

WOODRIDGE PARK DISTRICT  
Fred C. Hohnke Community Center  
Regular Board Meeting  
December 20, 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, Kranz Staff present: Adams, Knitter, Ravasio, Ritter, Romano, Webber, Evans (via Zoom)

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC HEARING – FY2023 BUDGET APPROPRIATIONS PUBLIC HEARING

President Cohen called the public hearing concerning the proposed Budget & Appropriation Ordinance for Fiscal Year beginning January 1, 2023 and ending December 31, 2023 to order at 6:31 pm.

President Cohen shared that in accordance with Illinois Compiled Statute 70 ILCS 1205/4-4, the purpose of the Public Hearing is to provide an opportunity to receive public comment on the tentative Budget & Appropriation Ordinance of the Woodridge Park District for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. He added that the Notice of Public Hearing was published in the Suburban Life Newspaper on December 8, 2022 and posted on the Woodridge Park District's website.

President Cohen said that all persons desiring to be heard will have an opportunity to present written or oral testimony. There was neither public oral nor written testimony.

President Cohen explained that the budget and appropriation ordinance, appropriates the monies that are necessary to cover the projected expenses and liabilities the District may incur in the 2023 fiscal year budget.

President Cohen then deferred to Executive Director Adams to share additional information.

Executive Director Adams said that at the November 14, 2022, a tentative Budget & Appropriation Ordinance was presented by staff under the New Business agenda item totaling \$19.2 million. The budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expense and liabilities of the District that may be incurred in the 2023 fiscal year budget. He briefly reviewed the major and non-major government funds that are included in the budget.

Executive Director Adams said the Board will consider approval of the budget and appropriation ordinance at the January 17, 2023 Regular Board Meeting.

President Cohen asked if there were any discussion and or additional comments from the Park Commissioners or Staff. There were none.

Executive Director Adams announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed ordinance.

President Cohen asked if there was a motion to adjourn the public hearing for the proposed Budget & Appropriation Ordinance for Fiscal Year beginning January 1, 2023 and ending December 31, 2023.

MOTION by Coleman and seconded by Mahoney to adjourn the public hearing for the proposed Budget & Appropriation Ordinance for Fiscal Year beginning January 1, 2023 and ending December 31, 2023.

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

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

The FY2023 Budget Appropriations Public Hearing adjourned at 6:35 pm.

#### PUBLIC HEARING – 2022 TAX LEVY EXTENSION ORDINANCE

President Cohen called the public hearing concerning the 2022 Tax Levy Ordinance to order at 6:36 pm.

President Cohen explained that in accordance with Illinois Compiled Statute 35 ILCS 200/18 seq, the purpose of the Public Hearing is to provide an opportunity to receive public comment on the 2022 Property Tax Levy Extension Increase of the Woodridge Park District for Fiscal Year beginning January 1, 2023 and ending December 31, 2023. He said the Notice of Public Hearing was published in the Suburban Life Newspaper on December 8, 2022 and posted on the Woodridge Park District's website.

President Cohen said all persons desiring to be heard will have an opportunity to present written or oral testimony.

President Cohen then deferred to Executive Director Adams to share additional information.

Executive Director Adams said the tax levy is developed by establishing District priorities, estimated FYE2023 budget operational and capital needs in compliance with the Property Tax Extension Limitation Law 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 limits growth to the lessor of 5% or the Consumer Price Index (CPI), though Adams noted that the December 2021 CPI was 7%.

Executive Director Adams shared that the limiting rate is the maximum extended tax rate for the aggregate extension which is the total of the levies excluding Special Recreation Association and Bond and Interest levies. The income received from the proposed 2022 tax levy is estimated to be 53.7% of total revenue receivables budgeted for fiscal year 2023.

Executive Director Adams said the Board of Commissioners reviewed in conjunction with the preliminary budget, the tentative 2022 Property Tax Levy presented by staff during the November 14, 2022 Regular Board Meeting under the New Business agenda item to formally determine and estimate the amount of money to be levied in 2022 and extended in 2023. The tentative tax levy ordinance and explanation of tax levy were subsequently posted on the District's website for public inspection on November 15, 2022.

Executive Director Adams reported that the requested levy for fiscal year is \$7,934,396, a 6.099% increase compared to last year's levy extension, though staff estimates the actual levy to be \$7,851,928, a 4.99% increase, which final levy extension is subject to the final determination by the Counties of the District's equalized assessed valuation (EAV) currently estimated to increase 3.27%. Based on the estimated increase in EAV, the tax rate is estimated to slightly increase of .0078 cents per \$100 of EAV, again subject to the final determination by the Counties of the EAV.

Executive Director Adams said the Board will consider approval of Ordinance No. 22-11, An 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 at tonight's meeting under the Executive Director's agenda.

President Cohen asked if there were any discussion and or additional comments from the Park Commissioners or Staff. There were none.

President Cohen requested the record reflect that the District received one email on December 6, 2022 from resident Mr. Ed Phelps asking, "Is there any word on whether or not the Woodridge park district will increase the amount of its funding to be shown on the next property tax bill? I am still particularly concerned about the Jubilee site improvements and its impact on the funding request to go to property taxes." The Executive Director responded to Mr. Phelps' question on December 7, 2022 with copy to the Board of Commissioners. No further reply has been received from Mr. Phelps nor any other written correspondence.

President Cohen then asked if there was any oral testimony or any public comments concerning the adoption of the 2022 Property Tax Levy Ordinance? There was none.

President Cohen announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed ordinance.

President Cohen asked if there was a motion to adjourn the public hearing for the proposed 2022 Property Tax Levy Ordinance for Fiscal Year beginning January 1, 2023 and ending December 31, 2023.

MOTION by Coleman and seconded by Mahoney to adjourn the public hearing for the proposed 2022 Property Tax Levy Ordinance for Fiscal Year beginning January 1, 2023 and ending December 31, 2023.

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

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

The 2022 Tax Levy Ordinance Public Hearing adjourned at 6:41 pm.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

E.1. President Cohen opened his report with his only action item, approval of the 2023 Regular Board Meeting Schedule.

President Cohen asked if there is a motion to approve the Woodridge Park District's 2023 Annual Schedule of Meetings as presented.

MOTION by Venouziou and seconded by Kranz to approve the Woodridge Park District's 2023 Annual Schedule of Meetings as presented.

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

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

President Cohen notified the Board of recent State legislative actions. Executive Director Adams shared that there were some amendments/clarifications made to the SAFE-T Act scheduled to go into effect January 1, 2023. The legislation now clarifies when law enforcement may arrest an individual for an offense that is not a felony or a Class A misdemeanor, such as trespassing, rather than simply issuing a citation.

President Cohen closed his report sharing upcoming District events and meetings and wishing the District Staff a happy holiday season.

## STAFF REPORTS

### Finance

1.a Superintendent of Finance & Personnel Chris Webber opened his report with his first action item Tri Party Third Party Custodian Agreement (BMO Harris Bank & The Bank of New York Mellon).

Webber said that BMO is the district's main banking institution and in mid-November they informed all clients that collateral would no longer be pledged through Bank of America but rather Bank of New York Mellon beginning in the new year. Collateral protects all deposits at BMO from risk of bank failure and is important to have. The agreement has been sent through legal and some changes have been made.

Staff recommended the Board approve the Tri Party Third Party Custodian Agreement as presented pending legal concurrence.

MOTION by Mahoney and seconded by Venouziou to approve the Tri Party Third Party Custodian Agreement as presented pending legal concurrence.

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

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

1.b. Webber moved on to his next action item, the Re-designation of Aquatics Fund (Fund 06) from a Proprietary Fund to a Special Revenue Fund.

Webber reported that as mentioned at the budget meeting in October, Staff is recommending this change should Cypress Cove in the future be unable to fully generate enough revenue to cover all operational and capital expenditures, which proprietary funds are expected to do. In concurrence with our auditors they feel the change is for sound reasons and this change has no effect on how Cypress Cove will operate, it is just an audit related change.

Staff recommended the Board consider approving re-designating the Aquatics Fund (Fund 06) from a Proprietary Fund to a Special Revenue Fund effective January 1, 2023.

MOTION by Venouziou and seconded by Mahoney to approve re-designating the Aquatics Fund (Fund 06) from a Proprietary Fund to a Special Revenue Fund effective January 1, 2023.

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

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

1.c. Webber's next action item was seeking Authorization to Establish Athletic Recreation Center (ARC) Capital Replacement Program ARC CRP (Fund 13).

Webber reported that The Athletic Recreation Center, which has been operating for more than five years, is currently

beginning to have capital asset replacement needs. To be consistent with how capital is currently financially tracked in separate funds, Staff recommends establishing a new ARC CRP Program (Fund 13) for the new budget year which begins on January 1, 2023. Capital expenses will be tracked similarly to current District guidelines and funding for the capital will come from transfers from both the Recreation Fund (Fund 02) and the ARC Fund (Fund 12).

Staff recommended the Board authorize the establishment of the Athletic Recreation Center Capital Replacement Program ARC CRP (Fund 13).

MOTION by Mahoney and seconded by Kranz to approve the establishment of the Athletic Recreation Center Capital Replacement Program ARC CRP (Fund 13).

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

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

1.d. Webber's next action item was approval of the IRS Section 125 Cafeteria Plan – Premium Only Plan ("POP").

Webber shared that annually, Wageworks provides an updated POP plan to remain in compliance with any IRS rule changes relating to health care. The POP allows employees to save on taxes as medical premiums are taken pretax. Additionally the District saves money on FICA taxes since the gross payroll is reduced before employer FICA taxes are applied.

Staff recommended the adoption of the 2023 Amended and Restated Section 125 Premium Only Plan document.

MOTION by Venouziou and seconded by Mahoney to adopt the 2023 Amended and Restated Section 125 Premium Only Plan document.

Commissioner Venouziou asked if this is adopted annually. Webber confirmed that is completed annually.

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

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

1.e. Webber's next action item was the approval of the FYE 12/31/2022 Auditing Services Master Services Agreement & Statement of Work.

Webber said the 12/31/2022 auditing services master agreement and statement of work detail the scope of work to be performed by our auditors, Sikich LLP. The agreements and fees are consistent with the three-year contract signed in late 2020 that runs through the December 31, 2023 audit.

Staff recommended the Board approve the December 31, 2022 year-end Master CPA Professional Services Agreement as well as the Statement of Work with Sikich LLP as presented.

MOTION by Coleman and seconded by Mahoney to approve the December 31, 2022 year-end Master CPA Professional Services Agreement as well as the Statement of Work with Sikich LLP as presented.

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

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

Webber than moved on to his informational items, sharing that the new vendor reporting Public Act 102-265 goes into effect for the 2022 tax levy and subsequent levies. The Public Act amended the property tax code in that any taxing body with an aggregate property tax levy of \$5,000,000 or greater must make a good faith effort to report on vendors that are minority owned, women owned or veteran owned businesses. Staff mailed letters to 584 vendors asking for them to report to the District if any of these categories apply. Staff is tracking these and as of today have received 137 responses or 23%. The District meets the requirements and made a good faith effort for the 2022 levy and will post the results beginning on 1/1/2023 on the District's website and update as vendors send in the responses.

He closed his report sharing the following:

- The 2022 financial audit process has begun and my report details the anticipated dates of fieldwork, draft reports and then final approval in June.
- The District was awarded a PDRMA wellness grant of \$1,000 which will go towards the employee engagement committee's 2023 initiatives.
- The Cypress Cove WIFI project phase 1 was completed in early December with Advanced Data Technologies running ethernet cabling to specified locations. An electrician will come out in the Spring when weather is nicer to wrap up the project well in advance of opening day.

#### Parks, Planning & Development

2.a Director of Parks, Planning & Development Jenny Knitter opened her report with her first action item, 2023 Various Facility Air Disinfection Systems – Mechanical and Electrical Engineering Services, CA #23-01pc. Knitter said Staff solicited a proposal from AMSCO Engineering to provide Mechanical and Electrical Engineering services for implementation of air disinfection systems for HVAC systems at the ARC, FHCC, Cypress Cove Aquatic Facility and Village Greens Clubhouse. The scope of work includes designing, creating drawings and specifications for bid and aiding in construction phase (shop drawings, close-out and testing).

Staff recommended the Board consider accepting AMSCO Engineering's proposal for schematic design phase and approve a contract in the amount of \$15,500.00 based their proposal dated November 10, 2022, for the 2023 Various Facility Air Disinfection Systems – Mechanical and Electrical Engineering Services, CA #23-01pc.

MOTION by Coleman and seconded by Venouziou to accept AMSCO Engineering's proposal for schematic design phase and approve a contract in the amount of \$15,500.00 based their proposal dated November 10, 2022, for the 2023 Various Facility Air Disinfection Systems – Mechanical and Electrical Engineering Services, CA #23-01pc.

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's next action item was 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #22-19 2022. Knitter said Staff solicited bids for 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. Three bids were submitted, but after further review of the bid documents, Staff determined that

submitted bids did not conform with the bid specifications. For this reason, Knitter said Staff recommends rejecting the bids and re-bidding the project.

President Cohen asked who the District's current vendor. Knitter shared that it is Waste Management.

Commissioner Mahoney asked for clarification on where the confusion was with the bid documents. Knitter explained the bid documents asked for a price per unit per month. While one bidder followed these instructions, the remaining two bidders provided a lump sum for all the units combined.

Staff recommended the Board consider rejecting all bids due to non-conformance with specifications for the 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #22-19.

MOTION by Mahoney and seconded by Kranz to reject all bids due to non-conformance with specifications for the 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #22-19.

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

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

Staff requested authorization to rebid the 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #23-03c.

MOTION by Mahoney and seconded by Venouziou to rebid the 2023 Waste & Recycling Dumpster Rental & Disposal Services, MSP #23-03c.

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

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

Knitter than shared the following informational items:

- Hawthorne Hill Woods, Phase 1 - Culvert Replacements Project: Staff reviewed PDRMA's coverage offer with the project engineer on December 12<sup>th</sup>, in preparation for issuing a response seeking further clarification and where appropriate a higher degree of coverage from PDRMA for items that were offered for only partial coverage or that were denied in full. As noted previously the coverage offer of \$105,180.00 falls far short of the full \$268,217.50 project cost that was requested. Construction work on this project will be scheduled in 2023.
- Orchard Hill Park Baseball Field Core Area Safety Netting, Schematic Design Architectural Services: The District is under contract with Williams Architects (WA) to provide Architectural & Engineering services for a potential safety netting and shade structure to protect patrons from wayward foul balls. Preliminary meetings were held and the Architect is now proceeding to estimate costs for two options related to installing a 30' high netting backstops with limited overhead netting coverage over bleachers between fields 2 and 3 with an alternative to evaluate costs of shade canopies in place of the overhead netting. These cost estimates and design recommendations are expected to be presented to the board at the February meeting.
- The Janes SW Baseball field is undergoing post season work which includes cutting and removing worn sod areas, & grading and replacing sod with new. This project takes about one week to complete. Staff is also replacing worn areas of turf with sod at the ARC & Orchard Hill soccer fields.

- The Edgewood School ballfield sodding project was completed on 11/14/22. The contractor graded the infield lip and installed sod which brought the edge in 30' feet. This field is set up for 50'-foot bases and as a result of this sod project the playability will improve tremendously.
- The Park District Sled Hill is ready for the 22/23 winter season and plow teams are ready and prepped for any upcoming snow events.

Commissioner Coleman asked who maintains snowplowing of the bike paths throughout the Village. Executive Director Adams said the District clears snow on District owned and managed pathways (e.g. park property & utility easements), while the Village previously stated it is unable to clear snow from paths under their management due to the need to focus resources on clearing snow from streets.

Additionally, Adams notified the Board that staff approached Woodridge School District #68 staff about any opportunities to potential share in the funding of future school playground replacements in order to offset increased costs and improve the overall quality of playgrounds that service both the schools and neighborhoods. He added Meadowview school's recent project was a great example of that partnership between the Parties.

### Golf Course

Village Greens General Manager Brandon Evans opened his 2022 Year-End "State of the Golf Course" report sharing that in 2022 49,160 rounds of golf were played which is about 9,000 less than last year. Rounds and revenues were up dramatically the past three seasons due to the 60<sup>th</sup> Anniversary and 62<sup>nd</sup> Anniversary Memberships, good weather, and improved course conditions. Staff has seen an increase in participation of the golf leagues and a return of many golf outings.

Evans said when the fiscal year concludes, Village Greens is estimated to post a very small net loss. Because the course budgets to break-even, small net gains or losses are an indication that budgeting and operations were effective. Given the fact that the course essentially 'lost' the first two months of the season to poor weather, and Staff initially projected a net loss exceeding \$150,000 as a result, Staff considers the season to ultimately be a success.

Evans reported that rising minimum wages and inflationary pressures weigh heavily on expenses. For instance, fertilizer costs rose another 30% in 2022 after an increase of over 80% in 2021. A new rough mower purchased in 2021 for \$96,000 was just quoted at over \$125,000. Evans said for the first time in about a decade, Staff proposes a significant rate increase of \$2-\$3 per round for the 2023 golf season to offset those costs. This should keep budget/operations around break-even for the next few years and hopefully help begin to build the reserve/capital fund.

Evans then briefly touched up on Village Greens' past performance, sharing that prior to 2018, Village Greens had a history of annually being in a financial positive position. The course generated enough revenue to cover operational expenses, capital needs, and provided over one million in net proceeds over several years that some of which was distributed to the District's and Village's general funds. However, factor in a two to three-year period highlighted by Covid, vandalism, and turf disease that saw revenues and profits dip, the course always budgeted and realized small net profits or losses despite highly unpredictable factors such as weather and the economy.

Evans said key reinvestments of capital when the course had reserves such as the replacement of the irrigation pump house (app. \$500,000), updating of the interior of the clubhouse (app. \$125,000), resurfacing of the parking lot (app. \$130,000), and repair/add of sand traps (app. \$75,000) put a large portion of the infrastructure on solid ground.

Evans explained that recently, Staff initiated emergency repairs for portions of the stormwater drainage system that resides on Course property but benefits the businesses and homeowners stormwater drainage surrounding the course. Staff is exploring financing options including Village of Woodridge investment and/or grants to initiate further and inevitable repairs to the system for the benefit of Woodridge residents, as well as the Course's own operation.

Evans then discussed the course's Capital Replacement needs and priorities, citing that high priority capital needs in the near future include a clubhouse roof replacement, cart path repairs, bunker repairs/replacements, maintenance building replacement, drainage system repairs, and a new golf car lease.



Evans concluded his summary sharing that Village Greens has always been on the forefront of trends, technology, database segmentation and marketing initiatives. While the course has changed very little in 25 years, Staff continues to redefine and rebrand to find and attract new customers and remain fiscally responsible. The necessary steps have been taken to remedy the short-term downturn of 2018-2019 and put Village Greens onto a better path moving forward. Assuming macroeconomic trends remain stable, the course incurs no unforeseen catastrophes in the next few years, and if Staff can solidify a long-term capital investment funding plan that benefits the Village and Park District alike, Village Greens should remain a community asset for decades to come.

Board discussion then ensued on about the time remaining on the lease with the Village of Woodridge (*expires 2038*) and funding resources for future capital replacement projects.

#### Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report with his only action item, Cypress Cove – Concessions Furniture Replacement Project, ACRP #23-01c

Ritter reported that the 25-year-old concessions furniture for the Swamp Shack Café (the main concession stand) at Cypress Cove is original to the facility and is in disrepair. The undersides of the tables are quickly deteriorating and they are also sagging in the center. The accompanying chairs need near weekly repair attention. Staff is recommending that the concessions furniture be replaced. Staff is recommending Trex's (recycled plastic lumber), Monterey Bay Dining collection for the replacement.

Staff requested Board consider authorization to bid the Cypress Cove – Concessions Furniture Replacement Project, ACRP #23-01c.

MOTION by Coleman and seconded by Mahoney to bid the Cypress Cove – Concessions Furniture Replacement Project, ACRP #23-01c.

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

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Ritter then moved on to his informational items:

- The annual Aquatic Workshop was held on December 8, 2022. Staff reviewed seasonal operations, upcoming capital replacement needs, aquatic trends and operational changes for the 2023 season. Outcomes from the Aquatic Workshop will be included in the January board report.
- The Kidz Squad program has the highest number of kids enrolled on Wednesdays with 116 in the afternoon. The Before School program has 40 kids enrolled in the morning. Currently, 32 children are still on the waitlist.
- The Winter Camp program is held during the 2-week holiday break from school and the first week has 41 kids enrolled (highest total ever), with 24 registered for the second week.
- Keith Blomberg, the new Athletic Supervisor, started his position on November 28<sup>th</sup>.

#### Marketing & Community Engagement (“MCE”)

Superintendent of Marketing & Community Engagement Megan Romano opened her report sharing that the Winter/Spring 2023 Activity E-Guide was posted to the website on December 1<sup>st</sup>. Postcards addressed to all WPD residents were dropped at the post office on November 23<sup>rd</sup>. Registration began December 7<sup>th</sup> for residents and will begin December 14<sup>th</sup> for non-residents.

Romano then reported that the MCE department updated the Park Shelter Rental Manual for 2023 to reflect updated pricing (pending board approval), new dates that Castaldo Park is available for rent (starting May 20<sup>th</sup> instead of April 1<sup>st</sup> for turf restoration). New this year, an FAQ section was added to the first page to highlight shelter procedures/rules that are often addressed including amplified music, length of rental, permits/licensing for alcohol and inflatables and electricity key pickup and return. Reservations for shelters will begin February 6<sup>th</sup> for residents and February 20<sup>th</sup> for non-residents. The reservation information and manuals will be posted to website on December 21<sup>st</sup> and marketing will begin soon after. She noted that 83<sup>rd</sup> Street Park was the most “rented” park in 2022.

Safety Committee

Executive Director Adams shared that Amanda Widloe, the Risk Manager, will be meeting with Facility Engineering Associates (FEA) on January 5, 2023 for the Active Intruder/Shooter (AIS) assessment. Widloe is working around holiday schedules and forecasted weather to determine which facility (Maintenance Building, Cypress Cove or Village Greens) will be assessed first.

CONSENT AGENDA

F.1.- 14. President Cohen asked if any Commissioner requested to remove any agenda item from the consent agenda for separate consideration and action. There were none.

MOTION by Mahoney and seconded by Kranz to approve Consent Agenda Item #1 for the approval of the November 14, 2022 Regular Board Meeting Minutes, and Agenda Items #2 through #14 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$2,096,383.01.

1. Regular Board Meeting Minutes .....	November 14, 2022
2. Vendor Payment & Payroll Ratification Report (11/11/22 – 12/09/22).....	\$2,096,383.01
3. Altorfer Industries, Inc. – Caterpillar Forestry Mulcher Rental, Payout #1, (Final).....	\$6,310.00
4. Family Landscaping & Treewerks, Inc.– 2022 Fall Tree Work, MSP# 22-15pc, Payout #3&4, (Final).....	\$3,495.00
5. Hacienda Landscaping, Edgewood Baseball Field Sodding Project, MSP#22-17pc, Payout #1 (Final) .....	\$17,800.00
6. Hitchcock Design Group, Town Centre Park - Schematic Design/Grant Ap., CA#22-01pc, Payout #7 .....	\$1,275.00
7. NuToys Leisure Products. – Ide’s Grove East & Summerhill Park Bench Purchase, CRP #22-09pc, Payout #1, (Final) .....	\$25,590.00
8. Richmond Electric Co., Inc., Electrical Grounding Testing Project, MSP#22-18pc, Payout #1 (Final) .....	\$11,900.00
9. Williams Associates Architects, Ltd., Orchard Hill Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA#22-03pc, Payout #1.....	\$1,592.25
10. UMB Bank, Refunding Debt Certificate Series 2020, Interest & Principal Payment .....	\$279,881.25
11. UMB Bank, Debt Certificate Series 2021, Interest & Principal Payment.....	\$121,053.75
12. UMB Bank, General Obligation Limited Tax Refund Park Bond Series 2015B, Interest & Principal Payment .....	\$402,431.25
13. UMB Bank, Debt Certificate Series 2015C, Interest & Principal Payment.....	\$238,100
14. UMB Bank, Debt Certificate Series 2014, Interest & Principal Payment.....	\$358,200

President Cohen requested a roll call approving consent agenda items #1 through #14.

Upon a roll being called:

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

## EXECUTIVE DIRECTOR'S REPORT

H.1.a. Executive Director Adams opened his Board Report with the first action item, approval of Ordinance No. 22-11, An 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 Staff presented for review at the November 14, 2022 Regular Board Meeting the preliminary proposed levy amount for the 2023 Budget. The Board approved and announced at the November 14, 2022 Regular Board Meeting the 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.

Staff recommended Board consideration to approve Ordinance No. 22-11, An 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 Venouziou and seconded by Coleman to approve Ordinance No. 22-11, An 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: Venouziou, Coleman, Mahoney, Kranz and Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED

H.1.b. Executive Director Adams next action item was approval of Ordinance No. 22-12, An Ordinance Establishing Fees and Charges for District Facilities, Services & Programs.

Executive Director Adams said the revisions recommended were reviewed in detail at the November regular board meeting. The only change since then is the revised labeling of ARC "Birthday Parties" to "Group Party Packages" and adding VGGC Outing Greens Fees.

Staff recommended the Board approve Ordinance No. 22-12, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 22-12, An Ordinance Establishing Fees and Charges for District Facilities, Services & Programs.

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

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

H.1.c. Executive Director Adams next action item was approval of Ordinance No. 22-13, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing its Sale or Disposal (Mowers, Fork Lift, Water Reel, Field Liners & Power Broom).

Executive Director Adams reported that the following pieces of equipment are beyond their useful life: 2012 Toro 360 Mower cab, 2012 Toro Groundmaster 360 Mower, 1995 Hyster Fork Lift, 2001 Kifco Water Reel, 2015 Toro Z Mower, 2013 Toro

4000 Mower, 2012 Erok Field Liner, 2012 Kombi Walk behind liner Model – Kombi Walk, and a MB Power Broom attachment. He said that once replacement equipment is purchased, the District will attempt to sell existing equipment on an online governmental auction website and/or other methods (ebay). Sale proceeds of these items go back into the Capital Replacement Fun. If auction bids are unsuccessful and do not sell, the District will dispose of accordingly.

Staff recommended the Board consider approving Ordinance No. 22-13, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing its Sale or Disposal (Mowers, Fork Lift, Water Reel, Field Liners & Power Broom).

MOTION by Coleman and seconded by Venouziou to approve Ordinance No. 22-13, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing its Sale or Disposal (Mowers, Fork Lift, Water Reel, Field Liners & Power Broom).

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

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

H.1.d. Executive Director Adams next action item was approval of Ordinance No. 22-14, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manuals

Executive Director Adams reviewed the following revised and new policies:

- II.1.1 Defining Policies and Administrative Procedures | revised authority to approve contracts per revised Statutory limit from \$25,000 to \$30,000.
- VIII.3.20 Telecommuting Policy | adds Executive Director authority to amend telecommuting conditions that are in best interest of the District.
- VIII.3.21 Full-time Employee Alternative Work Schedule | incorporating flexible workweek schedule options.
- VIII. 4.6 Dress Code and Appearance | addresses uniform/apparel condition requirements.
- VIII.4.8 Work Day (Full-time Employees) | amends policy by moving workday lunch break period options to Policy VIII.3.21 Full-time Employee Alternative Work Schedule
- VIII.6.7 Holidays | adds payrate for assigned employees on-call during official District holidays.
- VIII.7.2 Bereavement Leave | incorporates new Statutory benefit requirements permitting 10 working days of unpaid leave upon request subject to reasonable documentation for leave.
- VIII.8.7 Non-Discrimination & Anti-Harassment Policy | incorporates new Statutory requirements related to hair texture and protective hairstyles and adds a new protective class to existing protective classes (association with a person with a disability).
- VIII.9.15 Cell Phone | revised due to employee resignations and new job titles.
- VIII.10.6 Ergonomic Policy | new policy recommended by PDRMA to ensure high quality work environment through ergonomic design/accommodations.

Staff recommended the Board consider approving Ordinance No. 22-14, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manual.

MOTION by Mahoney and seconded by Kranz to approve Ordinance No. 22-14, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manual.

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

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

ABSENT: None  
MOTION CARRIED

H.1.e. Executive Director Adams next action item was approval of Resolution No. 22-13, A Resolution Approving an Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District for the Purchase and Sale of Real Property (Crabtree Creek - PIN #'s 08-25-309-004 and 08-26-412-029).

Executive Director Adams shared that in 2021, the Village requested a Sanitary Sewer Easement to allow the Village to replace an existing sewer located on District property at Crabtree Creek based on a new alignment. He noted that sections of Crabtree Creek property between Woodridge Drive and Westview Lane are owned by both the District (1.8 Acres) and the Village (5.8 Acres).

Executive Director Adams explained that rather than go through the process of granting an easement, District Staff proposed to the Village Staff, an idea to transfer the District's property back to the Village (originally transferred by Quit Claim Deed from Village to District in 1971) since the property is used solely for the creek, storm water management, and utilities. There is little recreational value to the portion of property the District currently owns. The Village assessed and concurred with the District's offer. An IGA was created to approve the transfer of property by means of a Quit Claim Deed. Legal Counsel has reviewed the IGA and is ready for Board adoption. The Village is scheduled to approve at their December 15<sup>th</sup> meeting. Closing of the property transfer will occur within 60 days of the IGA approval.

Staff recommended the Board consider approving Resolution No. 22-13, A Resolution Approving an Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District for the Purchase and Sale of Real Property (Crabtree Creek - PIN #'s 08-25-309-004 and 08-26-412-029).

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 22-13, A Resolution Approving an Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District for the Purchase and Sale of Real Property (Crabtree Creek - PIN #'s 08-25-309-004 and 08-26-412-029).

Commissioner Venouziou asked what the purchase price is. Executive Director Adams explained that under municipal authority the property can be transferred at no cost. There are no closing costs and any filing or recording fees will be paid by the Village.

Commissioner Mahoney asked if this makes the District completely free of Crabtree? Executive Director Adams confirmed that it does.

President Cohen asked when the closing is scheduled. Executive Director Adams said it will be 60 days from approval of the IGA (today).

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

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

H.1.f. Executive Director Adams next action item was approval of Resolution No. 22-14, A Resolution Authorizing Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

Executive Director Adams said per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. Typically, the Park Board reviews closed session minutes in June and December. Staff recommends the closed session meeting minutes of December 15, 2020 and September 26, 2022 remain confidential.

Staff recommended the Board consider approving Resolution No. 22-14, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Mahoney and seconded by Kranz to approve Resolution No. 22-14, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

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

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

H.1.g. Executive Director Adams next action item was approval of Resolution No. 22-15, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

Executive Director Adams said per the Open Meetings Act of the Illinois Compiled Statutes, the Board may destroy verbatim recordings eighteen months after completion of the meeting as long as the minutes were officially approved and released for public inspection. January 19, 2021, February 16, 2021 and April 20, 2021 verbal recordings of closed session meeting minutes exceeds the 18 Month Expiration for Verbatim Recordings and was previously approved by the Board and authorized for public inspection per Resolution No. 21-3.

Staff recommended the Board consider approving Resolution No. 22-15, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 22-15, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

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

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

H.1.h. Executive Director Adams final action item was approval of Resolution No. 22-16, A Resolution calling for a public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$4,500,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of certain outstanding Debt Certificates of the Park District and to make payments to the Village of Woodridge, Illinois, pursuant to an intergovernmental agreement for park purposes with said Village.

Executive Director Adams said the District needs to complete the following actions in compliance with statutory waiting periods prior to and after the BINA hearing and to file bond ordinances in order for the Counties to levy the property tax equal to the District's available non-referendum bonding authority, according to the following timeline:

- December 20, 2022 Regular Board Meeting: Approve Resolution No. 22-16, Calling for Public Hearing (BINA) Concerning the intent of the Board of Park Commissioners to sell \$4,500,000 General Obligation Limited Tax Park Bonds
- January 17, 2023 Regular Board Meeting: hold BINA Public Hearing.
- February 21, 2023 Regular Board Meeting: Ordinance No. 2023-\_\_\_, providing for the issue of General Obligation Limited Tax Park Bonds, Series 2023, of the Woodridge Park District, DuPage and Will Counties, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

Executive Director Adams noted that the District will only be permitted to issue bonds in an amount allowed within the District's Debt Service Extension Base (DSEB) authority and ability to pay existing debt service. The Board must approve each proposed bond issuance by ordinance. The requested BINA hearing amount is for issuance of general obligation limited tax park bonds under the District's non-referendum bonding authority over the next three years.

Staff recommended the Board approve Resolution No. 22-16.

MOTION by Mahoney and seconded by Kranz to approve Resolution No. 22-16, A Resolution calling for a public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$4,500,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of certain outstanding Debt Certificates of the Park District and to make payments to the Village of Woodridge, Illinois, pursuant to an intergovernmental agreement for park purposes with said Village.

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

AYES: Coleman, Venouziou, Mahoney, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

Executive Director Adams then moved on to his only informational item, the Town Centre Garden Plots, explaining that since Covid-19 started, there has been an increase in use of the garden plots resulting in increased service requests from gardeners, which include but are not limited to:

- Extending access to the gardens post growing season to allow gardeners more time to remove vegetation debris and prepare soil for next growing season;
- Allowing gardeners to import soil amendments to improve individual garden plot growing medium;
- Improve vehicular drive areas; and
- Increased access to water.

Executive Director Adams said Staff is revising the deadline gardeners must remove their personal assets from October 12<sup>th</sup> to the Second Sunday in November. This allows more time for gardeners to remove and winter prep their respective plots and still allow enough time for the District to complete a total till of the garden area while favorable soil conditions still exist.

Executive Director Adams shared with respects to importing soils, in speaking with the Illinois Department of Agriculture they recommend not allowing imported soils for unbeknownst to the gardener the soil medium (topsoil silt, sand, etc.) may contain pests (e.g. insects and invasive weeds) and/or contaminants (e.g. petroleum, chemicals, etc.) that could create environmental issues. As an alternate option, Staff is considering, subject to demand, purchasing and depositing compost and sand stockpiles once per year that gardeners can use to improve their soil growing medium based on their desires/needs.

Executive Director Adams said water is already provided by means of a water tank throughout the growing season. This is provided as maintenance labor resources are available. Currently, Staff attempts to fill the water tank twice per week. If the garden is relocated as proposed in the Town Centre Schematic Design Master Plan, the District will seek a permit to install a non-potable water well.

Executive Director Adams closed his report noting that with the increase in service requests, is a corresponding increase in expense. Therefore, Staff will be assessing direct expenses in 2023 and make a recommendation as to whether a fee increase is warranted to offset those direct costs for 2024. Currently, residents pay only \$7 per plot per year and non-resident pays \$10/plot.

COMMITTEE REPORTS

SEASPAR

No report.

PDRMA

No report

EX-OFFICIO REPORTS

Chamber of Commerce

No Report

Affiliated Athletic Associations

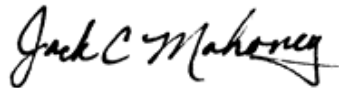
No Report

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 7:58 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary