

WOODRIDGE PARK DISTRICT  
Fred C. Hohnke Community Center  
Regular Board Meeting  
May 21, 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, Romano, Webber.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

ANNUAL MEETING

President Cohen opened the Annual Meeting of the Woodridge Park District to elect Board Officers, and appoint Committee Chairs and Ex-officio members. He said the order of business of the Annual Meeting shall be the election of the President and Vice President and the appointment of the Board Secretary, Assistant Board Secretary (Pro-Tem), Treasurer, Assistant Treasurer, Attorney, Committee and Ex-Officio member representatives.

President Cohen then asked if there were any objections to keeping the existing President and Vice President, or if anyone would like to make a different nomination. There were no changes.

President Cohen asked if there was a motion to re-nominate Bill Cohen for President and Brian Coleman for Vice President.

MOTION by Mahoney and seconded by Venouziou to re-nominate Bill Cohen for President and Brian Coleman for Vice President.

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

AYES: Mahoney, Venouziou, Coleman and Cohen

NAYS: None

ABSENT: Perry

MOTION CARRIED.

President Cohen asked if there was a motion to appoint:

- a. Jack Mahoney (Commissioner) as Board Secretary;
- b. Jenny Knitter (Incoming Executive Director) as Assistant Secretary (Pro-Tem),
- c. Sam Venouziou (Commissioner) as Board Treasurer,
- d. Chris Webber (Superintendent of Finance, Personnel & IT) as Assistant Treasurer;
- e. Klein, Thorpe & Jenkins as District Attorney;
- f. Chris Webber (Superintendent of Finance, Personnel & IT) as the District Investment Advisor;
- g. Jenny Knitter (Incoming Executive Director) as SEASPAR Representative;
- h. Don Ritter (Deputy Director) as SEASPAR Alternate Representative;
- i. Jenny Knitter (Incoming Executive Director) as PDRMA Representative;
- j. Chris Webber (Superintendent of Finance, Personnel & IT) as PDRMA Alternate Representative;
- k. Megan Romano (Superintendent of Marketing & Community Engagement), Chamber of Commerce Ex-officio Representative;
- l. Lauren Clancy (Customer Service Supervisor), Alternate Chamber of Commerce Ex-officio Representative;
- m. Don Ritter (Deputy Director), Affiliated Athletic Associations Ex-Officio Representative; and
- n. Dan Peboontom (Athletic Supervisor), Alternate Affiliated Athletic Associations Ex-Officio Representative.

MOTION by Coleman and seconded by Mahoney to appoint:

- a. Jack Mahoney (Commissioner) as Board Secretary;
- b. Jenny Knitter (Incoming Executive Director) as Assistant Secretary (Pro-Tem),
- c. Sam Venouziou (Commissioner) as Board Treasurer,
- d. Chris Webber (Superintendent of Finance, Personnel & IT) as Assistant Treasurer;
- e. Klein, Thorpe & Jenkins as District Attorney;
- f. Chris Webber (Superintendent of Finance, Personnel & IT) as the District Investment Advisor;
- g. Jenny Knitter (Incoming Executive Director) as SEASPAR Representative;
- h. Don Ritter (Deputy Director) as SEASPAR Alternate Representative;
- i. Jenny Knitter (Incoming Executive Director) as PDRMA Representative;
- j. Chris Webber (Superintendent of Finance, Personnel & IT) as PDRMA Alternate Representative;
- k. Megan Romano (Superintendent of Marketing & Community Engagement), Chamber of Commerce Ex-officio Representative;
- l. Lauren Clancy (Customer Service Supervisor), Alternate Chamber of Commerce Ex-officio Representative;
- m. Don Ritter (Deputy Director), Affiliated Athletic Associations Ex-Officio Representative; and
- n. Dan Peboontom (Athletic Supervisor), Alternate Affiliated Athletic Associations Ex-Officio Representative.

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

AYES: Coleman, Mahoney, Venouziou and Cohen

NAYS: None

ABSENT: Perry

MOTION CARRIED.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen opened his report by sharing that based on the consensus of the Board of Commissioners, a Park Tour by Passenger Bus shall be scheduled for Monday, June 10<sup>th</sup> starting at 5:00 p.m. to start at the Fred C. Hohnke Community Center with such public notice to be posted in accordance with the Open Meetings Act.

President Cohen then congratulated Incoming Executive Director Knitter on her 20<sup>th</sup> Anniversary with the District and deferred to Executive Director Adams to share a few words about Knitter's time with the District. He reported that she has an exceptional eye for detail and has been involved in every facility and park project since she started, and said there are good things ahead for the District with her as the incoming Executive Director.

President Cohen then congratulated Jaime Jimenez-Contreras, Village Greens Seasonal Maintenance, on his 10<sup>th</sup> Anniversary and Greg Granato, Village Greens Assistant Golf Manager, on his 5<sup>th</sup> Anniversary. Incoming Executive Director Knitter then relayed a few words about Jimenez-Contreras and Granato from Golf Manager Brandon Evans. She shared that Jimenez-Contreras is one of the most consistent and dedicated employees, always on the move and his contributions to conducting quality grounds maintenance make the facility better. She then shared that Granato has a great rapport with customers and is a key piece to golf course operations.

Next, President Cohen congratulated Camp Site Director Joe Mooney on his 5<sup>th</sup> Anniversary with the District. Incoming Executive Director Knitter shared that Mooney is a great employee dedicated to learning more about the District. He always creates an engaging and fun environment for the campers.

President Cohen reported that himself, Commissioner Venouziou, Executive Director-Elect Knitter, Superintendent of Parks Don Ritter and Superintendent of Finance, HR & IT Chris Webber attended the annual IAPD legislative conference in Springfield on May 7-8, 2024.

President Cohen then shared that on May 7<sup>th</sup> at the annual State of the Village, Executive Director Adams was awarded the "Building on Our Dream Award," a prestigious award that's only been awarded ten times in the history of Woodridge. He received this award for his exemplary contributions to the community and for embodying the community pride and spirit of Woodridge.

Incoming Executive Director Knitter then thanked Megan Romano, Superintendent of Marketing & Community Engagement, and Colleen Kane, Graphic Designer, for all the hard work they put towards creating a ten-minute video on Jubilee Point Park for the State of the Village presentation.

President Cohen closed his report by sharing upcoming District events.

## STAFF REPORTS

### Finance

Superintendent of Finance & Personnel Chris Webber opened his report by sharing that the US Department of Labor announced a final ruling on defining and delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales and Computer Employees. The final rule updates and revises the regulations on exempt vs. non-exempt overtime pay requirements and will increase the standard salary level for exempt employees to \$43,888 from the current level of \$35,568 on July 1, 2024. Then on January 1, 2025, the standard salary level for exempt employees will jump to \$58,656. If an employee does not meet the exemption rules, an employee who is compensated below the standard level will have to be categorized as non-exempt and become overtime eligible. Staff will be attending an IAPD webinar that will go into more detail regarding the rule changes, best practices and options for compliance.

Webber said the District recently received the 2025 Preliminary Rate Notice for the IMRF employer portion which will drop to 6.96%, down from the current rate of 7.12% then discussed the District's funding levels.

Webber closed his report sharing that the District's 2023 Financial Audit is complete and Staff is finalizing the Management's Discussion and Analysis. Sikich will present the Audit at the June meeting.

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

Superintendent of Planning & Development Ryan Bordewick opened his report sharing he had no action items.

Bordewick reported that on April 29<sup>th</sup>, Hitchcock Design Group (HDG) provided Staff with the initial findings of the Jubilee Point Park (JPP) traffic study. The consultant estimated approximately 300 vehicles per day visiting the park with the range of vehicle volumes during the peak hours between 20-50 vehicles total. This volume of daily traffic may seem large, but it isn't so large that it should impact the design of roadways. HDG and the engineer agree that a full intersection development at 71<sup>st</sup> Street is not warranted at this time based on the traffic volumes from trip generation calculations, and the proposed driveway south of the church should be sufficient to handle the daily peak hour traffic volumes. The final version of the traffic study should be available the week of May 20<sup>th</sup>, and upon receipt, Staff will submit it and the current site plan to the Village of Woodridge's Community Development office for preliminary review and comment to identify the next steps in the permitting process.

Bordewick then shared that on Friday, April 26<sup>th</sup>, PDNRM Staff with assistance from 26 volunteers installed 150 native trees and shrubs at Jubilee Point Park. The volunteers included 12 members of the Jefferson Jr. High School Student Council, six from Davey Tree and an additional six Park District Staff.

Bordewick next discussed the Orchard Hill Park Baseball Protective Spectator Netting project sharing that Staff followed up with National Sports Nets, L.L.C, who confirmed that the pricing they provided in fall 2023 (est. \$48,615) remains

accurate/current. Incoming Executive Director Knitter added that Staff will be reaching out to WAA to discuss potential financial support of the project and will have more to report at the June Board Meeting.

Bordewick then briefly updated the Board on Ide's Grove West Park, sharing that residents reached out about the condition of the pond. The pond is experiencing an extensive amount of algae bloom this spring. The District staff began a course of chemical treatment of filamentous algae on May 15<sup>th</sup>. Due to the coverage of the pond being so extensive, Staff sought out recommendations from several independent pond management experts to ensure the District was implementing an effective course of action for treating the issue. Staff will be working with the Marketing Department on creating FAQs educating residents about the proactive steps being taken by the District to return the pond to its natural state.

Bordewick closed his report by sharing updates on the Memorial Tree Program. Incoming Executive Director Knitter then reminded the Board that a Redbud tree will be installed on Tuesday, June 11<sup>th</sup> at the Fred C. Hohnke Community Center honoring the retirement of Executive Director Adams, commemorating his years of dedicated service to the Woodridge Rotary Club and the Woodridge community.

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 Janes Avenue Park - Ballfield Drainage Repair Project, MSP #24-14pc, sharing that Staff met with three contractors for proposals to repair the existing drain tile that was inadvertently cut during the Janes Avenue Park Baseball Field Lighting Emergency Pole Base Replacement Project. He explained the scope of work and shared the following bids:

<u>Contractor</u>	<u>Proposal</u>
Benitos Landscaping	\$ 5,040.00
Sybert Group	\$11,895.84
Patriot Landscaping	No Proposal Submitted

Staff checked Benitos Landscaping's references and they were all favorable.

Staff recommended the Board accept Benitos Landscaping's proposal and approve a contract in the amount of \$5,040.00 based on their proposal dated May 1, 2024, for the Janes Avenue Park - Ballfield Drainage Repair Project, MSP #24-14pc.

MOTION by Coleman and seconded by Mahoney to accept Benitos Landscaping's proposal and approve a contract in the amount of \$5,040.00 based on their proposal dated May 1, 2024, for the Janes Avenue Park - Ballfield Drainage Repair Project, MSP #24-14pc.

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

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

Karesh closed his report by sharing the following informational items:

- The contract with Chicagoland Pool Maintenance for Hobson Corner Park - Splash Pad Maintenance Services is finalized and work will begin on opening day, May 25<sup>th</sup>. The District's Certified Pool Operator will be present to ensure operations run smoothly.
- Burnett Electric completed the Cypress Cove Aquatic Park light pole voltage reduction both inside the facility's fences and outside within the parking lot. The scope of work included Burnett Electric swapping out 68 LED drivers that the Park District purchased and supplied to the contractor. Work will be completed by May 20<sup>th</sup>. Incoming Executive Director Knitter congratulated Karesh on all the work he did on finding a solution.
- The newly rebuilt park signs from Road Safe have an off-white color to the background of the park's name and logo. Staff is working with Road Safe for a solution as the current signs have a brighter white background.

- Veterans Energy completed the Castaldo Park parking lot LED light conversion, saving the District \$3,164.80 on this project as ComEd covered this cost with an incentive program resulting in a total cost of \$1,500.00 to the District.

Golf Course

Incoming Executive Director Knitter referred the Board to the Golf Course Board Report for the most recent updates to include but not limited to the proposed Food, Beverage and Event Manager job responsibility changes, April rounds report increased 11.2% compared to 2023, inclement weather impacts on course conditions within last 30 days, and financial impact on food & beverage as well as golf shop merchandise sales due to vacant Food & Beverage Management position.

Aquatics & Recreation

4.a. Superintendent of Recreation Don Ritter opened the Aquatics and Recreation Report with his only action item, the ARC Preventative Maintenance – Motorized Backboards and Partitions, ARC-MSP #24-01pc, reporting that over time, all of the hardware, gears, winches, cables, etc. associated with the basketball backboards and the turf/gymnasium divider curtains at the ARC should be inspected regularly. The annual preventative maintenance proposals would include tightening all loose hardware, setting of limit switches on electric winches and lubricating hardware, as necessary. If any existing equipment needs to be replaced, recommendations will be included in the final written inspection report.

<u>Contractor</u>	<u>Proposal</u>
Specialty Closures, Inc.	\$7,600.00
H2I Group	\$8,677.00

Staff recommended the Board accept Specialty Closures, Inc.'s proposal for preventative maintenance associated with the ARC motorized site furnishings and approve a contract in the amount of \$7,600.00 for the ARC Preventative Maintenance – Motorized Backboards and Partitions, ARC-MSP #24-01pc.

MOTION by Mahoney and seconded by Venouziou to accept Specialty Closures, Inc.'s proposal for preventative maintenance associated with the ARC motorized site furnishings and approve a contract in the amount of \$7,600.00 for the ARC Preventative Maintenance – Motorized Backboards and Partitions, ARC-MSP #24-01pc.

President Cohen asked if annual maintenance is already being conducted. Ritter said that Staff has addressed issues in-house but that it is very time-consuming. Incoming Executive Director Knitter added that Specialty Closures know what to look for, work very efficiently and are very proactive.

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

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

Ritter closed his report by sharing the following items:

- The concrete repair for the main pool leak project was completed on April 25<sup>th</sup> with the repair to the main pool's liner completed on May 6<sup>th</sup>.
- In the fall of 2023 surface cracking appeared on the Cypress Cove Splash Pad when the product was still under warranty. Staff contacted Surface America, the manufacturer, about the issue and met with their rep on May 16<sup>th</sup> and scheduled the repair for May 23<sup>rd</sup>.
- The spring soccer season opened on April 20<sup>th</sup>. Currently, there are 449 players registered for the program as compared to 386 last spring. Roadrunner travel team tryouts were held the week of May 6<sup>th</sup>.
- Staff purchased a new bingo board system to replace the outdated and "bandaged" bingo board system that was donated to the Woodridge Park District years ago from the Woodridge Jaycees. The old system was missing parts and started to have electrical issues.

- The Kids Thrill at the Hill Event was very successful with 106 participants. Dan Peboontom did a great job coordinating the day.
- Incoming Executive Director Knitter reviewed the details of an internal personnel transfer/swap of two full-time employees between the Aquatics Maintenance and the Parks Maintenance divisions. A request originated from the Aquatics Maintenance employee indicating a desire to move into the Parks Division for a better alignment to meet his need for improved work/life balance. To ensure a highly qualified and technical person was considered the replacement for the Aquatics Maintenance role, Incoming Executive Director Knitter reviewed the existing staff skillset and identified an employee who could best fit that need. Incoming Executive Director Knitter met with the employee to see if he had an interest in this possible change in duties, which was confirmed. Incoming Director Knitter then evaluated his experience and skillset and presented an offer for the change in position which the employee accepted. Due to the high need in Parks Maintenance due to recent retirements and the mowing season well underway, the transferred employee began working in the Parks Division almost immediately, on May 13<sup>th</sup>. The new Aquatics Maintenance employee transitioned his responsibilities within the Parks Maintenance Division and officially began his new role on May 20<sup>th</sup>. Incoming Executive Director Knitter indicated that this change was a positive move for both staff to better meet their personal needs and goals while providing the District with an improved long-term fit operationally for both divisions.

### Marketing & Community Engagement (“MCE”)

Superintendent of Marketing & Community Engagement Megan Romano opened the report by briefly reviewing the latest account creation, registration numbers and social media highlights.

Romano then shared the following informational items:

- Marketing is finalizing the 2024 WPD Staff Online Apparel Shop.
- Cypress Cove facility signage is being designed and ordered, including window clings for the admission window, concession menus, directional arrows and rule signs
- A new sponsorship was created with Dr. Girgis and Dr. Ito and Kona Ice Truck to have the Kona Ice Truck at all three of this summer’s Movies Under the Moon and provide free kiddie cups to the first 100 moviegoers. After 100 cups are served, additional cups will be available for purchase. Dr. Girgis & Dr. Ito committed to \$1,125 which covers the cost of the truck and marketing.

Romano closed her report saying that the Marketing Department is working on an RFP for a drone company to capture photos and video of all of our parks for use on the website, social media and District videos. The goal is to have the drone work completed this summer and fall for the best colors.

### Administration

F.6.a. Incoming Executive Director Knitter discussed the only action item, the FHCC Administrative Staff - Office Chairs Replacement Purchase, CRP #24-03pc. She explained that Staff’s existing office chairs were purchased in 2005 and are now up for replacement. The District ordered three different chairs from Amazon and two different chairs from Midwest Interiors, the company that provided the Board Room chairs, for Staff to try out. Based on the results of a Staff survey of the preferred chairs, they were given the option of ordering one of the two top chairs – the HON Ignition 2 Mid-Back Task Chair or the SIT Focus 2.0 High-Back chair.

Staff recommended the Board accept Midwest Interiors, an authorized dealer of both Hon Manufacturing and SitOnIt Seating, as the low-qualified bid secured from Omnia Partners and approve a purchase order in the amount of \$7,203.29 for the FHCC Administrative Staff - Office Chairs Replacement Purchase, CRP #24-03pc.

MOTION by Coleman and seconded by Mahoney to accept Midwest Interiors, an authorized dealer of both Hon Manufacturing and SitOnIt Seating, as the low-qualified bid secured from Omnia Partners and approve a purchase order in the amount of \$7,203.29 for the FHCC Administrative Staff - Office Chairs Replacement Purchase, CRP #24-03pc.

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

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

Safety Committee

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

CONSENT AGENDA

F.1.- 3Q. President Cohen asked if any Commissioner requested to remove any agenda item from the consent agenda for separate consideration and action. There were none.

MOTION by Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for the approval of the April 16, 2024 Regular Board Meeting Minutes, and Agenda Items #2 and #3a – 3q for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$945,588.86.

1. Regular Board Meeting Minutes .....April 16, 2024
2. Vendor Payment & Payroll Ratification Report (4/12/24 – 5/16/24) ..... \$945,588.86
3. Contractual Payouts
  - a. AMSCO Engineering, Inc., 2023 Various Facility Air Disinfection Systems Mechanical and Electrical Engineering Services, CA #23-01pc, Payout #2 (Final)..... \$3,100.00
  - b. Burnett & Sons Electric, Orchard Hill Park & Cypress Cove – Light Pole Electrical Volt Reduction Project, MSP #24-12pc-01, Payout #1 (Final) ..... \$12,171.00
  - c. Chicagoland Pool Management, Cypress Cove Maint., AMSP #24-02pc, Payouts #1-3 ..... \$6,260.00
  - d. Chicagoland Pool Management, Hobson Splash Pad Maint.,MSP #24-13pc, Payouts #1-2 ..... \$3,800.00
  - e. C.J. Erickson Plumbing Co., Cypress Cove – Main Pool Leak Repair Project – Plumbing and Concrete Repair Services, AMSP #24-01pc-02, Payout #1 (Final) ..... \$77,812.00
  - f. Conserv FS Lisle, Jubilee Point Park (Town Centre) – 2024 Spring Seed Purchase, Payout #1 (Final) ..... \$1,315.00
  - g. Davey Tree Expert Company Inc., Jubilee Point Park (Town Centre) - Woody Invasive Species Removal Project, MSP #23-22c, Payout #2..... \$3,570.00
  - h. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #10 ..... \$14,953.75
  - i. Life Fitness, HD Athletic NX Half Rack, ARC Fitness Center, Payout #1 (Final)..... \$4,173.49
  - j. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Engineering Services, CA #20-02pc, Payout #25..... \$ 648.75
  - k. Natural Communities, LLC, Jubilee Point Park (Town Centre) – 2024 Spring Tree Purchase, Payout #1 ..... \$5,034.00
  - l. Oak Brook Mechanical Services, Inc., 2024 Various Facility Air Disinfection Systems – Purchase and Installation, CDP #24-01c, Payout #1 (Final)..... \$83,990.00
  - m. Renosys Corporation, Pool Liner Repair, AMSP#24-01pc-03, Payout #1 (Final)..... \$4,975.71
  - n. Sikich, L.L.P., FYE 12/31/2023 Auditing Services, Payout #3 .....\$3,000.00
  - o. Sportafence, Janes Avenue Park – Portable Wheeled Baseball Outfield Fence System Purchase, CRP #24-01c, Payout #1 (Final) .....\$50,770.00
  - p. Tanlite, Orchard Hill Park & Cypress Cove – LED Driver Replacement Purchase, MSP #24-12pc-02, Payout #1 (Final) ..... \$5,099.32
  - q. Underground Imaging Corporation, Leak Detection Services AMSP#24-01pc-01, Payout #1 (Final)\$3,356.80

President Cohen requested a roll call approving consent agenda items #1 through #3.

Upon a roll being called:

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

#### EXECUTIVE DIRECTOR'S REPORT

H.1.a. Incoming Executive Director Knitter opened the Board Report with the first action item, approval of Ordinance No. 24-5, An Ordinance of the Board of Park Commissioners of the Woodridge Park, DuPage and Will Counties, Illinois Regarding Regulations on Use of the District's Land and Facilities and Enforcement Penalties for Improper Use. She explained that Ordinance No. 21-7 is the District's existing Ordinance that regulates the use of District land and Facilities and enforcement of penalties for improper use. This revised Ordinance 24-5 includes the following new sections:

- 8.6 Executive Director's Authority to Sign Access Agreements and Issue Parking Permits
  - Temporary access agreements with adjacent District managed property
  - Parking lot permits for District managed property
- C.3 Mobile Food Vendors Insurance and Permit Requirements (addition to Appendix C: Guidelines for Picnic and Commercial Use Permits)
  - Mobile Food Vendor
    - Definition, insurance, permits and licenses required
    - Documentation submission and approval process and compliance

Staff recommended the Board approve Ordinance No. 24-5, An Ordinance of the Board of Park Commissioners of the Woodridge Park, DuPage and Will Counties, Illinois Regarding Regulations on Use of the District's Land and Facilities and Enforcement Penalties for Improper Use.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 24-5, An Ordinance of the Board of Park Commissioners of the Woodridge Park, DuPage and Will Counties, Illinois Regarding Regulations on Use of the District's Land and Facilities and Enforcement Penalties for Improper Use.

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

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

H.1.b. Incoming Executive Director Knitter's next action item was the approval of Ordinance No. 24-6, An Ordinance of the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois Pertaining to the Intra-Fund Transfer of Appropriations for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.

Incoming Executive Director Knitter deferred to Superintendent Webber who explained that Park Code (70 ILCS 1205/4-4) provides that transfers may be made between the various line items in any fund listed in the Woodridge Park District's Budget and Appropriations Ordinance not exceeding in the aggregate ten percent (10%) of the total amount appropriated in such fund. He added that from time to time, unforeseen expenses may exceed the approved appropriation, which necessitates the transfer of available appropriations within each respective fund. He noted that the Ordinance identifies the specific appropriation increases and decreases that total \$357,960. Webber highlighted the various proposed transfers.

Staff recommended the Board approve Ordinance No. 24-6, An Ordinance of the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois Pertaining to the Intra-Fund Transfer of Appropriations for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.



MOTION by Venouziou and seconded by Coleman to approve Ordinance No. 24-6, An Ordinance of the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois Pertaining to the Intra-Fund Transfer of Appropriations for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.

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

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

H.1.c. Incoming Executive Director Knitter moved on to her next action item, the approval of Ordinance No. 24-7, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedure and Job Description Manuals (Policies and Procedures: VIII.3.22 Full-Time Employee: Summer Reduced Work Week Policy (New Pilot Policy): & Manual 3 – Job Descriptions: I.VGG 18.4 Food and Beverage Manager Job Description (Revised) and II.VGG 18.11 Golf Outing/Event Supervisor (Revised).

Incoming Executive Director Knitter first discussed policy VIII.3.22 Full-Time Employee: Summer Reduced Work Week Policy (New Pilot Policy) that offers a benefit of a ½ day off (4 hours) every other week (on Fridays only), to all full-time Employees from June 1<sup>st</sup> – August 30<sup>th</sup> (six half days). She explained that the policy, aimed at advancing the District's Long-Term Strategic Agency Goal of becoming an "Employer of Choice," seeking to enhance the District's capacity to attract, recruit, and retain top-tier, long-term Staff members both presently and in the future.

Incoming Executive Director Knitter elaborated that the Leadership Team was seeking a more consistent approach in providing a benefit to make strides toward improving work-life balance for all full-time employees. Approving the new pilot Summer Reduced Work Week Policy helps to ensure consistent coverage of Park District operations with the focus of flexibility on one day (Fridays), rather than each department determining their Staff flexibility without any consistency in place to ensure a District-wide understanding of an individual's approved flexible schedule.

Incoming Executive Director Knitter then discussed the revised I.VGG 18.4 Food and Beverage Manager job description, noting the following changes:

- Change in name to Food, Beverage and Event (FBE) Manager
- General operation of all events hosted at the facility
- Management of more Staff including the Golf Outing /Event Supervisor and golf outing/event staff
- Generate outing and non-golf outing leads, sales processes and tracking
- Website management of outing/event information
- Book/schedule banquets, meetings, outings, and parties to maximize facility use and avoid conflicts between golf and event guests.
- Create monthly summaries of all Food and Beverage events and services

Incoming Executive Director Knitter then discussed the revised I.VGG 18.11 Golf Outing/Event Supervisor job description, noting the following changes:

- Change in reporting to FBE Manager
- Change to aid the FBE Manager in acquiring and executing golf outings and events generating outing leads and booking new events.

Staff recommended the Board approve Ordinance No. 24-7, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedure and Job Description Manuals (Manual 1 – Policies and Procedures: VIII.3.22 Full-Time Employee: Summer Reduced Work Week Policy (New Pilot Policy): & Manual 3 – Job Descriptions: I.VGG 18.4 Food and Beverage Manager Job Description (Revised) and II.VGG 18.11 Golf Outing/Event Supervisor (Revised).

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 24-7, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedure and Job Description Manuals (Manual 1 – Policies and Procedures: VIII.3.22 Full-Time Employee: Summer Reduced Work Week Policy (New Pilot Policy); & Manual 3 – Job Descriptions: I.VGG 18.4 Food and Beverage Manager Job Description (Revised) and II.VGG 18.11 Golf Outing/Event Supervisor (Revised).

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

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

H.1.d. Incoming Executive Director Knitter's next action item was the approval of Ordinance No. 24-8, An Ordinance Approving a Petition to Disconnect Two Parcels of Land from the Woodridge Park District submitted to the Board on February 19, 2024. She reminded the Board that the parcels (Pin # 0821100013 and 0822201009) are located in the new development just north of Seven Bridges along the west side of Route 53. The parcels are completely surrounded by Lisle Park District Boundaries so the disconnection makes logical sense so that all neighbors within the future development are all served by one Park District, Lisle.

After briefly discussing the disconnect process Incoming Executive Director Knitter shared that Staff has been in touch with the Executive Director at the Lisle Park District to ensure upon disconnection, Lisle Park District plans to annex the properties at their following Board Meeting to ensure no gap in Park District services for these properties.

Staff recommended the Board approve Ordinance No. 24-8, An Ordinance Approving a Petition to Disconnect Two Parcels of Land from the Woodridge Park District submitted to the Board on February 19, 2024.

MOTION by Coleman and seconded by Mahoney to approve Ordinance No. 24-8, An Ordinance Approving a Petition to Disconnect Two Parcels of Land from the Woodridge Park District submitted to the Board on February 19, 2024.

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

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

H.1.e. Incoming Executive Director Knitter's next action item was the revised FY2024 Salary & Wage Scale and considering approving a revision to the annual salary and wage scale for FY2024 due to increases in the job responsibilities of the Food and Beverage Manager as discussed earlier in the meeting.

Staff recommended the Board approve the revised FY2024 Salary & Wage Scale adjusting the salary range for the revised hybrid position of Food, Beverage, and Event Manager.

MOTION by Coleman and seconded by Venouziou to approve the revised FY2024 Salary & Wage Scale adjusting the salary range for the revised hybrid position of Food, Beverage and Event Manager.

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

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

MOTION CARRIED.

H.1.f. Incoming Executive Director Knitter's last action item was the FY2024 Organizational Chart Revisions Approval due to the reassigned of responsibilities between the Food, Beverage & Events Manager (previous Food and Beverage Manager) and the Golf Outing/Event Supervisor as discussed earlier in the meeting.

Staff recommended the Board approve a revision to the FY2024 Organization Chart reflecting the realignment of the Golf Outing/Event Supervisor reporting to the Food, Beverage and Events Manager.

MOTION by Coleman and seconded by Venouziou to approve a revision to the FY2024 Organization Chart reflecting the realignment of the Golf Outing/Event Supervisor reporting to the Food, Beverage and Events Manager.

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

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

Incoming Executive Director Knitter closed her report sharing that the Village of Woodridge Monthly Development Report is included in the Board Report.

#### COMMITTEE REPORT

Incoming Executive Director Knitter referred the Board to the Committee's Board Report for the most recent updates including SEASPAR's latest newsletter and Annual Report and PDRMA's Annual Report.

#### EX-OFFICIO REPORTS

##### Chamber of Commerce

Superintendent Romano reported that she and Human Resources Manager Connie Curry are attending the Chamber's "Checking in on Your Mental Health, Building a Stronger Business Community" at the Woodridge Police Department on May 22<sup>nd</sup>.

##### Affiliated Athletic Associations

Deputy Director Ritter reported that WAA will be hosting its annual Memorial Day Weekend Tournament hosting 59 teams. They will be utilizing ten of the District's baseball fields.

#### OLD BUSINESS

None

#### NEW BUSINESS

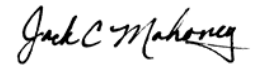
None

#### 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 7:41 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive style with a prominent "J" and "M".

---

Jack Mahoney, Secretary