained that based on 2019 estimates provided by the project engineer, Staff budgeted \$50,000 to complete the construction of this pathway. Since the above bids reflect a very competitive close range of pricing, Staff feels that the above bids well represent the current market pricing and rebidding would not reduce these prices. Therefore, Staff recommends proceeding with the low qualified bidder and utilizing a 2022 budgeted CDP funded design project, Orchard Hill Pathway Design Project, to supplement this additional funding needed to complete this project and postponed Orchard Hill Pathway Design until 2023.

Executive Director Adams further explained that the original \$50,000 budget increased due to unforeseen NICOR protection conditions expanding the scope of work to the project to protect their lines.

Staff recommended the Board accept Chicagoland Paving Contractors, Inc. as the low qualified bidder based on the contractor's base bid and approve a contract in the amount of \$70,000.00 for the Nicor Easement Bikeway Connector Development Project, CDP #22-01c.

MOTION by Mahoney and seconded by Kranz to accept Chicagoland Paving Contractors, Inc. as the low qualified bidder based on the contractor's base bid and approve a contract in the amount of \$70,000.00 for the Nicor Easement Bikeway Connector Development Project, CDP #22-01c.

Commissioner Venouziou asked if this was one of the projects put on hold during Covid. Executive Director Adams said this has always been an active project that just required several permit steps and approvals.

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

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

2.c. Knitter moved on to her next action item, 2022 Portable Outdoor Toilet Unit Rentals, MSP 22-04c.

Knitter said bids were opened on February 1st for the 2022 Portable Outdoor Toilet Unit Rentals Project MSP #22-04c, as shown below:

Contractor	Base Bid 2022	Opt. Extension 2023	Opt. Extension 2024
Service Sanitation	\$41,375.00	\$41,104.00	\$41,895.00
Floods Royal Flush	\$39,675.00	\$39,950.44	\$40,578.00

Staff reviewed the bids and called references for the low apparent bidder, Floods Royal Flush. All of the references came back positive and highly recommended based on their performance, products and services.

Staff recommended the Board accept Flood Royal Flush as the low qualified bidder based on the contractor's base bid and optional extensions 2023 & 2024 bid amounts totaling \$120,203.44 and approve a contract agreement for the 2022 Portable Outdoor Toilet Unit Rentals Project, MSP #22-04c.

MOTION by Kranz and seconded by Mahoney to accept Flood Royal Flush as the low qualified bidder based on the contractor's base bid and optional extensions 2023 & 2024 bid amounts totaling \$120,203.44 and approve a contract agreement for the 2022 Portable Outdoor Toilet Unit Rentals Project, MSP #22-04c.

President Cohen asked if this pricing is similar to what the District paid in the past. Knitter responded that prices are higher and have at least doubled since the last contract in 2019.

Commissioner Mahoney asked what the bid includes. Knitter explained that the bid includes providing and regularly servicing portable units for the District's parks, tournaments and special events.

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

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

2.d. Knitter moved on to her next action item, FHCC Office Cubical Conversion Project – Architectural Services, CDP #22-04ca.

Knitter said Staff previously recommended the addition of a conference/meeting room space in the FHCC for staff meetings due to ongoing conflicts with programs/meetings scheduled in the Willow Board room. Staff initially proposed and budgeted (\$50,000) to repurpose the FHCC lower level Aspen program room (old Tot School Room) to a flex space for both programs and Staff meetings. However, after completing an internal assessment to include recent staff re-assignments to available offices eliminating need for cubicle space and reassessment of practicality/efficiency of using the lower level, the Leadership Team recommends pursuing an alternate option to add a small conference room located in the Admin Office cubicle area and create an adjacent open work space area for the Marketing and Planning departments for large print mediums (e.g. large plans, banners, signs, etc.). Knitter then shared images of the existing and proposed layouts.

Knitter explained the proposed conversion would include adding a conference room with soundproof walls, lighting/HVAC/electrical/computer/fire sprinkler head adjustments, new furnishings, and office equipment (e.g. large touchscreen monitor).

Staff requested a proposal from Cody/Braun & Associates, LLC, the original building architect, to prepare schematic design, construction/permit documents, bidding and construction administration, in the amount of \$7,250 plus reimbursable expenses.

Staff recommends the Board approve a Cody/Braun & Associates, LLC Proposal dated February 4, 2022 for the FHCC Office Cubical Conversion Project – Architectural Services, CDP #22-04ca.

MOTION by Venouziou and seconded by Mahoney to approve a Cody/Braun & Associates, LLC Proposal dated February 4, 2022 for the FHCC Office Cubical Conversion Project – Architectural Services, CDP #22-04ca.

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

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

2.e. Knitter moved on to her final action item, Hawthorne Hill Woods Culvert Repair – Eng. Services, CA #20-02pc.

Knitter updated the Board sharing that permit submittals remain in the review process with all jurisdictional agencies, and initial review comments have been provided from both the US Army Corps of Engineers (USACE) and the Village of Woodridge. Review comments have not yet been issued by Kane-DuPage Soil and Water.

Knitter said the USACE's initial comments presented unforeseen permitting requirements that will impact the project schedule. As a result of direct wetland impacts caused by the development of the path extension, in addition to the reviewer's perception of the woodland setting as previously undisturbed, the Corps of Engineers is requiring that a Phase 1 Archeological Survey be conducted since the project has the potential to "cause effects to historic properties protected by the National Historic Preservation Act". This change order reflects the additional scope required to comply with this Archeological Survey USACE permit requirement.

Knitter then further explained what the Archeological Survey entails, which includes digging up about 40 shovels full of dirt based on a grid from undisturbed land, one hole at a time about every 49 feet. The holes are back filled immediately and are relatively small.

Commissioner Mahoney asked exactly where this would take place. Executive Director Adams pulled up an aerial map to show the exact location to share with the Board. Executive Director Adams asked Knitter if PDRMA will pay for any of this additional expense. Knitter said she would look into it.

President Cohen asked if work can proceed without this survey. Executive Director Adams said the survey must be completed before any work can begin and added that if they find any artifacts it can stop the project in its tracks. Knitter then shared that the survey cannot begin until the ground thaws.

Staff recommended the Board authorize Change Order #3 to Living Waters Consultants, Inc.'s contract for a net increase of \$5,750.00 to the Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, for expanded scope of services to include the permit required archeological survey.

MOTION by Mahoney and seconded by Kranz to authorize Change Order #3 to Living Waters Consultants, Inc.'s contract for a net increase of \$5,750.00 to the Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, for expanded scope of services to include the permit required archeological survey.

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

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

Knitter then moved on to her informational items:

- Work on the ARC Conference Rm. & Office Conversion Project is scheduled to begin mid-February with work to run continuously through completion (estimate – 2 weeks).
- The Windy Point Park Shelter is tentatively scheduled for demolition in early March with the concrete pad to remain in place. Current production lead times target delivery of the Poligon shelter in June with final demo of existing concrete and construction to follow immediately upon receipt of the structure.
- Staff continued tree pruning and invasive removals at multiple park sites including Ide's Grove East, Forest Glen, Lake Harriet, Seven Bridges, Cypress Cove and Orchard Hill.
- PDNRM staff lead a team of staff from the maintenance department and from Village Greens in the removal of invasive trees and brush along the east perimeter fence-line.
- Staff is proceeding with minor repairs that were mentioned in the FHCC re-commissioning report including repair to a damper and water pump and working with Global Water Technology to treat the water in the boiler system pipes.
- The Park District Maintenance Department responded to the February 2nd snow event that resulted in the District closing facilities and canceling activities for the day. Staff did a nice job removing the snow accumulation from overnight and kept up with the continued snowfall throughout the following day.

Knitter closed her report updating the Board on the latest Staff Trainings:

- Jenny Knitter received a Certificate in Graduate Studies in Public Management from Northern Illinois University in January.
- John Karesh and Blake McMahon, as well as PDNRM employee Dan Tyson, each received a \$550 scholarship to participate in continuing education in 2022 from the Midwest Institute of Park Executives.

President Cohen congratulated Knitter on her receiving her Graduate Studies Certificate.

Golf Course

Executive Director Adams opened the golf report sharing that the golf course is performing administrative functions preparing for the upcoming season and are looking forward to reopening in early March, weather pending. Most golf leagues indicated that they will be returning in 2022, and golf outing pre-bookings are strong. He added that the Course is implementing a new Food & Beverage inventory system.

President Cohen asked the status of the 62nd Anniversary Membership Program. Executive Director Adams shared that they have sold about 700 memberships to existing members and will now begin targeting new members, hoping to gain an additional 600-800 members before April 1st.

Aquatics & Recreation

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

Ritter explained that the project entails the purchase of five carbon dioxide tanks for the main filter building and spray playground filter building which will reduce costs associated with carbon dioxide gas which is used to control the PH levels of pool water. The contractor will furnish all necessary materials and labor required to install the specified bulk CO2 system and will include all new necessary fill/vent lines and connections.

Ritter said by purchasing District owned tanks, costly lease fees are eliminated and the District also has the freedom to seek proposal/bids from product suppliers. A calculated cost analysis estimates an annual savings (based on a 20-year life expectancy for the tanks) of \$4,175. The proposed work is scheduled to begin March 7th with a substantial completed date of April 22, 2022.

Ritter said there was interest in this project with four contractors and five plan rooms requesting documents; however, only one bid was submitted:

<u>Bidding Contractor</u>	<u>Base Bid</u>
Swanel Beverage	\$43,353.35

Swanel Beverage currently is the District's carbon dioxide supplier.

Staff recommends the Board consider accepting Swanel Beverage as the low qualified bidder and approve a contract in the amount of \$43,353.35 for the Cypress Cove – Carbon Dioxide Tank Replacement Purchase Project, ACRP #22-01c.

MOTION by Venouziou and seconded by Kranz to accept Swanel Beverage as the low qualified bidder and approve a contract in the amount of \$43,353.35 for the Cypress Cove – Carbon Dioxide Tank Replacement Purchase Project, ACRP #22-01c.

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

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

4.b. Ritter then discussed his next action item the Enclosed Flume Slide Pump & Motor Repair, AMSP #22-01pc.

Ritter reported that during the 2021 season, Staff started seeing rust in the main pool and plunge pool when water features were turned on. It has been a long ongoing investigation, but the source of the rust was finally determined (Ritter shared photos of the deterioration). The pump that operates the main pool's water features corroded internally causing chips of rust to enter the pool upon starting up the features. Aquatic Maintenance Staff obtained a proposal from ABC Mechanical, LLC to pull the pump and rebuild the vertical turbine for \$5,655.

Staff recommends the Board accept ABC Mechanical LLC's proposal and approve a contract in the amount of \$5,655 for the Main Pool Feature Pump Repair Project, ASMP #22-01pc.

MOTION by Venouziou and seconded by Kranz to accept ABC Mechanical LLC's proposal and approve a contract in the amount of \$5,655 for the Main Pool Feature Pump Repair Project, ASMP #22-01pc.

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

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

4.c. Ritter then discussed his last action item the Cypress Cove Main Pool Feature Pump Repair Project, AMSP #22-01pc.

Ritter said that the contractor is recommending the replacement of damaged PVC rings for the main pool's drop slide pump. The initial proposal's formatting was misaligned and the additional cost for replacing the damaged rings was unforeseen.

Staff recommended the Board authorize Change Order #1 to ABC Mechanical, LLC's contract for a net increase of \$475 to the Main Pool Feature Pump Repair Project, AMSP #22-01pc, for replacement of the damaged PVC rings for the Drop Slide.

MOTION by Mahoney and seconded by Venouziou to authorize Change Order #1 to ABC Mechanical, LLC's contract for a net increase of \$475 to the Main Pool Feature Pump Repair Project, AMSP #22-01pc, for replacement of the damaged PVC rings for the Drop Slide.

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

AYES: Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Ritter then moved on to his Aquatic informational items sharing that employment applications for Cypress Cove were made available to the public on January 3, 2022. Cypress Cove is hiring the following positions: Concessions, Deck Attendant, Guest Services, Lifeguard, Maintenance Staff, Maintenance Support Staff, and Swim Instructor.

Executive Director Adams noted that hiring this year will be a struggle and that Staff is looking for creative ideas to attract employees. He said the Aquatic Manager is pursuing a reciprocal arrangement with the Lisle and Bolingbrook Park Districts that allows all water park/pool employees to use each other's facilities for free.

Commissioner Kranz asked what the pay is for the positions. Ritter said that it varies by position.

Ritter then shared that the Cypress Cove's New Year Season Pass Sale ran from January 10 - January 28th and total revenue from the sale was \$114,635.

Ritter then moved on to his Recreation items, reporting that enrollment totals are beginning to climb in the athletic programs and the Kidz Squad Before and After School program is also nearing the pre-Covid attendance figures.

Ritter shared that the "Cabin Fever" event held at the FHCC on February 6th was a beautiful weather day and attracted a large number of families to enjoy indoor and outdoor games, arts and crafts, roasting marshmallows over a bonfire, storytelling by the Woodridge Library, dance demos by our dance program participants, ice cream sundaes, and a horse and carriage ride.

Ritter then presented the 2021 Recreation Report which included data for program registration, program cancellations, special event participation numbers, fitness memberships, etc.

Commissioner Venouziou then asked if there were any updates on the Roadrunners Soccer Club partnership. Executive Director Adams reported that Staff is working on the first draft of the affiliate agreement and will have it ready for the March Board meeting for review, adding that in the meantime Staff would start promoting the partnership on the website and the eGuides.

Marketing & Community Engagement

Superintendent of Marketing & Community Engagement Megan Romano opened her report sharing that registration numbers continue to climb and that online registrations now account for 70% of total registrations.

Romano reported postcards were sent to 7,847 households with children ages 2-12 in the 60516 and 60515 zip codes to promote the Cypress Cove New Year Season Pass Sale, with 86 of the households who received the postcard purchasing a season pass. Staff will run a similar report to find out if the households who received a New Year Sale postcard but purchase a season pass during the Preseason Sale which is going on now through May 30th. Upcoming Cypress Cove marketing initiatives include a group outing email, "A Splash Above the Rest since 1997" anniversary marketing, preseason sales and birthday party marketing.

Romano said that based on feedback from the 2021 Employee Satisfaction Survey, the monthly staff newsletter was redesigned to feature more content about employees such as birthdays, anniversaries, family announcements, employee shout outs and wellness articles in addition to the department updates and letter from the Executive Director.

Romano closed her report saying that Staff created a new design, a new tagline “Work Where You Play” and highlighted job benefits to the 2022 job marketing materials. A new job is posted every week to the WPD social media, current jobs are included in WPD e-news, a digital job flyer was posted to SD#68 parent website and a flyer was submitted to Downers Grove high schools for posting.

President Cohen asked if the District would be hosting any job fairs this spring. Webber said there are both virtual and in-person job fairs scheduled over the next couple months.

Administration

Executive Director Adams shared that new Board Room Chairs are in the 2022 budget and Staff will begin looking at options.

Safety

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

CONSENT AGENDA

MOTION by Mahoney and seconded by Venouziou to approve Consent Agenda Item #1 for the approval of the January 18, 2022 Regular Board Meeting Minutes, Item #2 for the approval of the January 18, 2022 Executive Board Meeting Minutes and Agenda Items #3 through #6 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,117,349.21.

- 1. Regular Board Meeting Minutes January 18, 2022
- 2. Executive Session Board Meeting Minutes January 18, 2022
- 3. Vendor Payment & Payroll Ratification Report (1/14/22 – 2/10/22)..... \$1,117,349.21
- 4. Steve Piper & Sons, Inc. – 2022 Natural Area Tree Removals, MSP #22-03pc- Payout #1&2 \$2,900.00
- 5. Village of Woodridge, Town Centre Land Acquisition Debt Service Principal & Interest \$465,825
- 6. Williams Associates Architects, Ltd., ARC Conference Room & Office Conversion Project – Architectural Services, CA #21-01pc - Payouts #4 \$223.94

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

Upon a roll being called:

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

EXECUTIVE DIRECTOR’S REPORT

G.1.a. Executive Director Adams opened his report with his first action item, Ordinance No. 22-4, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing its Sale or Disposal (AERA-Vator AE60)

Executive Director Adams explained that Woodridge School District #68 donated a 1999 AERA-Vator AE60 to the Park District as they found the aerator to be no longer useful to them. The District only used this piece of equipment only a couple of times over the last 20 years and has no need for this style of aerator. As a result, this piece of equipment is no longer necessary or useful to the District and will be sold at auction or disposed of if no offers are received.

Staff recommended the Board approve Ordinance No. 22-4, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing its Sale or Disposal (AERA-Vator AE60).

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 22-4, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing its Sale or Disposal (AERA-Vator AE60).

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

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

G.1.b. Executive Director Adams' next action item was approving Ordinance No. 22-5, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures & Job Descriptions Manuals (Policy VII.1.3 Fred C. Hohnke Community Center (FHCC) and Athletic Recreation Center (ARC) Room/Space Rental Procedures and Rules; Job Descriptions: II.FIN 1.1 Finance/HR Clerk (PT2), I.PLG 1.6 Maintenance Level 2 (PDRNM), I.ADM 1.4 Risk Manager).

Executive Director Adams discussed the specific updates to Policy VII.1.3 Fred C. Hohnke Community Center (FHCC) and Athletic Recreation Center (ARC) Room/Space Rental Procedures and Rules, and then briefly touched upon the new job descriptions.

Staff recommended the Board approve Ordinance No. 22-5, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures & Job Descriptions Manuals (Policies: Policy VII.1.3 Fred C. Hohnke Community Center (FHCC) and Athletic Recreation Center (ARC) Room/Space Rental Procedures and Rules; Job Descriptions: II.FIN 1.1 Finance/HR Clerk (PT2), I.PLG 1.6 Maintenance Level 2 (PDRNM), I.ADM 1.4 Risk Manager).

MOTION by Venouziou and seconded by Kranz to approve Ordinance No. 22-5, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures & Job Descriptions Manuals (Policies: Policy VII.1.3 Fred C. Hohnke Community Center (FHCC) and Athletic Recreation Center (ARC) Room/Space Rental Procedures and Rules; Job Descriptions: II.FIN 1.1 Finance/HR Clerk (PT2), I.PLG 1.6 Maintenance Level 2 (PDRNM), I.ADM 1.4 Risk Manager).

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

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

G.1.c. Executive Director Adams' next action item was a revision the FY2022 Salary & Wage Scale.

Executive Director Adams said a salary range is necessary for the new part-time Finance Clerk (PT2) position. The salary range is based on a blend of Administrative Assistant and Accountant Clerk salary data: \$18.17- \$27.26.

Staff recommended the Board approve the revised FY2022 Salary & Wage Scale adding the salary range for the new part-time Finance Clerk (PT2) position.

MOTION by Mahoney and seconded by Venouziou to approve the revised FY2022 Salary & Wage Scale adding the salary range for the new part-time Finance Clerk (PT2) position.

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

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

G.1.d. Executive Director Adams moved on to his final action item, the Ratification of an Employee Full and Final Resignation and Release Agreement.

Executive Director Adams said the proposed Employee Full and Final Resignation and Release Agreement recommended by legal counsel and previously reviewed by the Board was extended to 30-year employee Dave Lenzen who planned to retire on January 31, 2022. He then reviewed specifics of the Release Agreement.

Staff recommended the Board ratify an Employee Full and Final Resignation and Release Agreement with Dave Lenzen.

MOTION by Mahoney and seconded by Kranz to ratify an Employee Full and Final Resignation and Release Agreement with Dave Lenzen.

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

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

Executive Director Adams then discussed his informational items saying that on February 9, 2022, Illinois Governor Pritzker announced at a press release that the current Executive Order requiring face masks will no longer be required as of February 28, 2022. Staff will be reviewing the details of the change in order to determine applicability to all District programs and facilities. There is concern over about kids four and under who cannot be vaccinated that participate in Totschool and other District early childhood programs. Until more specifics are known, the District will unfortunately have to take a wait and see approach in determining what is best for the District and its constituents.

Executive Director Adams then shared that Bob Reichert from VFW Post 1578 approached the Village and Park District regarding a proposal to add the New "Space Force" armed forces flag at Memorial Park. The VFW is proposing to just install the flag to the existing (beneath) the Air Force flag pole at their expense. The Village accommodated VFW's request and installed accordingly.

Executive Director Adams then moved on to the Town Centre Phase 2 Picnic Area Planning & Design / OSLAD Grant Application Consideration. He said Staff seeks Board feedback regarding the opportunity to submit for an OSLAD Grant application this summer to develop the next phase of the Town Centre master plan specific to the proposed picnic/grove area (Phase 2).

Executive Director Adams reminded the Board that in 2014 the District and Village completed a comprehensive concept master planning process for the Town Centre area that focused in part on the 44-acre parcel (previously referred to as the Jubilee Site). The master plan was subsequently adopted by both the Village and District in August 2014. He explained that based on the ongoing issues at Castaldo Park related to the impacts of large picnic events within the park (e.g. oak/hickory tree decline, turf damage, parking no longer available on ComEd easement, etc.) Staff recommends pursuing the development of the picnic grove as the next phase of the Town Centre development plan subject to obtaining OSLAD grant funding.

Executive Director Adams said in order to submit an OSLAD grant, a consultant would be required to finalize the

landscape architectural/engineering design of the entire site to include the picnic grove area, provide an updated cost estimate and prepare an application of the OSLAD grant. He said typically, the District's planning team would take on preliminary design/planning services, but due to the backlog of projects their schedule is currently committed to get other CDP/CRP/ADA projects caught up. If the Phase 2 project was submitted for OSLAD funding and was subsequently approved, the project could receive up to \$400,000 in grant funds. Because this is a matching grant program, the District would have to fund an additional minimum of \$400,000.

Executive Director Adams then briefly reviewed the timeline for the project saying that if the District received the OSLAD Grant and moved ahead with the project it would take between three and four years before the grove area would be ready for public use.

Executive Director Adams said Staff seeks Board feedback about this concept and seeks direction to solicit a proposal from Hitchcock Design Group to provide design, cost estimating and grant application writing services.

Board discussion ensued, including the level of involvement from the Village of Woodridge, which agencies need to approve the project to move forward and the critical importance of starting the OSLAD Grant application process now.

The Board were all in agreement for Staff to solicit a proposal from Hitchcock Design Group to provide design, cost estimating and grant application writing services.

Executive Director Adams said he and President Cohen would arrange a meeting with the Mayor and the Village Manager to gauge the Village's level of interest and involvement in the project. He said any new findings will be presented at the March Board Meeting.

COMMITTEE REPORTS

SEASPAR

Executive Director Adams shared that SEASPAR has started its Distinguished Agency Process and are scheduled for a fall review.

JUBILEE/OKTOBERFEST

The Jubilee Committee had its first meeting in February. Jubilee is scheduled for June 15th – June 19th.

PDRMA

No report.

EX-OFFICIO REPORT

Plan Commission

The current report is included in the Board Report.

Chamber of Commerce

No report

Affiliated Athletic Associations

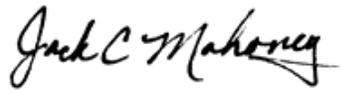
No report

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 7:59 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Jack Mahoney, Secretary