

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
June 20, 2023



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:30 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Venouziou, Perry Staff present: Adams, Knitter, Ravasio, Ritter, Romano and Webber.

Public Attendance

Tom Siwicki, Director, Sikich LLP

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PRESIDENT'S REPORT

President Cohen opened the President's report sharing that IAPD will be hosting a Webinar on the new Local Government Efficiency Act on June 27th. The webinar will provide background on this new legal requirement, review the committee's role and minimum requirements, outline the statutory deadlines, discuss IAPD's 19-page efficiency report template and other resources and recommendations, and answer member questions.

President Cohen then congratulated Rick Knipfer, Customer Service Supervisor, on receiving his Certified Park and Recreation Professional designation.

Executive Director Adams then briefly discussed correspondence sent to the Board over the last month including an article that appeared in the Chicago Tribune entitled "Liquored up,' 'entitled,' and 'unhinged': Parents' bad behavior is ruining kids' sports." He noted that this a growing country-wide problem.

President Cohen closed the President's Report sharing that Several Commissioners, Leadership Team Staff and Fred Hohnke's family attended the "The College of DuPage Public Pop Art Challenge, 15 Minutes of Fame" summer 2023 Warhol Exhibition ribbon cutting ceremony at the Woodridge Public Library on June 7th profiling late Commissioner Fred C. Hohnke. The artwork is displayed on the library's north facing glass façade viewable from both inside and outside the facility.

STAFF REPORTS

Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened his report introducing Tom Siwicki, Director, Sikich LLP, the District's auditor, to present the year ended December 31, 2022 Annual Comprehensive Financial Report.

Mr. Siwicki reviewed the highlights of the 2022 Annual Comprehensive Financial Report, including, the reporting standards, the management discussion analysis, general overviews of each fund and the executive summary findings. He noted how smoothly the audit process went.

When Mr. Siwicki completed his presentation he asked if the Board had any questions.

Commissioner Perry asked if the District received any internal control "Deficiency Comments" for the 2022 Auditor's Communication to the Board. Mr. Siwicki said there were none for 2022 just some carryovers from 2021.

Webber then briefly reviewed and explained the 2021 carry-over internal control deficiencies that were identified as a result of the District's commissioned internal control testing audit report to proactively identify internal control improvements where warranted.

Staff recommended the Board accept the Annual Comprehensive Financial Report for the fiscal year ended December 31, 2022 as presented.

MOTION by Mahoney and seconded by Coleman to accept the Annual Comprehensive Financial Report for the fiscal year ended December 31, 2022 as presented.

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

AYES: Mahoney, Coleman, Venouziou, Mahoney, Perry and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Webber then moved on to his informational items sharing that the District began receiving 2022 levy year property tax distributions in late May and as of today have received \$3.38 million of the \$7.88 million tax levy or 43%. Distributions will continue to be received through year-end.

Webber then reviewed the District's financials including updates on each facility and the District's major funds.

Webber next reported that this year's Jubilee was the highest revenue producing event to date. Tips of \$1,023 generated at the Beer Tent will benefit the Woodridge Rotary to help fund the Recreation Program financial assistance program for participants encountering financial hardship. He added that Staff will begin projecting how the event did overall in the coming months as all expenses are paid.

Commissioner Perry asked how the financials are worked out with the Village of Woodridge. Webber explained that revenues/expenses are split evenly with the Village. He said that the District budgets for a loss which is subsidized by the Recreation Fund.

Commissioner Perry asked about the Carnival Ticket Sales and how that is worked out. Webber said the District and Village receive a percentage of all ticket sales from the carnival company, and with that share, the Woodridge Special Events Committee is paid a percentage for selling the carnival tickets during Jubilee.

Webber closed his report sharing that the public WIFI project at Cypress Cove is close to completion. Comcast will be on site June 21st to install the final cabling into the network then Sterling Network Integration will program the WIFI accordingly.

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, 2023 Summer Tree Removal and Pruning, MSP# 23-17pc. Knitter said Staff inspected parks and natural area sites for trees that may present safety concerns to park users or adjacent properties and exceed Staff's capability to address internally either for size or access concerns. A total of eight trees were identified for pruning or removal at six sites including. This project is tentatively scheduled to begin June 26, 2023, with all work to be completed by September 30, 2023. The following proposals were received:

Proposals Received

Family Landscaping & Treeworks	\$ 7,590.00
Davey Tree Expert Co.	\$ 10,865.00
Steve Piper & Sons Tree Service	\$ 14,275.00
Winkler Tree & Lawn Care	\$ 19,425.00

Staff recommended the Board accept Family Landscaping & Treewerks proposal and approve a contract in the amount of \$7,590.00 based their proposal dated June 7, 2023, for 2023 Summer Tree Removal and Pruning, MSP# 23-17pc.

MOTION by Coleman and seconded by Mahoney to accept Family Landscaping & Treewerks proposal and approve a contract in the amount of \$7,590.00 based their proposal dated June 7, 2023, for 2023 Summer Tree Removal and Pruning, MSP# 23-17pc.

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

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

2.b. Knitter moved on to her next action item, Town Centre Park Phase 2 – Final Design and Engineering, CA# 23-02pc. Knitter reported that Staff met with Hitchcock Design Group (HDG) on May 24th to discuss next steps in the Town Centre design, development and construction process. During the meeting the planning team discussed a design and construction timeline to complete construction within the two-year window allowable by the OSLAD grant program. Staff anticipates HDG beginning services soon after the proposal is agreed upon.

Knitter then discussed the scope of work included in the proposal. She said the Consultant fees as specified in the proposal to include civil engineering are approximately 11-12% of preliminary estimated construction costs of \$2.8MM. She said there are optional services to consider for design, engineering and bid letting of the entry drive extension to 71st Street intersection, north parking lot and additional storm water detention.

Staff recommended the Board accept Hitchcock Design Group's proposal for final design, engineering and construction phase services dated June 14, 2023 and a contract agreement pending final attorney approval of terms and conditions for the Town Centre Park Phase 2 – Final Design and Engineering, CA# 23-02pc.

MOTION by Coleman and seconded by Venouziou to accept Hitchcock Design Group's proposal for final design, engineering and construction phase services dated June 14, 2023 and a contract agreement pending final attorney approval of terms and conditions for the Town Centre Park Phase 2 – Final Design and Engineering, CA# 23-02pc.

Commissioner Venouziou asked about the timeline of the project. Knitter explained that the contract starts this summer, with bids being let in March 2024, groundbreaking in May of 2024 and construction done by October 2024. The goal is to have it open to the public by Summer of 2025. She then provided additional details about the process including permitting and working with the Army Corps of Engineers due to wetland areas.

Executive Director Adams noted if the weather is mild enough they may be able to break ground earlier in the Spring.

President Cohen asked how frequently Staff will be meeting with Hitchcock Design Group. Knitter replied that it would be weekly.

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

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

2.c. Knitter moved on to her next action item, Mending Wall and Summerhill Park Railing Replacement Project, CRP# 23 10pc-01. Knitter explained that the proposed purchase is for the replacement of the existing timber posts that are showing

rot and extreme wear that support the railing systems at Summerhill and Mendingwall Parks. The proposal accounts for the replacement of all 57 - 6"x6" Douglas Fir posts, which are fabricated for specific attachment detail. She added that Staff will remove and dispose of the old posts and install the new replacement posts. Not included in this quote is the work to sandblast and repaint the metal powder coated railings that will be coordinated with a local vendor once a post-delivery date is secured. Knitter shared that parade barricades will be used as temporary safety fencing.

Staff recommended the Board accept Columbia Cascade Company's proposal dated June 1, 2023 and approve a purchase order in the amount of \$15,055.00 for the purchase of wood railing posts for the Mending Wall and Summerhill Park Railing Replacement Project, CRP# 23-10pc-01.

President Cohen asked if this was the only proposal Staff received. Executive Director Adams noted that that posts are proprietary and this is the only company that manufactures them to fit the existing bases.

President Cohen then asked how long the posts will last. Executive Director Adams said they last about 30 years.

MOTION by Mahoney and seconded by Perry to accept Columbia Cascade Company's proposal dated June 1, 2023 and approve a purchase order in the amount of \$15,055.00 for the purchase of wood railing posts for the Mending Wall and Summerhill Park Railing Replacement Project, CRP# 23-10pc-01.

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

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

Knitter then briefly discussed the following informational items:

- On May 23rd the District accepted delivery of 30 new picnic tables purchased for Castaldo Park as part of the District's Capital Replacement Program. They will be in place for the July 4th community picnic.
- Staff replaced the Echo Point Park drinking fountain on May 12th.
- Kids Around the World with assistance from local volunteers coordinated by School District 68 completed removal and salvaging of the playground equipment for restoration and reinstallation as part of an international mission project which was completed at Edgewood School on Monday, June 12th and Murphy School on Monday, June 19th. Construction for both new playgrounds is scheduled between June 12th – August 11th.
- PDNRM Staff continues preforming basic landscape maintenance across District parks and in preparation for special events including mulching, trimming trees and trimming shrubs.
- PDNRM Staff developed a commemorative landscape bed adjacent the #10 forward tee box at Village Greens in honor of the 100th anniversary of the Midwest Women's Golf Club. A permanent bronze monument will be installed in the coming weeks.
- As previously discussed at the May Board Meeting, the 11 Memorial Park Benches at Memorial Park were in very bad shape. Staff removed the old bench slats then built, painted and mounted new wood slats in preparation of the Memorial Day service. Material costs were shared with the Village.
- The Hobson Corner Park Splash Pad opened for the season on May 26th and will run until September 4th, Labor Day. Staff will be tending to the water treatment and maintenance daily.
- Due to the current drought conditions, ballfields are very dry resulting in ball mix dust being stirred up. Staff has reduced the frequency of field dragging, slowed the dragging process and is introducing water to select fields two to three times a week.
- The new pump has been installed and the Forest Glen Fountain is running at full capacity.
- The Ide's Grove West Park Zip line is back in service. The playground manufacturer received all the parts and installed the line on June 6th. Staff did a great job identifying the Zip Line concerns and working with the manufacturer to get the play feature back in play.

- Staff replaced the Cricket pitch pad carpeting ends. The carpet needs to be replaced every two to three years depending on the amount of play it receives.

Knitter closed her report providing an update on all the seasonal hiring in the Parks, Planning & Development department.

Golf Course

3.a. Executive Director Adams opened the report with the only action item, VGGC Water Well Pump Emergency Replacement Project, VGCRP #23-01c. Executive Director Adams explained that emergency repairs to the Course's water well that refills the source of irrigation (#14 pond) were initiated and completed during the month. He noted, upon crews bringing the system online for the season, Staff reported that water wasn't drawing up from the well. Because the Course was in the midst of an unusually dry spring, irrigation is critical to course conditioning and playability, and the water source was diminishing rapidly due to constant spring irrigating, thus the need to expedite emergency repairs. Fortunately, Water Well Solutions Illinois was available and completed the job in an expedited timeline. The well was pumping water less than a week after noticing the equipment failure.

Staff recommended the Board ratify the Executive Director's decision pursuant to Emergency Acquisition of Services Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c) approving Water Well Solutions Illinois, LLC's proposal dated May 17, 2023 for the VGGC Water Well Pump Emergency Replacement Project, VGCRP #23-01c in the amount of \$39,544.95.

MOTION by Mahoney and seconded by Perry to ratify the Executive Director's decision pursuant to Emergency Acquisition of Services Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c) approving Water Well Solutions Illinois, LLC's proposal dated May 17, 2023 for the VGGC Water Well Pump Emergency Replacement Project, VGCRP #23-01c in the amount of \$39,544.95.

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

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

Executive Director Adams then briefly discussed the Course financials.

Executive Director Adams shared that the golf course continues to receive rave reviews from patrons due to excellent course conditions.

Executive Director Adams closed the golf report reporting that the PGA Junior Golf League matches are underway with 66 participants. Matches are held most weekend evenings after 5:45 p.m. and average 22 participants and 50+ spectators. Many former PGA Junior participants have returned as adult paying patrons, seasonal employees, and vocal advocates of Village Greens and the Park District.

Aquatics & Recreation

Superintendent of Recreation Don Ritter opened his report sharing that Cypress Cove opened on June 1st, and generated \$54,505 in total revenue during opening weekend. All positions, with the exception of Seasonal Aquatic Maintenance are currently full. He shared that Cooler Pass sales far exceeded initial expectations and patrons and Staff have been pleased with the operational change. Concession sales have been minimally impacted.

Ritter shared that there continues to be a "bubbling" issue with the Lazy River pool liner and Staff pumps it out daily. Staff is working with the manufacturer on a solution.

Ritter added that there are still some filter issues and Staff is working with the manufacturer on repairs.

Ritter then touched upon the following items:

- The WSA spring season concluded on June 10th and the Roadrunners' spring season wraps up at the end of the month. The Roadrunners also held their tryouts in May with 739 players trying out for next season – of those with 259 of them new players. Just under 600 were from either Lemont, Bolingbrook, Downers Grove or Woodridge. This year saw 97 players from Woodridge tryout compared to 57 last year.
- Staff chaperoned a six-day trip to Mount Rushmore with 44 participants. The trip generated a net profit of over \$8,500. Staff has received numerous positive emails and phone calls from attendees commenting on how much they enjoyed the trip and what a terrific job Staff (Kim Passini and Amelia Lozano) did in keeping people busy and safe.
- The 3rd Annual Unplug Illinois Olympic Day event is scheduled for July 8th at Jefferson Junior High Turf Field.
- ARC Fitness Center visits are up 39% over last year.

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 ActiveNet's new Costumer User Interface (CUI) went in to effect in May. Staff worked to familiarize themselves with the new CUI so they can help guide any calls/questions. Rick Knipfer, Customer Service Supervisor, has been in contact with ActiveNet about enhancement requests because the new CUI did not have some capabilities like the former CUI.

Romano reported that last year's "Great Summers Start Here" marketing campaign continued this year with sidewalk decals at parks hosting summer concerts and movies and hand fans with special events dates which will be handed out at Jubilee and all upcoming special events.

Romano said Staff received \$7,000 in Jubilee sponsorship money including three new Jubilee sponsors: Comcast, Affinity Health and State Farm Insurance Agent Luis F Garcia. She noted that all sponsors were very happy with the large turnout for Saturday afternoon's Community Fair.

Romano reported that an e-newsletter for Cypress Cove season pass holders will go out once a month to promote free guest pass days, special events, the cooler pass, modified hours and reminders about capacity on hot days and the Rainout Line.

Romano closed her report congratulating graphic designer Collen Kane on her 6th anniversary with the District.

Administration

No report

Safety

No Report

CONSENT AGENDA

F.1.- 9. 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 May 16, 2023 Regular Board Meeting Minutes and Agenda Items #2 through #9 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,218,256.58:

1. Regular Board Meeting Minutes May 16, 2023
2. Vendor Payment & Payroll Ratification Report (5/12/23 – 6/15/23)..... \$1,218,256.58
3. RJ Thomas Mfg. Co., Inc., Castaldo Park Replacement Picnic Table Purchase, CRP #23-04pc,

Payout #1 (Final)	\$29,267.00
4. UMB Bank, Debt Certificate Series 2015C, Interest Payment	\$13,700.00
5. UMB Bank, Debt Certificate Series 2014, Interest Payment	\$40,450.00
6. UMB Bank, GO Limited Tax Refunding Bond Series 2015B, Interest Payment	\$6,581.25
7. UMB Bank, Refunding Debt Certificate Series 2020, Interest Payment	\$98,891.25
8. UMB Bank, Debt Certificate Series 2021, Interest Payment	\$30,873.75
9. Water Well Solutions Illinois LLC, VGGC Water Well Pump Replacement Project, VGCRP #23-01c Payment #1 (Final)	\$39,544.95

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

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened his Board Report seeking approval of Ordinance No. 23-8, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manuals (Policies: IIVIII.5.2 Over Time). Executive Director Adams noted that a new provision was added to policy VIII.5.2 Overtime Compensation - *"awarded compensatory time" shall not be included in calculating total hours of overtime eligibility.*

Staff recommended the Board approve Ordinance No. 23-8, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manuals (Policy: VIII.5.2 Overtime Compensation).

MOTION by Coleman and seconded by Venouziou to approve Ordinance No. 23-8, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manuals (Policy: VIII.5.2 Overtime Compensation).

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

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

G.1.b. Executive Director Adams moved on to his next action item, approval of Ordinance No. 23-9, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (2004 & 2006 Modular Play Equipment).

Executive Director Adams shared that the play equipment at Edgewood and Murphy Schools was previously approved for replacement in accordance with the District's capital replacement program. To offset demolition costs, the District approved a donation to "Kids Around the World" a 501(c)3 organization that refurbishes old play equipment and reinstalls in less fortunate locations throughout the U.S. and globally. An ordinance is in order to declare that the personal property is no longer necessary or useful for Park District purposes and should be sold or otherwise disposed of (e.g. donated).

Staff recommended the Board approve Ordinance No. 23-9, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (2004 & 2006 Modular Play Equipment).

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 23-9, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale or Disposal (2004 & 2006 Modular Play Equipment).

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

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

G.1.c. Executive Director Adams next action item was seeking Board consideration to approve Resolution No. 23-7, A Resolution Authorizing Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

Executive Director Adams reported that per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. Typically, the Park Board reviews closed session minutes in June and December. He then identified the dates of closed session minutes recommended for availability for public inspection.

Staff recommended the Board approve Resolution No. 23-7, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 23-7, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

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

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

I.1.d. Executive Director Adams final action item was approval of Resolution No. 23-8, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

Executive Director Adams said that per the Open Meetings Act of the Illinois Compiled Statutes, the Board may destroy verbatim recordings eighteen months after completion of the meeting as long as the minutes were officially approved and released for public inspection. December 15, 2020 and November 16, 2021 verbal recordings of closed session meeting minutes exceeds the 18 Month Expiration for Verbatim Recordings and were approved by the Board and authorized for public inspection per Resolution No. 23-7.

Staff recommended the Board approve Resolution No. 23-8, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 23-8, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

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

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

Executive Director Adams closed his report with an update on the Town Centre property transfer, sharing that the property transfer closing documents including the Warranty Deed were issued to the Village for signatures and officially recorded at DuPage County Recorder on June 20, 2023. He added that subsequent to the recording, per recommendation of legal counsel, Chicago Title & Trust will issue a Title Insurance Policy based on \$200,000 value for a cost of \$1,365 and complete a Phase 1 Environmental Assessment Statement (EAS) for insurance purposes related to environmental liability coverage by PDRMA.

COMMITTEE REPORTS

SEASPAR

Knitter reported that SEASPAR and its families were very grateful for the complimentary ride wristbands and early access for the Jubilee Carnival. They gave a special thanks to Don Ritter for his assistance in coordinating with the Carnival.

Knitter then shared that SEASPAR passed a resolution that will add the Village of Willowbrook as a member agency effective September 1, 2024. She noted that the District will need to pass a resolution to approve the amendments to the Joint Agreement for the South East Association for Special Parks and Recreation.

Jubilee/Oktoberfest

Ritter reported that the Jubilee event was a success this year with revenue up across the board. He shared the updates made to the Beer & Donut Dash, and added that the inaugural Bags Tournament was very successful and will more than likely be expanded next year. Executive Director Adams noted that Saturday night of Jubilee was the best attendance he has experienced during his tenure. Additional discussion ensued regarding various elements of the event.

President Cohen congratulated Staff on all the work they put into the event.

PDRMA

No report

EX-OFFICIO REPORTS

Plan Commission

No report

Chamber of Commerce

Romano reported that Chamber president Laura Crawford is retiring on June 30, 2023.

Affiliated Athletic Associations

Ritter reported that WAA will be hosting another tournament July 4th weekend.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 8:04 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary