

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

Public Attendance

None

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PRESIDENT'S REPORT

President Cohen opened his report congratulating the following employees on their milestone anniversaries:

- 15 Years - Ted Staroscik, VGGC Golf Shop Attendant
- 15 Years - Dan Mejdrech, Cypress Cove Pool Manager
- 10 Years - Jeff Hoste, Golf Course Superintendent
- 10 Years - Julio Zepeda, Golf Course Maintenance Crew Leader
- 5 Years - Bill Lesniak, Golf Course Maintenance
- 5 Years Emma Welp, Fitness Guest Services

Executive Director Adams recognized all the employees then read a statement from Golf Course Manager Brandon Evans that shared career highlights of golf course employees Staroscik, Hoste, Zepeda and Lesniak. Superintendent of Recreation Don Ritter read comments that Aquatic Manager Amanda Widloe shared about Mejdrech's tenure at Cypress Cove.

President Cohen then shared that the District's Volunteer Party that was scheduled for March 10, 2023 was cancelled due to a low interest level. Executive Director Adams shared that Staff is currently brainstorming ideas and is open to suggestions.

President Cohen shared that there is proposed state legislation requiring lifeguards minimum wage be paid \$22.50/hour. Executive Director Adams said he will keep the Board posted on any updates.

President Cohen closed his report sharing upcoming District Events.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that the recent failure of Silicon Valley Bank was the second largest bank failure in U.S. history. Additionally, two days later Signature Bank, New York saw regulators take control as too many people began to withdraw money. He shared that the District's main bank, BMO Harris, is more than 200 years old and is the eighth largest bank by assets in North America. The District's funds held at BMO as of February 2023 were \$3.97 million dollars all of which is fully collateralized, meaning the funds are fully protected by insurance. Additionally, no funds invested with PFAMAM (Illinois Trust) were held with Silicon Valley Bank or Signature Bank as those were not approved for investment so those funds are not at risk as well. He said Staff will continue to keep the Board informed on the situation and if anything changes.

Webber reported that the December 31, 2022 financial audit fieldwork is complete and a few clean up items remain. Sikich will report its findings at June board meeting.

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

Parks, Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened her board report with her only action item, a change order for Park Contract Mowing Services, MSP #23-04c

Knitter said that in order to ensure the contractor performs to the terms and requirements of the contract, the District is requesting post bid a "Lawn Mower Performance Bond" or traditional "Performance Surety Bond". The contractor provided a quote for a Performance Bond to cover the full contracted amount for 2023 as listed above at a cost of 3% of that amount at \$1,080.00. Upon completion of the first year of these contract services, if staff chooses to extend the following years services into 2024 and 2025, another change order will be presented for Board consideration at that time to account for the cost of bonding for those additional years.

Staff recommended the Board approve Change Order #1 in the amount of \$1,080.00 for a one-year performance bond for the Park Contract Mowing Services, MSP #23-04c contract.

MOTION by Mahoney and seconded by Kranz to approve Change Order #1 in the amount of \$1,080.00 for a one-year performance bond for the Park Contract Mowing Services, MSP #23-04c contract.

President Cohen asked if this is essentially an insurance policy. Knitter confirmed that it was, but added that the contractor is very ambitious and committed to completing the contract.

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

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

Knitter then shared the following informational items:

- Town Centre Park, OSLAD Grant: It was announced March 1<sup>st</sup> that the District received a \$600,000 OSLAD Grant for the proposed Town Centre Phase 2 Community Park Development (Picnic Grove w/ Park Shelter & Ancillary Park Features, ADA Accessible Playground, Sand Volleyball & Pickleball Courts, Relocated Community Garden Plots & Mulch Bins, Parking, Access Drive, Recreation Trail, Site Furnishings, Landscaping, Woodland/Prairie Restoration, Stormwater Management, etc.). A grant agreement with IDNR is required prior to commencing any planning activities towards the proposed project and is subject to approval of an amendment to the Town Centre Intergovernmental Agreement with the Village of Woodridge.
- School Playgrounds: Orders have been placed and production schedules confirmed with Landscape Structures for the new playground equipment for Murphy & Edgewood Schools. Staff is currently compiling bid documents and finalizing construction drawings for the site renovations and playground installations. The bid opening is scheduled for April 6<sup>th</sup>.
- Hawthorne Hill Woods Culvert Replacements: The culverts have been installed and the water ways are open. The pathways need to be put in place and should take about a week depending on the weather. Staff is actively working on the application for the Recreational Trails Program ("RTP") Grant, which if approved would provide up to \$200,000 for trail development funding offered by the Illinois Department of Natural Resources in cooperation with the US Department of Transportation and the Federal Highway Administration.
- Castaldo Park – Shelter Roof Replacement Project: The roof replacement project was issued for bid on March 9<sup>th</sup>. The base bid consists of removal and replacement of the existing roofing system including: shingles, underlayment, and decking. An alternate bid item has been included to reduce the scope of the decking replacement to only a partial replacement of the roof's decking if the contractor is able to source a material matching the existing Structural Insulated Panels (SIPs).

- 2023 Prescribed Burns: The designated prescribed burns are scheduled to take place this spring, as conditions allow. In preparation for the prescribed burns the contractor has been out to establish burn breaks at the following sites: Orchard Hill, Vicente Outlot A, Heritage Parkway, Triangle and Vicente Outlot D.
- Staffing: 'Madi' Greenberg accepted the full-time Maintenance 2 (PDNRM) position. Madi has a Bachelor of Science in wildfire management and forestry, and in 2022 she worked as a member of the seasonal maintenance crew. The Maintenance division will be looking to hire three long-term seasonal employees (25 weeks/40 hours per week, from Mid-April through Mid-October) and nine standard seasonal employees (10 weeks/40 hours per week, from mid to late-May through August).
- GPS Athletic Field Turf Painter: The new liner is in and training is scheduled for next week depending on the weather.

Golf Course

Executive Director Adams said that Village Greens is fully staffed and opening day is tentatively scheduled for Thursday, March 20<sup>th</sup>, depending on the weather.

Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened his report with his first action item, the ARC Surveillance Cameras Purchase, MSP #23-012pc.

Ritter said that after reviewing all of the different spaces and camera angles within the ARC, Staff noticed that there are still a few critical locations that are not visible with the current surveillance cameras. Two “blind spots” exist in the large gymnasium when the gym partition is in the down position. Recently, incidents involving youth sport coaches, officials and spectators, occurred in areas of the gym that could not be viewed by current cameras. Outside the ARC, there are two additional areas that need improved coverage. One is near the front entrance where the tables are located since many people walk that direction to and from their cars. The other area is in the west parking lot near the front entrance, outside of the Facility Manager’s office window. The addition of these cameras will further satisfy AIS goals.

Staff recommended the Board accept the proposal from Griffon Systems, Inc. and approve a purchase order in the amount of \$5,910.00 for the purchase and installation of four ARC surveillance cameras, MSP #23-012pc.

MOTION by Mahoney and seconded by Kranz to accept the proposal from Griffon Systems, Inc. and approve a purchase order in the amount of \$5,910.00 for the purchase and installation of four ARC surveillance cameras, MSP #23-012pc.

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

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

4.a. Ritter then discussed his next action item, the Cypress Cove Filtration System Pump Failure Investigation Recap & Update.

Ritter deferred to Executive Director Adams who provided a recap and update regarding last year’s failure of one of three circulation vertical turbine pumps installed in 2020 in conjunction with the new filtration system replacement project. The one pump that failed due to accelerated corrosion on the pump line shaft during the season was replaced and operational. However, to ensure the three other pumps didn’t have similar corrosion, the District required the contractor/vendor (Halogen) to inspect one of the pumps, which further confirmed accelerated corrosion and deterioration.

Executive Director Adams shared that Staff continues to assess the matter to determine the cause and resolution in consult with the District’s consultant. He noted that time is of the essence prior to getting the pools up and running which will require a final solution to replace the pump that was pulled for inspection and to finalize a decision on the two vertical turbine pumps

that have yet to be inspected. The District has been in consult with legal counsel to assist if needed in managing through this matter to prevent any additional costs to the District, which could entail fronting the costs and seeking restitution for damages.

Commissioner Mahoney asked if \$30,000 is enough to cover the repair. Executive Director Adams said it should be, but they may find additional damage. He recommended revising the amount to \$40,000.

Staff recommended the Board Authorize the Executive Director to approve, as he deems necessary, any needed repairs of Cypress Cove Family Aquatic Center Filtration System Vertical Turbine Pumps Not-to-Exceed \$40,000 based on emergency status due to timing to complete the necessary work prior to the published facility opening date.

MOTION by Mahoney and seconded by Kranz to authorize the Executive Director to approve, as he deems necessary, any needed repairs of Cypress Cove Family Aquatic Center Filtration System Vertical Turbine Pumps Not-to-Exceed \$40,000 based on emergency status due to timing.

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

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

Executive Director Adams then provided a brief update on the Pool PVC liner repair sharing that Staff continues to try to get Renosys to resolve an ongoing liner bubbling issue per the company's 10-year warranty. After several written and verbal communications, Renosys continues to contest the warranty claim, in that, the issue is a result of ground water penetrating below the liner near the bottom of the lazy river slide, which is not covered under warranty. He noted that Staff strongly rejects that theory, sharing that testing of the water samples below the liner resulted in readings with chlorine, which is a definitive indication that the water is not generated from ground water but rather pool water, meaning there's a compromised seam or intrusion point somewhere.

Knitter reported that the pool can continue to operate with the bubble in the pool liner for now as long as Staff continues to vacuum/pump the bubbled area of the liner once a week.

Ritter then announced that starting this season Staff is proceeding with allowing food & beverage coolers into Cypress Cove for a fee. From the annual season pass holder survey held in fall of 2022, numerous comments regarding permitting coolers in the facility were noted. Pass holders commented that it is cost prohibitive for their families to frequent and purchase product from the concession stand while visiting Cypress Cove. A discussion was initiated among the Management Team in November and the Aquatic Facility Manager surveyed local, comparable aquatic parks in the surrounding area to determine the pros and cons of permitting coolers. The idea was brought to the Leadership Team in February and it was decided to permit a specified maximum sized cooler into Cypress Cove for a fee with the following rules and procedures:

- Coolers will be checked just as personal bags are checked prior to entry
- Alcohol will not be permitted
- Patrons with coolers are to eat inside either of the concessions' deck areas (Swamp Shack Café or Snapper's Snack Shack)
- Only sealed, non-alcoholic plastic bottled beverages will be permitted
- Only empty thermoses or reusable water bottles will be allowed entry
- Maximum cooler size to be determined and marketed
- There will be a \$5/cooler fee per and season pass holders can purchase a Cooler Pass for \$50/season

Executive Director Adams noted that this summer will serve as a pilot program and the real challenge will be getting patrons to only eat in the designated concessions areas.

Ritter then shared that the 2022 Recreation Report is included in the Board report. He briefly reviewed the highlights of the report including special events attendance, program enrollment numbers including Kidz Squad and Camp and sports league highlights.

Ritter then discussed the following informational items:

- Enrollment for the WSA spring season currently stands at 351 participants which is 153 more participants than last year at this same time.
- The "April Showers Soccer Tournament" will be held on April 14-16. All games will be played at the Jefferson Jr. High School artificial turf field and the ARC indoor turf the, with 36 teams participating.
- The Spring Drive-up with the Bunny is scheduled for April 7<sup>th</sup>. Since the Lions Club dissolved, Staff will be starting discussions about possibly offering an annual Egg Hunt through the Park District beginning in 2024.
- Katie Reed, the District's Summer Camp Director for 19 years, decided to step down. Appreciation of Katie Reed's leadership and contributions to the program were acknowledged. Amanda Palubiak who has been one of the District's Camp Site Directors and a camper herself, will be taking on the new role.

Ritter then reported that the District's Youth Basketball program recently experienced some unruly behavior from coaches, spectators and even referees. Staff suspended one spectator and one coach and gave a verbal warning to another parent. Staff will be brainstorming ideas at the conclusion of the season (which ends on March 18<sup>th</sup>) on how to deal with this unacceptable behavior.

Ritter closed his report discussing the ongoing elevator issues at the ARC. He shared that in late December Colley Elevator discovered that the packings for both sides of the elevator needed repaired. They were able to temporarily repair them, but said that they will need to be replaced. It was also discovered that the elevator's check valve would also need to be replaced. The repairs would take about five days to complete. Staff asked the contractor for two to three weeks' notice of the repair so there is enough time to properly notify members.

#### Marketing & Community Engagement ("MCE")

Superintendent of Marketing & Community Engagement Megan Romano opened her report reviewing the February 2023 registration numbers. She noted that both facility rentals and park rentals are up from last year.

Romano shared that March and April are two of the busiest months for the front desk as there are multiple registration dates and membership sales going on:

- Cypress Cove Family Season Pass Sales | Early Bird Sale Begins March 15<sup>th</sup>
- Summer Camp 2023 | Registration begins March 27<sup>th</sup> for residents and April 3<sup>rd</sup> for non-residents
- Aquatics 2023 | Programs will be available online on March 29<sup>th</sup> | Registration begins April 5<sup>th</sup> for residents and April 12<sup>th</sup> for non-residents
- Totschool 2023-24 School Year | Priority Registration begins March 21<sup>st</sup> | New Participant Registration/Information Night on Tuesday, April 11<sup>th</sup> from 6:30-8:30 PM at ARC only
- Summer 2023 | Programs will be available online on April 26<sup>th</sup> | Registration begins May 3<sup>rd</sup> for residents and May 10<sup>th</sup> for non-residents

Romano reported that last month, the marketing department launched an updated "Work Where You Play" job campaign starting with Village Greens. Since then, additional season job specific marketing for Cypress Cove and Summer Camp job fair materials have been completed/ordered.

Romano closed her report sharing that Marketing is working with the Fitness Manager to highlight one Group X class a month to include a class description, picture and instructors who teach the class. Marketing includes social media posts, e-newsletter graphics and digital graphics at facilities. Silver Sneakers Classic kicked off the promotional campaign for March.

#### CONSENT AGENDA

F.1.- 7. 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 Venouziou and seconded by Mahoney to approve Consent Agenda Item #1 for the approval of the February 21, 2023 Regular Board Meeting Minutes, Agenda Item #2 for the approval of the February 21, 2023 Executive Session Board Meeting Minutes, Agenda Item #3 for the approval of the March 14, 2023 Special Board Meeting Minutes and Agenda Items #4 through #7 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$783,378.85:

- 1. Regular Board Meeting Minutes .....February 21, 2023
- 2. Executive Session Meeting Minutes .....February 21, 2023
- 3. Special Board Meeting Minutes ..... March 14, 2023
- 4. Vendor Payment & Payroll Ratification Report (2/17/23 – 3/16/23)..... \$783,378.85
- 5. Diamond Tours, Golden Years Trip - Mount Rushmore, the Badlands & Black Hills of South Dakota, Payout #1 (Final) ..... \$31,812.00
- 6. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, Payout #20 (94%)..... \$2,500.00
- 7. Intelligent Marking USA, Inc. dba Turf Tank, Robotic Athletic Field Turf Painter Equipment Replacement Purchase, CRP #23-02c, Payout #1 (100%) ..... \$46,500.00

President Cohen requested a roll call approving consent agenda items #1 through #7.

Upon a roll being called:

AYES: Venouziou, Mahoney, Kranz and Cohen  
 NAYS: None  
 ABSENT: Coleman  
 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. 23-5, An Ordinance Amending the Fees and Charges for District Facilities, Services & Programs.

Executive Director Adams shared that subsequent to Board approval of the Fees & Charges Ordinance in December 2022, the Golf Courses Tee Sheet Registration software vendor (Lightspeed) provided a new enhancement that allows for the prepayment of greens fees that is integrated into the tee sheet registration system. Prepayment of greens fees has numerous benefits for the operation, including fewer instances of “no-shows,” fewer pricing and payment discrepancies, and a potential reduction in labor expense and/or increased staff attentiveness to other customer service assignments. He said in order to encourage pre-payment of greens fees, Staff recommends incentivizing patrons by offering a discount on their greens fees upon booking their tee time. In summary, pre-payment at time of online booking will result in the same fees previously approved as listed in December Fees & Charges Ordinance based on the 10% discount, however payment at the clubhouse counter will result in the revised increased pricing rates (resulting in approximately a \$2-\$5 increase per greens fee depending on the dynamic pricing structure at time of play).

Staff recommends the Board approve Ordinance No. 23-5, An Ordinance Amending the Fees and Charges for District Facilities, Services & Programs.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 23-5, An Ordinance Amending the Fees and Charges for District Facilities, Services & Programs.

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

AYES: Mahoney, Venouziou, Kranz and Cohen

NAYS: None  
ABSENT: Coleman  
MOTION CARRIED

G.1.b. Executive Director Adams last action item was the approval of License Agreement with Woodridge Rotary, Inc. for Use of Park District Property for Recycling Extravaganza and Mini Triathlon

Executive Director Adams reported that each year the Board considers approving a license agreement with the Woodridge Rotary to utilize Athletic Recreation Center and Cypress Cove Family Aquatic Park facility & parking lot, other park parking lots, and grounds to host their Annual Recycling Extravaganza and Mini Triathlon. For 2023, Rotary is only requesting use of the Cypress Cove parking lot for the "Recycling Extravaganza" on Saturday, May 13, 2023 from 6 a.m. – 1 p.m. The Mini Triathlon is not scheduled to occur this year

Staff recommended Board consideration to approve a license agreement dated March 21, 2023 with Woodridge Rotary for use of park district property located at Cypress Cove Family Aquatic Park parking lot.

MOTION by Mahoney and seconded by Kranz to approve a license agreement dated March 21, 2023 with Woodridge Rotary for use of park district property located at Cypress Cove Family Aquatic Park parking lot.

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

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

Executive Director Adams moved on to his next agenda item, the 'Draft' Fourth Amendment to an Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District in Regards to Terms to Acquire and Transfer the Village of Woodridge's Fifty Percent Principal Share of Ownership of the Town Centre Property ("Property") for the Purpose of Preserving the Property for Open Space, Park and Recreation Use in Perpetuity and for the Development and Construction of the Property for a Community Park by the Woodridge Park District in accordance with the Approved Town Centre Schematic Design Master Plan

Executive Director Adams noted that it is important to consider the District's historical planning goals to acquire and pursue park development of the property dating back to 1970, which further justifies the District's commitment to take of advantage of this opportunity now to fulfill its long-term strategic goal.

Executive Director Adams then provided an update on the status of the property negotiations including terms of the agreement, the effects of the OSLAD grant and indemnification clauses.

After much deliberation by the Board in previous Executive Sessions to include but not limited to the District's long planning history and desire to acquire the Town Centre property for open space preservation and park use, the Board directed staff to inform the Village of the District's intent in writing to accept the Village's offer subject to several conditions and to authorize staff and legal counsel to finalize negotiations of the terms of an amendment to the IGA for the proposed acceptance of the Village's offer to be presented for Board consideration.

In response to the District's conditional acceptance, the Village indicated they would accept all the District's conditions but also requested additional provisions (covenants, conditions & restrictions "CCRs") to include in the IGA amendment and deed in turn for security of immediately transferring title until such time the District fulfills the payment schedule.

Staff authorized the District's legal counsel to prepare a 'Draft' IGA amendment based on the above conditions. The Parties will continue to work together in good faith to agree to terms that are in the best interests of both Parties and the Community.

This agreement will be necessary prior to the District agreeing to approving an agreement with IDNR to accept the terms of the \$600K OSLAD grant.

Executive Director Adams then moved on to the NIMEC Electricity Bid Results. He said NIMEC reported that the group bid on March 2<sup>nd</sup> was a big success. One hundred and four of the 107 members in this bid renewed with Dynegy. That is consistent with the bid group's retention averages since 2007.

Executive Director Adams said most experienced a significant increase in rates, due to the volatile market experienced over the last few years. But the impact to the budget may not be as bad as first perceived. For instance, if rates increased 20%, consider that the energy comprises only about 60% of total costs. The other components of costs are ComEd delivery fees, in addition to taxes and other fees. Therefore, a 20% increase (in rates) translates to a 12% increase to total costs.

Executive Director Adams noted ComEd stopped offering a fixed rate for medium and large sized accounts. ComEd now charges medium and large accounts on a floating market rate that changes every hour, depending on market conditions. ComEd only offers a fixed rate for small accounts. (The largest small size account is about the size of a McDonald's restaurant.) ComEd's current fixed rate for Small accounts is 9.665¢. Approved Bid energy rates with Dynegy are \$0.06615/kWh (2023), \$0.06558/kWh (2024) and \$0.06662/kWh (2025).

The Executive Director, as authorized by the Board, approved a contract agreement for the 3-year pricing.

Executive Director Adams closed his report sharing that the Village Board established a Human Relations Advisory Committee last year. One of their goals is to increase community awareness and celebrate diversity within the community. They are interested in holding an event on November 12<sup>th</sup> to celebrate Diwali – The Festival of Lights. They are looking at bringing a dance troop in and potentially serving Indian treats, to share with the community the meaning of this celebration. While they are still very much in the early planning stages, they asked to see if there might be space available at the Community Center for no fee for this program during the afternoon of Sunday, November 12, 2023.

## COMMITTEE REPORTS

### SEASPAR

Executive Director Adams shared that SEASPAR is focusing its efforts on hiring inclusion Aids and working on its Distinguished Agency Accreditation.

### PDRMA

No report

## EX-OFFICIO REPORTS

### Plan Commission

Updated report included in the board report.

### Chamber of Commerce

Chamber President Laura Crawford will be retiring June 30<sup>th</sup>.

### Affiliated Athletic Associations

Ritter reported that WAA would like to start practices now but Staff advised them that they need to wait until the fields are in better shape.

## ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Kranz to adjourn the regular board meeting at 8:02 p.m.



ALL AYES. MOTION CARRIED.

Respectfully submitted.

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

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Jack Mahoney, Secretary