

WOODRIDGE PARK DISTRICT  
Fred C. Hohnke Community Center  
Regular Board Meeting  
May 16, 2023



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:31 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Venouziou, Perry Staff present: Adams, Bordewick, Ravasio, Ritter, Romano and Webber.

Public Attendance

Samantha Loane – 4 Martin Court, Woodridge; Jeff Sampson – 6204 Essex Court, Woodridge

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

ELECTED PARK COMMISSIONERS OFFICIAL SWEARING-IN

President Cohen stated for the record that the District received DuPage County's certification of the Official Canvass of Votes for the Consolidated Election of April 4, 2023 resulting in the election of Commissioners Jack Mahoney and Ken Perry.

President Cohen deferred the Swearing-In of the newly elected Commissioners to Notary Public, Suzy Ravasio in accordance with the Illinois Election Code. Ravasio swore in both Commissioners Jack Mahoney and Ken Perry whereby they both individually cited and agreed to the Oath of Office.

ANNUAL MEETING

President Cohen opened the Annual Meeting of the Woodridge Park District to elect Board Officers, appoint Committee Chairs and Ex-officio members. He said the order of business of the Annual Meeting shall be the election of the President and Vice President and the appointment of the Board Secretary, Assistant Board Secretary (Pro-Tem), Treasurer, Assistant Treasurer, Attorney, Investment Advisor, Committee and Ex-Officio member representatives.

President Cohen then asked if there were any objections to keeping the existing President and Vice President, or if anyone would like to make a different nomination. There were no changes.

President Cohen asked if there was a motion to re-nominate Bill Cohen for President and Brian Coleman for Vice President.

MOTION by Mahoney and seconded by Venouziou to re-nominate Bill Cohen for President and Brian Coleman for Vice President.

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

AYES: Mahoney, Venouziou, Perry, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

President Cohen asked if there was a motion to appoint:

- a. Jack Mahoney as Board Secretary;
- b. Mike Adams as Assistant Secretary (Pro-tem),
- c. Sam Venouziou as Board Treasurer,
- d. Chris Webber as Assistant Treasurer;

- e. Klein, Thorpe & Jenkins as District Attorney;
- f. Illinois Institutional Trust (IIT) Fund as the District Investment Advisor;
- g. Jenny Knitter as SEASPAR Representative;
- h. Don Ritter as SEASPAR Alternate Representative;
- i. Mike Adams as PDRMA Representative;
- j. Chris Webber as PDRMA Alternate Representative;
- k. Megan Romano, Chamber of Commerce Ex-officio Representative;
- l. Rick Knipfer, Alternate Chamber of Commerce Ex-officio Representative;
- m. Don Ritter, Affiliated Athletic Associations Ex-Officio Representative; and
- n. Dan Peboontom, Alternate Affiliated Athletic Associations Ex-Officio Representative.

MOTION by Coleman and seconded by Perry to appoint:

- a. Jack Mahoney as Board Secretary;
- b. Mike Adams as Assistant Secretary (Pro-tem),
- c. Sam Venouziou as Board Treasurer,
- d. Chris Webber as Assistant Treasurer;
- e. Klein, Thorpe & Jenkins as District Attorney;
- f. Illinois Institutional Trust (IIT) Fund as the District Investment Advisor;
- g. Jenny Knitter as SEASPAR Representative;
- h. Don Ritter as SEASPAR Alternate Representative;
- i. Mike Adams as PDRMA Representative;
- j. Chris Webber as PDRMA Alternate Representative;
- k. Megan Romano, Chamber of Commerce Ex-officio Representative;
- l. Rick Knipfer, Alternate Chamber of Commerce Ex-officio Representative;
- m. Don Ritter, Affiliated Athletic Associations Ex-Officio Representative; and
- n. Dan Peboontom, Alternate Affiliated Athletic Associations Ex-Officio Representative.

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

AYES: Coleman, Perry, Venouziou, Mahoney and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

#### PRESIDENT'S REPORT

President Cohen opened the President's report with his only action item, approval of Resolution No. 23-2, A Resolution Forming a Committee on Local Government Efficiency for the Woodridge Park District, DuPage & Will Counties, Illinois. He deferred to Executive Director Adams to explain the committee and its purpose.

Executive Director Adams shared that the Illinois Local Government Efficiency Committees Act (Public Act 102-1088), requires all local governments that levy a tax, including park districts but excluding municipalities and counties, to form an Efficiency Committee made up of the Board of Commissioner, two appointed residents and the Chief Executive Director or other appointed officer of the agency to complete a report to be filed with the County. He added that the duties of the Committee include, but are not limited to, the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State.

Executive Director Adams elaborated further, reporting that the Committee must meet three times in 18 months and follow the Open Meetings Act guidelines. A quorum must be present, and if a member of the public is in attendance and wants to speak they are allowed three minutes to talk and the Committee can ask them questions. He then recommended appointing Jenny Knitter, Director of Parks, Planning & Development as the agency officer.

Executive Director Adams then introduced two residents recommended by the Staff Leadership Team to serve on the Committee based on their family involvement in the District: Samantha Loane and Jeff Sampson. They each briefly shared their backgrounds and interests.

President Cohen asked if there was a motion to approve Resolution No. 23-2, A Resolution Forming a Committee on Local Government Efficiency for the Woodridge Park District, DuPage & Will Counties, Illinois.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 23-2, A Resolution Forming a Committee on Local Government Efficiency for the Woodridge Park District, DuPage & Will Counties, Illinois.

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

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

President Cohen then moved on to the Milestone Anniversaries & Recognitions, first congratulating Superintendent of Finance, Personnel & IT, Chris Webber, on receiving his Certified Park and Recreation Professional designation. He then congratulated Knitter on graduating from the Indiana University Executive Development Program.

President Cohen then congratulated the following employees on their Milestone Anniversaries:

- 10 Years: Steve Wershulz, Village Greens Golf Course / Starter/Ranger
- 5 Years: Dan Tyson, PPD / Maintenance Full-time
- 5 Years: Paige Austry, Recreation / Camps
- 5 Years: Pat Crabtree, Village Greens Golf Course / Golf Shop Attendant

Knitter shared that Tyson started out working as an Assistant Facility Manager at the ARC, then moved over to a part time Maintenance position before finally being hired full time by the Planning & Natural Resources Management Department. Knitter noted that he loves spending time outdoors.

President Cohen then shared that he, along with Commissioner Perry, Executive Director Adams, Knitter, Webber and Superintendent of Recreation Don Ritter attended the annual IAPD legislative conference in Springfield on May 2-3, 2023. An Update on pending bills was reviewed in detail.

President Cohen then said that he and Knitter President Cohen and Knitter would be attending SEASPAR's Believe and Achieve Banquet held on May 10<sup>th</sup>.

Executive Director Adams reminded the Board that the College of DuPage, through the McAninch Arts Center, announced "The College of DuPage Public Pop Art Challenge, 15 Minutes of Fame" summer 2023 Warhol Exhibition. The exhibition, sponsored by the Woodridge Public Library, is selecting four notable members of the community, whether it be a celebrity, a teacher, a local hero, or anyone making a positive impact on the community. He added that the four community members selected include former Woodridge Park District President Fred C. Hohnke, former Woodridge Mayor William Murphy, West Suburban Community Pantry Co-Founder Barb Schmith and JANO Neighborhood Outreach Co-Founder, Anne Banks.

Executive Director Adams then invited the Board to the Display Unveiling scheduled for June 7<sup>th</sup> at 6:30 p.m. at the Library.

President Cohen closed the President's Report reviewing upcoming District events.

## STAFF REPORTS

### Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened his report with his only action item, approval of the revised 2023 Salary and Wage Scale.

Webber shared that every other year Staff completes a salary analysis for full-time positions. As reviews were being completed a Staff member was unable to receive the approved merit pool increase as they had reached the maximum of the scale with a percentage merit increase below the Board approved annual increase. Staff investigated further to assess future impacts and noticed that even with using new data in 2024, several employees would reach the maximum pay. At previous sessions at conference attended by Staff and looking at the data the District uses from HR Source these are a few suggestions on how to address the issue:

1. Freeze pay until such times scales are adjusted based on new study data, if adjusted;
2. Freeze pay and offer a bonus equivalent to the merit pool; or
3. Base the range on a 25-year scale vs the current 20-year scale being utilized.

Webber reported that the Leadership Team ("LT") discussed the options at length and felt the best approach would be option three - extending the scales to 25 years. The LT team felt this would allow key high performing employees to continue to be incentivized to perform well and continue to create a positive culture. This also will allow LT team to further assess what to do should an employee reach the revised maximum at the 25-year mark or sooner depending on the merit pool. Discussion ensued.

Staff recommended the Board consider approving the updated 2023 Salary and Wage Scale.

MOTION by Coleman and seconded by Mahoney to approve the updated 2023 Salary and Wage Scale.

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

AYES: Coleman, Mahoney, Perry, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Webber then moved on to informational items explaining that the Illinois Municipal Retirement Fund (IMRF) sent out preliminary employer rate notices for 2024 and the District's is projected to drop from 7.27% to 7.12%, a 2% decrease. Additionally, Staff received the annual report on the District's IMRF funding level. For 2022, the funding level is 88.82% which is down from the funding level of 109.31% in 2021. The net pension liability as of December 31<sup>st</sup> was \$1,796,621 and based on the market value of assets. Therefore, it should be noted that when the markets have large gains or losses in a particular year – 2022 had a loss of \$1,720,857, this will cause the funding percentage to change. However, funding and the employer rate for IMRF smooths out the investment income over five years so the funding impact is just 20% of the rate. Currently in 2023, IMRF is up over 4% from 2022 so if the markets continue to perform there should be a swing in the positive direction. Lastly, when there's a large decrease like that it is important to note that IMRF overall is currently 98% funded, one of the best pension funded pension programs in the entire Country, let alone Illinois.

Webber shared that Staff was informed that the District received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the year ended December 31, 2021 Annual Comprehensive Financial Report (ACFR). This marks the District's 13<sup>th</sup> consecutive ACFR to receive the award which is the highest financial award municipality can receive and demonstrates the District's appropriate standard of excellence in financial reporting. He also noted that Staff was also informed that the District received the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting for the year ended December 31, 2021. This marks the 4<sup>th</sup> consecutive PAFR Award the District has received this award and the District continues to be one of only a handful of Park Districts in Illinois that have achieved this award.

Webber then briefly discussed the District's financials.

Lastly, Webber updated the Board on the Cypress Cove WIFI project, sharing that on May 4<sup>th</sup> & 5<sup>th</sup>, Burnett & Sons completed the electrical work, so the last remaining part to complete is Comcast, which will be putting a new coax cable line to support the WIFI network. The cost of the electrical work was \$4,643 and will be offset by LARPA grant funds. Staff has been working with Comcast to get a time set to install the cable.

#### Parks, Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the Parks, Planning & Development Report board report with her first action item, Multi-Site Park Improvements Project, CRP #23-07c. Knitter reviewed the scope of work and explained that the base bid consists of site improvements at four park sites: Windy Point, Castaldo, Summerhill and Ide's Grove East Parks. Alternate Bid #1 is the cost for electrical systems modifications (relocation and adjustment of two bollard light fixtures) related to accessibility improvements for the pond overlook area at Ide's Grove East Park.

The District received the following bids:

Contractor	Base Bid	Alternate Bid #1	Base + Alt. Bid #1
Innovation Landscape, Inc.	\$ 245,098.55	\$ 6,624.00	\$251,722.55
Hacienda Landscaping, Inc.	\$ 275,912.00	\$ 6,500.00	\$282,412.00
Landworks, LTD	\$ 277,996.22	\$ 7,225.00	\$285,221.22
D&J Landscape, Inc.	\$ 307,954.44	\$ 6,624.00	\$314,578.44

Knitter said Staff reviewed the bids received, and the low bidder was \$87,087.55 over budget driven in large part by unanticipated high cost of the proposed rubber sand-volleyball border system at Castaldo Park. She added that Staff recommends deleting all line items related to sand-volleyball improvements and access at both Castaldo and Summerhill Parks. These improvements will be revisited in the 2024 CRP.

Knitter said based on pricing coming in so high, Staff will assess modification of the current scope to better align with the proposed budget for a future construction project in fall of 2023 with completion by May 2024.

Commissioner Perry asked that regarding the proposed rubber sand-volleyball border system, is it the materials or the labor that is so high? Knitter said it was the materials.

Commissioner Coleman asked if the volleyball courts were being used enough to justify the cost. Executive Director Adams said most of the courts are being used with the exception of Ide's East and there is some preliminary discussion on alternate options to potentially consider in replacing that specific court.

Staff recommended the Board consider rejecting all bids and authorize Staff to rebid the Multi-Site Park Improvements Project, CRP #23-07c.

MOTION by Coleman and seconded by Perry to reject all bids and authorize Staff to rebid the Multi-Site Park Improvements Project, CRP #23-07c.

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

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

2.b. Knitter moved on to her next action item, the 2023 Bench Purchase, MSP #23-15pc. Knitter shared that Park benches were included as a part of the proposed improvements to the playground areas at Edgewood School (two benches) and Murphy School (three benches). One additional new bench is also included for the replacement of a damaged bench at Echo Point Park. She noted that of this proposal, School District #68 will fund 50% of the benches for the school sites resulting in a School District expense of \$4,421 and WPD responsible for the remaining \$6,195 of the below proposal.

Staff recommended the Board consider acceptance of NuToys Leisure Products proposal dated May 3, 2023 (revised May 10, 2023), and approve a purchase order in the amount of \$10,616.00 for the purchase and delivery of six DuMor park benches.

Commissioner Mahoney asked if the price includes the concrete slab as well or just the benches. Knitter said this proposal is just for the benches and the concrete work will be included in the Playground installation.

MOTION by Mahoney and seconded by Venouziou to accept a proposal by NuToys Leisure Products dated May 3, 2023 (revised May 10, 2023), and approve a purchase order in the amount of \$10,616.00 for the purchase and delivery of a six DuMor park benches.

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

AYES: Mahoney, Venouziou, Perry, Coleman and Cohen  
NAYS: None  
ABSENT: None

Executive Director Adams then added the Village of Woodridge approached the District sharing that the 11 benches at Memorial Park are getting and are in bad shape and asked if they could be repaired in time for Memorial Day. With the time crunch, he said there is not enough time to order new benches for the site but there were options. He added that the District Staff recommends the benches to eventually match the benches at other Town Centre area parks.

Until such time replacement with a new matching bench, Knitter shared the Maintenance Department can replace all the existing benches with new wooden slats and re-stain them. The cost would be about \$700 for the 11 benches. Executive Director Adams noted that taking this approach gives the District Staff more time to decide next steps for eventual replacement.

Board discussion ensued about sharing the costs with the Village and the possibility of involving the VFW. There was Board concurrence that the best option is to replace and stain the wooden slats on the 11 benches.

2.c. Knitter's next action item was the 2023 Trash Receptacle Purchase, MSP #23-16pc. Knitter said trash receptacles were included as a part of the proposed improvements to the playground areas at Edgewood School (two receptacles) and Murphy School (two receptacles). Three additional receptacles are scheduled to be replaced at Summerhill Park as a part to the Capital Replacement Program. She added that of this proposal, School District #68 will fund 50% of the trash receptacles for the school sites resulting in a School District expense of \$1,863 and WPD responsible for the remaining \$4,335.

Staff recommended the Board accept a Doty & Sons Concrete Products, Inc. proposal dated May 11, 2023, and approve a purchase order in the amount of \$6,198.00 for the purchase and delivery of seven trash receptacles.

MOTION by Mahoney and seconded by Venouziou to accept a proposal by NuToys Leisure Products dated May 3, 2023 (revised May 10, 2023), and approve a purchase order in the amount of \$10,616.00 for the purchase and delivery of a six DuMor park benches.

President Cohen asked if the new trash receptacles will match the new park benches. Executive Director Adams said they are the same receptacles used at all of the District's parks.

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

AYES: Mahoney, Venouziou, Perry, Coleman and Cohen  
NAYS: None  
ABSENT: None

2.d. Knitter's last action item was the Orchard Hill Irrigation Pump Replacement Project, CRP #22-10pc. Knitter reported that upon execution of the contract to purchase and replace the existing pump, the contractor encountered difficulties removing the existing pump. The contract was based on eight hours of labor time to remove and install the pump. The contractor actually expended 13 hours of labor to complete this task resulting in an additional \$1,850 of labor costs. She said the contractor also encountered issues as the replacement pump was no longer available, per the manufacturer. The manufacturer then provided the contractor with a comparable replacement which unfortunately did not fit. In order to have an operation irrigation system this season, a new pump was needed. The contractor ordered the new pump at an additional parts cost of \$2,000. In a good faith effort, the contractor agreed to split this cost and asked the District to pay \$1,000.

Knitter said this additional cost will be expensed to the Capital Replacement Plan. This year, equipment purchased under budget will more than cover this unforeseen additional expense.

Staff recommended the Board consider authorizing Change Order #1 to Water Well Solutions Illinois, LLC, for a net increase in the amount of \$2,850.00 for the Orchard Hill Irrigation Pump Replacement Project.

MOTION by Coleman and seconded by Mahoney to authorize Change Order #1 to Water Well Solutions Illinois, LLC, for a net increase in the amount of \$2,850.00 for the Orchard Hill Irrigation Pump Replacement Project.

Commissioner Coleman asked if the change order was time, materials or both. Knitter confirmed that it was both.

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

AYES: Coleman, Mahoney, Perry, Venouziou and Cohen  
NAYS: None  
ABSENT: None

Knitter then moved on to her informational items:

- Town Centre Park: Staff is scheduled to meet with representatives from Hitchcock Design Group on May 24<sup>th</sup> to discuss next steps in the design and development process, after agreement for Town Centre property transfer with Village of Woodridge is attained.
- Playground Equipment Removal: Staff is working with Kids Around the World, a group that disassembles playground equipment and sends it to poverty-stricken countries to be re-assembled, on setting up the dates for them to "demo" the playground equipment at Edgewood & Murphy Schools. More details to come on dates, times and volunteer opportunities.
- Castaldo Shelter Roof Replacement: Due to the projected lead time for the specified roof shingles, construction will begin the week of September 25<sup>th</sup> with completion in October. Staff received the building permit the week of May 1<sup>st</sup>.
- Hawthorne Hill: On May 11<sup>th</sup> Staff conducted a site walk through of the Hawthorne Hill Woods project site with the grant administrator for IDNR's Regional Trails Grant program. This is the \$200,000 grant toward the proposed trail development that staff applied for in March, 2023. They were very positive about the project and thought it would be a perfect fit for the grant.
- Beary Landscape Management began services the week of April 14<sup>th</sup>. They are contracted to conduct weed management at 29 park sites including the ARC twice each month from April through September.
- Garden plots are open

- Staff worked with Fountain Technologies to replace the computer board for fountain operation. The fountain was turned on for operation on May 3<sup>rd</sup> and initially the system ran without issue, however, the pump for the fountain failed and a new one is ordered. Staff has also requested a quote for the repair and/or replacement of the precast fountain bubbling bowl feature as a result of the base deteriorating.
- Maintenance Staff is busy prepping the fields for WWA's annual Memorial Day Tournament.

Commissioner Perry said someone asked him if the four soccer goals at Goodrich School belong to the Park District or the School District. There is an older set and a newer set. Discussion ensued on the ownership and next steps.

#### Golf Course

Executive Director Adams opened the report sharing that Village Green's financials continue to improve. He said the course hosted the 40<sup>th</sup> Annual Illinois State Scramble on April 29-30, 2023 and it attracted 75 teams from as far away as Denver, CO and Ontario, Canada who competed in two divisions (Regular and Senior) for the Championship. Players were very complimentary of the event and the golf course.

Executive Director Adams said that the PGA Junior Golf program is ready to begin May 14<sup>th</sup>, with 66 kids ready to compete on six different teams, and another 10 'recruits' participating in practices only. It looks to be an exciting season.

Executive Director Adams said that the course at Village Greens has never looked better. He noted what a great job the Golf Course Superintendent Jeff Hoste is doing especially with the continued usage of organic fertilizers.

#### Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened his report with one action item, Cypress Cove Concessions Furniture Replacement, ACRP #23-01c-01.

Ritter reported that the concessions furniture replacement project was re-bid for the third time after receiving an invalid bid on April 25<sup>th</sup>. Two bids were received at the May 15<sup>th</sup> bid opening for the purchase of 120 dining side chairs and 30 round dining tables:

<u>Vendor</u>	<u>Base Bid</u>
Premium Decking Supply	\$43,462.50
Midwest Office Interiors	\$59,750.00

Ritter said Premium Decking Supply is a supplier of Trex's (recycled plastic lumber), Monterey Bay Dining collection. He added that Staff expects the furniture to be in by June 30<sup>th</sup> and are still determining recycling opportunities for the old furniture.

Staff recommended the Board consider accepting Premium Decking Supply as the low qualified bidder and approve a contract in the amount of \$43,462.50 for the purchase and delivery of 120 Monterey Bay Dining Side Chairs and 30 Monterey Bay Round 48" Dining Tables, ACRP #23-01c-01.

MOTION by Coleman and seconded by Mahoney to accept Premium Decking Supply as the low qualified bidder and approve a contract in the amount of \$43,462.50 for the purchase and delivery of 120 Monterey Bay Dining Side Chairs and 30 Monterey Bay Round 48" Dining Tables, ACRP #23-01c-01.

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

AYES: Coleman, Mahoney, Venouziou, Perry and Cohen  
 NAYS: None  
 ABSENT: None



Ritter then discussed his first informational item, sharing that the Aquatic Manager continues working with the Planning and Development Department to resolve the outstanding issue of the corroded pumps for the filtration system. ABC Mechanical, LLC, the contractor manufacturer of the shafts experienced long lead times on the metal initially specified and submitted a request to substitute 316SS to manufacture the shafts. He said the engineer accepted the specification and the shafts are currently in production. Staff is coordinating timing for reinstallation with the contractor. The District was notified that the installation is scheduled for the last week of May, which doesn't leave much time to fill and heat the main pool prior to opening on June 1<sup>st</sup>. Therefore, Staff has reached to see if there's any way to expedite the install of the main pool pumps.

Executive Director Adams noted that if this is the situation, Cypress Cove could still open with the exception of the Lazy River.

Ritter then discussed the following items:

- To date, Cypress Cove sold 122 "cooler" season passes generating \$6,100.00.
- All season pass sales and rentals are up over last year at this time.
- WSA games started on April 22<sup>nd</sup>. There is a ref shortage and parents and coaches have been stepping in to help.
- The "Kids Thrill at the Hill" event scheduled for May 21<sup>st</sup> at Hawthorne Hill Woods has 137 registrants compared to 115 participants last year.
- Despite some inclement weather, the Road Rally event was a success. A total of 50 teams among five park districts participated compared to 55 teams last year.

Ritter then reported that the Woodridge Special Events Committee is looking for volunteers as they move forward in their planning for the July 4<sup>th</sup> Community Picnic event at Castaldo Park. He said they will be offering a bus shuttle system from various local agency parking lots to help alleviate the lack of parking available near the park due to ComEd's parking restriction on the easement. The Park District will supply garbage detail the day of the event, as well as offer temporary storage for some of their materials and supplies prior to the start of the event.

Executive Director Adams closed the report sharing that Staff received an email regarding a request for the rental of the Jane Avenue Park in-line hockey/futsal court for a fundraising event. He explained that the District's current practice has been not to rent out this specific court due to the high use demand by the general public. He said if this special request were approved, Staff would require that the renter complete a Woodridge Park District Special Events Application and include a certificate of insurance noting the District as an "additional insured".

Executive Director Adams said that per the Fees & Charges Ordinance, the Resident rental rate is \$10/hour and Non-Resident rate is \$20/hour plus an additional \$10/hour for use of the lights. Staff is gathering more details from the requester regarding dates of rental, time duration of rental, family's residency status, number of teams anticipated, food & beverage to be provided, etc. He said Staff is seeking Board feedback regarding this request whether to permit the rental or not based on District's past practice not to rent out and if decided to permit, consider whether to waive the rental fee or not.

Board discussion ensued about the nature and logistics of the fundraiser, where the proceeds would go and if the Board would be setting a precedence by allowing it. Afterwards, there was Board concurrence to allow the fundraiser and to waive all fees.

Commissioner Mahoney requested that the District post a sign at the in-line hockey/futsal court prior to the event stating that the court will be closed for a private event.

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

Superintendent of Marketing & Community Engagement Megan Romano opened her report reviewing the April 2023 registration, website and social media interaction numbers.

Romano then shared that in addition to the usual in-house marketing, Staff worked with J Miller Advertising on a social media campaign to promote season pass sales to the surrounding suburbs. The Reach campaign, focusing on impressions

(eyes on ads) reached a total of 26,584 individuals people and garnered 56,217 impressions. She explained that the audience receiving the majority of impressions is the Female Demo, ages 25-50 who live in zip codes 60516, 60561, 60515, 60559, 60514, 60522, 60523, 60521, 60561, 60527 and 60517.

Romano said the Traffic Campaign, focusing on link clicks to the season pass info landing page received 2,559 link clicks from 4/18-5/5, at a cost of only \$0.08 per click. According to the website analytics during the time of the ad campaign, there were a total of 5,601 sessions on the Cypress Cove website with 2,253 from the Facebook ad and 114 from the Instagram ad. The campaign will continue through the end of the month and a final report will be provided.

Romano closed her report sharing that the Integrated Program Guide successfully launched on April 26<sup>th</sup>. In an effort to help customers learn how to use the site, an instructional video and an article with search tips was posted to the website and sent via e-blast. Additionally, an iPad was purchased for the ARC front desk to allow customers to browse through the online guide while speaking with Customer Service Staff. Category-specific flyers (e.g. Youth sports, active adult trips, etc.) were created and made available in the literature racks at the ARC and FHCC. Staff will adjust the program marketing if needed per customer suggestions/concerns.

President Cohen congratulated Romano on the successful launch.

#### Administration

No report

#### Safety

Executive Director Adams shared that on February 15<sup>th</sup>, the District's Risk Manager, Amanda Widloe accompanied a representative from Allegion, a door hardware outfitter, on an audit of all facilities' doors. The audit was the next step in the security assessment process with FEA. The report from the audit's findings was received in late April and is included below specific to the VGGC, Cypress Cove and Maintenance Facility. A similar audit report for the ARC and FHCC was completed in 2019. The Risk Manager and Assistant Risk Manager will be meeting with Facility Managers to review, prioritize and implement necessary repairs and updates to all facilities.

#### 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 Mahoney and seconded by Venouziou to approve Consent Agenda Item #1 for the approval of the April 18, 2023 Regular Board Meeting Minutes, Item #2 for the approval of the April 18, 2023 Executive Session Minutes and Agenda Items #3 through #7 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$826,740.24:

- |  |                |
|--|----------------|
| 1. Regular Board Meeting Minutes .....   | April 18, 2023 |
| 2. Executive Session Board Meeting Minutes .....   | April 18, 2023 |
| 3. Vendor Payment & Payroll Ratification Report (5/14/23 – 5/11/23).....   | \$826,740.24   |
| 4. Burnette & Son's Electric, LARPA Funded - Cypress Cove WiFi Project (Final).....  | \$4,643.00     |
| 5. Griffon Systems, Inc., ARC Surveillance Cameras, MSP #23-012pc, Payout #1 (Final).....  | \$5,910.00     |
| 6. Water Well Solutions Illinois, LLC, Orchard Hill Irrigation Pump Replacement Project, CRP #22-10c, Payout #1 (Final) .....  | \$15,860.00    |
| 7. Williams Associates Architects, Ltd., Orchard Hill Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA#22-03pc, Payout #5-6..... | \$5,138.58     |

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

AYES: Mahoney, Venouziou, Coleman, Perry and Cohen  
NAYS: None  
ABSENT: None

## EXECUTIVE DIRECTOR'S REPORT

I.1.a. Executive Director Adams opened his Board Report seeking approval of Resolution No. 23-3, A Resolution Approving the Fourth Amendment and Restatement of An Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District in Regard to Town Centre Property. Executive Director Adams explained that the intent of the resolution is to approve the purchase and transfer of the Village of Woodridge's principal share of ownership of the Town Centre property to the Woodridge Park District for \$7.1MM to be paid over a 20-year period for the purpose of preserving the Property for open space, park and recreation use and for the phased development and construction of the Property for a community park. The approval of the amendment to the IGA with several protective restrictions and covenants on use of the property will result in the District being the sole owner of the Property in perpetuity.

Adams recapped the developments that occurred over the last year that resulted in the recommendation to amend the existing IGA. In March 2022, the District notified the Village of the availability of the State's largest appropriation for the OSLAD program in its history to include the increase of the maximum grant awards from \$400K to \$600K. The District also proposed at the District's expense, to complete an update to the Town Centre master plan to include preliminary engineering, cost estimates and public feedback process critical to provide a high-quality grant application. The Village had no objection to those initiatives and the process began to hire a landscape architect/engineering consultant to complete the refinement of the 2014 approved master plan. Additionally, the Parties began to negotiate an amendment to the Town Centre IGA that would authorize the District to develop the next phase of the Master Plan for a community park. In the spirit of intergovernmental cooperation taking into consideration the Village's focus on capital investment towards a new police station and public works facility, the District proposed that the Town Centre proposed community park development be funded solely by the District.

The District, in partnership with Hitchcock Design Group, completed the schematic design master plan process commencing in April 2022 through August 2022 to include a public open house to solicit public feedback on the revised schematic design master plan.

Adams noted, the initial agreement submitted by the Village in March 2022 was in the form of a lease agreement. However, after review by the District's legal counsel and staff, it was determined a lease was not an appropriate instrument to pursue, due to potential ownership conflicts and based on the amount of proposed capital and management investment in the property by the District.

The District's legal counsel proposed an amendment to the IGA. However, after several variations of terms, the Parties could not agree in concept on a various material terms.

In January 2023, the Village offered a conditional buy-out offer to purchase the Village's 50% share of the original purchase price (\$14.2MM) equating to \$7.1MM. Conditions included a progressive 20-year repayment schedule and hold harmless/indemnification terms.

The District initially declined the Village's offer citing the original intent of the Parties shared vision to share in the ownership of the community asset and requested the Parties resume negotiations to amend the IGA. However, in February 2023 the Village declined to resume negotiations towards an amendment of continued shared ownership citing need for proper alignment of ownership and control of the property to the District based on the intended use as a community park and therefore re-presented the offer of pursuing a buy-out agreement.

After re-assessment of the buy-out offer by the District's Leadership Team and Board taking into context, the District's long-term desire and goal to acquire and develop the property into a community park to meet the Community's long-term park and recreational needs and desire to preserve open space, the District informed the Village of its interest in agreeing to the buy-out concept based on several conditions, consisting of:

- 1) Remaining debt service repayment schedule for the District's original 50% share shall remain unchanged (see Exhibit 'A' for schedule);
- 2) A 20-year repayment plan for the \$7.1 million Buy-out (see Exhibit 'B' for schedule);

- 3) District shall be authorized to prepay any outstanding balance of the \$7.1 million Buy-out in advance of the 20-year repayment schedule at District's discretion;
- 4) Village shall deed over, by a Special Warranty Deed, 100% ownership rights to the District upon execution of an amendment to the IGA finalizing terms of the Buy-out agreement for the primary purposes of obtaining full ownership rights for future development and meet terms for future grant applications; and resolve hold harmless/indemnification/liability concerns; and
- 5) Upon request by the District, the Village shall support in writing any future federal, state or local grants applied for by the District seeking alternate funding towards future development phases in accordance with the Town Centre Schematic Design Master Plan approved by the District September 13, 2022.

Negotiations continued and the Parties countered with several conditions to include a procedure to restructure payments due to unforeseen events, establish a due date for required payments, addition of a mediation/arbitration process if Parties were unable to agree to a structured re-payment plan in the event of an unforeseen event, addition of Village requested "reverter" term if District does not comply with binding arbitration decision, and revisions to hold harmless/indemnification terms.

The District replied to the Village on 4/20/23 with the District's final accepted terms to bring the negotiations to a close.

The Village responded on 5/8/23 accepting the District's conditions noted to include the deletion of the "reverter" clause and proposed some additional minor amendments to the terms.

Adams added, subsequent to District's Board approval, the Village Trustees will consider approval at their May 18, 2023 board meeting. Once the agreement is finalized, the Board shall authorize the Executive Director and Directors of Parks, Planning & Development to approve and execute IDNR's OSLAD grant agreement to secure the \$600,000 grant funds towards the proposed Town Centre Phase 2 park development plans.

Executive Director Adams recognized and thanked the District's legal counsel, Dennis Walsh, for all the advice and guidance he provided the District during this negotiation process.

Staff recommended the Board consider approving Resolution No. 23-3, A Resolution Approving the Fourth Amendment and Restatement of An Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District in Regard to Town Centre Property.

MOTION by Coleman and seconded by Perry to approve Resolution No. 23-3, A Resolution Approving the Fourth Amendment and Restatement of An Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District in Regard to Town Centre Property.

President Cohen then congratulated Executive Director Adams on leading this effort and recognized Adams' diplomacy, diligence and determination. He also congratulated Staff again on the OSLAD Grant and how valuable it will be for the project.

Commissioner Perry asked what the next steps are. Executive Director Adams said the District will be in possession of the Deed within 10 days and it will be recorded with the DuPage County Recorder's office.

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

AYES: Coleman, Perry, Venouziou, Mahoney and Cohen  
NAYS: None  
ABSENT: None

I.1.b. Executive Director Adams moved on to his next action item, approval of Resolution No. 23-4, A Resolution to Approve an Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition & Development (OSLAD) Grant

Agreement Subject to the Village of Woodridge's Approval of the Fourth Amendment and Restatement of An Intergovernmental Agreement between the Village of Woodridge and the Woodridge Park District in Regard to Town Centre Property.

Executive Director Adams reminded the Board that in March 2023, IDNR notified the District of its approval of the OSLAD \$600k grant application submitted for Phase 2 community park development of the Town Centre property. To accept the grant, IDNR requires approval and execution of a grant agreement. Per IDNR, the deadline to approve the agreement is June 10<sup>th</sup>.

Executive Director Adams elaborated that before the District can execute the grant agreement, the Village and District need to officially approve the IGA Fourth Amendment finalizing the buy-out offer, which will not occur until the Village's May 18, 2023 board meeting. Since, time is of the essence and there's no other scheduled District Board meeting prior to the June 10<sup>th</sup> deadline, per the resolution the Board shall authorize the Executive Director to approve the grant agreement and authorize its execution by the Director of Parks, Planning and Development. He added that he has authorized Director of Parks, Planning & Development, Jenny Knitter to be the point person for the project.

Staff recommended the Board consider approving Resolution No. 23-4, A Resolution to Approve an Illinois Department of Natural Resources Open Space Land Acquisition & Development Grant Agreement.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 23-4, A Resolution to Approve an Illinois Department of Natural Resources Open Space Land Acquisition & Development Grant Agreement.

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

AYES: Coleman, Mahoney, Venouziou, Perry and Cohen  
NAYS: None  
ABSENT: None

I.1.c. Executive Director Adams next action item was seeking Board consideration to approve Resolution No. 23-5, A Resolution of the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois Approving and Authorizing the Execution of Addendum to the Employment Contract of the Executive Director of Parks and Recreation.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 23-5, A Resolution of the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois Approving and Authorizing the Execution of Addendum to the Employment Contract of the Executive Director of Parks and Recreation.

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

AYES: Mahoney, Venouziou, Perry, Coleman and Cohen  
NAYS: None  
ABSENT: None

I.1.d. Executive Director Adams final action item was approval of Resolution No. 23-6, A Resolution Authorizing the Destruction of Records.

Executive Director Adams said typically, Staff reviews on an annual basis archived records to identify documents that are no longer useful and may be destroyed in accordance with the State of Illinois Regulations of the Local Records Commission ("LRC"). Staff submitted and obtained approval from the LRC permitting the destruction of various records.

Staff recommended the Board approve Resolution No. 23-6, A Resolution Authorizing the Disposal of Records.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 23-6, A Resolution Authorizing the Disposal of Records.

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

AYES: Coleman, Mahoney, Venouziou, Perry, Coleman and Cohen  
NAYS: None  
ABSENT: None

I.2.a. Executive Director Adams then discussed informational items, beginning with a developer request to disconnect Parcels 0821100013 & 0822201009 located within boundary of Village of Lisle from Woodridge Park District boundary. Executive Director Adams reported that Pulte Group, Inc. approved the District's request to reimburse the District for any legal fees incurred to process Pulte Group's request to disconnect two parcels within the District territory to be reannexed by Lisle Park District to serve the park and recreational needs of the proposed residential subdivision (Estates at Rivers Edge) located within the Village of Lisle. Staff directed legal counsel to begin the process.

Board discussion ensued about the possibility of needing an IGA with the Lisle Park District to complete the process and next steps.

Executive Director Adams closed the Executive Director's report briefly discussing Ordinance No. 23-5, An Ordinance Amending the Fees and Charges for District Facilities, Services & Programs. He shared that subsequent to Board approval of the amended Fees & Charges Ordinance at the March 2023 Board meeting, Staff identified three scrivener's errors. The corrections were made and corrected in the previously approved ordinance and accurately reflected in the Village Greens Golf Course registration system.

#### COMMITTEE REPORTS

##### SEASPAR

No report

##### PDRMA

PDRMA's Annual Report is included in the Board Packet.

#### EX-OFFICIO REPORTS

##### Plan Commission

Executive Director Adams reported that at the annual State of the Village Breakfast it was announced that a new Bar & Grill will be coming to the strip mall located at the corner of Woodridge Drive & Hobson Road. It will be located next to Rosati's. He briefly reviewed other proposed developments.

##### Chamber of Commerce

No report

##### Affiliated Athletic Associations

Ritter reported that WAA's annual Memorial Day Tournament will be starting on Thursday, May 18<sup>th</sup>. They will be utilizing nine fields at Orchard Park, Janes Avenue Park, Jefferson Junior High, Siple School and 63<sup>rd</sup> Street Park.

#### NEW BUSINESS

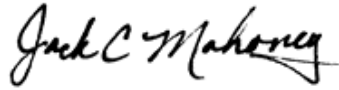
Executive Director Adams asked if the Board was interested in doing a tour this summer of the some of the District's parks and facilities. The Board has not taken a tour since before Covid. The Board expressed interest and Executive Director Adams said he would suggest some dates.

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 8:34 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C Mahoney". The signature is written in a cursive, flowing style.

---

Jack Mahoney, Secretary