

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
April 22, 2025



President Cohen called the Regular Meeting of the Board of Commissioners to order at 7:02 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Venouziou, and Perry. Staff present: Bordewick, Karesh, Knitter, Webber, Esquivel. Absent: Ritter

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

Director Knitter opened the report honoring the former Mayor of the Village of Woodridge, William F. Murphy, Jr, who passed away recently. She shared a few words on behalf of Commissioner Coleman and there was a moment of silence.

President Cohen announced that Sam Venouziou and Brian Coleman won election for another 6-year term.

Director Knitter shared a few words on Stephen Fink as he is celebrating his 15-year anniversary as well as Jim Kauz with his 5-year anniversary, both of whom work at Village Greens.

President Cohen then mentioned the upcoming events and asked staff to provide a description of the Arbor Day Planting Project. Ryan Bordewick, Superintendent of Planning & Development, the event coordinator, further explained the event.

STAFF REPORTS

Finance

E.1.a Superintendent of Finance, Personnel & IT Chris Webber opened his report with an action item to approve Ordinance 25-6 pertaining to the Intra-Fund Transfer of Appropriations for the Fiscal Year Beginning Jan 1, 2024 and ending Dec 31, 2024.

Staff recommended that the Board approve Ordinance 25-6 pertaining to the Intra-Fund Transfer of Appropriations for the Fiscal Year Beginning Jan 1, 2024 and ending Dec 31, 2024. This intra-fund transfer moves appropriation items to other appropriation items within the Corporate Fund, Recreation Fund, Debt Service Fund, Jubilee Fund, Aquatics Fund and the Golf Course Fund.

MOTION by Venouziou and seconded by Perry to approve Ordinance 25-6 pertaining to the Intra-Fund Transfer of Appropriations for the Fiscal Year Beginning Jan 1, 2024 and ending Dec 31, 2024.

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

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

MOTION CARRIED.

Webber then mentions the District received the notification that the 2023 Government Finance Officers Association Award for Outstanding Achievement in Popular Financial Reporting had been awarded to the Woodridge Park District for the sixth consecutive submission. Webber then gave a special thanks to the District's Graphic Designer, Colleen Kane, for all her hard work on the project.

Director Knitter gave a special shout out to Chris Webber. She mentions this award could not have happened without him.

Webber goes on to say Human Resources is doing an amazing job and has been extremely busy with seasonal onboarding as well as full-time positions being filled. He mentions there is a lot of movement in the District.

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

E.2.a.1. Superintendent of Planning & Development Ryan Bordewick opened his report with an action item, a Change Order #3 to Schroeder Asphalt Services, Inc.'s contract, for a net increase of \$3,100.00 to the Hawthorne Hill Woods – Path Development Project, CDP# 24-02c-02. This change reflects the addition of requested asphalt patching.

Staff recommended that the Board consider authorizing a Change Order #3 to Schroeder Asphalt Services, Inc.'s contract, for a net increase of \$3,100.00 to the Hawthorne Hill Woods – Path Development Project, CDP# 24-02c-02.

MOTION by Perry and seconded by Venouziou to authorize Change a Change Order #3 to Schroeder Asphalt Services, Inc.'s contract, for a net increase of \$3,100.00 to the Hawthorne Hill Woods – Path Development Project, CDP# 24-02c-02. This change reflects the addition of requested asphalt patching.

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

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

MOTION CARRIED.

Venouziou asked about the stat us of the Jubilee Point Park project.

Bordewick went on to explain that progress is being made and the District received a fourth set of comments regarding the Jubilee Pointe Park Permit. WPD is not pushing back on anything and feels that the District completed everything. Bordewick mentioned that by modifying the type of light fixture, the project now meets the foot candle requirements, therefore no additional light fixtures are needed. He then explained that staff is waiting on the manufacturer to define the cost differential, but it is expected to be a wash or possibly a credit and will not require use of additional contingency funds. He stated that by proceeding in this manner with a different light standard that matches other District parking lots, the District is able to avoid the extra cost as well as the Village variance process.

Ken Perry asked what the timeline was for the project to be complete.

Bordewick anticipated the District should receive the permit within a month.

President Cohen asked if there was an exact date.

Knitter stated that this timeline depends on the work towards the agreement of the Intergovernmental Agreements that are required to release the permit along with final review of the last permit submittal that is expected to occur in the coming days along with final review by the Village's consultants. Knitter is hopeful for having a shovel in the ground in May.

Knitter then asked Bordewick to review the tree removal timeline.

Bordewick stated the subcontractor is expected to be on site 4/23/25 with work expected to take three to five days.

Knitter explained to the Board that if construction begins in the next month, the project is expected to be completed by Fall 2025.

Bordewick then gave an update on the Hawthorne Hill Woods Project mentioning that asphalt paving and stoning will begin 4/28/25. He said by the end of next week the contractor should have everything buttoned up. He then gave a Lake Harriet pathway improvement project update indicating that silt fencing was just installed at the project and construction will be done before Jubilee. Bordewick also mentioned the ARC Playground renovation project is complete and reopened in April.

Bordewick closed his report mentioning that the final prescribed burns are complete and it has been the 2nd highest total since the mid-90s.

Parks, Planning & Development: Parks Division

Superintendent of Parks John Karesh stated contract mowing is now underway on a weekly basis which began on April 14 and will continue through November 7. The work is scheduled weekly by staff on an as-needed basis.

Karesh explained that the 2011 regular Cab Ford F250 pickup truck relisted until April 30 with the hopes of meeting the minimum threshold for sale.

Karesh mentioned Parks Clean Up Day was a huge success on April 5 where 190 people volunteered collecting 68 trash bags of garbage and 9 bags of recycling cleaned out of 17 park sites.

Golf Course

Executive Director Knitter shared the Golf report with the Board. She mentioned the course is 1350 rounds ahead of the historical average for March, but down from last year by 900 rounds due to a later opening in the month of March.

She gave an update on the roof repairs and HVAC system that all are completed.

Aquatics & Recreation

E.4.a. Executive Director Knitter shared the Aquatics & Recreation Report, on behalf of Superintendent of Recreation Don Ritter's absence, with the first action item, Adaptive Motion Trainer - Fitness Equipment Purchases, ARC-CRP #25-01c.

Staff requested that the Board consider accepting Direct Fitness Solutions as the low qualified bid secured from National Cooperative Purchasing Alliance (NCPA) and approve a purchase order in the amount of \$20,114.00 for the purchase and delivery of two Adaptive Motion Trainers – Fitness Equipment Purchases, ARC-CRP #25-01c.

MOTION by Perry and seconded by Venouziou to accept Direct Fitness Solutions as the low qualified bid secured from National Cooperative Purchasing Alliance (NCPA) and approve a purchase order in the amount of \$20,114.00 for the purchase and delivery of two Adaptive Motion Trainers – Fitness Equipment Purchases, ARC-CRP #25-01c.

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

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

MOTION CARRIED.

Knitter then proceeds with the next action item E.4.b. to approve the revised Senior Advisory Board Bylaws.

Staff recommends the Board consider approving the Senior Advisory Board's revised Bylaws effective April 22, 2025.

MOTION by Venouziou and seconded by Perry to approve the revised Senior Advisory Board Bylaws.

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

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

MOTION CARRIED.

Knitter explains that the Senior Advisory Board runs the Golden Years program.

Knitter then proceeds to mention the sand blasting started April 3rd and is expected to continue until next week at Cypress Cove. She mentioned the painting has not yet started, but is expected to be completed and ready for opening day.

Cypress Cove has been busy selling many resident and non-resident passes Knitter mentions.

President Cohen asks why there is no liner and what the painting is for.

Knitter responded indicating that removal of the liner in the lazy river will result in an improved experience for patrons of the slide and river. While the liners work well on the park's other pools, utilizing the liner in the lazy river that has water movement/jets, unique to this body of water, created conflicts with air bubbling resulting in extensive staff time and attention. Rather than a liner for this pool, staff determined that going back to painting this pool was a better fit. Staff painted the pools for years, every 3-5 years, prior to the liner installation. This awarded contractor was a painter that staff had utilized in past years who completed the work to staffs satisfaction.

Knitter then proceeded on to give recognition to Kathi Wenciewicz and Cheryl Reidy for the new and successful Adult Shine and Seek Egg Hunt.

Knitter also mentions that summer camps are fully staffed already.

Marketing & Community Engagement ("MCE")

Executive Director Knitter shared that in the absence of Superintendent of Marketing & Community Engagement Megan Romano, Knitter would answer any questions regarding the MCE April report.

Knitter highlighted that registrations are up from last year and new marketing projects have begun.

Knitter also mentions that the Waves of DuPage coloring contest is coming up and the focus is on Lake Harriet.

She closes the report by mentioning Marketing has been very busy creating a brand-new logo and soft marketing plan for the new Jubilee Ale Trail.

Administration

Executive Director Knitter opened the report with action item E.6.a. Ordinance No. 25-7, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale/Conveyance or Disposal.

Staff requested that the Board approves Ordinance No. 25-7, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale/Conveyance or Disposal.

MOTION by Perry and seconded by Venouziou to approve Ordinance No. 25-7, An Ordinance Determining Equipment Obsolete and No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Sale/Conveyance or Disposal.

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

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

MOTION CARRIED.

Director Knitter then turned to Executive Assistant Esquivel for an explanation of the SignNow Digital Signatures. Esquivel mentioned the District is moving to digital signatures to streamline paperwork and signing processes. Staff has researched many different companies and consulted the District's attorney to make sure the companies are reputable and up to legal standards. Staff determined that SignNow is the best option for what is offered and very cost effective (\$180/year). SignNow was also one of the reputable companies that was attorney recommended. Staff has tested the program and found it to be very user friendly with multiple great features.

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 Venouziou and seconded by Perry to approve Consent Agenda Item #1 for the approval of the March 25, 2025, Regular Board Meeting Minutes, Consent Agenda Item #2 for the approval of the Executive Session Board Meeting Minutes, and Agenda Items #3 through #13 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$530,892.21.

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|---|----------------|
| 1. Regular Board Meeting Minutes | March 25, 2025 |
| 2. Executive Session Board Meeting Minutes | March 25, 2025 |
| 3. Vendor Payment & Payroll Ratification Report (3/21/25 – 4/17/25) | \$530,892.21 |
| 4. Aqua Pure, Main Drain Covers, ACRP#25-01c, Payout #1..... | \$44,654.02 |
| 5. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #21 | \$3,113.33 |
| 6. Musco Sports Lighting, Orchard Hill Park Light Pole Repair, Payout #1 (final) | \$6,495.00 |
| 7. Nutoys Leisure Products, Jubilee Pointe Park (Town Centre) Phase 2 – Bench and Pickleball Net Systems Purchase, CDP #24-04pc-05, Payout #1(final) | \$22,228.00 |
| 8. Serve and Protect, 2024 Facility Proactive Safety Improvements – Consultant Services, CA #24-01pc Payout #2 | \$3,500.00 |
| 9. Sikich, LLC., FYE 12/31/2024 Auditing Services, Payout #2 | \$11,000.00 |
| 10. Tallgrass Restoration, LLC., 2024-2025 Prescribed Burns, MSP #24-05c-02, Payout #1 | \$43,300.00 |
| 11. Webster, Mcgrath & Ahlberg, LTD, Ide's Grove East and Summerhill Park – Civil Engineering Services, CA # 24-02ca, Payout #2..... | \$1,912.81 |
| 12. Webster, Mcgrath & Ahlberg, LTD, Lake Harriet & Janes Avenue Park ADA Improvements, Engineering Services, CA #23-06ca, Payout #18..... | \$400.00 |
| 13. YMI Group, Lazy River Heater, ACRP #25-02c, Payout #1 | \$37,079.00 |

President Cohen requested a roll call approving consent agenda items #1 through #13. Upon a roll being called:

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

MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Knitter opened her Board Report with the first action item to approve Ordinance No. 25-5, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies & Procedures (Manual 1 - Policy: Section IV.1.16 Accounts Payable Policy & Procedures).

Staff recommended the Board approve Ordinance No. 25-5, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies & Procedures (Manual 1 - Policy: Section IV.1.16 Accounts Payable Policy & Procedures).

Commissioner Perry asked what the changes were.

Knitter responded that first the documents go to Webber then Knitter and then President Cohen for approval whereas now they would not have to go to President Cohen for approval because all are already in the board packet that will need his approval as part of the itemized report included in the consent agenda each month.

MOTION by Perry and seconded by Venouziou to approve Ordinance No. 25-5, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies & Procedures (Manual 1 - Policy: Section IV.1.16 Accounts Payable Policy & Procedures).

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

AYES: Perry, Venouziou and Cohen

NAYS: None

ABSENT: Coleman and Mahoney

MOTION CARRIED

Executive Knitter's next action item G.1.b Jubilee Point Park Development – IGA/Agreement Approval between Woodridge Park District and Village of Woodridge.

Staff recommended that the Board approve the Executive Director to execute final documents in a form approved by legal counsel related to approval of the required Intergovernmental Agreements between the Woodridge Park District and the Village of Woodridge concerning the Jubilee Point Park development, including agreements related to public improvements, utility infrastructure and traffic enforcement.

MOTION by Venouziou and seconded by Perry to approve the Executive Director to execute final documents in a form approved by legal counsel related to approval of the required Intergovernmental Agreements between the Woodridge Park District and the Village of Woodridge concerning the Jubilee Point Park development, including agreements related to public improvements, utility infrastructure and traffic enforcement.

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

AYES: Venouziou, Perry and Cohen

NAYS: None

ABSENT: Coleman and Mahoney

MOTION CARRIED

Webber mentioned the Levy update showing an increase of 9.36% which increases tax bills but this is due to home values going up, as the tax rate will decrease.

Knitter then explained that the Community Survey final draft is complete. She identified the timeline of the next phases and the whole process. She mentioned that the next phase is for the company (ETC Institute) to test out the draft, proofread it, and then distribute the final survey in the next couple of weeks.

President Cohen asked how often these community surveys are done.

Knitter replied the last one was done 8 years ago but can be done every 5 years or so.

Knitter then proceeded to the following agenda item under the Rotary Club. The Rotary Club has proposed a Duck Dash. They would like to offer one ½ price admission to Cypress Cove on August 16th for anyone that buys a duck for this event. The Board agreed that this offer is a good marketing plan with the event occurring near the end of the season when attendance is lower.

Perry asked how much a duck would cost.

Knitter replied that the Rotary is projecting the cost to be around \$10/duck, but that is not finalized yet.

COMMITTEE REPORTS

SEASPAR

Executive Director Knitter referred the Board to the report for updates.

Safety-PDRMA

Executive Director Knitter referred the Board to the report for updates – and mentioned the new Risk Manager Program. Knitter mentions the Risk Manager will be conducting a training regarding the Active Threat Plan on April 24th at the all staff meeting. She will also be preparing a report for the Leadership Team.

EX-OFFICIO REPORTS

Chamber of Commerce No Report

Affiliated Athletic Associations No Report

BOARD UNFINISHED BUSINESS (OLD) None

BOARD NEW BUSINESS

Executive Director Knitter began by reviewing key sections of the Village Greens lease agreement including Section 6.1 Maintain a list of assets, Section 6.3 Village's Capital Obligations, Section 7.3 Use of Golf Course Revenues, and Section 14.3 Right to Terminate lease.

She next referenced the historic financials indicated it needs to be reviewed more thoroughly. She noted that beginning in 2018, the golf course struggled financially with an average net loss of \$33,500 over the last 7 seasons. Knitter mentioned that with those financial trends, the District cannot invest funds back into the course. The IGA ends in April 2038. She said, during these upcoming 13 years, it will take about \$8.8 million dollars just to maintain the capital replacement expenses of the course with no improvements.

President Cohen asked what the goal was.

Knitter responds that the goal is to come up with a solution for how we strategize moving forward. She also mentioned that she called Commissioner Mahoney tonight to get his input, and he recommended that an internal committee be made up of 2 board members and 2-3 staff members to come up with a solution. Knitter is looking for direction from the Board moving forward.

Commissioner Perry mentioned that we needed to come up with a timeline.

Commissioners Perry and Venouziou volunteered to be on the committee, while Commissioner Mahoney verbal volunteered to Knitter if needed.

They Board agreed they need to create a committee and a timeline to devise a solution and work with the Village to determine the next steps.

Knitter reiterated that they need to come up with a goal/strategy with the committee and give the Village a financial notice and for the IGA to be re-written to be able to continue to manage the course moving forward.

Knitter stated that the committee will consist of the 2 Board members who volunteered as well as herself, Chris Webber, Don and Ritter and when called upon by the committee, Brandon Evans, for any additional input. The committee's goal was defined to provide a recommended solution by the May Board Meeting and recommend a timeline to provide the Village to work towards a revised IGA for both Board's consideration in order to provide financial sustainability for the course moving forward.

Knitter then declared that she will coordinate meetings of the committee in the coming month and send a memo to the Village Administrator to share with his Board in April.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Perry, seconded by Venouziou, to adjourn the regular board meeting at 9:21 p.m. President Cohen requested a voice vote to adjourn the regular board meeting of April 22, 2025.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary