

WOODRIDGE PARK DISTRICT
Regular Board Meeting
April 10, 2018



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: Cohen, Hohnke and Mahoney. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Rhodes, Ritter, Webber. Absent: Commissioner Coleman.

PUBLIC PARTICIPATION: None.

PRESIDENT'S REPORT

President Hohnke began his report stating it's with a very heavy heart and extreme sadness to let the Record reflect of a vacancy on the Woodridge Park District Board of Park Commissioners created by the recent passing of our beloved Park Commissioner Jim Duffy.

President Hohnke noted Commissioner Duffy was elected to the Board of Park Commissioners in 1987 and recently celebrated his 30th anniversary as a park commissioner with the Woodridge Park District. Commissioner Duffy has been a dedicated and outstanding advocate for parks and recreation whose personal mission was to ensure every Woodridge resident had a park within walking distance of their home. We will truly miss his insights, passion, and leadership both as park commissioner, friend and personal mentor to us all.

President Hohnke asked everyone to please keep Jim's wife Judy, his three sons: Jamie, Jay and Josh: and his extended family in your thoughts and prayers.

President Hohnke requested a moment of silence for 31 seconds representing one second for each year Commissioner Duffy served on the Park Board.

President Hohnke concluded that in honor of Jim's legacy, he would like to discuss with the Board a recommendation made by Commissioner Coleman to create a permanent remembrance of Commissioner Duffy's contributions to the Woodridge Park District and Community by naming the park shelter located at the Athletic Recreation Center (ARC) Soccer Complex as the "Duffy Pavilion" and to install such permanent markings on the park shelter to officially display his name. NOTE: This will be discussed under Director's Report.

President Hohnke continued his report offering congratulations to Debra Shuppe, Village Greens Food & Beverage Server, for 20 years of service to Woodridge Park District.

President Hohnke offered congratulations to the Golden Years Program for being the recipient of a \$1,000 donation from the Woodridge Rotary Club.

President Hohnke asked John Karesh how the Park Clean-up Day event on April 7th went. Karesh stated we had approximately 200 people show up, the weather was cold but overall, the event was a huge success.

President Hohnke mentioned the Village of Woodridge Town Meeting will be held April 12th from 5:30 p.m. -7 p.m.

President Hohnke reminded everyone about the Special Board Meeting (Contract Approvals & Budget Workshop) on Saturday, April 21st at 8 a.m.

President Hohnke noted that the IAPD Legislative Reception will be held in Springfield, IL on April 24th and 25th.

President Hohnke concluded his report stating Motion Explosion will be held on May 4th from 11 a.m. to 2 p.m. in the Cypress Cove parking lot.

Mike Adams added the Rotary Club Recycling Extravaganza will be held May 12th at Cypress Cove.

Finance

Chris Webber began his report stating staff is pleased to announce the Finance Department has filled the Accountant position. After conducting a second round of interviews the week of March 12th and in discussion with management and Finance staff we all came to a consensus on the top candidate. An offer was extended on March 19th and accepted the same day. The first day of work will be Monday, April 9th.

Webber noted the February Financials report was included in the Board packet for review. Webber stated this report marks the 10th month of the District's Fiscal Year.

Webber mentioned staff is actively working on the Annual Budget and is preparing for the Budget Workshop on Saturday, April 21st.

Webber stated preliminary fieldwork for the 2017/2018 Audit is scheduled for May 15th. Engagement letters signed by the Board have been received by Sikich. Auditors will be on site the week of July 4th the complete fieldwork.

Webber noted a Village Greens modified General Ledger close along with a profit and loss statement for the 12-month period ending December 31, 2017 is complete. Included are explanations for major variances from budget to actual for the year. Webber added the full financial Audited reports for Village Greens will continue to be prepared along with the comprehensive financial reports for the District at the close of the fiscal year, April 30, 2018.

President Hohnke asked if it would be possible to bring the numbers closer on the budget. Mike Adams replied the weather is so unpredictable. Adams noted staff typically budgets based on a (3) year average to average out weather impacts and adjusts accordingly, but stated this is very hard to predict. Adams stated staff will continue to look into this further and refine where practical.

Webber mentioned the Human Resources staff is currently hiring for the 2018 seasonal positions and for permanent part-time positions. The District has received 90 new applicants to date that have not previously worked at the District.

Webber stated Connie Curry and Suzy Chudzik have loaded performance reviews into Power DMS and the new process for reviewing employees has begun. All full-time employees have been placed into the system and have begun self-evaluations.

Webber concluded his report stating staff has setup the Customer Service Reps email accounts as previously discussed, completed the fiber line from the new ARC MAC gymnasium to the data room, and successfully implemented GolfNow G1 point of sale system at Village Greens and updated the CRP while creating a plan moving into the next budget year and beyond.

Planning

2a. Jenny Knitter began her report requesting board action to approve the low responsive bidder for the 2018 Playground Surface Replacement Project, CRP#18-01c.

Knitter stated staff requested bids for the removal and replacement of the existing playground surface at Ide's Grove East, Mending Wall, and 63rd Street Parks. Staff opened bids on Tuesday, April 3rd at 10:00 a.m. from the following bidders:

<u>Contractor Name</u>	<u>Base Bid</u>	<u>Alt. Bid #1</u>	<u>Alt. Bid #2</u>	<u>TOTAL</u>
Innovation Landscape, Inc.	\$53,415.00	\$2,050.00	\$3,600.00	\$59,065.00
Hacienda Landscaping	\$57,077.63	\$3,900.00	\$1,500.00	\$62,477.63
Natural Solutions, LLC	\$73,503.96	NO BID	NO BID	BID VOID

D & J Landscape, Inc.	\$88,906.00	\$3,315.00	\$4,995.00	\$97,216.00
-----------------------	-------------	------------	------------	-------------

Knitter noted, alternate Bid #1 is for wood bollard (39) and sign post (2) removals – including footings and restoration at Mending Wall Park. Alternate Bid #2 is for the construction of staked limestone outcroppings in 6 proposed locations (a barrier surrounding the playground in place of using bollards).

Projected schedule is noted below:

- Board Recommendation/Contract Approval April 10, 2018
- Construction Starts April 23, 2018
- Substantial Completion June 1, 2018

Knitter mentioned staff has not worked with this company before, although they have bid on several projects in the past. Staff has checked references, all of which were satisfactory.

MOTION by Cohen and seconded by Mahoney to accept Innovation Landscape, Inc., as the low responsive bidder based on the contract base bid and alternate bids #1 & #2 and approve a contract in the amount of \$59,065.00 for the 2018 Playground Surface Replacement Project, CRP#18-01c.

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

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

2b. Knitter’s next action item sought approval of the low responsive bidder for the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03c. Knitter stated staff requested bids for the following resurfacing work (1” mill, tack coat, 1.5” surface course):

- Lake Harriet path north to Woodridge Drive
- Hawthorne Hill Woods path parallel to Woodridge Drive
- Janes Avenue Park – Parking Lot (include line striping and other painting)
- Cypress Cove Parking Lot (patch failing areas (4” deep patch) include seal coat, line stripe, and crack repair)
- Village Greens – tee #1, tee #6
 - Remove existing asphalt, timbers, and contaminated aggregate base
 - Replace agg. Base to 4” thick, add 3” pavement to match existing grade

Knitter mentioned staff opened bids on Tuesday, April 3rd at 10:30 a.m. with the following bidders:

<u>Contractor Name</u>	<u>Base Bid</u>	
Accu-Paving Co.	\$160,078.85	Bid rejected due to lack of bid bond submitted
Advantage Paving Solutions \$	161,711.68	
J & R 1st in Asphalt, Inc.	\$177,106.81	
Schroeder Asphalt Services, Inc.	\$185,263.21	
Evans & Son Blacktop, Inc.	\$188,574.92	

Projected schedule is noted below:

- Board Recommendation/Contract Approval April 10, 2018
- Construction Starts April 16, 2018
- Substantial Completion (Cypress Cove) May, 18, 2018
- Substantial Completion (Other Sites) June 15, 2018

Knitter noted this company is affiliated with Denler, Inc. who has completed several resealing projects for the Village and Park District in the past. Staff has also checked references, all of which were positive.

MOTION by Cohen and seconded by Mahoney to accept Advantage Paving Solutions, as the low responsive bidder and approve a contract in the amount of \$161,711.58 for the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03c.

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

2c. Knitter's final action item sought approval of the low responsive bidder for the 2018 Concrete Installation and Repair Project, CRP#18-02pc. Knitter stated staff requested proposals for various concrete replacement and installation work needed throughout the District including the replacement of flatwork at Cypress Cove, new portable toilet pads at 2 schools, concrete filled bollards at the ARC Playground area, and flatwork replacement at Orchard Hill Park. Staff solicited proposals from 5 local contractors, and two proposals were received as shown below:

- Hacienda Landscaping, Inc. \$ 20,506.00
- D&J Landscape, Inc. \$ 21,038.00

MOTION by Cohen and seconded by Mahoney to accept Hacienda Landscaping's proposal dated 04/03/18 in the amount of \$20,506.00 for the 2018 Concrete Installation and Repair Project, CRP#18-02pc.

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

Knitter continued her report stating the Triangle Park Soil Borings, CA#18-04pc, are expected to be completed in April.

Knitter stated the base map and research has begun for the Town Centre sled hill design-Engineering Consultant Services, Design & Permit, CA #18-05pc. Permit submittal preparation has also begun. Once the survey is delivered, design can continue.

Knitter noted the Town Centre Property Topographic Survey, CA#18-03pc, field work was conducted the week of March 26th with no incident – school was on spring break and letters were sent to surrounding residents. The District is waiting for the survey deliverables expected by April 14th.

Knitter added the Town Centre Property – Tree Inventory /Survey, CA #18-06pc, field work began on March 22nd and was completed on April 2nd. The District is waiting for the survey deliverables expected later this month.

Knitter stated delivery is expected in May for the Lake Harriet, Lake Carleton, and Hawthorne Hill Woods Bench Purchase/Replacement Project.

Knitter mentioned the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP #17-02pc-04, Com Ed service connection will be scheduled within the next 14 days per Com Ed policy. Utility Dynamics remaining work includes completing the connection of the electrical service with Com Ed (Date TBD) and coordinating connection of the electrical wiring to the new pond aeration/compressor system (Spring 2018, Date TBD).

Knitter noted no grant updates at this time regarding DuPage County Fee-In Lieu Grant Funding. Knitter added staff will also begin assembling bid documents soon in preparation for future bidding. Once we have the survey – Mid April, staff will forward that to Living Waters Consultants (LWC) for sled hill design and include in the bid documents as well.

Knitter concluded her report stating the Village provided comments back for the storm water review. LWC is responding to those comments and we will wait to hear their rebuttal. An open house inviting residents in the area to review the plans is tentatively scheduled for June 5, 2018.

Golf Course

Brandon Evans began his report stating Village Greens opened for play in late March, although the weather continued to be unseasonably wet and cold. Total rounds played is not available as of this writing, but is anticipated to be less than 100, compared to 501 last year and over 1000 in 2016.

Evans noted staff began to re-level and re-sod the back half of the driving range. Crews renovated the front half of the range three years ago.

Evans concluded his report stating the Illinois State Scramble will be held on April 28th and 29th.

Recreation

Don Ritter began his report stating the Woodridge Soccer Association outdoor season is scheduled to begin with scrimmages on April 14th and official games on April 21st. Maintenance staff did a great job prepping the soccer fields as all of the game fields are ready for play!

Ritter noted opening day for Girls Softball is scheduled for April 21st. A free pitching clinic for all age groups will be held on April 15th & April 29th at the ARC. The clinic will be taught by Denise McCance, a former high school varsity softball coach.

Ritter mentioned the annual Motion Explosion special event is scheduled for May 4th at the Cypress Cove parking lot. ACE (our ARC mascot), is scheduled to make an appearance!

Ritter stated Amelia Lozano, our Totschool Coordinator, visited Kindergarten classes in Woodridge School District 68, to make sure our Totschool students are prepared to enter Kindergarten. Totschool Coordinator Lezano also met with surrounding Preschool Supervisors to collaborate on early childhood programming.

Ritter noted the Active Adult Crafting Club assisted at a local church garage sale and the club raised \$70 from the sale to purchase supplies needed. The club also began working on candy bags to give to “Almost Home Kids” for their Nurses Appreciation event which takes place in May. These are gifts they give to staff who work with the children at their centers.

Ritter mentioned that the annual Road Rally event is scheduled for April 14th with participation from the Park Districts of Naperville, Bolingbrook, Downers Grove, Lisle and Woodridge. Currently we have 62 teams registered with 9 of them from Woodridge.

Ritter added an Open Ropes Course Day was held on March 29th from 6-8pm and 13 people participated. The next day, a Ropes Course Birthday Party was held for ten 5-6th grade girls. Ritter noted during the Spring Break week, additional Open Gym and Turf times were added for youth each afternoon and attendance was excellent. In addition, Open Pickleball was offered each morning from 10 a.m. - 12 noon and we had players each day. With the opening of the MAC, we have added a permanent Open Pickleball on Tuesday and Thursday mornings. There is a group of players who play regularly at other locations and staff is working with them to offer play at the ARC on days when their group does not have a facility to go to.

Ritter reviewed the revenue from ARC Fitness Daily Pass Sales to date (5/1/17-3/31/18) totals \$15,338. Revenue generated from the new Silver Sneakers and Prime memberships have totaled \$13,682.00.

Ritter concluded his report stating as staff prepares the 2018-19 Recreation budget, we are reviewing the transaction fee and credit card fees associated with the new ActiveNet registration system. Currently, the District pays a 1.25% fee on each transaction and a 2.75% credit card fee to ActiveNet. Staff estimates the cost of program and facility rental transactions to be approximately \$80,000. In order to recoup this expense, a "convenience fee" or "transaction fee" could be added at checkout. Another option is to implement fee increases in programs and facility rentals. Staff's recommendation is to build the expense into the program fee versus adding a transaction fee when registering. Staff is looking for Board feedback in order to prepare budget numbers for the FYE2019 budget to be reviewed at the April 21st budget workshop.

Ritter noted the Naperville Park District increased program prices as of spring 2018 based on a sliding scale. After some discussion, the Board agreed to increase program fees accordingly as noted above to be included in the FYE2019 budget.

Aquatics

5.a. Jenny Knitter began with an action item seeking Board approval of a change order for the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c.

Knitter stated during the inspection and pressure testing of the gutters on the program, plunge and main pools the gutters were determined to have issues holding pressure and the presence of leaks were detected in each pool. Per the manufacturer's requirements the gutters must hold a minimum 10 lbs. of pressure prior to installing the membrane system. The leaks were located typically at welded connections, corner, and joints in the stainless steel gutters. The welding crew completed repairs as authorized by staff. The gutters were retested following the repairs with all exceeding the manufacturer's requirements. The repairs were necessary because when water leaks from the gutters it typically leaks behind the membrane and enough water behind the membrane can result in significant damage. Also included in the change order is the additional cost to add custom plating welded between the PVC membrane and a covering of the same membrane material to provide a barrier between the existing alligator slide and the pool membrane/liner system. The manufacturer's standard detail would have terminated the liner around the existing slide; however, knowing that the liner may outlive the existing slide the revised detail allows the membrane to run continuous along the gutter and throughout the entirety of the main pool.

Staff recommended the Board approve Change Order #2 to Aquatic Renovation Systems, Inc.'s contract for an increase of \$19,676.00 for the Cypress Cove Pool Liner Purchase & Installation Project, ACDP #17-01c to complete repairs to existing pool gutters in plunge, program and main pools and incorporate protective plating in the main pool to protect the membrane from potential damage by the alligator slide.

Commissioner Mahoney asked what happens if a gutter cracks. Adams stated the Company provides a 10 year warranty including labor on the installation of the liner system. Adams added further review of warranty of the gutter work would have to be researched further.

President Hohnke asked how the project is going. Knitter replied we are very pleased with the work to date, and noted the estimated completion is May 1st.

MOTION by Cohen and seconded by Mahoney to approve Change Order #2 to Aquatic Renovation Systems, Inc.'s contract for an increase of \$19,676.00 for the Cypress Cove Pool Liner Purchase & Installation Project, ACDP #17-01c to complete repairs to existing pool gutters in plunge, program and main pools and incorporate protective plating in the main pool to protect the membrane from potential damage by the alligator slide.

AYES: Cohen, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

5.b. Julie Rhodes continued with the next action item seeking Board approval, Cypress Cove – Light Pole Repainting Project, ACRP #18-03c. Rhodes stated proposals were received for the prepping and repainting of the light poles at Cypress Cove.

Contractor

- Allied Painting Services \$11,325.00
- Randex Painting, Inc. \$17,080.00
- Oosterbaan and Sons, Co. \$48,500.00

Staff recommended the Board accept Allied Painting Services' proposal as the low responsible proposal and approve a contract in the amount of \$11,325 for the Cypress Cove – Light Pole Repainting Project, ACRP #18-03c.

MOTION by Cohen and seconded by Mahoney to accept Allied Painting Services' proposal as the low responsible proposal and approve a contract in the amount of \$11,325 for the Cypress Cove – Light Pole Repainting Project, ACRP #18-03c.

AYES: Cohen, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

5.c. Rhodes final action item was regarding the Cypress Cove – Spray Playground Pump House and Auxiliary Concessions Building Repainting Project, ACRP #18-04c. Rhodes stated proposals were received for the prepping and repainting of the spray playground pump house and auxiliary concessions building at Cypress Cove.

Contractor

- Randex Painting, Inc. \$5,280.00
- Allied Painting Services \$5,200.00

Staff recommended the Board accept Allied Painting Services' proposal as the lowest responsible proposal and approve a contract in the amount of \$5,200.00 for the Cypress Cove – Spray Playground Pump House and Auxiliary Concessions Building Repainting Project, ACRP #18-04c.

MOTION by Cohen and seconded by Mahoney to accept Allied Painting Services' proposal as the lowest responsible proposal and approve a contract in the amount of \$5,200.00 for the Cypress Cove – Spray Playground Pump House and Auxiliary Concessions Building Repainting Project, ACRP #18-04c.

AYES: Cohen, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Rhodes continued her report stating the Early Bird Season Pass sales began Monday, March 19th, Preseason Season Pass sales began on Monday, April 9th.

Rhodes noted Darien and Downers Grove Park Districts both released their cooperative agreement residency verification letters on Monday, March 19th.

Rhodes added online, by fax, by mail, drop-off and drop-in membership renewal options are again available to renewing resident and nonresident season pass holders. Downers Grove and Darien Coop participants must register in person.

Rhodes mentioned registration for all Aquatic Programs began on Wednesday, March 7th.

Rhodes noted interviews for Cypress Cove employment will be completed by April 20th.

Rhodes concluded her report presenting FYE2019 pass and outing rental revenue received as of March 29, 2018.

Parks

John Karesh began his report stating the 2018 spring soccer season is set to begin on April 21st. All soccer fields including Janes Park baseball field are being lined, fertilized and prepped for the 2018 season. Bleacher and goal placement should be completed by April 5th.

Karesh mentioned the Chip Pile Program is set to begin May 12th. The Chip Pile program is held the second Saturday of every month May thru October.

Karesh noted the Cabs, blowers, and brooms are being removed from the Toro 7200 series and mowing decks are being installed. This process takes approximately two weeks to complete.

Karesh added the Ornamental grasses in the planting beds are being cut back at various park sites as weather permits.

Karesh mentioned the ARC portable toilet blinder is nearly constructed in the shop and crews will coordinate with the Planning Department for installation this spring.

Karesh stated the ballfields are being opened as weather and conditions permit. This includes raking the surface, leveling and providing a final drag with our drag mat. Ball mix & Turface will be added as needed and as time permits.

Karesh noted work continues at Cypress Cove on preseason responsibilities. Some of the projects to date are reassembling of the plumbing and prep work for startup of the filtration system. The District is still waiting on 2018 chemical pricing, however we anticipate this being favorable.

Karesh concluded his report stating the in-house prescribed burn season has finished. Crews completed burns at nine (9) park sites: Caddie Corner, Castaldo, Echo Point, Ides Grove East, Lake Harriet, Mending Wall, Triangle, and Village Green Golf Course.

Contracted burns were completed at: Orchard Hill Park, Vicente Outlot E, and part of Vicente Outlot D.

The contractor hopes to complete burns at the following remaining sites pending favorable conditions: remaining Vicente Outlot D, Duke Street Basin, Vicente Outlot A, and Heritage Pkwy.

Marketing

7.a. Megan Pettit began her report with an action item regarding the 2018-2019 Activity Guide Printing Bid. The bid opening for the 2018-2019 Activity Guide Printing Project was held on Friday, March 23rd. A total of six bids were received. Bid results are as follows:

Company	Option 1 Bid	Option 2 Bid
Indiana Printing & Publishing	\$23,459.00	\$25,170.00
American Litho	\$23,731.00	\$25,288.00
Paulson Press	\$24,200.00	\$26,750.00
KK Stevens Publishing	\$26,266.38	\$28,070.49

Action Printing	\$27,764.00	\$31,050.00
Walsworth Publishing Company	\$40,003.00	\$41,565.00

Staff recommended the Board accept Indiana Printing & Publishing as the low qualified bidder for Option 2 in the amount of \$25,170.00.

MOTION by Cohen and seconded by Mahoney to accept Indiana Printing & Publishing as the low qualified bidder for Option 2 in the amount of \$25,170.00.

AYES: Cohen, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Pettit continued her report noting the following information has been posted on the web, in the newspapers and on Facebook; Road Rally, Spring Break Open Gym, Prescribed Burns, Kids Thrill at the Hill, \$0 ARC Fitness Enrollment, Girls Softball Instructional League and Paint your Pet Night at Village Greens.

Pettit mentioned the marketing department finalized the bike map brochure, adding path extensions and missing parks and a new design throughout. The brochures should be in-hand in mid-April, just in time for bike-riding season.

Pettit stated the Cypress Cove Pre-Season Marketing kicked off in mid-March with facility posters, Facebook posts and targeted emails. Marketing of pass sales will continue through May. Marketing manager receiving quotes from video editing companies to create a new web video and Comcast & movie theatre advertisement for the summer.

Pettit noted the marketing department worked with the fitness manager to create marketing materials for the Spring Fever promotion including posters and flyers, Facebook posts, marquee listing and an eblast.

Pettit added staff is working with the Woodridge race director to complete marketing to-do list. Completed items include the race business card and creation of the Facebook event. The website will be completed by April 5th and the event brochure and poster will be completed in mid-May.

Pettit concluded her report stating the marketing department has researched the option of changing the delivery method of the activity guide due to the negative experiences and customer complaints of missed deliveries and boxes of brochures left on sidewalks and streets over the years. Many districts have switched from Door to Door to Amzo or other mailing service companies. Amzo came highly recommended by many other marketing professionals.

Pettit noted Amzo would use the Woodridge Park District boundary map and the addresses from GIS to ensure delivery of the activity guide to all of our residents, including those who reside in apartments and condos. Those residents currently do not receive our guides directly, which is between 2,900 to 4,000 households. Boxes are either left at the front door of the condo building or inside the apartment leasing offices. Amzo's numbers are estimates and the exact number of households would be determined after an agreement/contract is finalized.

Pettit added the cost difference between delivering with Door to Door and delivering with Amzo is very significant; approximately \$22,500 (see below comparison). One way to make sure the cost increase is worth it is to deliver to one area and monitor registrations within that area for one year. Direct mail delivery to multi-family apartments/condos (approximately 3,000 Units), would cost approximately \$5,000 for one year.

<u>Current Cost of Door to Door</u> (Sent to approx. 12,000 households) \$2,100 per guide (\$6,300 for 3 guides)	<u>Approximate Cost of Amzo Delivery</u> (Sent to approx. 17,865 households) \$9,647 per guide (\$28,941 for 3 guides)
--	--

Pettit stated the benefits of using Amzo include:

- Reaching all of our residents
- Inkjet addressing on the back page of each activity guide
- Mailbox delivery
- Customer service line for residents who do not receive the guide
- Seamless process from printer to Amzo to all post offices
- On-time processing is guaranteed

After some Board discussion, the Board agreed to do a trial run with Amzo to multi-family buildings. Pettit will get an estimate of the cost for the trial run and will bring amount to Board at next month's meeting. Pettit added that we could look into business sponsorship/adds for the back cover of the activity guide to help offset cost.

Pettit reviewed the following positive reviews from other districts about Amzo:

Safety Committee

Julie Rhodes stated that the April Safety Briefs were emailed to the staff on April 1, 2018.

Rhodes concluded her report reviewing the Accident/Incident report from March 2018.

CONSENT AGENDA

MOTION by Mahoney, and seconded by Cohen to approve Consent Agenda items 1 for approval of minutes and Agenda Items 2 through 27 for Vendor Payment & Payroll Ratification for a total amount of \$1,155,221.14.

1. Regular Board Meeting Minutes.....	March 13, 2018
2. Vendor Payment & Payroll Ratification Report (3/9/18-4/5/18).....	\$1,155,221.14
3. 3F Corporation, ARC Aluminum and Glass, CDP#17-01c-07, Payout #4 (Final)	\$27,986.00
4. Anthony Roofing Tecta America, ARC Roofing, CDP#17-01c-06, Payout #6 (Final)	\$34,031.53
5. Aquatic Renovations Systems-Cypress Cove Liner Purchase & Installation, ACDP#17-01C, Payout #1.....	\$121,914.78
6. Celtic Commercial Painting, LLC., ARC Painting, CDP#17-01c-09, Payout #3 (Final).....	\$3,393.20
7. Corporate Construction Services, Athletic Recreation Center – Construction Management Services, CA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #12 (93%).....	\$14,700.00
8. Excel Electric, ARC Expansion – Electrical, CDP#17-01c-13, Payroll #8 (Final).....	\$32,354.22
9. Excel Electric, ARC Expansion-Park Shelter Electrical, CDP#17-01c-13, Payout #2 (Final).....	\$5,377.35
10. Floors, Inc., ARC Expansion – Wood Flooring, CDP#17-01c-8, Payout #3 (Final).....	\$11,187.00
11. Graf Tree Care – Town Centre Property – Tree Inventory/Survey, CA#18-06pc, Payout #1 (Final)	\$5,770.00
12. Hargrave Builders, ARC Carpentry/Gen Trades, CDP#17-01c-05, Payout #8 (91%).....	\$13,903.94
13. Hargrave Builders, ARC Expansion – Shelter Carpentry/Gen. Trades, CDP#17-01c-05, Payout #1 (Final).....	\$17,950.00
14. Jensen's Plumbing, ARC Expansion – HVAC/Mechanical, CDP#17-01c-12, Payout #8 (Final).....	\$19,462.50
15. Jensen's Plumbing, ARC Expansion – Plumbing, CDP#17-01c-11, Payout #5 (Final).....	\$5,774.38
16. Jimmy Z Masonry Corp., ARC Expansion – Masonry, CDP#17-01c-03, Payout #4 (Final)	\$19,860.93
17. Jimmy Z Masonry Corp., ARC Expansion – Shelter Masonry, CDP#17-01c-03, Payout #1 (Final).....	\$30,650.00
18. Kendall Excavating, ARC Expansion – Grading/Excavation, CDP#17-01c-1, Payout #5 (Final)	\$7,868.80
19. Kendall Excavating, ARC Expansion – Park Shelter Grading/Excavation, CDP#17-01c-1 Payout #2 (Final).....	\$2,327.50
20. Living Waters Consultants-Town Centre Sled Hill – Consultant Services, CA#18-05pc, Payout #1	\$2,000.00
21. McKinney Steel & Sales, ARC Expansion – Structural Steel, CDP#17-01c-04, Payout #2 (Final)	\$22,822.00
22. M/M Peters Construction, Inc., ARC Expansion – Concrete, CDP#17-01c-02, Payout #4 (Final)	\$15,085.00
23. M/M Peters Construction, Inc., ARC Expansion – Shelter Concrete, CDP#17-01c-03, Payout #2 (Final).....	\$3,486.60

- 24. National Seed, Native Reseeding of various Invasive Removal Projects, Payout #1 (Final)\$12,827.00
- 25. Shambaugh & Son, L.P., ARC Expansion-Fire Protection, CDP#17-01c-10, Payout #5 (Final).....\$752.75
- 26. Village of Woodridge, Crabtree Creek 319 IEPA Grant Reimbursement, Payout #1\$102,413.48
- 27. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01pc-01
Contract Amendment No. 3 (ARC Phase 2 – Architectural Services), Payout #16 (Final).....\$4,865.00

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

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

Director's Report

F.1.a. Mike Adams began his report with an action item seeking Board approval of a Resolution Authorizing a Change Order in Regard to Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01, involving a Decrease in the Contract Price in Excess of \$10,000.00.

Adams stated in accordance with State Statutes (720 ILCS 5/33E-9) any change order authorized under this Section shall be made in writing. Any person employed by and authorized by any unit of State or local government to approve a change order to any public contract who knowingly grants that approval without first obtaining from the unit of State or local government on whose behalf the contract was signed, or from a designee authorized by that unit of State or local government, a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the unit of State or local government and authorized by law, commits a Class 4 felony. The written determination and the written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection. This Section shall only apply to a change order or series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more.
(Source: P.A. 86-150; 87-618.)

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-3, Resolution Authorizing a Change Order in Regard to Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01, involving a Decrease in the Contract Price in Excess of \$10,000.00.

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

F.1.b. Adams next action item seeking approval was a Resolution approving a Nicor license agreement on property adjacent to Ide's Grove East Park and approval of a Special Liability Insurance Program (SLIP) Policy.

Adams stated The District has had an existing license agreement since 1990 for the Nicor property north of Ide's Grove East Park. The District requested permission to construct a 10' wide bike path to connect the paths from Ide's Grove East Park to the new Timbers Edge subdivision path.

Adam noted subsequent to Nicor's review of the District's request, Nicor required a new license agreement. The agreement contains the same terms as the agreement previously negotiated for the easement adjacent to 63rd Street Park. Those terms require the District to obtain a Supplemental Liability Insurance Policy (SLIP).

Adams stated a quote was requested from the underwriter (Alliant Insurance Services, Inc.) to insure the added license agreement to the existing SLIP policy based on a \$25,000 deductible amount. The additional annual cost for the added binder is only \$613.

Adams added The SLIP binder will be requested subject to board authorization to proceed.

Adams stated with these approvals the District will be able to proceed with completing the bike path connection as originally planned.

Staff recommended the Board approve Resolution #18-4, A Resolution Approving a License Agreement between the Woodridge Park District and Northern Illinois Gas Company (Nicor) – Parcel No. 0931200018.

MOTION by Cohen and seconded by Mahoney to approve Resolution #18-4, A Resolution Approving a License Agreement between the Woodridge Park District and Northern Illinois Gas Company (Nicor) – Parcel No. 0931200018.

AYES: Cohen, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Staff recommended the Board authorize staff to obtain a SLIP policy binder from Alliant Insurance Services, Inc. to insure the Nicor License Agreement for Parcel No. 0931200018.

MOTION by Mahoney and seconded by Cohen to authorize staff to obtain a SLIP policy binder from Alliant Insurance Services, Inc. to insure the Nicor License Agreement for Parcel No. 0931200018.

AYES: Cohen, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

ARC

F.2.a. Jenny Knitter began her report with an action item regarding the ARC Expansion–Shelter – Landscape Improvement Project, CDP#17-01pc-22. Knitter stated in order to comply with code and meet the consistencies with the rest of the building, additional landscaping is needed including plantings and turf restoration in the areas surrounding both the new park shelter and the MAC gymnasium expansion. Staff requested proposals for this additional landscaping as shown below:

- Woodland Commercial Landscaping \$ 22,202.76
- D&J Landscape, Inc. \$ 24,653.35
- Hacienda Landscaping, Inc. \$ 39,285.55

Staff recommended the Board accept Woodland Commercial Landscaping's proposal dated 03/22/18 in the amount of \$22,202.76 for the ARC Expansion–Shelter – Landscape Improvement Project, CDP#17-01pc-22.

MOTION by Cohen and seconded by Mahoney to accept Woodland Commercial Landscaping's proposal dated 03/22/18 in the amount of \$22,202.76 for the ARC Expansion–Shelter – Landscape Improvement Project, CDP#17-01pc-22.

AYES: Cohen, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

F.2.b. Knitter's next action item seeking Board approval was regarding the ARC Fitness – Free Weight Area Flooring Amendment Project, CDP#17-01pc-23. Knitter stated staff has encountered black markings appearing under the free-weight area of the fitness floor. The color of the Mondo product there is light gray. The color of the free weights is black. Therefore, when anyone drops their weights, the floor gets a scuff mark.

Knitter noted staff investigated the option of cleaning the floor. Using the options and manufacturer recommended general cleaning products, the scuff marks did not come up. The manufacturer's rep came out and cleaned the floor with a special product, but the issue with this product is you have to let it sit for 30 minutes and this cleaning process actually lightens the floor relative to the surrounding light gray area and would result in the entire light gray area of the fitness floor to be cleaned with this product and procedure, which would be very labor and time intensive. This would also need to be done on a high frequency since scuff marks appear with every free weight dropped. With that being said, staff investigated the cost of replacing the gray flooring under the free weight area with the black (that does not show any marking). The cost for the floor removal and disposal, prep, product purchase and installation is \$7,626.

Staff recommended the Board accept Mr. David's proposal dated 03/06/18 in the amount of \$7,626.00 for the ARC Fitness – Free Weight Area Flooring Amendment Project, CDP#17-01pc-23 to replace the fitness center free-weight Mondo flooring.

MOTION by Cohen and seconded by Mahoney to accept Mr. David's proposal dated 03/06/18 in the amount of \$7,626.00 for the ARC Fitness – Free Weight Area Flooring Amendment Project, CDP#17-01pc-23 to replace the fitness center free-weight Mondo flooring.

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

Change Orders:

Mike Adams continued his report stating that in accordance with Illinois Compiled Statutes under the Park Code, resolutions are required to approve change orders when the amount of a series of change orders either increases or decreases the amount of a contract by \$10,000.00 and /or extends the contract by 30 days. The following are a series of recommended resolutions approving change orders for the respective contract agreements. A brief description is provided to identify the specified change in work and corresponding amount. Adams noted that included in the Board packets is a comprehensive log tracking all contemplated change orders, approved or proposed to be approved change orders, and contract allowances.

Staff recommended the Board approve each of the following change orders and/or Resolutions determining in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the unit of State or local government and authorized by law, which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more:

F.2.c. Staff recommended the Board approve Resolution No. 18-5, A Resolution Authorizing a Change order or Series of Change Orders for the Athletic Recreation Center Expansion - Excavation, Project CDP #17-01c-01 (Kendall Excavating & Septic, LLC – Change Orders #1-3 / ARC Change Orders #1, 6, & 16), Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.00.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-5, as noted above.

AYES: Cohen, Hohnke, Mahoney
NAYS: None

ABSENT: Coleman
MOTION CARRIED.

F.2.d. Staff recommended the Board approve Resolution No. 18-6, A Resolution Authorizing a Change Order or Series of Change Orders for the Athletic Recreation Center Expansion - Concrete, Project CDP #17-01c-02 (M/M Peters Construction, Inc. - Change Orders #1-3 / ARC Change Orders #2, 7 & 17) Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.00.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-6, as noted above.

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

F.2.e. Staff recommended the Board approve Resolution No. 18-7, A Resolution Authorizing a Change Order or Series of Change Orders for the Athletic Recreation Center Expansion - Masonry, CDP #17-01c-03 (Jimmy Z's Masonry Corp.,- Change Order #1 & #2 / ARC Change Order #3 & #18) Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.00.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-7, as noted above.

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

F.2.f. Staff recommended the Board approve Resolution No. 18-8, A Resolution Authorizing a Change Order or Series of Change Orders for the Athletic Recreation Center Expansion - Electrical, Project CDP #17-01c-13 (Excel Electric, Inc. - Change Orders #1-3 / ARC Change Orders #5, 8 & 12) Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.00.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-7, as noted above.

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

F.2.g.-F.2.n. Staff recommended the Board approve the April 2018 Regular Board Meeting Agenda Items F.2.g. through F.2.n. to approve change orders to the contracts for the Athletic Recreation Center – Expansion, Project #17-01c.

- g. Athletic Recreation Center – Expansion Structural Steel, CDP #17-01c-04 (McKinney Steel & Sales, Inc.,- Change Order #1 / ARC Change Order #19) – Deduct
- h. Athletic Recreation Center – Expansion Aluminum and Glass, CDP #17-01c-07 (3F Corporation,- Change Order #1 / ARC Change Order #15) - Deduct
- i. Athletic Recreation Center – Expansion Roofing, CDP #17-01c-06 (Anthony Roofing Tecta America, LLC,- Change Order #1 / ARC Change Order #11) - Add
- j. Athletic Recreation Center – Expansion Flooring, CDP #17-01c-08 (Floors, Inc.,- Change Order #1 / ARC Change Order #14) - Add
- k. Athletic Recreation Center – Expansion Painting, CDP #17-01c-09 (Celtic Commercial Painting,- Change Order #1 / ARC Change Order #20) – Deduct

- l. Athletic Recreation Center Expansion – Fire Protection, CDP #17-01c-10 (Shambaugh & Sons, L.P.,- Change Order #1 / ARC Change Order #21) – Deduct
- m. Athletic Recreation Center Expansion – Plumbing, CDP #17-01c-11 (Jensen’s Plumbing & Heating, Inc.,- Change Order #1 / ARC Change Order #23) – Deduct
- n. Athletic Recreation Center Expansion – HVAC/Mechanical, CDP #17-01c-12 (Jensen’s Plumbing & Heating, Inc.,- Change Orders #1 & #2 / ARC Change Orders #10 & #22)

MOTION by Cohen and seconded by Mahoney to approve the April 2018 Regular Board Meeting Agenda Items F.2.g. through F.2.n. to approve change orders to the contracts for the Athletic Recreation Center – Expansion, Project #17-01c.

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

Adams noted that Hargrave Builders work is not completed yet. Staff is still waiting on final proposal for work surrounding details of MAC team room spaces. Final CO’s will be presented for Board consideration in May.

Knitter concluded the report providing an update regarding the Athletic Recreation Center Phase 2 project.

Adams presented the Board with pictures of options to name the pavilion at the ARC the “Duffy Pavilion”.

2017 (FY2018-2019) Levy Extension & Tax Rate

3a. Adams stated staff received the preliminary levy extension from the Counties. In summary, the District’s total EAV Increased 4.42% compared to last year’s 6.11% increase. EAV excluding new growth increased 3.02% compared to last year. New growth (new construction and annexations) of \$14,016,355 increased 2.9% compared to last year’s new growth of \$10,867,250. The previous five year new growth average is \$8,202,712. The overall tax rate decreased .0164 cents from .5776 to .5696 compared to the previous year’s rate decrease of .0268 cents. The decrease in rate is due primarily to the increase in overall EAV and tax capped levy extension amount.

The 2017 (FY2018/2019) tax levy extension increased 2.98% compared to the previous year’s change of 1.39% and 10 year average of 3.0%.

Adams stated the final levy extension will be reflected in the proposed FYE2019 budget to be reviewed in detail at the April Special Board Meeting Budget Workshop.

FYE2019 ‘Draft’ Goals, Subgoals & Objectives

3.b. Adams stated the FYE2019 proposed goals and objectives (attached hereto) are being forwarded to the Board now in order to allow time to review prior to the Board Budget Workshop on April 21, 2018. Following is a recap of the annual process used by staff to identify proposed goals, subgoals and objectives.

Adams stated to prepare for next fiscal year’s subgoals/objectives, it’s important to seek staff & board feedback regarding: issues that need to be resolved, identify additional operational expenditure efficiencies/reductions, and brainstorm new ideas (*i.e. programs, events, equipment, capital projects, etc.*) all related to improving service to the public. This feedback should all be brainstormed within the context of the District’s Mission and Strategic Goals.

Adams noted staff reviewed patron feedback from the many available resources (*i.e. focus groups, community survey; program, facility and special event surveys; Village Town Meeting comments; Village Community Survey, social media and email comments, etc.*) to make sure we are identifying issues and ideas from various perspectives. The facilitation process is a multi-stepped program:

Input guidelines:

1. Ideas, issues, capital purchases/project suggestions must be related to the District's Mission & Strategic Goals with improved service to the public kept in mind.
2. Ideas may be submitted for other departments/facilities.
3. Issues shall not be related to personnel related matters.

STEP 1: All Staff Input Exercise – Identify issues that need to be resolved, improve operational/department efficiencies, identify operational expenditure reductions, & brainstorm new ideas to improve service. Any staff can list any idea, issue, or suggestion for any department – due by February 9, 2018.

STEP 2: Department Staff Meetings (February 12–23, 2018) – each Department Head will meet with their staff to:

- Review and document major department achievements completed over the past fiscal year to date and document in file named “FY17-18 Major Accomplishments” located in *Budget-Goals-Objectives 2017-2018* folder
- Assess and submit suggestions for any revisions to the District's Mission Statement, long term and department goals.
- Review and discuss previous year's goals/objectives and determine which ones should be carried forward to FYE2019.
- Brainstorm, review, and discuss new goals/objectives for FYE2019 and document.
- Identify any capital equipment purchases or projects to consider to further enhance programs/services/parks/facilities.

STEP 3: Department Heads will formulate goals and objectives from staff feedback based on priority, identify short term vs. long term goals/objectives, and identify funding amounts needed – due March 2, 2018.

STEP 4: Department Head (DH) Meeting w/ Director – DH's will meet with Director/Deputy Director to review, and finalize each department's goals & objectives – meet March 5 - 9, 2018.

STEP 5: Input new and carryover subgoals/objectives in FYE2019 goals & objectives spreadsheet folder – due March 16, 2018.

STEP 6: Present preliminary goals/objectives for Board Review at Regular Board Meeting – April 10, 2018

STEP 7: Seek goal feedback at Board Budget Workshop – April 21, 2018.

STEP 8: Finalize goals and seek Board approval – May 8, 2018 Board Meeting.

Staff seeks Board feedback and any recommended revisions regarding the 1) District's Mission Statement, 2) Strategic Goals (1-8), 3) Annual Subgoals, and 4) Objectives.

3.c. Adams noted the Village is still discussing the Town Centre Property Land Use/Community Park Planning.

3.d. Adams reviewed the email he received from a group named “Non Toxic Woodridge” regarding the use of pesticides specifically “RoundUp” in parks. Adams stated the District has been in the process of updating its “Integrated Pest Management Program” which addresses weed control product application/herbicides.

COMMITTEE REPORTS

SEASPAR – No report

JUBILEE – Three months away.

PDRMA – No Report.

EX-OFFICIO REPORT

1. Plan Commission – No Report.

2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations – Ritter informed the Board that someone from the Woodridge Soccer Association created their own web-site. Staff is looking into this.

OLD BUSINESS

None.

NEW BUSINESS

None

EXECUTIVE SESSION

MOTION by Cohen and seconded by Mahoney to adjourn to Executive Session under Section 2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and 2(c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance.

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

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

The Board adjourned to Executive Session at 9:18 p.m.

RECONVENE OPEN SESSION

The Regular Board Meeting of April 10, 2018 reconvened at 9:58 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Hohnke, Mahoney. Staff present: Adams. Absent: Coleman

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Cohen, seconded by Mahoney to adjourn the meeting at 9:58 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted,



Jack Mahoney, Secretary