

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
July 19, 2022



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. Absent: None; Staff present: Adams, Knitter, Ravasio, Ritter, Romano, Webber

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Cohen opened his report conducting the Annual Meeting of the Woodridge Park District to elect Board Officers, appoint Committee Chairs and Ex-officio members. He said the order of business of the Annual Meeting shall be the election of the President and Vice President and appointment of the Secretary, Treasurer, Committee Representatives, Executive Director, Legal Counsel, and Investment Advisor.

Executive Director Adams then discussed abolishing the Jubilee (Committee Representative) and Plan Commission (Ex-Officio) appointments. He explained that these two appointments are holdovers from the days (1970s) when the Board of Commissioners had a more hands-on role in managing the District. Now that the District's day to day operations are managed by professional staff, there's no longer a need to appoint a Commissioner on these committees. The Jubilee Committee is managed by the recreation staff and updates are reported to the Board by the Superintendent of Recreation. Information from the Village's Plan Commission is shared by Village staff to the District via the Executive Director, again negating the need to appoint a Commissioner as an Ex-Officio. Pertinent Plan Commission information will be shared to the Board by the ED.

President Cohen then asked if there were any objections to keeping the existing officers and appointments the same from the previous year, or if anyone would like to make a different nomination. There were no changes.

President Cohen asked if there was a motion to re-nominate Bill Cohen for President and Brian Coleman for Vice President retroactive May 17, 2022.

MOTION by Kranz and seconded by Mahoney to re-nominate Bill Cohen for President and Brian Coleman for Vice President retroactive May 17, 2022.

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

AYES: Kranz, Mahoney, Venouziou, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

President Cohen asked if there was a notion to appoint Jack Mahoney as Board Secretary, Mike Adams as Secretary Pro-temp, Sam Venouziou as Board Treasurer, Klein, Thorpe & Jenkins as District Attorney, Illinois Institutional Trust (IIT) Fund) as the District Investment Advisor, Mike Adams as Executive Director, Mike Adams as SEASPAR Representative, and Jenny Knitter as SEASPAR Alternate Representative retroactive May 17, 2022.

MOTION by Coleman and seconded by Mahoney to appoint Jack Mahoney as Board Secretary, Mike Adams as Secretary Pro-temp, Sam Venouziou as Board Treasurer, Klein, Thorpe & Jenkins as District Attorney, Illinois Institutional Trust (IIT) Fund) as the District Investment Advisor, Mike Adams as Executive Director, Mike Adams as SEASPAR Representative, and Jenny Knitter as SEASPAR Alternate Representative retroactive May 17, 2022.

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

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

President Cohen asked if there was a notion to abolish appointing annually a representative to the Jubilee Committee and Ex-officio to the Plan Commission.

MOTION by Mahoney and seconded by Coleman to abolish appointing annually a representative to the Jubilee Committee and Ex-officio to the Plan Commission.

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

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

President Cohen closed his report reviewing upcoming District events.

Executive Director Adams reminded the Board that on Saturday, July 30th the Village of Woodridge is hosting a special book signing to celebrate the launch of the book, Images of America: Woodridge by Jo Fredell Higgins. He shared that District helped provide historical information and photographs to the author and that it should be a valuable historic resource.

Executive Director Adams then shared that the 2022 Annual Woodridge Rotary Mini Triathlon was cancelled due to lower registration numbers.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that he had no action items and discussed his informational items.

Webber reminded the Board at the June board meeting the approval of the December 31, 2021 financial audit as presented by Sikich. He said the District has certain filing requirements that must be completed by June 30th on an annual basis and Staff completed them all. Additionally, Staff submitted to the GFOA both the application for the Certificate of Achievement in Financial Reporting for the ACFR as well as applied for the PAFR award.

Webber then shared that the 2023 budget process is quickly approaching and Staff is going to start the process a bit earlier this year to allow managers to meet with their Staff and also to analyze their areas a bit more thoroughly. The plan is to provide to the Board their budget manuals about a week prior to budget presentation. Staff will provide a brief budget highlights document to the Board with those manuals to help explain the philosophy as well as any major budget changes/impacts. This will allow the board time to see the budget document prior to the meeting so Staff can answer any questions the board may have.

Webber then said a big part of the budget planning process is the preparation of the tax levy. For 2023 Staff is seeking preliminary feedback from the Board regarding the proposed 2022 tax levy. Although it is early in the budget process Staff does feel getting initial board feedback helps shape the direction of the budget and whether to consider a levy increase or not. Based on 2021's CPI of 7%, the 2022 levy can be increased to the statutory maximum limit of 5% over last year's extension, which is significant in that the prior three-year average CPI increase was 1.87% on tax capped funds. He added a preliminary estimate based on the previous 3-year average EAV inflation of 3.1% combined with a best guesstimate of new growth of \$4.6 million and the 5% max CPI would result in an approximate levy increase of \$312,965 over last year's which is well ahead of the 3-year average increase of \$161,707. For perspective, that increase would be about a \$7.70 increase per year for a home value of \$300,000.

Webber said it is important to note that there are inflationary impacts that are affecting the District as much as residents. The cost of gasoline, utilities, commodities have increased exponentially and with mandated minimum wage increases these will continue to affect future budgets.

Webber explained the statutory allowed levy increase is based on the greater of CPI or a max of 5%. The District's practice has been to levy to the max allowed CPI plus new growth. However, if the Board wanted to temporarily freeze or minimize a levy increase for the 2023 budget year, the financial impact would most likely result in operational cuts and cutting capital development and replacement projects. With the aging infrastructure and constructions costs the District has to be wise in its decision regarding the levy to avoid negative impacts that could deplete fund balances and increase future costs due to delaying capital projects.

Webber reported that recently a new law intended to provide flexibility in the levy process was enacted that would allow the District to forego an increase in the annual levy by the CPI growth without losing the opportunity to capture that growth further. The new optional mechanism is subject to specific restrictions such as a 3-year recapture limitation and a 5% cap on the increase over the district's tax extension for the prior year. In layman's terms, the District could conceivably freeze the levy for 2023 or choose to not maximize the 5% CPI increase and recoup any lost tax revenue from 2023 in subsequent levy years.

Executive Director Adams added that Staff can prepare different versions of the budget. One budget would be based on freezing the levy, a second option would be based on only capturing new growth and the third would be based on the maximum levy.

Commissioners Venouziou and Kranz said they would both like to see versions of the budget to see what areas are affected.

Board discussion ensued on the timeline for submitting the levy and creating the budget various budgets. Staff concluded that they would present the Board with three budget scenarios: freezing the levy, levy based on just new growth and full levy authority.

Webber closed his report briefly reviewing the District's financials.

Parks, Planning & Development

Director of Parks, Planning & Development Jenny Knitter opened her report sharing that she had no action items and discussed her informational items.

Knitter shared that regarding the Town Centre Park - Schematic Design and OSLAD Grant Application, the Hitchcock Design Group provided initial design concept plans based on input received at the kickoff meeting in May, and on July 7th, Staff provided feedback to guide the next steps of their design process. The target remains to complete schematic plan updates and Phase One design development to meet the 2022 OSLAD Grant application timeline, which will be opening in the next few weeks.

President Cohen asked about the timing of the project. Knitter shared that if the OSLAD Grant is awarded, the process could begin as easy as July 2023 starting with going out to bid for the Phase One work.

Executive Director Adams added that the Village of Woodridge is currently drafting an amendment to the existing Town Centre IGA to provide define the terms for the District to develop and maintain the property. The amended IGA will strengthen the OSLAD grant application. He said the IGA amendment is tentatively targeted for Board consideration to approve at the August Board Meeting.

Knitter closed her report with the following items:

- The International Union of Operating Engineers Local 150's strike against Material Producers (began on June 7th) which has nearly eliminated local access to aggregate products and byproducts including asphalt is still going on. The strike is affecting the District's Nicor Easement Bikeway Connector Development Project and the 2022 Asphalt Resurfacing Project
- Fred C. Hohnke Community Center – Emergency HVAC Cooling Unit Replacement Installation Project will start on Wednesday July 13th. The contractor anticipates the project to take a little over two weeks.

Golf Course

Executive Director Adams shared that Village Greens continues to be busy with outings and full tee sheets.

Executive Director Adams then shared that their Maintenance Department is experiencing a labor shortage as several Staff resigned due to health and relocation issues. Fortunately, this coincided with dry weather that reduced the frequency of mowing and daily tasks, resulting in crews to keep up with required tasks for now. Board discussion ensued regarding the state of the golf industry including staffing challenges and local golf course closures.

Aquatics & Recreation

Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report sharing that he had no action items and addressed his informational items:

- The Aquatic Manager continues to hire lifeguards for the season in attempt to be fully hired and alleviate staff burn out. The pool managers are still in the process of training new lifeguards in hope to be fully staffed. Certain amenities of the facility still remain closed due to the shortage of lifeguards. Staff continues to rotate amenities and cut as minimal as possible while maintaining safety.
- The lifeguard staff was audited by StarGuard Elite on June 28th. Skills tested included unresponsive drowning victim, spinal management, first aid, and sudden cardiac arrest. The lifeguard staff received the highest 5-Star Safety Award for their June audit.
- The Unplug "Olympic Day" special event was another huge success again this year with more than 100 kids participating (compared to 73 last year) in seven different events that included running, jumping, throwing, climbing, etc. The weather was beautiful and the kids seemed to really enjoy the different challenges.
- Registration for the upcoming Totschool year currently has 91 preschoolers (87 last year at this time) ready to go. Staff anticipates a few more registrations to come in before the school year gets underway on September 6th.
- This year's Jubilee recorded the highest revenue in the history of the event. The weather was perfect. The Jubilee Committee held an evaluation meeting to discuss any issues and to review ideas and suggestions for the 2023 event. Staff anticipates having a final profit/loss report ready for the August Board meeting.

Knitter than shared that on July 18th Cypress Cove experienced a malfunction with its two-year-old filtration system. The system includes a "gland" that is not sealing properly. Staff quickly identified the issue and reached out to the manufacturer who installed a new gland the morning of July 19th and the pool was re-opened by 2:00. During the repair the manufacturer found some other components that needed repaired, and that work is scheduled for July 21st before the pool opens and will not affect opening times.

Knitter shared that Halogen, the manufacturer was very responsive in ordering and getting the parts. The manufacturer shared that the gland issue was a very unique issue to experience after only two years, and they don't see it often.

Ritter added that the repair overall had a minimum impact on the pool. Swim lessons were moved to a different area of the park and swim team cancelled their practices.

Marketing & Community Engagement

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

Romano then reported the following:

- Account Creation Update: 940 Accounts created (50% created online, 50% created in person). Very large increase of in-person accounts created due to Cypress Cove. Of the 940 accounts created, 172 were duplicate accounts that needed merging (18%). There was a large increase in duplicate accounts created in-person, due to Cypress Cove (38% duplicates created in-person at Cypress Cove in June).
- A survey was deigned to send park rental users to inquire which amenities they are using at the parks to help the planning department identify what types of new amenities to potentially add to rental-able parks. Emails are sent to the renters each Monday.
- Staff is finalizing rental manuals for the ARC and the FHCC now that ARC and FHCC program room rentals will be available to book. Customer service staff is training on rental procedures and options and calling the list of patrons who asked to be contacted when rentals became available again after a 2-year hiatus due to Covid and staffing.

Romano closed her report sharing that the District is preemptively joining neighboring communities in a “Lock It or Lose It” campaign to warn patrons to lock their vehicles and hide any visible items to prevent vehicle break-ins. Banners were designed and ordered and will be posted outside of the ARC, Cypress Cove, Village Greens, Orchard Hill Park and the FHCC.

Executive Director Adams added that Staff is assessing the need for adding additional cameras at some facilities and shared that the morning of July 19th there was a theft at the ARC.

President Cohen then commended Romano on the Marketing Department’s social media efforts in promoting the movies, concerts and other summer events.

Safety Committee

No report

CONSENT AGENDA

F.1.- 12. 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 Venouziou to approve Consent Agenda Item #1 for the approval of the June 21, 2022 Regular Board Meeting Minutes and Agenda Items #2 through #12 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,642,964.08.

1. Regular Board Meeting Minutes	June 21, 2022
2. Vendor Payment & Payroll Ratification Report (6/17/22 – 7/14/22).....	\$1,642,964.08
3. ABC Mechanical, Enclosed Flume Slide Supply Line Leak Repair, AMSP #22-02pc, Contract & Change Order #1, Payout #1 (Final)	\$14,499.18
4. ABC Mechanical, Cypress Cove Open Body Flume Slide Variable Frequency Drive Replacement, AMSP #22-07pc, Payout #1 (Final)	\$7,633.34
5. ABC Mechanical, Cypress Cove Spray Play Pump Motor VFD Replacement Unit, AMSP #22-08pc, Payout #1 (Final)	\$4,975.14
6. D&J Landscape, Inc. – 2022 Landscape Tree Plantings Project, MSP #22-05c - Payout #1	\$62,650.00
7. Everest Energy & Control Technologies – 2022 FHCC HVAC Front End Operating System, MSP #22-07- Payout #1 (Final)	\$12,500.00

8. Graf Tree Care – 2022 Natural Area Maintenance, MSP #22-02pc- Payout #2.....	\$1,800.00
9. Hacienda Landscaping, Inc., 2022 Playground Surface Replacement, CRP#22-04c, Payout #2 (Final)	\$17,692.55
10. Hacienda Landscaping, Inc., Windy Point Park – Shelter Replacement Project, MSP #21-17c, Payout #2 (100%, final)	\$48,995.90
11. Hitchcock Design Group, Town Centre Park - Schematic Design/Grant Ap., CA#22-01pc, Payout #2	\$12,075.00
12. Warehouse Direct, Inc., FHCC Board Room Chairs Replacement Purchase, CRP #22-06pc, Payout #1 (Final)	\$6,126.05

President Cohen requested a roll call approving consent agenda items #1 through #12.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened with his only action item, approval of Ordinance No. 22-9, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures (Policies III.2.2 Leadership/Management Team Employees Chain of Authority During Absences & VIII.7.6 Jury Duty)

Executive Director Adams said that due to retirement of the Asst. Supt. of Recreation, revisions are necessary to Policy III.2.2 Leadership/Management Team Employees Chain of Authority During Absences. Policy VIII.7.6 Jury Duty needs to be updated to permit reimbursement of vehicle mileage paid by the Courts to the employee.

Staff recommended the Board approve Ordinance No. 22-9, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures (Policies III.2.2 Leadership/Management Team Employees Chain of Authority During Absences & VIII.7.6 Jury Duty)

MOTION by Coleman and seconded by Mahoney to approve Ordinance No. 22-9, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures (Policies III.2.2 Leadership/Management Team Employees Chain of Authority During Absences & VIII.7.6 Jury Duty)

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

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

Executive Director Adams closed his report sharing that the 2022 Goals & Objectives for the 2nd Quarter have been updated and are included in the Board Report.

COMMITTEE REPORTS

SEASPAR

Executive Director Adams shared that SEASPAR minutes are online and available for review. They are also working on their Distinguished Agency Accreditation.

PDRMA
No Report

EX-OFFICIO REPORTS

Chamber of Commerce

Commissioner Kranz reported that the Last Fling Golf Outing and Taste of 630 is scheduled for September 29th at Village Greens Golf Course.

Affiliated Athletic Associations

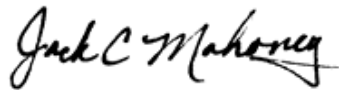
No Report

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 7:25 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary