

WOODRIDGE PARK DISTRICT
Regular Board Meeting
June 13, 2017



President Hohnke called the Regular Meeting of the Board of Commissioners to order at 7:00 P.M. Upon a roll of Commissioners being called, the following were present: Coleman, Duffy, Hohnke and Mahoney. Absent: Commissioner Kubal. Staff present: Adams, Evans, Knitter, Pettit, Ritter, Rhodes, Weber. Absent: Karesh.

OTHERS PRESENT: Susan Friend, retiring SEASPAR Executive Director and Matt Corso, new appointed SEASPAR Executive Director.

PUBLIC HEARING

A Public Hearing concerning the approval of the Budget & Appropriations Ordinance for the Fiscal Year beginning May 1, 2017 and ending April 30, 2018 was called to order at 7:01 p.m.

President Hohnke stated the reason for the budget and appropriations ordinance was to set the upper limit on what may be spent during the fiscal year subject to availability of sufficient funds.

President Hohnke asked the Board of Commissioners if they had any comments or concerns they would like to present. None were presented.

President Hohnke stated all persons desiring to be heard will have the opportunity to present written or oral testimony. There was no public participation or written testimony presented.

MOTION by Duffy and seconded by Coleman to adjourn the Public Hearing.

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

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

PUBLIC PARTICIPATION

Susan Friend, Executive Director of SEASPAR, reviewed the past years programs, financials, and also reviewed upcoming events. Susan concluded her report stating that Matt Corso will be taking over as Executive Director of SEASPAR on July 8, 2017.

President Hohnke congratulated Susan on her retirement and thanked her for all of her hard work throughout the years.

*A short recess was taken for a brief celebration at 7:15 p.m.

*Meeting reconvened at 7:23pm.

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke began his report offering congratulations to the following employees:

10 Years: Megan Pettit, Marketing & PR Manager

5 Years: Lauren McLernon, Camp Site Director

5 Years: Morgan Mensavage, Fitness Attendant

5 Years: Christopher Shamet, Camp Counselor

5 Years: Megan Finan, Camp Site Director
5 Years: Amanda Crow, Camp Counselor

President Hohnke concluded his report reminding everyone that the Jubilee starts Thursday, June 15th and goes through Sunday, June 18th.

STAFF REPORTS

Finance

Chris Weber began his report stating that Tax collections for the 2016 Tax Levy have begun with the 1st distribution from DuPage and Will Counties being received. Currently 17.61% of the \$6.18 million DuPage County portion of the Tax Levy has been collected and 2.92% of the \$390k Will County portion of the Tax Levy has been collected.

Weber noted that staff is currently working on the audit work paper preparation. The Park District's auditing firm, Sikich LLP, will be on site beginning July 5th.

Weber concluded his report mentioning that on boarding of all part-time staff for Cypress Cove, Maintenance and Village Greens has occurred. Staff is currently finalizing employee reviews and anticipates completion within the near term.

Planning

2a. Jenny Knitter began her report with an action item seeking authorization to bid the Community Center Staff Entry Retaining Wall Repair Project, CRP #17-04c. Knitter stated that the retaining wall located on the east side of the Community Center (near the staff entrance has been deteriorating over the past several years. There are sections of the wall in which the block has holes exposing the stone backfill behind it. After review of the situation with the original building architect as well as the block retaining manufacturer, the cause was determined to be salt absorption along the wall resulting in block degradation. The solution is to re-install new block for the east elevation of the wall and utilize a different type of de-icing agent to eliminate this problem in the future.

Knitter noted the schedule for work is noted below:

- | | |
|--|-----------------|
| • Authorization to Bid | June 13, 2017 |
| • Bid Let | June 14, 2017 |
| • Bid Opening | June 29, 2017 |
| • Board Recommendation/Contract Approval | July 11, 2017 |
| • Construction Starts | July 17, 2017 |
| • Substantial Completion | August 18, 2017 |

Staff requested Board authorization to bid the Community Center Staff Entry Retaining Wall Repair Project, CRP #17-04c.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid the Community Center Staff Entry Retaining Wall Repair Project, CRP #17-04c.

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

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

2b. Knitter continued with her next action item seeking Board approval for the 2017 Asphalt Resurfacing Project – CRP#17-01c. Knitter noted that the Base Bid includes the following work:

- 83rd Street Park –parking lot resurface, striping, and curb revisions
- 63rd Street Park – path resurface
- Willowcreek School – path resurface

- Lake Carleton – path resurface including patching and replacement of degraded section of concrete flatwork with new asphalt path (N. of Village IV complex)
- Hawthorne Hill Woods – driveway resurface

Knitter added that the Alternate Bids include the following work:

- Alt. Bid #1 – Resurfacing of Asphalt Path from Lake Harriet to Woodridge Drive *Rejected (Not Budgeted in CRP)
- Alt. Bid #2 – Asphalt Patching of Community Center Entry Drive *Rejected (Not Budgeted in CRP)

Knitter noted that staff opened bids on Tuesday, June 6, 2017 at 10:00 a.m. Bids received were as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>
Evans & Son Blacktop, Inc.	\$ 152,934.47	\$ 18,515.52	\$ 2,000.04
A.Lamp Concrete Contractors, Inc.	\$ 315,156.25	\$ 37,753.00	\$ 6,000.00

Knitter added that the schedule for work is noted below:

- Board Recommendation/Contract Approval June 13, 2017
- Construction Starts June 19, 2017
- Substantial Completion September 29, 2017

Knitter stated that since the project came in over budget, staff is recommending the elimination of patching along Lake Carleton from the bridge north to the Village IV path and the removal and replacement of the concrete flatwork north of the pond to the pedestrian bridge. These projects will be re-budgeted for completion in FYE2019.

Knitter mentioned that Evans & Son Blacktop, Inc. has completed similar work for the Woodridge Park District on numerous occasions without issue. Most recently in 2010 they constructed tennis courts at Westminster Park and completed numerous path and parking lot surface replacements throughout the district.

Staff recommended the Board accept Evans & Son Blacktop, Inc. as the low qualified bidder based on the contract base bid excluding bid items E.5 through E.7 and approve a contract in the amount of \$130,906.47 for the 2017 Asphalt Resurfacing Project, CRP#1701c.

Adams added that we would normally require (3) bids, but due to the time of the season and based on comparable prices for similar work in past contracts, staff is comfortable with the bid.

MOTION by Duffy and seconded by Mahoney accept Evans & Son Blacktop, Inc. as the low qualified bidder based on the contract base bid excluding bid items E.5 through E.7 and approve a contract in the amount of \$130,906.47 for the 2017 Asphalt Resurfacing Project, CRP#1701c.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

2c. Knitter’s final action item was regarding the Falconridge Park – Split Rail Fence Painting Project, CRP #17-03pc.

Knitter stated that staff requested proposals to repaint the existing sections of wooden fencing at Falconridge Park (results below). The wood surfaces will be painted with Sherwin William’s solid color wood stain to match the existing color and other site amenities.

- Muscat Painting & Decorating, Inc. \$ 6,478
- Allied Painting Services, Inc. \$ 8,950

- Randex Painting, Inc. \$ 9,290

Knitter noted that staff reassessed the project based on the submitted costs and recommend completing with in-house crews later this year as time permits. The painting crew will be closely supervised to ensure a quality paint job.

Staff requested the Board reject all proposals received due to the cost exceeding the project budget related to Falconridge Park – Split Rail Fence Painting Project, CRP #17-03pc.

MOTION by Duffy and seconded by Mahoney to reject all proposals received due to the cost exceeding the project budget related to Falconridge Park – Split Rail Fence Painting Project, CRP #17-03pc.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

Knitter continued her report with the following information regarding the Lake Harriet and Ide's Grove East Pond Maintenance Project – Electrical Engineering Service, CDP #17-02pc-01. Knitter stated that staff has met with the Engineer to investigate the site layout and existing conditions and discuss the project further. The Ide's Grove East Pond will be a much quicker timeframe since the existing electrical cabinet on site has capacity to operate the above surface aeration fountain, as recommended by the Consultant. Therefore, once the consultant is complete with writing the scope for the electrical work (expected the week of June 12), staff will proceed with requesting proposals for both the fountain and the electrical scope of work to complete this purchase and installation of the fountain at Ide's Grove East Pond. We hope to bring a recommendation to the Board at the July Board Meeting for the Ide's Pond work only.

Knitter added that at Lake Harriet, the consultant will need to coordinate with ComEd for location and installation of a new cabinet since there is no existing cabinet on the site. This usually takes some time and coordination. Therefore, proposals for this project will be let once the consultant completes this coordination process as well as the design. This will be a longer timeline and will continue on a separate timeline than the Ide's Grove East Pond Aeration Fountain sometime later this summer/fall.

Knitter mentioned that staff just completed a draft layout plan of the bike path for review by Nicor. Staff submitted to Nicor for review and will wait for Nicor comments to take next steps.

Knitter noted that the contractor is still completing some outstanding punch-list items regarding the 2016 Community Center HVAC Replacement Project, CRP #16-16c.

Knitter stated the planning staff has met with ARC/Admin staff to better understand the purpose and needs of a shelter proposed at the ARC Soccer Field Complex. The goal is to accommodate camp needs as well as some outdoor programs. Based on that input, planning staff identified a size (30' x 40') and location for this new proposed shelter. She explained the next steps are to assemble various trade scopes for the work (concrete, carpentry, electrical, etc.) and investigate the possibility of requesting change order proposals work from Contractor's currently under contract for the ARC – Expansion project versus bidding out the project separately. The goal is to present these proposals identifying the costs associated with the proposed shelter for Board consideration at the August Board Meeting.

President Hohnke asked if the shelter will interfere with the soccer field. Knitter replied no it will not.

Knitter concluded her report reviewing the following information for the Crabtree Creek- Phase 1: Streambank Stabilization Project, CDP #16-02c. Knitter noted that the contractor will complete site restoration including the out lot. The contractor is still responsible for project maintenance that is scheduled this month.

Knitter mentioned that staff received grant reimbursement checks this week from the following agencies:

- IEPA \$59,196.90 (submitted in February)
- DuPage County \$24,665.38 (submitted in February)

Knitter added that staff has also coordinated with the Village of Woodridge and Living Waters Consultants for drafting of a final report. Staff has also requested another reimbursement check based on documentation provided by the Village for their portion of the grant.

Golf Course

3a. Brandon Evans began his report with an action item regarding the Village Greens Pathway Resurfacing Project, CRP#17-05c.

Evans described the Contract Base Bid included the following work:

- #4 Green – Asphalt Replacement and Increase Surface Elevation (125 yd.)
- #17 Green – Asphalt Replacement (150 yd.)
- #15 Tee – Asphalt Replacement (245 yd.)

Evans added that the Alternate Bids included the following work:

- Alt. Bid #1 – Asphalt Replacement @ #1 Tee (230 yd.)* - Rejected (Over Budget)
- Alt. Bid #2 – Asphalt Path Extension @ #5 Tee (45 yd.)
- Alt. Bid #3 – Asphalt Replacement @ #4 Tee (5 yd.)

Evans mentioned that staff opened bids on Tuesday, June 6, 2017 at 10:30am, bids received were as follows:

Contractor	Base Bid	Alt. #1	Alt. #2	Alt. #3
Evans & Son Blacktop, Inc.	\$61,546.95	\$18,701.30	\$4,700.25	\$2,700.00
Archon Construction Co., Inc.	\$76,525.00	\$34,270.00	\$9,405.00	\$4,440.00

Evans reviewed the schedule for work:

- Board Recommendation/Contract Approval: June 13, 2017
- Construction Starts: June 19, 2017
- Substantial Completion: September 1, 2017

Evans stated that Evans & Son Blacktop, Inc., has completed similar work for the Woodridge Park District on numerous occasions without issue. Most recently in 2010 they constructed tennis courts at Westminster Park and completed numerous path and parking lot surface replacements throughout the District. To fund the over budget amount, the golf cart replacements will be re-budgeted for FYE2019.

Staff recommended the Board accept Evans & Son Blacktop, Inc., as the low qualified bidder based on the contract base bid and alternate bids #2 alternate #3 and approve a contract in the amount of \$68,947.20 for the Village Greens Pathway Resurfacing Project, CRP#17-05c.

MOTION by Duffy and seconded by Mahoney to accept Evans & Son Blacktop, Inc., as the low qualified bidder based on the contract base bid, alternate #2, and alternate #3 and approve a contract in the amount of \$68,947.20 for the Village Greens Pathway Resurfacing Project, CRP#17-05c.

AYES: Coleman, Duffy, Hohnke, Mahoney
 NAYS: None
 ABSENT: Kubal
 MOTION CARRIED.

Evans continued his report stating that rounds played for May were the worst in twenty (20) years. Total rounds played totaled 4,481, down nearly 25% from our historical average. Rain played a crucial role in the decline in rounds played.

The Legends and Tuesday women's league, which average 140 weekly rounds, only played 1 out of 4 weeks during the month. The Thursday women's league, which averages 60 weekly rounds, only played 2 out of 4 weeks. The course also had a couple of outings and small events cancelled due to weather.

Evans noted that the new tee box on #15 has been sodded and will be available for play in July.

Evans added that staff is replacing the irrigation control boxes and should resume irrigating the course by Friday of this week.

Evans concluded his report stating that we hired a new Club House Manager to help us with daily operations.

Recreation

Don Ritter began his report stating the Concert-In-The-Park series will begin on June 21st at Lake Harriet, followed by Westminster Park on June 28th. Also a Movies-Under-The-Moon event is scheduled for June 30th at Windy Point Park.

Ritter mentioned that WSA in-house season is scheduled to conclude on June 17th due to a few rainout make-up games. Registration deadline for the Fall Soccer season is set for June 20th. Currently, we have 166 participants for the fall, which is 27 kids less than last year at the same time. Storm Traveling Soccer tryouts have ended and it looks to have 5 or 6 teams ready to play next fall.

Ritter added that our Fling into Spring Disc Golf Outing was held at Castaldo Park on May 21st. We had 13 participants, two more than last year.

Ritter noted that the 6th annual Skatepark Contest was held on June 2nd. Unfortunately, we only had 8 participants which is the lowest number since we started the event.

Ritter stated that the Active Adult Garden Club will be assisting again this year with the summer planters at the Community Center. The Fishing Club will also be assisting us again with the Jubilee Fishing Derby.

Ritter added that staff met with the Executive Director of the new Cedarhurst assisted living center to discuss future sponsorships and program promotions for the Park District.

Ritter stated that Summer Camps began on Monday, June 12th. Adventure Camp currently has 95 kids registered for Week 1 and Teen Trek & Travel Camp has 41.

Ritter mentioned that staff is busy gearing up for next week's Jubilee! Roads will be closed beginning June 12th as tents, carnival rides, food vendors, etc. begin to set-up the grounds.

Ritter noted that with the spring programs concluding, the last day of Kidz Squad was June 6th, and the weather becoming so nice, the pace at the ARC is slowing down just a tad. The break will feel temporary as the Summer Camps will be moving in on June 12th.

Ritter mentioned that included in the board report is the NRPA Facility Market Analysis for the Woodridge Athletic Recreation Center. Data includes information about our customers that live within a 10 minute drive of the facility, personal interests, social media usage, and spending habits.

Ritter concluded his report offering congratulations to Megan Pettit, Public Relations and Marketing Manager, who will be celebrating her 10th anniversary on June 18th, and Barb Larocco who will be celebrating her 1st anniversary on June 13th. Ritter added that Woodridge resident Hayley Heavey started her internship with us on May 15th.

Aquatics

Julie Rhodes began her report with the following information:

- Cypress Cove Aquatic Park opened Saturday, May 27th.
- Swim lessons will begin June 12th.
- The first Teen Splash Bash was held on Saturday, June 10th.
- Swim Team Practice began Tuesday, May 30th; the first home meet was June 10th.
- Family Fun day is scheduled for Friday, August 11th.

Rhodes reviewed financials to date.

Executive Director Adams notified the Board of some painting issues in the main pool related to rough surfaces in the zero depth area due to the grit material that is added to minimize slips and falls. Adams noted that the contractor will be coming out on Thursday, June 15th to assess concerns.

Adams added staff discovered major damage to an activity pump and possibly the pump motor in the filter room. Staff is investigating the matter further to determine the extent of damage and cause.

Parks

In John Karesh's absence, Executive Director Adams reviewed only sections of the report.

Adams stated that in an effort to improve efficiency within the Maintenance Department the full-time employee's responsibilities have been restructured. All staff will continue to complete multiple tasks, however specific areas of responsibility have been assigned to each staff member: Robert Harry (Trade Specialist), Chris Pollack (Natural Resources Manager), Mark Schneider (Turf Specialist), Jose Hernandez (Building Specialist), Dan Pietrzak (Sports Fields Specialist), Eric Silva (Athletic Courts/General Maintenance Specialist), Phil Santucci (Mechanic) and TBD (Landscape Specialist). Carlos Ocampo will continue as the Aquatic Maintenance Supervisor and Daryl Behling will continue as the ARC Maintenance Facility Technician. It is important to note that though the list is comprehensive it is not all inclusive, such as special event set up and take down, special projects, emergency repairs, etc.

Adams noted that we have received 11 applications for the Landscape Specialist position to date. We are encouraged by some of the applicants and plan to start interviews next week depending on applicant's availability.

Adams stated that The Hawthorne Hill Woods tree inventory is complete. A report was submitted containing detailed information regarding our trees at this site. Below is a small snap shot of information provided to us:

8,433 Trees surveyed

38 different species

83,680" diameter inches

2126 Oaks

1076 Ash trees - that's a lot of removals!

\$510,571 in annual benefits from the trees! (Energy, CO2, Air Quality, Stormwater, Aesthetic)

\$7,004,341 Replacement value for the all the trees

Adams concluded his report stating that Ron Dilger of the Woodridge Special Events Committee has contacted the District again to begin the preliminary planning of the 4th of July party. In order to keep the set up for the event efficient as possible we will be assisting with the pickup of all essential materials prior to July 4th. We will also be providing staff for event set up, garbage pick up and take down.

Marketing

Megan Pettit stated that the following information was posted on the web, in the Newspapers and on Face book; Woodridge Jubilee, Cypress Cove Season Pass Sales, Swim Lessons, Summer Camp, National Physical Fitness and Sports Month Promo at the ARC, KIDZ Club (new membership add-on), Adult Summer Sports Leagues.

Pettit stated that in an effort to increase awareness of new adult sports leagues available at the ARC and outdoors, the District ran a 2-week Facebook ad campaign. The ad reached 4,348 people within a 15-mile radius of Woodridge. We also sent a targeted email, posted flyers at the ARC & CC and made other Facebook posts.

Pettit mentioned that the good sportsmanship wall graphic was installed at the ARC by Divine Signs in late May. Staff also designed a message center which Divine Signs produced and was installed near the gym to help promote leagues and programs to people using the gym.

Pettit stated that we have received a total of \$9,600 in sponsorship money, compared to \$8,160 in 2016. Posters promoting the overall schedule and the fishing derby are posted at facilities, Facebook posts are made several times a week, general information was included in the June Park District e-newsletter on June 7th and another Jubilee-specific email will go out on June 14th.

Pettit concluded her report stating that we ordered 1,000 bug bands with the WPD logo and website to pass out at the Summer Concerts and Movie under the Moon this summer.

Safety Committee

Julie Rhodes stated that the June Safety Briefs were emailed to the staff on June 1, 2017.

Rhodes noted that twenty nine camp staff completed CPR/First Aid training on May 30th and 31st.

Rhodes concluded by reviewing the Accident/Incident reports from June 2017.

CONSENT AGENDA

MOTION by Duffy and seconded by Mahoney to approve Consent Agenda items 1 & 2 for approval of minutes and Agenda Items 3 and 4 for Vendor Payment and Payroll Ratification for a total amount \$851,933.33.

- | | |
|---|--------------|
| 1. Regular Board Meeting Minutes | May 9, 2017 |
| 2. Executive Session Meeting Minutes | May 9, 2017 |
| 3. Vendor Payment & Payroll Ratification Report (5/5/17--6/8/17)..... | \$851,933.33 |
| 4. V3 Companies, 2017 Nicor Easement Survey Project, CA #17-01pc (Final)..... | \$3,800.00 |

President Hohnke requested a roll call.

Upon a roll being called

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

DIRECTOR'S REPORT

1a. Executive Director Adams began his report with an action item regarding Approval of the Budget & Appropriations Ordinance for Fiscal Year FYE2018. Adams stated that Per State statutes the Board is required to approve a budget and appropriations ordinance within the first quarter of the fiscal year. The Board approved the draft budget for fiscal year beginning May 1, 2017 and ending April 30, 2018 at the May Regular Board Meeting. A tentative form of the Budget & Appropriations Ordinance was made available for public inspection for at least 30 days prior to the public hearing.

Adams added that the appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds were available. The appropriation for each budget line item typically exceeds the amount that will actually be received and the amount that will be spent by a percentage to ensure that staff has some leeway in spending for unforeseen circumstances. Once the appropriation ordinance is adopted and certified, state law prohibits spending beyond the appropriations set forth in

the ordinance at any time within the same fiscal year. However, after the first six months of the fiscal year, the board has the authority to make transfers between some funds and also between the various items in any one fund in the appropriation ordinance subject to state law provisions.

Adams stated the notice for the public hearing was published in the Bugle Newspaper May 17, 2017 publication as required per state statute.

Staff recommended approval of Ordinance #17-7, an Ordinance providing for budget and appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the fiscal year beginning May 1, 2017 and ending April 30, 2018.

MOTION by Coleman and seconded by Mahoney to approve Ordinance #17-7, an Ordinance providing for budget and appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the fiscal year beginning May 1, 2017 and ending April 30, 2018.

President Hohnke requested a roll call.
Upon a roll being called

AYES: Coleman, Duffy, Hohnke, Mahoney
NAYS: None
ABSENT: Kubal
MOTION CARRIED.

1b. Adams continued his report seeking Board Approval of Ordinance No. 17-9, an Ordinance Adopting the Prevailing Wage Rates.

Adams stated the Prevailing Wage Act requires that each June the Park District must adopt a prevailing wage ordinance which establishes the general prevailing rate of hourly wages for work performed laborers, workers and mechanics employed by or on behalf of the Woodridge Park District engaged in the construction of public-works performed in the locality in which the work is performed. The rates are based on the most recent prevailing rates posted by IDOL for each county within the District's boundaries.

Staff recommended the Board approve Ordinance No. 17-9, an Ordinance adopting the Prevailing Wage Rates for laborers, workers and mechanics employed by the Woodridge Park District.

MOTION by Duffy and seconded by Mahoney to approve Ordinance No. 17-9, adopting the Prevailing Wage Rates.

AYES: Coleman, Duffy, Hohnke, Mahoney
NAYS: None
ABSENT: Kubal
MOTION CARRIED.

1c. Adams next item seeking Board approval was Resolution No. 17-7, a Resolution Authorizing the Secretary of the Board of Commissioners to make certain closed session meeting minutes available for public inspection.

Adams stated that per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. Typically, the Park Board reviews closed session minutes June and December. Adams noted that this Resolution identifies the closed session minutes authorized or not authorized by the Board for public inspection.

Staff recommended the Board approve Resolution No. 17-7, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-7 as noted above.

AYES: Coleman, Duffy, Hohnke, Mahoney
NAYS: None
ABSENT: Kubal
MOTION CARRIED.

1d. Adams next action item seeking Board approval was Resolution No. 17-8, a Resolution authorizing the destruction of verbatim records of certain closed meetings pursuant to the Illinois Open Meetings Act.

Adams stated that per the Open Meetings Act of the Illinois Compiled Statutes, the Board may destroy verbatim recordings eighteen months after completion of the meeting. The closed session minutes are proposed per Resolution No. 16-11 to be approved and are not subject to any administrative or judicial proceeding.

Staff recommended the Board approve Resolution No. 17-8, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-8 as noted above.

AYES: Coleman, Duffy, Hohnke, Mahoney
NAYS: None
ABSENT: Kubal
MOTION CARRIED.

1e. Adams final action item seeking Board approval was an agreement with Ron Vine & Associates to provide consulting services to assess the recreational programming, facility, and park needs of the Woodridge Park District community. Adams stated that 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 results of the survey provide valuable feedback and information that is used in part to help the Board guide decisions and develop strategic goals of the District for the next 5 – 10 years.

Adams mentioned that the District previously utilized the consulting services of Leisure Visions/ETC in 2009 to complete a comprehensive attitude & interest survey, which was led by Ron Vine. Mr. Vine has since separated from Leisure Visions and created Ron Vine & Associates. The District was very satisfied with the comprehensive process led by Mr. Vine. Furthermore, by using similar questions and data results between the surveys, the District will be able to compare rating trends. Staff recommends contracting with Ron Vine & Associates for the next scheduled survey.

Adams noted that the survey proposal is to conduct Board/staff focus groups, public focus groups and stakeholder interviews, and based on the focus group feedback, complete a comprehensive needs assessment survey.

Adams added that Recreation staff have as part of the District's on-going assessment process, surveyed program participants to determine one's satisfaction level and to solicit feedback about the specific program for improvements or new program ideas. Additionally, with the ARC coming on board staff wants to develop a facility survey that can be used to also gauge customer satisfaction.

Adams stated that in order to increase response rates and quality of the information to use in developing strategic actions, there is an art and science on how to best ask questions. Ron Vine and Associates can provide services to audit a sampling of some of the District's existing survey instruments, provide improvement recommendations on rewording questions, identifying additional key questions to ask, ordering of questions, overall survey design and tutorial workshops with facility and recreation staff. Other park districts have used these services which have resulted in positive results.

Staff recommended the Board approval of the proposals from Ron Vine & Associates.

MOTION by Mahoney and seconded by Coleman to approve proposals from Ron Vine & Associates dated March 24, 2017 for \$25,000 plus expenses to administer a Comprehensive Needs Assessment process and \$3,800 to complete a Class and Program Surveys Audit and development of a Facility Survey for the ARC.

President Hohnke requested a roll call.
Upon a roll being called

AYES: Coleman, Duffy, Hohnke, Mahoney
NAYS: None
ABSENT: Kubal
MOTION CARRIED.

2a. Adams deferred to Jenny Knitter to review the Athletic Recreation Center (ARC) Work in Progress – Warranty Items:

- Knitter stated that the playground electronic components were fixed and made operational in May. There are several electronic games the kids can play like capture the flag, beat the clock and matching games.
- Knitter noted the Landscape Contractor completed their punch list scope related items this month. Staff already conducted an initial warranty walk through for items that did not make it through the spring. The contractor will be cutting that material out at grade and reinstalling in the fall. Also, Staff will conduct a final warranty walk through in mid-August to determine if there are any other plants that need to be replaced. Then, this fall, the contractor will then reinstall any plants that were removed or died.
- Knitter stated that the Paver Contractor was on site the week of 6/4 to add more stone to the pavers. We were told that the first year there will be a lot of settlement and topping off of the stone is needed. Moving forward, staff will be monitoring and ensuring this is on a regular maintenance interval, as recommended.
- Knitter concluded stating that some issues have been noticed related to the stain adhering to the caulk joints along the precast walls. The project team is currently investigating this issue.

Adams concluded his report with the following information regarding the Athletic Recreation Center – Expansion Contracts. CCS has sent contracts to Contractors for their signatures, upon announcement of PARC Grant funding on May 30th. Contractors are sending signed contracts back and getting the job placed in their schedules to begin soon.

Upcoming construction sequence: 1) Construction Fence, 2) Silt Fence, 3) Temp Construction Road, 4) Excavate for Footings & Foundations, 5) Rebar Delivery 6. Frame & Pour Footings & Foundations (Coordinate Sleeves/Penetrations with MEP Contractors).

3a. Adams concluded his report seeking Board feedback on these future Policy considerations regarding: Fee Reduction/Waiver Requests for Charitable Use of Park District Facilities and Policy Regarding Discounted Fees & Charges for Active & Veteran Military

After discussion, the Board reached consensus to not offer any fee reductions for charitable use at this time.

The Board also agreed, at this time, that the District continue offering discounted fees to active military members, but does not recommend offering the discounts to Veterans.

COMMITTEE REPORTS

SEASPAR – Adams noted that a Retirement Celebration for Executive Director Susan Friend will be held on Thursday, July 6th.

JUBILEE – Will be held Thursday, June 15th through Sunday, June 18th.

PDRMA – Adams noted that he attended the membership meeting and has included information in the Board packet for review including the 2016 Path Summary and Wellness Report.

EX-OFFICIO REPORT

1. Plan Commission- Adams noted that the Pulte Homes Hobson Hill subdivision has received approval and details for the proposed public access walkway are still being worked out.
2. Chamber of Commerce – No report.
3. Affiliated Athletic Associations – No report.

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 Duffy, seconded by Mahoney to adjourn the meeting of June 13, 2017 at 8:38 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted,



Jack Mahoney, Secretary