

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
February 21, 2023



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, Knitter, Ravasio, Ritter, Romano and Webber

Public Attendance: Dan Peboontom, Woodridge Park District Athletic Supervisor; Eric Anderson, Piper Sandler.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PRESIDENT'S REPORT

President Cohen opened his report congratulating Dan Peboontom, Athletic Supervisor, on his 25th Anniversary with District and presented him with a special plaque. He then deferred to Don Ritter. Ritter shared that Peboontom served as the District's only athletic supervisor for 18 years until a second one was hired before the ARC opened, adding that Peboontom is one of the longest tenured athletic supervisors in the state. He added Peboontom did a great job filling in former athletic supervisor Brad Keene when he left. Everyone in attendance congratulated Dan on his milestone achievement.

President Cohen then reported that the Volunteer Reception is back after a three absence and will be held March 10, 2023 at the Maintenance Building.

Executive Director Adams than announced that President Cohen was recently appointed sergeant-at-arms of the Illinois Association of Park Districts' (IAPD) Board of Trustees. In the position President Cohen will work with the 19-member board in advising the association in its service, research, advocacy, public awareness, and educational programs. Adams noted that President Cohen also co-chairs the IAPD/IPRA Distinguished Park and Recreation Accreditation Committee, and serves on the IAPD/IPRA Joint Legislative Committee.

President Cohen then discussed a Special Board Meeting to Schedule a Public Hearing on March 14, 2023 at 6:30 pm regarding the proposed development of a recreational trail in Hawthorne Hill Woods 2929 71st Street, Woodridge, IL 60157), an Application Requirement to Submit for an Illinois Department of Natural Resources Recreational Trails Program Grant and Consider Board Action Authorizing a Grant Application.

Executive Director Adams shared that IDNR just released the application process for the Recreational Trails Grant Program which is due by March 17, 2023. The grant program provides up to \$200,000 based on an 80%(IDNR) / 20% (Local) shared basis. A public hearing is required for any new projects to be submitted for the grant program. He reminded the Board that this is part of the Town Centre Master Plan and that Staff tried completing this project without the Grant, but the bids came in too high. He said the special meeting will include a brief presentation about the project.

President Cohen asked if there was a motion to Call for a Special Meeting to Schedule a Public Hearing on March 14, 2023 at 6:30 p.m. Regarding the Proposed Development of a Recreational Trail in Hawthorne Hill Woods (2929 71st Street, Woodridge, IL 60157), an Application Requirement to Submit for an Illinois Department of Natural Resources Recreational Trails Program Grant and Consider Board Action Authorizing a Grant Application.

MOTION by Coleman and seconded by Mahoney to Call for a Special Meeting to Schedule a Public Hearing on March 14, 2023 at 6:30 p.m. Regarding the Proposed Development of a Recreational Trail in Hawthorne Hill Woods (2929 71st Street, Woodridge, IL 60157), an Application Requirement to Submit for an Illinois Department of Natural Resources Recreational Trails Program Grant and Consider Board Action Authorizing a Grant Application.

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

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

The Board then briefly discussed resident correspondence the District received this month, including concerns about the issues with the ARC elevator. Discussion ensued about the status of the repair, warranties and other possible alternatives.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing he did not have any action items this month.

Webber then introduced Eric Anderson from Piper Sandler to present to the Board the issuance of the 2023 Taxable Limited Park Bonds in the amount of \$1,028,909.

Anderson opened his report thanking the Board and the District for working with Piper Sandler for 20 years. He then reviewed the annual issuance of Bonds as well as the debt service availability and the obligations to be retired. He reviewed interest rates since August of 2022, noting that they peaked in October of 2022.

Anderson closed his presentation asking if there were any questions. There being none, President Cohen thanked Anderson for his time.

Executive Director Adams shared that Anderson has always been a great resource to him and the District leadership team.

Webber then briefly shared the following informational items:

- The Audit is on schedule and as per prior years it will be presented at the June board meeting.
- The District received developer contributions in the amount of \$25,924.76 which will be used for future development. The Restricted Contributions Fund currently has over \$365,000 in fund balance available of which \$300,000 is earmarked towards Capital Development in 2024.
- The hiring season is in full swing as the District looks to fill two full time positions and many part-time and seasonal positions for the upcoming season. Based on early indications hiring is stronger than last year as the District's rates have closed the gap on other industries making the District more competitive. Individual job fairs will be held this year instead of a District wide one as we have had much more success on focused job fairs.

Parks, Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened her board report with her first action item, the 2023 Spring/Summer Bid Projects. Knitter shared that in an effort to bid the below projects as Staff is able to complete without delay, Staff requests authorization to bid the below budgeted projects:

- 2023 School Playground Renovations Project – Site Work, CRP #23-01c-02: The proposed work includes renovations of the existing playground areas and site improvements consistent with park standards at Murphy and Edgewood Schools. The scope of work includes: the replacement of existing modular equipment at both sites, the replacement of swings at Edgewood School, the replacement of existing wood timber borders with poured concrete barrier curbing and seat walls, replacement of engineered wood fiber playground safety surfacing, drainage improvements, the addition of accessible ramps, paving for accessible site amenities (benches and trash receptacles) and landscape plantings for increased shade.
- Hobson Corner Park – Pickle Ball & Site Improvements, CDP #23-01c: The proposed capital development project includes the construction of a shaded spectator/player staging space to be located along the southeast perimeter

of the pickle ball courts featuring a new access walk, table seating, drainage improvements, landscape modifications, site furnishings and a racking system for players to organize order of play. Additional site improvements will include the installation of umbrella like shade structures to be located in the lawn area north of the splash pad to provide shaded spaces for the benefit of site users.

- Castaldo Park – Shelter Roof Replacement Project, CRP #23-05c: The proposed capital replacement work includes the removal of the existing cedar shake style roof, any necessary repairs to the roof deck, and furnishing and installation of a new faux-slate style shingle roof to match previous installations at other park sites (e.g.: Echo Point (2019), Internationale Estates (2007), Westminster (2019) and Windy Point (2022).
- Maintenance Facility - Wood Fence Replacement Project, CRP #23-06c: This project scope includes the replacement of the existing wood fence with aluminum fencing with vinyl privacy slats for a clean and long-term solution requiring minimal maintenance.
- Multi-Site Park Improvements Project, CRP #23-07c: The proposed project capital replacement project consists largely of paving and hardscape work across multiple park sites including Summerhill, Castaldo, Echo Point, Cypress Cove and Windy Point.
- Asphalt Resealing Projects, CRP #23-08c: The proposed capital replacement projects include patching, crack fill, sealcoating and line striping (as needed) at Caddie Corner Park, Lake Carleton Bike Path, Ide's Grove West Bike Path, Janes Avenue Park - Parking Lot, Com Ed Path – from 63rd to 71st street (section near Castaldo Park), Willow Creek School Path, Westminster Park Path and the Village Greens Parking Lot.

Staff requested Board authorization to bid the 2023 Spring/Summer Bid Projects as presented.

MOTION by Mahoney and seconded by Coleman to authorize Staff to bid the 2023 Spring/Summer Bid Projects as presented.

Regarding the Pickle Ball courts, Commissioner Venouziou asked for clarification on where the shade structure will be – over the court or outside the court. Knitter confirmed that the structure will be outside of the court area – it will be a place for people to sit in shaded area while they are waiting to play or in between matches.

Commissioner Mahoney asked what the projected cost is for all the projects. Knitter said that all the projects are included in the budget and that she would send him the cost breakdown if needed.

President Cohen asked if contractors will bid on multiple projects. Knitter said it will depend on the scope of work for each project.

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

AYES: Mahoney, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: Kranz

MOTION CARRIED.

2.b. Knitter's next action item was the 2022 Park Fertilization Project – 2023 Contract Extension, MSP #22-08c. Knitter explained that last year, Staff sought proposals for park fertilization services for 2022, with the option to extend services through 2023. True Green was the one and only proposal submitted and provided excellent services in 2022. As part of their submitted proposal, they provided 2023 pricing at the same cost of what they provided in 2022. Therefore, staff would like to continue service with True Green, as proposed. Shen then reviewed the scope of work.

Staff recommended the Board approve a contract extension with True Green to provide park fertilization services for 2023 in the amount of \$10,457.00, as submitted as part of the original Board approved True Green's Proposal dated March 3, 2022, for the Park Fertilization Project, MSP#22-08c.

MOTION by Coleman and seconded by Venouziou to approve a contract extension with True Green to provide park fertilization services for 2023 in the amount of \$10,457.00, as submitted as part of the original Board approved True Green’s Proposal dated March 3, 2022, for the Park Fertilization Project, MSP#22-08c.

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

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

2.c. Knitter’s next action item was the 2023-2025 Waste & Recycling Dumpster Rentals & Disposal Service, MSP #23-05c. Knitter said Staff opened bids on February 7, 2023, for annual rental and disposal service of dumpsters for District facilities and project purposes. This scope of services begins March 1, 2023 thru December 31, 2023 with the option of extending services in 2024 & 2025 on a calendar year. Three bids were received:

| Bidding Contractors | 2023 Monthly Bid | 2024 Monthly Bid | 2025 Monthly Bid |
|------------------------------------|------------------|------------------|------------------|
| SBC Waste Solutions, Inc. | \$880.00 | \$880.00 | \$960.00 |
| Environmental Recycling & Disposal | \$1,060.00 | \$1,113.00 | \$1,168.65 |
| Waste Management of Illinois | \$1,377.30 | \$1,501.24 | \$2,647.98 |

Knitter reported that the District currently uses Waste Management of Illinois, who is no longer under contract to honor bid pricing secured in previous years and as a result, implemented price increases. For comparison, the District’s last contract for monthly service cost from 2019-2022 was \$890/month for the same services.

Knitter said references have been called and came back favorably on the low bid contractor, SBC Waste Solutions Inc.

Knitter explained that based on the low bid unit prices and frequency of monthly service needed, the estimated scheduled dumpster service costs for the ARC, Cypress Cove and Maintenance Facility total \$6,080.00 annually for 2023, 2024 and \$6,725, and noted that this cost does not include dumpster costs for “as needed” dumpsters for additional landscape and waste removal needs.

Staff recommended the Board accept SBC Waste Solutions, Inc. as the low qualified proposal for the 2023-2025 Waste & Recycling Dumpster Rentals & Disposal Service, MSP #23-05c, based on the unit prices provided for the 2023, 2024 and 2025, as specified in the contract documents.

MOTION by Mahoney and seconded by Venouziou to accept SBC Waste Solutions, Inc. as the low qualified proposal for the 2023-2025 Waste & Recycling Dumpster Rentals & Disposal Service, MSP #23-05c, based on the unit prices provided for the 2023, 2024 and 2025, as specified in the contract documents.

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

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

2.d. Knitter’s next action item was Park Contract Mowing Services, MSP #23-04c. Knitter said Bids were opened on Tuesday, February 14, 2023, and nine bids were received for this service. The scope of work included:

- Base bid – Mowing and trimming weekly for 30 weeks of 11 park sites (63rd Street Park, Caddie Corner Park, Ide’s Grove East Park, Ide’s Legacy Park, Ide’s Grove West Park, Nicor ROW at Ide’s East, Seven Bridges Park, Summerhill Park, Sunnysdale Park and Detention, Westminster Park, Windy Point Park)
- Alternate Bid #1 – Mowing and trimming weekly for 30 weeks for two park sites (Internationale Estates & Forest View Parks)
- Alternate Bid #2 - Mowing and trimming weekly for 30 weeks for 8 school/property sites (Siple School, Edgewood School, Murphy School, Jefferson Junior High School, Willow Creek School, Goodrich School, Meadowview School, Dist. 68 Administration Office)

Knitter presented a tabulation of the bid results:

| Bidding Contractors | Year | Contract Base Bid | Alternate Bid #1 | Alternate Bid #2 |
|-------------------------------|------|-------------------|------------------|------------------|
| Total Property Management | 2023 | \$54,810.00 | \$2,100.00 | \$44,010.00 |
| | 2024 | \$57,550.50 | \$2,205.00 | \$46,210.50 |
| | 2025 | \$60,428.03 | \$2,315.25 | \$48,521.03 |
| Langton Group | 2023 | \$68,208.00 | \$2,013.00 | \$54,768.00 |
| | 2024 | \$70,254.30 | \$2,073.30 | \$56,411.10 |
| | 2025 | \$7,261.80 | \$2,135.70 | \$58,103.40 |
| Patriot Landscape Group, Inc. | 2023 | \$66,990.00 | \$2,400.00 | \$63,570.00 |
| | 2024 | \$70,350.00 | \$2,520.00 | \$66,748.50 |
| | 2025 | \$75,300.00 | \$2,700.00 | \$71,400.00 |
| Sybert Group | 2023 | \$62,122.50 | \$2,888.25 | \$52,941.60 |
| | 2024 | \$65,228.70 | \$3,032.82 | \$55,588.80 |
| | 2025 | \$65,228.70 | \$3,032.82 | \$55,588.80 |
| Classic Landscape, Ltd. | 2023 | \$48,720.00 | \$1,200.00 | \$58,680.00 |
| | 2024 | \$50,181.60 | \$1,236.00 | \$60,440.40 |
| | 2025 | \$51,687.00 | \$1,272.90 | \$62,253.60 |
| Mark 1 Landscape, In. | 2023 | \$34,713.00 | \$1,282.50 | \$27,958.50 |
| | 2024 | \$35,754.00 | \$1,320.00 | \$28,797.00 |
| | 2025 | \$36,826.00 | \$1,359.60 | \$29,670.00 |
| D&J Landscape | 2023 | \$87,600.00 | \$9,690.00 | \$70,950.00 |
| | 2024 | \$91,980.00 | \$10,174.50 | \$74,497.50 |
| | 2025 | \$96,579.00 | \$10,683.23 | \$78,222.38 |
| Sebert Landscaping | 2023 | \$57,992.00 | \$3,384.00 | \$48,576.00 |
| | 2024 | \$57,992.00 | \$3,384.00 | \$48,576.00 |
| | 2025 | \$57,992.00 | \$3,384.00 | \$48,576.00 |
| Balanced Environmental, Inc. | 2023 | \$67,904.40 | \$1,170.30 | \$54,524.10 |
| | 2024 | \$70,620.60 | \$1,223.40 | \$56,705.10 |
| | 2025 | \$73,445.40 | \$1,272.30 | \$58,973.40 |

Knitter said Staff reviewed the bids and checked references for the low responsive bid received from Mark 1 Landscape, Inc. A majority references had favorable comments of the contractors mowing performance, however one indicating the Contractor’s successful completion of the first year of mowing service, but their unwillingness to complete the bid contract for consecutive years, due to their explanation of bidding too low. Knitter shared that Staff followed up with the Contractor to ensure that they were confident in their bid and it covered the entire project scope and that they were willing to serve the

multiple year contract, if the District so chooses to continue services. The District also confided with legal counsel who advised the District to require a Lawn Mower Performance Bond (allowing the contractor to be reimbursed for the cost of that bond) by means of a change order for each year of required service in order to protect the District from a Contractor failing to complete mowing services contracted for that year. The Contractor, Mark 1 Landscape, Inc., indicated they were confident their submitted bid was inclusive and willing and able to perform the multiple year contract, and are willing to provide the Lawn Mower Performance Bond as a requirement to secure each year's mowing contract. The scope of service begins on or around April 17, 2023, with 30 weeks of mowing ending November 10, 2023.

Executive Director Adams noted that staff is recommending the District not accept Alternate #2.

Staff recommended the Board accept Mark 1 Landscape, Inc. as the low qualified bidder based on the contractor's base bid and alternate #1 and approve a contract in the amount of \$35,995.50 for 2023 and to authorize the Executive Director to sign the contract, and in his or her discretion, to approve, and exercise the 2024 option in the amount of \$37,074.00 and/or the option for 2025 in the amount of \$38,186.10 for the Park Contract Mowing Services, MSP #23-04c.

MOTION by Mahoney and seconded by Coleman to accept Mark 1 Landscape, Inc. as the low qualified bidder based on the contractor's base bid and alternate #1 and approve a contract in the amount of \$35,995.50 for 2023 and to authorize the Executive Director to sign the contract, and in his or her discretion, to approve, and exercise the 2024 option in the amount of \$37,074.00 and/or the option for 2025 in the amount of \$38,186.10 for the Park Contract Mowing Services, MSP #23-04c.

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

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

2.e. Knitter's next action item was Contract Landscape Maintenance Services, MSP #23-06c. Knitter said Staff solicited bids for weed control of all landscape beds and mulched tree rings at thirty (30) total sites. The base bid included 28 park sites and the ARC where the work will be conducted twice monthly from April 1 – September 30, 2023. The base bid also includes pricing for the same scope of work to be conducted at Cypress Cove from April 1 – August 31, 2023. The bid includes an option to extend the contract annually for an additional two years. The following bids were submitted:

| Bidding Contractors | Base Bid (2023) | 2024 Ext. (Optional) | 2024 Ext. (Optional) |
|-----------------------------|--------------------|----------------------|----------------------|
| Beary Landscape Mgmt., Inc. | \$27,970.00 | \$27,970.00 | \$28,814.00 |
| Sybert Group, Inc. | \$29,303.76 | \$30,760.95 | \$30,760.95 |
| Mark 1 Landscape, Inc | \$41,800.00 | \$43,067.00 | \$44,367.00 |
| Langton Group | \$69,600.00 | \$71,688.00 | \$76,384.00 |
| Balanced Environments, Inc | \$86,579.24 | \$93,687.68 | \$97,435.19 |
| | | | |
| Share of Total by Facility | FY2023 | FY2024 | FY2025 |
| <i>(Low Bid Only)</i> | | | |
| Park Sites (Qty. 28) + ARC | \$24,600.00 | \$24,600.00 | \$25,344.00 |
| Cypress Cove | \$3,370.00 | \$3,370.00 | \$3,470.00 |
| Annual Total | \$27,970.00 | \$27,970.00 | \$28,814.00 |

Knitter shared that at the end of the 2022 growing season, on short notice Beary Landscape Management, Inc. successfully performed this same scope of services for a period of two months for the 28 park sites and the ARC. This was in response to a staffing shortage amongst the PDNRM team, and the District's experience with the quality of their work and with their communication was positive.

Staff recommended the Board accept Beary Landscape Management, Inc. as the low qualified bidder based on the contractor's base bid and approve a contract in the amount of \$27,970.00 for 2023 and to authorize the Executive Director to sign the contract, and in his or her discretion, to approve, and exercise the 2024 option in the amount of \$27,970.00 and/or the option for 2025 in the amount of \$28,814.00 for the Contract Landscape Maintenance Services, MSP #23-06c.

MOTION by Coleman and seconded by Venouziou to accept Beary Landscape Management, Inc. as the low qualified bidder based on the contractor's base bid and approve a contract in the amount of \$27,970.00 for 2023 and to authorize the Executive Director to sign the contract, and in his or her discretion, to approve, and exercise the 2024 option in the amount of \$27,970.00 and/or the option for 2025 in the amount of \$28,814.00 for the Contract Landscape Maintenance Services, MSP #23-06c.

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

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

2.f. Knitter's next action item was Ide's Grove West Park – Wetland Maintenance Services, MSP #23-07pc
 2023 Budget: \$2,500

Knitter said Staff requested proposals to conduct monthly (five total visits) herbicide treatments of invasive species in the wetland areas surrounding the pond at Ide's Grove West Park. The following Proposals were received:

| Contractors | Proposal Amount |
|-----------------------------|-----------------|
| Integrated Lakes Management | \$5,840.00 |
| ENCAP, Inc. | \$6,000.00 |
| Pizzo & Associates, LTD | \$7,625.00 |
| Davey Resource Group, Inc. | \$9,975.00 |
| Tallgrass Restoration, LLC | \$10,000.00 |

Knitter noted that this contractual maintenance will be supplemented by the Timber's Edge HOA funding 60% of the expenses for this site management, leaving the District's financial commitment to \$2,336.00 based on the low responsive bidder. This expense will be funded from the Fund 01 Environmental Management budget. She added that the District has a positive working relationship with Integrated Lakes Management (ILM) who have successfully completed a variety of natural resource projects for the District in past years including this same scope of work at Ide's Grove West Park in 2021.

Staff recommended the Board approve a proposal from Integrated Lakes Management dated February 8, 2023, in the amount of \$ 5,840.00, for the Ide's Grove West Park – Wetland Maintenance Services, MSP #23-07pc.

MOTION by Coleman and seconded by Mahoney to approve a proposal from Integrated Lakes Management dated February 8, 2023, in the amount of \$ 5,840.00, for the Ide's Grove West Park – Wetland Maintenance Services, MSP #23-07pc.

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 next action item was Replacement ADA Swings Purchase, ADA #23-01pc. Knitter said during a recent playground inspection, Staff discovered issues with some accessible bucket (ADA) swing seats. Staff then completed a full inventory of similar swings across all our park sites and identified a variety of issues including older model swings without harnesses, faulty or nonfunctioning clasp mechanisms and damaged/cracked seats. A total of seven swings were identified for replacement across six sites

Knitter reports that Staff reviewed comparable swings from multiple manufacturers, and identified a model sold by Landscape Structures for these replacements based on a combination of factors including price, durability (same model in use at Echo Point Park since 2012 without issue), simple yet durable mechanical clasp, and diverse color selections to match existing playground aesthetics.

Staff recommended the Board accept NuToys Leisure Products as the low qualified proposal dated August 26, 2022, and approve a purchase order in the amount of \$7,915.00 for the purchase and delivery of a 7-Landscape Structures Molded Bucket Seats (5-12 yrs) with Harnesses for the Replacement ADA Swings Purchase, ADA #23-01pc.

MOTION by Mahoney and seconded by Venouziou to accept NuToys Leisure Products as the low qualified proposal dated August 26, 2022, and approve a purchase order in the amount of \$7,915.00 for the purchase and delivery of a 7-Landscape Structures Molded Bucket Seats (5-12 yrs) with Harnesses for the Replacement ADA Swings Purchase, ADA #23-01pc. President Cohen requested a roll call. Upon a roll being called:

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

2.h. Knitter's next action item was 2023 School Playground Renovations Project - Equipment Purchase, CRP #23-01c-01. Knitter reported that during this initial planning process, Staff identified significant (20+ weeks) product lead times from many of the major U.S. based playground manufacturers. In an effort to complete the playground renovations during the 2023 summer break, Staff charted an aggressive planning timeline beginning with requesting designs from playground manufactures in early January. Staff received a total of six designs for each school site from four leading manufacturers. Staff evaluated the submittals internally narrowing the list to two designs per school site. The design finalists were then presented to the respective student bodies for final selection via an on-line survey conducted the week of February 6th.

Knitter then reviewed the winning design for each school.

Knitter reported great success and minimal issues with previous Landscape Structures' playground equipment currently installed at Goodrich School (2006) and Forest Glen Park (2008). She said Staff proactively reached out to Kids Around the World to gauge their interest in salvaging the two playgrounds for international donation and reinstallation as part of their organization's mission projects. They have confirmed that they are interested in both and Staff will coordinate the removals with their volunteer crews. This will result in a demolition cost savings to the District of between \$2,000 - \$5,000 per site.

Staff recommended the Board accept NuToys Leisure Products an authorized dealer of Landscape Structures playground equipment as the low qualified bid secured from Sourcewell and approve a purchase order in the amount of \$171,235.00 for the purchase and delivery of the 2023 School Playground Renovations Project - Equipment Purchase, CRP #23-01c-01.

MOTION by Mahoney and seconded by Venouziou to accept NuToys Leisure Products an authorized dealer of Landscape Structures playground equipment as the low qualified bid secured from Sourcewell and approve a purchase order in the amount of \$171,235.00 for the purchase and delivery of the 2023 School Playground Renovations Project - Equipment Purchase, CRP #23-01c-01.

Commissioner Venouziou asked if this was just for the equipment and not the installation as well. Knitter confirmed that this is just the equipment.

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

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

2.i. Knitter's next action item was the 2023 GPS Athletic Field Turf Painter Equipment Replacement Purchase, CRP #23-02c. Knitter said bids were opened February 9, 2023, for the Districts field lining machine replacement purchase. The bid specified a Turf Tank One Plus Robotic field painter lining machine or approved equal that is equipped with a GPS system that will allow automated field lining. As a result of this machine being so unique, only one bid was received and is within the product cost threshold.

| Vendor | Proposal Amount |
|-----------|-----------------|
| Turf Tank | \$46,500.00 |

Knitter explained the machine will allow Staff to layout and line fields with one staff person instead of two or three, as well as completing these tasks in a fraction of the time that field layout and lining has taken with other mechanical lining equipment. Staff expects the new Turf Tank to arrive and training scheduled in time for use this spring and should last up to six to nine years.

Staff recommended the Board accept Intelligent Marking USA Inc. doing business as (DBA) Turf Tank, as the low qualified bidder based on the contractor's base bid and approve a purchase order in the amount of \$46,500.00 for the purchase, delivery, set-up and training of a Turf Tank One Plus Robot Lining Machine, CRP #23-02c.

MOTION by Coleman and seconded by Venouziou to accept Intelligent Marking USA Inc. doing business as (DBA) Turf Tank, as the low qualified bidder based on the contractor's base bid and approve a purchase order in the amount of \$46,500.00 for the purchase, delivery, set-up and training of a Turf Tank One Plus Robot Lining Machine, CRP #23-02c.

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

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

2.j. Knitter's final action item was the Castaldo Park – Replacement Picnic Tables Purchase, CRP #23-04pc. Knitter said in order to get the site furnishings in time for summer, Staff is providing the Board with proposal costs for the purchase of 30 replacement picnic tables for Castaldo Park. The tables are the standard product the District purchased for more than a decade, are low maintenance featuring recycled plastic seats and tops, and include accessible space for wheelchair users on each end (see reference image) while otherwise acting as a standard 6' picnic table. The accessibility component of the tables design is a feature unique in the industry.

Staff recommended the Board approve the proposal from RJ Thomas Manufacturing Co., Inc. dated January 11, 2023, and approve a purchase order in the amount of \$29,267.00 for the purchase and delivery of 30 picnic tables for use at Castaldo Park.

MOTION by Venouziou and seconded by Mahoney to approve the proposal from RJ Thomas Manufacturing Co., Inc. dated January 11, 2023, and approve a purchase order in the amount of \$29,267.00 for the purchase and delivery of 30 picnic tables for use at Castaldo Park.

Commissioner Coleman asked what will happen to the old tables. Knitter said depending on their condition, they will move them to another park or scrap/recycle them.

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

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

Knitter closed her report sharing the following informational items:

- On February 10th Staff issued a final response to PDRMA requesting reconsideration of their initial offer of coverage for the Hawthorne Hill Woods, Phase 1 - Culvert Replacements Project and is waiting for PDRMA's response.
- On February 2nd, Landscape Specialist submitted his resignation. The rehiring for the position will be posted immediately.
- Staff had heard about a "Sled Library" from Lisle Park District and took the initiative to construct a bin for the purpose of sled storage. The idea is for sled hill patrons in need to utilize a sled and once they are done sledding return it to the bin.

Golf Course

Executive Director Adams said that Staff is prepping the course and facility for opening day, which will have to wait until the course starts seeing growth. The course will be hosting the Illinois State Scramble April 29-30, 2023. For the first time, Staff implemented an online registration system for participants. So far about 20 teams have entered.

Executive Director Adams closed the report sharing that Staff is gearing up for another PGA Junior Golf season. Registration is underway and about 15 kids already signed up.

Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened his report with his only action item Elliptical Fitness Equipment Purchase, ARC-CRP #23-1c. Ritter reported that the existing ARC Precor elliptical equipment is nearing the end of its life cycle, parts have become increasingly difficult to get since Precor was bought out by Peloton resulting in one unit being out of service for more than nine months. With the anticipated need for future replacement parts based on the age of the fitness equipment and increased usage of the fitness center, the District cannot afford to have equipment out of service. It is also necessary to cycle replacement of the cardio equipment in order to not be replacing all 50 units of cardio all in the same year.

Ritter said the Matrix brand was recommended by the District's preventative maintenance vendor as one of the best brands on the market. The service staff have had no issues getting parts and recommended the brand based on the overall manufacturing of the equipment and the easier access for repairs. Members (including staff) who have used the new Ascent Trainer have provided positive feedback about the smooth feel of the equipment, wirelessly charge phones, as well as the ability to access their social media, Netflix and others, helping to make exercise more enjoyable. The Ascent Trainers also have the ability to add both rise and resistance to the workout. The Coop Purchase quote from Matrix Fitness for the purchase of five Ascent Trainer Ellipticals is \$38,975.00 (\$7,795.00 per unit).

Staff recommended the Board accept Matrix Fitness as the low qualified bid secured from National Cooperative Purchasing Alliance (NCPA) and approve a purchase order in the amount of \$38,975.00 for the purchase and delivery of five Ascent Trainer Ellipticals – Fitness Equipment Purchase, ARC-CRP #23-1c.

MOTION by Coleman and seconded by Mahoney to accept Matrix Fitness as the low qualified bid secured from National Cooperative Purchasing Alliance (NCPA) and approve a purchase order in the amount of \$38,975.00 for the purchase and delivery of five Ascent Trainer Ellipticals – Fitness Equipment Purchase, ARC-CRP #23-1c.

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

AYES: Coleman, Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: Kranz

MOTION CARRIED

Ritter than discussed the following informational items:

- Applications for Cypress Cove were made available to the public on January 3, 2023.
- Cypress Cove's early bird season pass sale is scheduled to begin Wednesday, March 15th.
- WSA Early Bird Registration is on-going and currently have 148 registrants compared to 83 at this time last year.
- The Adult Soccer Leagues have rebounded well since COVID. Currently, there are five teams playing in the Thursday night Coed division and six teams in the Over-40 division on Sunday evenings.
- Kidz Squad currently has 40 children on the waitlist as Staff continues to attempt to hire additional Staff to accommodate more kids into the program.
- SEASPAR has been participating in recent Kidz Squad staff meetings to talk about inclusion and behavior management.

Ritter closed his report sharing that the 2022 year in review for the Woodridge Rotary Club's Financial Assistance Program is included in the Board Report. Qualifying residents may receive assistance in the form of a payment plan or by a partial scholarship whereby the cost of the program will be reduced for the family according to a sliding scale and the Rotary Club will cover the remaining balance. Families are eligible for a maximum of \$400 per year. In 2022 the Rotary Club awarded a total amount of \$2,463.25 to Woodridge families in need.

Marketing & Community Engagement ("MCE")

Superintendent of Marketing & Community Engagement Megan Romano opened her report reviewing the January 2023 registration numbers.

Romano shared that the marketing department updated this year's job marketing campaign with a new look. Staff kept the same tagline – Work Where You Play – but made the overall look more colorful with pictures of our staff. Each department will have their own set of marketing tools with custom messaging including the available jobs, job benefits and a QR code to apply online. Village Greens was the first set of jobs to market this month and Staff will continue to release marketing for maintenance, Cypress Cove, camps and other seasonal jobs.

Romano reported that Marketing and customer service staff are working with the Aquatics Manager on staff training to best assist customers, to update the Cypress Cove rental web pages including rental inquiry forms, and season pass marketing. Since Staff is no longer designing a full e-guide, a condensed version of the e-guide will be available online and at District facilities. The piece will include the most common questions including hours of operation, daily admission prices, season pass prices, birthday parties, group outings and facility rentals.

Romano closed her report sharing that the annual Clean Up the Parks Day event has a new look. The redesigned logo better represents the event with more colors and images of a shovel and tree. The marketing department updated all of the promotional materials for the event and is working with the PPD department to design new shirts.

Administration

6.a. Executive Director Adams presented his only action item, WPD Facilities Janitorial Services, MSP #23-10c, Authorization to Bid.

Executive Director Adams shared that the current three-year contract for janitorial services for the Athletic Recreation Center (ARC), Fred C. Hohnke Community Center (FHCC) and Maintenance Facility expires April 30, 2023. Due to the annual amount exceeding \$30,000/year, the District must re-bid services for a new contract for 2023 (May 1 – December 31) with optional years for 2024 and 2025 (January 1 – December 31).

Staff requested Board authorization to bid WPD Facilities Janitorial Services, MSP #23-10c for the Athletic Recreation Center (ARC), Fred C. Hohnke Community Center (FHCC) and Maintenance Facility.

MOTION by Mahoney and seconded by Coleman to authorize Staff to bid WPD Facilities Janitorial Services, MSP #23-10c for the Athletic Recreation Center (ARC), Fred C. Hohnke Community Center (FHCC) and Maintenance Facility.

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

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

Safety Committee

Executive Director Adams opened the Safety Report sharing that the Risk Manager received completed Security Assessment Reports from Paul Timm of FEA for Village Greens Golf Course, Cypress Cove Family Aquatic Park and the District's main maintenance building. The reports indicate potential areas for improved security. The Security Assessment reports are under review by Risk Management and Facility Management Staff.

Executive Director Adams shared that the Risk Manager accompanied a representative from Allegion, a door hardware outfitter to audit all facilities' doors. The audit is the next step in the security assessment process with FEA. Once the audit is complete and the evaluation of doors has been received, the Active Intruder/Shooter Ad Hoc Committee will meet to discuss and plan for next steps to consider additional measures to increase security, where warranted, throughout the District as well as consider additional staff security safety training and drills

CONSENT AGENDA

F.1.- 6. 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 January 17, 2023 Regular Board Meeting Minutes, Agenda Item #2 for the approval of the January 17th Executive Session Board Meeting Minutes and Agenda Items #3 through #8 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,448,053.35:

1. Regular Board Meeting Minutes January 17, 2023
2. Executive Session Board Meeting Minutes January 17, 2023
3. Vendor Payment & Payroll Ratification Report (1/13/23 – 2/16/23)..... \$1,448,053.35
4. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, Payout #19..... \$360.00
5. Reinders, Inc. VGCRP #21-1c Greens Mower Purchase, Payout #1 (Final)..... \$38,464.14
6. Steve Piper & Sons, Inc., Natural Area Tree Removals, MSP #23-02pc, Payouts #1&2 \$3,600.00
7. Williams Associates Architects, Ltd., Orchard Hill Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA#22-03pc, Payout #3-4 \$4,382.01
8. Village of Woodridge, Town Centre Land Acquisition Debt Service Principle & Interest \$477,887.50

President Cohen requested a roll call approving consent agenda items #1 through #8.

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 the first action item, approval of Ordinance No. 23-3, An Ordinance providing for the issue of \$1,028,000 Taxable General Obligation Limited Tax Park Bonds, Series 2023, for the purpose of providing the revenue source for the payment of certain outstanding obligations of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said bonds by the Corporate Fund of the Park District.

Executive Director Adams explained the reason for the bond issuance is that per the Intergovernmental Agreement with the Village of Woodridge, the District agreed to co-purchase the Town Centre property and to reimburse the Village in installments based on net present value over the length of the debt service and retire the ARC, 2014, 2015, 2020 & 2021 debt certificates. He said the public hearing was held at the January 17, 2023 Regular Board Meeting as required per the Bond Issuance Notification Act (BINA), adding that the ordinance was prepared by Chapman and Cutler, Bond Counsel. The ordinance is required for approval now, in order to file with the Counties in time for the collection of the 2022 levy (FYE2023). The County specifically levies this amount per the approved ordinances up to the District's total annual non-referendum debt authority of \$1,477,204.

Staff recommended the Board approve Ordinance No. 23-3, An Ordinance providing for the issue of \$1,028,000 Taxable General Obligation Limited Tax Park Bonds, Series 2023, for the purpose of providing the revenue source for the payment of certain outstanding obligations of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said bonds by the Corporate Fund of the Park District.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 23-3, An Ordinance providing for the issue of \$1,028,000 Taxable General Obligation Limited Tax Park Bonds, Series 2023, for the purpose of providing the revenue source for the payment of certain outstanding obligations of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said bonds by the Corporate Fund of the Park District.

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

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

G.1.b. Executive Director Adams' next action item was approval of Ordinance No. 23-4, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manuals (Policy: VIII.5.9 On-Call and Off Duty Call-In Policy).

Executive Director Adams explained the intent of the new VIII.5.9 On-Call and Off Duty Call-In Policy New is to memorialize current District practices regarding maintenance employees compensation payrate for periodic scheduled On-Call duty and availability for unforeseen Call-Ins.

Staff recommended the Board approve Ordinance No. 23-4, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manuals (Policy: VIII.5.9 On-Call and Off Duty Call-In Policy).

MOTION by Venouziou and seconded by Coleman to approve Ordinance No. 23-4, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manuals (Policy: VIII.5.9 On-Call and Off Duty Call-In Policy).

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

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

G.1.c. Executive Director Adams' final action item was the ARC Exterior Dimensional WPD Sign Addition, MSP #23-03pc
FY2023 Budget \$50,000

Executive Director Adams explained that since the opening of the ARC in January 2017, many facility patrons and general public are not aware that the ARC is owned and managed by the Woodridge Park District. Staff brainstormed feasible ways to better brand the facility as a "Woodridge Park District" facility, ultimately deciding to install a "Woodridge Park District" back-lit LED dimensional signage under the existing ARC sign which is located on the north and west facility elevations.

Executive Director Adams said Staff solicited Request for Proposals (RFP) for the installation of the back-lit LED signage, Option #1. An alternate Option #2 was also solicited for a non-lit sign. He noted additional costs will be incurred for potential Village permit fees and the District's electrician to hook up the power to the new signs – cost TBD subsequent to review of shop drawings.

Executive Director Adams explained upon further review with the District's architect of the intended installation method, it was determined that the specified installation (same as the existing ARC sign) would require too many penetrations through the wall to power each individual letter potentially comprising the structural integrity of the facility's precast concrete panels. Thus, an addendum was issued revising the installation detail that would incorporate an integral continuous raceway in back of the letters resulting in just one wall penetration to connect to the interior power supply.

Michael's Signs was the low responsive RFP quoting \$17,400 for the Bid Proposal Option #1, LED Back-Lit Dimensional Letter Signage (2 Signs) and \$9,800 for Bid Proposal Option #2, Non-Lit Dimensional Letter Signage (2 Signs).

Executive Director Adams reported that the low responsive bidder complied with the required RFP documentation. The contractor is located in Racine, WI and doesn't anticipate any issues based on past experience of doing work in Illinois. References received to date indicated satisfactory performance. He said that once a contract is approved, the Contractor will submit shop drawings to be used to apply for a Village sign permit. Based on the proposed sign dimensions, only a building permit will be required and not an amendment to the Special Use Zoning permit, which will save significant time and effort.

Staff recommended the Board accept Michael's Sign, Inc. as the low responsive proposal and approve a contract in the amount of \$17,400.00 to install two exterior LED Back-Lit Dimensional Letter "Woodridge Park District" Signs at the ARC.

MOTION by Coleman and seconded by Venouziou to accept Michael's Sign, Inc. as the low responsive proposal and approve a contract in the amount of \$17,400.00 to install two exterior LED Back-Lit Dimensional Letter "Woodridge Park District" Signs at the ARC.

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 sharing that the Village and District closed on the transfer of the Crabtree Creek Property Transfer Closing property on Friday, February 10, 2023 by issuing a Quit Claim Deed along with associated documents to Chicago Title for official processing and recording.

COMMITTEE REPORTS

SEASPAR

Executive Director Adams stated SEASPAR passed a Resolution to add the Village of Willowbrook as its 13th member agency. They will become official members on September 1, 2024, however their members can start participating in SEASPAR programs now.

PDRMA

No report

EX-OFFICIO REPORTS

Chamber of Commerce

No Report

Affiliated Athletic Associations

No Report

EXECUTIVE SESSION

At 8:15 p.m., MOTION by Mahoney and seconded by Coleman to adjourn to Executive Session under ILCS 120/2(c)(1) appointment, employment, compensation, discipline, performance or dismissal of specific employees; ILCS 120/2(c)(2) deliberations concerning salary schedules for one or more classes of employees; and ILCS 120/2(c)(5) to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

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

AYES: Coleman, Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: Kranz

MOTION CARRIED

RECONVENE OPEN SESSION

The Regular Board Meeting of February 21, 2023, reconvened at 9:06 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney and Venouziou. Staff: Adams, Ritter, Knitter, Webber.

FINAL ACTION

President Cohen asked if there was a motion to approve the revised FY2023 Salary & Wage Scale.

MOTION by Mahoney and seconded by Coleman to approve the revised FY2023 Salary & Wage Scale.

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

AYES: Mahoney, Coleman, Venouziou and Cohen

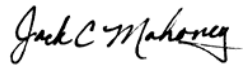
NAYS: None
ABSENT: Kranz
MOTION CARRIED

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 9:08 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary