



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.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PRESIDENT'S REPORT

President Cohen opened the President's report congratulating Totschool Instructors Christine Andrews & Estelle Callaghan on their 5th anniversaries. Superintendent of Recreation Don Ritter then shared background on them and what they do for the District.

Executive Director Adams shared that IAPD's Best of the Best Awards Ceremony is scheduled for Friday, October 20th. He added that Staff submitted the Town Centre IGA with the Village in the Intergovernmental Cooperation category.

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

STAFF REPORTS

Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened the finance report stating Staff is beginning the 2024 budget process. Over the next few weeks Department Heads will be meeting with their Staff to review any feedback and new requests or sub-goals. The preliminary budget will be presented to the Board in November with final approval occurring at the January 2024 meeting.

Webber then reported that in conjunction with the budget process is the 2023 tax levy preliminary planning discussion with Staff seeking preliminary feedback from the Board. He noted that based on 2022 Consumer Price Index (CPI) of 6.5%, the 2023 levy can be increased to the statutory maximum limit of 5% over last year's levy extension. Note, for comparison sake, the previous three-year average CPI increase was 2.81% on tax capped funds. He said a preliminary estimate of the 2023 levy increases for tax capped fund levies based on the previous 3-year EAV inflation of 2.65%, best guesstimate of new growth of \$5.8MM EAV and the 5% max CPI – this would result in an increase of \$333,534 over last year's levy.

Webber shared that it is important to note that the same inflationary increases impacting residents also impacts the District's budgeted expenses such as gasoline, utilities, commodities, etc. These inflationary pressures combined with the minimum wage increase to \$14 per hour on January 1, 2024, as well as capital construction cost increases will continue to impact future budgets.

Executive Director Adams shared that the statutory allowed annual levy increases based on CPI was instituted by the State legislature in 1991 for the primary purpose of allowing agencies to secure sufficient tax income to offset inflationary increases while also limiting large uncontrolled tax increases by capping levy increases not to exceed CPI plus new growth. He said this has been the District's prior practice to levy to the allowed CPI percentage plus new growth to allow for smaller managed tax extension growth to meet budget demands and inflationary increases. He added that recent State legislation created a new tool in an agency's tool box to provide an option to manage tax extensions when warranted. The new law allows agencies who decide to freeze a levy extension in any one year the ability to recoup lost tax revenue within the next three subsequent years. This action was not previously allowed deterring agencies from freezing its tax extension, for once

its frozen the agency is unable to recoup lost tax revenue forever. Additionally, if CPI caps out at 5% during those three years, there's no available levy room in which to recoup.

Executive Director Adams said the new extension tool is an option the Board could consider, but though that may prove beneficial as a short term measure to taxpayers during the year of a tax freeze, subsequent tax extensions and corresponding tax rates could significantly increase within the following three years should the agency decide to recoup the lost tax revenue from the levy freeze, which could more negatively impact tax payers based on seeing a more dramatic tax rate increase. If the Board wanted to temporarily freeze or minimize a levy increase for the 2024 budget year, the financial impact would most likely result in cutting operational expenses potentially reducing services as well as impact planned capital development and replacement projects. He advised that the District needs to be wise in its decision regarding the levy in order to avoid negative impacts that could deplete fund balances and increase future costs due to delaying capital projects.

Executive Director Adams then requested preliminary Board feedback on developing the FY2024 Budget assuming the 5% maximum CPI. Board discussion ensued on the preliminary levy extension increase taking into account a list of potential budget impacts anticipated for the 2024 budget year. There was Board consensus for Staff to proceed with assuming the 5% maximum CPI when going through the FY2024 budgeting planning process.

Webber then briefly discussed the District's financials sharing that all facilities are performing well.

Webber ended his report sharing that Human Resources Staff continues to evaluate potential Human Resources Information Systems. They narrowed the vendors down from five to two and will be receiving final cost figures this week and will have a recommendation for the September Board Meeting.

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, Maintenance Facility - Fence Replacement Project, CRP#23-06c. Knitter said Staff opened bids on August 2nd and that the project included two base bid options (aluminized chain link fabric w/ HDPE privacy slats vs. wood cedar slat fence). Alternate bids were included for either swing or cantilever gate options to provide budget flexibility in finalizing design details. Staff received only one bid for the project, and the submitting contractor did not receive the three addenda issued that modified the project scope. As a result, the only bid submitted did not comply with the final project specifications, therefore, it was void. Staff checked with several plan holders as to why they did not submit, and reasons ranged from lack of time on their part to prepare, family emergency's and/or not interested in the scope of the work. She reported that Staff is re-letting the bid on August 17th with a bid opening date of September 7th. The bid scope is also being revised to request bids for the replacement of the cedar wood slat fencing and eliminating bids for use of chain link fencing option.

Staff recommended the Board reject the one noncompliant bid received for Maintenance Facility - Fence Replacement Project, CRP#23-06c, and authorize staff to rebid the Maintenance Facility - Fence Replacement Project, CRP#23-06c-R1.

MOTION by Coleman and seconded by Mahoney to reject the one noncompliant bid received for Maintenance Facility - Fence Replacement Project, CRP#23-06c, and authorize staff to rebid the Maintenance Facility - Fence Replacement Project, CRP#23-06c-R1.

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 I Archaeological Survey Project, CA #23-03ca. Knitter shared that Staff solicited proposals from 10 local, qualified historians and archeologists for the purposes of producing a Phase 1 Archeological Survey for the Town Centre Park property (full and partial site options requested) as required by the Illinois State Historic Preservation Office and the Illinois Department of Natural Resources for OSLAD grant funded projects/developments. The District received three proposals:

<u>Proposals Received</u>	<u>Option A</u>	<u>Option B</u>
	(Phase 2 Area Only)	(Full Site)
University of Illinois at Urbana-Champaign (Public Service Archaeology & Architecture Program)	\$ 4,341.00	\$ 8,257.00
Civil & Environmental Consultants, Inc.	\$ 20,850.00	\$ 35,000.00
Chronicle Heritage	\$ 26,078.00	\$ 42,228.00

Knitter reported that the Public Service Archaeology and Architecture Program at UIUC was recommended by both the IDNR OSLAD grant administrator and Hitchcock Design Group. Their proposal indicates that the final report of findings will be provided within five weeks from the date of approval. Their team successfully completed hundreds of archaeological surveys, and provided multiple, quality references including park districts and municipalities illustrating projects of similar scope and scale.

Staff recommended the Board accept the Public Service Archaeology & Architecture Program of the University of Illinois at Urbana-Champaign's proposal dated August 3, 2023.

MOTION by Mahoney and seconded by Venouziou to accept the Public Service Archaeology & Architecture Program of the University of Illinois at Urbana-Champaign's proposal dated August 3, 2023, for conducting Phase I Archeological Survey services and approve a contract agreement in the amount of \$8,257.00, pending final attorney approval of terms and conditions for the Town Centre Park – Phase I Archaeological Survey Project, CA #23-03ca.

Commissioner Venouziou asked what the team will be looking for? Knitter said artifacts and that if any artifact is found the project would most likely be shut down for further investigation. She added that these surveys are only completed on undeveloped sites.

Commissioner Mahoney asked if the students working on the project will be supervised by Staff. Knitter confirmed that they will.

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

AYES: Mahoney, Venouziou, Coleman, 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 & Post Caps Powder Coat Refinishing Project, CRP# 23-10pc-02. Knitter said the District received three proposals via an RFP process for the preparation and powder coat refinishing for 55 existing metal baluster railings and 57 metal post caps combined at both park sites. Coordination between in-house crews for disassembly and delivery to the powder coating contractor will occur most likely in September.

<u>Proposals Received</u>	<u>Proposal Base Bid</u>
Creative Powder Coatings	\$12,276.00
Fox Valley Sandblasting & Powder Coatings	\$21,445.00
Powder Coating Systems	\$44,429.00

Staff recommended the Board approve a proposal submitted by Creative Powder Coatings in the amount of \$12,276.00.

MOTION by Coleman and seconded by Mahoney to approve a proposal submitted by Creative Powder Coatings in the amount of \$12,276.00 for the Mending Wall and Summerhill Park Railing & Post Caps Powder Coat Refinishing Project, CRP# 23-10pc-02.

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

AYES: Coleman, Mahoney, Venouziou, Perry and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

2.d. Knitter's final action item as a change order for Hawthorne Hill Woods, Phase 1 – Culvert Replacements Project, CRP #22-02c-01. Knitter explained that in reviewing pay applications and close out documents for the project, Staff observed a number of line items where the contractor, V3 Construction Group, LTD, failed to request payment for all or for a portion of specific line items in the contract. Staff confirmed with the project manager that the contractor will not be seeking payment for these items and they should be deducted from the contract. These items were result of changes to quantities or materials authorized in the field by the project engineer. The deductions include the following: Silt Fencing (\$4,864.50), Straw Wattle (\$1,560.00), Tree Protection Fencing-North (\$1,350.00), Construction Access Seed & Blanketing (\$3,498.00) and Tree Protection Fencing-South (\$1,350.00).

Staff recommended the Board authorize Change Order #1 to V3 Construction Group, LTD's contract.

MOTION by Mahoney and seconded by Perry to authorize Change Order #1 to V3 Construction Group, LTD's contract, for a net decrease in the amount of \$12,622.50 for the Hawthorne Hill Woods, Phase 1 – Culvert Replacements Project, CRP #22-02c-01.

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

AYES: Mahoney, Perry, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter then briefly discussed the following informational items:

- The Edgewood and Murphy playgrounds are complete and ready for the first day of school on August 16th.
- The Hobson Corner fabric shade structures will be delivered September 15th.
- The second WPD sign was installed on the ARC building's north face on Wednesday, July 26th.
- The two new 2023 F250 4x4 Trucks with Plows from National Fleet, the District's Joint Purchase vehicle facilitator, are projected to be delivered by December 1, 2023.
- Monaco Mechanical has agreed to come out to test the AC system that serves the FHCC office area and investigate for leaks. The Park District has expressed that if a leak is found that this will still be covered under warranty as Monaco Mechanical is still not convinced there is a leak. Staff did share with Monaco that what appears to be refrigerant oil is dripping in the ceiling above the copy room. Staff is keeping our engineer fully apprised of the situation and has asked them to be in attendance when Monaco comes out in mid to late August.
- During the month of July, Family Landscaping & Tree Werks completed pruning or removal of trees at seven sites including Vicente Outlot E (1), Lake Carleton (1), Pond 54 (1), Ide's Legacy Park (1), Echo Point Park (2), Summerhill Park (1) and Falconridge Park (3).

Knitter closed her report sharing that the Orchard Hill Park ballfields, Janes Park ballfield and some park sand volleyball courts are experiencing an infestation of "Cicada Killers" again. Staff treated wasp nests several times with little

effectiveness. On August 4th, Orkin arrived on-site and treated Orchard Hill Park fields. They will come back over the next 30 days to continue to treat if the pest solution is not resolved.

Golf Course

Executive Director Adams referred the Board to the Village Greens Board Report for the latest information.

Aquatics & Recreation

Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report discussing the Cypress Cove Family Aquatic Park Buildings Roof Shingle Replacement, ACRP #23-02c. He said that per the ACRP program, replacement of the roof shingles on the main bathhouse, filter building and pump mechanical building is scheduled. An alternate bid to install skylights on the filter building is requested to provide improved natural lighting subject to budget allowance. Bid packets are scheduled to be let on August 17th with a September 7th bid opening. Results will be presented at the September 2023 regular board meeting.

Ritter reported that on July 7th, the Cypress Cove lifeguard staff was audited by StarGuard Elite. Skills tested included spinal injury management, unresponsive drowning and sudden cardiac arrest. Staff received a 4 Star Safety Award and lifeguard Kayla Jarosinski received the StarGuard Elite lifeguard award for transcending safety standards throughout the audit.

Ritter then shared that Cypress Cove will be starting post-season hours on August 21st, with Labor Day being the last day of the season.

Ritter then shared the following informational items:

- The WSA Fall season will get underway with games scheduled to begin on August 19th. A total of 386 participants registered (30 teams) which is 153 more players than last fall.
- The WSA board is in discussion about the vacant Vice-President position, as Brian Matthews will be taking on the role of President.
- Totschool will begin on September 5th with 103 preschoolers registered – up from 92 students last year.
- The 2023-2024 Kids Squad Before and After School program is scheduled to begin on August 17th.

Ritter informed the Board of a recent program participant's parent that expressed concerns and issues regarding a program instructor. Ritter stated the staff thoroughly investigated the parent's concerns regarding the contractual instructor, which per Staff didn't warrant any further action other than increased awareness by the instructor and company of the concerns. Staff's findings were reviewed and discussed with the parent.

Ritter ended his report sharing that ARC Facility Manager Angie McGrath announced that she will be retiring on December 29, 2023.

Marketing & Community Engagement ("MCE")

Superintendent of Marketing & Community Engagement Megan Romano opened her report sharing the July 2023 registration numbers. She then noted that Google Analytics upgraded to a new system and required users to upgrade their accounts and upload new analytic code to every web page on the WPD, Cypress Cove and ARC websites. Unfortunately, Weblinx, the District's web company, is backed up on these requests and were unable to complete the upgrade in-house by the deadline date. They hope to have this completed soon and will have updated website analytics for September.

Romano then reported that new for this year, the District is accepting sponsorships for Autumn Opener. For \$250, a business/organization can attend the five-hour family event with a table/tent and have their logo included on the Autumn Opener event web page. Additionally, Staff is seeking Oktoberfest sponsorships by following up with previous event sponsors, sponsors of other Park District events and a paid ad emailed to Chamber630 members.

Romano closed her report sharing that the marketing department worked with HR and recreation supervisor Jess Tompkins to increase promotion of the KIDZ Squad jobs since there is a waitlist of over 50 children. Job marketing included posters at all WPD facilities, the Hobson Corner Park bulletin board, all digital screens and marquees, social media, Woodridge

Patch, e-blasts. Additionally, there are sidewalk decals with general job advertisements and QR code to NeoGov at seven different park sites. Paid advertisements on job-specific websites are being looked into.

Administration

Executive Director Adams opened the Administration report reminding the Board that every three years the District formally bids, through the brokered services of NIMEC for the purchase of electrical energy to obtain the lowest price possible. In May 2023 a new contract began with Dynegy Energy. He said that NIMEC recently reminded its clients that last year, ComEd passed through a significant credit, called the Carbon Free Resource Adjustment (CFRA). This is the result of the State's 'bailout' of three Exelon nuclear plants. Essentially, when market rates are high, Exelon shares excess profitability with ComEd users in the form of a credit. When rates are low, residents and commercial users are assessed a charge to reduce the nuclear plants' losses.

Executive Director Adams noted that as a result of the substantial runup in rates in 2022, the CFRA resulted in a 4¢ cents per kilowatt hour credit to all residential and commercial users in the ComEd territory. However, NIMEC warned with the market dropping, the Carbon Adjustment is now reversing and will result in a 1¢ cents per kilowatt hour charge from June – October, 2023. Beginning in October 2023, the CFRA will be updated monthly to further align the credits or charges with payments to or from nuclear plants. He then shared how this is financially affecting each facility.

Executive Director Adams then noted that the FHCC and the ARC continue to experience issues with the new contractual cleaning company. Issues are both cleaning and personnel related, and each facility manager is emailing the company on a near daily basis with the problems they are experiencing as well as photos of cleaning issues. He said Staff is investigating a different approach that some other park and school districts are using to contract for high quality janitorial services, whereby an RFQ process per the Local Government Professional Services Selection Act related to environmental services is required to identify qualified companies/consultants. Subsequent to selecting those qualified, an RFP process could be required to finalize pricing and a contract. More research is necessary, to include attorney review. This concept may result in a service that meets expectations versus the ongoing issues of managing low bid contractors that fail to meet scope of work expectations.

Safety

Executive Director Adams reported that the Ad Hoc Active Intruder/Shooter (AIS) sub-Committee met to discuss Emergency Action Plans (EAPs), updating evacuation maps and investigation of the bAlert mass communication system. All facility managers are working on updating facility evacuation maps to include shelter in place locations as well as emergency equipment locations.

CONSENT AGENDA

F.1.- 11. 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 July 18th, 2023 Regular Board Meeting Minutes, Agenda Item #2 for the approval of the July 18th, 2023 Executive Session Minutes and Agenda Items #3 through #3 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,600,274.41:

1. Regular Board Meeting Minutes July 18, 2023
2. Executive Session Meeting Minutes July 18, 2023
3. Vendor Payment & Payroll Ratification Report (7/14/23 – 8/10/23)..... \$1,600,274.41
4. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #1 \$2,510.55
5. Innovation Landscape, Inc., 2023 School Playground Renovations Project – Site Work, CRP #23-01c-02, Payout #2 \$49,369.09
6. Landscape Structures., 2023 School Playground Renovations Project - Equipment Purchase, CRP #23-01c-01, Payout #1 (Final)..... \$171,235.00
7. NuToys Leisure Products, 2023 Bench Purchase, MSP #23-15pc, Payout #1 (Final) \$10,616.00

8. V3 Construction Group, LTD, Hawthorne Hill Woods, Phase 1 – Culvert Replacements Project, CRP #22-02c-01, Payout #2 \$42,440.75
9. Village of Woodridge, Town Centre Shared Parking Lot Contract Retention – Payout #2 (Final) \$6,612.00
10. Village of Woodridge, Town Centre Land Acquisition, Debt Service Interest \$90,287.50
11. Williams Associates Architects, Ltd., Orchard Hill Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA#22-03pc, Payout #7 \$793.00

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

Executive Director Adams then reported that Board and Staff was sent a survey questionnaire for park name suggestions for the Town Centre Property. Responses are due by August 31st and the Leadership Team (LT) will narrow down the suggestions to three to five options to be shared with the Park Board along with a final recommendation submitted by the LT.

Executive Director Adams then shared that the Town Centre Property Environmental Site Assessment (ESA) results came back August 15th and there are no issues with the site. He explained that he completed an ESA questionnaire regarding historical use of the site to include knowledge of any potential hazardous waste/materials or release of any contaminants on or around the property. There are no known documented hazards that the District is aware of since the District first leased the premises back in 1971.

Executive Director Adams said that on August 1st the Woodridge Police Department hosted a National Night Out Event at Duffy's Pavilion. The event was a success with great community support and turnout.

Executive Director Adams closed his Board Report by officially submitting his Letter of Retirement to the Board. His last day will be June 28, 2024. He then briefly reviewed a recommended process and timeline of interviewing candidates for the position.

COMMITTEE REPORTS

SEASPAR

Knitter provided the following SEASPAR updates:

- Woodridge resident and active and long-time SEASPAR participant Randy Naberhaus peacefully passed away in his home in Woodridge in July.
- SEASPAR programming is continuing to experience increased participation levels.
- The SEASPAR Board passed a resolution allowing Willowbrook Residents to register as residents starting in Winter/Spring Season, 2024.
- Knitter shared the results of an on-line needs assessment conducted by the University of St. Francis Business Marketing Class at no charge to the agency. This survey targeted SEASPAR participants and families and resulted in a 46% return rate (extremely high).

Jubilee/Oktoberfest

No Report

Committee on Local Government Efficiency

Staff reached out to the two resident committee members to determine if the first meeting can be held on September 26th, at 6:30pm in the FHCC in the board room. Staff is still waiting for their response to confirm this initial meeting.

Commissioner Perry asked if the meeting could be held the same night as the Regular Board Meeting. Knitter shared that they must follow the Open Meetings Act and the meeting should be held independently of the Board Meeting.

PDRMA

No report

EX-OFFICIO REPORTS

Plan Commission

No report

Chamber of Commerce

No report

Affiliated Athletic Associations

No report

EXECUTIVE SESSION

At 7:57 p.m., MOTION by Venouziou and seconded by Mahoney 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: Venouziou, Mahoney, Coleman, Perry and Cohen

NAYS: None

ABSENT: None

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, Perry and Venouziou. Staff: Adams, Ritter.

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 8:24 p.m. Cohen requested a voice vote to adjourn the regular board meeting of August 15, 2023.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary