

WOODRIDGE PARK DISTRICT  
Fred C. Hohnke Community Center  
Regular Board Meeting  
January 16, 2024



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, Mahoney, Venouziou, Perry Absent: Coleman Staff present: Adams, Bordewick, Karesh, Knitter, Pollack, Ravasio, Ritter, Webber Absent: Romano (Maternity Leave)

#### ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen opened the President's Report congratulating Natural Resources Manager Chris Pollack on his 15<sup>th</sup> Anniversary and Aquatic Manager Amanda Widloe on her 20<sup>th</sup> Anniversary.

President Cohen then deferred to Director of Parks, Planning & Development Jenny Knitter to share some words about Pollack. Knitter shared that Pollack started in the Maintenance Department, then in 2017 moved to the Planning Department and was named the Natural Resources Manager, where he continues to focus not only on trees but lakes and wildlife as well. She added that he is always advocating for the District and did a great job taking the lead on the Natural Resources Management Plan.

President Cohen then deferred to Superintendent of Recreation Don Ritter to share some words about Widloe, with Ritter sharing that Widloe joined the District when she was 14 as a lifeguard. From there she worked her way through numerous positions at Cypress Cove before being named the Aquatics Supervisor in 2004. He then added that she does a great job for the District and is a valuable asset.

President Cohen then congratulated Knitter on being appointed to serve as a member of the IPRA/IAPD Distinguished Agency Accreditation Committee (Two-Year Team 2024-2025).

President Cohen closed the President's Report by briefly reviewing upcoming events including the IPRA/IAPD Annual Conference being held January 25<sup>th</sup> – January 27<sup>th</sup> at the Chicago Hyatt Regency.

#### STAFF REPORTS

##### Finance

Superintendent of Finance & Personnel Chris Webber opened his report sharing that the 2024 Budget approval will occur under the Director's Report later in the meeting. He shared that since the November 21, 2023 Board Meeting when the Budget was presented, changes have been made to the budget, and then reviewed the significant changes by each fund.

Webber then asked the Board if they had any questions. There were none.

Webber next shared that the District received notice on January 9<sup>th</sup> that they received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 2022 audit. This marks the 14<sup>th</sup> straight year the District received this distinguished award.

Webber closed his report reporting that the District went live with Paycom on December 25<sup>th</sup> and that the first payroll was processed last week. Overall the process went relatively smoothly and Staff have been providing feedback and helping

resolve issues as they are noticed. He gave special recognition to Human Resources Manager Connie Curry for her tireless work alongside Webber implementing and integrating the software in a tight 10-week window. It could not have happened without her hard work and extra time spent getting the system ready.

Parks, Planning & Development: Planning, Development & Natural Resources Division

2.a.1. Superintendent of Planning & Development Ryan Bordewick opened the report with his first action item, the Hawthorne Hill Woods – Trail Development Project, CDP #24-02c. He reviewed the scope of work and timeline, shared aerial images of the site and reported that site drawings are being submitted to the Village of Woodridge for permitting. He noted that the existing Village permit expires in February and will need to be extended.

Director of Parks, Planning & Development Jenny Knitter added that the tree removals that are included in the scope of work are beyond the District Staff's capabilities. She noted that tree removals must be completed by March 31, 2024, as the Illinois Department of Natural Resources is restricting tree removals between April 1, 2024 – October 31, 2024, to accommodate the nesting season of long-eared bats.

Staff requested the Board authorize Staff to bid the Hawthorne Hill Woods – Trail Development Project, CDP #24-02c.

Commissioner Venouziou asked if the District bid this project before. Knitter confirmed that this project was bid in 2022 but the bids were rejected due to the high costs of asphalt. She said that Staff pivoted and applied for a grant for the site and eliminated the asphalt work.

Commissioner Perry asked how many trees would be removed at the site. Natural Resources Manager Chris Pollack shared that between 20 and 30 trees will be removed.

Commissioner Perry asked if the trees would be replaced. Bordewick said the trees will be replaced.

MOTION by Mahoney and seconded by Perry to authorize Staff to bid the Hawthorne Hill Woods – Trail Development Project, CDP #24-02c.

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

AYES: Mahoney, Perry, Venouziou and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2.a.2. Bordewick's next action item was the approval of the Jubilee Point Park (Town Centre) - Natural Area Improvement Plan, sharing that after the November and December Board Meetings, Staff continued work to refine the plan providing greater detail for the management and enhancement of natural areas on the property.

Bordewick reported that the draft version of the Plan has been made available for public review on the District's website since mid-December and to date, no public comments have been received. Informational postcards directing interested parties to the website for information on the plan and project updates were delivered to residents beginning the week of January 8<sup>th</sup>. He said that posters displaying current Jubilee Point Park Project Updates are on display at the ARC and FHCC, and the January E-Newsletter provided updates as well

Bordewick said that the draft version of the Plan was also provided to green industry professionals, ecologists, and natural resource managers requesting feedback with the intent to ensure best management practices are implemented. He then shared some positive feedback the District received from Brook McDonald, President/C.E.O. of The Conservation Foundation in support of the Plan. He then noted that Staff is also expecting a letter of endorsement from the Morton Arboretum.

Knitter then gave a special thanks to Colleen Kane, the District's Graphic Designer, and the Marketing Department for their work on designing the look and layout of the plan, and to Pollack for the content that he developed.

Staff recommended the Board accept the Jubilee Point Park (Town Centre) - Natural Area Improvement Plan.

MOTION by Mahoney and seconded by Venouziou to accept the Jubilee Point Park (Town Centre) - Natural Area Improvement Plan.

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

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

2.a.3. Bordewick's next action item was the Jubilee Point Park (Town Centre) - Woody Invasive Species Removal Project, MSP #23-22c. He explained that the contract base bid scope of work includes woody invasive removals and herbicide treatments in the areas of the property within the limits of the proposed Phase 2 improvements including the circular driveway and parking lot east of 71st Street & Woodridge Dr. (approx. 19.5 acres). He added that Staff requested one alternate bid to cover the same scope of work for the remaining natural wooded areas on the north side of the site (approx. 7.3 additional acres).

Bordewick then shared the following bid results:

Contractor	(19.5 acres / 73%) Base Bid Total	(7.3 acres / 27%) Alt. Bid #1	(26.8 acres / 100%) Total Invasive Removals
Davey Tree Expert Co.	\$ 73,600.00	\$ 25,760.00	\$ 99,360.00
Clean Cut Tree Service	\$ 96,990.00	\$ 37,100.00	\$134,090.00
HGS, LLC	\$ 79,300.00	\$ 56,100.00	\$135,400.00
Encap, Inc.	\$ 101,850.00	\$ 33,950.00	\$135,800.00
Homer Tree Service, Inc.	\$ 110,200.00	\$ 40,600.00	\$150,800.00
Bluestem Ecologic Serv. Inc.	\$ 184,765.00	\$ 64,179.88	\$248,944.88

Bordewick reported that Davey Tree Expert Co. performed similar work for the District in the past including significant storm clean-up efforts in 2021 at Ide's Grove West Park and Boundary Hill Woods. He added that work will start pending receipt of Village of Woodridge's Letter of Permission.

Knitter shared that large signs were made making the public aware of the work and will be posted at three different locations on the site.

Staff recommended the Board accept Davey Tree Expert Co. as the low qualified bidder based on the contract base bid total and acceptance of Alternate Bid #1 and approve a contract in the amount of \$99,360.00.00 for the Jubilee Point Park (Town Centre) - Woody Invasive Species Removal Project, MSP #23-22c subject to Village of Woodridge permit approval.

MOTION by Perry and seconded by Venouziou to accept Davey Tree Expert Co. as the low qualified bidder based on the contract base bid total and acceptance of Alternate Bid #1 and approve a contract in the amount of \$99,360.00.00 for the Jubilee Point Park (Town Centre) - Woody Invasive Species Removal Project, MSP #23-22c subject to Village of Woodridge permit approval.

Knitter explained that after the woody invasive species are removed, Staff will determine which trees are in good condition and can remain, and which trees present hazards to be removed. She noted that tree removals will occur after October 31, 2024, due to the long-eared bat issue discussed earlier in the meeting.

Bordewick noted that District Staff will remove as many trees as they can within their capabilities and that a contractor will be brought in for larger trees.

President Cohen asked how the contractors determined their bids. Bordewick said all plan holders were given the total acreage and some came out and inspected the site.

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

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

Bordewick then discussed the following informational items:

- Following Hitchcock Design Group’s (HDG) initial presentation of the 50% design development to District Staff, a video call was held with representatives from the Village of Woodridge’s Community Development Department on December 19<sup>th</sup> to update them on the project status and to solicit feedback regarding the permitting process for the proposed Phase 2 development. Village Staff requested plans and the District’s public awareness efforts for further internal review. WPD Staff has since reached out to the Village requesting clarification of the permitting process and timeline for the proposed development and is awaiting their response.
- On January 2<sup>nd</sup>, Staff was notified by the Illinois Department of Natural Resources (IDNR) Division of Education that the District’s IDNR-Illinois Park District Habitat Improvement Grant Program application had been approved for \$2,000 toward the purchase of native trees, mulch and wire mesh fencing. Staff reached out to School District 68 and confirmed Jefferson Junior High’s student interest in working with a close community partner in this environmental volunteer project with groups including their Garden Club, National Junior Honor Society and Student Council. The goal is to coordinate an Arbor Day planting event in the morning on Friday, April 26, 2024.
- The 2024 Various Facility Air Disinfection Systems – Purchase and Installation, CDP #24-01c project was issued for bid on Thursday, January 4<sup>th</sup>, with the bid opening scheduled for January 25<sup>th</sup>. Bids will be presented for Board consideration in February with construction to follow in April/May 2024. 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.
- Due to weather and site condition limitations, the 2023 prescribed burn contractor, Integrated Lakes Management (ILM), was unable to complete contracted prescribed burns for the following sites: Vicente D and Vicente A/Heritage Parkway. Staff has confirmed with ILM that they will honor their contracted pricing for these remaining two sites when rescheduled in spring of 2024.
- Staff is requesting proposals to conduct five monthly herbicide treatments of invasive species in the wetland areas surrounding the pond at Ide’s Grove West Park. The cost for this work will be partially reimbursed by the Village of Woodridge through the neighborhood’s SSA (Special Service Area) tax. That tax was established by the Village and applies to homes in the Timbers Edge subdivision for this purpose and need resulting from an expansion of stormwater management capacity of that wetland, necessary with that development.

#### Parks, Planning & Development: Parks Division

2.b.1. Superintendent of Parks John Karesh opened the report with his first action item, the Portable Wheeled Baseball Outfield Fence System Purchase, CRP #24-01c, reporting that the existing portable fence installed at Janes Avenue Park for the Southwest baseball field needs to be replaced. The current system is consistently out of plumb due to wind load and is beginning to show wear and tear.

Karesh said a portable fence system is required since the baseball fields can be converted to a full-size soccer field under the lights requiring temporary removal of the fence system. Staff and Board reviewed a portable wheeled system manufactured by Sportafence that provides a sturdy fence product for play yet is portable to easily remove and store in a non-play location. The estimated cost is \$54,3911. Since the estimate exceeds \$30,000 the District must bid the purchase. Currently, there’s a 10-week lead time for fabrication and delivery.

Executive Director Adams noted that the fencing is a patent-protected design so they are only expecting one bidder.

Staff requested Board authorization to bid the Portable Wheeled Baseball Outfield Fence System Purchase, CRP #24-01c per CRP.

MOTION by Mahoney and seconded by Venouziou to authorize Staff to bid the Portable Wheeled Baseball Outfield Fence System Purchase, CRP #24-01c per CRP.

Commissioner Mahoney asked how tall the fence is. Executive Director Adams responded that it is six feet high.

Commissioner Venouziou asked where the fence will be installed. Executive Director Adams noted that it will be placed around the outfield of the Janes Park Southwest Field and will be 330 feet from home plate.

President Cohen asked if it looks like installed fencing. Executive Director Adams responded that it does and referred to a photo in the report.

President Cohen asked where the fence will be stored in the off-season. Karesh explained that the fence is collapsible and will be stored adjacent to the Janes Park concession building for the winter.

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

AYES: Mahoney, Venouziou, Perry and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2.b.2. Karesh moved on to his last action item a change order for the Maintenance Facility - Fence Replacement Project, CRP #23-06c-R, sharing that the fence contractor did not install new galvanized fence brackets, as specified in the scope of work and chose to utilize the old brackets during the install of the new Maintenance Facility fence. The brackets are acceptable and secure the fence panels as designed. This is the second change order on this project that will result in a deduct of the bracket cost, overhead, shipping and labor for a total of \$2,132.82.

Staff recommended the Board authorize Change Order #2 to Action Fence Contractors, Inc.'s contract for a net decrease in the amount of \$2,132.82 for failure to install new fence mounting brackets as required in the scope of work for the Maintenance Facility Fence Replacement Project, CRP #23-06c-R1.

MOTION by Perry and seconded by Mahoney to authorize Change Order #2 to Action Fence Contractors, Inc.'s contract for a net decrease in the amount of \$2,132.82 for failure to install new fence mounting brackets as required in the scope of work for the Maintenance Facility Fence Replacement Project, CRP #23-06c-R1.

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

AYES: Perry, Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Karesh then discussed the following informational items:

- Staff requested a preventive maintenance proposal for the FHCC HVAC system from Excel Mechanical Services, the same contractor who performed work this year. They elected to honor the same pricing as 2023 and provide

PM services in 2024 for \$5,750. The budget reflects this maintenance expense and services will be scheduled accordingly.

- Staff continues to work with PDRMA and the District's Safety Coordinator regarding the claim for the light pole base replacement at Janes Avenue Park.
- Staff met with asphalt contractor Pavement Systems, Inc. at the Janes Avenue Park and Village Greens Golf Course parking lots to examine the seal coating and areas of concern as there are areas where the seal coat did not take well or at all. The contractor attributes this to the lots being wet underneath resulting in water seepage through the surface cracks (under review to confirm claim). Staff continues to work with the contractor to come to a resolution to ensure a proper application which may include having the lots seal coated again. The contractor indicated any repairs will have to be completed in the spring of 2024.
- To keep park patrons informed of capital improvements at park sites, temporary "Under Construction" yard signs were designed by the District's Graphic Designer and fabricated to be installed at each construction project location.

Karesh closed his report sharing that the 2023 Parks Vandalism Report and the 2023 Vehicle Expense Report are both included in the Board Report.

#### Golf Course

3.a. Executive Director Adams opened the Golf Report with the only action item, the Village Greens Anniversary Membership Sales Program 2024-2025. He noted at the December 19, 2023 Board Meeting, Commissioners gave Staff a directive to pursue a third membership offering similar to the 60<sup>th</sup> and 62<sup>nd</sup> Anniversary Memberships offered in 2019 and 2022, respectively. Staff launched the membership campaign on December 27, 2023, and to date, 500 memberships have been sold, with a target goal of selling 800-1000 memberships.

Staff recommended the Board ratify the Executive Director's approval of the Marketing Improvement Agreement dated December 20, 2023, with Mulligan Marketing Concepts, Inc., to design and implement a Membership Sales Program for calendar years 2024 and 2025.

MOTION by Venouziou and seconded by Perry to ratify the Executive Director's approval of the Marketing Improvement Agreement dated December 20, 2023, with Mulligan Marketing Concepts, Inc., to design and implement a Membership Sales Program for calendar years 2024 and 2025.

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

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

Executive Director Adams closed the report sharing that after completing several interviews of qualified candidates, Dawn Johnson was offered and accepted the Food & Beverage Manager position starting 1/10/24. Johnson brings an extensive amount of food & beverage management experience and Staff looks forward to new revenue-generating ideas in the food & beverage area.

#### Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report with his first action item, the Athletic Recreation Center – HVAC Roof Top Units - Heat Exchanger Repairs, MSP #24-02pc, sharing that during the ARC's preventative maintenance inspection, it was observed that three of the nine rooftop units have a hairline crack in their heat exchanger.

Ritter reported that Staff reached out to (Williams Associates), the HVAC Engineer (W-T Engineering) and the Preventative Maintenance Contractor Martin Peterson Company (MPC) to discuss this issue in detail. After vetting the issue, Staff was

advised to turn off the heating mechanism of the unit for the three rooftop units exhibiting cracking. Currently, Staff is supplementing the temperature with airflow from the ceiling fans, sustaining operation temperatures overnight, opening doors overnight into each space for more airflow and continuing to utilize the radiant heating system under the ground floor. This method can sustain air temperatures at 70-degree setpoint levels when outside daytime air temperatures are in the 20s or higher. The affected areas include the fitness center, program rooms and the Staff offices.

Ritter then explained that when outside daytime air temperatures drop into the teens and below, indoor air temperatures cannot be sustained at the temperature set point of 70 degrees. The solution is to have MPC apply high-temp HVAC-rated caulk to the cracks and to turn on the heating mechanism of the three temporarily repaired units during these cold spans and to continue to inspect the caulk condition and carbon monoxide levels every week.

Ritter said that the repair and/or replacement of the RTU parts is out of warranty and that a claim was submitted to PDRMA but is still under review to determine if the claim qualifies for coverage. Staff will continue to pursue all means available to seek reimbursement of expenses for all costs incurred associated with this repair work. He added that pursuant to the short-term need, the Executive Director approved Martin Peterson Company, Inc.'s proposal dated January 10, 2024, to caulk the heat exchanger cracks in Rooftop units 3, 5 and 6 at a cost of \$1,000 and to conduct follow up inspections as directed by Staff based on a time and materials price not to exceed \$445 per inspection for the Athletic Recreation Center – HVAC Units Heat Exchanger Temporary Repair and Inspection Project, MSP #24-02pc-01.

Knitter reported that MPC shared that the cracks were detected very early and there were no carbon monoxide leaks. Since the cracks have been caulked, the units are running and sustaining 70 degrees. She said the engineers agreed that the cracks should not appear on seven-year-old units, and that they should be lasting 15 years. She added that there are two other identical units on the roof that Staff continues to monitor for any issues.

Executive Director Adams then shared that during the repairs it was discovered that a fan in the boiler unit that was helping with heating had failed as well. Staff is currently investing next steps.

Staff recommended the Board authorize the Executive Director to accept a proposal and approve a contract with a Trane-certified installation contractor to remove and replace the existing heat exchangers 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 Athletic Recreation Center – HVAC Units Heat Exchanger Replacement Purchase and Installation Project, MSP #24-02pc-03.

MOTION by Mahoney and seconded by Venouziou to authorize the Executive Director to accept a proposal and approve a contract with a Trane-certified installation contractor to remove and replace the existing heat exchangers 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 Athletic Recreation Center – HVAC Units Heat Exchanger Replacement Purchase and Installation Project, MSP #24-02pc-03.

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

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

4.b-c. Ritter moved on to his last action items related to the Cypress Cove – Main Pool Leak Repair, AMSP#24-01pc, reporting that the Aquatic Maintenance Supervisor continues trying to coordinate a diagnosis and possible solution to the cause of the main pool leak that was discovered. To date, Underground Imaging Corp., has been conducting leak investigative services through 2023 resulting in billable work completed in the amount of \$9,007.93, for time and materials costs, detailed with dates and scope of work conducted at each visit. With their last investigative drilling, scoping and

camera work, starting from the main drains, the contractor was able to test several sections of pipe and ensure the leak was not in those sections.

Ritter explained that the next phase of work is to strategically cut a section of concrete pool bottom which is the next section of pipe that was out of reach of the contractor's scope and camera equipment. The process is to be done with surgical precision in hopes of finding the leak and repairing and replacing the broken pipe and concrete pool floor in this phase.

Ritter further explained the two contractual scopes of work involved in this phase. The leak detection services will be completed by (Underground Imaging Corporation) and the plumbing/concrete contractor (C.J. Erickson Plumbing Co.) will cut the concrete pool floor, repair the pipe when the leak is identified, and then replace the cut section of the new pipe, backfill and pour to specified pool requirements reinforcing with rebar, dowels and grounding, as designed.

Ritter noted that due to the safety of teams working near snow/ice conditions with jackhammers and large saws, work cannot be done in cold temperatures, and therefore work is anticipated to occur in March 2024. He added that this phase of work will also require pool liner repair coordination upon completion. With the pool scheduled to be filled in May, time is of the essence to complete these repairs.

Commissioner Mahoney asked if there are any details on the liner repair work. Executive Director Adams said the District won't know any details about the liner until after the work is complete.

Commissioner Mahoney then asked if it could be an issue with the liner and not a pipe. Executive Director Adams said that the contractor confirmed the leak was coming from a pipe by completing a dye test.

Commissioner Perry asked if the contractor is confident the leak is in that area of the pool. Executive Director Adams said the contractor narrowed down the location of the leak by completing a helium test.

Staff recommended the Board accept Underground Imaging Corporation's proposal dated January 10, 2024, to provide leak detection services on a time and materials basis at a rate of \$125.00 per hour for the Cypress Cove – Main Pool Leak Repair Project – Leak Detection Services, AMSP #24-01pc-01.

MOTION by Mahoney and seconded by Venouziou to accept Underground Imaging Corporation's proposal dated January 10, 2024, to provide leak detection services on a time and materials basis at a rate of \$125.00 per hour for the Cypress Cove – Main Pool Leak Repair Project – Leak Detection Services, AMSP #24-01pc-01.

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

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

Staff recommended the Board accept C.J. Erickson Plumbing Company's proposal dated January 8, 2024, to provide plumbing/concrete services and approve a contract in the amount of \$18,170.00 for the Cypress Cove – Main Pool Leak Repair Project – Plumbing and Concrete Repair Services, AMSP #24-01pc-02.

MOTION by Perry and seconded by Venouziou to accept C.J. Erickson Plumbing Company's proposal dated January 8, 2024, to provide plumbing/concrete services and approve a contract in the amount of \$18,170.00 for the Cypress Cove – Main Pool Leak Repair Project – Plumbing and Concrete Repair Services, AMSP #24-01pc-02.

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

AYES: Perry, Venouziou, Mahoney and Cohen



NAYS: None  
ABSENT: Coleman  
MOTION CARRIED.

Ritter closed his report briefly by sharing the following informational items:

- Job applications for positions at Cypress Cove opened online on Tuesday, January 16, 2024. Open positions include Concessions, Deck Attendant, Guest Services, Lifeguard, Swim Instructor, Maintenance Staff and Support Staff.
- Cypress Cove's Job Fair is scheduled for Saturday, February 24<sup>th</sup> from 11 am – 1 pm at the ARC. Interviews will be conducted on-site.
- The ARC hosted an MLK Day Travel Basketball Tournament on Monday, January 15<sup>th</sup>. The tournament, offered to 6th-8th grade travel teams, included 20 teams and was a great success.

Marketing & Community Engagement ("MCE")

Executive Director Adams referred the Board to the MCE Board Report for the most recent updates. He noted that during the FMLA leave of Superintendent of Marketing & Community Engagement Megan Romano, he has been meeting weekly with Graphic Designer Collen Kane who is doing a good job in Romano's absence.

Safety Committee

Executive Director Adams referred the Board to the Safety Board Report for the most recent updates.

Administration

No report.

CONSENT AGENDA

F.1.- 7. President Cohen asked if any Commissioner requested to remove any agenda item from the consent agenda for separate consideration and action. There were none.

MOTION by Mahoney and seconded by Venouziou to approve Consent Agenda Item #1 for the approval of the December 19, 2023 Regular Board Meeting Minutes, and Agenda Items #2 through #7 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$826,424.06.

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|--|-------------------|
| 1. Regular Board Meeting Minutes .....   | December 19, 2023 |
| 2. Vendor Payment & Payroll Ratification Report (12/15/23 – 1/11/24) .....   | \$826,424.06      |
| 3. Family Landscaping & Treewerks, Inc., 2023 Fall Tree Removals, MSP #23-19pc, Payout #4 (Final) .....                          | \$155.00          |
| 4. Family Landscaping & Treewerks, Inc., Castaldo Park - Large Oak Pruning, MSP# 23-20pc, Payout #1 (Final).....                 | \$10,900.00       |
| 5. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #6 .....                                 | \$20,110.63       |
| 6. Soil and Material Consultants, Inc., Town Centre Property – Geotechnical Investigation, CA #23 -04ca, Payout #1 (Final) ..... | \$9,972.00        |
| 7. Underground Imaging Corporation, Cypress Cove Leak Detection Services for 2023 .....  | \$9,007.93        |

President Cohen requested a roll call approving consent agenda items #1 through #7.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened his Board Report with the first action item, approval of the Mission Statement, Strategic Goals and Core Values, reviewed at the Regular Board Meeting Budget Workshop held on November 21, 2023. No revisions were recommended based on the recent feedback obtained during the 2021 Strategic Master Planning process.

Staff recommended the Board re-approve the Woodridge Park District's Mission Statement, Long-Term Strategic Agency Goals and Core Values.

MOTION by Mahoney and seconded by Perry to re-approve the Woodridge Park District's Mission Statement, Long-Term Strategic Agency Goals and Core Values.

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

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

G.1.b. Executive Director Adams' next action item was the FY2024 Annual Sub-Goals & Objectives Approval. At the Budget Workshop held during the Regular Board Meeting on November 21, 2023, Staff presented for review and discussion the recommended FY2024 Annual Sub-goals and Objectives. Annually, Staff completes a comprehensive assessment process of all District-provided services within each department and in accordance with the District's long-term strategic goals in order to identify issues, enhance service and determine unmet needs. He then briefly reviewed some of the updates.

Staff recommended the Board approve the FY2024 Annual Sub-goals and Objectives as presented.

MOTION by Mahoney and seconded by Venouziou to approve the FY2024 Annual Sub-goals and Objectives as presented.

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

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

G.1.c. Executive Director Adams' next action item was FY2024 Organization Chart Approval. He shared that the Board last approved the organizational chart at the January 17, 2023 Regular Board Meeting. Staff presented at the Budget Workshop held on November 21, 2023, recommended revisions for 2024, which includes the following additions:

- Full-time FHCC Building Attendant
- Transition 1 Full-time Park Maintenance (PDNRM) to Landscape Specialist
- Transition 1 Part-time Finance Clerk to a combined Part-time Finance Clerk /Customer Service Coordinator

The following positions are recommended to remain vacant:

- Director of Parks, Planning & Development (Effective 7/1/24)
- Landscape Designer/Planner

Staff recommended the Board approve the organizational chart for FY2024 effective January 1, 2024.

MOTION by Mahoney and seconded by Perry to approve the organizational chart for FY2024 effective January 1, 2024.

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

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

G.1.d. Executive Director Adams' next action item was approval of the FY2024 Salary & Wage Scale. He reminded the Board they reviewed details regarding the revised salary range methodology impacting various positions at the Budget Workshop held at the November 21, 2023 Board Meeting. The District assesses full-time salaries every other year on the odd year and part-time wages on the even year. Part-time/seasonal wage ranges were adjusted to reflect the statutory minimum wage increase to \$14 per hour for any employee 18 years of age or older and for employees under 18 an hourly rate of \$12.00. He then reviewed the positions where salaries were adjusted to reflect a fair living wage.

Staff recommended the Board approve the FY2024 Salary & Wage Scale effective January 1, 2024.

MOTION by Venouziou and seconded by Mahoney to approve the FY2024 Salary & Wage Scale effective January 1, 2024.

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

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

G.1.e. Executive Director Adams' next action item was the FY2024 Capital Improvement Program (CIP) Funding Plan Approval. He reminded the Board that at the Budget Workshop on November 21<sup>st</sup>, the Board reviewed and discussed in detail the proposed funding plan to fund the FY2024 Capital Improvement Program (CIP) which consists of the Capital Development Program (CDP | Fund 44), Capital Replacement Program (CRP – Fund 11), Aquatic Capital Replacement (Aquatic CRP | Fund 07), Athletic Recreation Center Capital Replacement Program (ARC-CRP | Fund 13), Village Greens Golf Course Capital Replacement Program (VGGC-CRP | Fund 46) and American w/ Disabilities Transition Plan Capital Program (ADA | Fund 19).

Executive Director Adams then briefly highlighted major capital projects including but not limited to the Jubilee Point Park Phase 2 development project funded in part with grants.

Staff recommended the Board approve the Capital Improvement Program (CIP) Funding Plan for FY2024 as presented.

MOTION by Mahoney and seconded by Perry to approve the Capital Improvement Program (CIP) Funding Plan for FY2024 as presented.

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

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

G.1.f. Executive Director Adams' next action item was the approval of Ordinance No. 24-1, An 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.

Executive Director Adams explained that the combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the District may incur in its next budget year. The appropriations serve as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds were available. The appropriation for each budget line item typically exceeds the budgeted amount by 15% on average to ensure staff has some leeway in spending based on unforeseen expenses and/or expenditure fluctuations. Some items may exceed 15% based on unknown volatility of certain budget items (e.g. maintenance & repairs, legal services, utilities, etc.). The overall average appropriation percentage increase is 26%.

Staff recommended the Board approve Ordinance No. 24-1, an 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.

MOTION by Venouziou and seconded by Mahoney to approve Ordinance No. 24-1, an 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.

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

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

G.1.g. Executive Director Adams' next action item was the approval of Ordinance No. 24-2, An Ordinance Amending the Fees and Charges for District Facilities, Services & Programs. He noted that subsequent to Board approval of the Fees & Charges Ordinance in December 2023, the District approved the 64<sup>th</sup> Anniversary Membership Program, warranting an amendment to the Ordinance to add the corresponding membership program fees.

Staff recommended the Board approve Ordinance No. 24-2, An Ordinance Amending the Fees and Charges for District Facilities, Services & Programs.

MOTION by Mahoney and seconded by Perry to approve Ordinance No. 24-2, An Ordinance Amending the Fees and Charges for District Facilities, Services & Programs.

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

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

G.1.h. Executive Director Adams' final action item was the approval of Ordinance No. 24-3, An Ordinance providing for the issue of \$1,518,000 Taxable General Obligation Limited Tax Park Bonds, Series 2024, of the Woodridge Park District, DuPage and Will Counties, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the purpose of providing the revenue source for the payment of certain outstanding obligations of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said Bonds by the Corporate Fund of said Park District.

Executive Director Adams said the District's debt limit extension base amount for FY2024 is \$1,519,564. The bonds are being issued for the following: payment of principal & interest on Debt Certificates, Series 2014, Debt Certificates, Series

2015C, Taxable Refunding Debt Certificates, Series 2020, and Taxable Refunding Debt Certificates, Series 2021 equaling the sum of \$1,338,120 (collectively, the “Outstanding Obligations”) and the expenditure of not less than the sum of \$179,880 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the “Project”), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District.

Executive Director Adams shared that the ordinance is required for approval now, in order to file with the Counties in time for the collection of the 2023 levy (FY2024). The County specifically levies this amount per the approved ordinances up to the District’s total annual non-referendum debt authority of \$1,519,564.

Staff recommended the Board approve Ordinance No. 24-3, An Ordinance providing for the issue of \$1,518,000 Taxable General Obligation Limited Tax Park Bonds, Series 2024, of the Woodridge Park District, DuPage and Will Counties, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the purpose of providing the revenue source for the payment of certain outstanding obligations of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said Bonds by the Corporate Fund of said Park District.

MOTION by Venouziou and seconded by Mahoney to approve Ordinance No. 24-3, An Ordinance providing for the issue of \$1,518,000 Taxable General Obligation Limited Tax Park Bonds, Series 2024, of the Woodridge Park District, DuPage and Will Counties, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the purpose of providing the revenue source for the payment of certain outstanding obligations of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said Bonds by the Corporate Fund of said Park District.

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

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

Executive Director Adams then moved on to his informational items reporting that Staff has been working with Hitchcock Design Group for the permitting schedule for Jubilee Point Park. He noted that the project will require a public hearing with the Village of Woodridge Planning Commission. Board discussion ensued about when ground will be broken on the site and a projected completion and opening date of Jubilee Point Park.

Executive Director Adams closed his report sharing that on an annual basis, School District #68 reviews their safety plans with the Police and Fire Department. One of the areas they are looking at more closely is the reunification procedures in case of a tragedy or disaster. School District #68 has been exploring potential sites for reunification for students, families and Staff in cases like this where students may need to be evacuated from schools en masse. They identified using either the ARC or the Fred C. Hohnke Community Center for potential reunification sites. Park District Staff met with the School District on January 11<sup>th</sup> to discuss further, and Staff indicated there are no issues using either facility in the event of an emergency for staging and/or reunification efforts. The School District will keep the Park District updated as they finalize the plan.

#### COMMITTEE REPORTS

I.1.a. Knitter opened the Committee Report by sharing that at SEASPAR’s most recent Board Meeting, they discussed the Illinois Paid Leave for All Workers Act (PLFAW), which went into effect January 1, 2024. PLFAW requires some, but not all, units of local government (and nearly all private employers) to provide covered employees up to 40 hours of paid leave per

year to use for any purpose. While the law specifically exempts Park Districts it does not specifically exempt other PDRMA members, such as Forest Preserve Districts, Special Recreation Associations (SRAs) or Conservation Districts. She said SEASPAR is currently vetting it through their legal counsel.

Knitter closed the Committee report reporting that The Woodridge Park District Efficiency Report dated November 30, 2023, as approved by the Committee, was filed electronically with DuPage County on December 30, 2023. Will County did not have a mechanism for filing the report electronically, so they requested a hard copy file that was submitted. The report was also uploaded to the Park District's website on January 3, 2024, and shared with IAPD for reference. Upon filing of the report at both counties, the Committee's purpose has been fulfilled and therefore, the Committee is officially dissolved.

#### EX-OFFICIO REPORTS

##### Chamber of Commerce

No Report

##### Affiliated Athletic Associations

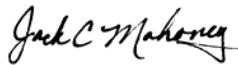
Registration for the upcoming season is underway.

#### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 8:16 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary