



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 Absent: Coleman
Staff present: Adams, Knitter, Ravasio, Ritter, Romano and Webber.

Public: Kathi Wenczewicz, Recreation Supervisor, Woodridge Park District; Amelia Lozano, Recreation Coordinator, Woodridge Park District

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PRESIDENT'S REPORT

President Cohen opened the President's report congratulating Recreation Supervisor Kathi Wenczewicz on her 5th Anniversary. He then deferred to Superintendent of Recreation Don Ritter.

Ritter shared that Wenczewicz started as an intern with the District in 1992 then moved on to work for the Fox Valley Park District and the Carol Stream Park District. She returned to the District in 2018 focusing on pre-school, youth and dance programs. He added that she is a great asset to the District and is always willing to help and volunteer.

President Cohen then congratulated Recreation Coordinator Amelia Lozano on her 10-year Anniversary with the District. Ritter shared that she started out as a Tot School Teacher in 1996 for eight years then moved on to School District #68. She returned to the District in 2015 to serve as the Tot School Director. Ritter shared that her the students are always her top priority and that she does a great job training her teaching Staff.

Executive Director Adams then shared that ARC Facility Manager Angie McGrath officially submitted her letter of retirement, with her last day being December 29, 2023. He said Staff will be coordinating something for her departure.

President Cohen then reminded the Board that the IAPD Best of the Best Gala is scheduled for October 20th. The District will be receiving a Best of the Best Award for Intergovernmental Cooperation with the Village of Woodridge Pertaining to the Town Centre Property acquisition beginning in 2005.

Executive Director Adams then shared that the Village of Woodridge approved an ordinance (Village Ordinance 2023-24, An Ordinance Exempting the Woodridge Park from Certain Provisions of the Village Code Regarding Reimbursement of the Cost of Village Services Related to Supporting the Woodridge Park District's Annual Oktoberfest) to waive any expenses pertaining to Village services (public works and police) to assist the District in hosting the annual Oktoberfest. This action will save the District approximately \$5,000 per year. Note, this was action was proposed solely by the Village which the District subsequently supported with a letter of request. President Cohen expressed on behalf of the Board of Commissioners and staff, the District's appreciation to the Village for their cooperation to assist with these services.

Executive Director Adams said the IAPD Legal Symposium is scheduled for Thursday, November 2, 2023 (9 a.m. – 2:30 p.m.) at Conference Center/Hyatt Lodge in Oak Brook or via Zoom. He said if to contact him if anyone is interested in attending.

President Cohen closed his report reviewing upcoming events.

STAFF REPORTS

Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened his board report providing an update on the Human Resources Information System (HRIS), sharing that over the last three months Staff met with five companies regarding HRIS systems. After much research and discussion, Staff determined that Paycom is the best vendor to fit the District's needs, with the largest deciding factor being the method of payment and overall cost. Webber further elaborated on product details, highlighting that Paycom will eliminate the need for various stand-alone systems the District is currently using resulting in savings estimated at \$18,000 in 2024. Webber then asked the Board for their feedback.

President Cohen asked about the length of the contract with Paycom. Webber said the contract is month-to-month and can be cancelled at any time.

After a brief discussion, there was Board concurrence to move ahead with Paycom.

President Cohen asked about next steps. Webber said the contract will be sent to the District's attorney for review to finalize terms and present to the Board for consideration to approve at an upcoming board meeting.

Webber then reviewed the District's financials reporting that the District continues to have an overall strong year in 2023.

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, DCEO Grant Application for Ide's Park Connector Bike Path. Knitter reported that late August, Staff was notified by the Department of Commerce and Economic Opportunity that the State of Illinois Capital Legislative Grant for costs associated with installation of a bike path in the amount of \$50,000, was appropriated. Funding assistance was originally solicited by Executive Director Adams in 2019 for this Ide's Grove West Park to Ide's Grove East Park connecting bike path. Staff confirmed that this grant is applicable to this project even after construction is complete in addition to it being on Nicor property through a license lease agreement.

Staff recommended the Board approve the application for the Department of Commerce and Economic Opportunity (DCEO) Grant for funding assistance of \$50,000 for the Ide's Park Connector Bike Path Development Project and approve the President, Secretary and Executive Director as authorized signatories.

MOTION by Mahoney and seconded by Perry to approve the application for the Department of Commerce and Economic Opportunity (DCEO) Grant for funding assistance of \$50,000 for the Ide's Park Connector Bike Path Development Project and approve the President, Secretary and Executive Director as authorized signatories.

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

AYES: Mahoney, Perry, Venouziou, and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2.b. Knitter moved on to her next action item, Fund 19 – Special Recreation Fund ADA Budget Reallocation Request. Knitter shared that for 2023 Staff budgeted for various concrete and paving projects with both ADA and CRP budgeted funds. As a result of recent bid pricing for the Multi-Site Park Improvements Project being higher than expected staff requests a reallocation of ADA budgeted funds. Knitter then reviewed the affected projects.

Staff recommended the Board approve revisions to Fund 19 - Special Recreation Fund to reallocate ADA capital outlay project budgets as presented not-to-exceed the original total budgeted capital outlay budget amount of \$200,000.

MOTION by Mahoney and seconded by Venouziou to approve revisions to Fund 19 - Special Recreation Fund to reallocate ADA capital outlay project budgets as presented not-to-exceed the original total budgeted capital outlay budget amount of \$200,000.

Commissioner Perry asked if the scope of work would be decreasing on the projects. Knitter shared that work will be pared back on some of the projects and added/built-up on others.

President Cohen asked if all these projects are required. Knitter replied that these projects create a more accessible park as identified in the ADA Transition Plan.

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

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

2.c. Knitter moved on to her next action item, Multi-Site Park Improvements Project, CRP #23-07c-01. Knitter reviewed the base bid items and the alternate bid items for the site improvements at Cypress Cove Family Aquatic Park, Windy Point, Summerhill and Ide's Grove East Parks. Staff received the following bids:

Contractor	Base Bid	Alt. Bid #1	Windy Point Park	
			Scope Removal	Modified Base Bid
Innovation Landscape, Inc.	\$ 248,063.00	(\$ 4,710.00)	(\$ 13,556.92)	\$ 234,506.08
D&J Landscape, Inc.	\$ 268,149.30	(\$ 6,871.00)	(\$ 15,156.71)	\$ 252,992.59
Landworks, LTD	\$ 282,501.80	(\$ 9,198.00)	(\$ 16,991.21)	\$ 265,510.59

Knitter said in reviewing the scope of work, Staff found that the costs increased across the board since much of this work was initially bid this spring. Staff's opinion is that reissuing this bid for a third time is unlikely to result in cost savings. As a result, staff recommends modifying the scope of work to eliminate the proposed concrete replacement at Windy Point Park and pursue alternative, cost effective solutions. The "Modified Base Bid" shown in the cost break down above reflects this change. She added that acceptance of Alternate Bid #1 is not recommended.

Staff recommended the Board accept Innovation Landscape, Inc. as the low qualified bidder based on acceptance of the modified Base Bid and approve a contract in the amount of \$234,506.08 for the Multi-Site Park Improvements Project, CRP #23-07c-01.

MOTION by Mahoney and seconded by Perry to accept Innovation Landscape, Inc. as the low qualified bidder based on acceptance of the modified Base Bid and approve a contract in the amount of \$234,506.08 for the Multi-Site Park Improvements Project, CRP #23-07c-01.

President Cohen asked when the work would be completed. Knitter said the work will be completed this fall.

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

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

2.d. Knitter's next action item was the Cypress Cove Family Aquatic Park Buildings Roof Shingle Replacement, Project ACRP #23-02c. Knitter explained that the contract base bid scope of work consists of furnishing all necessary labor

(prevailing wage), materials, and equipment to remove existing asphalt fiberglass shingles and replace with asphalt fiberglass shingles. Three Alternate Bids were requested: 1) install 8 fixed unit skylights on filter building roof; 2) Reuse existing roof edge flashing on each building; and 3) remove from contract base bid cost to replace filter building gas vents and exhaust ducts. Knitter then shared the following bid results:

Contractor	Base Bid	Alt. Bid #1	Alt. Bid #2	Alt. Bid #3
		<i>Add</i>	<i>Deduct</i>	<i>Deduct</i>
Ridgeline Enterprise, Inc.*	\$99,560.00	\$8,000.00	(\$0.00)	(\$2,350.00)
Sealtight Exteriors, Inc.	\$132,910.00	\$8,800.00	(\$480.00)	(\$7,650.00)
Filotto Roofing, Inc.	\$136,550.00	\$11,520.00	(\$2,500.00)	(\$28,000.00)
All America Exterior Solutions	\$139,300.00	\$7,800.00	(\$6,800.00)	(\$8,800.00)
Waukegan Roofing Company, Inc.	\$169,470.00 ¹	\$8,000.00	(\$1,600.00)	(\$0.00)
Metalmaster/Roofmaster, Inc.	\$241,883.00	\$12,512.00	(\$18,020.00)	(\$17,685.00)

¹Incomplete Bid

Knitter said Staff recommends approving Alternate Bid #1 to install sky lights on the filter building to provide natural sun light to improve overall interior light photometrics and safety. Staff does not recommend accepting alternate bid #2 based on desire to install new roof edge flashing and does not recommend accepting alternate base bid #3 due to competitive bid amount to replace the gas vents and exhaust duct. She noted that substantial completion is scheduled for November 3, 2023. Staff received satisfactory performance from past project references.

Staff recommended the Board consider accepting Ridgeline Enterprise, Inc.'s as the low qualified bidder and approve a contract in the amount of \$107,560.00 based on the contract base bid and alternate base bid #1 for the Cypress Cove Family Aquatic Park Buildings Roof Shingle Replacement, Project ACRP #23-02c.

MOTION by Venouziou and seconded by Mahoney to accept Ridgeline Enterprise, Inc.'s as the low qualified bidder and approve a contract in the amount of \$107,560.00 based on the contract base bid and alternate base bid #1 for the Cypress Cove Family Aquatic Park Buildings Roof Shingle Replacement, Project ACRP #23-02c.

Executive Director Adams noted there is the possibility that they may reduce the number of skylights on the filter building roof based on final layout.

Commissioner Perry asked why skylights are being added. Executive Director Adams said the building is naturally dark and the skylights are an economical and efficient way to add more light into the building to improve overall safety.

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

AYES: Venouziou, Mahoney, Perry and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2.e. Knitter's next action item was the 63rd Street Park Basketball Courts Recoloring Project, CRP #23-11pc. Knitter shared the specified Request for Proposal (RFP) scope of work consists of minor crack repair and recolor coating two basketball courts, with the option of completing this fall or in Spring 2024 with a deadline date of June 30th. The following proposals were received:

Contractor	Proposal
Sport Surface Pros, LLC	\$16,380.00
U.S. Tennis Court Construction	\$29,025.95
TAZA Construction (DBA Tiles in Style, LLC)	\$51,904.00

Staff recommended the Board consider approving a proposal submitted by Sport Surface Pros, LLC. in the amount of \$16,380.00 for the 63rd Street Park Basketball Courts Recoloring Project, CRP #23-11pc.

MOTION by Perry and seconded by Mahoney to approve a proposal submitted by Sport Surface Pros, LLC. in the amount of \$16,380.00 for the 63rd Street Park Basketball Courts Recoloring Project, CRP #23-11pc.

President Cohen asked how often the courts need to be re-colored. Executive Director Adams said typically every five to seven years based on wear and tear.

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

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

2.f. Knitter moved on to her next action item, the Maintenance Facility - Fence Replacement Project, CRP #23-06c-R1. Knitter said the specified contract base bid scope of work consists of furnishing all necessary labor (prevailing wage), materials, and equipment to remove existing wood slat fence and replace with new wood slat fence and gates as specified. Two Alternate Bids were requested: 1) reusing existing swing gate frame for west gate (deduct); and 2) substitute replacement of east swing gate with double cantilevered sliding gate (add). The following bids were received:

Contractor	Base Bid	Alt. Bid #1	Alt. Bid #2
Action Fence Contractors, Inc.	\$28,765.00	(\$300.00)	\$1,580.00
MBE Fence, Inc.	\$28,825.00	(\$2,090.00)	\$6,980.00

Knitter said that upon reviewing the bids, Staff recommends approving Alternate Bid #2 substituting the replacement double swing gate with a double cantilevered gate for increased durability caused by wear and tear and ease of ingress & egress operations to the maintenance yard. She noted that completion is scheduled for November 3, 2023.

Staff recommended the Board accept Action Fence Contractors, Inc. as the low qualified bid and approve a contract agreement in the amount of \$30,345.00 for the Contract Base Bid and Alternate Base Bid #2 for the Maintenance Facility - Fence Replacement Project, CRP#23-06c-R1.

MOTION by Mahoney and seconded by Venouziou to accept Action Fence Contractors, Inc. as the low qualified bid and approve a contract agreement in the amount of \$30,345.00 for the Contract Base Bid and Alternate Base Bid #2 for the Maintenance Facility - Fence Replacement Project, CRP#23-06c-R1.

Commissioner Mahoney asked where Action Fence is located. Knitter replied that are located in Lake Forest.

Commissioner Mahoney asked how old the existing fence is. Knitter said the fence is 20 years old.

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

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

2.g. Knitter moved on to her next action item, the 2023 Truck Bed Mounted Salt Spreader Hopper, CRP #23-10pc. Knitter explained that the District's existing salt spreader hopper & hopper infrastructure has deteriorated as a result of years of

salt spreading use. This bed mounted v-box spreader, used regularly during snow events at the ARC & FHCC, is 7' wide and can hold 1.5 cubic yards and pricing includes installation by contractor. The following proposals were received:

<u>Contractor</u>	<u>Proposed Price</u>
Regional Truck Equipment	\$6,273.00
Advantage Trailer and Hitches	\$6,647.74
Coffman Truck Sales	\$7,015.42

Staff recommend the Board accept the low qualified quote from Regional Truck Equipment in the amount of \$6,273.00 and authorize the Executive Director to approve a purchase order for the 2023 Truck Bed Mounted Salt Spreader Hopper, CRP #23-10pc.

MOTION by Venouziou and seconded by Mahoney to accept the low qualified quote from Regional Truck Equipment in the amount of \$6,273.00 and authorize the Executive Director to approve a purchase order for the 2023 Truck Bed Mounted Salt Spreader Hopper, CRP #23-10pc.

Commissioner Perry asked if the hopper would arrive in time for this winter. Knitter confirmed it would be.

President Cohen asked if one hopper is enough for the District's needs. Knitter said the District only needs one.

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

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

2.h. Knitter moved on to her next action item, the Cypress Cove Family Aquatic Park – Light Pole Fuse Installation Project, ACRP #23-03c. Knitter reported that Staff requested quotes for the installation of fuses in the original light poles at Cypress Cove both in and out of the park. Currently, the poles do not have individual fuses and when a pole has an issue, it has caused service issues on multiple poles within a circuit. Once the fuses are installed, any future problems can be isolated to the one pole. The installation includes adding fuses to 46 existing light poles. The following proposals were received:

<u>Contractor</u>	<u>Proposal</u>
Richmond Electric Co., Inc.	\$8,600.00
Burnett & Sons Electric	\$9,820.00

Staff recommended the Board accept Richmond Electric Co., Inc.'s proposal and approve a contract in the amount of \$8,600.00 based their proposal dated September 12, 2023, for the Cypress Cove Family Aquatic Park – Light Pole Fuse Installation Project, ACRP #23-03c.

MOTION by Mahoney and seconded by Perry to accept Richmond Electric Co., Inc.'s proposal and approve a contract in the amount of \$8,600.00 based their proposal dated September 12, 2023, for the Cypress Cove Family Aquatic Park – Light Pole Fuse Installation Project, ACRP #23-03c.

President Cohen asked if these are the new LED lights. Knitter confirmed that they were.

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

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

MOTION CARRIED.

2.i. Knitter's final action item was a change order for the 2023 Summer Tree Removal and Pruning, MSP# 23-17pc project. Knitter shared that since June, Staff encountered various tree issues requiring contractor assistance including:

- Broken hanging branch over the path extending to Meadowview School:	\$395
- Removal of a large maple that fell onto a resident's fence during a storm (Lake Har. path):	\$750
- Stump grinding in inaccessible location with district equipment (Cypress Cove):	\$125
- <u>Echo Point Park scope removal of high pruning - Staff completed due to urgency:</u>	<u>(\$225)</u>
TOTAL CHANGE ORDER #2 :	\$1,045

Staff recommended the Board authorize Change Order #2 to Family Landscaping & Tree Werks, Inc., for a net increase in the amount of \$1,045.00 for the 2023 Summer Tree Removal and Pruning, MSP# 23-17pc.

MOTION by Perry and seconded by Mahoney to authorize Change Order #2 to Family Landscaping & Tree Werks, Inc., for a net increase in the amount of \$1,045.00 for the 2023 Summer Tree Removal and Pruning, MSP# 23-17pc.

Executive Director Adams shared that Staff continues to struggle with how to efficiently obtain contractual tree removals bid pricing, especially when something is urgent needs to be done quickly. Staff is working with the attorney to determine the best way to handle these emergency situations.

President Cohen asked if there is any equipment the District can purchase to assist with the tree removals. Executive Director Adams said that approach is not the most efficient for the District based on cost of equipment, additional staffing, training, etc. Knitter added that from a safety and liability standpoint it is better to rely on contractors trained on large tree removals especially taking into site constraints.

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

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

Knitter closed her report sharing that all PPD informational items can be reviewed in the Board report.

Golf Course

3.a. Executive Director Adams opened the Golf Course with the only action item, 2023 VGGC Beverage Cart Replacement Purchase, VGCRP #23-02pc. He reminded the Board that the Course's aged beverage cart unit's engine recently failed resulting in costly repairs, which ultimately exceeded the value of the unit. After a thorough review, based on the information available at this time pertaining to the purchase cost and long lead times (1-year plus) for a new cart, staff found a 2016 Yamaha ADV beverage cart from Harris Golf Cars that satisfied all criteria. Because the unit is critical for revenue generation, the Executive Director executed, subsequent to Board notice, a purchase order for the purchase. The unit comes with a full one-year warranty.

Staff recommended the Board ratify the Executive Director's decision to purchase a 2016 Beverage Cart in the amount of \$8,785.00 from Harris Golf Cars based on a proposal dated August 21, 2023 for the 2023 VGGC Beverage Golf Cart Replacement Purchase, VGCRP #23-02pc.

MOTION by Perry and seconded by Mahoney to ratify the Executive Director's decision to purchase a 2016 Beverage Cart in the amount of \$8,785.00 from Harris Golf Cars based on a proposal dated August 21, 2023 for the 2023 VGGC Beverage Golf Cart Replacement Purchase, VGCRP #23-02pc.

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

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

Executive Director Adams closed the report sharing that all informational items can be reviewed in the Board report.

Aquatics & Recreation

Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report sharing that on August 29th and 30th, Renosys, Inc. sent a technician to inspect the liner in the lazy river. The technician was unable to find any tears or voids in the seams within the liner itself. He did however find that a frame around a drain cover had cracked allegedly due to the liner swelling and altering shape. Ritter said the technician made a custom material piece to replace the damaged frame for the main drain cover as well as additional replacement frames for three other drain covers. After replacing a total of four drain cover frames, the technician speculated that the integrity of the liner is not the cause of the water gathering under the liner. Renosys, Inc. is requesting a copy of any pool pipe pressure test records, if available and original as-built blueprints to confirm all inlets are all accounted for and to determine a better course of action to remedy the liner bubbling.

President Cohen asked how old the liner is. Ritter shared that it is five years old. Board discussion ensued about potential intrusion points, the liner warranty and possible solutions.

Ritter then reported that the Aquatic Maintenance Supervisor and Aquatic Facility Manager are working to coordinate detection of a suspected main pool leak with Underground Imaging and WT Group (Aquatic Engineering).

Executive Director Adams then explained the different steps and processes that will be used to locate the leak. He added that depending on the location of the leak it could result in significant and costly repairs due to the possible depth of the repair. Executive Director Adams then told the Board he will keep them updated on the project.

Ritter then shared the following informational items:

- Tryouts were held for the Woodridge Park District Wolverines Travel Basketball program with 44 participants in grades 3-8. Based on the number of players and their respective grades, teams will be formed at the 4th grade, 5th grade and 8th grade levels. Teams will participate in the DuPage Youth Travel Basketball League with practices beginning in October followed by games in November through March.
- The Garden Club grew more than 900 pounds of produce and donated it to the West Suburban Community Food Pantry.
- The Park District Dance Program performed at the Illinois State Fair on Illinois Park District Conservation Day for the second year in a row with 15 dancers performing for one hour.

Ritter then shared sharing that Staff received an email (forwarded from Mayor Cunningham) regarding a request for a potential start-up youth ball hockey program at the Janes Avenue Park In-Line Hockey/Futsal Court. The request came from the individual who organized a successful fundraiser ball hockey tournament in June after receiving approval from the District.

Ritter said that if there is community demand for a ball hockey league Staff would consider doing it. However, unlike other sports league the District offers, there isn't another court that can be used for open play when league activities are scheduled. He noted that the court was built with the intent of open play and using it for a league would be a change in the District's philosophy.

Ritter then said that before starting a league they would want to gauge community interest. He noted that adults mainly use the court for hockey on Sunday mornings and the rest of the time during the week is used by kids for both hockey and futsal.

Board discussion ensued about the logistics of starting the league, establishing structured open play times for ball hockey during the week, and the possibility of surveying the Woodridge community on their interest in the program. There was Board consensus to gauge resident interest and for the Marketing & Community Engagement Department to include a brief article with a QR link to an interest survey in an upcoming newsletter that is sent to 17,000 residents.

Ritter closed his report sharing that three separate fitness surveys will be going out within the next week. One survey is for our current fitness members, one is for non-fitness members, and one is for our current track memberships. Staff is hoping the survey results will help in determining what we are doing well, where we can improve in our programs and services, and if customers are happy.

**At 8:03 p.m. Commissioner Perry left the meeting.*

Marketing & Community Engagement ("MCE")

Superintendent of Marketing & Community Engagement Megan Romano opened her report briefly sharing the August 2023 registration numbers. She then provided updated information on Oktoberfest ticket pre-sales and sponsorships for both Autumn Opener and Oktoberfest.

Romano said the marketing department assisted Athletic Supervisor Keith Blomberg in naming his new adult flag football tournament, the Field of Terrors, designing the logo and marketing the event.

Romano closed her report sharing some positive social media feedback about District events.

Safety

Executive Director Adams referred the Board to the Board Packet for the latest information.

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 August 15th, 2023 Regular Board Meeting Minutes, Agenda Item #2 for the approval of the August 15th, 2023 Executive Session Minutes and Agenda Items #3 through #11 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,767,654.31:

1. Regular Board Meeting Minutes August 15, 2023
2. Executive Session Meeting Minutes August 15, 2023
3. Vendor Payment & Payroll Ratification Report (8/11/23 – 9/15/23)..... \$1,767,654.31
4. Colley Elevator Company, ARC Elevator Repair Services, MSP #23-013pc, Payout #2 (Final) \$13,689.00
5. Doty & Sons Concrete Products, Inc., 2023 Trash Receptacle Purchase, MSP #23-16pc, Payout #1 (Final) \$6,198.00
6. Family Landscaping & Treeworks, Inc, 23 Summer Tree Removal, MSP #23-17pc, Payouts #1-10 \$18,410.00
7. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #2 \$3,000.00
8. Innovation Landscape, Inc., 2023 School Playground Renovations Project – Site Work, CRP #23-01c-02, Payout #3 (Final) \$85,932.36
9. Michael' Signs, Inc., ARC Exterior Dimensional WPD Sign Add., MSP #23-03pc, Payout #1-#2 (Final) \$17,400.00
10. National Auto Fleet Group 2022 Maintenance Fleet 4WD Pick-Up Trucks Replacement Purchase, CRP #22-13c, Payout #1 (Final) \$119,077.76
11. Parkreation, Inc., Hobson Corner Park – Pre-Engineered Fabric Shade Structures Purchase, CDP #23-01c-02, Payout #1 (Final)..... \$30,364.50

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

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened with his first action item, approval of Resolution No. 23-10, A Resolution to Approve an Illinois Department of Natural Resources Recreation Trails Program Grant Agreement Pertaining to Hawthorne Hill Woods Trail Development. He reminded the Board that in March 2023, the Board authorized staff to apply for a Recreational Trails Program Grant through the Illinois Department of Natural Resources for the development of a new multi-use recreational trail at Hawthorne Hill Woods. On September 7th, the District was informed that the project was awarded the maximum grant amount of \$200,000. IDNR conducts this grant program in cooperation with the US Department of Transportation and the Federal Highway Administration. This federal grant funds 80% of project expenses up to the maximum \$200,000 award, requiring a 20% local match (\$50,000 match if full grant is utilized).

**At 8:08 p.m. Commissioner Perry returned to the meeting.*

Staff recommended the Board approve Resolution No. 23-10, A Resolution to Approve an Illinois Department of Natural Resources Recreation Trails Program Grant Agreement Pertaining to Hawthorne Hill Woods Trail Development.

MOTION by Venouziou and seconded by Mahoney to approve Resolution No. 23-10, A Resolution to Approve an Illinois Department of Natural Resources Recreation Trails Program Grant Agreement Pertaining to Hawthorne Hill Woods Trail Development.

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

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

G.1.b. Executive Director Adams' final action item was approval of the Memorandum of Understanding (MOU) between the Downers Grove Park District and Woodridge Park District Permitting Woodridge Park District gardeners use of Mar-Duke Garden Plots between March 1, 2024 through November 30, 2024. He said Staff reached out to Downers Grove Park District (DGPD) requesting their assistance to provide existing Woodridge Garden Plot gardeners access to their garden plots at Mar-Duke Farm on Lemont Road across the street from McCollum Park during the 2024 season while the Town Centre site is under construction.

Executive Director Adams said DGPD responded back that they typically do have available plots that could be offered subject to availability to the District's gardeners at DGPD resident rates (\$50 for full size plot or \$40 for half size plot) and would do so per a Memorandum of Understanding (MOU). Following consideration to approve, Staff will inform the gardeners of this availability. For comparison note, the Woodridge Park District currently charges \$7 for a garden plot.

Staff recommended the Board approve a Memorandum of Understanding between the Downers Grove Park District and Woodridge Park District Permitting Woodridge Park District Residents Use of Mar-Duke Garden Plots between March 1, 2024 through November 30, 2024.

MOTION by Mahoney and seconded by Perry to a Memorandum of Understanding between the Downers Grove Park District and Woodridge Park District Permitting Woodridge Park District Residents Use of Mar-Duke Garden Plots between March 1, 2024 through November 30, 2024.

President Cohen asked if the District will be raising the rates for the gardeners when they return in 2025. Ritter said rates will be assessed as Maintenance Staff costs increased and continues to expand in support of the garden plots throughout the season.

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

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

Executive Director Adams addressed his first informational item, the official naming of the Town Centre Property. He said pursuant to previous Board direction, a survey questionnaire was sent to Staff and Board for initial park name suggestions. Approximately 60 names were submitted with some duplicates. The Leadership Team (LT) narrowed down the list to 12, and from that reduced list the LT selected their top choices. He presented the options for Board feedback and consideration:

- Jubilee Point Park or Jubilee Hill Park
- Unity Point Park

Adams stated “Jubilee” reflects both the long historical use of the property with the annual Jubilee special event and the commonly used name by residents to reference this property. Additionally, Jubilee refers to a time of celebration or rejoicing, which reflects the achievement by the Village and Park District in partnership with the Community in securing the property in perpetuity for open space and park use; or Unity Point Park - “Unity” reflects the unified efforts between the Village, Park District and Community to preserve the property for open space and park use and reflects the space as a unified location for the community to gather and come together. This also sends a unified and reflective message to encourage continued unity and harmony within the community.

Executive Director Adams noted that other alternatives to consider in lieu of “Point” or “Hill” are Grove, Glen, Ridge, Centre or Commons.

Board discussion ensued on the merits of each suggested park name. Afterwards there was Board concurrence to move ahead with “Jubilee Point Park” as the official park name. Adams noted a resolution will be drafted and presented to the Board for final approval at the next board meeting.

Executive Director Adams closed his report discussing residential property encroachments on Park District property, sharing that a resident adjacent to Falconridge Park (detention area) approached the District seeking approval to allow the replacement of an existing homeowner’s fence located on park district property. The existing fence is located 13’ (+/-) onto District property which had been installed by a previous owner prior to the District obtaining title to the property from the Village of Bolingbrook (2004). He said District staff rejected the request in accordance with the District’s “Regulations on Use of the District’s Land and Facilities” Section 4.4 Encroachment, *“No person shall place, build, construct or erect any private fence upon, above, onto or beneath District Property unless a Permit, easement, license, contract or other written permission therefore has first been obtained from the District”* and therefore required the Owner relocate their proposed fence on their property.

Executive Director Adams then noted that subsequent to investigating this matter, it was brought to the District’s attention that a neighbor to this property owner has a shed located on District property in addition to a couple of homeowners across the detention basin that have raised gardens. Staff requested the Village of Bolingbrook’s assistance to require the homeowners to relocate their encroachments onto their properties. The Village responded that they were unable to provide any assistance citing previous precedent from the court pertaining to similar situations.

Executive Director Adams suggested that the next course of action based on Board concurrence, is to send a letter to the

residents to require them to remove their encroachments within a reasonable time (e.g. six months to 1-year). He then asked the board for their feedback on the encroachment issue.

Board discussion included whether to handle the encroachments on a case-by-case basis or to take a hardline stance on not tolerating any encroachments. After much discussion, the Board agreed it was best to handle each encroachment on a case-by-case basis, and that the next steps would be to send letters to the residents.

COMMITTEE REPORTS

SEASPAR

No Report

Jubilee/Oktoberfest

Oktoberfest is September 29th – 30th.

Committee on Local Government Efficiency

The first Local Government Efficiency Meeting is scheduled for September 26th, at 6:30pm in the FHCC in the board room.

PDRMA

No report

EX-OFFICIO REPORTS

Plan Commission

See the Executive Director's Report

Chamber of Commerce

No report

Affiliated Athletic Associations

No report

NEW BUSINESS

Executive Director Adams shared that the Lisle Park District Executive Director informed him that Lisle Park District is closing its Fitness Center, which has about 200 members. Executive Director Adams shared that the Lisle Park District asked if there was anything the Woodridge Park District could offer its members in terms of ARC memberships during their transition. Adams noted the two park districts have a long history of collaborating and partnering with programs and services to both our constituents.

Executive Director Adams reminded the Board that the ARC charges the same monthly fee for residents and non-residents, however non-residents must pay a one-time enrollment fee. He suggested one option the District could offer is to waive the one-time enrollment fee for the Lisle fitness center members during a specific enrollment period (e.g. 30 days). There was Board concurrence with this suggestion to offer this option.

EXECUTIVE SESSION

At 8:55 p.m., MOTION by Mahoney and seconded by Perry 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, Perry, Venouziou and Cohen
NAYS: None
ABSENT: Coleman
MOTION CARRIED

RECONVENE OPEN SESSION

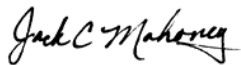
The Regular Board Meeting of September 19, 2023, reconvened at 9:16 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Mahoney, Perry and Venouziou. Staff: Adams, Ritter.

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 9:16 p.m. Cohen requested a voice vote to adjourn the regular board meeting of September 19, 2023.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary