

WOODRIDGE PARK DISTRICT  
Fred C. Hohnke Community Center  
Regular Board Meeting  
November 14, 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, Mahoney, Venouziou Absent: Kranz Staff present: Adams, Evans, Knitter, Ravasio, Ritter, Romano, Webber

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

D.1. President Cohen opened his report with his first action item, a call for a Public Hearing regarding the FY2023 Budget & Appropriations Ordinance ("B&A") scheduled for December 20, 2022 at 6:30 p.m.

President Cohen shared that per State Statutes, prior to adoption of the B&A ordinance, the Board must hold a public Hearing, and recommended holding the public hearing on December 20, 2022 @ 6:30 p.m. (Regular December Board Meeting). He said the notice for the public hearing is scheduled to be published December 8, 2022 in the Suburban Life newspaper as required per state statute. A copy of the B&A ordinance will be posted on the District's website for 30 days.

President Cohen requested a motion to call for a Public Hearing in connection with the tentative FY2023 Budget & Appropriation ordinance to be held on Tuesday, December 20, 2022 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

MOTION by Mahoney and seconded by Coleman to call for a Public Hearing in connection with the tentative FY2023 Budget & Appropriation ordinance to be held on Tuesday, December 20, 2022 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

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

AYES: Mahoney, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: Kranz

MOTION CARRIED.

D.2. President Cohen's last action item was a Call for a Public Hearing regarding the 2022 Tax Levy scheduled for December 20, 2022 @ 6:30 p.m.

President Cohen reported that under Illinois law, the District must adhere to certain procedural requirements before it can pass any tax levy ordinance. Whenever a district considers extending an aggregate property tax levy more than 5% greater than the preceding year's levy, the Truth in Taxation Act requires it to publicly disclose its intention. The District must announce its plan through a newspaper and also hold a public hearing on the issue prior to passing a new levy ordinance. He added that this hearing must be separate from the B&A Ordinance public hearing.

Based on the tentative 2022 Tax Levy Ordinance requesting an increase greater than 5%, President Cohen requested a motion to call for a Public Hearing in connection with the 2022 property tax levy ordinance to be held on Tuesday, December

20, 2022 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

MOTION by Mahoney and seconded by Coleman to call for a Public Hearing in connection with the 2022 property tax levy ordinance to be held on Tuesday, December 20, 2022 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

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

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

President Cohen then moved on to his informational items sharing that on November 3<sup>rd</sup> he and District Staff attended IAPD's annual Legal Symposium. He deferred to Executive Director Adams who briefly discussed that one of the topics discussed was use of private social media accounts of public officials that can be found in certain circumstances to be a public forum subject to First Amendment rights.

President Cohen closed his report sharing upcoming District events and meetings.

## STAFF REPORTS

### Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that he had no action items to report or major informational items to share and that he'll be presenting the tentative FY2023 Budget under New Business Budget Workshop. He asked the Board if they had any questions and there were none.

### Parks, Planning & Development

2.a Director of Parks, Planning & Development Jenny Knitter opened her report with her first action item, 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #22-19. Knitter shared that every three years, the park district bids the rental of waste and recycling dumpsters used throughout District parks and facilities. The bid consists of 2-yard, 20-yard and 30-yard recycling and waste dumpsters that serve the Maintenance Facility, ARC and Cypress Cove facilities.

Staff requested Board authorization to bid the 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #22-19, for the service year of 2023, with an option to extend to service years 2024 and 2025.

MOTION by Venouziou and seconded by Mahoney to authorize Staff to bid the 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #22-19, for the service year of 2023, with an option to extend to service years 2024 and 2025.

President Cohen asked who the District currently uses. Knitter replied that Waste Management is the current vendor and that their three-year contract expires soon.

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

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

2.b. Knitter's next action item was the 2022 Various Park Sites LED Replacements, MSP #22-20pc. Knitter reported that the District recently approved a project for an LED conversion of the FHCC with Lead Electric. As a result of the current

Commonwealth Edison (ComEd) LED reimbursement and incentive “bonus” programs that ComEd is currently offering, Staff requested a quote from Lead Electric to convert/retrofit LED lighting at additional facilities and park sites.

Staff called references of many Park Districts who have worked with Lead Electric with LED conversions/retrofits and all shared very positive comments. As a result of the high interest in the rebate program by other businesses/agencies, the District was notified that the “bonus” program fund allocation was running low and the District was encouraged to secure a contract as soon as possible. Per previous Board authorization, Executive Director Adams reviewed the proposals and approved the following park/facility LED retrofits:

Park/Facility Name	Proposal Cost	Utility Incentives/Discounts	Total
Cypress Cove (interior/ext)	\$108,851.68	(\$108,827.36)	\$ 24.32
Village Greens (interior/ext)	\$ 7,212.00	(\$ 7,034.89)	\$177.11
Sunnydale Park	\$ 4,870.00	(\$ 4,709.25)	\$160.75
Windy Point Park	\$ 3,510.00	(\$ 3,369.60)	\$140.40
Orchard Hill Park	\$ 3,360.00	(\$ 3,311.10)	\$ 48.90
Janes Ave. Park	\$ 1,542.50	(\$ 1,542.50)	\$ 0.00

Executive Director Adams shared that since the Maintenance Building converted to LED lighting their monthly energy bill decreased by 50%.

Staff recommended the Board ratify the Executive Director’s acceptance and approval of the above proposals from Lead Electric and approve a contract agreement in the amount of \$551.48 for the replacement of the interior and exterior standard non-LED and fluorescent lighting at Cypress Cove Aquatic Park and Village Greens Golf Course and the non-LED exterior lighting at Sunnydale, Windy Point, Orchard Hill and Janes Avenue Parks (excluding athletic field lighting), with LED lighting for the 2022 Various Park Site LED Replacements Project, MSP#22-20pc, in accordance with Policy IV.1.4 Bidding, Purchasing and Contracts.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director’s acceptance and approval of the above proposals from Lead Electric and approve a contract agreement in the amount of \$551.48 for the replacement of the interior and exterior standard non-LED and fluorescent lighting at Cypress Cove Aquatic Park and Village Greens Golf Course and the non-LED exterior lighting at Sunnydale, Windy Point, Orchard Hill and Janes Avenue Parks (excluding athletic field lighting), with LED lighting for the 2022 Various Park Site LED Replacements Project, MSP#22-20pc, in accordance with Policy IV.1.4 Bidding, Purchasing and Contracts.

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

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

2.c. Knitter’s next action item was the 2022 Sports Field 11’ Wide Diesel Mower Purchase, CRP #22-11c. Knitter reported that the District’s existing sports field mower is a Toro 4000 Ground Master mower and is needed and budgeted for replacement per the Capital Replacement Program in 2023. In an effort to minimize mower downtime encountered with existing Toro equipment, staff is recommending the existing Toro 4000 Ground Master’s replacement with a new 2022 John Deere 1600 turbo terrain cut commercial wide area mower. By converting this mower from Toro to John Deere, Staff anticipates a decrease in mechanical issues and should they occur, an increase in the available repair shops that can service the equipment will hopefully minimize down time. Knitter said Staff discussed this conversion with the staff mechanic as well, and he does not anticipate any issues with in-house service issues with John Deere equipment.

Knitter said that as a result of the long lead time of this particular equipment, staff is recommending ordering the mower at this time to be operational for the 2023 mowing season start in April. The proposed mower options at this price include a mulching kit, slow moving vehicle sign and a road light kit. Anticipated delivery is March of 2023.

Staff recommended the Board accept the State Bid contract quote from AHW LLC, a Deere & Company in the amount of \$47,570.99 and authorize the Executive Director to approve a purchase order for the 2022 Sports Field 11' Wide Diesel Mower Purchase, CRP #22-11c.

MOTION by Coleman and seconded by Venouziou to accept the State Bid contract quote from AHW LLC, a Deere & Company in the amount of \$47,570.99 and authorize the Executive Director to approve a purchase order for the 2022 Sports Field 11' Wide Diesel Mower Purchase, CRP #22-11c.

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

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

2.d. Knitter's next action item was the 2022 Zero Turn 6' Wide Diesel Fine Cut Mower Purchase, CRP #22-12c. Knitter shared the Districts 2015 Toro 7200 Z Ground Master Mower is up for replacement per the Capital Replacement Program. In an effort to minimize mower downtime encountered with existing Toro equipment, Staff is recommending the existing Toro 7200 Z Ground Master Mower be replaced with a new 2022 John Deere Z997R Diesel fine cut commercial mower. As noted in the previous mower purchase, by converting this mower from Toro to John Deere, as previously stated, Staff anticipates a decrease in mechanical issues and should they occur, an increase in the available shops that will service the equipment hopefully minimizing down time.

With the lead time, Knitter said Staff is recommending ordering the mower at this time to be operational for the 2023 mowing season start in April. The proposed mower options include a 72" side discharge mowing deck and turf tires. Anticipated delivery is 3 – 16 weeks.

Staff recommended the Board accept the State Bid contract quote from AHW LLC, a Deere & Company, in the amount of \$16,325.60 and authorize the Executive Director to approve a purchase order for the 2022 Zero Turn 6' Wide Diesel Fine Cut Mower Purchase, CRP #22-12c, as detailed above.

MOTION by Coleman and seconded by Venouziou to accept the State Bid contract quote from AHW LLC, a Deere & Company, in the amount of \$16,325.60 and authorize the Executive Director to approve a purchase order for the 2022 Zero Turn 6' Wide Diesel Fine Cut Mower Purchase, CRP #22-12c, as detailed above.

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

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

2.e. Knitter's next action item was the 2022 Maintenance Fleet 4WD Pick-Up Truck Replacement Purchase, CRP #22-13c. Knitter said the District's two 2010 4x4 snow plow trucks have been up for replacement per the Capital Replacement Program since 2020, but due to COVID and lack of vehicle availability, Staff has been unable to proceed with these purchases. Both trucks are critical to snow plowing and general maintenance operations and in need of replacement based on their assessed conditions.

Knitter noted the Sourcewell pricing for both vehicles came in at a total of \$119,077.76 - \$45,870 higher than budgeted – and clarified that the budgets identified for these trucks were based on pre-Covid markets. This necessary adjustment will be budgeted accordingly for fiscal year 2023.

Knitter said Staff reached out to a local dealership for pricing for the same vehicle. They only provided base model pricing (not upfitting for a snow plow), which was \$4,000 higher than the Sourcewell base model. This indicates that prices provided through Sourcewell are indicative of the current market values.

Knitter explained that by proceeding with this action to purchase now, it provides Ford with an order to fabricate the vehicles. Based on this proposal, the delivery is expected to take a minimum of 30 weeks once the order goes into fabrication, but can be longer. Staff is hoping to have these vehicles in use by the end of 2023. Upon delivery of the vehicles, Staff will ask for authorization to sell the 2010 trucks in an effort to secure a high resale value while the used car market is strong.

Staff recommended the Board accept the National Auto Fleet Group, an authorized Ford vendor, as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$119,077.76, for the purchase and delivery of two Ford 250 4WD pick-up trucks for the 2022 Maintenance Fleet 4WD Pick-Up Trucks Replacement Purchase, CRP #22-13c.

MOTION by Mahoney and seconded by Venouziou to accept the National Auto Fleet Group, an authorized Ford vendor, as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$119,077.76, for the purchase and delivery of two Ford 250 4WD pick-up trucks for the 2022 Maintenance Fleet 4WD Pick-Up Trucks Replacement Purchase, CRP #22-13c.

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

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

2.f. Knitter's next action item FHCC HVAC Preventive Maintenance Services. Knitter said Staff requested proposals for preventive maintenance of the FHCC HVAC system. Previously Monaco Mechanical provided this service, but unfortunately the company decided to close its service division. As a result, four companies provided proposals for this work which includes but is not limited to motor & fan bearing lubrication, inspection of fan & belts including fan belt alignments, damper and linkage adjustments, check refrigerant charge and pressure, condenser coil cleaning, clean boiler burner control and inspection of electrical connections:

<u>Contractor Name</u>	<u>Proposal Total</u>
Martin Peterson Company (MPC)	\$ 5,625.00
Excel Mechanical Services	\$ 5,750.00
Midwest Mechanical	\$ 8,928.00
Oak Brook Mechanical Services	\$10,012.00

While Martin Peterson Company, Inc., was the low proposal and the provide the building preventative maintenance at the ARC, Staff is recommending authorization of the second low proposal based on the following reasons:

- Excel Mechanical Services is a Woodridge based company, while MPC is based out of Kenosha, WI. While this proposal is for preventative planned maintenance, these contractors are the experts who are called when Staff cannot resolve an issue, therefore, urgency in response can be critical.
- When Monaco Mechanical decided to no longer offer preventative maintenance services, the main technician who serviced the FHCC was hired by Excel Mechanical and is familiar with the existing facility and equipment, and provided a service proposal based on that knowledge.
- MPC provided their proposal without a site visit or inspection unaware of the existing conditions within our facility.

Excel references were checked and they came back with excellent reviews.

Staff recommends Board accept the low proposal from Excel Mechanical Services and approve a contract agreement in the amount of \$5,750.00 for the preventive maintenance of the HVAC system located at the FHCC.

MOTION by Coleman and seconded by Mahoney to the low proposal from Excel Mechanical Services and approve a contract agreement in the amount of \$5,750.00 for the preventive maintenance of the HVAC system located at the FHCC.

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

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

2.g. Knitter's final action item was a change order for the 2022 Asphalt Resurfacing Project, CRP #22-02c. Knitter shared that multiple items are being addressed through this change order and briefly reviewed the following:

Change Order #1

Add – Summerhill Park, Additional Asphalt Patching (20 SY @ \$100/SY)	\$ 2,000.00
Deduct – ComEd Bikeway Patching, not completed (5.5 SY @ \$100/SY)	(\$ 550.00)
Deduct – Lake Carleton, Silt Fencing, not installed (1,050 LF@ \$2.50/LF)	(\$ 2,625.00)
Deduct – Summerhill Park, Trash Receptacle Replacement (as quoted Doty & Sons)	(\$ 859.00)
Deduct – Echo Point Park, Park Bench Replacement (as quoted DuMor)	<u>(\$ 1,822.00)</u>
Total Deduct:	<u>(\$ 3,856.00)</u>

Staff recommended the Board authorize Change Order #1 to Chicagoland Paving Contractors, Inc.'s contract for a net deduct of \$3,856.00 to the 2022 Asphalt Resurfacing Project, CRP #22-02c, for modifications to the scope of work and replacement of contractor damaged property.

MOTION by Mahoney and seconded by Venouziou to authorize Change Order #1 to Chicagoland Paving Contractors, Inc.'s contract for a net deduct of \$3,856.00 to the 2022 Asphalt Resurfacing Project, CRP #22-02c, for modifications to the scope of work and replacement of contractor damaged property.

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

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

Knitter than shared the following informational items:

- Boundary Hill Woods Tornado Cleanup (Area South of Creek): On October 24<sup>th</sup>, Staff took delivery of a rental of a Caterpillar forestry mulcher for one month. Weather permitting Crews worked daily using the machine to grind the felled branches and smaller logs into a rough mulch to be left to decompose on site. The primary areas of the cleanup effort are located along the eastern and southern property lines. The forestry mulcher is able to effectively process/grind branches and logs up to 8" in diameter.
- 2022 Prescribed Burns: This spring, wet site conditions limited the contractor's ability to complete one of their four contracted burns. District staff and the contractor, Tallgrass Restoration, LLC, monitored site conditions this fall in an effort to identify a window to complete the remaining prescribed burn of Pond 54. On Wednesday, November 9<sup>th</sup>, that window was identified and the final contracted burn of 2022 was completed.

### Golf Course

Village Greens General Manager Brandon Evans opened his report sharing that Winter course preparation is in full swing to include but not limited to depressurizing and winterizing the irrigation system, aerification of putting greens and heavy topdressing.

Evans reported that 2022 total rounds played is tracking very similar to 2021 and that member rounds made up about 40% of all rounds played.

Evans said that on November 7<sup>th</sup> the new Toro rough mower caught on fire resulting in an apparent total loss. Preliminary investigation implies that leaves may have ignited at the engine. A claim was filed with PDRMA.

Evans closed his report sharing a list of off-season projects Staff will be working on as well reporting that there has been an increased uptick in off-season bookings at Bunkers.

### Aquatics & Recreation

Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report sharing that the annual Aquatics Report is included in the Board Packet for review and briefly reviewed its contents.

Ritter then shared the following informational items:

- Haunted Forest Walk experienced phenomenal "Halloween Weather" as another record number of participants came out to enjoy the entertainment. A total of 4,035 tickets were sold, which beat last year's record of 3,676.
- The new Athletic Supervisor, Keith Blomberg, is scheduled to begin November 28, 2022/

4.a. Ritter closed his report with his only action item, the 2023-2025 Jubilee Carnival Agreement.

Ritter said that for the past 16 summers, the District satisfactorily used the carnival services of Alpine Amusement Company, Inc. for the annual Jubilee. Staff is extremely satisfied with the professionalism of their employees and the quality, safety and cleanliness of their equipment. He said Alpine Amusement has mutually enjoyed the relationship that has been built with the Park District and has expressed interest in returning.

Ritter said the only change to the terms of the agreement is the cost of the "Pay One Price Single Pass" option increase from \$25.00 to \$35.00. Individual single tickets pricing will remain the same.

Staff recommended the Board approve an Agreement with Alpine Amusement Company, Inc. to supply carnival rides and concessions for the Woodridge Jubilee for years 2023, 2024, & 2025.

MOTION by Coleman and seconded by Venouziou approve an Agreement with Alpine Amusement Company, Inc. to supply carnival rides and concessions for the Woodridge Jubilee for years 2023, 2024, & 2025.

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

AYES: Coleman, Venouziou, Mahoney and Cohen

NAYS: None

ABSENT: Kranz

MOTION CARRIED.

### Marketing & Community Engagement

Superintendent of Marketing & Community Engagement Megan Romano opened her report sharing that the MCE Department assisted ARC Staff with implementing and promoting the Halloween Open Soccer and Basketball and a new 1-day admission option. The Customer Service Supervisor created a one-day open gym/turf punch pass to encourage parents to pre-purchase their child's open gym/soccer pass online which eliminates the hassle of the child proving personal

contact information at the front desk and speeding up the check-in process. She said that marketing efforts included an e-blast, facility flyers/posters, marquee graphics, social media posts and a digital flyer to School District #68 schools. 54% (or 7 out of the 15 open soccer/basketball participants) pre-purchased their passes online for the Halloween activity.

Romano closed her report saying that the marketing department created a marketing plan to raise awareness of the ARC's personal training program and introduce a new trainer. The signage and graphics are being cross promoted at the Community Center, Hobson Corner Park bulletin board and WPD website. To keep momentum of the marketing plan, new bios and headshots will be taken of the other trainers to be used for trainer spotlight posts and marketing materials.

Safety Committee

Executive Director Adams shared that the Safety report is included in the Board Packet for review.

CONSENT AGENDA

F.1.- 13. 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 October 18, 2022 Regular Board Meeting Minutes, and Agenda Items #2 through #13 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,259,445.49.

- 1. [Regular Board Meeting Minutes](#) ..... October 18, 2022
- 2. [Vendor Payment & Payroll Ratification Report \(10/14/22 – 11/10/22\)](#)..... \$1,259,445.49
- 3. Chicagoland Paving Contractors, Inc. – 2022 Asphalt Resurfacing Project, CRP #22-02c – Payout #1 (Final)..... \$ 298,608.80
- 4. D&J Landscape, Inc. – 2022 Landscape Tree Plantings Project, MSP #22-05c – Payout #3 (Final)..... \$4,000.00
- 5. The Davey Tree Expert Co. – Tree Removal and Pruning Project, MSP #22-12pc, Payout #1-3 (Final)..... \$17,036.00
- 6. Family Landscaping & Treeworks, Inc. – 2022 Fall Tree Work, MSP# 22-15pc, Payout #1&2 (44%) ..... \$2,795.00
- 7. Hitchcock Design Group, Town Centre Park - Schematic Design/Grant Ap., CA#22-01pc, Payout #6 ..... \$2,691.00
- 8. Jay's Plumbing & Sewer, VGMSPP #22-02pc, VGGC Emergency Sanitary Line Collapse Repair, Proposal #1 (#7365), Payout #1 (Final)..... \$11,200.00
- 9. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, Payout #17 ..... \$373.00
- 10. Tallgrass Restoration LLC. – 2022 Prescribed Burns, MSP #22-01pc - Payout #2, (Final) ..... \$4,400.00
- 11. Temperature Equipment Corp., Emergency HVAC Repair – Condensing Units and Coils Purchase, Payouts #13..... \$4,530.00
- 12. Village of Woodridge, Town Centre Shared Parking Lot – Payout #1 (Final)..... \$59,507.95
- 13. Yellowstone Landscape, Inc. – 2022 Fall Landscape Tree Plantings, MSP #22-14pc – Payout #1 (Final)..... \$15,570.00

President Cohen requested a roll call approving consent agenda items #1 through #13.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened his Board Report with his first action item, approval of Resolution No. 22-9, A Resolution Authorizing the Woodridge Park District to Participate in the National Cooperative Purchasing Alliance ("NCPA").



Executive Director Adams said that per State Statutes, the District is able to take advantage of purchasing equipment, materials, products, and services from national purchase cooperatives that bid out commodities on behalf of its members. Recently, Staff became aware of an additional coop, the National Cooperative Purchasing Alliance (“NCPA”) that could be helpful in purchasing preferred equipment and materials to include fitness equipment at the ARC. He said the District’s legal counsel reviewed “National Cooperative Purchasing Alliance” program for compliance with Illinois State Statutes and determined that the program complies with Park Code bid laws.

Staff recommended the Board approve Resolution No. 22-9, A Resolution Authorizing the Woodridge Park District to Participate in the National Cooperative Purchasing Alliance (“NCPA”).

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 22-9, A Resolution Authorizing the Woodridge Park District to Participate in the National Cooperative Purchasing Alliance (“NCPA”).

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

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

G.1.a. Executive Director Adams moved on to his final action item, approval of Resolution No. 22-12, A Resolution Commemorating Everardo Silva, Maintenance Staff, for Twenty-Two Years of Dedicated Service to the Woodridge Park District.

Executive Director Adams explained the Resolution recognizes Everardo Silva’s 22-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. He added that to commemorate Everardo’s service to the District, the District hosted a celebration lunch at the Park Maintenance Facility on November 1, 2022.

Staff recommended the Board approve Resolution No. 22-12, A Resolution Commemorating Everardo Silva, Custodian for 22 Years of Dedicated Service to the Woodridge Park District.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 22-12, A Resolution Commemorating Everardo Silva, Custodian for 22 Years of Dedicated Service to the Woodridge Park District.

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

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

Executive Director Adams closed his report discussing his only informational item, the ‘Draft’ Ordinance Establishing Fees and Charges for Use of District Facilities, Services & Programs.

Executive Director Adams said in accordance with Policy III.3.1 Authority and Responsibility the Executive Director shall prepare and present annually prior to and for the fiscal year (January 1 – December 31) for Board consideration and adoption an Ordinance Establishing Fees and Charges for Use of District Facilities, Services & Programs

Executive Director Adams said per Policy III.3.2 Statement of Revenue Philosophy, the District proposes programs fees

and taxes that support and may exceed general operating expense each year to generate a reasonable surplus for emergency reserves and future capital projects. It is not feasible to rely solely on property taxes to financially support diversified, year-round quality parks and recreation experiences.

Executive Director Adams said the District uses its best efforts to estimate annual revenues on an objective, reasonable, and conservative basis. Staff conducts an in-depth analysis of most revenues and disbursements annually including customer needs and expectations, cost to provide the service, market conditions, target markets, trends, climate impact and facility availability.

Executive Director Adams said based on increasing expenses to the annual budget due in part caused by increases of minimum wage and CPI inflation impacting utilities, commodities, construction and equipment purchases as well as meeting the revenue philosophy goals of the District, an increase in most fees and charges is recommended. He added that approving the fees and charges schedules is necessary to finalize the FY2023 budget.

Executive Director Adams then reviewed all the proposed changes to include the addition of fees and charges associated with Cypress Cove Family Aquatic Park and Village Greens Golf Course. He closed his report saying that no action needs to be taken now and that Staff will seek approval of the Fees Ordinance at the December 20<sup>th</sup> Regular Board Meeting.

## COMMITTEE REPORTS

### SEASPAR

Executive Director Adams shared that their Levy request was approved and that SEASPAR has been very consistent over the years.

### PDRMA

Executive Director Adams reported that the District did receive \$3,000 reimbursement from Starguard and noted the great work Aquatic Manager Amanda Widloe does with the program and training her lifeguard Staff.

## EX-OFFICIO REPORTS

### Chamber of Commerce

No Report

### Affiliated Athletic Associations

No Report

## NEW BUSINESS

1.a. Executive Director Adams opened the Budget Workshop sharing that Staff is presenting the 'Draft' of the proposed fiscal year 2023 budget for Board review and feedback. He discussed the FY2022 Major Accomplishments sharing that the District made significant strides to rebound from the initial impacts caused by Covid-19.

Executive Director Adams shared that it's important to note that the District anticipates facing several financial challenges in 2023 due to the residual effects of the pandemic impacting revenue, rising inflation impacting cost of goods, materials & equipment purchases, supply chain delays creating long-lead times on equipment and fleet purchases resulting in significant market price increases, labor pool shortages and state mandated minimum wage increases. However, Adams said taking these challenges into account the District will continue to implement fiscally responsible strong administrative management of all budgeted expenditures and seek alternative revenues primarily through increased fees & charges, grants and incentive programs all in an effort to stretch the tax dollar in order to meet residents' expectations, maintain a high-quality work force, and achieve the District's Mission.

Executive Director Adams then deferred to Webber to present the proposed preliminary FY2023 Budget.

Webber shared that the December 31, 2023 initial budget totals \$19,181,478 which is a 2.87% increase from the 2022 budget. He explained the Budget is categorized by Major Governmental Fund (General Fund (01), Capital Replacement Fund (11), Capital Development Fund (44), Recreation Fund (02), and Debt Service Fund (61); Non-Major Governmental Funds (Insurance Liability Fund (03), Audit Fund (04), IMRF/FICA Fund (05), Working Cash Fund (08), Special Recreation Fund (19), Restricted Contributions Fund (21), and Jubilee Fund (31)); Proprietary Funds (Aquatics Fund (06), and Aquatics Capital Development & Replacement Fund (07)); and Fiduciary Funds (Village Greens Operating Fund (18), Village Greens Capital Development Fund (45), and Village Green Capital Replacement Fund (46).

Webber explained that the General Fund, which is a combination of three sub-funds – the Corporate Fund, Capital Replacement Fund and Capital Development Fund – accounts for 38% of the 2023 budget. Additionally, if we look at Governmental Funds as a whole, those funds account for 73% of the budget.

Webber noted that for the first time, in 2023 the Governmental Fund will include the Aquatics Fund, sharing that at an upcoming meeting Staff will recommend transitioning the Aquatics from an Enterprise Fund to a Special Revenue Fund. This is being done mainly given the fact that Enterprise Funds are supposed to act as a business and be able to cover all expenses, including capital. However, based on the last couple of years and projecting capital replacement expenses moving forward, it does not seem as though Aquatics will be able to cover large capital expenses on their own so a change is being made after discussion with the District's auditors.

Webber said the remaining Funds, Debt Service and Golf Course Fund account for the remaining 27% of the total budget for 2023.

Executive Director Adams then reviewed the 2023 Organizational Chart updates and the new sub-goals and objectives and the salary & wage scale with wage revisions primarily related to the new State mandated minimum wage increase for part-time and seasonal positions to \$13 effective January 1, 2023.

Webber then touched upon the District's Estimated 2022 Equalized Assessed Valuation, the 2022 estimated tax levy, the District's 2023 Wage Scale and how it is calculated, and budgeted Revenues by Source.

Webber then reviewed the significant revenue & expense highlights of the Corporate Fund (01) which includes the Administrative, Finance, Human Resources, and Parks, Planning & Development departments. He then deferred to Knitter to discuss the proposed changes in the Parks/Planning and Development area.

Knitter then discussed three specific proposed changes – the use of contract mowing services to take over 20% of the District's mowing routes to free up full-time staff to keep pace in completing outstanding work orders and projects; the hiring of a new full-time maintenance employee in the Natural Resources Department to replace unfilled multiple part-time seasonal positions; and the hiring of part-time Landscape Designer/Planner. She reviewed in detail the pros, cons and bottom line effects of each of these areas.

The discussion then moved on to the Capital Replacement Fund (CRP) and the Capital Development Fund (CDP). Webber shared that the CRP Fund provides reserves for the systematic replacement or renovations of assets in the District excluding Aquatics, Village Greens or ARC CRP funds. Funding sources are via a property tax transfer from the Corporate Fund, grant funds and any investment income earned. He explained that the CDP Fund is for new development or new capital purchases and is funded via the same manner as the CRP Fund. The CRP Fund is proposing to expend \$2.7 million in 2023 which should be noted contains \$2.1 million in carry forward expenses. For the CDP Fund, the District is proposing expending \$1.7 million which is around 22% higher than in 2022.

Knitter then briefly reviewed the major capital expenses planned in 2023 in both funds. CDP projects highlighted included Town Centre Phase 2 Development (pending OSLAD grant approval), Orchard Hill Park Baseball Field Core Area Safety Netting, Hobson Corner Park Shade Structure & Pickleball Support Amenity Improvements, WPD Infrastructure Project (pending State Member Initiative grant appropriation), HVAC Purification System Additions (LAPRA grant funded), Facility AIS Safety Improvements, Lake Harriet Landscape Improvements, Mending Wall Park Drinking Fountain Addition and

Miscellaneous minor capital purchases/projects. Additional highlights included major capital replacement purchases and projects.

Webber then said the Recreation Fund proposed budget, less carry forwards, is \$1,701,535 for 2023, an increase of 12% from the 2022 budget. A surplus is budgeted for 2023 and some of those surplus funds will be utilized to help cover capital expenses at the ARC. He added that the ARC Fund proposed budget, less carry forwards, is \$1,920,903, a slight increase from the 2022 budget. A surplus is also budgeted for in the ARC which will be used to fund the capital expenses in the new ARC CRP Fund (Fund 13).

Ritter then reviewed the significant revenue & expense highlights of the Recreation Fund (02), ARC Fund (12) and ARC CRP Fund (13).

Webber briefly reviewed the Non-Major Governmental Funds, the Liability Insurance Fund, the Audit Fund and the IMRF/FICA Fund.

Webber then reminded the Board that the Aquatics Fund budget was reviewed at the October Regular Board Meeting.

Executive Director Adams then reviewed the SEASPAR Fund (19) stating there are no increases in budgeted expenses and briefly reviewed the backlog of ADA Transition Capital Projects being carry forward.

Webber then addressed the Restricted Contribution Fund (21) that is used to record contributions from developers, civic, charitable and local organizations to fund special projects that benefit the District as a whole.

Webber and Evans closed the Budget workshop reviewing the Village Greens Operating Fund (18) and the Village Green Capital Replacement Fund (46), highlighting projected revenues and expenses and proposed CRP items.

2.a. Executive Director Adams addressed his first action item, Approval of the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023 and make available for public inspection for 30 days beginning November 15, 2022.

Executive Director Adams reported that the combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the District may incur in its next budget year. The appropriations serve as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds were available.

Executive Director Adams noted the appropriation for each budget line item typically exceeds the budgeted amount by 15% on average to ensure staff has some leeway in spending based on unforeseen expenses and/or expenditure fluctuations. However, due to unknown ongoing spending impacts caused by the Covid-19 pandemic and inflation, several line item appropriations may reflect a larger appropriation percentage. Also, some items may exceed the 15% based on unknown volatility of the certain budget items (e.g. legal services, utilities, capital projects, etc.). The overall appropriation percentage increase over budget is typically around 20% +/-.

Executive Director Adams said per State statutes the District is required to approve a budget and appropriations ordinance within the first quarter of the fiscal year. A tentative budget and appropriation ordinance for fiscal year beginning January 1, 2023 and ending December 31, 2023 must be made available for public inspection for at least 30 days prior to final action. He added the tentative ordinance will be made available beginning November 15, 2022 subsequent to Board consideration at the November 14<sup>th</sup> Board meeting.

Executive Director Adams shared that prior to adoption of the ordinance, the Board must also hold a public hearing. Staff recommends holding the public hearing on December 20, 2022 @ 6:30 p.m. (Regular December Board Meeting). The notice for the public hearing is scheduled to be published December 8, 2022 in the Suburban Life newspaper as required per State statute. A copy of the B&A ordinance will be posted on the District's website for 30 days.

Staff recommended the Board approve the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023 and make available for public inspection for 30 days beginning November 15, 2022.

MOTION by Coleman and seconded by Venouziou to approve the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023 and make available for public inspection for 30 days beginning November 15, 2022.

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

AYES: Coleman, Venouziou, Mahoney and Cohen

NAYS: None

ABSENT: Kranz

MOTION CARRIED.

Board and staff discussion ensued regarding what options should be considered in the event the Town Centre Phase 2 Development project does not proceed which included a reprioritization of priority capital development projects. Adams provided a status of ongoing negotiations with the Village of Woodridge pursuant to the proposed Town Centre development.

3.a. Executive Director Adams then addressed his last action item, Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2022 for Calendar Year January 1, 2023 Through December 31, 2023.

Executive Director Adams reminded the Board that the Tax Levy Ordinance levies and assesses the taxes of the Woodridge Park District. Based on State statute [Public Act 91-0523], at least 20 days prior to adopting the Tax Levy Ordinance, the Board of Park Commissioners must meet and formally determine the estimated amount of money to be levied in 2022 and extended in 2023. The District is required to hold a public hearing if the proposed total levy exceeds 105% of the prior year levy.

Executive Director Adams explained that the tax levy is developed by establishing District priorities, estimated FYE2023 budget needs and the constraints of the applicable State statutes (i.e., Property Tax Extension Limitation Law "PTELL", Article 5 of the Park District Code, which outlines the taxing powers of the District, General Levy Authority as derived from the Illinois Code in addition to the authority granted under Article 5 of the Park District Code and the Truth in Taxation Act). The Tax Limitation Law (tax cap legislation) limits growth to the lesser of 5% or the Consumer Price Index (CPI).

Executive Director Adams added that this limiting rate is the maximum extended tax rate for the aggregate extension (total of the levies excluding Special Recreation Association (SRA) and Bond and Interest). The formula for deriving the limiting rate is as follows: prior year levy multiplied by one plus the CPI or 5%, whichever is lower, divided by the prior year Equalized Assessed Value (EAV), less any estimated percentage increase or decrease and less a credit for estimated new construction. There are also Statutory Rate Limits that individual fund levies cannot exceed which the District does not exceed.

Executive Director Adams said Staff is presenting for Board review and discussion the preliminary proposed levy amount in order to finalize the 2023 Budget. Subsequent to Board review and consideration, the Final 2022 Levy Ordinance will be prepared for Board action at the December Board Meeting. Per State Statute, the levy ordinance needs to be approved by the Board and filed at the County Clerk offices prior to the last Tuesday in December. He then reviewed the necessary steps the Board must follow according to State Statutes (35 ILCS 200/18 seq.) in order to levy for property taxes each year.

Executive Director Adams said based on each Township Assessor's preliminary estimated inflationary assessed value percentage increase and new growth estimates, Staff estimates the Woodridge Park District's equalized assessed valuation

(EAV), which is the total assessed value of all taxable property within the District's legal boundaries divided by 33.333% (one third), is projected to be \$1,453,981,009. The preliminary estimated EAV is an increase of 3.27% from last year's EAV of \$1,407,956,128. The average previous three-year annual EAV change was 4.16%. The EAV is based on preliminary information provided by the Lisle, Downers Grove, and DuPage Township Assessor offices and therefore is subject to change once figures are finalized by the Counties. This is the eighth consecutive year the EAV is expected to increase since the 2014 Levy Year which was the previous low EAV caused by the trailing impacts of the previous recession. He shared that the County Supervisor of Assessments will finalize the assessed values in Spring 2023.

Executive Director Adams reported that Staff estimates the 2022 New Growth (new construction & annexations) EAV will decrease by approximately -26% compared to last year from \$16,541,099 to \$4,818,630. The EAV decline is due to an overall decrease in construction activity. New construction impacting the EAV includes developments still in progress: Gallagher & Henry Farmingdale Unit 26 Subdivision (107 Lot single family residential / Construction In-Progress), Fox Wood Estates (17 Lot single family residential / Construction In-Progress), Oak Bluff Estates (57 Lot single family residential / Construction In-Progress) and Pine Hill Estates (4 Lot single family residential). For comparison, the previous New Growth 3-year annual average equaled \$13,753,423; previous 5-year annual average equaled \$13,805,138 and previous 10-year annual average equaled \$11,001,615.

Executive Director Adams shared that the proposed total levy extension (Park District property taxes) requested in the 2022 Tax Levy Ordinance is \$7,934,396, which is 6.099% higher than 2021's actual levy extension (excluding the Aggregate Refund of \$14,625 per P.A. 102-0519) of \$7,478,279. Under the tax cap, the County will limit increases in tax capped funds to the consumer price index of 5% plus new growth (new construction and annexations). The Park District estimates the actual total levy extension to be \$7,851,928; an increase from the prior year of approximately 4.79%. Property taxes on average account for 56%+/- of total revenue receipts received annually.

Executive Director Adams explained the proposed levy increase is recommended in order to maintain the current level of services primarily due to projected CPI currently at 8.2%, inflationary costs for overall operations, ongoing State mandated increases to minimum wage, competitive salary/wage pressures due to lack of labor pool, adequate funding of increased construction pricing for capital improvements and equipment purchases, continue to meet current demand for capital improvements and offset potential deficit spending related to revenue facilities in order to maintain recreation service to residents/patrons during the continued Covid-19 pandemic period. Subsequent to assessing park and recreation needs determined from results of the 2017 Community Survey, the 2021-2025 Strategic Master Plan will guide future decisions for operations and capital projects in a strategic and fiscally responsible manner within funds generated from the levy per statutory limits required by the Property Tax Extension Limitation Law (PTELL) (35 ILCS 245/1-1, et seq.).

Executive Director Adams added the proposed levy will fund existing debt service payment obligations such as the SD#99 (Town Center) land acquisition and Athletic Recreation Center (ARC) development, projects to be completed per the ADA Transition Plan in accordance with federally mandated American with Disabilities Act compliance, planned capital replacement expenditures in accordance with the District's Capital Replacement Programs (CRP) and planned capital development projects (e.g. Town Centre Phase 2 Development Project – Picnic Grove w/ Ancillary Recreational Features & Infrastructure Architectural & Engineering Services, Hobson Corner Park Shade Structure & Pickleball Support Amenity Improvements, Orchard Hill Park Baseball Field Core Area Safety Netting, ARC Entrance Sign Addition, Active Intruder Facility Safety Improvements, etc.) in accordance with the District's Capital Development Program (CDP).

Executive Director Adams said the District will continue to implement strong administrative management of all budgeted expenditures and seek alternative revenues, all in an effort to stretch the tax dollar in order to meet residents' expectations, maintain a high-quality work force, and achieve the District's Mission to enhance one's quality of life by providing superior parks, facilities and recreational services in a safe, fiscally responsible and environmentally sustainable manner, in partnership with the community. He said these efforts and best management practices is why the Woodridge Park District was again awarded the Illinois Association of Park Districts & Illinois Park & Recreation Association's Distinguished Accredited Agency Award in 2021.

Executive Director Adams said based on proposed levy exceeding 5%, staff recommended scheduling a public hearing at the December 20, 2022 regular board meeting at 6:30 p.m.

Staff recommended the Board approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2022 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2022 for Calendar Year January 1, 2023 Through December 31, 2023.

MOTION by Coleman and seconded by Venouziou to approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2022 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2022 for Calendar Year January 1, 2023 Through December 31, 2023.

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

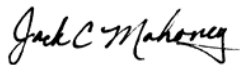
AYES: Coleman, Venouziou, Mahoney and Cohen  
NAYS: None  
ABSENT: Kranz  
MOTION CARRIED.

#### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Coleman to adjourn the regular board meeting at 9:26 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary