

WOODRIDGE PARK DISTRICT  
Fred C. Hohnke Community Center  
Regular Board Meeting  
September 13, 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: Coleman, Cohen, Kranz, Mahoney, Venouziou. Absent: None. Staff present: Adams, Knitter, Ravasio (arrived at 7:10 PM), Ritter, Romano, Webber

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Cohen opened his report stating that Staff requests Board consideration to call for a Special Board Meeting on Monday, September 26, 2022 @ 6:30 p.m. to consider approval of an amendment to the Intergovernmental Agreement with the Village of Woodridge regarding the future development of the Town Centre property.

Executive Director Adams provided some additional background on the meeting details and what will be covered. He asked the Board of their availability for that day.

Commissioner Kranz asked if the meeting could be held at a different time. Brief board discussion ensued.

President Cohen recommended the Board consider scheduling a Special Board Meeting on Monday, September 26, 2022 @ 6:30 p.m. to consider approval of an amendment to the Intergovernmental Agreement with the Village of Woodridge regarding the future development of the Town Centre property.

MOTION by Mahoney and seconded by Kranz schedule a Special Board Meeting on Monday, September 26, 2022 @ 6:30 p.m. to consider approval of an amendment to the Intergovernmental Agreement with the Village of Woodridge regarding the future development of the Town Centre property.

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

AYES: Mahoney, Kranz, Venouziou, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

President Cohen then recognized Brandon Evans, Village Greens Golf Manager, on his 25<sup>th</sup> anniversary with the District and deferred to Executive Direct Adams.

Executive Direct Adams shared that Evans is the second Golf Manager at Village Greens since the District took over operations in 1995. He added that Evans has overseen the golf course through thick and thin with many operational challenges and that he has a great entrepreneurial mind and is always looking for ways to increase the course's revenue stream while balancing service to the golfing community. He said both the golfing public and staff love him and he has been an outstanding employee for the District.

President Cohen next congratulated maintenance team member Anthony Larocco on his 5<sup>th</sup> anniversary with the District and again deferred to Executive Direct Adams.

Executive Direct Adams said Larocco started out with the District working as a substitute and weekend custodian at the Fred C. Hohnke Community Center. When a full time Maintenance position opened in February of 2022 he interviewed for and accepted the position. Knitter added that he is a hard-working, dedicated member of the team.

President Cohen then shared that it was his 5<sup>th</sup> Anniversary as a board member and that he has enjoyed every minute of it and what a pleasure it's been working with the Staff and seeing the work that the District does.

President Cohen closed his report sharing some of the upcoming District events

## STAFF REPORTS

### Finance

Superintendent of Finance & Personnel Chris Webber opened his report updating the Board on the budget process, sharing that it is moving along. Managers met with their staff and any new budget requests are due this week so those can be reviewed on whether or not to include in the 2023 budget. Regarding the budget binders distributed to the Board, Webber asked the Board specifically if it would be more beneficial to prepare a document similar to the PAFR that summarizes the narrative, graphics and the budget summaries by Fund instead of providing the binders. Board discussion ensued and it was determined that the Board would receive modified versions of the budget with all fund budgets.

Webber then reviewed the District's financials providing an update on each facility.

Webber reminded the Board that the retirement party for Dave Lenzen, the District's former custodian, retirement party will be at noon on September 14<sup>th</sup> at 83rd Street Park.

Webber closed his report sharing that he recently met with some of the Management Staff to demo a new timekeeping product to possibly replace the current system. This product is part of Tyler Technologies which is who the District's accounting software Incode is utilized. It would eliminate an extra system while annually saving money as this product is less expensive. Finance is going to submit a budget request for 2023 to implement the new system with a Fall of 2023 rollout expected as there is currently a nine-month implementation delay on Tyler's end due to staffing.

### Parks, Planning & Development

2.a Director of Parks, Planning & Development Jenny Knitter opened her report with her first action item, Orchard Hill Park Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA #22-03pc.

Knitter said Staff solicited a proposal from Williams Architects (WA) to provide A&E services for a potential safety netting and potential integrated shade structure to protect patrons from wayward foul balls. This is an issue the District has been working on for a few years, looking internally at solutions. In order to provide an architecturally aesthetically pleasing structure at the District's premier baseball/softball complex, Staff recommends consulting with Williams Architects to provide several options for consideration. The schematic designs and cost opinions produced will help determine budgetary needs for future implementation.

Staff recommended the Board accept Williams Architects' proposal for schematic design phase and approve a contract in the amount of \$15,860.00 based their proposal dated August 12, 2022, for the Orchard Hill Park Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA #22-03pc.

MOTION by Coleman and seconded by Venouziou to accept Williams Architects' proposal for schematic design phase and approve a contract in the amount of \$15,860.00 based their proposal dated August 12, 2022, for the Orchard Hill Park Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA #22-03pc.

Executive Director Adams clarified that this contract with Williams is just for the schematic design services and the associated costs.

President Cohen asked how many options Williams will present. Executive Director Adams said that they will be presenting four different designs at different budget levels. Board discussion ensued regarding the budget and the timeline for the project.

President Cohen asked if Williams designed the Orchard Field layout. Knitter shared that Executive Director Adams designed the site.

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

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

2.b Knitter moved on to her next action item the 2022 Fall Landscape Tree Plantings, MSP #22-14pc

Staff issued an RFP for the replacement of 30 landscape trees located across 11 park sites. This includes the replacement of three memorial trees. Typically, this is work that PDNRM Staff would complete as time allows with in-house tools and labor, but current staffing limitations have made it necessary to contract this work. Staff received proposals from five contractors:

<u>Submitting Contractors</u>	<u>Proposal Total</u>
Yellowstone Landscape (formerly Acres Group)	\$ 14,545.00
HL Landscape	\$ 17,566.00
D&J Landscape, Inc.	\$ 27,590.00
Semper Fi Landscaping	\$ 29,360.00
Sybert Landscaping, Inc.	\$ 29,923.59

Knitter explained that this expense will be covered out of budgeted funds for Landscape Projects (Trees & Shrubs). This will be the District's first opportunity to work with Yellowstone Landscape. Staff checked and is satisfied with the feedback received from their extensive list of municipal references.

Staff recommended the Board accept Yellowstone Landscape as the low qualified proposal and approve a contract in the amount of \$ 14,545.00, for the 2022 Fall Landscape Tree Plantings, MSP #22-14pc.

MOTION by Mahoney and seconded by Kranz to accept Yellowstone Landscape as the low qualified proposal and approve a contract in the amount of \$ 14,545.00, for the 2022 Fall Landscape Tree Plantings, MSP #22-14pc.

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.c Knitter's next action item was the Ide's Grove East & Summerhill Park Bench Purchase, CRP #22-09pc

Knitter said the benches at both Ide's Grove East and Summerhill Parks have been budgeted for replacement in CRP since 2020, when these replacement purchases were frozen in response to COVID. Staff recommends proceeding with their purchase at this time to allow for WPD maintenance staff adequate time to assemble this winter for installation in advance of the busy spring season. She said the purchase consists of 16 total benches (eight benches per site). This total includes

the addition of a new bench to be located at the Summerhill Park volleyball court as part of accessibility improvements to be installed in 2023. The purchase cost does exceed budgeted funds as a result of the inclusion of the additional bench, escalation of over \$300 per unit since 2020 and an approximately 25% increase in freight costs.

The additional funds needed to complete this purchase will come, from a portion of the capital replacement funds in the amount of \$20,000 earmarked for Summerhill concrete bench pad replacement project in which costs will be reduced resulting from designed modifications of reduced concrete and increased planting areas to provide a more aesthetically pleasing accessible bench overlook area for park users.

Staff recommended the Board accept NuToys Leisure Products as the low qualified bid obtained from the KPN Purchasing Program and approve a purchase order in the amount of \$25,590.00 for the purchase and delivery of 16 DuMor park benches.

MOTION by Mahoney and seconded by Venouziou to accept NuToys Leisure Products as the low qualified bid obtained from the KPN Purchasing Program and approve a purchase order in the amount of \$25,590.00 for the purchase and delivery of 16 DuMor park benches.

Commissioner Venouziou asked if there are currently benches at these park sites. Knitter confirmed that there were and these would be replacing the existing benches that were purchased in 1995.

Commissioner Mahoney asked if the bench slates were composite slabs. Knitter confirmed that they were.

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.d Knitter's final action item was a change order for the Nicor Easement Bikeway Connector Development Project, CDP #22-01c

Knitter reported that prior to breaking ground on the project, Nicor requested a reduction in the length of the proposed culvert to allow for a greater distance from their gas supply line. The culvert was shortened by 12' resulting in a cost savings of \$1,200 based on unit pricing in the contract.

Knitter said that during initial excavation for the path, the depth of topsoil was determined to be greater than anticipated. This resulted in the need for additional excavation (haul off and disposal) and additional stone in order to build a structurally stable path. The additional quantities for excavation and stone were provided by the contract and reviewed and confirmed by the engineer.

<u>Scope Modifications</u>	<u>Adjusted Cost</u>
Reduction in length of culvert (12 lineal feet)	(\$ 1,200.00)
Additional topsoil stripping, hauling & disposal (233.5 CYD)	\$ 13,192.75
Additional aggregate material (384.32 Tons)	\$ 12,132.98

Knitter shared that the additional unforeseen expenses related to this project will be accounted for by not proceeding with the Community Center Space Reutilization Project which has \$45,000 capital funds remaining that were not utilized. She noted that based on the change order amount exceeding \$10,000, pursuant to Illinois Compiled Statutes a Resolution is required to authorize the Change Order. The Resolution will be addressed in the Executive Director's report.

Staff recommended the Board approve Change Order #1 to Chicagoland Paving Contractors, Inc.'s contract for a net increase of \$24,125.73 to the Nicor Easement Bikeway Connector Development Project, CDP #22-01c, for a modified scope of services.

MOTION by Mahoney and seconded by Venouziou to approve Change Order #1 to Chicagoland Paving Contractors, Inc.'s contract for a net increase of \$24,125.73 to the Nicor Easement Bikeway Connector Development Project, CDP #22-01c, for a modified scope of services.

Commissioner Venouziou asked if the project is now completed. Knitter said the pathway is completed and already being used.

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 then discussed the following informational items:

- Town Centre Project: Staff along with the Hitchcock Design Group will with IDNR on September 14<sup>th</sup> as required prior to an official grant submittal. The 2023 grant applications are due on September 30, 2022, and Staff will be requesting \$600,000, the maximum grant award for development projects. Staff anticipates that IDNR will announce grant awards in summer of 2023.
- Staff is currently accepting applications for the full-time position of landscape specialist. To date Staff received 12 applications for the position and are pursuing interviews with four of the applicants.
- Hobson Corner Splashpad will officially close for the season on Sunday, September 18<sup>th</sup>.
- Staff is prepping for the upcoming Woodridge Fall Festival Fall Soccer Tournament scheduled for September 17<sup>th</sup> & 18<sup>th</sup> including lining the fields and set-up. Staff is prepping for the upcoming Autumn Opener and Oktoberfest special events. Items include staff schedules and needs, hayrack inspections, straw pick up, site prep and overall event operations.

### Golf Course

3.a Executive Director Adams opened the Golf report with the only action item, VGGC Emergency Sanitary Line Collapse Repair, VGMSP #22-02pc.

Executive Director Adams said as reported to the Board on 9/8/22, the VGGC Clubhouse main sanitary line located beneath the basement floor collapsed resulting in a sanitary backup in the floor drains. A plumber came in to determine the initial issue which was thought to be a clogged line. However, after televising the sanitary line a collapsed line was determined. Jay's Plumbing & Sewer submitted a proposal to repair the break. Also, a leak was found in a wye fitting on the forced main line portion of the sanitary lift station that forces the effluent to drain to the Village's main sanitary line on 75<sup>th</sup> Street. In order to complete that necessary repair, the pressured line needs to be carefully depressurized and cleaned out using a vactor truck.

Based on the emergency repair due to its impact on operations, the Executive Director approved the proposal in accordance with IV.1.28 Emergency Expenditures Policy for the initial estimate of \$15,450 to complete both repairs, which need to be ratified by the Board.

Staff requested Board ratification of the Executive Director's decision to approve a proposal estimate submitted by Jay's Plumbing & Sewer dated August 8 & 9, 2022 in the total amount of \$15,450 for the VGGC Emergency Sanitary Line Collapse Repair Project, VGMSP #22-02pc.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's decision to approve a proposal estimate submitted by Jay's Plumbing & Sewer dated August 8 & 9, 2022 in the total amount of \$15,450 for the VGGC Emergency Sanitary Line Collapse Repair Project, VGMSP #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.

Executive Director Adams then moved on to informational items sharing that the tee sheet continues to be full and weekends are busy with outings. He reported that he & President Cohen met with Village of Woodridge officials to discuss the Village Greens IGA. He said that the IGA requires the District complete two things every seven years. One of the requirements is comparable-facilities list that compares Village Greens to other similar sized golf courses in the area, including having the CDGA complete an assessment of the tees, greens and fairways to serve as a benchmark to ensure the course is being maintained to a set standard. He and Evans are currently working on the list and when it is completed it will be updated/amended in the IGA.

Executive Director Adams then shared that Evans is working on updating Village Greens' three-year plan which will be presented to the Board later in the year.

#### Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened the Aquatics & Recreation report with his only action item the Cypress Cove Kiddie Flume Slide Variable Frequency Drive Replacement, AMSP #22-10pc.

Ritter reported that on August 18<sup>th</sup> the kiddie flume slide in the spray playground began shutting itself down during operations. ABC Mechanical, LLC was called to troubleshoot and assess the issue. ABC Mechanical, LLC found that the Variable Frequency Drive (VFD) was shorting out and near the end of its lifespan, and they provided a proposal to replace and program the VFD for \$6,485.22.

Staff recommended the Board ratify the Executive Director's approval of ABC Mechanical, LLC's proposal dated August 19, 2022 in the amount of \$6,485.22 for the Cypress Cove Kiddie Flume Slide Variable Frequency Drive Replacement, AMSP #22-10pc.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's approval of ABC Mechanical, LLC's proposal dated August 19, 2022 in the amount of \$6,485.22 for the Cypress Cove Kiddie Flume Slide Variable Frequency Drive Replacement, AMSP #22-10pc.

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

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

Ritter then discussed the following informational items:

- This summer Cypress Cove was opened 80 days out of 83 operational days.
- The lifeguard staff was audited by StarGuard Elite on August 5<sup>th</sup>, included unresponsive drowning victim, spinal management, first aid and sudden cardiac arrest. Staff received the 5 Star Safety Award for their August audit.
- Cypress Cove closed for the season on Labor Day.

- The Woodridge Fall Festival Travel Soccer Tournament is scheduled for September 16<sup>th</sup>-18<sup>th</sup>. Currently, 118 teams are registered with over 40 teams on the waitlist.
- The annual All Village Garage Sale was held at Echo Point Park on August 6<sup>th</sup>. There were 46 vendors with 76 tables compared to 37 vendors and 58 tables last year.

Ritter closed his report sharing that Athletic Supervisor Brad Keene's last day at the District is Monday, September 19<sup>th</sup>. He is leaving to go to another park district and shared that Keene was a great, hard-working employee over the years.

### Marketing & Community Engagement

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

Romano then discussed the Activity Guide Online Integration. She shared that the marketing department is proposing a change to the method of publishing the District's seasonal activity guides. Beginning with the Summer 2020 issue, the marketing department publishes a digital version of the Activity Guide. The digital version continues to be an effective way to communicate the District's seasonal offerings and the registration numbers show that participation numbers continue to increase; however, Staff believes using online integration instead of the digital guide will be more effective and a better use of Staff time.

Romano explained that ActiveNet and Weblinx would create a custom API (application programming interface) to pull the seasonal programs directly from Active into the District's website. Since the systems exchange data sources in real time, Staff does not need to make changes in more than one place when an activity time, date, fee or description is changed. This eliminates the need for three drafts of the seasonal activity guide creation and potential input/design mistakes that occur during the activity guide process. ActiveNet requires an annual fee of \$3,600 for this service (which also includes the API for the Reach screens and Epect for camps/KIDZ Squad) and Weblinx quoted \$4,860 for a one-time fee to create, test and implement. Note that the District currently pays \$1600/year for editing software, which would no longer be needed if the District moves to online integration.

Romano shared that Oswegoland Park District utilizes this method and then demonstrated on their website how it looks and works.

Romano then reviewed the pros and cons of the integration, with the pros including cost savings, "real time" updates with no lag time and freeing up more time for the District's graphic designer to work on other projects. The only potential negative aspect to integration is adapting to the change. However, staff believes it will be a matter of time before patrons are just as comfortable with the online activity web pages as they were when we changed from printing to online only in 2020. Additionally, supplement marketing pieces will help with publicity and the new resident package (launching this fall) will help target potential new customers.

Romano said if the District moves ahead with this transition, work would begin in January 2023 and would be ready for an April 2023 launch, just in time for summer programming registration.

Executive Director Adams asked the Board for feedback.

Commissioner Mahoney asked how easy it is to edit the website. Romano said Staff just makes the changes/updates online and they are immediately visible.

Commissioner Venouziou shared that he is on board with the change, but wants to know the cost difference. Romano said the District currently pays \$1600/year and the price would increase to \$3600. However, the amount of Staff dedicated to creating guides would drop dramatically allowing them to work on other projects.

Executive Director Adams asked how much the District paid for printed guides prior to Covid. Romano shared that the District spent about \$14,000 on guides and since then, costs have greatly increased.

Executive Director Adams asked if there was Board consensus to move forward with the transition and add it to the 2023 budget. The Board agreed that Staff should move ahead.

Romano then touched upon her informational items:

- Graphic Designer Colleen Kane designed tournament t-shirts, pop-up banners and event maps for the Woodridge Fall Festival Soccer Tournament, taking place at the ARC on September 16<sup>th</sup> -18<sup>th</sup>.
- Staff continues to work on Oktoberfest marketing efforts.
- In an effort to reduce the amount of after-hour phone calls for park shelter rentals, the customer service department created an email to go out to all rentals the week of the rental with important information and common questions/concerns including the best way to contact someone for assistance during a rental and reminders such as picking up/returning electric keys and rules about noise/amplified music. Furthermore, to help renters identify the electric box easily, the key tags were updated with clearer language and pictures.
- The marketing department worked with the Executive Director to create a new project website for the Town Centre Schematic Design Updated Master Plan. Additionally, a thorough Design Features Summary document was created to help residents understand the information with visual accompaniments and marketing materials were created to promote the Town Centre Community Open House.

Romano closed her report sharing that Louise Pawlak-Chapman was recently hired as a the new PPT1 Customer Service Coordinator. She is 24-year resident of Woodridge and is very familiar with the District.

Safety Committee

No report.

CONSENT AGENDA

F.1.- 11. 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 Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for the approval of the August 16, 2022 Regular Board Meeting Minutes and Agenda Items #2 through #11 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,099,587.11

1. Regular Board Meeting Minutes.....	August 16, 2022
2. Vendor Payment & Payroll Ratification Report (8/12/22 – 9/8/22).....	\$1,099,587.11
3. ABC Mechanical, AMSP #22-09pc - Cypress Cove Family Aquatic Park Main Pool Filter Pump Repair, Payout #1 (Final) \$9,770.00	
4. Beary Landscaping, Inc. – 2022 Contractual Landscape Maintenance Services, MSP #22-11pc, Payout #1 .	\$2,000.00
5. Chicagoland Paving Contractors, Inc. – Nicor Easement Bikeway Connector Development Project, CDP #22-01c – Payout #1.....	\$49,635.90
6. D&J Landscape, Inc. – 2022 Landscape Tree Plantings Project, MSP #22-05c - Payout #3.....	\$1,500.00
7. Graf Tree Care – 2022 Natural Area Maintenance, MSP #22-02pc, Payout #4.....	\$1,980.00
8. Hitchcock Design Group, Town Centre Park - Schematic Design/Grant Ap., CA#22-01pc, Payout #4.....	\$19,442.21
9. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, Payout #16 \$600.00	
10. Temperature Equipment Corp., Emergency HVAC Repair – Condensing Unit Purchase, Payouts #9-10.....	\$635.88
11. Verde Energy Efficiency Experts, 2022 Maintenance Facility LED Project, MSP #22-10, Payout #1 (Final).....	\$6,595.79

President Cohen requested a roll call approving consent agenda items #1 through #11.

Upon a roll being called:



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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams began by requesting Board consideration to approve the Town Centre Schematic Design Master Plan & Proposed Funding Plan.

Executive Director Adams opened his report reminding the Board that District Staff presented the 90% complete Schematic Design Master Plan updates and preliminary cost estimate prepared by Hitchcock Design Group (HDG) to the Board of Park Commissioners at the August 2022 Regular Board Meeting. He said final revisions were made to the 100% schematic design master plan and is ready for final approval by both Village and Park District Boards.

Executive Director Adams reported that the Phase 2 Development estimated cost prepared by HDG is \$2,709,800 which includes 35% in general conditions, design and bid/construction contingency costs and 15.25% in consultant fees. Staff recommends funding the local share which includes delaying other previously budgeted capital projects (e.g. FHCC Meeting Room Addition, Hawthorne Hill Woods Pathway Addition, & Janes Avenue Park North Soccer Field Grading). He noted the levy is based on the Board approving the District's full levy authority in accordance with the Property Tax Extension Limitation Law ("PTELL").

Executive Director Adams then reviewed how Staff proposed paying for the project, adding that the amounts are preliminary based on a schematic design and that the funding plan will be refined accordingly subsequent to grant notification and the construction drawing phase:

<u>Description</u>	<u>Amount</u>
OSLAD Grant	-\$600,000
Restricted Contributions	-\$300,000
Fund 01 Unrestricted Fund Balance	-\$600,000
Fund 02 Unrestricted Fund Balance	-\$240,000
FY2022 CDP Carry Forward Funds	-\$121,445
FY2023 CDP Levy	-\$300,000
FY2023 CDP Levy	-\$548,355
<b>Total Funding</b>	<b>\$2,709,800</b>

Executive Director Adams said Staff will present preliminary budget numbers at the October Board Meeting, and then reviewed the different Levy options the District can pursue. He added the numbers above reflect maximizing the level at 5% which would be about a \$7.00 yearly tax increase. He said that this approach avoids going to a referendum and is the most prudent funding approach. If the District instead chooses to freeze the Levy, the District would need to find an additional \$800,000 for funding the project.

Executive Director Adams reviewed the District's 2022-2024 capital plan highlighting which projects would be postponed and which projects would move forward. He then reviewed the CDP funding projections through 2025 and the District's debt service schedule. He shared that it is most prudent to complete the Town Centre in phased developments, completing Phase 2 now and Phase 3 in eight to ten years. This avoids going to referendum and allows the District to work within its financial ability.

Commissioner Mahoney asked what happens if the District does not receive the OSLAD grant. Executive Director Adams said the project would be postponed. He shared that OSLAD likes to see Park Districts making higher contributions beyond the 50/50 funding.

Staff recommended the Board consider approving the 2022 Town Centre 100% Schematic Design Master Plan and preliminary capital funding plan.

MOTION by Mahoney and seconded by Venouziou to approve the 2022 Town Centre 100% Schematic Design Master Plan and preliminary capital funding plan.

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.b. Executive Director Adams moved on to his next action item, the approval Resolution No. 22-10, A Resolution Commemorating Dave Lenzen, Custodian for Thirty Years of Dedicated Service to the Woodridge Park District.

Executive Director Adams reported that Dave Lenzen, Custodian, retired from the District earlier in the year. He shared that over the years Lenzen was a steadfast fixture at the District and everyone knew him. An engraved brick paver commemorating his 30 years of Service was placed in the Keith Frankland Recognition Garden at the FHCC and the Custodian Closet on the lower level of the FHCC was renamed "The Dave Lenzen Closet."

Staff recommended the Board consider approving Resolution No. 22-10, A Resolution Commemorating Dave Lenzen, Custodian for Thirty Years of Dedicated Service to the Woodridge Park District.

MOTION by Mahoney and seconded by Coleman to approve Resolution No. 22-10, A Resolution Commemorating Dave Lenzen, Custodian for Thirty Years of Dedicated Service to the Woodridge Park District.

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

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

G.1.c. Executive Director Adams moved next action item was the approval Resolution No. 22-11, A Resolution Authorizing a Change Order in Regard to the Nicor Easement Bikeway Connector Development Project, CDP #22-01c Involving an Increase in the Contract Price in Excess of \$10,000.00.

Executive Director Adams said pursuant to Illinois Compiled Statutes, Ch. 720, Article 5, 33 E-9, units of local government are required to make specific findings prior to authorizing any change order or series of change orders relative to a contract which would increase or decrease the dollar amount of the contract by \$10,000.00 or more and/or would extend or shorten the time in which the contract is to be completed by 30 days or more. He reminded the Board that the Nicor Change Order details were discussed in the Parks, Planning & Development report earlier in the evening.

Staff recommends the Board consider approving Resolution No. 22-1, A Resolution Authorizing a Change Order in Regard to the Nicor Easement Bikeway Connector Development Project, CDP #22-01c Involving an Increase in the Contract Price in Excess of \$10,000.00.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 22-1, A Resolution Authorizing a Change Order in Regard to the Nicor Easement Bikeway Connector Development Project, CDP #22-01c Involving an Increase in the Contract Price in Excess of \$10,000.00.

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

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

G.1.d. Executive Director Adams' final action item was the Active Intruder/Shooter (AIS) Emergency Action Plan Consulting Services Proposal.

Executive Director Adams said with all the recent and ongoing active shooter crises happening around the country the District continues to review its procedures, protocols and facility improvements to assess best management practices. He said that in 2019, the District contracted with Facility Engineering Associates ("FEA") Consultants to complete a physical security assessment of the ARC and FHCC and provided staff instruction in security and emergency preparedness. And at the August 31, 2022 All Staff Meeting, the Woodridge Police department provided an AIS 45-minute presentation to review best practices should an incident ever occur.

Executive Director Adams said to complete the next phase, Staff requested a proposal from FEA to complete the following scope of work:

- Discuss and finalize 2019's outstanding assessment considerations for the ARC and Community Center
- Complete physical security assessments for Cypress Cove Family Aquatic Park, Village Greens Golf Course and Maintenance Facility
- Complete Outdoor Programs (Day Camp) & Special Event assessments
- Consider performing a test blind compliance performance audit of the ARC during operations
- Facilitate workshop(s) & assist WPD Leadership/Management teams to formalize an AIS Emergency Action plan specific to each facility and large outdoor program/special events
- Provide updated staff training / drills in implementation of plans to possibly include coordination with Police/EMS

Executive Director Adams added that all of this would allow the District to complete a comprehensive emergency plan for each District facility. The plan would outline how to implement best practices to manage, mitigate and respond in an emergency situation.

Staff recommended the Board consider approving FEA's proposal dated August 16, 2022 for a base fee of \$6,000.

MOTION by Mahoney and seconded by Kranz to approve FEA's proposal dated August 16, 2022.

Commissioner Coleman asked if this was a one-time fee. Executive Director Adams confirmed that it is a one-time fee but that FEA may be brought back in to complete a review of implemented measures.

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

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

Executive Director Adams then moved on to his informational items discussing Resolution No. 22-9, A Resolution Approving the Fourth Amendment to an Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District in Regard to the Construction and Future Build Out of the Town Centre Master Plan.

Executive Director Adams reminded the Board that the Village of Woodridge and Woodridge Park District approved an Intergovernmental Agreement (IGA) in 2012 to equally share in the ownership, sharing of costs related to property

acquisition, indemnifications & limits of liability, maintenance responsibility, and use of subject realty & future planning study. The IGA requires joint agreement of both Parties for future uses of the Subject Realty. He added that three IGA amendments have been approved to date: 1) Debt Service Refinancing in 2014; 2) Debt Service Refinancing in 2017; and 3) development, maintenance and liability of proposed sled hill Development.

Executive Director Adams said a 4th Amendment to the IGA is proposed to authorize the District to finalize a design, develop, maintain and assume all liability related to development of the Subject Realty at District's sole expense based on the uses of the Subject Realty related to parks, public grounds and open space for recreation. The amendment is necessary in order to apply for and secure OSLAD grant funds.

Executive Director Adams explained several terms are still in negotiation between the Parties which include: 1) liability of existing environmental and soil conditions, 2) termination terms, in any; and 3) overall indemnification/liability terms. The Parties are planning on scheduling a meeting with their respective attorneys to finalize negotiations.

Board discussion ensued about several issues including the potential need for an environmental site assessment, the original intent of the site's use, term limits, future uses and the OSLAD Grant requirement provisions.

Executive Director Adams said that the District is meeting with IDNR on Wednesday, September 14<sup>th</sup> to review the project and that a meeting with District and Village attorneys is scheduled for Thursday, September 15<sup>th</sup> to discuss the 4<sup>th</sup> amendment to the IGA.

Executive Director Adams closed his report sharing that the OSLAD Grant application deadline is September 30, 2022.

#### COMMITTEE REPORTS

##### SEASPAR

Executive Director Adams shared that a copy of SEASPAR's latest newsletter is included in the Board Report and includes a feature about Randy Naberhaus, a long time Woodridge resident who has been involved in SEASPAR athletics for decades.

##### PDRMA

Staff is waiting on updates from PDRMA for the 2023 health insurance updates.

#### EX-OFFICIO REPORTS

##### Chamber of Commerce

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

##### Affiliated Athletic Associations

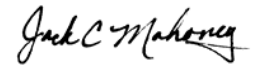
No Report

#### 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 8:30 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in cursive script that reads "Jack C. Mahoney".

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Jack Mahoney, Secretary