

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
July 18, 2023



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

Public Attendance

Vinod Patel, 7813 Chestnut Avenue, Woodridge, 60517 requested use of the drinking fountain hose bid for his upcoming park shelter rental. Adams conveyed to Mr. Patel that the District does not permit use of hose spickets by renters.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PRESIDENT'S REPORT

President Cohen opened the President's briefly reviewing the correspondence received by the District including Freedom of Information Act (FOIA) requests.

President Cohen closed the report sharing upcoming District Events.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing the December 31, 2022 Popular Annual Financial Report (PAFR) which is an annual report designed to summarize the Annual Comprehensive Financial Report (ACRF) in a more easily understandable report to the general public. The PAFR was submitted to the Government Finance Officers Association (GFOA) in hopes of obtaining the PAFR Award for the 5th consecutive submission.

Webber then reported that all of the required audit filings have been completed prior to the June 30th deadline.

Webber then reviewed the District's financials reporting on each fund and facility.

Webber next shared that a new goal for 2023 is for Staff to investigate options for an entire Payroll/Human Resources suite and make a recommendation for the next budget year. Currently, the District uses four different software products ranging from recruiting, onboarding to payroll functions. A lot of time is spent entering new employees and verifying that information currently. Staff has met with five vendors and is in the process of obtaining quotes and will provide an update during the budget process.

Webber then reported that Cypress Cove WIFI is up and running which covers the entire interior of the park. Staff will continue to assess if more access points are needed however it seems to be going well so far.

Webber closed his report sharing that the Park District Risk Management Association (PDRMA) recently informed all members in the Property/Casualty Insurance Program that a rate increase of 5% will occur for 2024. Rates have not changed in over 20 years with increases only occurring based on the District's increased payroll and operating expenditure costs. Additionally, their methodology will be changing to calculate costs. Staff will attend a webinar in August to ensure full understanding of the changes as well as budget impacts.

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, Hobson Corner Park – Pickle Ball & Site Improvements Project, CDP #23-01c-01. Knitter reviewed the scope of work, reporting the proposed site improvements include the installation of two 15'x15' pre-engineered fabric shade structures in the lawn area to improve the experience of splash pad users, in addition to the development of a spectator/staging space for pickle ballers. The pickleball improvements include the development of an accessible walk and paved seating space along the eastside of the pickle ball courts featuring a cantilevered 14'x30' pre-engineered fabric shade structure, accessible seating and a concrete seat wall with associated landscape and drainage improvements. She explained that an alternate bid was included for the elimination of installation of decorative landscape stone in two areas, for consideration of in-house maintenance staff to install as an option. She then reviewed the site layout highlighting the improvements.

Knitter shared that the District received the following bids:

Contractor	Base Bid	Alt. Bid #1
Innovation Landscape, Inc.	\$ 60,953.25	(\$ 2,120.00)
Hacienda Landscaping, Inc.	\$ 81,593.00	(\$ 5,292.00)
Misfits Construction Company	\$118,800.00	(\$ 2,965.00)

Knitter explained the District is currently working with the low bidder, Innovation Landscape, Inc. on the playground replacement projects at Edgewood and Murphy Schools, and in 2018 they completed installation of “Duffy’s Pavilion” medallions on the park shelter at the ARC.

Staff recommended the Board accept Innovation Landscape, Inc. as the low qualified bidder and approve a contract in the amount of \$60,953.25 for the Hobson Corner Park – Pickle Ball & Site Improvements Project, CDP #23-01c-01.

MOTION by Coleman and seconded by Mahoney to accept Innovation Landscape, Inc. as the low qualified bidder and approve a contract in the amount of \$60,953.25 for the Hobson Corner Park – Pickle Ball & Site Improvements Project, CDP #23-01c-01.

Commissioner Venouziou asked when the project will be completed. Knitter said substantial completion should occur in October.

President Cohen asked if the site has picnic tables. Knitter confirmed there are picnic tables at Hobson Corner Park.

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

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

2.b. Knitter moved on to her next action item, Hobson Corner Park – Pre-Engineered Fabric Shade Structures Purchase, CDP #23-01c-02. Knitter said that as a component of the previously discussed Hobson Corner Park – Pickle Ball & Site Improvements Project, Staff recommends that the pre-engineered fabric shade structures be purchased directly by the District through the Sourcewell bidding co-op. Installation pricing is included in the previous action item and to be completed by the approved contractor. Timely, direct purchase will expedite the delivery (estimated at eight weeks) to ensure the planned fall 2023 construction timeline remains on schedule. Direct purchase also allows the avoidance of a contractor’s mark-up for overhead expenses. Knitter then shared example renderings of the proposed structure styles.

Staff recommended the Board accept Parkreation, Inc., an authorized dealer of Shade Systems pre-engineered outdoor fabric shade structures/canopies, as the low qualified bid secured from Sourcewell and approve a purchase order in the amount of \$30,364.50 for the Hobson Corner Park – Pre-Engineered Fabric Shade Structures Purchase, CDP #23-01c-02.

MOTION by Mahoney and seconded by Venouziou to accept Parkreation, Inc., an authorized dealer of Shade Systems pre-engineered outdoor fabric shade structures/canopies, as the low qualified bid secured from Sourcewell and approve a purchase order in the amount of \$30,364.50 for the Hobson Corner Park – Pre-Engineered Fabric Shade Structures Purchase, CDP #23-01c-02.

Commissioner Mahoney asked if the shade structures are safe when it is windy. Executive Director Adams shared that the heavy-duty structures are placed in concrete footings and designed to withstand high winds.

Commissioner Coleman asked if the fabric is removable. Knitter shared that while it is removable, the District has the same shade structures at the ARC playground and they have never removed them and they are holding up fine.

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

AYES: Mahoney, Venouziou, Coleman and Cohen

NAYS: None

ABSENT: Perry

MOTION CARRIED.

2.c. Knitter moved on to her next action item, 2023 Summer Tree Removal and Pruning, MSP# 23-17pc. Knitter reported that since the signing of the contract in June, Staff has been made aware of several tree issues requiring contractor assistance as described below:

- A broken, hanging branch in a large oak tree at Echo Point park too high for our staff access (\$225).
- A dead elm located along a neighboring resident's fence at Summerhill Park (\$625).
- Removal of eight dead trees at various locations within Village Greens property. Work is inclusive of tree removal, stump grinding and removal of stump grindings. The size of the trees identified exceed staff's ability to safely remove with some being as large as 40" Diameter (\$9,800).

Knitter elaborated, sharing that in addition to the issues listed above, a tree fell over the weekend onto the Lake Harriett path which will cost an additional \$750. This increases the change order from \$10,650 to \$11,400.

Staff recommended the Board authorize Change Order #1 to Family Landscaping & Tree Werks, Inc., for a net increase in the amount of \$11,400.00 for the 2023 Summer Tree Removal and Pruning, MSP# 23-17pc.

MOTION by Coleman and seconded by Venouziou to authorize Change Order #1 to Family Landscaping & Tree Werks, Inc., for a net increase in the amount of \$11,400.00 for the 2023 Summer Tree Removal and Pruning, MSP# 23-17pc.

Further discussion ensued regarding future options to secure a preferred tree removal contractor that the District can go to for services without having to frequently seek proposals on especially in emergency cases like this to help expedite the process. He added that District trees are showing evidence of increased stress from repeated drought conditions, short durations of heavy rains and overall climate change resulting. Knitter added that the milder, dryer winter did not help either as the trees were not dormant long enough.

President Cohen asked if the District could invest in the necessary equipment needed to complete these removals in-house. Executive Director Adams said that purchasing equipment is a possibility to consider, however there are other factors to consider including hiring and training of qualified, equipment storage, capital expense, etc.

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

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

Additional discussion ensued regarding District procedures regarding notification to families when removal or replacement of Memorial Trees is required. Executive Director Adams explained that while the Parks, Planning & Development Department Staff does notify families when Memorial Trees are removed or replaced in park sites, sometimes there may be a communication disconnect when this occurs outside of the department such as at the Golf Course. He added that the Staff will work on implementing a District-wide procedure for all Departments to follow when this occurs.

Knitter then moved to her informational items first discussing the 2023 School Playground Renovations Project – Site Work, CRP #23-01c-02, sharing that Kids Around the World (KATW), with assistance from Woodridge Park District staff and local volunteers coordinated by School District 68, completed removal and salvaging of the playground equipment at Murphy School on Monday, June 19th. Edgewood Playground went through the same process on June 12th.

Knitter said the contractor, Innovation Landscape, Inc. began work the week of June 19th and work has progressed steadily including: demolition and removal of the timber borders, concrete footings and play surfacing. Finished concrete work and underdrainage improvements are scheduled to be complete at both sites the week of July 10th, and the playground equipment has a confirmed shipping date of July 18th. At this time, the project remains on track for completion in early-August with both playgrounds anticipated opening occurring before the start of the new school year.

Knitter moved on to her next informational item, the Orchard Hill Park – Backstop and Netting Study reminding the Board that this spring Staff consulted with Williams Architects to provide some recommended options for consideration to feasibly address wayward foul balls from adjacent fields associated with the ¾ wagon wheel layout at the Orchard Hill Park Baseball/Softball Field Sports Complex, originally installed in 2003. The assessment of the existing three field backstops include fencing fabric and frames. The fabric is scheduled on a 25-year cycle within the District's Capital Replacement Plan due in 2028, but current assessment shows no evidence of rusting, degradation or deformities, indicating extended life beyond 25-year cycle. The backstop framework is projected to last 40 years with replacement planned in 2043.

Knitter said Williams proposed multiple options of two solutions related to the backstops:

- Replace the existing 20' fence backstops with 30' high netting backstops requiring new posts with options for additional overhead netting or fabric shade canopies protection between fields/over bleachers
- Preserve the existing 20' fence backstop and add separate overhead fabric shade structures independent of the backstops.

Knitter then reviewed images of the solutions as well as pricing options, which ranged from \$284,000 to \$613,000.

Board discussion ensued regarding what is the driving the need for the netting solutions, the number of people injured and if "moving" home plate back would alleviate the issue.

Executive Director Adams shared that while there have not been any serious injuries reported by the Woodridge Athletic Association (WAA), they have expressed their concerns regarding the frequency of the foul balls issue and potential risks of being hit by foul balls. Adams noted that while most of the foul balls are coming from Field #3 due to the older age of the kids, there is no guarantee that tall netting is going to completely eliminate the issue. Staff pointed two existing locations where overhead netting was installed over bleacher areas.

Commissioner Mahoney asked if deterring people from sitting behind home plate would help. Executive Director Adams suggested the possibility of adding windscreens similar to those at Hobson Tennis Courts to the backstops to obstruct the

view and discourage people from sitting there, therefore lowering the risk of being hit by a foul ball. He said that Staff will consider some options and discuss further with WAA to minimize seating in higher risk zones to present to the Board.

After Board discussion ended, the consensus was to hold off any of the proposed improvement options due to the large estimated expense until such time the existing backstops are due for replacement and in the interim period consider procedural options to reduce risks.

Knitter then shared the following PDNRM updates:

- The 2023 Summer Tree Removal and Pruning work with the outside contractor is underway.
- Given persistent drought conditions, Staff continues to water trees and various landscape plantings installed this spring on a daily basis, and fills the garden plot water tank four times weekly. Additional trees stressed by the drought conditions have been added to the watering route.
- Treatments to control algae and aquatic weeds at Lake Harriet and Ides Grove East Park continue; however, drought conditions continue to limit the amount of chemicals that can safely be applied to Lake Harriet without risking a fish kill due to low levels of dissolved oxygen. The recent rain events helped flush the water bodies and reduce algae plumes naturally.

Knitter closed her report discussing the Fred C. Hohnke Community Center (FHCC) - HVAC Cooling system, sharing that during the District's standard HVAC preventative maintenance (PM), the PM Contractor discovered that this new system, specifically the two AC condensers that serve the office space and tot school rooms of the FHCC (replacement completed in July 2022), had freon levels that were very low and in order to ensure freon levels were adequate, the contractor needed to add freon.

Knitter added that upon learning this information, Monaco Mechanical, the contractor who installed the system in 2022, was called in to inspect this issue. Their initial response was that the upstairs condenser lost freon as a result of a relief valve being activated because of a clogged coil. However, the PM contractor and the District's project engineer both disagree with this theory. Additionally, Staff located what appears to be a leak in the ceiling around a refrigerant line. She said Staff is working with AMSCO Engineering, the original project engineer, to gather information, develop an opinion and provide guidance as how to move forward. Staff is also working with Monaco Mechanical to come to the FHCC to determine the cause of the ceiling leak.

Golf Course

Executive Director Adams shared that all is going well at the Golf Course adding that year to date the course is up over 4000 rounds compared to last season. He reported that after a slow start to the season, outing bookings have picked up and Staff estimates to hit 85% of last season's total.

Aquatics & Recreation

Superintendent of Recreation Don Ritter opened his report sharing that the Lazy River pool liner continues to bubble on the east end of the river near the exit location. Maintenance staff purchased a larger pump to suction out water at a higher velocity to alleviate operational impacts. Currently, the liner needs to be pumped every 5 days for 60 – 90 minutes. The Aquatic Facility Manager is working with Renosys, Inc., manufacturer of the liners, to further resolve this issue per the warranty.

Executive Director Adams then reported that there is a suspected leak in the main pool drain line, adding that the Aquatics Maintenance Supervisor continues to work with a representative from Underground Imaging, Inc. to locate the exact pipe that is leaking. He said they suspect the leak may be located under the diving board, however, further investigation and potential repair will be needed post season. He cautioned that if there is a leak and repairs cannot be accessed through the pipe, the repair will entail major excavation. Staff will continue to monitor and report back on the situation.

Ritter then shared the following informational items:

- The new Cypress Cove concession furniture tables and chairs were delivered July 5th. A total of 30 tables and 120 chairs were purchased. The new slightly smaller size tables provide some highly desired elbow room space on the concession deck.
- Fall enrollment for WSA currently stands at 370 participants compared to 244 at the same time last year.
- The 3rd annual "Unplug Illinois Olympic Day" was held on July 8th at the Jefferson Jr. High School Turf & Track. This year 77 kids participated in seven different track & field events that included running, jumping, throwing and climbing. The weather cooperated and the kids seemed to really enjoy the different challenges. Staff received many positive comments from parents as well!
- The ARC took delivery of the five new elliptical machines – members seem to be very happy with them.

Ritter closed his report sharing that the ARC will be working the Marketing & Community Engagement Department to develop, distribute and track two different Fitness Surveys. One will be targeted towards current fitness members and the other will be for non-fitness members. The goal is to distribute the survey and have the results back in time for budget planning.

Marketing & Community Engagement (MCE)

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

Romano then shared that 14 new credit card readers have been received and put in to place at workstations at the ARC, FHCC and Cypress Cove. These new readers allow customers to pay using tap-to-pay options (tap to pay credit cards, Google Pay/Apple Pay). New readers were used at Jubilee and the tap-to-pay option was well received.

Romano reported that the 2023-24 KIDZ Squad registration begins July 12th for returning students and July 19th for new Registrations. MCE Staff worked with recreation staff and customer service staff to update the website, Active and post marketing materials for the 2023-24 KIDZ Squad school year registration dates.

Romano closed her report sharing that the MCE team put a new spin on the annual Popsicle Popups by adding a variety of themed activities/giveaways each Monday afternoon running from July 10th through August 7th. MCE staff will host each event with the WPD branded tent and tablecloth along with the themed activities including bubbles, painting, popsicles, ice cream and chalk art.

Administration

Executive Director Adams reported that Staff took delivery of the new work table for the FHCC admin office area. This will provide a larger work surface for the MCE and PPD departments. He then shared that the ARC & FHCC facility managers continue to have issues with the new janitorial company that started on May 1st. They will be meeting the vendor on July 20th to discuss and resolve ongoing issues.

Safety

Executive Director Adams reported that the Ad Hoc Active Intruder/Shooter (AIS) Sub-Committee met to discuss creation and implementation of facility specific AIS Emergency Action Plans (EAP) on Thursday, June 22nd. All members of the committee also attended an AIS webinar prior to meeting. The AIS Sub-Committee prioritized a list of items related to public safety and AIS to consider for implementation.

Executive Director Adams said the AIS Committee is looking into bAlert, an emergency communication platform that provides personal safety and mass notifications. bAlert incorporates discreet panic buttons, a safety app, tower lights and social media.

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 June 20, 2023 Regular Board Meeting Minutes and Agenda Items #2 through #7 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,567,518.24:

1. Regular Board Meeting Minutes	June 20, 2023
2. Vendor Payment & Payroll Ratification Report (6/16/23 – 7/13/23).....	\$1,567,518.24
3. Innovation Landscape, Inc., 2023 School Playground Renovations Project – Site Work, CRP #23-01c-02, Payout #1.....	\$44,281.80
4. Johnson Health Tech North America, Inc., ARC-CRP #23-1c – ARC Fitness Equipment Replacement (5 Ellipticals) Payout #1 (Final)	\$38,975.00
5. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, Payout #23.....	\$150.00
6. Pavement Systems Inc., Asphalt Resealing Project, CRP #23-08c, Payout #1.....	\$16,752.92
7. Premium Decking Supply, Inc., ACRP #23-01c – Cypress Cove Family Aquatic Concessions Furniture Replacement Payout #1 (Final)	\$43,561.00

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

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened his Board Report with his only action item Town Centre Property Phase 1 Environmental Site Assessment (ESA) Consultant Services, Proposal Approval. Executive Director Adams explained that the District's and PDRMA's legal counsel recommended completing a Phase 1 Environmental Assessment Statement (EAS) to ensure there's no environmental issues on the Town Centre property and to obtain environmental liability coverage from PDRMA's underwriter. He then explained what the assessment entails.

Staff recommended the Board approve Tetra Tech's proposal dated June 7, 2023 and contract agreement for \$7,900 to complete a Phase 1 Environmental Site Assessment for the Town Centre property.

MOTION by Coleman and seconded by Mahoney to approve Tetra Tech's proposal dated June 7, 2023 and contract agreement for \$7,900 to complete a Phase 1 Environmental Site Assessment for the Town Centre property.

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

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

Executive Director Adams moved on to his informational items recommending that the District apply for IAPD's 2023 "Best of the Best" Gala Award for Intergovernmental Cooperation for the Town Centre IGA. The Intergovernmental Cooperation Award is intended to recognize agencies (park districts, forest preserves, conservation, recreation, and special recreation agencies) and the units of government with which they have an agreement that have created successful intergovernmental agreements or partnerships that maximize tax dollars and benefit residents throughout the community. The "Best of the Best" Gala is scheduled for Friday, October 20, 2023 at Wheeling Park District's Chevy Chase Country Club.

Executive Director Adams then said that Staff seeks Board feedback and direction to determine a process to finalize the official name of the property currently labeled "Town Centre." "Town Centre" was a temporary placeholder label to easily reference the subject realty during negotiations and to seek public feedback during the master plan process. The District in

the past has implemented different processes to name District properties and facilities. Adams reported that Staff's preferred option is to brainstorm park names internally to be narrowed down to approximately three to five options for Board consideration.

President Cohen asked how soon the name needs to be finalized. Executive Director Adams said the name should be chosen by the end of the year.

After brief Board discussion, there was consensus for Staff to present the Board with three to five options.

Executive Director Adams closed his report sharing that the Town Centre Property was officially recorded with DuPage County Recorder's office on June 20, 2023, and that the updated 2nd quarter subgoals and objectives are included in the Board Report for review.

COMMITTEE REPORTS

SEASPAR

Knitter reported that there are three Joint Agreement changes being proposed for the SEASPAR Joint Agreement Resolution. She reviewed the three changes, adding that based on the Joint Agreement, there is a two-step process to change SEASPAR's Joint Agreement:

1. SEASPAR Board needs to pass a resolution by 2/3 majority vote of the Board members, which was completed on June 20, 2023, at SEASPAR's Board Meeting.
2. At least 2/3 majority vote of all member agencies need to pass a resolution at their Board meetings to ratify the amendment.

Staff recommended the Board accepting Resolution No. 23-9, A Resolution to Approve Amendments to the Joint Agreement for the Southeast Association for Special Parks and Recreation ("SEASPAR").

MOTION by Coleman and seconded by Venouziou to accept Resolution No. 23-9, A Resolution to Approve Amendments to the Joint Agreement for the Southeast Association for Special Parks and Recreation ("SEASPAR").

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

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

Jubilee/Oktoberfest

Nu Report

PDRMA

No report

Committee on Local Government Efficiency:

Knitter reported that Staff participated in the IAPD webinar giving guidance and sharing resources to assist agencies as they assemble information related to this new unfunded mandate. She added that in order to best comply with the Open Meetings Act that this Committee is bound by, Staff will determine a meeting date and time that best meets that of the majority of the committee and is not the same day as the currently scheduled board meetings. The Committee consists of the each of the five Park Board Commissioners, two residents – Amanda Loane and Jeff Sampson, and committee coordinator – Jenny Knitter. Staff will reach out to ask for each committee member's availability targeting a first meeting to occur in September.

EX-OFFICIO REPORTS

Plan Commission

See Board Report for Village list of developments.

Chamber of Commerce

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

Affiliated Athletic Associations

No report.

EXECUTIVE SESSION

At 7:57 p.m., MOTION by Mahoney and seconded by Coleman to adjourn to Executive Session under Section ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District.

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

AYES: Mahoney, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: Perry

MOTION CARRIED

RECONVENE OPEN SESSION


The Regular Board Meeting of July 18, 2023, reconvened at 8:24 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney and Venouziou. Staff: Adams, Ritter

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Coleman, seconded by Mahoney to adjourn the regular board meeting at 8:25 p.m. Cohen requested a voice vote to adjourn the regular board meeting of July 18, 2023.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary