



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:33 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Venouziou, and Perry. Absent: Mahoney, Coleman. Staff present: Knitter, Karesh, Ritter, Webber, Esquivel. Absent: Bordewick

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

Executive Director Knitter explained that there was a minor clerical error on the Consent Agenda total amount which should be \$506,120.32 instead of 23 cents as shown on the agenda.

MOTION by Venouziou and seconded by Perry to acknowledge the minor clerical error on the Consent Agenda total.

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

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

MOTION CARRIED.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

Don Ritter acknowledged Carlos Ocampos 25 years of service and highlighted his achievements throughout the years. Executive Director Knitter congratulated John Karesh on his new grandson. Executive Director Knitter acknowledged the Service Above Self Award for 2024 Holiday Gala Sponsorship from the Rotary Club.

Executive Director Knitter mentioned a few events coming up next month.

#### STAFF REPORTS

##### Finance/Personnel/IT

Superintendent of Finance & Personnel Chris Webber highlighted the projected fund balance presented shows that the ARC is off to the strongest start and revenues are all up. Webber mentioned there are over 300 applications for Cypress Cove as well as many other new applications and job opportunities around the District.

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

2.a.1 Executive Director Knitter shared the PDNRM report in Ryan Bordewick's absence. Knitter opened the report with an action item, Frame-Mounted Weed Control System Purchase, MSP #24-04c. Knitter explained how this equipment will be used primarily for weed management in landscape beds and tree rings instead of contracted services. The herbicide-free product will also be used to manage weeds in sensitive areas as needed, including playgrounds, sand volleyball courts, and baseball/softball infields.

Staff recommended that the Board consider accepting Russo Power Equipment as the lowest responsible bidder and approve a Purchase Order for \$38,299.82 based on the contractor's base bid for the Frame-Mounted Weed Control System Purchase, MSP #24-04c.

MOTION by Perry and seconded by Venouziou to accept Russo Power Equipment as the lowest responsible bidder and approve a Purchase Order in the amount of \$38,299.82, based on the contractor's base bid for the Frame-Mounted Weed

Control System Purchase, MSP #24-04c.

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

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

MOTION CARRIED.

Knitter then discussed the progress at Jubilee Pointe Park. Knitter mentioned there were a total of 122 trees that were going to be removed but ended up with 116 because 6 of them were bat trees and had to be removed prior to the tree removal moratorium. There was another moratorium in affect to not take down the bat trees due to mating season. Knitter mentioned that between May 15- Aug 1 trees cannot be removed. These findings were provided to the U.S. Fish and Wildlife Service (USFWS) for their concurrence and authorization to remove the trees. On March 11<sup>th</sup>, USFWS provided their concurrence and the Village acknowledged and authorized the six trees to be removed under the District's current Letter of Permission for natural areas maintenance. Village permitted to take more down and can start as early as April 7<sup>th</sup> to start the tree removal. Knitter mentioned that the District will put signs up ahead of time to notify the public.

Knitter mentioned how the permit for Jubilee Pointe Park is on hold due to lighting requirements. Knitter explained lighting standards and will follow up with an engineer to ensure the District is efficient with lighting and poles or if there is anything else the District can do to enhance the current lighting instead of adding more

Parks, Planning & Development: Parks Division

2.b.1 Superintendent of Parks John Karesh opened his report with an action item, North Mowing Route - Truck Replacement, CRP #25-02c. Karesh mentions that the District's 2012 Ford number 136 F250 Crew Cab pickup truck is up for replacement per the Capital Replacement Program. The aging 13-year-old crew cab pickup, while commendably maintained beyond its intended 10-year lifespan, has reached a point where replacement with a new vehicle is not only prudent but essential. The current truck's declining performance, evidenced by signs of power loss, escalating maintenance expenses, and pervasive rust, signals its diminishing reliability and increasing operational costs.

Staff recommended the Board accept National Auto Fleet Group as the lowest responsible bidder secured through the Sourcewell Cooperative Purchase Program, and approve the purchase of a 2025 Ford Super Duty F-250 XL 4wd Crew Cab in the amount of \$53,685.64 to include the recommended purchase options per the Capital Replacement Program.

MOTION by Perry and seconded by Venouziou to accept National Auto Fleet Group as the lowest responsible bidder secured through the Sourcewell Cooperative Purchase Program, and approve the purchase of a 2025 Ford Super Duty F-250 XL 4wd Crew Cab in the amount of \$53,685.64 to include the recommended purchase options per the Capital Replacement Program.

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

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

MOTION CARRIED.

2.b.2 John Karesh's next action item, Maintenance Truck with Lift Gate Replacement, CRP #25-03c. The District's 2012 Ford F250 number 129 Crew Cab pickup truck with a lift gate is up for replacement per the Capital Replacement Program. Despite staff maintenance efforts to extend its lifespan three years beyond the original replacement schedule, the truck has

reached a critical point necessitating its replacement. The vehicle's advanced age is now manifesting in increased maintenance costs and potential reliability issues, hindering operational efficiency. The rust underneath the truck bed lift gate mount poses a hazard and potential equipment failure. This could compromise the structural integrity and create corrective action. A new Crew Cab pickup truck will not only eliminate this concern but also provide a reliable, efficient, and technologically advanced vehicle to support the Park District's diverse operational needs.

Staff recommended the Board accept National Auto Fleet Group as the lowest responsible bidder secured through the Sourcewell Cooperative Purchase Program, and approve the purchase of a 2025 Ford Super Duty F-250 XL 4wd Crew Cab in the amount of \$53,074.85 to include the recommended purchase options per the Capital Replacement Program.

MOTION by Venouziou and seconded by Perry to accept National Auto Fleet Group as the lowest responsible bidder secured through the Sourcewell Cooperative Purchase Program, and approve the purchase of a 2025 Ford Super Duty F-250 XL 4wd Crew Cab in the amount of \$53,074.85 to include the recommended purchase options per the Capital Replacement Program.

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

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

MOTION CARRIED.

2.b.3 John Karesh's next action item, 2025 Various Park Contract Mowing Services, MSP #25-01c. Bids were opened on Wednesday, March 12, 2025, and 9 bids were received for this service. Karesh discussed how staff reviewed the bids and checked references for the low bid received from Semmer Landscape of Country Club Hills. The contractor's references included municipal mowing for the Village of Willowbrook and the Village of Oak Forest. All references had favorable comments about the contractor's mowing performance and highly recommend their services.

Staff recommended the Board consider accepting Semmer Landscape as the lowest responsible bidder based on the contractor base bid and alternate #1 and approve a contract in the amount of \$37,440 for 2025, and to authorize the Executive Director to sign the contract, and in her discretion, to approve and exercise the 2026 option in the amount of \$38,580, and /or the 2027 option in the amount of \$39,810 for the Various Park Contract Mowing Services, MSP #25-01c.

MOTION by Perry and seconded by Venouziou to accept Semmer Landscape as the lowest responsible bidder based on the contractor base bid and alternate #1 and approve a contract in the amount of \$37,440 for 2025, and to authorize the Executive Director to sign the contract, and in her discretion, to approve and exercise the 2026 option in the amount of \$38,580, and /or the 2027 option in the amount of \$39,810 for the Various Park Contract Mowing Services, MSP #25-01c.

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

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

MOTION CARRIED.

2.b.4 John Karesh's next action item, Commercial Fine Cut Mower Replacement, CRP #25-04c. Karesh discussed that the District's 2018 Toro 3280 Grounds Master Mower is up for replacement per the Capital Replacement Program. This mower is out mowing every day and serves as one of our two mowing route mowers that is trailered from site to site. The mower has 2259 hours and has had numerous repairs over the years. This mower needs replacement.

Staff recommended the Board accept Revels Turf & Tractor as the lowest responsible bidder secured from the Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$27,998.04 for the purchase of a 2025 John Deere 1550 Diesel fine cut commercial mower, CRP #25-04c.

MOTION by Venouziou and seconded by Perry to accept Revels Turf & Tractor as the lowest responsible bidder secured from the Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$27,998.04 for the purchase of a 2025 John Deere 1550 Diesel fine cut commercial mower, CRP #25-04c.

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

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

MOTION CARRIED.

2.b.5 John Karesh's next action item, Orchard Hill Park Ballfield Light Pole Wiring Project MSP #25-06pc. Karesh explained that Musco Lighting was out to change 2 bulbs under warranty at the Orchard Hill Park baseball field #1 right field light pole. When the contractor opened the cap at the very top of the Musco light pole mice were jumping out of the pole. The contractor found the problem is the wiring and not the bulbs. The mice have chewed multiple wires at the top of the light pole including wires that lead down to the fuse box on the side of the pole. As a result, the panel and internal wiring will need to be replaced.

Staff recommended the Board ratify the Executive Director's approval of the Musco light pole repair for Orchard Hill Park Ballfield Light Pole Wiring Project, MSP #25-06pc.

MOTION by Perry and seconded by Venouziou to ratify the Executive Director's approval of the Musco light pole repair for Orchard Hill Park Ballfield Light Pole Wiring Project, MSP #25-06pc.

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

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

MOTION CARRIED.

Karesh then mentioned that 265 people are registered for Clean-Up the Parks Day where they will be doing mulching, raking, and picking up garbage. He also mentioned that Tom Shimko resi; therefore, he will be seeking a new person to fill the position asap. Karesh goes on to mention that the graffiti and Janes Park and the ARC are both cleaned up.

#### Golf Course

3.a Superintendent of Recreation Don Ritter opened the Golf Report with an action item, Village Greens Small HVAC Unit Replacement Project, VGCRP #25-02pc-01.

Ritter mentioned that last month staff was researching alternatives to fix and/or replace 3 HVAC rooftop units with the

smallest unit in urgent need of replacement. After consultation, staff recommends replacing the smaller HVAC unit and performing repairs on the other 2 units in the hopes of extending the useful life by 1-3 years at a total cost of \$23,594. In doing so, staff is hoping that the industry normalizes within that timeframe and future replacement costs are nowhere near the \$200,000 quoted by AMSCO should our 13-year-old units fail.

Staff requested Board authorization to approve the quote from Oakbrook Mechanical for one new 5-ton HVAC unit in the amount of \$12,919 for the 2025 Village Greens Small HVAC Unit Replacement Project, #25-02pc-01.

MOTION by Perry and seconded by Venouziou to approve the quote from Oakbrook Mechanical for one new 5-ton HVAC unit in the amount of \$12,919 for the 2025 Village Greens Small HVAC Unit Replacement Project, #25-02pc-01.

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

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

MOTION CARRIED.

3.b Superintendent of Recreation Don Ritter's next action item, Two Large Heat Exchangers Replacements, VGCRP #25-02pc-02.

Staff requested Board authorization to approve the quotes (\$5,504 and \$5,171) from Oakbrook Mechanical to install 2 new heat exchangers in the total amount of \$10,675 for the 2025 Village Greens Large HVAC Units - Two Heat Exchanger Replacements, VGCRP #25-02pc-02.

MOTION by Venouziou and seconded by Perry to approve the quotes (\$5,504 and \$5,171) from Oakbrook Mechanical to install 2 new heat exchangers in the total amount of \$10,675 for the 2025 Village Greens Large HVAC Units - Two Heat Exchanger Replacements, VGCRP #25-02pc-02.

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

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

MOTION CARRIED.

Ritter discussed the kitchen at the Golf Course is expanding their food menus to have more food options.

#### Recreation & Aquatics

Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report. Ritter mentioned that the Lazy River sand blasting and painting project will start on April 1, weather permitting.

He mentioned a new location for the Egg Hunt: Orchard Hill soccer fields 1 and 2. He relayed his excitement for a brand-new event called the "Shine and Seek" Adult Flashlight Egg Hunt.

He announced Rick Knipfer as the new Assistant Superintendent of Recreation, and starts on April 14<sup>th</sup>, which opens a new position at the ARC as Facility Manager. He mentioned that they would be seeking candidates internally first.

He shared that camp has 193 more kids enrolled than in 2024 and the Kidz Squad After School Program has 65 more kids enrolled than in 2024.

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

Executive Director Knitter shared that Superintendent of Marketing & Community Engagement Megan Romano is not present and is happy to answer any questions the Board may have regarding the report.

### Administration

No Report

### CONSENT AGENDA

1-9 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 Perry and seconded by Venouziou to approve Consent Agenda Item #1 for the approval of the February 25, 2025, Regular Board Meeting Minutes, and Agenda Items #2 through #9 for Vendor Payment, Payroll Ratification, and Program Refunds for a total amount of \$506,120.32 (as corrected).

- |                                                                                                                                             |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Regular Board Meeting Minutes .....                                                                                                      | February 25, 2025 |
| 2. Vendor Payment & Payroll Ratification Report (2/21/25 – 3/20/25) .....                                                                   | \$506,120.23      |
| 3. Advanced Landscaping, LLC., Hawthorne Hill Woods Path - Safety Pruning, MSP# 25-02pc, Payout #1 (final) .....                            | \$7,810.00        |
| 4. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #20 .....                                           | \$412.50          |
| 5. National Auto Fleet Group, Ford Explorer Purchase, CRP #24-02pc, Payout #1(final) .....                                                  | \$46,675.54       |
| 6. Play Design Scapes, Inc., Jubilee Point Park (Town Centre) Phase 2 – Drinking Fountain Purchase, CDP #24-04pc-07, Payout #1(final) ..... | \$5,730.00        |
| 7. RJ Thomas Mfg. Co. Inc., Jubilee Point Park (Town Centre) Phase 2 – Picnic Table Purchase, CDP #24-04pc-06, Payout #1(final).....        | \$27,239.00       |
| 8. V3 Wetland Restoration, LLC., Wetland Mitigation Fees CDP #25-04c-08 (Wetland Bank Credits Purchase), Payout #1 (100%, final) .....      | \$55,100.00       |
| 9. WT Group, Main Drain Covers – Engineering Fees, ACRP #25-01c, Payout #1.....                                                             | \$5,250.00        |

President Cohen requested a roll call approving consent agenda items #1 through #9.

Upon a roll being called:

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

MOTION CARRIED.

### EXECUTIVE DIRECTOR'S REPORT

Executive Director Knitter opened the report with an action item, Community Survey / Needs Assessment Services, CA #25-02pc.

Knitter explained ETC Institute would provide consulting services to conduct an independent, statistically valid community survey for the Woodridge Park District to assess the recreational programming, facility, and park needs of the Woodridge Park District community. Approximately every 5-8 years, the District completes a comprehensive assessment process of park and recreation services by conducting an attitude and interest survey. The survey results provide valuable feedback and information that is used in part to help the Board guide decisions and develop the District's strategic goals for the next 5 – 10 years. Knitter went on to explain that The District previously utilized the consulting services of Leisure Visions/ETC Institute in 2009 to complete a comprehensive attitude & interest survey, which was led by Ron Vine. In 2017, when the District sought similar services, Mr. Vine had separated from the Leisure Visions/ETC Institute and created Ron Vine & Associates. The District was delighted with the comprehensive process led by Mr. Vine in both community surveys. Unfortunately, Mr. Vine has since retired, so the District sought other firms to meet this need.

Staff recommended that the Board approve the proposal from ETC Institute dated March 21, 2025, for services not to exceed \$12,750 plus expenses to administer a Comprehensive Community Survey/Needs Assessment Services CA #25-02pc.

MOTION by Perry and seconded by Venouziou to approve the proposal from ETC Institute dated March 21, 2025, for services not to exceed \$12,750 plus expenses to administer a Comprehensive Community Survey/Needs Assessment Services CA #25-02pc.

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

AYES: Perry, Venouziou, and Cohen

NAYS: None

ABSENT: Mahoney, Coleman

MOTION CARRIED.

Knitter mentioned staff reached out to corporate counsel to see if there are options to improve efficiencies for both the board and staff regarding approvals and signatures on official documents (contracts, ordinances, resolutions). Legal indicated that many digital signature tools can streamline the process for board members while ensuring legal validity and compliance with Illinois law. Staff is currently investigating these recommended options for future recommendations.

Another efficiency that will be brought to the Board for consideration is a revision to the current accounts payable policy and procedure to reduce the need for the Board to sign off on each and every invoice. All are listed in a detailed line item report included in the monthly Board Meeting's consent agenda for the Board's opportunity to review and approve every month. Maintaining individual accounts payable approvals and detailed line item approval monthly is a redundancy that can save the Board and Staff time and coordination of signatures. More details will come after the final review by legal.

President Cohen agreed that these ideas would streamline the processes in place.

#### **Discussion - None**

#### **COMMITTEE REPORTS**

##### **SEASPAR**

Knitter referred the Board to the report for updates but mentioned new inclusive logo.

##### **Safety-PDRMA**

Knitter referred the Board to the report for updates but mentioned Safety Coordinator Widloe has been making progress on her final presentation on active threat emergency training.

#### **EX-OFFICIO REPORTS**

##### **Chamber of Commerce**

No Report

##### **Affiliated Athletic Associations**

No Report

#### **BOARD UNFINISHED BUSINESS (OLD)**

None

#### **BOARD NEW BUSINESS**

None

### EXECUTIVE SESSION

At 8:03 pm, MOTION by Perry and seconded by Venouziou to adjourn to Executive Session under

1. Section 5 ILCS 120/2(c)(12) The settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or concerning any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member
2. Section 5 ILCS 120/2(c)(21) Discussion of minutes lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
3. Section 5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District

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

AYES: Perry, Venouziou, and Cohen

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED

### RECONVENE OPEN SESSION

The March 25, 2025, Regular Board Meeting reconvened at 8:03 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Perry, and Venouziou. Staff: Knitter, Ritter, Webber

### 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 8:03 p.m. President Cohen requested a voice vote to adjourn the regular board meeting of March 25, 2025.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary