

2022

ANNUAL ACHIEVEMENTS REPORT



Woodridge
PARK DISTRICT





ADMINISTRATION

1. Successfully closed on \$963,000 Taxable General Obligation Limited Tax Park Bonds, Series 2022 using deferred closing technique to save on interest expense.
2. Approved an Affiliate Agreement with Roadrunners Soccer Club (RSC) to provide competitive soccer services for the Woodridge community.
3. Bid via Northern Illinois Municipal Electric Cooperative (NIMEC) and approved a three-year agreement with Santana Energy Services to provide natural gas at 44.84 cents/therm.
4. Approved amendment to IGA with SD#68 permitting an access walk on Janes Avenue Park property to SD#68 Administrative Offices.
5. Approved first amendment to IGA with SD#68 for the collection of rental fees for the payment of any unforeseen needed field/equipment repairs or improvements and/or to offset the future replacement cost of the Turf Field and ancillary equipment (e.g. soccer goals, etc.) at the end of their useful life.
6. Commenced negotiation process with Village of Woodridge regarding the Town Centre IGA to authorize the District to proceed with phased park development in accordance with updated Master Plan.
7. Approved updated Town Centre Schematic Design Master Plan and Phase 2 Capital Funding Plan.
8. Revised Vacation Policy to provide new hires with 50% vacation service credit for each year of full-time professional experience prior to employment with the District.
9. Restructured Organization Chart by eliminating the Assistant Superintendent of Recreation position in the Recreation Department and the Accountant position in the Finance Department; assigned FHCC Facility Manager responsibilities to Administration Office Manager; reassigned Risk Manager responsibilities to Aquatic Manager and Assistant Risk Manager to Human Resources Manager; reallocated Aquatic Maintenance Supervisor to 100% Aquatics and reassigned partial responsibilities of Assistant Aquatic Maintenance Technician from ARC to Maintenance.
10. Approved policy revisions increasing competitive bid amount to \$30,000 per Illinois Compiled Statutes.
11. Replaced retired FHCC full-time custodian with contractual services saving the District approximately \$22,000 in annual expenses.
12. Added President's Holiday to official holiday policy.
13. Revised Employee Compensatory Time-off Policy to extend period of time in which to take compensatory leave.
14. Assisted author "Images of America: Woodridge" historical book with District historical information and photographs.
15. Completed FHCC Board Room Chair Replacement Purchase project.
16. Hosted retirement celebrations for 30-year employees Julie Rhodes, Asst. Superintendent of Recreation and Dave Lenzen, Custodian and 23-year employee, Everado Silva, Parks Maintenance.

AQUATICS

1. Cypress Cove's Lifeguard team received the 5 Star Safety Award from Starguard Elite for their June and August audits.
2. Completed Cypress Cove Carbon Dioxide Tank Replacement Project.
3. Solicited proposals for the supply of CO2 gas to secure low competitive pricing and quality delivery service.
4. Replaced two deteriorated light pole standards.
5. Completed infrared testing for electrical hot spots throughout the facility.
6. Fully reopened the facility with group outings, rentals and birthday parties.
7. Tom Shimko, Aquatic Maintenance obtained the Certified Pool Operator (CPO) license (projected, November 29, 2023).

FINANCE/IT/HR

1. Approved an IGA with DuPage County for the use of funds from the Local American Rescue Plan Act (LARPA) program for reimbursement of staff expenses related to community Covid-19 activities (e.g. vaccination clinic) and purchase of preventative equipment at various facilities (\$308,317).
2. Received special recognition from Employees Almost Home Kids for employee volunteer project.
3. Implemented the Tyler Technologies (Incode) Employee Self Service, Human Resources and Tyler Content Manager modules.
4. Installation of WIFI at Cypress Cove Aquatic Park to occur before end of year.
5. Prepared and completed an updated version of the budget document to make the process less cumbersome for the Board and give more pertinent information.
6. Developed a vendor letter and reporting feature to comply with 35 ILCS 200/18-15/2 which requires any taxing District receiving more than \$5 million in property taxes to make a good faith effort in reporting on small, minority-owned, women-owned and veteran-owned businesses the District does business with.
7. Chris Webber attended the first year of the two-year IPRA Professional Development School in Galena, Illinois in November.

GOLF COURSE

1. Completed 62nd Anniversary Membership drive resulting in +/- 1,000 members and approximately \$400,000 in revenue.
2. Hosted PGA Junior Golf League with four teams of 12-13 kids per team.
3. Reseeded driving range tee box with a new variety of HGT bluegrass after a renovation project that included the removal of an aggressive strain of Goose Grass.
4. Doubled golf shop merchandise revenues with a renewed focus on merchandising post-Covid.
5. Increased golf outing-related revenues nearly \$50,000 from the previous season.
6. Installed a portable outdoor bar built with used pallets on the patio to facilitate sales and customer service initiatives.





PARKS, PLANNING & DEVELOPMENT

1. Partnered with Woodridge Rotary to install a 400-square-foot pollinator garden at 83rd Street Park in June.
2. Jenny Knitter, Director of Parks, Planning & Development, received her Certificate in Graduate Studies in Public Management from Northern Illinois University in January. Jenny also attended the Year 1 Executive Development Program through Indiana University in April.
3. John Karesh, Superintendent of Parks & Operations, was presented with the MIPE's President's Award, for his eight years of service on the board of the Midwest Institute of Park Executives.
4. John Karesh, Blake McMahon and Dan Tyson each received a \$550 MIPE scholarship to attend the annual Great Lakes Park Training Institute at Pokagon State Park in Angola, IN, February 28th – March 3rd.
5. Relocated Superintendent of Parks & Operation's office to FHCC to better align with Superintendent level assignments with a focus on general parks maintenance inspections/input, contractual parks maintenance management and parks operations general oversight and coordination, leaving day-to-day operations at the Maintenance Facility to the Parks Operations Manager and Natural Resource Manager both stationed at the Maintenance Building.
6. Ryan Bordewick, Superintendent of Planning & Development, attended the first year of the two-year IPRA Professional Development School in Galena, Illinois in November. Ryan also successfully completed the Midwest Ecological Prescription Burn Crew Member Training. The two-day in-person training was presented by Chicago Wilderness and The Morton Arboretum. Ryan also attended the
7. Chris Pollack, Natural Resource Manager, attended the ILCA's Mastering Foremanship course held at the Des Plaines Park District. The course covered peer management, problem solving, planning & scheduling for maximum quality and communication for successful leadership.
8. Hired three new full-time maintenance staff to fill the following roles: one vacated parks position, one vacated landscape specialist position, and one retirement of a full-time veteran in November.
9. Completed preparation, training and testing of five full-time maintenance staff to received their CDL-A driver's license in 2022.
10. Completed project management of the ARC Conference & Office Conversion project.
11. Assembled bid documents and managed contracted services for a new Portable Outdoor Toilet Unit rentals contract.
12. Conducted first season of open sledding at Town Centre Sled Hill which included installation of temporary fencing and haybales as well as daily safety inspections of conditions. Staff also worked closely with Marketing & Community Engagement Department to identify when conditions were not appropriate for sledding and the hill was closed.
13. Bid and managed contracts for Natural Area Tree Removals at various sites (64 trees across 10 park sites).
14. Coordinated bid and managed contracts for contracted burns at Duke Street Basin, Westminster Park, Vicente E properties and Pond 54 site this fall.
15. Managed completion of seven in-house prescribed burns to include Ide's East, Ide's West, Windy Point, Mendingwall and Caddie Corner Parks as well as pond buffers at Lake Carleton and Lake Harriet.

PARKS, PLANNING & DEVELOPMENT

16. Consulted with Cody/Braun & Associates to prepare schematic design and construction documents for a new conference room meeting space in the Admin. Office cubical area to be ready for bid in the future.
17. Completed the bidding, contract management and insurance reimbursement claims for tornado recovery work associated with PDRMA reimbursements to include the Windy Point Park shelter replacement project, Ide's West swing replacement, Ide's West fencing removal, Ide's East bollard replacement, and various tree planting and watering project (84 trees across 4 park sites).
18. Planned, secured source material, awarded \$5,500 in grants (Tree's Forever, IDNR, Davey Tree and Site One), installed 9 resident tree donations, and coordinated staff and volunteer effort for Community Planting Day, June 11, 2022. 58 volunteers came out to install over 164 potted trees and shrubs at Ide's Grove West Park, while staff installed an additional 146 trees totaling 300 plants to help re-establish the heavy tornado damage in this woodland area. After installation, staff conducted extensive watering daily (6,000-7,000 gallons) through August decreasing frequency slightly in September to ensure viability.
19. Managed the work associated with the FHCC re-commissioning report including damper and water pump repair and water treatment of boiler system pipes including purchase and installation of a new front-end operating system for more efficient HVAC control.
20. Completed bid assembly and project management of the 9' wide 1,000-linear-foot bikeway extension of the Nicor Easement between Ide's Grove West and Ide's Grove East Parks.
21. Bid and managed contracts associated with the complete removal and replacement of playground surfacing at Falconridge, Somerset and Willowcreek Parks.
22. Conducted bid assembly and project management for resealing of various paths at ten park sites and five parking lots.
23. Purchased a new rotary broom implement for the Kubota RTV to improve snow operations.
24. Sold the 2007 Chevy Bus through govdeals.com for \$15,000, and aera-vator for \$875 at Obenhau Auction Site.
25. Conducted turf restoration efforts including slit seeding/blanketing and fertilization at Castaldo and Forest Glen Parks.
26. Provided support of set up, support maintenance operations and clean-up/breakdown of special events including Kids Thrill at the Hill, Jubilee, 4th of July Baseball Tournament, Summer Concerts and Movies, All Village Garage Sale, Fall Festival Soccer tournament, Autumn Opener, Oktoberfest and Haunted Forest Walk.
27. Coordinated the operation of the 2022 Park Clean Up Day on Saturday April 16 with 300 volunteers attending who collected 64 bags of garbage and 14 bags of recycling.
28. Coordinated the purchase and installation of beam and slat replacements at pedestrian bridge at Cypress Cove.
29. Attended to vandalism including the replacement of 3 catalytic converters stolen from Park District vehicles (2 dump trucks and 1 cargo van) in our shop yard, extensive graffiti at Janes Avenue Park, garbage can and portable unit firework damage at Sunnysdale Park, interactive fountain damage at Forest Glen Park, turf damage at Westminster Park and playground equipment damage at Mendingwall Park.

DISTRICT STATS

35 DEVELOPED PARKS

**OPEN SPACE AND
NATURAL AREA SITES** **41**

21 MILES PAVED OFF-ROAD
PATHWAYS

PICNIC AREAS **19**

30 MULTI-PURPOSE
OPEN PLAY AREAS

PICNIC SHELTERS **16**

685 ACRES

PLAYGROUNDS **32**

14 BASEBALL/SOFTBALL
FIELDS

**BASKETBALL
COURTS** **14**

12 TENNIS/PICKLEBALL
COURTS

PARKS, PLANNING & DEVELOPMENT

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30. Finalized and attained permits related to the Hawthorne Hill Woods Culvert Repair. Staff also bid the culvert repair and path development as one project which came in very high. Staff then worked to split those projects into separate bids to determine if that would result in more competitive bids. With those results, the Board approved proceeding with just the culvert repair work pending PDRMA's approval. Worked with PDRMA to determine the reimbursable costs for the project.
 31. Successfully completed comprehensive emergency replacement of FHCC HVAC cooling units after complete failure of units.
 32. Coordinated the purchase and installation of a replacement drinking fountain at Ide's Grove East Park.
 33. Secured park shelter to footings to foundation at Somerset Park when inspection revealed failing caulk joints along post masonry wrap likely caused by post movement that needed to be refastened/tightened at the footing. With coordination and advisement by the shelter manufacturer, staff resolved the issue in-house.
 34. Coordinated request for proposals and project management of Edgewood School baseball field sodding project in fall, 2022.
 35. Conducted proposal request and project management of contracted electrical grounding testing, done as a proactive safety precaution every five years.
 36. Managed contract to replace all lighting fixtures with LEDs at Maintenance Building at nominal cost to the District using ComEd energy efficient grants & discounts and realized an energy savings expense of 51%.
 37. Initiated additional LED retrofit improvement projects at the following sites: FHCC, Cypress Cove, Orchard Hill Parking Lot and Shelter, Janes Avenue Park, Village Greens Golf Course, Windy Point Park, Sunnysdale Park. Due to the successful completion at the Maintenance Building and staff's recent knowledge of recent limited ComEd Grants and Energy Efficiency Incentives.
 38. Commissioned Hitchcock Design Group to provide design consulting services to update the Town Centre park development master plan, host a community open house to seek resident feedback and submitted an application for IDNR Open Space Land Acquisition & Development Grant (\$600,000).
 39. Rented a forestry mulcher to address the resulting tornado damage of the woodland conditions at Boundary Hill Woods. This equipment will mulch any invasive standing or felled trees up to 8" in size and create a wood chip ground plain. Staff will seed with native plantings this winter.
 40. Purchased 16 replacement benches at Ide's Grove East and Summerhill Parks for assembly this winter and installation as conditions and time permits in 2023.
 41. Coordinated consultation with Williams Architects to provide a solution to netting and shade needs at Orchard Hill Park. Design work beginning in November.

RISK MANAGEMENT/SAFETY

1. Approved AIS consulting services to provide facility security assessments, emergency action plans and employee training services.

RECREATION

1. Julie Rhodes received the IPRA Community Impact Award at the IPRA/IAPD State Conference.
2. Brad Keene completed the first year of a two-year Indiana University Executive Development Program.
3. Jubilee and the Haunted Forest Walk recorded the highest revenue total in the history of the events.
4. The Fall Festival Soccer Tournament had 118 teams participate with another 40 teams on the waitlist.
5. Hired Jessica Tompkins in February as our new Recreation Supervisor overseeing Summer Camps, Kidz Squad Before and After School Program and special events.
6. Hired new Athletic Supervisor in November.
7. Approved preventative HVAC maintenance contract for ARC.
8. Due to excellent weather, many of special events enjoyed some of the highest attendance records ever including Jubilee, Oktoberfest, Haunted Forest Walk, Autumn Opener, Cabin Fever, Unplug Olympic Day and Kids Thrill at the Hill.
9. Ran a new special event, the Beer & Donut Dash, as part of Woodridge Jubilee, with 200 participants.

MARKETING & COMMUNITY ENGAGEMENT

1. Created new ARC Rental and Financial Assistance Program manual,s which are available as a PDFs on the ARC and Woodridge Park District's website or as a printed booklet at the registration desks.
2. Updated all of the rental web pages on the ARC's website into rental request forms which are emailed directly to staff to simplify the rental process.
3. Created online forms for refund and program transfer requests.
4. Created an online one-day pass for ARC open gym/turf to help speed up the check-in process and eliminate the sharing of personal information by the youth open gym/participants.
5. Implemented a new park shelter rental communication plan to include follow-up emails to renters with important rental information, frequently asked questions and day-of contact information. Additionally, new key tags and electrical box decals were designed to help renters identify the location of electrical boxes in the shelters and signs were posted at each rentable shelter to inform the community of shelter permit guidelines.
6. Obtained \$8,550 in sponsorship money for Jubilee, Oktoberfest and Family Fun Day and \$2,100 in advertising money at the ARC and in the activity guide.
7. Redesigned the Woodridge Jubilee and the KIDZ Squad logos to better represent the event/program.
8. Customer Service Coordinators resumed booking ARC program room rentals and birthday parties since the start of COVID-19.
9. Hired and trained one new permanent part-time customer service coordinator.
10. Surveyed District employees to help re-format the monthly staff newsletter to include content that is helpful, informative and enjoyable.
11. Megan Romano attended the first year of the two-year IPRA Professional Development School in Galena, Illinois in November.





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- » **SAM VENOUZIOU** *Commissioner*
- » **MARY WUTTKE KRANZ** *Commissioner*

OUR **MISSION**

The mission of the Woodridge Park District is to enhance one's quality of life by providing superior parks, facilities and recreational services in a safe, fiscally responsible and environmentally sustainable manner, in partnership with the community.