

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
November 19, 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, Coleman, Perry, Venouziou; Absent: Mahoney Staff present: Knitter, Bordewick, Karesh, Ravasio, Ritter, Romano Webber, Evans, Knipfer, Widloe Absent: None

Public: Vicky Cavanaugh and husband.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

D.1. President Cohen opened his report calling for a Public Hearing regarding the 2024 Tax Levy scheduled for December 17, 2024 at 5:00 p.m.

MOTION by Coleman and seconded by Perry to hold a Public Hearing regarding the 2024 Tax Levy scheduled for December 17, 2024 at 5:00 p.m.

President Cohen provided the opportunity for further discussion. There were no questions. President Cohen requested a roll call. Upon a roll being called:

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

President Cohen then recognized Vicky Cavanaugh, Customer Service Coordinator who attended this meeting accompanied by her husband. Megan Romano provided a summation of Vicky's five years of service with the District and congratulated her. Jena Warren, ARC Fitness Guest Services, although not in attendance, was also recognized and appreciated by Don Ritter on her 5th Anniversary with the Park District.

President Cohen next congratulated Chris Webber, Superintendent of Finance, Personnel & IT and Rick Knipfer, ARC Facility Manager for completing and graduating from the IPRA Professional Development School Program. President Cohen also summarized the celebrations of Jack Mahoney's 40th anniversary and Josh Williams IAPD Award in October.

Executive Director Knitter then provided a Jubilee Point Park status update sharing that the Project is currently out to bid and bids will open in early December. After the December Board Meeting, pending Board Approval to proceed, Staff will present options for a groundbreaking event to be coordinated with the potential awarded Contractor.

President Cohen then touched upon a few informational items.

Executive Director Knitter closed the President's Report announcing that Commissioner Brian Coleman and Commissioner Sam Venouziou will be running unopposed in the April 1, 2025 Election.

STAFF REPORTS

Finance

1.a. Superintendent of Finance & Personnel Chris Webber presented his first action item, the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2024 for Calendar Year January 1, 2025, through December 31, 2025. He shared that per State statute, at least 20 days before adopting the Tax Levy Ordinance, the Board of Park Commissioners must meet and formally determine the estimated amount of money levied in 2024 and extended in 2025. The District must hold a public hearing if the proposed total levy exceeds 105% of the prior year's levy.

Webber explained that the District is limited by the Property Tax Extension Limitation Law or PTELL. PTELL limits growth to the lesser of 5% of the Consumer Price Index as of the preceding December, which in December of 2023 was 3.4%. This limiting rate is the maximum extended tax rate for the aggregate extension, excluding the Special Recreation and Debt Service Levy. Staff is presenting the preliminary proposed levy amount for the Board to review and discuss to finalize the 2025 budget. After the Board reviews and considers the proposal, the Final 2024 Levy Ordinance will be prepared for Board action at the December Board Meeting. Per State Statute, the levy ordinance must be approved by the Board and filed with DuPage and Will County before the last Tuesday in December, which this year is December 31, 2024.

Regarding the overall rate calculation, Webber said the numbers presented are Staff's best guesses based on each Township Assessor's preliminary estimated inflationary assessed value percentage increase and the Village's new growth estimates. The District's equalized assessed valuation, or EAV, is estimated to increase by 5.60% to \$1,623,677,578. As mentioned, the EAV is based on preliminary information and is subject to change as the counties finalize figures. For 2024, new growth is estimated to decrease from the prior year by 13% however the new growth is the second highest in the last five years. The proposed total levy extension requested in the 2024 tax levy ordinance is \$8,853,939, which is 5.808% higher than 2023's actual levy extension. Under the tax cap, the County will limit increases in tax-capped funds to CPI plus new growth. The District estimates that the actual levy extension will be \$8,703,707, and increase of 3.89% from the prior levy. The requested levy is always higher than what is anticipated to be the final levy to ensure that all new growth is captured. If property taxes from new growth is not captured, those funds cannot be recouped, which could adversely affect the tax rate and place a higher tax burden on existing property owners.

Webber reported that the proposed levy increase is recommended to maintain the current level of services primarily due to projected inflation based on CPI, ongoing state-mandated minimum wage increases (final increase goes into effect 1/1/2025), residual competitive salary/wage pressures, and many other reasons.

Staff recommended the Board approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2024 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2024 for Calendar Year January 1, 2025, through December 31, 2025.

MOTION by Coleman and seconded by Venouziou to approve and announce the preliminary determination of money, exclusive of election costs, to be raised by the 2024 property tax levy as presented in the Tentative Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2024 for Calendar Year January 1, 2025, through December 31, 2025.

President Cohen provided the opportunity for further discussion. There were no questions. President Cohen requested a roll call. Upon a roll being called:

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

1.b. Webber then presented his final action item, the Acceptance of Speer Financial, Inc. Engagement Letter to Serve as Placement Agent Underwriter for Taxable General Obligation Limited Park Bonds, Series 2025. He explained that the District previously worked with Piper Sandler's Eric Anderson for years. Typically in November, the engagement letter is approved so upon contacting them, Staff was informed that Piper Sandler will no longer be working on these types of transactions. Speer was recommended by Piper Sandler and upon contacting them, Speer was eager to work with the District. Staff confirmed with legal that an RFQ process was not needed as this falls under a professional services contract.

Webber shared that the 2025 GO Limited Tax Park Bonds will be approximately \$1,570,310, and for Speer's services, the District will pay a selling commission of \$5,000, which is less than Piper Sandler's fee from the prior year. Speer will be at the February board meeting to introduce themselves to the Board and review the Bonds in detail as Piper Sandler has done in the past.

Staff recommended the Board approve Speer Financial Inc.'s Engagement Letter dated November 12, 2024, to serve as a Placement Agent on Contemplated Securities for the Issuance of Taxable Limited Park Bonds with Gross Proceeds of approximately \$1,570,310 and acknowledge such Disclosures Under MSRB Rule G-17 for the contemplated issuance.

MOTION by Venouziou and seconded by Perry to approve Speer Financial Inc.'s Engagement Letter dated November 12, 2024, to serve as a Placement Agent on Contemplated Securities for the Issuance of Taxable Limited Park Bonds with Gross Proceeds of approximately \$1,570,310 and acknowledge such Disclosures Under MSRB Rule G-17 for the contemplated issuance.

President Cohen provided the opportunity for further discussion. There were no questions. President Cohen requested a roll call. Upon a roll being called:

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

Webber closed his report referring the Board to his report for the department's informational items.

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, High Tree Pruning, MSP# 24-23pc, sharing that the specified scope of work consists of furnishing all necessary labor, materials, and equipment to prune dead and/or broken branches from approximately 114 oak and hickory trees with a diameter of at least 15 inches. The trees are located at Echo Point Park (98), Lake Harriet (10), and Ide's Legacy Park (6). Staff received the following proposals from local tree care companies:

<u>Contractor</u>	<u>Proposal Total</u>
Advanced Landscaping, LLC	\$ 11,287.50
Family Landscaping & Treewerks, Inc.	\$ 18,900.00
Winkler Tree	\$ 28,970.00
Davey Tree Expert Co.	\$ 37,620.00

Bordewick reported that the District has not previously worked with Advanced Landscaping, LLC, therefore Staff thoroughly reviewed their provided references. The contractor's primary business is residential landscaping, and they only recently started offering tree pruning and removal services. While their tree work experience is limited, their references did include high pruning of trees similar to the scope of work and their references described them as having done good work and exhibiting a desire to please the client. Substantial completion of this work is scheduled for December 20, 2024.

Staff recommended the Board accept Advanced Landscaping, LLC's proposal for high tree pruning services and approve a contract agreement in the amount of \$11,287.50, based on their proposal dated October 31, 2024, for the High Tree Pruning, MSP# 24-23pc.

MOTION by Coleman and seconded by Venouziou to accept Advanced Landscaping, LLC's proposal for high tree pruning services and approve a contract agreement in the amount of \$11,287.50, based on their proposal dated October 31, 2024, for the High Tree Pruning, MSP# 24-23pc.

President Cohen provided the opportunity for further discussion.

President Cohen asked how tall the trees are. Bordewick said that some of the trees are up to 50-70 feet tall and that Advanced Landscaping will be using specialized equipment such as bucket trucks and climbers.

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

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

2.a.2. Bordewick moved on to his next action item, Ide's Grove East and Summerhill Park – Civil Engineering Services, CA #24-02ca, reporting that Staff reached out to the Civil Engineering and Landscape Architecture team at Webster, McGrath & Ahlberg, LTD. (WMA), requesting a proposal for Professional Civil Engineering services assistance in addressing outstanding permitting issues related to contracted improvements at Ide's Grove East and Summerhill Parks.

Bordewick reviewed the scope of work for each site and shared that services will be billed on a time rate not to exceed (NTE) basis: Ide's Grove East Park (NTE \$5,500) and Summerhill Park (NTE \$4,000).

Staff recommended the Board accept the Webster, McGrath & Ahlberg, LTD. proposal dated November 6, 2024, for civil engineering services and approve a contract agreement on a time rate basis in an amount not to exceed \$9,500.00 for the Ide's Grove East and Summerhill Park – Civil Engineering Services, CA #24-02ca.

MOTION by Coleman and seconded by Perry to accept the Webster, McGrath & Ahlberg, LTD. proposal dated November 6, 2024, for civil engineering services and approve a contract agreement on a time rate basis in an amount not to exceed \$9,500.00 for the Ide's Grove East and Summerhill Park – Civil Engineering Services, CA #24-02ca.

President Cohen provided the opportunity for further discussion. There were no questions.

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

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

2.a.3. Bordewick presented his next action item was ARC Playground Renovation Project, MSP #24-25c, Agreement, MSP #24-25c, explaining that Staff remained in regular communication with representatives from Kompan working to finalize an acceptable solution for replacing the electronic components no longer supported by the company. The items proposed for removal include the Icon Rocky and the control module for the Icon Space (the large modular structure at the playground). A review of the existing playground layout determined that the components selected would require some slight site modifications.

Bordewick reviewed the modifications and said that Kompan committed to complete this work, including any necessary turf restoration, at no cost to the District in an effort to stand behind and replace the failed electronic features originally installed in 2016. This is a \$42,505 savings to the District. The only District responsibility is the removal and relocation of the single post shade structure that will be completed by in-house PPD Staff this winter, at an estimated cost of \$1,000 - \$2,000 for the jackhammer rental and concrete footing costs for the reinstallation of the relocated shade structure. With the 12-week lead time, Staff anticipates relocating the shade structure in February/March 2025 to be promptly followed by the Kompan component replacements and turf restoration work.

Bordewick noted that the District's legal counsel drafted an Agreement to define terms to complete the proposed playground renovations at no cost to the District.

Staff recommended the Board approve an agreement with Kompan, Inc. for the ARC Playground Renovation Project, MSP #24-25c.

MOTION by Coleman and seconded by Venouziou to approve an agreement with Kompan, Inc. for the ARC Playground Renovation Project, MSP #24-25c.

President Cohen provided the opportunity for further discussion. There were none.

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

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

2.a.4. Bordewick discussed his next action item, a change order for Hawthorne Hill Woods – Path Development Project, CDP# 24-02c-02, reporting that when originally bid, the development of the remaining path was to immediately follow the completion of the culvert installations with the erosion control structures from the culvert installations to remain in place through the path development work. However, the path development work was delayed and the erosion control structures were removed at the request of the Village as part of their final permit inspections for the culvert installations.

Bordewick said when the project was reissued for bid, the removed erosion control devices were not recaptured in the quantities presented in the bid resulting in a shortage. Double row silt fence is a DuPage County Stormwater Permitting requirement. The contractor identified that a total of 7,200 lineal feet (LF) of double-row silt fencing would be required to meet the layout as bid. This is an increase of 1,432 lineal feet. That would equate to \$5,728 at an additional cost at \$4/LF.

Staff recommended the Board ratify the Executive Director's approval of Change Order #1 to Schroeder Asphalt Services, Inc.'s contract, for a net increase in the amount of \$5,728.00 for the Hawthorne Hill Woods – Path Development Project, CDP# 24-02c-02 for the installation of additional permit required silt fencing.

MOTION by Coleman and seconded by Venouziou to ratify the Executive Director's approval of Change Order #1 to Schroeder Asphalt Services, Inc.'s contract, for a net increase in the amount of \$5,728.00 for the Hawthorne Hill Woods – Path Development Project, CDP# 24-02c-02 for the installation of additional permit required silt fencing.

President Cohen provided the opportunity for further discussion. There were none. President Cohen requested a roll call. Upon a roll being called:

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

2.a.5. Bordewick moved on to his final action item, a change order for Contract Landscape Maintenance Services – 2024 Extension, MSP #23-06c, explaining that contractual services for landscape maintenance concluded in September. In April, Beary Landscape Management failed to perform one of two specified visits at Cypress Cove (\$337.00/visit). In August, one of the two specified visits to all park sites (\$2,050/visit) was determined to be incomplete with Staff documenting instances of weeding not being addressed per the contract. As a result, the full cost of the Cypress Cove missed visit and 50% of the cost of the incomplete August parks visit will be deducted from the contract.

Staff recommended the Board authorize Change Order #1 to Beary Landscape Management, Inc., for a net decrease in the amount of \$1,362.00 for the Contract Landscape Maintenance Services – 2024 Extension, MSP #23-06c.

MOTION by Coleman and seconded by Perry to authorize Change Order #1 to Beary Landscape Management, Inc., for a net decrease in the amount of \$1,362.00 for the Contract Landscape Maintenance Services – 2024 Extension, MSP #23-06c.

President Cohen provided the opportunity for further discussion. There were none. President Cohen requested a roll call. Upon a roll being called:

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

Bordewick closed his report referring the Board to his report for the department’s informational items.

Parks, Planning & Development: Parks Division

2.b.1. Superintendent of Parks John Karesh opened the Parks Report with the only action item, 2025 Portable Outdoor Toilet Unit Rentals, MSP #24-20c, reporting that Staff received the following six bids:

<u>Contractor</u>	<u>Base Bid 2025</u>	<u>Opt. Ext. 2026</u>	<u>Opt. Ext. 2027</u>	<u>Total Bid for 3 years</u>
LRS	\$29,460.00	\$29,922.00	\$31,178.00	\$ 90,560.00
Service Sanitation	\$33,215.00	\$33,129.00	\$34,248.00	\$100,592.00
M & C Rentals	\$40,860.00	\$42,257.00	\$43,574.00	\$126,691.00
Floods Royal Flush	\$44,013.00	\$42,713.00	\$43,244.00	\$129,970.00
Tiles & Styles	\$53,293.50	\$58,622.85	\$64,485.14	\$176,401.49
National Const. Rental	Incomplete Bid	Incomplete Bid	Incomplete Bid	Incomplete Bid

Karesh said Staff called LRS’ references and they were all positive and recommended LRS based on their performance and products. The current scope of work is the same as the past previous bid with the exception of an added fixed rate cost for the Oktoberfest Special event.

Staff recommended the Board accept LRS as the low qualified bidder based on the contractor’s base bid for 2025 and optional extensions for 2026 & 2027 with bid amounts totaling \$90,560.00 and approve a contract agreement for the 2025 Portable Outdoor Toilet Unit Rentals Project, MSP #24-20c.

MOTION by Venouziou and seconded by Coleman to accept LRS as the low qualified bidder based on the contractor’s base bid for 2025 and optional extensions for 2026 & 2027 with bid amounts totaling \$90,560.00 and approve a contract agreement for the 2025 Portable Outdoor Toilet Unit Rentals Project, MSP #24-20c.

President Cohen provided the opportunity for further discussion.

President Cohen asked who is responsible for paying for any damages to the portable units. Karesh said it is the vendor’s responsibility.

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

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

Karesh closed his report sharing that the 63rd St. Park portable toilet unit blinder, the baseballs behind the backstop, and the basketball court surface were all hit with paint graffiti sometime on the evening of November 5th. Maintenance Staff painted the blinder walls and scrubbed the areas clean of the paint. A Police report was completed; however, no suspects are in custody at this time.

Golf Course

Golf Course Manager Brandon Evans shared that he had no action items and referred the Board to the golf report for all the latest updates.

Recreation & Aquatics

E.4.a. Superintendent of Recreation/Deputy Director Don Ritter opened the Recreation & Aquatics Report with his first action item, Cypress Cove - Main Drain Covers Replacement Project, ACRP #25-01, sharing that following the drowning of a young child who was entrapped by a main drain of a spa pool in 2002, Congress enacted the Virginia Graeme Baker Pool and Spa Safety Act requiring all pool drains to have covers that limit the exposure of suction to swimmers. All drain covers have an expiration of 15 years. Cypress Cove's original drain covers were installed in 2010 and expire in 2025.

Ritter reviewed the scope of work and the timeline.

Staff requested Board authorization to bid the Cypress Cove - Main Drain Covers Replacement Project, ACRP #25-01c.

MOTION by Coleman and seconded by Venouziou to authorize Staff to bid the Cypress Cove - Main Drain Covers Replacement Project, ACRP #25-01c.

President Cohen provided the opportunity for further discussion. There were no questions.

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

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

E.4.b. Ritter's next action item was the Cypress Cove - Lazy River Heater Replacement Project, ACRP #25-02c. He reported that after a service call to evaluate the Lazy River heater, it was deemed that the unit was too corroded to operate safely, and replacing it is necessary. He then reviewed the scope of work and the project timeline.

Staff requested Board authorization to bid the Cypress Cove - Lazy River Heater Replacement Project, ACRP #25-02c.

MOTION by Coleman and seconded by Venouziou to authorize Staff to bid the Cypress Cove - Lazy River Heater Replacement Project, ACRP #25-02c.

President Cohen provided the opportunity for further discussion. There were no questions.

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

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

E.4.c. Ritter's final action item was the Cypress Cove - Main Drain Covers Replacement Project, Engineering Services, ACRP #25-01ca. He shared that in order to receive approval from the Illinois Department of Public Health (IDPH) for the installation of the required Virginia Graeme Baker drain covers, the District must submit engineered drawings as part of the application process. The Aquatic Facility Manager reached out to WT Group for a proposal for engineering services. Due to the lead time on the drain covers, and the lengthy approval process with IDPH, the Executive Director approved the proposal on November 4th to expedite the process.

Staff recommended the Board ratify the Executive Director's approval of WT Group's proposal for engineering services in the amount of \$7,500.00, for the Cypress Cove - Main Drain Covers Replacement Project, Engineering Services, ACRP #25-01ca.

MOTION by Coleman and seconded by Perry to ratify the Executive Director's approval of WT Group's proposal for engineering services in the amount of \$7,500.00, for the Cypress Cove - Main Drain Covers Replacement Project, Engineering Services, ACRP #25-01ca.

President Cohen provided the opportunity for further discussion. There were no questions.

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

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

Ritter closed his report referring the Board to his report for the department's informational items.

Marketing & Community Engagement ("MCE")

E.5.a. Superintendent of Marketing & Community Engagement Megan Romano presented her only action item, the Park Banners Replacement Project, CRP #24-07pc, sharing that the park banners at 10 park sites were last replaced in 2018. Many of the banners have faded or were damaged by weather or normal wear and tear. Therefore, Staff solicited quotes from three different sign companies, all of which the District worked with on various other projects, for new park banners with new artwork. She then briefly reviewed the scope of work and project timeline. Staff received the following quotes:

<u>Sign Company</u>	<u>Quote</u>
Cynosure Custom Signs	\$10,920.00
Road Safe	\$15,996.00
Divine Signs	\$16,173.75

Staff recommended the Board accept Cynosure Custom Signs' quote dated October 29, 2024, to supply and deliver 120 Park Banners and approve a purchase order in the amount of \$10,920.00 for the Park Banners Replacement Project, CRP #24-07pc.

MOTION by Venouziou and seconded by Perry to accept Cynosure Custom Signs' quote dated October 29, 2024, to supply and deliver 120 Park Banners and approve a purchase order in the amount of \$10,920.00 for the Park Banners Replacement Project, CRP #24-07pc.

President Cohen provided the opportunity for further discussion. There were no questions.

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

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

Romano closed her report referring the Board to her report for the department's informational items.

Administration

No report.

CONSENT AGENDA

F.1.- 4. 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 October 15, 2024 Regular Board Meeting Minutes, Agenda Item #2 for the approval of the October 15, 2024, Executive Session Board Meeting Minutes, and Agenda items #3 and #4a through #4h for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,761,643.98.

- 1. Regular Board Meeting Minutes September 17, 2024
- 2. Executive Session Board Meeting Minutes September 17, 2024
- 3. Vendor Payment & Payroll Ratification Report (9/13/24 – 10/10/24)..... \$1,761,643.98
- 4. Contractual Payouts
 - a. ABC Mechanical, LLC, AMSP #24-05pc, Payout #2 (Final) \$3,450.00
 - b. ABC Mechanical, LLC, AMSP #24-07pc, Payout #2 (Final) \$4,923.00
 - c. Beary Landscape Management, Inc., Contract Landscape Maintenance Services – 2024 Extension, MSP #23-06c, Payout #9-13 (Final) \$7,849.00
 - d. Deere & Company, Ballfield Rake, MSP #24-05c, Payout#1 (Final) \$19,959.12
 - e. Mark 1 Landscape, Inc., Park Contract Mowing Services, MSP #23-04c, Payout#7 (Final) \$6,179.00
 - f. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #16 \$7,813.49
 - g. Steve Piper & Sons, Inc., 2024 Summer Tree Removals, MSP #24-16pc, Payouts #1-9 (Final) \$12,925.00
 - h. Webster, McGrath & Ahlberg, LTD, Lake Harriet & Janes Avenue Park ADA Improvements – Engineering Services, CA #23-05ca, Payouts #14-15..... \$2,416.75

President Cohen provided the opportunity for further discussion. There were no questions or comments. President Cohen requested a roll call approving consent agenda items #1 through #4.

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Knitter opened the Executive Director's report with her first action item, approval of Resolution No. 24-16, A Resolution Ratifying the Commemoration of Park Commissioner Jack Mahoney for Forty Years of Dedicated Service to the Woodridge Park District & Dedication of Mahoney Pavilion which occurred on October 17, 2024. She explained that the Resolution was drafted to acknowledge Commissioner Mahoney's contributions to the Park District and the official naming of the park shelter as Mahoney's Pavilion, at 83rd Street Park.

Staff recommended the Board ratify the approval of Resolution No. 24-16, A Resolution Commemorating Park Commissioner Jack Mahoney for Forty Years of Dedicated Service to the Woodridge Park District & Dedication of Mahoney Pavilion which occurred on October 17, 2024.

MOTION by Coleman and seconded by Perry to ratify the approval of Resolution No. 24-16, A Resolution Commemorating Park Commissioner Jack Mahoney for Forty Years of Dedicated Service to the Woodridge Park District & Dedication of Mahoney Pavilion which occurred on October 17, 2024.

President Cohen provided the opportunity for further discussion. There were no questions.

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

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

G.1.b. Executive Director Knitter's final action item was the approval of Ordinance No. 24-10, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manual.

Executive Director Knitter shared the changes that were made to the following policies and procedures:

- IV.1.20 Policy Governing Reimbursement of Employee and Officer Travel, Meals and Lodging Expenses Policy (revised)
- VIII.3.19 Compensatory Time for FLSA Exempt Employees Policy (revised), VIII.3.20 Telecommuting Policy (revised)
- VIII.3.20 Telecommuting Policy (revised)
- VIII.3.21 Alternative Workday Schedule Policy (revised)
- VIII.3.22 Full-Time Employee: Summer Reduced Work Week Pilot (eliminated)
- VIII.6.8 Personal Leave Days Policy (revised)
- VIII.5.9 On-Call and Off- Duty Call-In Policy (revised)
- VIII.7.1 Paid Sick Leave Policy (revised)
- VIII.7.2 Bereavement Leave Policy (revised)
- VIII.9.3 Safety Policy Statement (revised)

Staff recommended the Board approve Ordinance No. 24-10, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manual.

MOTION by Perry and seconded by Venouziou to approve Ordinance No. 24-10, An Ordinance Adopting Additions/Revisions to the Woodridge Park District Comprehensive Policies & Procedures Manual

President Cohen provided the opportunity for further discussion. There were no questions.

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

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

COMMITTEE REPORTS

Executive Director Knitter referred the Board to the Committee Report for the latest SEASPAR and PDRMA updates.

EX-OFFICIO REPORTS

Chamber of Commerce
None

Affiliated Athletic Associations

None

OLD BUSINESS

None

NEW BUSINESS

Revenue Facility Workshops – 2024 Year in Review & 2025 Projected Budget Impacts

K.1.a. Evans opened the Village Greens Year in Review Report by discussing the annual total rounds of golf played between 2022 – 2024, noting the yearly increases:

- 2022: 50,698
- 2023: 50,913
- 2024: 56,889

Evans then addressed Village Greens' Anniversary Membership Program which offered golfers two years of unlimited golf for \$498.00 (2024 and 2025 seasons), noting the concern around "members" golfing more rounds than "non-members" thus bringing in less revenue. He shared that in the last three years combined non-member rounds outpaced member rounds 91,603 to 66,897.

Evans then briefly discussed the average greens fee, average carts fee and the number of unique customers. He then talked about Tee Sheet utilization, which is how effectively the golf course is using its available tee times, measuring the percentage of available slots on the course that are booked and played by golfers, indicating how well the course is maximizing its potential revenue from tee times. He noted that over the last three years, Village Greens' tee sheet utilization rate averaged 83.7%, pointing out that most courses experience a rate between 40% - 50%. When you factor in weather, the utilization rate increases to 86.2%.

Evans then shared that total greens fees, total riding cart fees and total Food & Beverage Revenues all continue to increase every year. Village Greens' 2024 net operating proceeds are projected at \$74,712.66.

Evans then discussed the course's planned and unplanned Capital Replacement Projects (CRP). Planned projects included purchasing new pull carts, the parking lot resurfacing, and bunker removal/renovation/re-sodding. Unplanned expenses included refrigeration/freezer repairs, greens mower repairs, repairs on two fairway mowers, utility vehicle repairs and irrigation system/pumphouse repairs.

Evans shared that the following projects are under consideration for the 2025 CRP: roof repairs/replacement, utility vehicles, golf cart fleet replacement and potential lease versus buy on maintenance equipment. As the courses' equipment ages, especially in maintenance, Staff will be looking at several methods of replacement options, including buying vs. leasing. The result of that analysis may result in a shifting of funds from Capital Replacement (if purchased) towards operational expenses (if the equipment is leased). This may or may not have a budget impact in 2025 as Staff is still evaluating all options.

Evans explained that because Village Greens has an aging golf car fleet, repairs are becoming more frequent and expensive. The 2025 budget will reflect a planned increase in golf cart repairs, fairway mower repairs, greens mower repairs, and utility vehicle repairs. When the District leased to purchase the current fleet of golf carts, the contract included a maintenance contract. Now that the lease expired, the course will have to enter into a separate contract. The proposal for six months to have a qualified manufacturer's rep come to the facility each week is \$11,550. More details will be provided as Staff gets into the offseason evaluation of each piece of equipment. He touched upon the difficulty of securing new golf cart fleet right now, with wait lists up to a year long.

Looking ahead to the 2025 season, Evans said an increase in most greens fees and cart fees of 2% to 5% will be recommended to balance increasing costs while allowing the course to remain competitive in pricing compared to the competition. Staff will also continue to use improved yield management models and tools to better utilize pricing strategies to maximize both rounds played and profits.

Evans shared that the focus on expanding the food and beverage operation in 2024 yielded positive signs. Staff was able to produce more consistent offerings for guests and began increasing the cost and perceived value for all events. That expansion did come with an increase in expenses as there was some trial and error involved in producing the correct formula. The 2025 budget will reflect higher projected Food & Beverage revenues with an associated increase in costs more in line with target profitability.

Evans then discussed the Village Greens Anniversary Membership program, reminding the Board that the program specifically targets non-core golfers to capitalize on that relatively untapped revenue source. He said that Staff will evaluate the results of our 64th Anniversary Membership program and, if warranted, propose another offering in the fall of 2025 for calendar years 2026 and 2027. If approved, there will be a planned increase in marketing expenses of approximately \$20,000, which is similar to past offerings.

Evans acknowledged that Pro Shop sales were dramatically down in 2024 and attributed that to Staffing issues that occurred early in the season within the Food & Beverage Department that diverted resources away from the shop. Efforts will be re-focused on the Pro Shop in 2025.

Evans asked if there were any questions.

President Cohen asked if they move ahead with a 66th Anniversary program, will it be run by the same outside agency who coordinated the first two programs. Evans said that he is confident that Staff can successfully manage the next program without any outside assistance.

President Cohen then asked how the Junior PGA program is going. Evans shared that the program is very successful and has become a “model” program within the Junior PGA.

K.1.b. ARC Facility Manager Rick Knipfer then presented the ARC Year in Review Report, sharing that in 2024 ARC revenues increased in all categories and continue to trend higher:

- Rental Revenues: \$412,896
- Program Revenues: \$1,333,130
- Fitness Revenue: \$584,623

Knipfer noted that while fitness memberships seem to have leveled off, revenues generated from Silver Sneakers, a free fitness program for Medicare-eligible seniors, continues to increase. He also shared that the total number of memberships scans, or individual visits, also continue to increase, with 136,077 scans in 2024.

Knipfer then touched upon the ARC’s planned and unplanned Capital Replacement Projects (CRP). In the Fitness Center, two new water rowers, three new upright bikes, five new recumbent bikes, one adjustable bench and one, half rack with Olympic bar and plates were purchased. Overall completed ARC CRP expenditures included three HVAC heat exchange units replaced (covered by PDRMA claim), basketball hoop and turf curtain cable repairs, soccer net replacements, pickleball net replacements, ARC staircase grating was repainted, contractor installed HVAC sanitation/ionization units to the ARC’s HVAC system (covered by grant money) and the main floor sewage smell was remedied.

Knipfer then shared that based on the ARC 2023 Fitness Survey results, the following were implemented in 2024:

- Increased fitness hours during the summer on Saturdays, extended the time by one hour
- Adult Open Pickleball offering was made available on Tuesdays and Thursdays from 6:00am-8:00am
- Updated equipment layout that allowed for an additional stretching area for members

Knipfer shared the following 2024 Highlights:

- The ARC hosted the District's 2024 Cabin Fever on February 4, 2024. Event went well at the ARC after moving from the FHCC due to capacity concerns, and the ARC will host again in 2025.
- ARC Fitness Sponsor of the Month offering was created in conjunction with the Marketing and Community Engagement department, with the first Fitness Sponsor of the Month in September 2024.
- Fitness Staff held its first Silver Sneakers Member event. 40+ participants enjoyed a tie-dye event and was well received.

Knipfer closed his report addressing the 2025 ARC CRP and Facility Maintenance Projects:

- Replacing the ARC copy machine
- Replacing the fitness desk printer, Fitness Manager's office printer, Kidz Squad office printer, front desk printer
- Replacing the Adaptive Motion Trainer (Precor) in the fitness area as scheduled for in CRP due to use of that machine and before repairs and maintenance for the machine become too costly.
- Replacing basketball motors and worn cables.
- Refinishing Gym 1 and 2, and the Group X room. Gym 1 and 2 are done every-other-year, and Group X has not been done since the facility opened.
- Looking to add security cameras in the following locations to capture areas not currently covered:
 - Outside the ARC along the East side of the facility
 - Outside the ARC along the South side of the facility (2 camera locations)
 - Inside the ARC to capture the track (2 camera locations)
 - Inside the ARC to capture the turf seating area (2 cameras from one location)

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

K.1.c. Aquatics Manager Amanda Widloe then presented the Cypress Cove Year in Review Report, sharing that 2024 was a great year for revenues, with Cypress Cove projected to bring in \$1,539,567 in revenues for 2024, up from \$1,483,050 in 2023. Overall attendance in 2024 was 90,210 up from 86,112 in 2023.

Widloe then shared that the Lifeguard Staff underwent three Star Guard Audits receiving two 5-Star reviews and one 4-Star review. She then briefly reviewed concessions, outings and party revenues. She shared that while season pass sales were down from 2024, season pass revenues were up due to the fee increase in 2024.

Widloe then discussed Cypress Cove's planned and unplanned 2024 Capital Replacement Projects (CRP) which included:

- Main Pool leak repair
- Light pole LED drivers installation
- Pre-teen spray playground VFD replacement
- Tot side spray playground VFD replacement
- East open flume slide pump replacement
- Spray playground deep well lift station replacement
- Ejector system floats replacement
- AED replacements
- Pizza oven replacement
- Pebble Flex surface repairs throughout spray playground (in progress)
- East open flume slide motor replacement (in progress)
- Leak in Lazy River (under investigation)
- Removal of Lazy River pool liner (under investigation)
- Filter building garage door replacement (under investigation)

Looking ahead to 2025, Widloe shared the following:

- Due to increased expenses, capital replacement needs and mandated minimum wage increases, expenses to operate Cypress Cove the same as 2024 will increase 8.9%, from FY2024 projections of \$1,628,363 to \$1,780,461 for FY2025.

- On January 1, 2025 minimum wage increases from \$14 to \$15 for those over 18 years old and from \$12 to \$13 for those under 18 years old. The minimum wage increase accounts for a \$54,771 increase in labor costs.
- There is a large number of capital replacement projects necessary to keep the aging facility safe and looking its best.

Widloe then shared the proposed 2025 CRP Projects:

- VGB Grates:	\$ 60,000
- Lazy River Sandblasting:	\$120,000
- Lazy River Painting:	\$ 55,000
- Walkie Talkies:	\$ 5,000
- Light Pole Fuses:	\$10,000
- A/C Units (Conc. & Guest Serv.)	\$ 36,600
- Lazy River Pool Heater:	\$ 37,000
- Filter Building Garage Door:	\$ 4,001
- ADA Lift Chair:	\$ 2,000
- Diving Board:	\$ 5,000
- <u>East Open Flume Slide Motor</u>	<u>\$ 12,350</u>
TOTAL:	\$346,951

Widloe said that in 2025, total expenditures for Cypress Cove will increase by 9%, and projected revenue is budgeted to increase by 10%. Therefore Staff needs to balance increased operational and capital replacement costs with perceived value for patrons and pass holders.

Widloe then shared the proposed fee increases for 2025:

- Proposed season pass fees start with 2024's Preseason rate as 2025's Early Bird rate.
- Preseason pass rate increases 10% from Early Bird rates and Regular rate increases 15% from Preseason rates.
- Group outing admission fees will increase by \$0.50.
- Splash parties will increase by \$25 on base package fees.
- Rentals will increase by \$100 on base package fees.
- Four options were prepared for the Daily Admission Rates

Webber shared that Cypress Cove's final budget will be presented at the December budget meeting.

Widloe asked if there were any questions.

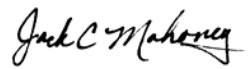
President Cohen asked about the status of the pool liner. Executive Director Knitter shared due to the liner being too difficult to clean and the ongoing bubbling issue, Staff has decided that the liner will be removed just from the Lazy River and it's slide. District Staff will remove the remove the liner and then the District will go out to bid to have the Lazy River sandblasted and painted.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Venouziou, seconded by Coleman to adjourn the regular board meeting at 8:37 p.m. President Cohen requested a voice vote to adjourn the regular board meeting of November 19, 2024.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in cursive script that reads "Jack C. Mahoney".

Jack Mahoney, Secretary