



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, Perry, Venouziou Staff present: Adams, Knitter, Ritter, Romano and Webber.

Public Attendance

- Eric Anderson, Piper Sandler, 300 E. Main Street, #203, Barrington, IL 60010
- Brent Knorr, Piper Sandler, 300 E. Main Street, #203, Barrington, IL 60010
- Pam Sanhamel, 2631 Mitchell Drive, Woodridge, IL 60517
- Doug Fair, Hitchcock Design Group, 22 E. Chicago Ave., #200A, Naperville, IL 60540
- Jim Kleinwachter, Conservation Foundation, 10S404 Knoch Knolls Rd B, Naperville, IL 60565
- Steve Lane, Graf Tree Care, 1485 Louis Bork Dr Unit #113, Batavia, IL 60510

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

President Cohen acknowledged Woodridge resident Pam Sanhamel who was in attendance. He asked if she had any comment at the time and she did not.

PRESIDENT'S REPORT

D.1. President Cohen opened his report with his first action item, a call for a Public Hearing regarding the FY2023 Budget & Appropriations Ordinance ("B&A") scheduled for December 19, 2023 at 6:30 p.m.

President Cohen shared that per State Statutes, prior to adoption of the B&A ordinance, the Board must hold a public Hearing, and recommended holding the public hearing on December 19, 2023 at 6:30 p.m. (Regular December Board Meeting). He said the notice for the public hearing is scheduled to be published December 7, 2023 in the Suburban Life newspaper as required per state statute. A copy of the B&A ordinance will be posted on the District's website for 30 days.

President Cohen requested a motion to call for a Public Hearing in connection with a budget & appropriation ordinance to be held on Tuesday, December 19, 2023 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

MOTION by Mahoney and seconded by Venouziou to call for a Public Hearing in connection with a budget & appropriation ordinance to be held on Tuesday, December 19, 2023 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

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

AYES: Mahoney, Venouziou, Perry, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

D.2. President Cohen's last action item was Call for a Public Hearing regarding the 2023 Tax Levy scheduled for December 19, 2023 @ 6:30 p.m.

President Cohen explained that Under Illinois law, the District must adhere to certain procedural requirements before it can pass any tax levy ordinance. Whenever a district considers extending an aggregate property tax levy more than 5% greater than the preceding year's levy, the Truth in Taxation Act requires it to publicly disclose its intention. Due to last year's CPI of 6.5%, the statutory maximum levy extension will be 5%, which triggers the Truth in Taxation Act and public hearing requirement.

President Cohen added that due to the uncertainty and lateness by the Township Assessors to provide estimated assessed valuations (AV) as of this meeting, Staff recommends exceeding the requested levy extension greater than 5% to ensure all new growth valuations (construction and annexations) are captured. Thus, the District must announce its plan through a newspaper and also hold a public hearing on the issue prior to passing a new levy ordinance. Staff recommends holding the public hearing on December 19, 2023 @ 6:30 p.m. (Regular December Board Meeting). This hearing must be separate from the B&A Ordinance public hearing.

President Cohen requested a motion to call for a Public Hearing in connection with the 2023 property tax levy ordinance to be held on Tuesday, December 19, 2023 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

MOTION by Mahoney and seconded by Venouziou to call for a Public Hearing in connection with the 2023 property tax levy ordinance to be held on Tuesday, December 19, 2023 @ 6:30 p.m. at the Woodridge Park District, Fred C. Hohnke Community Center, 2600 Center Drive, Woodridge, IL.

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

AYES: Mahoney, Venouziou, Coleman, Perry and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

President Cohen then shared that state Senators John Curran and Rachel Ventura sent the District "Certificates of Recognition" for the District's recent IAPD Best of the Best Intergovernmental Cooperation Award for the Town Centre IGA.

President Cohen next briefly discussed the following Milestone Anniversaries and Staff Recognitions:

- 5 Year Anniversary - Denise Dimpfl, Fitness Instructor
- Megan Romano, Superintendent of Marketing & Community Engagement & Ryan Bordewick, Superintendent of Planning & Development, IPRA Professional Development School Graduates
- Ryan Bordewick, Superintendent of Planning & Development, NRPA Certified Park & Recreation Professional Certification
- Commissioner Brian Coleman, 25-year Anniversary recognized by IAPD Best of the Best Awards Gala

President Cohen then briefly mentioned recent social media comments regarding the Town Centre Phase 2 development project and praised staff for the preparation and work put in to prepare for any public concerns at the board meeting. He then touched upon FOIA requests the District received.

President Cohen then shared that the Woodridge Rotary hosted "The MOMA Hope Monarch Tour & Operation Pollination" luncheon event at the Fred C. Hohnke Community Center (FHCC) on October 30, 2024 highlighting the Pollinator Garden at 83rd Street Park.

Executive Director Adams then shared that Woodridge Rotary is hosting its 2nd Annual Holiday Gala Fundraiser at Bobak's Signature Events Center at Seven Bridges on Wednesday, December 6, 2023, at 6:30. All proceeds will support Woodridge VFW 1578 and Project C.U.R.E.

President Cohen closed his report reviewing upcoming meetings and events.

STAFF REPORTS

Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened his board report with his only action item, the acceptance of Piper Sandler & Co. Engagement Letter to Serve as Placement Agent Underwriter for Taxable General Obligation Limited Park Bonds, Series 2024. Webber introduced Eric Anderson and Brett Knorr of Piper Sandler, noting that this is the last time Anderson will present to the Board as he is retiring.

Anderson shared that the following debt issuances and refunding of debt certificates are being considered for issuance of General Obligation Limited Tax Park Bonds, Series 2024 (\$1,518,000) for Town Centre Property Acquisition Debt Service 2014, 2015, 2020 & 2021 Debt Certificates principal & interest payments, bond issuance costs & capital improvements (Town Centre Phase 2 Development). He shared that the District will be saving \$35,000 on interest using the deferred closing technique.

Staff recommended the Board approve Piper Sandler's Engagement Letter dated November 14, 2023 to serve as a Placement Agent on Contemplated Securities for the Issuance of Taxable Limited Park Bonds with Gross Proceeds of approximately \$1,518,000; and acknowledge such Disclosures Pursuant to MSRB Rule G-17 for the contemplated issuance.

MOTION by Coleman and seconded by Mahoney to approve Piper Sandler's Engagement Letter dated November 14, 2023 to serve as a Placement Agent on Contemplated Securities for the Issuance of Taxable Limited Park Bonds with Gross Proceeds of approximately \$1,518,000; and acknowledge such Disclosures Pursuant to MSRB Rule G-17 for the contemplated issuance.

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

AYES: Coleman, Mahoney, Perry, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Anderson then closed his report sharing his positive experiences with the District over the past 20 years and what a pleasure and privilege it's been serving the Woodridge Park District.

Executive Director Adams then shared that Anderson has played an integral role in the District's capital planning process especially in financing the ARC, noting that he saved the District and the community well over a million dollars with strategic financing initiatives. He added that Anderson was always creative in his approach and was always available to provide his expertise and advice.

Webber closed his report sharing that at a high level the District is performing extremely well as it heads into the final two months of the year. Overall the District will finish the year with a surplus and at the revenue facilities all project to finish with surpluses that will be reinvested into their facilities for capital asset needs.

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, a change order for the Hobson Corner Park – Pickle Ball & Site Improvements Project, CDP #23-01c-01, explaining that during the process of locating the private utilities, a conflict was identified between an electrical conduit for the tennis court lighting system and the designed location for one footing of the player area shade structure. Since the conduit in question is flexible HDPE it was determined that the conduit should be excavated by hand and relocated outside the structural footing footprint and be reburied. She added that on October 5th, the Executive Director approved a change order directive to complete this work on a Time & Materials basis (NTE \$2,493.84). The relocation of the conduit was completed on October 6th, at a cost of \$1,720.00.

Staff recommended the Board ratify the Executive Director's authorization of Change Order #1 to Innovation Landscape, Inc.'s contract for a net increase in the amount of \$1,720.00 for relocation of electrical conduit for the Hobson Corner Park – Pickle Ball & Site Improvements Project, CDP #23-01c-01.

MOTION by Perry and seconded by Mahoney to ratify the Executive Director's authorization of Change Order #1 to Innovation Landscape, Inc.'s contract for a net increase in the amount of \$1,720.00 for relocation of electrical conduit for the Hobson Corner Park – Pickle Ball & Site Improvements Project, CDP #23-01c-01.

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

AYES: Perry, Mahoney, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

2.b. Knitter's next action item was a change order for Multi-Site Park Improvements Project, CRP #23-07c-01. She explained that the aquatics manager approached planning staff regarding the replacement of cracked/damaged concrete flatwork inside Cypress Cove Family Aquatic Park. Planning Staff requested a change order proposal from the contractor to complete the identified replacement based on pricing established in the Schedule of Values from the bid. The concrete replacement consists of two locations totaling 102 square feet of damaged/cracked concrete. Quotes were sought out by the aquatics maintenance manager independent of this project for the same scope resulting interest from only one contractor quoting a price of \$8,000. This change order will be funded from the Aquatics Capital Development fund.

Staff recommended the Board authorize Change Order #1 to Innovation Landscape, Inc.'s contract for a net increase in the amount of \$3,519.00 for additional concrete replacement work at Cypress Cove for the Multi-Site Park Improvements Project, CRP #23-07c-01.

MOTION by Coleman and seconded by Mahoney to authorize Change Order #1 to Innovation Landscape, Inc.'s contract for a net increase in the amount of \$3,519.00 for additional concrete replacement work at Cypress Cove for the Multi-Site Park Improvements Project, CRP #23-07c-01.

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.c. Knitter's next action item was a change order for Lake Harriet & Janes Avenue Park ADA Improvements – Engineering Services, CA #23-05ca. She said that following the project kickoff meeting, site walkthroughs and the engineer's review of the documentation provided by the District, the engineer determined that a partial as-built survey should be conducted in order to have accurate as-built information for designing access improvements at the concessions/storage building and for designing the path connection between the two baseball fields. Survey work will be conducted by their in-house survey crew, who have previously completed similar work for the District.

Staff recommended the Board authorize Change Order #1 to Webster, McGrath & Ahlberg, Ltd.'s contract for a net increase in the amount of \$2,200.00 for an additional as-built survey for the Lake Harriet & Janes Avenue Park ADA Improvements – Engineering Services, CA #23-05ca.

MOTION by Mahoney and seconded by Venouziou to authorize Change Order #1 to Webster, McGrath & Ahlberg, Ltd.'s contract for a net increase in the amount of \$2,200.00 for an additional as-built survey for the Lake Harriet & Janes Avenue Park ADA Improvements – Engineering Services, CA #23-05ca.

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.d. Knitter's next action item was a change order for the 2023 Fall Tree Removals, MSP #23-19pc. Knitter reported that since approving the contract in October, staff was made aware of or has encountered instances of hazardous tree issues requiring contractor assistance.

Staff recommended the Board authorize Change Order #1 to Family Landscaping & Tree Werks, Inc.'s contract for a net increase in the amount of \$1,805.00 for additional tree removal work needed for the 2023 Fall Tree Removals, MSP #23-19pc.

MOTION by Mahoney and seconded by Venouziou to authorize Change Order #1 to Family Landscaping & Tree Werks, Inc.'s contract for a net increase in the amount of \$1,805.00 for additional tree removal work needed for the 2023 Fall Tree Removals, MSP #23-19pc.

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

AYES: Mahoney, Venouziou, Perry, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

2.e. Knitter's final action item was a change order for the Cypress Cove Family Aquatic Park Building Roof Shingle Replacement Project, ACRP #23-02c. She said that subsequent to reviewing the scope of work and existing conditions during the pre-construction meeting the original quantity specified of eight fixed unit skylights on the Filter Building would be too many due to infrastructure conflicts and therefore Staff authorized a Change Order Directive to reduce the quantity to four. Based on the unit prices of \$1,000/each, a deduct of \$4,000 is in order. The contractor satisfactorily installed the skylights.

Staff recommended the Board authorize Change Order #1 to Ridgeline Enterprises, Inc. contract in the deduct amount of \$4,000 to decrease the quantity of fixed unit skylights for the Cypress Cove Family Aquatic Park Building Roof Shingle Replacement Project, ACRP #23-02c

MOTION by Coleman and seconded by Perry to authorize Change Order #1 to Ridgeline Enterprises, Inc. contract in the deduct amount of \$4,000 to decrease the quantity of fixed unit skylights for the Cypress Cove Family Aquatic Park Building Roof Shingle Replacement Project, ACRP #23-02c.

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

AYES: Coleman, Perry, Venouziou, Mahoney and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter then moved on to her informational items starting with Jubilee Point Park (Town Centre) Park Phase 2 – Final Design and Engineering, sharing that on Thursday, November 10th, Staff met via video conference call with HDG's design team to review their progress to date (estimated at 30% design development) and to provide input and direction to guide the design development process.

Knitter then introduced Doug Fair, Senior Associate and Head Landscape Architect at Hitchcock Design Group to update the Board on the design development status of Jubilee Point Park. She then introduced Steve Lane of Graf Tree Care who is on hand to answer any questions that may come up about the Town Centre 2018 Tree Inventory Report and specific site conditions. Finally, she introduced Jim Kleinwachter of the Conservation Foundation and noted that he reviewed the District's original Natural Resources Management Plan to ensure that conservation-minded decisions are being made in the project to improve the unmanaged natural areas on the site.

Executive Director Adams then introduced Pam Sanhamel, a Woodridge resident who served on the original Town Centre Steering Committee in 2013.

During Fair's presentation he provided an update on the existing site conditions, an overview of the master plan and phase two, the highlights of the phase two 30% design development update and an overview of the phase two locations.

Fair reminded the Board the Town Centre Phase Two Master Plan is an extension of the original 2014 Town Centre Plan. He reviewed the two major components of the Phase Two, the Picnic Grove area which will include a picnic shelter, complimentary picnic amenities to include a playground, game court(s) [pickleball], multi-sport court area, picnic game table tennis tables & bag boards; a multi-use path, access driveway, parking, and community garden area with possible garden storage shed, dedicated accessible parking lot and storm water improvements.

Fair then shared information on preliminary projected tree removals and tree replacements for the site in accordance with the Village of Woodridge's Tree Preservation Code.

To provide some perspective, Knitter added that Natural Resources Manager Chris Pollack reviewed the site tree survey conducted in 2018 that showed 1,900 trees on the site. She said some clearing has been completed since then and there are now about 1,800 standing and viable trees. Of those 1,800, about 150 will be impacted.

Fair closed his presentation stating the next steps and schedule:

- | | |
|--------------------------------------------|-------------------------|
| - Design Development (Current Phase): | November-December |
| - Construction Documents | January-February, 2024 |
| - Permitting | February-March, 2024 |
| o Village of Woodridge | |
| o Illinois Department of Public Health | |
| o DuPage County Stormwater Management | |
| o Illinois Environmental Protection Agency | |
| - Bidding and Negotiation | March-April, 2024 |
| - Begin Construction | June, 2024 |
| - Substantial Completion | November/December, 2024 |

Executive Director Adams then reported that if budget allows/permits, Staff recommends including as a bid alternate the proposed northwest parking lot and full access driveway in Phase Two per the Master Plan. He explained that it makes sense from a vehicular circulation and safety aspect for easier access to the site and traffic flow. He then added that Staff is considering replacing the originally proposed sand volleyball court(s) with a different amenity, since Castaldo Park and several neighborhood parks already have sand volleyball courts and is suggesting a multi-use sport court similar to the one at Janes Avenue Park in its place to compliment picnicking activities.

Executive Director Adams then asked for Board feedback.

President Cohen agreed with the idea of a multi-use court.

Commissioner Venouziou asked that if someone is reserving the shelter for a picnic would they have priority use of the court. Executive Director Adams explained the operational logistics and procedures would need to be worked out to minimize public versus picnic conflicts.

Commissioner Perry raised concern that if the court is being used for pickleball, would the groups renting the picnic shelter have issues with how loud the game can get. Board discussion then ensued about the location of the pickleball court, the sound impacts on the neighborhood homes and the people renting the shelter and landscape design solutions that can be used as sound buffers.

Commissioner Coleman agreed that a multi-use court is preferred over a sand volleyball court.

Resident Pam Sanhamel asked to comment and stated her support for the proposed uses to include the pickleball courts citing the popularity of the sport and complimentary use for picnic functions.

Commissioner Perry asked if there was anywhere else on the site where the pickleball courts could be moved, perhaps by the parking lot. Executive Director Adams said the proposed location is already in an open area, while it could be moved to a different location more trees and vegetation would need to be cleared to make room for it.

Board consensus is to move ahead with a multi-use court as opposed to sand volleyball.

Knitter did remind the Board that if any changes are made to the original plan presented for the OSLAD Grant, such as switching out the sand volleyball court for a multi-use court, the new plans will need to be re-submitted for approval.

Commissioner Coleman asked for the price difference for switching from a sand volleyball court to a multi-use court. Knitter said she will work with Hitchcock on getting that number.

Commissioner Venouziou asked if one is more difficult to maintain than the other. Executive Director Adams said it depends on the materials that are used. If the multi-use court had turf it would be easier to maintain than the sand in the volleyball court. Sand requires routine maintenance. Discussion ensued on the various design styles and options for the multi-use court.

President Cohen asked if the court would be the same size as the one at Janes Avenue. Executive Director Adams said it would be similar size. He said Staff discussed about the available public use and programming of the court during the week when demand for picnic rentals is low.

Board consensus was to move ahead with replacing the sand volleyball court with a multi-use court.

Commissioner Venouziou asked that if the parking lot/driveway is fully completed in Phase Two, what is left to be done in Phase Three aside from the proposed amphitheater. Knitter said during Phase Three the majority of the work would be on path systems and connectivity, as well as the amphitheater.

Commissioner Perry asked that when the project is fully completed, what percentage of green space is the site losing. Executive Director Adams notes that Staff is currently calculating that based on the refined design development plans and can share that information for the Board at the December meeting.

Natural Resources Manager Chris Pollack then presented highlights of the contents to be included in a proposed 'Draft' Jubilee Point Park Natural Area Management Plan.

Pollack opened his presentation with a general overview of the District's natural areas as well as the work that his department completed and provided a general history of the site. He then shared highlights of the 2018 Town Centre Tree Inventory Survey:

- 1,960 trees in original inventory (all trees are 6" in diameter or bigger)
- 1,920 trees on District property
- 1,847 trees remaining after Phase 1
- 291 trees recommended for removal
- 227 non-native trees
- Overall low quality, pioneer species

Pollack shared that the PDNRM Department utilizes three methods for woodland restoration: Woody invasive removals, hazardous tree removals and planting new native vegetation. Crews typically target non-native underbrush such as Buckthorn, honeysuckle and multiflora rose. Pollack added the vegetation improvement plans will have a long-term positive impact on the surrounding wildlife in the area. He then shared photos of Hawthorn Hill Woods where woodland restoration took place to remove invasive understory vegetation and further explained what work and how it will be done at the Jubilee Point Park site to include but not limited to removal by hand equipment methods versus large machinery.

Pollack and Jim Kleinwachter of the Conservation Foundation then commented on the topography of the site and the overall low-quality non-native condition of trees on the site. Steve Lane of Graf Tree Care then gave more detail about the lower quality of invasive species currently on the site. Kleinwachter praised the District for their proactive efforts and stated the Conservation Foundation is available as resource to the District and residents to further assist with education on the positive efforts being proposed.

Executive Director Adams proposed to the Board that the District further educate the residents on the proposed natural area improvements to be specified in the Jubilee Point Park Natural Areas Improvement Plan, especially since the site will visually appear to look different with the removal of all the invasive underbrush. He cited the proposed removals will mirror that of what was completed at Hawthorn Hill Woods a few years ago to remove invasive understory vegetation. Adams suggested a special newsletter or postcard be sent to Woodridge households directing residents to the website to review Plan details.

Knitter then briefly shared the following informational items:

- Hobson Corner Park Pickle Ball & Site Improvements: Substantial work completed by October 30th. The contractor is completing minor punch list items and the final shade structure was installed the week of November 13th.
- Castaldo Park Shelter Roof Replacement Project: Substantial work completed by October 21st. The following week the contractor ordered additional ridge shingles and returned to complete punch list items. Final completion is anticipated in mid-November upon receipt and installation of the missing ridge shingles.
- Cypress Cove Family Aquatic Park Buildings Roof Shingle Replacement: Project completed on November 15th
- PDNRM division has been extremely busy, including installing 28 trees and 10 new memorial trees. Three trees were also delivered to Village Greens Golf Course (VGGC) for planting by course staff.
- Congratulations to Ryan Bordewick, Superintendent of Planning & Development, on receiving his National Park & Recreation Association (NRPA) Certified Park & Recreation Professional Certification (CPRP)
- 2023 Electrical Grounding Repairs: Richmond Electric, began work on November 15th. The scope of work includes repairing light systems grounding with readings in excess of 25 OHMS, at various parks.
- 2023 Asphalt Resealing Project: The asphalt resealing work was completed at the end of October. Upon further review of the sites, it has been found that the material used did not adhere correctly at Janes Avenue Park parking lot, Village Greens parking lot and select path areas. The contractor acknowledges they have had issues with the material recently and will be inspecting our properties prior to Thanksgiving. Once they complete their review, a plan will be made to repair and/or redo select areas. Repairs will be completed in the spring of 2024.

Golf Course

Executive Director Adams reported that there are no action items but noted the positive financial projections highlighted in the Finance Report and noted that Golf Manager/Head Professional Brandon Evans will be at the December Board Meeting to present the annual State of Village Greens report.

Aquatics & Recreation

Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report sharing that the Aquatic Maintenance Supervisor continues to work with Underground Imaging to pinpoint a potential water pipeline leak servicing the main pool. Underground Imaging was last on site on Monday, October 30th. They reviewed as-built construction photos of the main pool to better assess the underground pipe layout and configuration. They are hoping to fully pinpoint the location by November 22nd. They strongly believe it is located in the floor of the pool.

Commissioner Mahoney asked if fixing the leak will resolve the ongoing pool liner issues. Executive Director Adams shared that the two issues are completely unrelated.

Ritter then reminded the Board that at the October Board Meeting Staff discussed that the pumps for the lift station needed to be pulled and repaired. When the Contractor was re-installing the pumps after the repair they found that the check valves and the ball valves also needed to be replaced also contributing to the failure of the pumps due to the check valves not fully closing causing water to not drain out of the sump pit. On November 13, 2023, the Executive Director signed ABC Mechanical, Inc.'s proposal for repair in the amount of \$3,800. Replacing both sets of valves at the same time discounted the project by \$1,850.

Ritter than shared that Amanda Widloe, the Aquatic Facility Manager will present the 2023 Aquatic Report and the 2023 Aquatic Workshop Outcomes at the December Board Report.

Ritter then briefly shared the following items:

- The annual Haunted Forest Walk enjoyed another terrific year as 3,089 participants came out for the event.
- Congratulations are in order to the SEASPAR Flag Football Team for taking the gold medal at the Special Olympics State Flag Football Tournament. They thanked the District for allowing them to hold their practices at the ARC.

Marketing & Community Engagement ("MCE")

Superintendent of Marketing & Community Engagement Megan Romano shared the following items:

- Park Shelter rentals closed on October 31st for the year. A total of 112 rentals were booked and completed vs 121 in 2022. New this year we charged a \$50 surcharge for Memorial Day, Fourth of July and Labor Day.
- Customer Service Supervisor Rick Knipfer was offered and accepted the role of ARC Facility Manager to replace Angie McGrath when she retires at the end of January. With Rick's current role as Customer Service Supervisor open, full-time Customer Service Coordinator Lauren Clancy was offered and accepted the Customer Service Supervisor role. Sabine O'Shea, a PPT1 employee who currently works in the Fitness Center interviewed for and was offered the open Customer Service Coordinator position.
- Staff hired Excel Aerial Images, LLC to take aerial photos and videos of Jubilee Point Park to document before and after development, as well as updated photos and videos of the ARC facility exterior. The drone flew over both sites the week of October 30th. Staff updated the website with the new photos and will be used for future marketing use for both sites. Executive Director Adams shared that staff recommends additional funds to the 2024 budget to take aerial photos and videos of other District park sites.

Administration

6.a. Executive Director Adams opened the Administration Report with the only action item, the ARC Facility Janitorial Services, MSP #23-23c, Authorization to Bid. He reported that the FHCC and the ARC continue to experience issues regarding unsatisfactory performance with the current cleaning vendor. Per the contract agreement, the initial term expires on 12/31/23. The District's Executive Director has the authority to decide whether to extend the agreement for an additional year or not and if not, the District shall notify the vendor by November 30th of the District's intent not to extend the contract term. Based on the ongoing unsatisfactory performance issues, the Executive Director will notify the vendor of the District's

intent not to extend the contract. After Staff discussion the following actions are recommended to best address janitorial services at the FHCC, ARC and Maintenance facilities in 2024:

- Subject to Board approval, Staff recommends the District hire a full-time Building Attendant to perform cleaning and porter type responsibilities at the FHCC Monday-Friday and other assigned District facilities where warranted. While the job description responsibilities for the "Building Attendant" is still being finalized, this position will perform daily essential activities including cleaning all bathrooms, mopping floors, emptying the trash and vacuuming carpets prior to the building opening for each day. Room setups and cleaning (e.g. windows, vents, dusting, polishing, walls, thresholds, high touch points, nooks & crannies, etc.) will continue throughout the day for the rest of the employee's shift. Once the employee completes responsibilities at the FHCC, they may be reassigned to assist at the ARC with any deep cleaning activities as needed as well as clean the Maintenance Facility office areas once a week.
- Revised specifications requiring higher level of qualifications, experience and certifications will be requested to increase probability of finding a qualified vendor to perform essential cleaning (7 days a week) at the ARC. The scope of work will be reduced compared to the current contract requiring only daily essential cleaning responsibilities that must be completed before the ARC facility opens (e.g. floor sweeping/mopping, restroom/locker room/showers, vacuuming carpets, clean/polish high touch points, etc.). Other cleaning responsibilities at the ARC shall be handled by the ARC Facility Maintenance Technician and Assistant Facility Maintenance Technician as well as the FHCC Building Attendant, when available.

Staff requested Board authorization to bid the ARC Facility Janitorial Services, MSP #23-23c.

MOTION by Mahoney and seconded by Perry to authorize Staff to bid the ARC Facility Janitorial Services, MSP #23-23c.

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

AYES: Mahoney, Perry, Coleman, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

Safety

Executive Director Adams shared that the Safety Committee continues to work on the District's Facilities Emergency Action Plan. Two committee members met with Officer Daniel Murray from the Woodridge Police Department on Friday October 20th, and he shared guidance on creating an emergency action plan (EAP) relating to AIS. Moving forward the committee will continue to work with Officer Murray to mirror the Police Department's EAP and general protocol for an AIS event. The committee is also evaluating the best mass notification system to be used if an emergency should arise as well as a PA notification system for the ARC.

President Cohen if PDRMA offers any support for AIS training. Executive Director Adams shared that they do offer some training courses.

Adams informed the Board of the recent passing of an ARC Fitness Member.

CONSENT AGENDA

F.1.- 10. 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 Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for the approval of the October 17, 2023 Regular Board Meeting Minutes, Agenda Item #2 for the approval of the October 17, 2023 Executive Session Minutes and Agenda Items #3 through #12 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,353,332.91:

1. Regular Board Meeting Minutes	October 17, 2023
2. Executive Session Meeting Minutes	October 17, 2023
3. Vendor Payment & Payroll Ratification Report (10/12/23 – 11/16/23)	\$1,353,332.91
4. Creative Powder Coating, Inc., Railing & Post Caps Powder Coat Refinishing, CRP #23-10-2pc, Payouts #1 & #2 (Final)	\$12,220.80
5. Deere & Company, 2022 Sports Field 11' Wide Mower Purchase, CRP #22-11c, Payout #1 (Final)	\$47,330.82
6. Griffon Systems, FHCC Surveillance Cameras, MSP #23-21pc & Janes Park PTZ Surveillance Camera Replacement, CRP #23-13pc, Payout #1 (Final)	\$8,150.00
7. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, (Payout #4)	\$16,000.00
8. Innovation Landscape, Inc., Hobson Corner Pk – Pickle Ball & Site Improvements, CDP #23-01c, (Payout #2)	\$28,384.42
9. Ridgeline Enterprise, Inc., Cypress Cove Family Aquatic Park Buildings Roof Shingle Replacement Project, ACRP #23-02c Payout #1 (Final)	\$103,600.00
10. University of Illinois C/U, Town Centre Park - Phase 1 Archeological Survey, #23-03ca, (Payout #1, Final)	\$8,257.00
11. Williams Associates Architects, Ltd., Orchard Hill Baseball Field Core Area Safety Netting, Schematic Design Architectural Services, CA#22-03pc, Payout #8 (Final)	\$1,586.00
12. YAD Construction, LLC., Castaldo Park – Shelter Roof Replacement Project, CRP #23-05c, Payout #1 (Final)	\$24,894.00

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

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director Adams did not have any Board Action Items, but he did share that DuPage County Clerk's Election Division requested use of the Fred C. Hohnke Community Center for use as an Early Voting location and Election Day polling place for the upcoming election season. He shared that the Early Voting periods are scheduled for Friday, March 1, 2024 – Monday, March 18, 2024, for the General Primary Election and Friday, October 18, 2024 – Monday, November 4, 2024, for the General Election. Public hours for Early Voting are 8:00 AM – 7:00 PM on weekdays and 9:00 AM – 5:00 PM on weekends. Adams reviewed the Statutes that gives the County Clerk's Election division the authority to required compliance.

Executive Director Adams said that due to the impacts of the extended early election periods on programs in the FHCC, Staff responded to the Election Division officials via email requesting that District facilities not be used for early voting explaining that the early voting periods requested in District facilities creates a significant burden in providing critical services, programs and safe environments expected by our residents during these extended periods similar to that of the elementary schools. Additionally, the Fred C. Hohnke Community Center is not open to the public on weekends further creating logistical and financial issues. Alternate voting locations were included as well. As of this Board Meeting there has been no response from the Election Division.

COMMITTEE REPORTS

SEASPAR

The November "For the Record" newsletter is included in the Board Report. Knitter shared that in October, the SEASPAR Board approved the budget and levy including a .0165%-member entity contribution rate, up from .0135% in 2023, the first increase in several years. This resulted in a financial impact to the Woodridge Park District from \$190,074 in 2023 to \$239,718 in 2024, based on annual EAV for each year.

Jubilee/Oktoberfest

No report.

Committee on Local Government Efficiency

Staff met for the second of the three meetings with the Decennial Committee Meeting pertaining to the Local Government Efficiency Act on Monday, October 30th. Staff reviewed the committee's initial comments that reflected changes to the report. By November 20th, Staff will provide the draft Final Draft Report to the Committee on November 20th ahead of their final meeting on November 30th.

PDRMA

No report

EX-OFFICIO REPORTS

Plan Commission

See the Executive Director's Report

Chamber of Commerce

No report

Affiliated Athletic Associations

No report

OLD BUSINESS

President Cohen asked if there is a motion to approve Resolution No. 23-14, A Resolution of the Board of Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois, Approving and Authorizing the Execution of an Employment Contract with the New Executive Director of Parks and Recreation.

MOTION by Coleman and seconded by Perry to approve Resolution No. 23-14, A Resolution of the Board of Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois, Approving and Authorizing the Execution of an Employment Contract with the New Executive Director of Parks and Recreation.

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

AYES: Coleman, Perry, Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

MEETING RECESS FROM 8:35 PM – 8:38 PM

NEW BUSINESS

K.1. Executive Director Adams shared that Staff will be presenting the first 'Draft' of the proposed fiscal year 2024 budget for Board review, which includes presentation of the current year's major accomplishments to date, Draft FY2024 Annual Sub-goals, recommended revisions to the District's organizational chart, proposed FY2024 salary and wage scale, the overall budget presented by fund within Major Governmental Funds, Non-Major Funds, and Fiduciary Funds; and the 2024-2026 Capital Development Program.

Executive Director Adams then reviewed the timeline of the budget process and the various elements that guide the budgeting process. He then deferred to Superintendent of Finance, Personnel & IT Webber for the budget presentation.

Webber began his presentation sharing the 2024 Budget Challenges & Opportunities which included but not limited to:

- Elevated inflation impacting overall District Operation & Budget
- Significant increases in labor, commodities, equipment & construction costs
- Retirements and replacement of long-term high-level employees
- State-mandated minimum wage increases - \$14/hour in 2024 (7.6% Increase / Estimated Budget Impact \$110,000+/- All Funds)
- Long lead time on delivery of equipment purchases
- Substantial increases in fleet asset replacement purchases.
- Competitive wage environment based on lack of labor pool and increased minimum wages.
- CPI Inflation (currently at 3.7%)
- Determination of reasonable budgetary appropriation levels for flexibility due expense volatility
- Increases in fees and charges in order to maintain an equal revenue balance of property taxes versus fees/charges as desired by residents as evidenced by past statistically valid community surveys – budgeted for 2024, fees/charges/other income projected to be 53.04% of budget
- \$1,342,439 Grants (OSLAD, LARPA, RTP, DCEO) to offset capital project costs

Webber then shared that the 2024 Total Budget is \$21,913,362, which is an increase of 12.8% from 2023 Budget due to planned Capital Development of Jubilee Point Park. He reviewed the Budget Breakdown by funds (Major & Non-major).

Webber then reported that 2024 Operating Budget, which is total budget less capital project investments and debt service is \$11,889,592 and that the 2024 Capital Budget is \$7,352,863. Notable projects in the Capital Budget include Jubilee Point Park Phased Development (Phase 2)*, Orchard Hill Park Baseball Safety Netting, Hawthorne Hill Woods Recreational Trail*, Facility Safety Improvements, LARPA Funded HVAC Purification* Projects and various miscellaneous projects.

[*-partially funded by grants]

Webber then reviewed the changes to the 2024 Organizational Chart. Executive Director Adams then went into more detail about the plan to re-open and staff the FHCC front desk. The front desk is scheduled to re-open in March of 2024 to coincide with the first day of Cypress Cove Pass Sales. Marketing of the re-opening will occur to notify residents.

Webber next reviewed the District's Mission Statement, Long-Term Strategic Agency Goals and the sub-goals.

Executive Director Adams then discussed the District's 2023 Estimated EAV/Tax Levy, which is \$1,570,072,664, an increase 8.07% over 2022. He added that the new growth estimate is \$8,096,730, which is a 54.74% increase from 2022 and that the Annual EAV Inflationary Increase is 7.51%. He said the 2023 Proposed Tax Levy is \$8,317,225, a 5.69% increase from 2022, and that the 2023 levy tax rate is estimated to decrease from .5422 to .5297, pending final tax levy assessed valuation determined by the Counties in Spring 2024.

Commissioner Perry asked what the Tax Rate Decrease is. Executive Director Adams explained that it is a combination of what the extension is in dollars in relation to the assessed valuation. So, the higher the equalized assessed valuation from the prior year, the more it will decrease the tax rate.

Webber then explained the 2024 Wage Scale and how it is calculated and the methodology behind it, total revenues by source, budgeted revenues by source and operating revenues by source.

Webber then moved on to the 2024 Proposed Budget by Major Governmental Funds, starting with Fund 01 – Corporate Sub-Fund. He said the proposed 01 budget is \$5,169,037, which is about a \$400,000 increase over last year. The main driver behind the increase is debt for Jubilee Point Park Site. He explained that Property Tax revenues will increase by \$432,840 or 9.36% due to a change in philosophy on paying Jubilee Point Park (Town Centre) land acquisition-related debt in the Corporate Fund moving forward lessening property tax transfer to the Debt Service Fund. However, Replacement Tax revenues decreased by \$27,750 or 35.69% due to IDOR projections. He then reviewed areas will expenses are increasing.

The discussion then moved on to the Capital Replacement Fund (CRP). Webber noted that for 2024 CRP only new critical projects will be undertaken due to the planned development of Jubilee Point Park. These projects total \$167,000 and include Administrative office employee chair replacements, Fleet Vehicle Replacement – Planning, Janes Avenue Park Outfield Baseball Portable Fence System, Park Sign Replacement Project and Security Camera Replacements.

Executive Director Adams then discussed the Capital Development Fund (CDP), explaining its funding sources as well as the Proposed Capital Development Project Listing. He shared that the proposed CDP fund is \$4,925,282, and the projects include Jubilee Point Park (Town Centre) Phase 2, Jubilee Point Park Sled Hill Lighting, Hawthorn Hill Woods Recreational Trail, Orchard Hill Park Baseball Fields Core Area Safety Netting, Facility AIS Safety Improvements, LARPA approved/funded HVAC Purification Projects, Miscellaneous Projects and Lake Harriet Landscape Improvements. Board discussion ensued on the CDP fund and the upcoming earmarked projects for the next three years.

Webber then deferred to Ritter to review the significant revenue & expense highlights of the Recreation Fund (02), ARC Fund (12) and ARC CRP Fund (13).

For the Rec Fund Ritter reported an overall increase in revenues of 3.23% due largely to program enrollment and facility rental revenue, and that Special Events revenues increased due to record revenue figures in 2023 along with some consistent history over the last two years.

For the ARC Fund, Ritter reported that ARC program revenues have eclipsed \$1,000,000 each of the last two years and with planned rental/program fee increases and sustained enrollments, the 2024 budget increased by \$201,000 or 20.89%. Additionally, Silver Sneakers revenues are budgeted to increase by \$30,276 or 50.69% and Turf Rental revenues have increased by \$37,000 or 20.79% from the 2023 budget. Anticipated increased expenses include electric utilities-related expenses based on current projections and planned expanded fitness hours associated wage increases. Board discussion ensued on why the ARC's programming expenses increased by 17% in 2023.

For the ARC CRP Fund, Webber shared that the proposed ARC Capital Replacement Projects includes five recumbent bike replacements, three rower replacements, three upright bike replacements and the carpeting replacement in the vestibule areas. Webber reminded the Board, 2023 was the first year for the ARC CRP fund and noted that \$111,643 is being transferred from the Rec Fund into the new account.

Commissioner Perry asked about the life span of the turf. Executive Director Adams shared that the indoor turf should last between 12-15 years depending on overall wear & tear use and quality of maintenance practices, which the ARC turf is well maintained.

Webber then briefly reviewed the Debt Service Fund (61) and the status of the bonds.

Webber next discussed the Non-Major Governmental Funds, the Liability Insurance Fund, the Audit Fund and the IMRF/FICA Fund.

Webber provided highlights of the Aquatics Fund (06) budget which included different scenarios based on increases in fees and increased pass holders in 2023 to offset the impact of the new minimum wage rates. He presented each of the following scenarios and its budgetary impacts:

- Option A: Extended Hours (Current Budget)
- Option B: 2023 Hours w/added twilight day (12 - 8pm)
- Option C: 2023 Hours w/added twilight day (12 - 8pm) + Freeze 2023 Admission Rates (both Resident and Nonresident)
- Option D: 2023 Hours w/added twilight day (12 - 8pm) + Freeze 2023 Resident Admission Rates (Nonresident increase \$19.50)
- Option E: 2023 Hours w/added twilight day (12 - 8pm) + Freeze 2023 Resident Admission Rates (Nonresident increase \$20.00)

Webber asked for Board feedback and discussion ensued about operating hours, setting admission rates for residents and non-residents and revenues brought in from daily admissions versus pass sales. Webber also noted that Cypress Cove is the most impacted facility when it comes to the minimum wage increases.

After Board discussion there was consensus to extend the twilight hours one night a week. The evening selected will need to be between Monday – Thursday as there are private rentals on the weekends. As for fees the Board agreed on Option D, freezing 2023 Resident Admission Rates and increasing Nonresident rates to \$19.50.

Webber moved on to the SEASPAR Fund (19) touching on revenues and briefly reviewed the proposed ADA projects for 2024.

Webber closed his presentation reviewing the Fiduciary Funds – VGGC Fund (18) and VGGC CRP Fund (46).

Webber then reviewed the upcoming Budget & Appropriations & Tax Levy Review & Approval Timelines.

K.2. Executive Director Adams moved on to the next action item, Approving the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024 and make available for public inspection for 30 days beginning November 21, 2023.

Executive Director Adams explained that per State statutes the District is required to approve a budget and appropriations ordinance within the first quarter of the fiscal year. A tentative budget and appropriation ordinance for fiscal year beginning January 1, 2024 and ending December 31, 2024 must be made available for public inspection for at least 30 days prior to final action.

Staff recommended the Board approve the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024 and make available for public inspection for 30 days beginning November 22, 2023.

MOTION by Mahoney and seconded by Venouziou to approve the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024 and make available for public inspection for 30 days beginning November 22, 2023.

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

AYES: Mahoney, Venouziou, Perry, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

K.3. Executive Director Adams presented his last action item of the evening, the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2023 for Calendar Year January 1, 2024 Through December 31, 2024.

Executive Director Adams explained that the Board that the Tax Levy Ordinance levies and assesses the taxes of the Woodridge Park District. Based on State statute [Public Act 91-0523], at least 20 days prior to adopting the Tax Levy Ordinance, the Board of Park Commissioners must meet and formally determine the estimated amount of money to be levied in 2023 and extended in 2024. The District is required to hold a public hearing if the proposed total levy exceeds 105% of the prior year levy.

Executive Director Adams said the proposed total levy extension (Park District property taxes) requested in the 2023 Tax Levy Ordinance is \$8,484,282, which is 7.816% higher than 2022's actual levy extension (excluding the Aggregate Refund of \$8,247 per P.A. 102-0519) of \$7,869,234. Under the tax cap, the County will limit increases in tax-capped funds to the consumer price index of 5% plus new growth (new construction and annexations). The Park District estimates the actual total levy extension to be \$8,317,225; an increase from the prior year of approximately 5.69%.

Executive Director Adams reported that DuPage & Will Counties will finalize the actual levy extension in spring of 2024, noting that the Park District's levy extension ordinance request is purposely inflated more than the estimated actual amount to ensure the District captures all new growth (new construction and annexations). If property taxes from new growth (EAV) is not captured in the upcoming levy extension, those funds cannot be recouped in the future, which could consequently affect the tax rate and place a higher tax burden on the existing property owners of the Park District.

Staff recommended the Board approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2023 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2023 for Calendar Year January 1, 2024 Through December 31, 2024.

MOTION by Mahoney and seconded by Venouziou to approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2023 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2023 for Calendar Year January 1, 2024 Through December 31, 2024.

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

AYES: Mahoney, Venouziou, Coleman, Perry and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

Executive Director Adams closed the New Business report discussing the Draft Ordinance Establishing Fees and Charges for District Facilities, Services & Programs. He then summarized the key fee changes related to but not limited to: ARC rental fees, Cypress Cove fees, and Village Greens Golf Course greens fees. The Ordinance will be brought to the Board for approval at the December meeting.

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 10:24 p.m. Cohen requested a voice vote to adjourn the regular board meeting of November 21, 2023.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in cursive script that reads "Jack C. Mahoney".

Jack Mahoney, Secretary