WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
July 15, 2025

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, Mahoney, Coleman, Venouziou, and Perry.
Absent: none

Staff present: Knitter, Ritter, Webber, Bordewick, Esquivel. Absent: Karesh

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA
There were none.

PUBLIC PARTICIPATION
There was none.

PRESIDENT'S REPORT
Executive Director Knitter opened the report with a moment of silence for the late Trustee Mary Anne Blair.

Deputy Director Don Ritter acknowledged Steve Wiechert's 5th anniversary as a part-time starter/ranger at VGGC. He then shared a few words from Brandon about Steve, as well as Albert and Richard, who are also part-time staff members of VGGC.

Executive Director Knitter then explained that police want to get more involved and have a more substantial presence on the walking/hiking/biking paths.

President Cohen requested more e-mails on bike restrictions.

Knitter acknowledged that it can also be added to the next e-newsletter.

Commissioner Perry suggested broadening it to reflect all restrictions.

President Cohen complimented WPD communication and how quickly staff respond to Facebook, e-mails, etc.

STAFF REPORTS

Finance/Personnel/IT
Superintendent of Finance & Personnel Chris Webber opened up the finance report, introducing Tom Siwicki, with Sikich CPA LLC to go through the 2024 audit report.

Tom highlighted that this is the 15th consecutive year that the District has received the GFOA certificate and just submitted for the 16th year. He also highlights that there was $8 mil at the end of 2024. He gave kudos to Chris Webber on balancing the accounts with no comments that he did a great job with the audit.

Staff recommended that the Board consider accepting the Annual Comprehensive Financial Report for the fiscal year ended December 31, 2024, as presented.

MOTION by Perry and seconded by Mahoney to accept the Annual Comprehensive Financial Report for the fiscal year ended December 31, 2024, as presented.

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

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

MOTION CARRIED.

Administration

Executive Director Knitter opened the report by introducing Ryan Murray, from ETC Institute, who presented the 2025 Community Needs Assessment Survey to the Board.

Ryan explained that this survey highlights results to create priorities. He also mentioned that WPD performed well.

Commissioner Perry asked if the data showed the most used parks.

Ryan said no, but to look at the don't know portion on the satisfaction rates in the tabular data to get an idea, because we do random sampling.

Ryan also mentioned that even though the survey is over now, he and his team will still answer emails and questions and can set up meetings if needed in the future as well.

Executive Assistant Ashley Esquivel went over the Comparison of the 2025 Community Needs Assessment to the 2018 Report.

Knitter requested that the board review the report to determine the priorities for the next 5 years.

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

Superintendent of Planning & Development Ryan Bordewick opened his report with an action item,

Staff recommended that the Board consider approving Resolution No. 25-4, A Resolution Authorizing a Change Order in Regard to the Jubilee Point Park (Town Centre) Phase 2 – Development Project, CDP #24-04c-01 Involving an Increase in the Contract Price in Excess of $10,000.

MOTION by Mahoney and seconded by Perry to accept Resolution No. 25-4, A Resolution Authorizing a Change Order in Regard to the Jubilee Point Park (Town Centre) Phase 2 – Development Project, CDP #24-04c-01 Involving an Increase in the Contract Price in Excess of $10,000.

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

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

MOTION CARRIED.

Commissioner Perry asked why there was such a lengthy permitting process, and Ryan replied that they had to go to the Village 4 times, designs had to be changed four different times to abide by the rules and regulations.

Knitter mentioned that with grants you have to meet deadlines as well and with the tree removals, bat habitats etc. it was more than just the permitting process that created many other obstacles for this project.

Perry understood and asked if staff could talk to the Village about the permitting process because it's taking too long and creating a lot of issues.

Knitter said yes, we want to once the deadline and progress are met, then we can address it. We want to finish out this project first to meet the grant deadlines by December of 2025. She said she can explore ways to streamline and work with the Village to make it a smoother process moving forward.

Commissioner Coleman asked why the fire hydrant wasn't included in the original project.

Ryan replied that it was not in the original plan, but the Village had to enforce it.

Ryan then explained all of the changes, 4.17 mil in total, with the consultant fee of 9% with his following action item.

The next action item, staff recommended the Board consider accepting Resolution No. 25-7, A Resolution Authorizing a Change Order in Regard to the Town Centre Park (Jubilee Point Park) - Phase 2 - Final Design and Engineering, CA#23-02pc Involving an Increase in the Contract Price in Excess of $10,000.

MOTION by Mahoney and seconded by Venouziou to accept Resolution No. 25-7, A Resolution Authorizing a Change Order in Regard to the Town Centre Park (Jubilee Point Park) - Phase 2 - Final Design and Engineering, CA#23-02pc Involving an Increase in the Contract Price in Excess of $10,000.

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

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

Steve the representative from Hitchcock was there to answer any questions the board may have. He mentioned that DuPage County has a lot of restrictions with wetlands etc. which adds more complications. The Village has to abide by those rules and regulations.

Commissioner Venouziou asked if more will be used out of the contingency fund.

Steve answered it is highly unlikely because usually the highest opportunity of using those funds would be in the beginning of the project for earthwork, underground, electrical etc.

Ryan then gave an update on Jubilee Point Park. He mentioned that he is meeting with contractors 2-3 days a week, and on-site at least 3 days a week. The completion is targeted for early December, but he hopes it will be sooner.

Ryan also said that Lake Harriet is looking great.

Parks, Planning & Development: Parks Division
Executive Director Knitter shared the Parks Report in John Karesh's absence and told the Board she would answer any questions they may have. She highlighted the vandalism that took place, mentioned that the new truck came in, and they received the new foam stream tool, which is working great.

Golf Course
Deputy Director Don Ritter opened the report, highlighting that the golf course is up $16K in revenue from last year, $25K increase in golf shop revenue from last year, and $20K increase in food and beverage revenue from previous year. There have been a few maintenance issues, but some are due to the heat. He also mentioned that there are a lot of expenses that are coming up regarding the door and roof. He mentioned that about $53K was just spent on the HVAC system as well.

Recreation& Aquatics
Superintendent of Recreation Don Ritter opened the Aquatics & Recreation Report with a board action item,

Staff recommended the Board consider ratifying the Executive Director's approval of the proposal from C.J. Erickson for Emergency Repair – Main Pool Zero Depth Leak Repair Project – Excavation and Backfill Services, in the amount of $11,970.00, pursuant to the Emergency Acquisition of Services Authorization in accordance with policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Cypress Cove Main Pool – Urgent Leak Repair, AMSP #25-04pc.

MOTION by Coleman and seconded by Perry to ratify the Executive Director's approval of the proposal from C.J. Erickson for Emergency Repair – Main Pool Zero Depth Leak Repair Project – Excavation and Backfill Services, in the amount of $11,970.00, pursuant to the Emergency Acquisition of Services Authorization in accordance with policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Cypress Cove Main Pool – Urgent Leak Repair, AMSP #25-04pc.

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

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

MOTION CARRIED.

The next board action item,

Staff recommended the Board consider ratifying the Executive Director's approval of the proposal from Underground Imaging Corporation for Emergency Repair – Main Pool Zero Depth Leak Repair Project – Leak Detection Services, in the amount of $10,399.48, pursuant to the Emergency Acquisition of Services Authorization in accordance with policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Cypress Cove Main Pool – Urgent Leak Repair, AMSP #25-04pc.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's approval of the proposal from Underground Imaging Corporation for Emergency Repair – Main Pool Zero Depth Leak Repair Project – Leak Detection Services, in the amount of $10,399.48, pursuant to the Emergency Acquisition of Services Authorization in accordance with policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Cypress Cove Main Pool – Urgent Leak Repair, AMSP #25-04pc.

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

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

MOTION CARRIED.

The next board action item,

Staff recommended the Board consider ratifying the Executive Director's approval of the proposal from AMP Technologies DBA Nu Flow Midwest for Emergency Repair – Main Pool Zero Depth Leak Repair Project – Pipe Lining Services, in the amount of $7,750.00, pursuant to the Emergency Acquisition of Services Authorization in accordance with policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Cypress Cove Main Pool – Urgent Leak Repair, AMSP #25-04pc.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's approval of the proposal from AMP

Technologies DBA Nu Flow Midwest for Emergency Repair – Main Pool Zero Depth Leak Repair Project – Pipe Lining Services, in the amount of $7,750.00, pursuant to the Emergency Acquisition of Services Authorization in accordance with policy IV.1.28 and Illinois Compiled Statute 70 ILCS 1205/8-1(c), for the Cypress Cove Main Pool – Urgent Leak Repair, AMSP #25-04pc.

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

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

MOTION CARRIED

Ritter then highlighted that Cypress had reached capacity 10 days out of the year so far. They have not received many complaints at all. The swim lesson scholarship program currently has three registrants as of today.

Staff had their Jubilee Committee post-meeting, and there was a lot of positive feedback. The police department advised that there should be additional fencing by the carnival, clarification on what is allowed into the fest, and whether face masks are allowed. Ritter mentioned that there were 141 SEASPAR participants. The Ale Trail was a huge success and went very smoothly. He said most of the staff feel it should be a separate event, maybe in August.

He closed his report mentioning that "UnPlug Olympic Day" was a big success with 70 kids total and a great staff turnout. He also said that Winterfest will be November 22nd from 1:00 p.m. to 5:00 p.m. At Village Plaza, future meetings will be held monthly.

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.

CONSENT AGENDA
F.1.- 18 President Cohen asked if any Commissioner had requested to remove any agenda item from the consent agenda for separate consideration and action. There were none.

MOTION by Mahoney and seconded by Perry to approve Consent Agenda Item #1 for the approval of the June 17, 2025, Regular Board Meeting Minutes, Consent Agenda Item #2 for the approval of the June 17, 2025, Executive Session Board Meeting Minutes, and Agenda Items #3 through #18 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount $899,265.52.

1. Regular Board Meeting Minutes .... June 17, 2025
2. Executive Session Board Meeting Minutes .... June 17, 2025
3. Vendor Payment & Payroll Ratification Report (6/13/25 – 7/10/25) $899,265.52
4. ABC Mechanical, LLC, Lazy River Valve Replacement Project, ACRP #25-06pc,Payout #1 .... $11,287.13
5. AMP Technologies DBA Nu Flow Midwest, Main Pool Leak Detection, ACRP #25-04pc,Payout #1 ..... $7,750.00
6. Chicagoland Pool Management, Hobson Maintenance Services, MSP#25-09pc, Payout #4 .... $3,068.00
7. Chicagoland Paving Contractors, Inc., Lake Harriet - ADA Pathway Improvements Project,
ADA #24-01c, Payout #2 (91%) …….. $87,278.47
8. C.J. Erickson Plumbing Co, Main Pool Leak Detection, ACRP #25-04pc,Payout #1 .... $7,750.00
9. ETC Institute, Community Needs Assessment Survey, CA#25-02pc, Payouts #1-4 (100%) $12,000.00
10. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #24 ....$6,336.78
11. National Auto Fleet Group, Maint. Truck with Liftgate Replacement CRP#25-03pc Payout #1 ....$53,074.85
12. Oak Brook Mechanical Services,Inc., Main Bathhouse Air Condition Replacement Units,ACRP #25-03c
Payout #1 .... $25,350.00
13. Oak Brook Mechanical Services, Inc., 2025 VG Small HVAC Unit Replacement Project, #25-02pc-01

and 2025 VG Large HVAC Units – Two Heat Exchanger Replacements, VGCRP #25-02pc, Payout #1 .... $53,074.85
14. Randall Industries & Transportation 2025 Utility Vehicle Purchase CRP CRP#25-05c Payout #1 ...... $11,174.85
15. Schwartz Construction Group, Jubilee Point Park (Town Centre) Phase 2 – Development Project, CDP #24-04c-01, Payout #2 .... $91,301.18
16. Semmer Landscape, 2025 Various Park Contract Mowing Services, MSP #25-01c, Payout #3 .... $4,872.00
17. Underground Imaging Corporation, Main Pool Leak Detection, ACRP #25-04pc, Payout #1 .... $10,399.48
18. Webster, McGrath & Ahlberg, LTD, Ide's Grove East and Summerhill Park – Civil Engineering Services, CA #24-02ca, Payout #4 .... $3,265.00

President Cohen requested a roll call approving consent agenda items #1 through #18.

Upon a roll being called:

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

MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT
Executive Director Knitter opened the report with a board action item,

Staff recommended that the Board approve a motion designating the Executive Assistant as an OMA/FOIA officer and remove the Deputy Director/Superintendent of Recreation as an OMA/FOIA officer.

MOTION by Coleman and seconded by Venouziou to approve a motion designating the Executive Assistant as an OMA/FOIA officer and remove the Deputy Director/Superintendent of Recreation as an OMA/FOIA officer.

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

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

MOTION CARRIED.

Executive Director Knitter mentioned that the goals/objectives are there for review. She also highlighted the land donation requests and noted that staff declined the first one and will tour and decide what to do for the second donation.

COMMITTEE REPORTS
SEASPAR
Knitter referred the Board to the report for updates. She highlighted a long-standing member, Cathy's retirement this year.

Safety-PDRMA
Knitter referred the Board to the report for updates.

EX-OFFICIO REPORTS

Chamber of Commerce

No Report

Affiliated Athletic Associations
No Report

BOARD UNFINISHED BUSINESS (OLD)
None

BOARD NEW BUSINESS
Staff scheduled the Strategic Plan Meeting for September 9th at 5:00pm.

EXECUTIVE SESSION
At 8:49 pm, MOTION by Perry and seconded by Mahoney 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:	Coleman, Perry, Mahoney, Venouziou, and Cohen
NAYS:	None
ABSENT:	None

MOTION CARRIED

RECONVENE OPEN SESSION
The July 15, 2025, Regular Board Meeting reconvened at 9:52 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Perry, Venouziou. Staff: Knitter.

FINAL ACTION
Executive Director Knitter reopened the regular board meeting with one final action item.

1. Staff recommended that the Board approve Resolution No. 25-8, A Resolution of the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois Approving and Authorizing the Execution of Addendum to the Employment Contract of the Executive Director of Parks and Recreation

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 25-8, a Resolution of the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois Approving and Authorizing the Execution of Addendum to the Employment Contract of the Executive Director of Parks and Recreation

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

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

MOTION CARRIED.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Coleman, to adjourn the regular board meeting at 9:54p.m. President Cohen requested a voice vote to adjourn the regular board meeting of July 15, 2025.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

Jack Mahoney

Jack Mahoney, Secretary