



**WOODRIDGE PARK DISTRICT  
BOARD OF COMMISSIONERS' AGENDA  
FRED C. HOHNKE COMMUNITY CENTER  
April 16, 2024  
6:30 PM**



*Any individual with a disability requiring a reasonable accommodation in order to participate in this meeting should contact Suzy Ravasio, Woodridge Park District, at least five days in advance of the next scheduled meeting. She can be reached at 2600 Center Drive, Woodridge, IL 60517, at Voice (630) 353-3300, Email sravasio@woodridgeparks.org*

**A. CALL TO ORDER/ROLL CALL**

**B. ADDITIONS/DELETIONS/CHANGES TO THE AGENDA**

**C. PUBLIC PARTICIPATION**

**D. PRESIDENT'S REPORT**

1. Milestone Anniversaries & Special Recognitions:
  - a. 15 Years – Peter Ramirez, Village Greens Golf Course | Starter / Ranger
  - b. 5 Years – Carl Solorio, Village Greens Golf Course | Golf Seasonal Maintenance
  - c. 5 Years – Sean Conniff, Village Greens Golf Course | Golf Shop Attendant
  - b. Matt Adams, PPD – Parks Division - Maintenance Staff - Level 3 | Certified Playground Safety Inspector (CPSI)
  
2. Upcoming Park District Special Events:
  - a. Arbor Day Planting Project – April 26<sup>th</sup> – Jubilee Point Park | 9 a.m. to 11 a.m.
  - b. Motion Explosion Special Event - May 3<sup>rd</sup> - Cypress Cove Family Aquatic Park | 11 a.m. – 2 p.m.
  - c. State of the Village – May 7<sup>th</sup> - Seven Bridges Golf Club | 7:30 a.m. to 9:30 a.m.
  - d. IAPD Parks Day at the Capital and Legislative Conference – May 7<sup>th</sup> – 8<sup>th</sup> | Springfield, IL
  - e. Rotary Recycling Extravaganza - May 11<sup>th</sup>- Cypress Cove Family Aquatic Park | 8 a.m. – 11 a.m.
  - f. Kids Thrill at the Hill - May 19<sup>th</sup> – Hawthorne Hill Woods | 9 a.m. – 11 a.m.

**E. STAFF REPORTS**

Board Action Items:

1. Finance/Personnel/IT
  - a. 2022 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting
2. Parks, Planning & Development:
  - a. Planning Development and Natural Resource Management Division (PDNRM)
    1. Hawthorne Hill Woods – Trail Development Project, CDP #24-02c – Bid Rejection
    2. Hawthorne Hill Woods – Trail Development Project, CDP #24-02c-02 – Authorization to Rebid
    3. Jubilee Point Park (Town Centre) – Woody Invasive Species Removal Project, MSP #23-22c – Change Order #1 Approval
    4. Jubilee Point Park – Design Development Update – 100%
    5. Orchard Hill Park – Baseball Protective Spectator Netting Concept Review
  - b. Parks Division
    1. Hobson Corner Park - Splash Pad Maintenance Services, MSP #24-13pc - Proposal Acceptance & Service Agreement Approval
    2. Orchard Hill Park & Cypress Cove – Light Pole Electrical Volt Reduction Project, MSP #24-12pc-01, - Proposal Acceptance & Contract Approval

**MISSION STATEMENT**

The mission of the Woodridge Park District is to enhance one's quality of life by providing superior parks, facilities, and recreational services in a safe, fiscally responsible and environmentally sustainable manner, in partnership with the community.

3. Orchard Hill Park & Cypress Cove – Light Pole Electrical Volt Reduction Project, MSP #24-12pc-02, - Purchase Order Approval
3. Golf Course
4. Recreation & Aquatics
  - a. Cypress Cove - Pool and Splash Pad Weekend Maintenance Services, AMSP #24-02pc
  - b. Cypress Cove – Main Pool Leak Repair Project – Plumbing and Concrete Repair Services, AMSP #24-01pc-02, Change Order #2, Ratify Executive Director Approval.
5. Marketing & Community Engagement
6. Administration
7. Safety Committee

**F. CONSENT AGENDA**

1. Regular Board Meeting Minutes ..... March 19, 2024
2. Special Meeting Minutes ..... March 19, 2024
3. Vendor Payment & Payroll Ratification Report (3/15/24 – 4/11/24) ..... \$338,035.83
4. Contractual Payouts
  - a. Davey Tree Expert Company, Jubilee Point Park (Town Centre) - Woody Invasive Species Removal Project, MSP #23-22c, Payout #1 (74%) ..... \$73,600.00
  - b. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #9 (37%) ..... \$17,973.23
  - c. Musco Sports Lighting L.L.C., Janes Avenue Park - Baseball Field Lighting – Emergency Pole Base Replacement Project, MSP #23-24pc, Payout #1 (100%, Final) ..... \$2,600.00
  - d. Richmond Electric Co., Inc., Janes Avenue Park – Janes Ballfield Lamp Installs Project, MSP #24-09pc, Payout #1 (100%, Final) ..... \$2,800.00
  - e. Road Safe Traffic Systems, Park Entrance Sign Replacement Project, CRP #23-12pc, Payout #2 (100%) ..... \$2,208.00
  - f. Sikich, L.L.P., FYE 12/31/2023 Auditing Services, Payouts #1 & #2 ..... \$16,000.00
  - g. Webster, McGrath & Ahlberg, LTD, Lake Harriet & Janes Avenue Park ADA Improvements – Engineering Services, CA #23-05ca, Payout #6-7 (36%) ..... \$4,300.00

**G. EXECUTIVE DIRECTOR'S REPORT**

1. Board Action Items:
  - a. Resolution No. 24-4, A Resolution to Approve an Illinois Department of Commerce and Economic Opportunity Grant for the Ide's Park Connector Bike Path Development Project
  - b. Resolution No. 24-5, A Resolution Authorizing a Change Order in Regard to the Cypress Cove – Main Pool Leak Repair Project – Plumbing and Concrete Repair Services, AMSP #24-01pc-02 Involving an Increase in the Contract Price in Excess of \$10,000.00
  - c. Ordinance No. 24-4, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedure and Job Description Manuals (Manual 1 – Policies and Procedures: II.ARC 12.9 Fitness Guest Services Job Description, II. VGGC 18.4 Food and Beverage Manager Job Description, III.2.3 Freedom of Information Request Procedures, VIII.1.3 Equal Employment Opportunities, VIII.3.8 Emergency Closing Policies & Procedures, VIII.3.14 Hiring Procedures, VIII.3.16 Employer's Requirement to Report New Employees, VIII.3.17 Personnel Records Policy, VIII.3.19 Compensatory Time for FLSA-Exempt Employees Policy, VIII.3.20 Telecommuting Policy, VIII.3.21 Alternate Workweek Schedule Policy, VIII.4.8 Work Day (Full-time Employees) Policy, VIII.5.4 Payroll Periods, Payday & Payroll Fraud Protection Policy, VIII.5.5 Recording of Hours Worked Policy, VIII.5.5 Recording of Hours; Manual 3 – Job Descriptions: II.ARC 12.9 Fitness Guest Services Job Description, I.VGG 18.4 Food and Beverage Manager Job Description)

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2. Information / Discussion Items
  - a. 2023 (FY2024) Tax Levy Extension Update
  - b. Developer Request to Disconnect Parcels 0821100013 & 0822201009 Located within Boundary of Village of Lisle from Woodridge Park District Boundary – Update
  - c. 2024 Goals & Objectives 1<sup>st</sup> Quarter Update
  - d. Village of Woodridge Monthly Development Report

**H. COMMITTEE REPORTS**

1. SEASPAR
2. PDRMA

**I. EX-OFFICIO REPORTS**

1. Chamber of Commerce
2. Affiliated Athletic Associations

**J. BOARD UNFINISHED BUSINESS (OLD)**

**K. BOARD NEW BUSINESS**

**L. ADJOURNMENT**

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