



WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
May 17, 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, Coleman, Kranz, Mahoney, Venouziou. Absent: None; Staff present: Adams, Knitter, Ritter, Romano, Webber

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Cohen opened his report reminding the Board that on May 26th from 3:30 – 7:00 p.m. the District will be hosting a retirement party for Julie Rhodes at Village Greens. Executive Director Adams added that a presentation will be held between 5:30 – 6:00 pm which will include some proclamations, a video tribute and some other fun recognitions.

President Cohen then congratulated Director of Parks, Planning & Development Jenny Knitter and Athletic Supervisor Brad Keene on attending the NRPA/Indiana University Executive Development Program in April. Knitter explained that it is a two-year program and briefly reviewed what the program covers.

President Cohen then congratulated the following employees on their milestone anniversaries with the District:

- 20 Years - Wes Karneffel, VGGC Golf Outing/Event Coordinator (Seasonal)
- 10 Years - Amanda (Crow) Palubiak, Camp Site Director (Seasonal); Megan Finan, Camp Site Director (Seasonal)
- 5 Years - Robert Kenealy, VGGC Starter/Ranger (Seasonal); Cati McElroy-Heinrich, Golf Shop Supervisor (Part-time); Kyle Gustfason, VGGC Cart Room Attendant (Seasonal); Jordan Clements, Cypress Cove Guest Services & Concessions Manager (Seasonal); Faith Brouwer, Cypress Cove Assistant Guest Services Pool Manager (Seasonal)

Executive Director Adams said the longevity of the seasonal employees is a testament to how much people enjoy working for the District.

President Cohen then reported that the SEASPAR Achieve & Believe Annual Banquet was held May 11th. Executive Director Adams shared that the annual banquet is always a happy, “feel good” event that recognizes and awards both children and adults in SEASPAR and is always well attended. Commissioner Venouziou and Adams attended the event.

President Cohen closed his report addressing the upcoming District events including Jubilee and the New Beer & Donut Run.

Executive Director Adams added that the PPD Department is working closely with the Rotary on planting a Monarch Garden at 83rd Street Park. A planting event is scheduled for June 2nd.

STAFF REPORTS

Finance

Superintendent of IT, Finance & Personnel Chris Webber opened his report sharing that the District recently rolled out a new Mentorship Program. As part of the continued Leadership Team's mission in 2022 to focus on employee retention, Staff felt instituting a mentor program for new full-time hires would be a useful step. District Policy 8.3.14 – Employment

Practices has been modified to include this new program. A leadership team member, besides the Director, will be assigned to new hires and help guide them during their first year or so with the District.

Webber said Staff feels this will help set up new employees for success and provide staff with a valuable resource and go to person outside of their supervisor. Goals of the program are to accelerate new staff's understanding of the District, connect employees with one another in a professional and non-professional manner, open lines of communication with management, look after a new employee's welfare and hopefully increase a new employee's loyalty to the District. So far in initial discussions with other mentors there has been positive feedback and an appreciation from staff with the new program.

Webber then provided an update on the possible LARPA grant funding, reporting that he and Knitter submitted seven applications to DuPage County. The County's approval should take place at the June 15th meeting and the District will be notified if any applications are approved.

Webber shared that the December 31, 2021 audit is nearing an end as the draft financials were received yesterday. Staff will review the draft and complete both the Letter of Transmittal, with the help of the Director, and the MD&A by the end of the week. The auditors are on target to present the audit for approval at the June 21st Board meeting.

Webber then reviewed the District's financials through April month-end 2022.

Webber closed his report providing an update on the District's recruiting and hiring efforts. He noted that Monday, May 16th, Cypress Cove hosted a lifeguard job fair and it was a huge success. There were 30 open lifeguard positions prior to the event, and 28 lifeguards were hired at the event.

Commissioner Coleman asked if all the new hires were qualified and certified. Executive Director Adams explained that Park District Management Staff trains and certifies the lifeguards.

Parks, Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item, Fred C. Hohnke Community Center – Emergency HVAC Cooling Unit Replacement Project – Engineering Services, CA#22-02pc.

Knitter reminded the Board that the FHCC air conditioning unit that serves the upstairs administrative offices developed a leak in the condenser and is not operable. A quote was received from Monaco Mechanical on May 6th well over the bid requirement minimum of \$30,000 and based on a 21-week long lead time. Staff shared the quote with AMSCO engineering, a firm the District utilizes for HVAC design and engineering needs, for their review to start the process of creating a scope of work for bid. They also reached out to HVAC Suppliers directly to see what current units are available that may be able to best fit the urgent need and possibly with pre-bid numbers through a Cooperative Purchasing Group. She added that AMSCO is also investigating as an alternative option, replacement of the smaller unit that serves the west and lower portion of the building as the unit was not functioning to effectively cool these spaces. By completing both of these condensing units at the same time there could be some economies of scale with labor and crane installation expenses. Depending on the ability and availability of utilizing a coop pre-bid program, Staff will need some additional scope of engineering services from AMSCO Engineering.

Staff recommended the Board ratify the Executive Director's approval of AMSCO Engineering's proposal dated May 16, 2022 in the amount of \$7,350.00 for the Fred C. Hohnke Community Center – Emergency HVAC Cooling Unit Replacement Project – Engineering Services, CA #22-02pc.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's approval of AMSCO Engineering's proposal dated May 16, 2022 in the amount of \$7,350.00 for the Fred C. Hohnke Community Center – Emergency HVAC Cooling Unit Replacement Project – Engineering Services, CA #22-02pc.

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

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

2.b. Knitter's next action item was the Fred C. Hohnke Community Center – Emergency HVAC Cooling Unit Replacement Project, Purchase and Installation, CRP #22-07c, Authorize Emergency Acquisition of Services & Property per Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c) and/or Authorization to Bid.

Knitter reported that AMSCO Engineering was able to secure a proposal through a vendor from the Sourcewell cooperative purchase program for the purchase of the CU1 (25 Ton) unit for \$21,900 and CU2 unit (15 Ton) unit for \$12,595. Knitter noted that the prices are for the purchase and shipping only. Proposals for the installation will be in addition to these costs performed by a separate contractor.

Knitted added that per the supplier these units are a first come, first serve basis, and cannot be guaranteed until an order is placed. Due to the urgency to replace, the Executive Director, subsequent to Board notification and preliminary approval on May 12, 2022, proceeded with the purchase of both units. Additionally, with assistance from AMSCO Engineering, an RFP will be solicited from contractors for the installation of the new units either through Sourcewell if available, or through RFPs/Bids.

Staff requested the Board ratify the Executive Director's decision pursuant to the Emergency Acquisition of Property Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c) approving Temperature Equipment Corporation's proposals dated May 12, 2022 obtained from the Sourcewell Cooperative Purchasing program for the purchase of a 25-Ton and 15-Ton Air Cooled Condensing Units in the total amount \$34,495 for the Fred C. Hohnke Community Center – Emergency HVAC Cooling Unit Replacement Purchase Project, CRP #22-07c-1.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's decision pursuant to the Emergency Acquisition of Property Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c) approving Temperature Equipment Corporation's proposals dated May 12, 2022 obtained from the Sourcewell Cooperative Purchasing program for the purchase of a 25-Ton and 15-Ton Air Cooled Condensing Units in the total amount \$34,495 for the Fred C. Hohnke Community Center – Emergency HVAC Cooling Unit Replacement Purchase Project, CRP #22-07c-1.

President Cohen asked for additional information on the Cooperative purchasing program. Knitter explained how the process works and said the District has worked through Sourcewell before with no issues.

Board discussion ensued on the work that AMSCO completed and what a great resource they were and continue to be with this project including their scope of work.

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

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

Staff requested the Board authorize the Executive Director to obtain a proposal and approve a contract with a contractor approved through the Sourcewell Cooperative Purchase Program or if not available seek proposals or bids and approve a contract for the service installation of the Air Cooled Condensing Units pursuant to the Emergency Acquisition of Services Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c) for the Fred C. Hohnke Community Center –Emergency HVAC Cooling Unit Replacement Installation Project, CRP #22-07c-2.

Executive Director Adams clarified that if Staff is unable to secure a contract with a contractor approved through the Sourcewell Cooperative Purchase Program, Staff will seek proposals directly from contractors, voiding the bidding process since this falls under the Emergency Acquisition of Services Authorization Act. He said he would keep the Board updated on the proposals and that AMSCO will review all of them. Since this is a time-sensitive issue he will authorize any contracts and the Board will ratify his authorizations at the June Board meeting.

Board discussion ensued on the steps involved with purchasing and installing the new units.

MOTION by Mahoney and seconded by Venouziou to authorize the Executive Director to obtain a proposal and approve a contract with a contractor approved through the Sourcewell Cooperative Purchase Program or if not available seek proposals or bids and approve a contract for the service installation of the Air Cooled Condensing Units pursuant to the Emergency Acquisition of Services Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c) for the Fred C. Hohnke Community Center –Emergency HVAC Cooling Unit Replacement Installation Project, CRP #22-07c-2.

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

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

NAYS: None

ABSENT: None

MOTION CARRIED.

2.c. Knitter's next action item was the 2022 Maintenance Facility LED Light Project, MSP#22-10

Knitter said Staff requested proposals for the replacement of the outdated and inefficient metal halide and fluorescent lighting throughout the Maintenance Facility. By upgrading to LED lighting, the District can expect a brighter, safer workspace and reduced maintenance and operating costs. Based on the contractor's review, it is projected that the District will save \$4,466.00 annually. These dollars saved are a comparison of the cost of operating our current fixtures versus the cost to operate the LED lighting fixtures. It's based on wattage, hours of operation, and the current cost of electricity. Two proposals were received. After reviewing the proposals, it was found that the proposal from Verde Energy Efficiency Experts was the most comprehensive and affordable after rebates.

Bidding Contractor	Base Bid	Util. Incentives & Discounts	Total District Cost
Verde Energy Efficiency Experts	\$23,889.29	(\$17,293.50)	\$ 6,595.79
Burnett Electric	\$27,592.00	(\$ 5,318.11)	\$22,273.89

Knitter said Staff followed up with references on past projects that Verde Energy Efficiency Experts completed. One was a library and the other was a warehouse. Both owners were very happy with the service, timeliness and quality of Verdes work.

Staff recommended the Board approve Verde Energy Efficiency Experts proposal dated May 4, 2022, in the amount of \$6,595.79 for the replacement of the metal halide and fluorescent lighting throughout the inside of the Maintenance Facility by upgrading to LED lighting as noted in the 2022 Maintenance Facility LED Light Project, MSP#22-10.

MOTION by Mahoney and seconded by Kranz to approve Verde Energy Efficiency Experts proposal dated May 4, 2022, in the amount of \$6,595.79 for the replacement of the metal halide and fluorescent lighting throughout the inside of the Maintenance Facility by upgrading to LED lighting as noted in the 2022 Maintenance Facility LED Light Project, MSP#22-10.

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 final action item was the Hawthorne Hill Woods Culvert Repair - Eng. Services, CA #20-02pc.

Knitter reported that following the unsuccessful initial bidding of the project as a standalone contract, Staff sought input from the contractors who opted not to submit bids. The feedback received lead Staff and the engineer to believe that separating development by scope of work and providing a long construction window would make the project more appealing to perspective bidders. Phase 1 will be Culvert Replacements/Crossings and Phase 2 will be Asphalt Path Dev. /Tree Removals.

Knitter than reviewed the scope of work for each phase and the "not-to-exceed" amounts and added that she is in contact with PDRMA about reimbursements. She then reviewed the timelines for each from bidding to completion of work.

Staff recommended the Board authorize Change Order #4 to Living Waters Consultants, Inc.'s contract for a net increase for time and materials not to exceed \$6,750.00 to the Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, for expanded scope of services to separate the development into two contract phases by scope of work.

MOTION by Mahoney and seconded by Venouziou to authorize Change Order #4 to Living Waters Consultants, Inc.'s contract for a net increase for time and materials not to exceed \$6,750.00 to the Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, for expanded scope of services to separate the development into two contract phases by scope of work.

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

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

Knitter than discussed her informational items:

- Town Centre Park - Schematic Design and OSLAD Grant Application: A kickoff meeting with between District staff and Hitchcock Design Group was held on May 10th. The target remains to completing schematic plan updates and phase one design development to meet the 2022 OSLAD Grant application timeline (anticipated to be due between July – Sept, 2022).
- Nicor Easement Bikeway Connector Development Project: Village building permits have been issued and the work remains scheduled to be completed in May. Wet site conditions are driving delays in the construction schedule which is estimated to take approximately two weeks.
- Tornado Recovery Reforestation Planning: The Village of Woodridge reached out to the Park District and School District to accept trees from remaining donations received from Morton Arboretum to private residents within the Village of Woodridge. This donation resulted in an additional six trees, and the District also received one tree directly through the Arboretum's program, and two neighborhood residents have also approached District staff about donating the trees they'd received through the same program, resulting in a total of nine donated trees from the Morton Arboretum. Staff secured sufficient plant material and continues working to secure other materials necessary to implement the reforestation project as proposed and for the community planting day to be held on June 11th. The event will see up to 100 volunteers cooperatively planting more than 250 native trees and understory plantings.

- 2022 Prescribed Burns: Having completed burns at three of the four contracted site conditions never allowed for Tallgrass Restoration LLC to complete their final contracted burn at Pond 54. Staff will work with the contractor to identify an appropriate time for burning the site this fall.
- The Cargo van catalytic converters were received by Ford and installed. The total price for the van's two converters was \$2,384.24. The District has submitted a claim with PDRMA for all of the converters. Additionally, the 2007 Chevy Bus was listed for auction on Govdeals.com sold for \$15,000.00.
- The Garden Plots have been rototilled, staked and laid out for the 2022 gardening season.
- The Park's drinking fountains have all been re-assembled for spring activation.
- Hobson Splash Pad opening preparation work is complete including reassembly of water lines and repairs to bubbler heads. The new leapers that were ordered were also installed. Staff plans to add water and start up later this month.

Knitter then shared that Staff received a complaint from a resident regarding landscape debris, dead tree and stump at Summerhill Park creek edge/corridor. After reviewing the maintenance agreement that defines the District's maintenance responsibilities and reviewing that document with legal counsel, Staff identified that the open space detention and retention maintenance that the District complies with per this agreement is not inclusive of the creek edge/corridor area. In an effort to aid in the aesthetics and be responsive to resident's concern, Staff did rake an area along the natural area stream to clean up the edge aesthetics in question, but this is not a regular practice of natural areas (normally burning and mowing). Staff also reached out to the Village Administrator to make them aware of the resident's concerns, as well as each agency's responsibilities per the IGA.

Executive Director Adams elaborated more on the responsibilities detailed in the IGA and Board discussion ensued.

Knitter closed her report updating the Board on other Maintenance tasks including Castaldo Park Turf Restoration, the 2022 Asphalt Resealing Project, the 2022 Playground Surface Replacement Project and staffing and training updates.

Golf Course

Executive Director Adams opened the golf report sharing that the main storm sewer pipe line on fairway #18 was successfully replaced the week of April 27th by Larry's Plumbing and Electrical Service, just in time before the next round of heavy rains inundated the court. As the course dries out, Staff will be focusing most of our efforts on mowing, sodding and restoration work on #18, and topdressing of greens.

Executive Director Adams then reported that all outings are booked and back to pre-Covid capacity and the tee-sheet continues to fill up.

Further discussion ensued regarding the golf course's profit/loss expectations taking into account the impact of inclement weather this spring on revenues.

Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report with his first action item, Cypress Cove Lazy River Light Standard & Luminaire Replacement, AMSP #22-05pc

Ritter said during pre-opening facility inspections, Staff identified a safety issue with two lazy river light pole standards caused by excessive rusting and deterioration at the base of the poles. These two specific pole bases are in constant contact with chemically treated pool water and therefore are more susceptible to accelerated deterioration. Based on the need to replace, staff solicited proposals from three electrical contractors:

<u>Contractor</u>	<u>Light Pole Bases Proposal</u>	<u>Alternate (New Fixtures)</u>
Richmond Electric	\$5,700	\$2,400
Burnette & Sons Electric	\$6,921	\$2,483
JASCO Electric	\$5,409	\$2,108

Ritter said this unforeseen work was not included in the FY2022 aquatic budget but based on the need to replace for safety reasons, Staff recommends completing the work asap. The funds will be expensed to the Aquatic Pool Repairs account, which has a \$50,000 appropriation. He reported that while JASCO submitted the lowest cost, their proposed means and methods to reinstall is with a skid steer machine which the areas are not accessible for that type of machine. The next lowest proposal submitted by Richmond Electric includes a lift. Richmond Electric is based in Woodridge and satisfactorily performed the electrical work for the ARC facility development project.

Staff recommended the Board consider approval of Richmond Electric's proposal dated May 17, 2022 as the low qualified proposal based on the base bid in the amount of \$5,700 for the replacement of two 16' light pole standards at Cypress Cove Family Aquatic Park lazy river.

Executive Director Adams said the alternate bid was to change the existing fixtures to LED fixtures. Staff opted to go with the existing fixtures as the LED fixtures would not match.

MOTION by Coleman and seconded by Mahoney to approve Richmond Electric's proposal dated May 17, 2022 as the low qualified proposal based on the base bid in the amount of \$5,700 for the replacement of two 16' light pole standards at Cypress Cove Family Aquatic Park lazy river.

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

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

4.b. Ritter then moved onto his next action item Cypress Cove Family Aquatic Park CO2 Gas Supply Purchase, AMSP #22-06pc.

The Aquatic Facility Manager received three (3) proposals for the bulk supply of carbon dioxide used to control the "PH" levels of pool water at Cypress Cove:

	Swanel Beverage	Linde	American Welding & Gas
Cost per pound	\$0.41	\$0.26	\$0.20
Delivery fee	\$275.00	\$65.00	\$20.00
Hazmat Fee	Included in delivery fee	\$9.95	\$5.00
Energy/Fuel Surcharge	Included in delivery fee	\$9.95	\$12.00
Emergency Delivery Fee	\$375.00	N/A	N/A
Total for 1/week Delivery*	\$1,915.00	\$1,059.90	\$837.00

*Based on a complete fill of 4 -750 lb. tanks and 1-1000lb tank (4,000 lb. total)

Ritter said while American Welding & Gas presented the lowest proposal, they did not send out a representative to inspect the system prior to providing a quote and therefore staff is concerned whether they would be able to safely, effectively and efficiently meet the demands for carbon dioxide at the facility. Linde can also provide telemetry communication equipment for \$35/month per tank, which allows Linde to monitor the tanks remotely and automatically dispatch delivery service when the tanks are depleted to 20% of their volume. This would improve maintenance staff efficiency and eliminate possible emergency deliveries. With the addition of telemetry communication, the average weekly fill total is \$1,234.90. The telemetry monitoring and fee would be removed from the tanks when not in operation.

Staff recommended the Board ratify the Executive Director's acceptance of Linde's proposal as the best qualified proposal for a three-year period for the purchase of bulk supply of carbon dioxide for the Cypress Cove Family Aquatic Park filtration and beverage systems and approve an agreement dated May 13, 2022.

MOTION by Venouziou and seconded by Kranz to ratify the Executive Director's acceptance of Linde's proposal as the best qualified proposal for a three-year period for the purchase of bulk supply of carbon dioxide for the Cypress Cove Family Aquatic Park filtration and beverage systems and approve an agreement dated May 13, 2022.

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

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

4.c. Ritter then moved onto his next action item Cypress Cove Open Body Flume Slide Variable Frequency Drive Replacement, AMSP #22-07pc.

Ritter said after starting up the systems for the plunge pool which includes the pumps and motors for the body flume slides, the motor for the east open body flume slide was unable to start. Investigation by one of the District's contractors determined a faulty variable frequency drive (VFD). The VFDs are required equipment to properly operate the motors. Two quotes were submitted to complete the replacement purchase and installation:

Contractor	Proposal
ABC Mechanical, LLC	\$7,415.84
Water Well Solutions	\$7,725.00

Ritter said this is unforeseen work and not included in the FY2022 aquatic budget but was critical to replace based on the need to operate the motor. The funds will be expensed to the Aquatic Pool Repairs account, which has a \$50,000 appropriation.

Staff recommended the Board ratify the Executive Director's approval of ABC Mechanical, LLC's proposal dated 4/27/22 as the low qualified proposal for the replacement of a variable frequency drive for the Cypress Cove Family Aquatic Park open body flume slide motor.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's approval of ABC Mechanical, LLC's proposal dated 4/27/22 as the low qualified proposal for the replacement of a variable frequency drive for the Cypress Cove Family Aquatic Park open body flume slide motor.

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

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

4.d. Ritter then moved onto his final action item Enclosed Flume Slide Supply Line Leak Repair, AMSP #22-02pc, Ratify Approval of Change Order #1
Not Budgeted

Ritter said Staff notified the Board via email on 4/28/22 regarding another pipe leak detected upon system start-up for the plunge pool and flume slides. A crack was found on a pipe elbow and Staff directed the contractor to submit a proposal to be approved as a change order for the additional work to be completed on a time and material basis based on an estimated cost of \$3,960.00.

Ritter said this unforeseen work was not included in the FY2022 aquatic budget but was critical to repair based on the need to have the flume slide functional. The funds will be expensed to the Aquatic Pool Repairs account, which has a \$50,000 appropriation.

Staff recommended the Board ratify the Executive Director's approval of ABC Mechanical, LLC's Change Order #1 proposal dated 5/1/22 based on time and material estimated in the amount of \$3,960.00 for the repair of a supply pipe line to the Cypress Cove Family Aquatic Park East open body flume slide.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director's approval of ABC Mechanical, LLC's Change Order #1 proposal dated 5/1/22 based on time and material estimated in the amount of \$3,960.00 for the repair of a supply pipe line to the Cypress Cove Family Aquatic Park East open body flume slide.

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

AYES: Mahoney, Venouziou, Kranz, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Ritter closed his report with his informational items:

- Provided updates on Cypress Cove season pass sales, parties and rentals
- Enrollment for the WSA Spring season currently stands at 258 participants compared to 169 last year. Games began on April 23rd.
- The Kids "Thrill at the Hill" special event will be held at Hawthorne Hill Woods on May 22nd with 108 kids participating.
- The Spring Fling Disc Golf event was cancelled on May 7th due to the course being completely saturated. The event will not be rescheduled due to the next Disc Golf event being held on June 25th.
- The "Kidz Squad" Before and After School program will end on May 25th.
- Recreation Staff has been extremely busy with hiring new staff, gearing up for staff training sessions, scheduling field trips, as the start of summer programs begins on June 6th.

Marketing & Community Engagement

Superintendent of Marketing & Community Engagement Megan Romano shared the latest registration and on-line numbers.

Romano then reported the following:

- The WPD online apparel shop is open through May 13th. Staff and Commissioners can place their own orders online and all apparel will be shipped to the FHCC in individual bags for each person. A survey will go out to staff for feedback on apparel choices and suggestions for next year.
- The Summer e-guide was posted to the website on April 28th. The park calendar, special events web pages and Facebook page were updated with summer event listings. To help promote summer events, sidewalk decals and hand fans were designed and ordered, as well as a large outdoor banner which will be displayed at "Thrill at the Hill" and Ide's Grove "Community Planting Day".
- Jubilee Marketing: The Jubilee web page is up to date with bands and activities separated by day. A postcard will be delivered to all Woodridge Park District resident homes via the USPS the week of May 31st. Staff will give away WPD Sound-Activated Flashing Bracelets and I Heart Woodridge/WPD logo koozies.
- Miscellaneous Marketing Projects
 - > Summer Camps
 - > Stories in the Park
 - > Dance Recital tickets, program and signage
 - > Roadrunners Tryouts and Afterschool Clinics
 - > WPD Feather Flags for Special Events
 - > Garden Club Plant Sale

Romano closed he report sharing that the District hosted its first Popsicle Pop Up at Ide's Grove West Park and Staff gave away 140 popsicles during the event,

Administration

6.a. Executive Director Adams opened the Administration report with the only action item, the New Board Room Chairs Purchase, CRP #22-06pc

Executive Director Adams shared that Staff worked with Midwest Interiors on selecting and ordering new chairs and based on Board & Staff feedback, selected the HON Pillowsoft High-back chair in black leather for \$457.66/each. Midwest Interiors pricing is secured through Omnia, a cooperative purchasing program formerly known as TCPN, that the District joined in 2015.

Staff recommended the Board ratify the Executive Director's approval to accept Midwest Interiors' proposal for \$6,126.05 for (13) HON H2091 Leather Pillowsoft 2090 Executive High-Back Board Room Chairs for \$6,126.05.

MOTION by Venouziou and seconded by Mahoney to ratify the Executive Director's approval to accept Midwest Interiors' proposal for \$6,126.05 for (13) HON H2091 Leather Pillowsoft 2090 Executive High-Back Board Room Chairs for \$6,126.05.

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

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

NAYS: None

ABSENT: None

MOTION CARRIED.

Safety

No report

CONSENT AGENDA

F.1.-7. President Cohen asked if any Commissioner requested to remove any agenda item from the consent agenda for separate consideration and action. There were none.

MOTION by Mahoney and seconded by Kranz to approve Consent Agenda Items #1-#2 for approval of April 19, 2022, Regular Board Meeting Minutes and April 19, 2022 Executive Session Minutes and Consent Agenda Items #3 - #10 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount of \$ \$911,556.74

1. Regular Board Meeting Minutes April 19, 2022
2. Executive Session Board Meeting Minutes April 19, 2022
3. Vendor Payment & Payroll Ratification Report (4/15/22 – 5/12/22) \$911,556.74
4. Cody/Braun & Associates, FHCC Office Cubical Conversion Project – Architectural Services, CDP #22-04ca, Payouts #1 & #2 \$5,000
5. Hacienda Landscaping, Inc., 2022 Playground Surface Replacement, CRP#22-04c, Payout #1 \$30,402.45
6. Larry's Plumbing & Electrical General, Emergency Storm Sewer Replacement (#18 Fairway), VGCRP #22-01pc, Payout #1 (Final) \$21,842.00
7. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, Payout #13..... \$1,050.00
8. Unique Plumbing Co., VGGC Emergency Storm Sewer Cleaning & Repair (MH101-MH100), VGMSP #22-01pc, Payout #1 (Final) \$10,401.76
9. Russo Power Equipment – KUBOTA RTV w/ 60" Rotary Broom Purchase, MSP #21-13pc – Payout #1 (Final) \$27,225.50
10. Tallgrass Restoration LLC. – 2022 Prescribed Burns, MSP #22-01pc - Payout #1 \$15,000.00

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

Upon a roll being called:

AYES: Mahoney, Kranz, Coleman, Venouziou 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, approval of Resolution No. 22-5, A Resolution Commemorating Julie Rhodes, Assistant Superintendent of Recreation & Safety Coordinator for Thirty-One Years of Dedicated Service to the Woodridge Park District.

Executive Director Adams said the resolution commemorates Julie Rhodes' 31 years of service to the District which includes permanent recognition with an engraved brick paver to be placed in the Keith Frankland Recognition Garden at the FHCC.

Staff recommended the Board consider approving Resolution No. 22-5, A Resolution Commemorating Julie Rhodes, Assistant Superintendent of Recreation & Safety.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 22-5, A Resolution Commemorating Julie Rhodes, Assistant Superintendent of Recreation & Safety.

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

AYES: Mahoney, Venouziou, Kranz, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

G.1.a. Executive Director Adams last action item was the FYE2022 Salary & Wage Scale Revision (Aquatic Positions)

Executive Director Adams shared that most park districts are experiencing difficulty in hiring lifeguards for their respective facilities to ensure the District makes every reasonable effort to fully staff the aquatic park. The Executive Director made the decision in consult with the Leadership Team and Aquatic Manager to increase the lifeguards pay rate from \$12.50/hour to \$14/hour. This increase is the same for other District seasonal positions (e.g. park maintenance) and other reported Chicago area park district lifeguard rates. Adams said that additionally, by increasing the lifeguard rate, the District needs to adjust those rates for the supervisory positions above them.

Staff recommended the Board ratify the Executive Director's revisions to the FY2022 Salary & Wage Scale revising wage ranges for lifeguard and aquatic management positions as presented.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's revisions to the FY2022 Salary & Wage Scale revising wage ranges for lifeguard and aquatic management positions as presented.

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

AYES: Mahoney, Kranz, Venouziou, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

COMMITTEE REPORTS

SEASPAR

Executive Director Adams said the most recent newsletter is included in the Board Report. He also said each Commissioner was given a copy of their recently approved Strategic Plan.

JUBILEE/OKTOBERFEST

Executive Director Adams said the Village is still determining review of scheduling fireworks at the Jubilee based on recent fireworks industry supply & demand impacts and associated cost increases. Ritter said the carnival company reached out to inform the District that they are having issues hiring employees as well. There is an outside chance that they may not be able to have the carnival rides set up for Wednesday night. He will keep the Board updated.

PDRMA

Executive Director Adams said the 2021 Agency Specific Report, the 2021 PATH Executive Summary Report and the 2021 Annual Report (Posted on PDRMA Website) are included in the Board Report.

EX-OFFICIO REPORTS

Plan Commission

No Report

Chamber of Commerce

No Report

Affiliated Athletic Associations

Ritter said WAA will be hosting their annual Memorial Day Weekend Tournament the end of May.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Kranz to adjourn the regular board meeting at 8:04 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary