

WOODRIDGE PARK DISTRICT  
Fred C. Hohnke Community Center  
Regular Board Meeting  
March 19, 2024



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:31 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Venouziou Absent: Perry Staff present: Adams, Bordewick, Karesh, Knitter, Ravasio, Ritter, Webber. Absent: Romano

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

None

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen opened his report recognizing Village Greens Golf Course Attendant Gary Clinton on his 10<sup>th</sup> anniversary with the District and ARC Fitness Instructor Shubra Gupta on her 5<sup>th</sup> anniversary.

President Cohen then shared that State of the Village will be held Tuesday, May 7<sup>th</sup> from 7:30 – 9:30 a.m. and that Parks Day at the Capital and Legislative Conference, Springfield is scheduled for May 7-8, 2024.

President Cohen next reported that District Staff met with the Golden Years Club on February 22<sup>nd</sup> to present site and planning history, natural resource management approach and the design intent related to Jubilee Point Park. He added that Staff and Commissioner Mahoney also met with a Woodridge Resident on February 27<sup>th</sup> to review a detailed explanation of the site and planning history natural resource management approach and the design intent related to Jubilee Point Park.

Under the President's Report, Executive Director Adams reported that Tim Jensen, Volunteer Video Journalist with Woodridge Cable TV (WCTV) local channel 6, began site videography work on March 5, 2024. He added that Mr. Jensen also plans to meet with and interview staff (Directors Adams and Knitter and Natural Resource Manager Pollack) and expert Brook McDonald from the Conservation Foundation later this month.

President Cohen asked if the programming will only be available on Channel 6 for viewing. Director of Parks, Planning & Development Knitter said she will ask Mr. Jensen if the video will be on YouTube as well.

President Cohen closed his report reviewing upcoming District events and meetings including the Easter Egg Hunt on March 30<sup>th</sup> and Clean Up the Parks Day on April 13<sup>th</sup>.

#### STAFF REPORTS

##### Finance

Superintendent of Finance & Personnel Chris Webber opened his report saying that he had no action items and shared the following informational items:

- The 2023 District financial audit is nearing its conclusion and any remaining items should not affect the Corporate and Recreation Funds
- A brief update on projected fund balances and year-to-date District facility financials.
- The District is looking to fill a full-time position in Maintenance as well as permanent part-time positions in Customer Service and an Assistant Facility Manager position to work at the FHCC in the evenings.

Webber closed his report sharing that overall the Paycom rollout is going very well. An indicator from Paycom on how Staff has embraced the system is the metrics around employees making changes in the system vs Payroll. The goal on a monthly basis is 98% and for February staff finished at 98.56%. Paycom metrics estimate that the 3,620 Staff initiated changes made in February, resulted in \$16,806.48 in employer savings. Staff will begin to provide the report so the Board can see the progress in this area monthly.

Parks, Planning & Development: Planning, Development & Natural Resource Management (PDNRM) Division

Superintendent of Planning & Development Ryan Bordewick opened his report sharing that he had no action items for the Board. He then shared the following informational items:

- Jubilee Point Park – Trees Forever: Recover, Replant, Restore Grant. In February, Staff applied to the Iowa-based organization Trees Forever for their Recover, Replant, Restore Grant, and on March 4<sup>th</sup>, the District learned that the grant was awarded for the full amount requested. The \$3,000 matching funds grant will target the planting of native trees to reestablish a vegetative buffer along the south edge of the future picnicking grove at Jubilee Point Park. The planting event will be incorporated into the previously scheduled Arbor Day event on Friday, April 26, 2024.
- 2024 Various Facility Air Disinfection Systems – Purchase and Installation, CDP #24-01c: Staff held a pre-construction meeting with both AMSCO Engineering and the contractor, Oak Brook Mechanical Services, Inc. The contractor reported that installation of the air disinfection systems will begin once they receive the units and that it will necessitate the shutdown of the individual HVAC units/air handlers as the equipment is installed. As a result, the installations will impact the temperature control zones serviced by an individual unit. Planning Staff will coordinate with facility managers to minimize potential conflicts with programming and will work with the contractor to ensure that work is rescheduled in the event of extreme cold or heat. The contractor estimates that the project will take approximately three weeks to complete.
- Hawthorne Hill Woods – Trail Development Project, CDP #24-02c: On March 1<sup>st</sup>, Staff submitted the modified drawings to the Village for review and comment, and on March 4<sup>th</sup> received notification that the Village reviewed and approved them. This earlier than expected notification allowed Staff to expedite the bid publication by a full week.
- The final design of the over ½ mile path through the heavily wooded site required that 49 trees be removed. Staff's in-house crews completed the removal of 38 trees, and the remaining 11 trees, deemed too large for District staff to safely remove, were removed by a contractor in February.

Bordewick closed his report updating the Board on the woody invasive removal at Jubilee Point Park, sharing that since beginning work on February 5<sup>th</sup>, crews from The Davey Tree Expert Company have worked almost daily (Monday-Saturday) continuing to make progress with the removals. The deadline for completion of this work remains March 31<sup>st</sup>, and the contractor continues to express confidence that they will meet the deadline.

Bordewick reported that after March 31<sup>st</sup>, Staff will be cleaning up the site and identifying any hazardous trees, with the end goal seeding the site in late April or early May. He noted that on Clean Up the Parks Day on April 13<sup>th</sup>, up to 80 volunteers will be assigned to the Jubilee Point Park site to clean all the garbage that accumulated on the site over the years.

Parks, Planning & Development: Parks Division

2.b.1. Superintendent of Parks and Operations John Karesh opened the Parks Report with his first action item, the approval of Park Fertilization Services, MSP #24-03pc, sharing that Staff received the following two proposals for three park fertilization treatments and various needed grub treatments beginning April 1 through November 1, 2024, to include twenty-two select park sites:

Contractor	<u>Proposal</u>	<u>Option Extension</u>	2-year total
	2024	2025	
Spring Green	\$24,185.00	\$24,185.00	\$48,370.00
TruGreen	\$11,702.00	\$12,289.00	\$23,991.00

Karesh noted that Staff worked with TruGreen in the past with very good results.

Staff recommended the Board accept TruGreen's proposal and approve a contract in the amount of \$11,702.00 for 2024 based on their proposal dated February 15, 2024, and to authorize the Executive Director to sign the contract, and in the Executive Director's discretion, consider approval of the 2025 option in the amount of \$12,289.00 for the Park Fertilization Services, MSP #24-03pc.

MOTION by Coleman and seconded by Venouziou to accept TruGreen's proposal and approve a contract in the amount of \$11,702.00 for 2024 based on their proposal dated February 15, 2024, and to authorize the Executive Director to sign the contract, and in the Executive Director's discretion, consider approval of the 2025 option in the amount of \$12,289.00 for the Park Fertilization Services, MSP #24-03pc.

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

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

2.b.2. Karesh moved on to his next action item, SUV Capital Replacement Purchase, CRP #24-02c, reporting that the District's 2011 Ford Escape SUV is up for replacement per the Capital Replacement Program. Staff recommends the best replacement option for this vehicle will be a Ford Explorer SUV that will serve as the incoming Executive Director's vehicle and keep the existing Executive Director's Ford F-150 Crew Cab as an administration vehicle for Staff use at the FHCC.

Karesh said the recommended Ford Explorer is available through the National Auto Fleet Group Joint Purchase Program, a pre-bid purchase resource that the District consistently utilizes for the purchase of fleet vehicles. Based on current production schedules, vehicle delivery is not expected until the fourth quarter of 2024. He then noted that the cost does not include the credit for the re-sale value of the Ford Escape that will be sold via eBay or other means, as done with past vehicles no longer useful to the District.

Staff recommended the Board accept the low-qualified bid submitted by the National Auto Fleet Group dated March 7, 2024 secured through the Sourcewell Cooperative Purchase Program and approve the purchase of a 2025 Ford Explorer in the amount of \$47,675.54 to include the recommended purchase options per the Capital Replacement Program.

MOTION by Mahoney and seconded by Venouziou to accept the low-qualified bid submitted by the National Auto Fleet Group dated March 7, 2024 secured through the Sourcewell Cooperative Purchase Program and approve the purchase of a 2025 Ford Explorer in the amount of \$47,675.54 to include the recommended purchase options per the Capital Replacement Program.

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

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

2.b.3. Karesh then presented his final action item, a change order for the Park Entrance Sign Replacement Project, CRP #23-12pc. Karesh reminded the Board that the signs, included in the original purchase order, were large signs at Lake Harriet, Mending Wall, Westminster and Echo Point, as well as a small-format sign at 63rd Street Park's west entrance. Upon further review, Staff determined that, due to severe post deterioration that was just discovered, the large format sign at 63rd Street Park at the Baseball Field Parking Lot location was also in need of replacement. The scope of work includes the replacement of all rough-sawn cedar wood components, staining of wood components, refinishing/repainting existing metal framing components and angle plates for reuse, new aluminum sign faces, and newly replacement copper caps.

Staff recommended the Board ratify the Executive Director's authorization of Change Order #1 to Road Safe Traffic Systems purchase order for a net increase in the amount of \$2,208.00, based on their quote dated March 6, 2024, for the rehab of one additional large park sign at 63rd Street Park for the Park Entrance Sign Replacement Project, CRP #23-12pc.

MOTION by Mahoney and seconded by Coleman to ratify the Executive Director's authorization of Change Order #1 to Road Safe Traffic Systems purchase order for a net increase in the amount of \$2,208.00, based on their quote dated March 6, 2024, for the rehab of one additional large park sign at 63rd Street Park for the Park Entrance Sign Replacement Project, CRP #23-12pc.

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

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

Karesh moved on to his informational items first discussing the Park Contract Mowing Services with Mark 1 Landscape. He reminded the Board that at the February 21, 2023 Regular Board Meeting they approved the 2023 contractual mowing with Mark 1 Landscape, Inc., to conduct mowing operations for 30 weeks at 13 various park sites and authorized the Executive Director to sign an optional 2024 contract extension in the amount of \$37,074.00 depending on Mark 1's performance. Staff executed that contract extension in March 2024 and work will begin in mid-April and proceed through early November 2024. Upon successful completion, another contract extension may be considered for the final optional extension year in 2025. Karesh said it is important to note that after consulting with various park attorneys, it was not recommended to proceed with the Lawn Mower Performance Bond in 2024, especially since the contractor's performance in 2023 was exceptional.

Karesh then discussed Hobson Corner Park Splash Pad Maintenance Services sharing that prior to 2024, the 11 Non-Exempt Parks, Planning and Development Staff had been rotated among the park shelter rental season (approximately 30 weekends) to have one on-call weekend shift starting on Friday at 3:30 p.m. and ending the following Monday at 6:00 a.m. every 11 weekends, each person getting 3 shifts per year.

Karesh further explained that to eliminate the need to have another full-time staff come in for the daily operations of Hobson Corner Splash Pad on Weekends/Holidays from Memorial Day through Labor Day (15 weeks), the full-time staff that is on-call during the weekend, along with one seasonal employee, is responsible for reporting to Hobson Corner Park on Saturday and Sunday at 7 a.m. to conduct daily maintenance and water testing at the Splash Pad, which takes approximately two hours. If an on-call request comes in during that two-hour window, there needs to be a prioritization and a manager is called for direction, often creating a stressful situation for the on-call employee.

Karesh then reported that at this year's IPRA/IAPD Conference, Staff learned of contractual service options for Park Districts related to aquatic maintenance that can include daily preventative maintenance of splash pad operations and pools including water chemistry monitoring, chemical balancing, and filtration inspections/cleaning. Staff investigated several contractors who provide these services, but after meeting with several on site, Staff identified Chicagoland Pool Management as a potential service provider.

Chicagoland Pool Management, based out of Lisle, only recently started working with Park Districts, but has been servicing private, athletic clubs and homeowner associations pools for more than a decade. A preliminary review of the initial proposal indicates a net cost increase of approximately \$4,000 to implement these services. Staff identified several benefits to consider this contractual service option:

- Comes at a minimal cost to provide consistent Certified Pool Operator Technicians for weekend coverage during the Hobson Pool Operation Season.
- Allows the Full Time On-Call Staff to focus on the true intent of the on-call function, dealing with emergencies and urgent unplanned issues.

- Keeps the rotation at one on-call weekend every 11 weeks thus freeing up the few staff who are certified operators from having to frequently be rotated in on weekends between Memorial Day and Labor Day.
- Provides a resource for the District to utilize in emergencies and during situations where Staff has to address other District critical priorities.

Commissioner Mahoney asked if the on-call Staff will still be on-call if the District utilizes an outside service the Hobson Splash Pad weekend maintenance. Knitter confirmed that a Staff member will still be on-call and that they are paid straight time to “hold the phone” and overtime if they are called to cover an issue.

Karesh said Staff will review Chicagoland Pool Management’s proposal for the contractual operation of Hobson Splash Pad to ensure it includes coverage on weekends/holidays. Staff will also check references and provide a recommendation at the April Board Meeting.

Karesh then discussed the Janes Avenue Park – Baseball Field Lighting – Emergency Pole Base Replacement Project, sharing that Staff is still waiting on the final report from the structural engineer hired by PDRMA to inspect the light pole base on February 18<sup>th</sup>. The findings will determine if the light pole damage was a result of wind damage from the 2021 tornado and will assist PDRMA in determining the pending damage claim.

Commissioner Coleman asked if the repair work has already been completed. Knitter confirmed that after the inspection Staff worked with Richmond Electric to install the new concrete base and re-install the existing light pole to this new base.

President Cohen asked if PDRMA will still cover the claim nearly three years after the tornado. Knitter reported that since PDRMA’s engineering adjuster inspected the damaged pole base before the replacement pole base was installed, if the adjuster/engineer identifies that damages resulted from an insurable event, then PDRMA would cover the claim, but it all depends on their findings.

Karesh closed his report touching upon the following:

- To date, close to 400 people have signed up for Clean Up the Parks Day on Saturday, April 13<sup>th</sup>.
- Chris Blough, a new frontline Staff member, started on March 4<sup>th</sup> with the Parks Division.
- Frontline Staff member Dan Pietrzak submitted his resignation to the Park District on February 26<sup>th</sup>. The District wishes Dan well after 24 years of service

### Golf Course

Knitter referred the Board to the Golf Course Board Report for the most recent updates and noted that Village Greens opened on March 2<sup>nd</sup>. She also noted that to date 600 - 64<sup>th</sup> Anniversary Memberships have been sold.

Commissioner Coleman asked if the membership program will be capped. Executive Director Adams said the Course hopes to enroll 800 members and will cap the program at 1,000 members.

### Aquatics & Recreation

Superintendent of Recreation Don Ritter opened his report sharing that the repair of the leak in the main pool continues as piping is being removed and replaced. A long lead time item, a stainless-steel union sleeve, is expected the week of March 18<sup>th</sup> to allow completion of the piping re-install. He added that the General Contractor is still soliciting concrete proposals from sub- contractors and anticipates finalizing a sub-contract the week of March 18<sup>th</sup>. The concrete will be poured after the pipe repair and the final step includes Renosys repairing the pool liner in April.

Ritter said that Cypress Cove pass sales started on March 6<sup>th</sup> and that a Cypress Cove Job Fair was held on February 24<sup>th</sup> at the ARC. Of the total 35 attendees, 33 of them were interviewed and hired.

Ritter then briefly reviewed the highlights of the 2023 Recreation Report that includes data for program registration, program cancellations, SEASPAR inclusion numbers and fitness memberships.

Ritter closed his report with the following items:

- Enrollment for the WSA spring season currently stands at 399 participants which is 48 more players than this time last year.
- The Roadrunners Soccer Club hosted a free soccer clinic at the ARC on March 9<sup>th</sup> and more than 100 players participated.
- The District will be hosting the “April Showers” Soccer Tournament the weekend of April 12<sup>th</sup> - 14<sup>th</sup> with games played indoors at the ARC and at the Jefferson Junior High Turf Field.
- Based on feedback from the Fitness Membership Survey results in regards to adding new equipment, Staff purchased a Hammer Strength HD Athletic NX Half Rack fitness system. The Life Fitness equipment includes 12 Olympic weight plates and a two-handle pull-up bar. The purchase price of \$4,173.49 was secured through the Sourcewell Co-op program and was approved in the 2024 budget.

Marketing & Community Engagement (“MCE”)

Knitter referred the Board to the MCE Board Report for the most recent updates and reported that Megan Roman, Superintendent of Marketing & Community Engagement will be returning from maternity leave on April 3<sup>rd</sup>.

Safety Committee

Knitter referred the Board to the Safety Board Report for the most recent updates.

Administration

No report.

CONSENT AGENDA

F.1.- 13. 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 February 20, 2024 Regular Board Meeting Minutes, and Agenda Items #2 through #13 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$392,603.62.

1. Regular Board Meeting Minutes .....	February 20, 2024
2. Vendor Payment & Payroll Ratification Report (2/16/24 – 3/14/24) .....	\$392,603.62
3. Action Fence Contractors, Inc., Maintenance Facility - Fence Replacement Project, Payout #1 (100%, Final) .....	CRP #23-06c, \$27,887.18
4. AMSCO Engineering, Inc., 2023 Various Facility Air Disinfection Systems Mechanical and Electrical Engineering Services, CA #23-01pc, Payout #1 (80%).....	\$12,400.00
5. Family Landscaping & Tree Werks, Inc., Hawthorne Hill Woods Path - Tree Removals, Payout #1 (100%, Final) .....	MSP #24-07pc, \$11,900.00
6. FMX, LLC, Annual Subscription – Computer Maintenance Management System, Payout #1 (100%, Final)	\$9,896.29
7. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #8 (32%) .....	\$20,309.38
8. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, Payout #24 (97%) .....	CA #20-02pc, \$2,900.00
9. Randex Painting, Inc., ARC Staircase Painting Project, MSP #23-25pc, Payout #1 (100% Final) .....	\$3,260.00
10. Richmond Electric Co., Inc., Janes Avenue Park – Baseball Field Lighting - Emergency Pole Base Replacement Project, MSP #23-24pc, Payout #1 (100%, Final).....	\$22,700.00
11. Road Safe Traffic Systems, Park Entrance Sign Replacement Project, CRP #23-12pc, Payout #1 (87%)	\$14,752.00
12. Turf Tank, Customer Support, Annual Subscription – Payout #1 (100%, Final).....	\$3,999.00
13. Webster, McGrath & Ahlberg, LTD, Lake Harriet & Janes Avenue Park ADA Improvements – Engineering Services, CA #23-05ca, Payout #4-5 (21%) .....	\$1,900.00

President Cohen requested a roll call approving consent agenda items #1 through #13.

Upon a roll being called:

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

#### EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director-Elect Knitter opened the Board Report with the first action item, approval of Resolution No. 24-2, A Resolution Commemorating Danny Pietrzak, Park Maintenance Staff for Twenty-Four Years of Dedicated Service to the Woodridge Park District. She said that an engraved brick paver will be placed in the Keith Frankland Recognition Garden at the Fred C. Hohnke Community Center and that the District will recognize Danny at an informal luncheon held at the FHCC on March 27, 2024.

Staff recommended the Board approve Resolution No. 24-2, A Resolution Commemorating Danny Pietrzak, Park Maintenance Staff for Twenty-Four Years of Dedicated Service to the Woodridge Park District

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 24-2, A Resolution Commemorating Danny Pietrzak, Park Maintenance Staff for Twenty-Four Years of Dedicated Service to the Woodridge Park District.

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

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

G.1.b. Knitter presented the final action item, approval of Resolution No. 24-3, A Resolution to Approve an Intergovernmental Agreement between the Lisle Park District and the Woodridge Park District Providing for the Disconnection and Annexation of Two Parcels of Land. She explained that this is an agreement with the Lisle Park District regarding a commitment for Lisle Park District to Annex and Woodridge Park District to Disconnect two small parcels of land adjacent to Lisle Park District jurisdictional property and within the Village of Lisle.

Knitter reviewed the detailed process involved in the disconnection and annexation process. She explained that per state statute the disconnection of any territory from a park district shall not exempt it from taxation for the purpose of paying any indebtedness contracted by the corporate authorities of the park district prior to the filing of the petition for disconnection, adding that the territory shall be assessed and taxed to pay such indebtedness until this indebtedness is completely paid, the same as though the territory had not been disconnected.

Knitter explained that to complete the process, the District would require the property owners to pay the outstanding indebtedness amount (\$1,403.99), the amount of legal fees incurred (TBD) to review and process the de-annexation along with any other legal requirements to finalize the process (e.g. petition requirement, ordinance adoption, etc.). Additionally, Staff recommends some form of written assurance (e.g. IGA) from Lisle Park District that they will in turn annex the property to provide service to the future property owners so there's no gap in service.

Knitter reviewed some key points of the IGA noting that that the IGA will ensure that the Lisle Park District will quickly annex the same two properties that the Woodridge Park District is disconnecting service from. She said that The Woodridge Park District's Legal Team drafted the IGA and presented it to the Lisle Park District's Legal Team for review and comment. Both Agencies agree with the IGA, as presented. The Lisle Park District Board will consider approval of this intergovernmental agreement at their regularly scheduled Board Meeting on March 21, 2024. She closed by saying that the next step in this

process will occur at the April Woodridge Park District Regular Board Meeting, where Staff will present the Petition for Disconnection/Disconnection Agreement for Board Consideration, as at that time, the petition will have been filed for a minimum of 30 days before it is considered by the Board of Commissioners. Any outstanding debt and legal fees will also be addressed at that time.

Staff recommended the Board approve Resolution No. 24-3, A Resolution Approving an Intergovernmental Agreement between the Lisle Park District and the Woodridge Park District Providing for the Disconnection and Annexation of Two Parcels of Land.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 24-3, A Resolution Approving an Intergovernmental Agreement between the Lisle Park District and the Woodridge Park District Providing for the Disconnection and Annexation of Two Parcels of Land.

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

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

Knitter closed the report by referring the Board to the Executive Director's report for the latest development report from the Village of Woodridge Planning Commission.

#### COMMITTEE REPORTS

Knitter referred the Board to the Committees Board Report for the most recent updates and shared that SEASPAR recently celebrated its 48<sup>th</sup> Birthday.

#### EX-OFFICIO REPORTS

Chamber of Commerce  
No Report

Affiliated Athletic Associations  
None

#### OLD BUSINESS

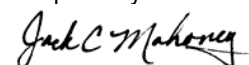
None

#### 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 7:29 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary