

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
December 19, 2023



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

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC HEARING – FY2024 BUDGET APPROPRIATIONS PUBLIC HEARING

President Cohen called the public hearing concerning the proposed Budget & Appropriation Ordinance for Fiscal Year beginning January 1, 2024 and ending December 31, 2024 to order at 6:31 pm.

President Cohen shared that in accordance with Illinois Compiled Statute 70 ILCS 1205/4-4, the purpose of the Public Hearing is to provide an opportunity to receive public comment on the tentative Budget & Appropriation Ordinance of the Woodridge Park District for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024. He added that the Notice of Public Hearing was published in the Suburban Life Newspaper on December 7, 2023, posted on the Woodridge Park District's website and posted at the Fred C. Hohnke Community Center.

President Cohen said that all persons desiring to be heard will have an opportunity to present written or oral testimony. There was neither public oral nor written testimony.

President Cohen explained that the budget and appropriation ordinance, appropriates the monies that are necessary to cover the projected expenses and liabilities the District may incur in the 2024 fiscal year budget.

President Cohen then deferred to Executive Director Adams to share additional information.

Executive Director Adams said that at the November 21, 2023 Board Meeting, a tentative Budget & Appropriation Ordinance was presented by staff under the New Business agenda item totaling \$21.9 million. The budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expense and liabilities of the District that may be incurred in the 2024 fiscal year budget. He briefly reviewed the major and non-major government funds that are included in the budget.

Executive Director Adams said the Board will consider approval of the budget and appropriation ordinance at the January 16, 2024 Regular Board Meeting.

President Cohen asked if there was any discussion and or additional comments from the Park Commissioners or Staff. There were none.

President Cohen announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed ordinance.

President Cohen asked if there was a motion to adjourn the public hearing for the proposed Budget & Appropriation Ordinance for Fiscal Year beginning January 1, 2024 and ending December 31, 2024.

MOTION by Coleman and seconded by Mahoney to adjourn the public hearing for the proposed Budget & Appropriation Ordinance for Fiscal Year beginning January 1, 2024 and ending December 31, 2024.

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

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

The FY2023 Budget Appropriations Public Hearing adjourned at 6:35 pm.

PUBLIC HEARING – 2023 TAX LEVY EXTENSION ORDINANCE

President Cohen called the public hearing concerning the 2023 Tax Levy Ordinance to order at 6:35 pm.

President Cohen explained that in accordance with Illinois Compiled Statute 35 ILCS 200/18 seq, the purpose of the Public Hearing is to provide an opportunity to receive public comment on the 2023 Property Tax Levy Extension of the Woodridge Park District for Fiscal Year beginning January 1, 2024 and ending December 31, 2024. He said the Notice of Public Hearing was published in the Suburban Life Newspaper on December 7, 2023, posted on the Woodridge Park District's website and posted at the Fred C. Hohnke Community Center.

President Cohen said all persons desiring to be heard will have an opportunity to present written or oral testimony.

President Cohen then deferred to Executive Director Adams to share additional information.

Executive Director Adams stated the tax levy is developed by establishing District priorities, estimated FYE2024 budget operational and capital needs in compliance with the Property Tax Extension Limitation Law Article 5 of the Park District Code, which outlines the taxing powers of the District's General Levy Authority as derived from the Illinois Code in addition to the authority granted under Article 5 of the Park District Code and the Truth in Taxation Act. The Tax Limitation Law limits growth to the lesser of 5% or the Consumer Price Index (CPI).

Executive Director Adams shared that the limiting rate is the maximum extended tax rate for the aggregate extension which is the total of the levies excluding Special Recreation Association and Bond and Interest levies. The income received from the proposed 2023 tax levy is estimated to be 46.96% of total revenue receivables budgeted for fiscal year 2024.

Executive Director Adams said the Board of Commissioners reviewed in conjunction with the preliminary budget, the tentative 2023 Property Tax Levy presented by staff during the November 21, 2023 Regular Board Meeting under the New Business agenda item to formally determine and estimate the amount of money to be levied in 2023 and extended in 2024. The tentative tax levy ordinance and explanation of tax levy were subsequently posted on the District's website for public inspection on November 21, 2023.

Executive Director Adams reported that the requested levy for fiscal year is \$8,484,282, a 7.816% increase compared to last year's levy extension, though Staff estimates the actual levy to be \$8,317,225, a 5.69% increase, which final levy extension is subject to the final determination by the Counties of the District's equalized assessed valuation (EAV) currently estimated to increase 8.17%. Based on the estimated increase in EAV, the tax rate is estimated to slightly decrease from .5422 to .5297, a decrease of .0125 cents per \$100 of EAV, again subject to the final determination of the Counties of the EAV.

President Cohen said the Board will consider approval of Ordinance No. 23-10, An 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 at tonight's meeting under the Executive Director's agenda.

President Cohen asked if there was any discussion and or additional comments from the Park Commissioners or Staff. There were none.

President Cohen then asked if there was any written testimony concerning the adoption of the 2023 Property Tax Levy Ordinance. There was none.

President Cohen then asked if there was any oral testimony or any public comments concerning the adoption of the 2023 Property Tax Levy Ordinance. There was none.

President Cohen announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed ordinance.

President Cohen asked if there was a motion to adjourn the public hearing for the proposed 2023 Property Tax Levy Ordinance for Fiscal Year beginning January 1, 2024 and ending December 31, 2024.

MOTION by Perry and seconded by Mahoney to adjourn the public hearing for the proposed 2023 Property Tax Levy Ordinance for Fiscal Year beginning January 1, 2024 and ending December 31, 2024.

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

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

The 2023 Tax Levy Ordinance Public Hearing adjourned at 6:40 pm.

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

E.1. President Cohen opened his report with his first action item, approval of the 2024 Regular Board Meeting Schedule.

President Cohen asked if there is a motion to approve the Woodridge Park District's 2024 Annual Schedule of Meetings as presented.

MOTION by Coleman and seconded by Mahoney to approve the Woodridge Park District's 2023 Annual Schedule of Meetings as presented.

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

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

President Cohen then congratulated Chris Webber, Superintendent of Finance, Personnel & IT, on his Village of Woodridge sponsored 2023 Employee of the Year Award. He deferred to Executive Director Adams who reviewed the highlights of Webber's achievements since joining the District and shared that he is an exemplary employee serving as a member on the District's Leadership Team and is very deserving of the award. The Board congratulated Webber.

President Cohen then briefly discussed the Board Correspondence and FOIA requests the District received.

President Cohen shared that on December 18th, he and Executive Director Adams met with Village Mayor

Cunningham-Picek and Village Administrator Al Stonitsch for the Village/Park District Annual Meeting to review and discuss matters of mutual interest.

President Cohen closed his report reviewing upcoming events including the SEASPAR Gala on January 18, 2024 and the IPRA/IAPD Annual Conference January 25-27, 2024.

STAFF REPORTS

Finance

1.a Superintendent of Finance & Personnel Chris Webber opened his report with his first action item, the IRS Section 125 Cafeteria Plan – Premium Only Plan (“POP”)

Webber shared that annually, the District’s plan sponsor, WageWorks, Inc. provides an update to the POP for the upcoming year that keeps the District in compliance with the latest IRS rules and health care reform changes. The POP is a benefit to both employees and the District. Employees save on average 30% on insurance premiums and the District saves around \$80 per \$1,000 deducted pre-tax from payroll deductions. For the last year, the plan saved \$36,795 which included savings of \$29,048 in taxes saved by employees.

Staff recommended the Board adopt the 2024 Amended and Restated Section 125 Premium Only Plan document.

MOTION by Venouziou and seconded by Mahoney to adopt the 2024 Amended and Restated Section 125 Premium Only Plan document.

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

AYES: Venouziou, Mahoney, Coleman, Perry and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

1.b. Webber moved on to his last action item, the Auditing Services Master Services Agreement & Statement of Work.

Webber reported that the District is in the final year of the current three-year contract with Sikich LLP and as part of the agreement the District must execute both the Master CPA Professional Services Agreement and the Statement of Work. He added that the scope as outlined in the agreements is consistent with the original contract.

Staff recommended the Board approve the December 31, 2023 year-end Master CPA Professional Services Agreement as well as the Statement of Work with Sikich LLP as presented.

MOTION by Mahoney and seconded by Perry to approve the December 31, 2023 year-end Master CPA Professional Services Agreement as well as the Statement of Work with Sikich LLP as presented

Commissioner Mahoney asked how long the District has been working with Sikich. Executive Director Adams said approximately ten years.

Commissioner Perry asked if this was through a bid process. Executive Director Adams clarified that typically would conduct an RFQ/RFP process for Board review and approval. He added that Sikich has always provided great expertise and advice on both financial and human resource issues as well.

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

AYES: Mahoney, Perry, Coleman, Mahoney and Cohen

NAYS: None
ABSENT: None
MOTION CARRIED.

Webber closed his report providing updates on District financials and Human Resources activities.

Parks, Planning & Development

2.a Director of Parks, Planning & Development Jenny Knitter opened her report with her first action item, 2024 Various Facility Air Disinfection Systems – Purchase and Installation, CDP #24-01c, noting that this project proposes the purchase and installation of air disinfection systems to be incorporated into the existing HVAC systems at the ARC, FHCC and Village Greens Clubhouse. These comprehensive disinfection systems will provide a proactive sanitation process that eradicates viruses, bacteria, mold spores and other microorganisms.

Knitter reminded the Board that the cost of this project is funded in full through a grant received from the DuPage County Local American Rescue Plan Act Program (“LARPA”) for Park Districts. The original grant application included installing units in the bathhouse and admissions areas of Cypress Cove. However, upon further discussion with the District’s engineer, due to the limited efficacy of a system in a mostly open-air environment along with the limited seasonal use of the spaces, Staff has elected to omit Cypress Cove from the scope of work.

Staff requested Board authorization to bid the 2024 Various Facility Air Disinfection Systems – Purchase and Installation, CDP #24-01c.

MOTION by Mahoney and seconded by Venouziou to authorize Staff to bid the 2024 Various Facility Air Disinfection Systems – Purchase and Installation, CDP #24-01c.

President Cohen asked if the District has to match any of the LARPA Grant funds. Knitter responded that the District does not have to provide any matching funds.

Commissioner Perry asked if the Grant can be used for any other project or are the funds earmarked just for this. Knitter shared that the Grant funds must be used for the Facility Air Disinfection Systems.

Executive Director Adams then shared with the Board that Staff was just notified that three of the five ARC HVAC rooftop HVAC units heat exchangers have cracks and were immediately shutdown for safety reasons. The affected units service the program rooms and the main gym. He added that the units included a one-year labor/two-year warranty that is now expired and per the manufacturer, the lead time for the new units is up to 10 weeks. Board discussion ensued on potential PDRMA coverage, to cost of repairs and the effects/impacts and plans to maintain temperatures in these spaces impacted.

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.b-c. Knitter’s next action item was the Janes Avenue Park Baseball Field Lighting Emergency Pole Base Replacement Project, MSP #23-24pc. She shared that during the preventative park grounding inspection/repair project, Richmond Electric Company discovered that at baseball field #2 (east field), the concrete base footings of one of the Musco Athletic Field light poles (pole #A3) had been compromised. The base footing, originally installed in 2002, had a large void that, according to Musco, may have been the result of a lightning strike.

Knitter reported that the total estimated cost of this pole base replacement is \$25,300.00. Staff submitted a claim with PDRMA detailing the scope and cost. She added the PDRMA adjustor inspector indicated the damage appeared to have

been caused by a lightning strike too. PDRMA will be bringing in lightning strike detection specialist to review the pole as well. Executive Director Adams suggested that if the damage was not caused by a lightning strike, it may have occurred during the June 2021 tornado and noted that regardless of whether or not PDRMA will cover it, the pole needs replaced.

Knitter said Staff will coordinate with Musco delivery dates with the contractor and move forward with the repair. As with all approved PDRMA approved claims, the District pays for all costs up front and request reimbursement upon final completion of work. A \$1,000 deductible will be applied from the final reimbursement amount provided to the District.

Commissioner Venouziou asked if weather can impact the installation of the new pole. Executive Director Adams said weather will play a role – if the ground is too soft a lift truck won't be able to access the location without the potential of getting stuck.

Staff recommended the Board authorize the Executive Director to approve Musco Lighting's quotation dated November 29, 2023, and approval of a purchase order in the amount of \$2,600.00, to supply and deliver a new light pole base for the A3 light pole at Janes Avenue Park Baseball Field #2, for the Janes Avenue Park – Baseball Field Lighting – Emergency Pole Base Replacement Project – Supply and Delivery, MSP #23- 24pc-01, pending final approval from PDRMA authorizing reimbursement and securing a Musco certified installation contractor for the same.

MOTION by Mahoney and seconded by Perry to authorize the Executive Director to approve Musco Lighting's quotation dated November 29, 2023, and approval of a purchase order in the amount of \$2,600.00, to supply and deliver a new light pole base for the A3 light pole at Janes Avenue Park Baseball Field #2, for the Janes Avenue Park – Baseball Field Lighting – Emergency Pole Base Replacement Project – Supply and Delivery, MSP #23- 24pc-01, pending final approval from PDRMA authorizing reimbursement and securing a Musco certified installation contractor for the same.

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

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

Staff recommended the Board authorize the Executive Director to accept a proposal and approve a contract with a Musco-certified installation contractor, to conduct the labor and provide and operate equipment necessary to install a new light pole base and associated electrical connections and remove and reinstall the existing A3 light pole at Janes Avenue Park Baseball Field #2, pursuant to the Emergency Acquisition of Services Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Janes Avenue Park – Baseball Field Lighting – Emergency Pole Base Replacement Project - Installation, MSP #23-24pc-02, pending final approval from PDRMA authorizing reimbursement.

MOTION by Mahoney and seconded by Venouziou to authorize the Executive Director to accept a proposal and approve a contract with a Musco-certified installation contractor, to conduct the labor and provide and operate equipment necessary to install a new light pole base and associated electrical connections and remove and reinstall the existing A3 light pole at Janes Avenue Park Baseball Field #2, pursuant to the Emergency Acquisition of Services Authorization in accordance with Policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Janes Avenue Park – Baseball Field Lighting – Emergency Pole Base Replacement Project - Installation, MSP #23-24pc-02, pending final approval from PDRMA authorizing reimbursement.

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.d. Knitter moved on to her next action item, a change order for the Maintenance Facility - Fence Replacement Project, CRP #23-06c-R1, explaining that the contractor set the posts for the new gates on Friday, December 1st indicating that they would return the following week to complete gate installations and finalize the project. Immediately following, Staff observed spoils and garbage in the District's landscape dumpster which was not permitted. The issue was presented to the contractor who admitted their crew did this without owner knowledge or authorization. The contractor agreed to have the cost of the dumpster fee (\$325) deducted from the contract.

Staff recommended the Board authorize Change Order #1 to Action Fence Contractors, Inc.'s contract for a net decrease in the amount of \$325.00 for fees incurred by the District due to the contractor's unauthorized comingling of construction spoils into the District's dumpster during the Maintenance Facility Fence Replacement Project, CRP #23-06c-R1.

MOTION by Coleman and seconded by Perry to authorize Change Order #1 to Action Fence Contractors, Inc.'s contract for a net decrease in the amount of \$325.00 for fees incurred by the District due to the contractor's unauthorized comingling of construction spoils into the District's dumpster during the Maintenance Facility Fence Replacement Project, CRP #23-06c-R1.

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

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

2.e. Knitter's final action item was a change order for the Cypress Cove Family Aquatic Park – Light Pole Fuse Installation Project, ACRP #23-03c. She said that when the contractor began their scope of services for the approved project, an additional 13 poles were discovered within Cypress Cove that were lacking independent fuses. These fuses are critical for isolation and troubleshooting electrical problems when they arise. Inspections of grounding wires of the poles revealed advanced degradation of 18 existing poles that warranted replacement.

Knitter said that after learning about this additional necessary work, Staff requested a proposal from Richmond Electric Co. since they were already mobilized on site. She reviewed the proposal and scope of work and shared that on October 24th, Deputy Director Ritter approved a change order directive to complete this work at a total cost of \$3,820.00.

Staff recommended the Board ratify the Deputy Director's authorization of Change Order #1 to Richmond Electric Co.'s contract for a net increase in the amount of \$3,820.00 for purchase and installation of additional needed fuses and ground bolts for the Cypress Cove Family Aquatic Park – Light Pole Fuse Installation Project, ACRP #23-03c.

MOTION by Coleman and seconded by Perry to ratify the Deputy Director's authorization of Change Order #1 to Richmond Electric Co.'s contract for a net increase in the amount of \$3,820.00 for purchase and installation of additional needed fuses and ground bolts for the Cypress Cove Family Aquatic Park – Light Pole Fuse Installation Project, ACRP #23-03c.

Commissioner Coleman asked if the District has Richmond Electric on retainer. Knitter said they are not on retainer, and Executive Director added that they completed all the electrical work for construction of the ARC.

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

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

2.f. Knitter provided updates on Jubilee Point Park. She shared that in November Staff met internally to review Hitchcock Design Group's (HDG) recent project updates including playground equipment design options, overall park design

development progression and design detail options. The results of the review were shared with HDG to help their team move forward in the design process. Recommendations included the following:

- Location of the multicourt and pickleball courts
 - Further north (increase buffer distance from neighbors)
 - Further west (closer to parking lot)
- Location of the park shelter
 - Further west (closer to parking lot creating more open space to the east)
- Location of the playground
 - Further west (closer to parking lot creating more open space to the east)
- Pathways
 - Further north (creating larger grass open space and smoother circulation)
- Vehicular Drop Off
 - Eliminate circular drop off (change to parallel parking drop-off to gain additional parking and easier vehicular circulation in drive isles)

Knitter then shared that the engineers have been tasked with pricing out permeable pavers for the parking lot, sharing that vetting costs right now will help Staff determine if pavers can be used versus traditional asphalt. She noted that permeable pavers are environmental/stormwater best management practices and should reduce stormwater detention requirements.

Knitter then shared the following regarding Jubilee Point Park:

- Play equipment designs from three leading manufacturers were reviewed. However, upon thorough review, Staff agreed the designs failed to meet the Staff's expectations to meet the site's needs as a large community park and picnic rental location. Staff looked at other options that would be a better fit and are waiting on revised quotes.
- Modifications are being made to the Garden Plots including the addition of eight ADA plots, shade structures and fencing on the exterior area of the plots.

Knitter next deferred to Superintendent of Planning Ryan Bordewick who shared a Power Point Presentation overview of the Draft Natural Areas Management Plan for Jubilee Point Park. Bordewick touched upon the following:

- Jubilee Point Park Site History
- The objectives of the planned restoration activities
- The five main Management Areas: Main Wetland (4.4 acres), Drainageways & Intermittent Streams (3.6 acres), Open Prairie (4.2 acres), Sled Hill Prairie (0.9 acres) and Remaining Woodland (+/- 14.5 acres)
- Proposed Park Site Development Impact

Executive Director Adams shared that Staff will post the draft plan on the District's website and send postcards out to resident households to notify them about the plan and project updates in early January and added that the plan will also be sent to other natural resource managers, ecologists and green industry experts to ask for peer feedback with the intent to ensure best management practices are implemented. He said Staff wants to send the post card as soon as possible before the removal of invasive species targeted at the end of January.

Commissioner Perry asked if we can advertise/promote this plan at the ARC since it has the potential to reach so many people. Executive Director Adams confirmed that they will do that.

Commissioner Venouziou asked what the site will look like in the spring and if only invasive trees are being removed. Knitter said at the January Board Meeting Staff will ask for approval to remove the invasive species on the site. If approved, the contractor is ready to start and will take about five to six weeks to complete the removals. She then reviewed the locations of the removals. She added that there will be a second scope of work that will include the removal of native hazardous trees that can't be accessed until the invasive species are removed.

Commissioner Perry asked when the District will be breaking ground. Knitter said the goal is to break ground June 1, 2024 with substantial completion by the end of November 2024 pending approval of Village and other jurisdictional governmental permit approvals.

Commissioner Venouziou asked if construction will interfere with the Jubilee. Executive Director Adams said work will most likely not be impact Jubilee grounds and construction potentially may not commence until after Jubilee.

Commissioner Perry asked if the Church of Jesus Christ of Latter-day Saints located on Woodridge Drive next to the site is aware of the project. Executive Director shared that the next steps is to reach out to all residents/businesses adjacent to the property to notify them of the project. He also added that the Village of Woodridge may require a public hearing before work begins related to the permit process.

Commissioner Mahoney asked if the Village is aware of all the plans. Executive Director Adams explained that the District has kept Village staff updated and Staff believes the proposed site park development plan should be zoned as a special use permit under the current zoning. There are no zoning change requests anticipated at this time and Staff believes based on previous park development projects [excluding facility developments] it should only be reviewed and approved by the Village Board of Trustees and not the Planning Committee. Details forthcoming after Village staff review.

Golf Course

Village Greens General Manager Brandon Evans opened his report sharing that the golf course hosted 2,315 rounds in November which is 1,000 rounds ahead of November 2022 and that the course has largely been prepared for winter. He then reported that as a result of the success of the Junior Golf Program, Staff was recently nominated for the Illinois PGA's Youth Player Development Award. This award (formally named the Junior Golf Leader Award) recognizes the PGA Professional who is a leader in junior golf and who reflects the ideals of those who work with youth.

Evans then moved on to his 2023 Year-End "State of the Golf Course" report sharing that the 2023 golf season marked the completion of a "Turnaround Plan" initiated in 2019 that featured two membership offerings (60th and 62nd Anniversary Membership), several infrastructure upgrades (some of which were planned and some of which were unforeseen but critical), the restoration of several playing surfaces that required renovation, as well as upgrades in point of sale technology and pricing mechanisms. He shared the following highlights:

- From June 1, 2022 through November 30, 2023, VGGC netted approximately \$380,000 in operating profits (excluding transfers) on just under \$3MM in revenue.
- In the past four years VGGC averaged more than 55,000 rounds played per year, compared to 28,000 average rounds played in the 2 years prior (2018 and 2019) to the "Turnaround Plan."
- The fairways and greens damaged by vandals and disease and the driving range tee that was overrun with invasive grass have all been restored and the course is generally regarded to be in terrific condition.
- More rounds of golf at VGGC have been booked online than ever before, and Staff implemented technology to facilitate prepaid rounds, self-check-in, and dynamic pricing which have all been well received by our guests.

Evans added that when the fiscal year concludes, Village Greens is projected to post revenues over expenses of \$175,000. Because the course budgets are based on a break-even basis, small net gains or losses are an indication that budgeting and operations were effective, much like they have been throughout Village Greens' 64-year history. He added that rising minimum wages and inflationary pressures weighed on expenses, but that this was moderated by a 5-10% per round increase in rates, the first significant rate increase in over a decade. He noted that as indicated by research, however, the Course will not be able to continue raising prices indefinitely without repercussions.

Evans then touched upon Village Greens' strengths, weaknesses, opportunities and challenges and reviewed the competition in the Chicagoland area.

Evans next discussed the course's Capital Replacement needs and priorities, citing that high priority capital needs in the next five years include a clubhouse roof replacement, cart path repairs, bunker repairs, maintenance building replacement, drainage system repairs, and a new golf cart lease. Discussion ensued on financing options for these projects to include Village feedback.

Board discussion then ensued on about the time remaining on the lease with the Village of Woodridge [expires 2038] and funding resources for future large capital replacement projects.

Evans closed his report discussing the 62nd Anniversary Membership Program. He reviewed the most common misconceptions regarding the membership offerings and shared data to support the success of the program, including rounds played by members vs. non-members, revenues generated by the program and the most common times that members played.

Evans then asked for Board feedback on offering a 64th Anniversary Membership Program in 2024.

Commissioner Coleman asked if the same marketing service that ran the first two membership campaigns would be used again. Evans confirmed that they would be sharing their expertise and use of proprietary data which helps find the “right” golfer for the program – people who golf an estimated 10-40 rounds per year.

Commissioner Perry asked if Village Greens is the only golf course to offer a membership program. Evans shared that there is a small course in the Sandwich area that offers a membership program but on a smaller scale as well as other courses in the U.S.

Commissioner Coleman asked if the membership program is causing additional wear and tear on the course and equipment. Evans said there is no additional wear and tear, as members' expectations are set in terms of pace of play and repairing divets.

Executive Director Adams noted that many area golf courses have completely re-constructed their courses. Village Greens is nearly 70 years old and has never had a major renovation but continues to be popular due in part to the overall quality of course conditions.

Board discussion ensued about the merits of offering the 64th Anniversary Membership program, the terms of the District's management lease with the Village of Woodridge and the course's capital management plan.

Brief discussion ensued regarding possibility of ownership opportunity.

Executive Director Adams asked if there was Board consensus on moving ahead with the membership program, and the Board agreed that Evans should launch the two-year 64th Anniversary Membership program in January. There was a consensus to proceed in requesting a proposal.

** The Board meeting took a brief recess at 9:13 p.m. and reconvened at 9:20 p.m.**

Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report with his only action item, the ARC Staircase Painting Project, MSP# 23-25pc, reporting that the ARC staircase in the main hallway is showing rusting on the kick panels of each riser that needs to be addressed. Work will include cleaning, sanding and priming the kick panels along with two coats of paint. Staff contacted a second vendor for a price quote, but they have yet to visit the facility to review the project. Randex Painting, Inc., has completed other painting projects for the Park District and has done good work. Staff feels the work needs to be completed before the winter season and before all of the salt starts to be tracked in from the public.

Staff recommended the Board accept Randex Painting, Inc.'s proposal dated November 21, 2023, and approve a contract in the amount of \$3,260.00, for the ARC Staircase Painting Project, MSP# 23-25pc.

MOTION by Coleman and seconded by Mahoney to accept Randex Painting, Inc.'s proposal dated November 21, 2023, and approve a contract in the amount of \$3,260.00, for the ARC Staircase Painting Project, MSP# 23-25pc.

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

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

Ritter then shared that the annual Aquatic Workshop was held November 14th to review seasonal operations, upcoming capital replacement needs, aquatic trends and operational changes for the 2024 season. Highlights from the workshop included:

- Resident admissions fees will be frozen for 2024
- Cypress Cove will remain open until 8 p.m. on Twilight Tuesdays
- A pass holder appreciation pop-up event will be implemented
- Junior Lifeguard program fee will be reduced to \$25/\$35
- 2024 maintenance and capital replacement needs were identified

Ritter next shared the following highlights of the 2023 Aquatic Report, adding that the full report is included in the Board Packet:

- Peak attendance was on June 24th with a total attendance of 2,225
- The Lifeguard staff received a 5 Star score for the August StarGuard Elite audit.
- Concessions profit margin increased 3% from 2022.
- Attendance increased 14% from 2022.
- Group Outings increased 27.4% from 2022.
- Splash Parties increased 18.5% from 2022.
- Season Pass holders increased by 23% from 2022.
- Rentals increased by 29.4% from 2022.
- Aquatic programs were at a 95% fill rate.
- The furniture for Swamp Shack Café was replaced in July.
- Staff is working with Underground Imaging to determine the exact location of a leak in Cattail Bay (main pool).
- Aquatic Staff is investigating a way to streamline the daily entry process to Cypress Cove.

Ritter closed his report with the following informational items:

- Fall programs are winding down and final participation numbers are up in many of the athletic program areas.
- The Ball Hockey, Spring WSA, Adventure Camp, Trek & Travel, Cypress, Cypress Cove Pass Holders, Swim Lessons, ARC Fitness Members, ARC Track Member and ARC (Non-Members) Fitness Interest survey results are included in the Board Packet. Survey assessments will be incorporated into the year-end 2023 Recreation Report to be presented at the February 2024 Board Meeting.

Marketing & Community Engagement ("MCE")

Executive Director Adams shared that Superintendent of Marketing & Community Engagement Megan Romano is prepping for leave and to refer to the MCE Board Report for the most recent updates.

Safety Committee

No report

Administration

6.a. Executive Director Adams opened the Administrative report with the only action item, ARC Facility Janitorial Services, MSP #23-23c, sharing that on November 30, 2023, he notified the District's current janitorial vendor of the District's intent not to extend their contract when it expires December 31, 2023. The contract was for janitorial services at the ARC, FHCC and Maintenance facilities.

Adams reminded the Board that they authorized Staff at the November 21, 2023 board meeting to let bids for a new three-year period specific to the ARC facility only. As previously authorized, a Full-time Building Attendant will be hired for the FHCC. Bid packets were let on November 30, 2023 and the official Bid Opening occurred on December 14, 2023 at 10:00 a.m.:

Contractor	<u>2024</u> (Initial Term)	<u>2025</u>	<u>2026</u>	<u>Total</u>
Buck Services, Inc.	\$64,871.00	\$66,643.00	\$68,513.00	\$200,027.00
Eco Clean Maintenance, Inc.	\$47,124.00	\$47,124.00	\$48,240.00	\$142,488.00
Emeric Facility Services	\$52,500.00	\$52,750.00	\$53,000.00	\$158,250.00
Uni-Max Management Corp.	\$61,152.00	\$64,209.60	\$67,420.08	\$192,781.68

Executive Director Adams shared that the District previously contracted with the low apparent bidder Eco Clean Maintenance, Inc. for a three-year period with overall satisfactory results.

Staff requested the Board accept Eco Clean Maintenance, Inc. as the low qualified bidder and approve a contract in the amount of \$47,124.00 based on the contract base bid for FY 2024 and authorize the Executive Director to sign the contract, and in his or her discretion, to approve, and exercise the FY25 extension option in the amount of \$ 47,124.00 and/or the FY26 extension option in the amount of \$48,240.00 for the ARC Facility Janitorial Services, MSP #23-23c.

MOTION by Mahoney and seconded by Perry to accept Eco Clean Maintenance, Inc. as the low qualified bidder and approve a contract in the amount of \$47,124.00 based on the contract base bid for FY 2024 and authorize the Executive Director to sign the contract, and in his or her discretion, to approve, and exercise the FY25 extension option in the amount of \$ 47,124.00 and/or the FY26 extension option in the amount of \$48,240.00 for the ARC Facility Janitorial Services, MSP #23-23c.

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

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

Executive Director Adams closed the Administrative report sharing that the FHCC full-time Building Attendant position was posted on the District's website on December 4, 2023 and as of the meeting one internal and seven external candidates have applied. The goal is to have the new hire in place and ready to start work on January 3, 2024. Staff is discussing potential back up plans if this deadline cannot be met.

CONSENT AGENDA

F.1.- 18. 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 Venouziou to approve Consent Agenda Item #1 for the approval of the November 21, 2023 Regular Board Meeting Minutes, and Agenda Items #2 through #18 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$2,102,974.51.

1. Regular Board Meeting MinutesNovember 21, 2023
2. Vendor Payment & Payroll Ratification Report (11/17/23 – 12/14/23)..... \$2,102,974.51
3. Deere & Company, 2013 Toro 4000 Ground Master Mower Replacement, Payout #1 (Final) \$47,570.99
4. DLZ Industrial Surveying, Inc., Town Centre Property – As-Built Survey of Sled Hill, CA #23-05ca,
Payout #1 (Final) \$2,650.00
5. Family Landscaping & Treeworks, Inc., 2023 Fall Tree Removals, MSP #23-19pc,
Payout #1-3 \$13,950.00

6. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #5	\$27,123.75
7. Innovation Landscape, Inc., Hobson Corner Park – Pickle Ball & Site Improvements, CDP #23-01c, Payout #3 (Final)	\$14,632.83
8. Innovation Landscape, Inc., Multi-Site Park Improvements Project, CDP #23-07c-01, Payout #1	\$67,794.82
9. Richmond Electric Co., Cypress Cove Family Aquatic Park – Light Pole Fuse Installation Project, ACRP #23-03c, Payout #1	\$12,420.00
10. Richmond Electric Co., 2023 Electrical Grounding Repairs, MSP #23-09pc, Payout #1	\$7,925.00
11. Tetra Tech, Inc., Town Centre Phase 1 Environmental Assessment, Payout #1 (Final)	\$7,900.00
12. UMB Bank, Debt Certificate 2014, Interest & Principal Payment	\$370,450.00
13. UMB Bank, Debt Certificate 2015c, Interest & Principal Payment	\$153,700.00
14. UMB Bank, General Obligation Limited Tax Refund Bond Series 2015B, Interest & Principal Payment	\$411,581.25
15. UMB Bank, Refunding Debt Certificate Series 2020, Interest & Principal Payment	\$278,891.25
16. UMB Bank, Refunding Debt Certificate Series 2021, Interest & Principal Payment	\$120,873.75
17. V3 Construction Group, LTD, Hawthorne Hill Woods, Phase 1 – Culvert Replacements Project, CRP #22-02c-01, Payout #3	\$10,052.00
18. Webster, McGrath & Ahlberg, LTD, Lake Harriet & Janes Avenue Park ADA Improvements, Engineering Services, CA #23-05ca, Payout #1	\$2,200.00

President Cohen requested a roll call approving consent agenda items #1 through #18.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

H.1.a. Executive Director Adams opened his Board Report with the first action item, Ordinance No. 23-10, An 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. He shared that Staff presented for review at the November 21, 2023 Regular Board Meeting the preliminary proposed levy amount for the 2024 Budget. The Board approved and announced at the November 21, 2023 Regular Board Meeting the 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.

Executive Director Adams said Staff has no recommended revisions since the presentation of the proposed tentative tax levy reviewed at the November 2023 Regular Board Meeting. He added the tentative levy ordinance and information to residents regarding the levy were posted on the District's website following the November 2023 Board Meeting for public review and comment.

Staff recommended the Board approve Ordinance No. 23-10, An 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 Ordinance No. 23-10, An 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

H.1.b. Executive Director Adams' next action item was approval of Ordinance No. 23-11, An Ordinance Establishing Fees and Charges for District Facilities, Services & Programs. He said recommended revisions were reviewed in detail at the November regular board meeting and included adjustments pertained to ARC gym/turf/program room rentals & group party packages; Cypress Cove Family Aquatic Park non-resident daily admission fees, group outing fees, splash party fees, private rental fees, and season pass fees; and Village Greens Golf Course greens fees.

Staff recommended the Board approve Ordinance No. 23-11, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Coleman and seconded by Mahoney to approve Ordinance No. 23-11, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

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

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

H.1.c. Executive Director Adams next action item was approval of Resolution No. 23-15, A Resolution Commemorating Angie McGrath, Facility Manager for Thirty-Nine Years of Dedicated Service to the Woodridge Park District. He reported that to commemorate McGrath's service to the District, the Staff recognized Angie at the annual All Staff Meeting held on December 15, 2023 by reading the Resolution.

Staff recommended the Board approve Resolution No. 23-15, A Resolution Commemorating Angie McGrath, ARC Facility Manager for Thirty-Nine Years of Dedicated Service to the Woodridge Park District.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 23-15, A Resolution Commemorating Angie McGrath, ARC Facility Manager for Thirty-Nine Years of Dedicated Service to the Woodridge Park District.

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

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

H.1.d. Executive Director Adams next action item was approval of Resolution No. 23-16, A Resolution Commemorating Marcia Stranski, Village Greens Golf Course Food & Beverage Manager for Twenty-Two Years of Dedicated Service to the Woodridge Park District. To commemorate Stranski's service to the District, the Staff recognized Marcia at the annual All Staff Meeting held on December 15, 2023 by reading the Resolution. An additional informal recognition occurred with Staff at the Golf Course on December 13, 2023 at Village Greens.

Staff recommended the Board approve Resolution No. 23-16, A Resolution Commemorating Marcia Stranski, Village Greens Golf Course Food & Beverage Manager for Twenty-Two Years of Dedicated Service to the Woodridge Park District.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 23-16, A Resolution Commemorating Marcia Stranski, Village Greens Golf Course Food & Beverage Manager for Twenty-Two Years of Dedicated Service to the Woodridge Park District.

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

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

H.1.e. Executive Director Adams next action item was approval of Resolution No. 23-17, A Resolution Authorizing the Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection. Adams said Per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. Typically, the Park Board reviews closed session minutes in June and December. Staff recommends the closed session meeting minutes of April 18, 2023 remain confidential.

Staff recommended the Board approve Resolution No. 23-17, A Resolution Authorizing Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Mahoney and seconded by Coleman to approve Resolution No. 23-17, A Resolution Authorizing Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

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

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

H.1.f. Executive Director Adams last action item was approval of Resolution No. 23-18, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings. Adams noted that per the Open Meetings Act of the Illinois Compiled Statutes, the Board may destroy verbatim recordings eighteen months after completion of the meeting as long as the minutes were officially approved and released for public inspection. December 21, 2021, January 18, 2022 and April 19, 2022 verbal recordings of closed session meeting minutes exceed the 18 Month Expiration for Verbatim Recordings and were previously approved by the Board and authorized for public inspection per Resolution No. 22-6.

Staff recommended the Board approve Resolution No. 23-18, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Mahoney and seconded by Coleman to approve Resolution No. 23-18, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

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

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

H.2.a. Executive Director Adams shared that Tim Jensen, Woodridge Cable TV (WCTV-Channel 6) Volunteer Producer reached out to the District expressing WCTV's interest in documenting the development of Jubilee Point Park. He envisions

a series of videos detailing the project as it develops, and would capture video and still images throughout the project to aid in visually telling the stories pertaining to the property. The end goal is to document the project from planning to completion. Adams reported that Staff plans to schedule a meeting to discuss further. Staff is open to the concept but would require staff assistance and review of each segment prior to televising to ensure information is factually correct.

H.2.b. Executive Director Adams then noted, as previously mentioned at the November Board Budget Workshop, Senator Ventura informed the District of the anticipated approval of a \$225,000 DCEO Grant opportunity included in the State of Illinois' appropriations bill per Public Act 102-0698. Subsequent to that notification, a DCEO grant representative officially notified the District on December 4, 2023 of the grant and associated process to apply for and finalize the grant funds. The grant can be used for any bondable project pursued by the District, which staff recommends be used to fund, in part and in conjunction with the IDNR \$600,000 OSLAD grant, the Jubilee Point Park Phase 2 Development project. Staff is preparing the necessary documentation as requested.

Executive Director Adams then discussed the Hawthorn Hill Woods Brush Drop-off/Chip Pile Storage, sharing that the District and Village have partnered together to his knowledge for more than thirty years under no intergovernmental agreement to provide services for a brush drop-off, chipping and mulch pickup program for residents. The existing program is located at two locations: 1) brush drop-off/chipping/mulch bulk storage @ Hawthorn Hill Woods off of 71st Street; and 2) resident free mulch pickup at Jubilee Point Park off of Woodridge Drive near the Lisle-Woodridge Fire Department.

Executive Director Adams reported that per the approved 2022 Schematic Design Master Plan, the corner of 71st Street and Woodridge Drive will now be a focal point due to the planned entrance to Jubilee Point Park. This intersection will become a visual entry point into the Town Centre area and therefore in Staff's opinion the brush/chipping maintenance program is not conducive to the Town Centre park improvements. Adams added that Staff previously presented the concept again to Village Staff for their internal review to include but not limited to: relocation of the current site to alternate locations (if any), determination of whether to continue the mulch pick-up site at Jubilee Point Park, consideration of alternative brush disposal program options (e.g. Waste Management pick up), assess demand based on patron use statistics (resident vs. non-resident/frequency/costs, etc.), timing, etc. Staff conducted a preliminary review of WPD properties to serve as an alternate location, but was unable to identify any potential sites based on park development and/or proximity to neighborhoods.

Executive Director Adams then asked for Board feedback on the Brush Drop-off/Chip Pile Storage program. After discussion about the merits of the program, alternate locations and ownership of the program, there was Board concurrence that if the Village of Woodridge wants to continue an alternate location should be pursued.

Executive Director Adams closed his report sharing that the DuPage County Election Division continues to demand use of the ARC and/or FHCC as early voting locations for the March 2024 Primary Elections and the November 2024 General Election. Adams reviewed the impacts to programs (e.g. Kidz Squad) during the prolonged early voting period and said he will continue to keep the Board apprised of the situation.

COMMITTEE REPORTS

I.1.a. Knitter opened the Committee's Report with the only action item, the Decennial Committee on Local Government Efficiency – Final Meeting, Minutes Approval, reporting that the previous committee meeting minutes (meetings 1 and 2) were approved by the committee itself. Since the last meeting held on November 30, 2023, included the committee's final approval of the Efficiency Report, therefore completing the committee's defined purpose, Staff is requesting the Board approve these final meeting minutes.

Staff requested the Board approve the final meeting minutes of the Decennial Committee on Local Government Efficiency dated November 30, 2023.

MOTION by Venouziou and seconded by Mahoney to approve the final meeting minutes of the Decennial Committee on Local Government Efficiency dated November 30, 2023.

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

AYES: Venouziou, Mahoney, Perry, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED

SEASPAR

Knitter referred the Board to the report for updates

PDRMA

No report

EX-OFFICIO REPORTS

Chamber of Commerce

No Report

Affiliated Athletic Associations

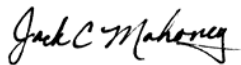
No Report

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 9:58 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary