

WOODRIDGE PARK DISTRICT
Fred C. Hohnke Community Center
Regular Board Meeting
June 18, 2024



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:31 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Coleman, Mahoney, Venouziou, Perry Staff present: Adams*, Bordewick, Karesh, Knitter, Ravasio, Ritter, Romano and Webber.

**Executive Director Adams arrived at 6:37 pm*

Public Attendance

Tom Siwicki, Director, Sikich LLP; Matt Corso, Executive Director, SEASPAR; Bill McAdam, Executive Director Downers Grove Park District & SEASPAR Board; Dan Garvy, Executive Director Lisle Park District & SEASPAR Board; Peggy Adams

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

None

Incoming Executive Director Knitter asked the Board if the Public Participation segment of the meeting could be moved until later in the meeting pending the arrival of Executive Director Adams. The Board agreed to move the Public Participation segment.

PRESIDENT'S REPORT

President Cohen opened the President's report congratulating Gia Mondo- Kunkel, Village Greens Golf Course | Food and Beverage Cart Staff, on her 5th anniversary with the District. Incoming Executive Director Knitter shared that Gia is a very positive and well-liked employee at the Golf Course and they are happy to have her on Staff.

President Cohen next shared that the new State Budget includes \$54 million for new OSLAD Grants and other state grant opportunities including appropriations and re-appropriations for capital projects. Incoming Executive Director Knitter provided a brief status update on the District's three outstanding grant awards.

President Cohen closed his report sharing the latest Staff education updates and resident emails received in June.

PUBLIC PARTICIPATION

Matt Corso, Executive Director of SEASPAR, Bill McAdam, Executive Director Downers Grove Park District & SEASPAR Board President and Dan Garvy, Executive Director Lisle Park District & SEASPAR Board Secretary, were in attendance to recognize Executive Director Adams for his years of service to SEASPAR.

Executive Director Corso spoke of Executive Director Adams' achievements while on the SEASPAR Board, sharing that he was truly supportive and a great advocate of SEASPAR and that his attention to detail was second to none. He added that he always looked to Adams for guidance and that he was a huge help during SEASPAR's Distinguished Agency process. Corso then read a Proclamation regarding Adams' service to SEASPAR that was passed at their May Board Meeting, then presented him a clock.

Executive Director Adams then shared a few words about his time with SEASPAR.

STAFF REPORTS

Finance

1.a. Superintendent of Finance & Personnel Chris Webber opened his report introducing Tom Siwicki, Director, Sikich LLP, the District's auditor, to present the year ended December 31, 2023, Annual Comprehensive Financial Report.

Mr. Siwicki reviewed the highlights of the 2023 Annual Comprehensive Financial Report, including, the reporting standards, the management discussion analysis, general overviews of each fund and the executive summary findings. He noted how smoothly the audit process went.

When Mr. Siwicki completed his presentation he asked if the Board had any questions. There were none.

Staff recommended the Board accept the Annual Comprehensive Financial Report for the fiscal year ended December 31, 2023, as presented.

MOTION by Coleman and seconded by Venouziou to accept the Annual Comprehensive Financial Report for the fiscal year ended December 31, 2023, as presented.

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

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

1.b. Webber then discussed his last action item, revisions to Pilot Policy VIII.3.22 Full-Time Employee: Summer Reduced Work Week, sharing that upon preparation for the final implementation of the pilot policy, Staff realized a disparity that appeared for non-exempt Staff when utilizing this new benefit. He explained that should a non-exempt Staff be called in on a weekend or need to stay after hours, the four reduced hours would result in the first four hours of weekend or extended hour pay being paid at one's regular hourly wage instead of time and a half. Staff felt that this scenario worked against the intent of providing a consistent policy for all and de-incentivized Staff to work overtime during these six scheduled weekends.

Staff recommended the Board approve a revision to the Section VIII.3.22 Full-Time Employee: Summer Reduced Work Week Pilot Policy to include a full work week to be defined as 36 hours instead of 40 hours, for weeks in which ½ day Fridays have been scheduled and approved by their manager for a total of six reduced hour summer weeks per each non-exempt full-time Staff.

MOTION by Coleman and seconded by Mahoney to approve a revision to Section VIII.3.22 Full-Time Employee: Summer Reduced Work Week Pilot Policy to include a full work week to be defined as 36 hours instead of 40 hours, for weeks in which ½ day Fridays have been scheduled and approved by their manager for a total of six reduced hour summer weeks per each non-exempt full-time Staff.

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

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

Webber closed his reporting by thanking Finance/HR Assistant Lauren Moody for all the work she put in at Jubilee in his absence, and he also thanked Commissioner Coleman for working the Beer Ticket Sales all three days.

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

2.a.1. Superintendent of Planning & Development Ryan Bordewick opened his report with his first action item, Orchard Hill Park – Baseball Protective Spectator Netting Project, CDP #24-03c, by reviewing the scope of work for installing the new netting structure and the proposed timeline. He added that Recreation Staff confirmed that WAA will not run fall leagues in 2024, and in the event scheduled practices conflict with the construction, those practices will be relocated to other fields.

He said that Deputy Director Ritter did reach out to WAA about providing financial support for the project, but since they are still trying to recover from COVID impacts, they currently do not have the budget funds available to assist in this netting project.

Staff recommended the Board authorize Staff to bid the Orchard Hill Park – Baseball Protective Spectator Netting Project, CDP #24-03c.

MOTION by Mahoney and seconded by Venouziou to authorize Staff to bid the Orchard Hill Park – Baseball Protective Spectator Netting Project, CDP #24-03c.

Commissioner Venouziou asked what the budget is for the project and if Staff budgeted assuming WAA would not be providing any financial support. Executive Director-Elect Knitter reported that Staff budgeted \$50,000 and assumed that WAA wouldn't provide any financial assistance. She added that this improvement will get the District through to 2032 when the entire netting system/posts are up for replacement.

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

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

2.a.2. Bordewick then moved on to his final action item, the 2024 Asphalt Resealing Project, CRP #24-04pc, sharing that Staff issued an RFP for asphalt maintenance including crack repair, seal coating, and line striping of various Park District-owned and operated paths and parking lots, including the 83rd Street Park parking lot, and the repainting of lines and symbols on the Cypress Cove driveway. He added that an alternate price (Alternate #1) was requested to include a 9'x15' full-depth asphalt patch on the Woodridge Drive path to Meadowview School path where tree roots caused significant heaving of the pavement. Staff received the following proposals:

<u>Contractor</u>	<u>Base Proposal</u>	<u>Alternate #1</u>
ProVantage Systems, Inc.	\$14,852.50	\$3,500.00
SKC Construction, Inc.	\$33,827.25	\$19,821.00

Staff recommended the Board accept ProVantage Solutions, Inc.'s proposal dated June 5, 2024, and approve a contract in the amount of \$18,352.50 based on acceptance of the Base Proposal and Alternate #1, for the 2024 Asphalt Resealing Project, CRP #24-04pc.

MOTION by Coleman and seconded by Perry to accept ProVantage Solutions, Inc.'s proposal dated June 5, 2024, and approve a contract in the amount of \$18,352.50 based on acceptance of the Base Proposal and Alternate #1, for the 2024 Asphalt Resealing Project, CRP #24-04pc.

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

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

Bordewick closed his report briefly discussing the Ide's Grove West Pond Aquatic Control Treatment, MSP #24-15pc, explaining that on May 15th, the District started a course of chemical treatments to address the filamentous algae on the pond. Since the algae was approaching 100% coverage of the pond's surface area, Staff sought professional input from pond/aquatic management companies to ensure the District's plan was effective and to identify other viable methods for

expediting the process. Given the extensive nature of the algae bloom, the recommended solution to most efficiently and effectively address the situation was the mechanical harvesting and disposal of the algae.

Bordewick reported that Executive Director Adams approved a proposal for \$4,204.00 from Integrated Lakes Management (ILM) which included one day of mechanical removal of algae from the pond for disposal off-site. This work was completed on June 12th, resulting in an immediate reduction of algae coverage of nearly 100% to less than 20% coverage. As part of the approved proposal, ILM will then back-treat the pond with algaecide and conduct monthly nutrient deactivation applications that will permanently bind with phosphorus to reduce future algae growth. This work will be funded out of the Natural Resources environmental management budget.

Bordewick said Staff will also continue conducting regular chemical treatments throughout the summer months to manage algae growth. A key benefit to mechanically removing the algae is that the nutrients contained in the algae are also removed from the pond and not left to decompose on site. This method reduces the volume of organic material and nutrients in the pond, reducing the risk of similar algae blooms in the future; however, regular algae treatments will likely be necessary in future years.

Parks, Planning & Development: Parks Division

Superintendent of Parks John Karesh opened his report saying he had no action items and shared the following informational items:

- Staff worked with the Planning & Natural Resources division and installed the 63rd St. Park sign. The informative metal inserts will be upgraded to a brighter white background when the next batch of Park sign replacements is received.
- Hobson Splash Pad opened for the season on Saturday, May 25th, but on May 31st, one of the four cartridge chambers broke, resulting in the splash pad being shut down until the chamber was replaced. Staff worked diligently with the supplier to have the part overnighted as soon as it became available. The cost to replace this part was just under \$4,100. It arrived a week ahead of schedule on June 12th and Staff immediately installed it and re-opened Hobson Splash Pad the following morning on June 13th.
- Burnett Electric completed swapping out 68 LED drivers at Orchard Hill/Cypress Cove that the Park District purchased, and with the exception of three light heads, all lights are working. Burnett plans to address these three outstanding lights this summer.
- The irrigation start-up contractor, Aqua Design, was unable to keep the Orchard Hill Well Irrigation system up and running as the system lost its prime and there seemed to be complications with the operational board. Staff is working with Water Well Solutions to identify the specific problem. The Orchard Hill Well provides irrigation to Cypress Cove & the Orchard Hill Park soccer fields.
- Staff has been very busy helping with special events including Jubilee, Concerts in the Park and Movies Under the Moon.

Golf Course

Incoming Executive Director Knitter shared the following informational items:

- Village Greens hosted 8,032 rounds in May, down 1.4% from last season
- Poor weather and the associated cart restrictions early in the month led to lower rounds and lower revenue compared to last year, as evidenced by a 1.6% decrease in Weather Adjusted Capacity (WAC) compared to last May.
- Cheryl Reidy, the new Food, Beverage and Event Manager, started in May. She has been a Village Greens Food and Beverage employee for many years in a seasonal role and comes from an extensive food and beverage background.

Recreation & Aquatics

4.a. Superintendent of Recreation Don Ritter opened his report with the only action item, the Cypress Cove Flume Slide Turbine Pump Repair, ACRP #24-01pc, explaining that Staff contacted ABC Mechanical on May 16th after having trouble stating the flume slide pump. The contractor attempted to un-seize the pump with no success. The pump was removed from the site for inspection. Due to the pump seizure, the sleeves and shaft were damaged, which meant the pump required

a rebuild. The pump was sandblasted inside and out, motor bearings and shifts replaced and new shafts were balanced. The rebuilt pump and motor were installed and operational on June 3rd.

Staff recommended the Board ratify the Executive Director's approval of ABC Mechanical, LLC's proposal dated May 20, 2024, in the amount of \$10,170.00 for the Cypress Cove Flume Slide Turbine Pump Repair, AMSP #24-03pc.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's approval of ABC Mechanical, LLC's proposal dated May 20, 2024, in the amount of \$10,170.00 for the Cypress Cove Flume Slide Turbine Pump Repair, AMSP #24-03pc.

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

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

Ritter then shared the following informational items:

- Cypress Cove was scheduled to open on June 1st, however, due to inclement weather, Cypress Cove opened for the 2024 season the following day on Sunday, June 2nd.
- Jubilee experienced another great year with incredible weather all three days. He gave a special thanks to the Jubilee Committee, the Maintenance Department and to the Village for all their hard work.

Marketing & Community Engagement ("MCE")

Superintendent of Marketing & Community Engagement Megan Romano shared that she had no action items and referred the Board to the Board Report for the latest informational updates.

Safety Committee

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

CONSENT AGENDA

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

MOTION by Perry and seconded by Coleman to approve Consent Agenda Item #1 for the approval of the May 21, 2024 Regular Board Meeting Minutes, and Agenda Items #2 and #3a – #3i for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$628,384.22.

1. Regular Board Meeting Minutes	May 21, 2024
2. Vendor Payment & Payroll Ratification Report (5/17/24 – 6/14/24)	\$628,384.22
3. <u>Contractual Payouts</u>	
a. ABC Mechanical, LLC, AMSP #24-03pc, Payout #1, Final	\$10,170.00
b. Davey Tree Expert Company Inc., Jubilee Point Park (Town Centre) - Woody Invasive Species Removal Project, MSP #23-22c, Payout #3, Final	\$25,760.00
c. Hitchcock Design, Inc., Town Centre Park Phase 2 – Final Design, CA #23-02ca, Payout #11	\$36,860.44
d. Mark 1 Landscape Inc.-Park Contract Mowing Services MSP #23-04c, Payout #2.....	\$6,179.00
e. UMB Bank, Refunding Debt Certificate Series 2020, Interest Payment,	\$97,811.25
f. UMB Bank, Debt Certificate Series 2014, Interest Payment,.....	\$32,200.00
g. UMB Bank, Debt Certificate Series 2021, Interest Payment,.....	\$30,648.75
h. UMB Bank, Debt Certificate Series 2015C, Interest Payment,	\$10,900.00
i. Webster, McGrath & Ahlberg, LTD, Lake Harriet & Janes Avenue Park ADA Improvements – Engineering Services, CA #23-05ca, Payout #8-9.....	\$3,100.00

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

Upon a roll being called:

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

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams opened his last report with the first action item, approval of Resolution No. 24-6, A Resolution Authorizing Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection, noting that per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. He reported that at this time, there are zero closed session meeting minutes that remain confidential and that April 18, 2023, closed session minutes are recommended to be made available for public inspection at this time.

Staff recommended the Board approve Resolution No. 24-6, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Venouziou and seconded by Coleman to approve Resolution No. 24-6, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

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

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

G.1.b. Executive Director Adams moved on to his next action item, the approval of Resolution No. 24-7, A Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings, sharing that per the Open Meetings Act of the Illinois Compiled Statutes, the Board may destroy verbatim recordings eighteen months after completion of the meeting as long as the minutes were officially approved and released for public inspection. The September 26, 2022 verbal recordings of closed session meeting minutes exceed the 18 Month Expiration for Verbatim Recordings and were approved by the Board and authorized for public inspection per Resolution No. 23-17.

Staff recommended the Board approve Resolution No. 24-7, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Mahoney and seconded by Coleman to approve Resolution No. 24-7, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

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

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

G.1.c. Executive Director Adams' next action item was the approval of Resolution No. 24-8, A Resolution Designating A Depository for Funds in Custody of the Woodridge Park District and Authorizing Certain Investments from Time to Time.

He reported that due to the change in Officer positions of the Board of Park Commissioners and Executive Director, it is necessary for the Board to adopt a resolution to reauthorize certain officials to manage certain investments of the District.

Staff recommended the Board approve Resolution No. 24-8, a Resolution Designating a Depository for Funds in Custody of the Woodridge Park District and Authorizing Certain Investments from Time and Time.

MOTION by Venouziou and seconded by Coleman to approve Resolution No. 24-8, a Resolution Designating a Depository for Funds in Custody of the Woodridge Park District and Authorizing Certain Investments from Time and Time.

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

AYES: Venouziou, Coleman, Perry, Mahoney and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

G.1.d. Incoming Executive Director Knitter moved on to the last action item, the approval of Resolution No. 24-9, a Resolution Commemorating Mike Adams, Executive Director for Thirty-four years of Dedicated Service to the Woodridge Park District. She read aloud the Resolution that highlighted all of Executive Director Adams' achievements over the last 34 years.

Executive Director Adams then shared a few words about his tenure at the District, explaining how fortunate he was to work with such an outstanding Board of Commissioners that always supported Staff and their efforts.

G.2.a. Executive Director Adams referred the Board to the attached June Village of Woodridge Development Report.

COMMITTEE REPORT

Incoming Executive Director Knitter referred the Board to the Committee's Board Report for the most recent Committee updates.

EX-OFFICIO REPORTS

Chamber of Commerce

None

Affiliated Athletic Associations

None

OLD BUSINESS

None

NEW BUSINESS

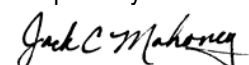
None

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Coleman to adjourn the regular board meeting at 7:47 p.m.

ALL AYES. MOTION CARRIED

Respectfully submitted.



Jack Mahoney, Secretary