



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

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Hohnke began his report with the Recognition of Staff Milestone Anniversaries- President Hohnke offered congratulations to Mia Chudzik, (Program Specialist), for 5 years of service to the Woodridge Park Dist.

STAFF REPORTS

Finance

Chris Webber began his report stating the May financials which marks the first month of the District's Fiscal Year were included in the Board packet for review.

Webber stated the Tax Collections for the 2017 Tax Levy began June 1st. As of today, the District has received 52.92% of the 2017 Tax Levy.

Webber mentioned staff is currently working in earnest on the financial audit requested materials list. The District's auditors are currently on site with completion of fieldwork anticipated next week. A draft of the audit report is expected to be received by staff around August 15th.

Webber noted that the District hosted its 35th annual Jubilee celebration from June 14th – 17th. The hot weather over the weekend led to the closure of the Carnival on Sunday and also led to smaller crowds during the day. However, given the conditions Jubilee was able to generate more revenue than in the prior year. A three-year comparison is below:

	<u>Carnival</u>	<u>Beer</u>	<u>Soda</u>	<u>Total Jubilee</u>
2018	\$65,023	\$30,877	\$1,963	\$ 98,789
2017	\$64,022	\$27,382	\$2,194	\$ 94,238
2016	\$80,754	\$35,779	\$2,681	\$ 120,191

Webber mentioned staff has been actively recruiting for Kidz Squad Leaders, Tot School and Kidz club candidates for the fall season. Additionally, staff has been updating the Public Salary website which allows for the District to compare salaries on an annual basis.

Webber concluded his report stating staff has had the REACH TVs installed along with the computers for marketing. The TVs can be seen in the Community Center lobby as well as downstairs by the classrooms.

Planning

2.a. Jenny Knitter began her report with an action item regarding the 2018 Shelter Roof Replacement Project, CRP#18-07c.

Knitter stated as part of the Capital Replacement Plan and inspections, the shelter roofs at Echo Point Park (20 years old) and Westminster Park (15 years old) are in need of replacement. The scope includes removal and replacement of existing roofing systems (shingles and underlayment) with a specified shingle, or approved equal. The shingle specified is

the same as the ones at International Estates Park Shelter, which has performed well over 11 years. Alternate bids will be considered for the replacement of existing shingle roofs with metal roofs, as well.

Staff requested Board authorization to bid the 2018 Shelter Roof Replacement Project, CRP#18-07c. MOTION by Cohen and seconded Mahoney to authorize staff to bid the 2018 Shelter Roof Replacement Project, CRP#18-07c.

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

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

2.b. Knitter's next action item seeking approval was Hobson Corner Park Pickleball Court Conversion Project, CDP#18-02c.

Knitter stated as part of the 2018/19 Capital Development Program, Pickleball courts will be added to the existing tennis courts at Hobson Corner Park. The scope includes removal and replacement of one (1) existing tennis court (Southeast court) with four (4) Pickleball courts. The scope of the work involves removal of existing net posts and southeast perimeter fence, asphalt repair and additions, color coating, additional fencing and nets, as well as relocating the current hitting board.

President Hohnke asked if there is a way to monitor the use of these courts. Adams stated it would be difficult absent surveillance cameras but staff will look into any potential options.

Staff requested Board authorization to bid the Hobson Corner Park Pickleball Court Conversion Project, CDP#18-02c.

MOTION by Cohen and seconded by Venouziou to authorize staff to bid the Hobson Corner Park Pickleball Court Conversion Project, CDP#18-02c.

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

2.c. Knitter's next action item was regarding the Triangle Park Restoration Project, CDP#18-01c.

Knitter stated as part of the 2018/19 Capital Development Plan, the Triangle Park erosion control/flood mitigation/water quality improvement project was budgeted. The scope includes installation of rock toe, earthwork for streambank reconstruction, rock riffles, rock points, reshaping of slopes, rock placement adjacent to storm sewer headwalls, removal of invasive vegetation, offsite disposal of unsuitable soils and/or vegetative material, native plant seeding, furnishing and installation of native plantings and other items. Also included in the base bid will be the removal, hauling to a land fill and legal disposal of excess soils (approximately 12,200 CY of fill).

Knitter noted as an alternate bid, the District will provide a design for the proposed sled hill grades at Town Centre and ask for bid pricing to remove, haul locally, and regrade and compact as shown. This fill provided from the Triangle Park Project alone, will provide just over 50% of the dirt needed to complete the sled hill project. A permit application was submitted to the Village on July 2nd as well.

Knitter reviewed the tentative schedule for the project is as follows:

- Bid Let August 8th
- Pre Bid Meeting August 15th
- Bid Opening August 30th
- Bid Review and Recommendation Sept. 5th
- Board Contract Consideration Sept. 11th
- Construction Begins October 1st, 2018
- Construction substantially Complete March 29th, 2019

Staff requested Board authorization to bid the Triangle Park Restoration Project, CDP#18-01c.

MOTION by Cohen and seconded by Mahoney to authorize staff to bid the Triangle Park Restoration Project, CDP#18-01c.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: None

MOTION CARRIED.

2018 Asphalt Resealing Project, CRP#18-06pc

Knitter continued her report stating the pre-constructing meeting is scheduled for early July. Construction anticipated to follow.

ARC Expansion – Shelter Naming Signage

Knitter noted staff is seeking quotes from various contractors for the installation of the "Duffy's Pavilion" signage to be located on the north and south faces of the shelter.

Town Centre Property Topographic Survey, CA#18-03pc

Knitter mentioned a wetland boundary confirmation was conducted with the Village of Woodridge indicating that the wetlands near the Sled Hill were low quality only requiring a 50' buffer, as anticipated.

Lake Harriet Improvement Grant

Knitter stated staff has sent an inquiry if funds will be released now that the governor signed the state budget, and they indicated that regardless if there is money in the state budget, the funds have not been appropriated. The extension request is currently being processed through the state's legal and accounting departments.

Nicor meeting with the Village

Knitter noted staff met on June 20th with Nicor and the Village representatives to discuss the Nicor Easement between Timbers Edge and Ide's Grove East Park. The discussion's focus was about tree removals that were needed in order for Nicor to safely maintain their 36" gas line and additional tree removal coordination based on the bike path alignment. They will send letters to neighboring residents who have encroachment issues as well as present these removals at a public meeting in August.

Natural Resource Management – Project Updates

Knitter continued her report reviewing the following project updates.

Knitter stated the Natural Resource Manager's (NRM) focus this month has been completion of the plug installation along Lake Carleton and follow up watering, caging for geese protection, and watering as well as weed removal of invasive plants in all newly plugged and seeded areas.

Knitter noted other focuses have been brush removal at various natural area sites. The NRM also had to inspect the woody invasive work from last year to coordinate any re-sprout growth that is part of the contractor's scope. Tree pruning and removals of dead trees continue to be a priority as well.

Knitter mentioned Ide's Grove East Park pond treatments have also been tasks completed several times this month and will continue through late September.

Knitter added that this month the Planning Department received ten (10) resident calls regarding landscape concerns. This takes time and coordination and often requires meetings to discuss the concern and determine what the next steps will be. The entire Department fields these calls and concerns and discusses each of them at department meetings to make sure everyone is aware and can discuss possible solutions as well as timelines and follow-up with the residents.

June - Landscape Progress

Knitter stated this month that Daniel Stadler, Landscape Specialist, was out of the office a week celebrating his recent marriage and honeymoon. Congratulations were extended to Daniel and his new wife.

Knitter noted our NRM also assisted in regular landscape projects and maintenance this month including installing 12 trees at Mendingwall and Castaldo Parks. He also sought quotes and managed the Contractor conducting tree removals needed at these parks as well – more than 27 trees were removed due to their dead or dying conditions.

Knitter concluded the report stating the Landscape crew's focus this month was pruning and mulching. Focus was specific to Westminster, Mendingwall, and Castaldo Parks. Focus was also given to Ide's Legacy Park to minimize bed sizes of some of the overgrown and weedy natural area beds at the site. Staff determined that minimizing these beds would improve the aesthetics as well as minimize the need for as much pruning and weeding maintenance that it currently needs.

Golf Course

Brandon Evans began his report stating no rounds report is available as of this writing.

Evans noted that about 2,185 rounds and \$81,000 were affected by weather. Through June 27th, Village Greens experienced 14 playable days and 13 days either cancelled, no carts, or otherwise affected by weather. Combined with the poor weather during April and May, financial projections for the course will not be favorable this season despite what happens the rest of the season. Evans reviewed a list of days affected in June by weather:

Evans stated the maintenance yard fencing project is nearly complete. Staff needs to finish installing a few sections of privacy slats in order to finalize the project.

Evans mentioned the #14 fairway renovation project is 95% complete. They are still working with consultants on recommendations to stabilize the shoreline, and drainage tile experts to ensure proper flow from #14 pond. However, staff embarked on an in-house project to mask the surface erosion and areas rendered unplayable by water channeling through the fairway and the loss of shoreline. They created a dry creek bed to mask the channel, and lined the shoreline with stone to give a clean appearance, if even for the short term. They have been unable to grow grass or keep sod alive along the shoreline for several years.

Evans concluded his report stating a new forward tee box on #14 is being created using fill from the #10 bunker renovation project. Both projects have been on hold due to wet turf conditions.

Recreation

4.a. Don Ritter began his report with an action item seeking Board approval of the Community Center Revised Registration Hours.

Ritter stated since the opening of the ARC, the Custodian for the Community Center (CC), has been assigned to the ARC each day Monday – Friday between 5:00-6:30pm, to assist with room setups, takedowns, cleaning, etc. due to a lack of available staff during those hours. The registration desk closing hours at the Community Center were adjusted from 4:30 p.m. to 7:00 p.m. so that in the Custodian's absence, the building had staff supervision. During this time, staff has monitored the number of interactions with front desk staff, as well as the number of registration transactions that occurred between 4:30-7:00 p.m. Now that the ARC has hired a part-time custodian, the CC Custodian no longer needs to drive to the ARC each day. With that being said, the Community Center no longer needs to have the building supervised by the front desk staff. Based on the small number of interactions/transactions (see below) and the opportunity for the public to still register online or in-person at the ARC, staff recommends revising the registration closing hours from 7:00 p.m. to 4:30 p.m., Monday-Friday. Note, prior to the ARC opening, the Community Center registration closing hours were at 4:30 p.m. with the exception of Tuesdays which closed at 7:30 p.m. The reduction in staff hours would save approximately \$8,125 per year and the effect on customer service would be minimal.

Ritter noted a small sample of the declining number of interactions that have occurred at the Community Center since the opening of the ARC, but the trend has been consistent from month to month. As more people continue to learn about and utilize the ARC, the more they take care of their recreation business at the ARC.

Ritter added signage will be posted to inform patrons that registration is available at the ARC.

Staff recommended Board approval to revise the Community Center registration desk hours from 8:30 a.m. to 4:30 p.m. Monday through Friday.

MOTION by Cohen and seconded by Mahoney to approve the revised Community Center registration desk hours from 8:30 a.m. to 4:30 p.m. Monday through Friday.

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

Ritter continued his report stating fall enrollment for the WSA House League stands at 275 which is 60 kids less than last year. Two coaches from last year decided to form a girl's travel team and play in Bolingbrook. The program also added one additional Storm team for next year. These two reasons have played a partial role in why participation numbers are down at the house league level. In 2017, we had 6 teams and 74 players participate in the Storm Travel program. In 2018, staff anticipates 7 teams and 86 players.

Ritter noted the 2nd summer of the Youth Volleyball League for 6th-8th graders has 40 participants and 4 teams, up from last year's enrollment of 26 participants and 3 teams.

Ritter added the new Youth Summer Basketball League has 66 kids enrolled.

Ritter mentioned the ARC Ropes Course continues to do well. The local Girl Scouts Camp rented the Ropes Course and had 12 campers and 2 counselors participate. The Elk Grove Park District Summer Camp is scheduled on July 23rd and is planning on bringing 24 participants. A birthday party is also scheduled for 12 participants on July 23rd. On July 24th, we will be hosting an Open Ropes Course and currently have 9 registrants.

Ritter noted three of the Active Adult trips in June were extremely popular. Arlington Park Race Track, Chicago White Sox and Bingo, and the Japanese Gardens trip to Rockford, all sold out.

Ritter stated Kim Passini, Senior Coordinator, continues to do a great job in recruiting sponsors for the senior programs. Cedarhurst sponsored our Father's Day Luncheon (\$250) and will also be sponsoring the snacks for the matinee movies from July-November (\$125). Lexington Square will be sponsoring the upcoming Ice Cream Social on July 12th (\$250).

Ritter mentioned the Summer Concert at Westminster Park on June 27th had approximately 131 people in attendance. The Movie-Under-The-Moon on June 29th had only approximately 60 people in attendance. Staff feels the extreme heat conditions may have kept people at home.

Ritter noted with the addition of the MAC gymnasium and the additional renters that we gained over the past year, the ARC continues to see an increase in gym rentals of 80% from June 2017 compared to June 2018. Turf rentals also increased by over 400% from June 2017 compared to June 2018. Total facility rental revenue generated in June 2017 was \$5,380 and June 2018 totaled \$10,428 (95% increase).

Ritter stated the Fitness Center visits for June 2017 = 6,785 compared to June 2018 = 8,146. Ritter added the monthly Membership Sales report is included in the Board packet for review.

Ritter mentioned Brad Keene, Athletic Supervisor, will celebrate his 2nd anniversary with the Woodridge Park District on July 25th. Congrats Brad!

Ritter added Dave Lenzen will celebrate his 27th anniversary on July 10th. Congrats Dave!

Ritter concluded his report stating as mentioned last week, Kim Jay has decided to resign as Recreation Supervisor effective July 20th and become a stay at home mom for her soon-to-be three children. We wish Kim and her family the very best!

Aquatics

Julie Rhodes began her report stating the Cypress Cove's Lifeguard staff was audited by Star Guard on Sunday, June 24th. The Lifeguard staff was awarded the highest rating "5 Star Safety Award." Skills tested in the audit included scanning, bee sting, sudden cardiac arrest, unresponsive drowning protocol, and CPR.

Rhodes noted the Aquatic Department is working with the Planning Department to complete the auxiliary concessions and pump house re-painting project as well as the light pole re-painting project. The contractor awarded the project did not complete the project to specifications of the contract. The contract for the auxiliary buildings stated that there was to be prep work (power washing) on the auxiliary buildings as well as two coats of paint. The contract for the light poles stated that there was to be prep work (sanding/scraping of rust), primer and two coats of paint applied to each pole. For both projects, the contractor only used one coat of paint. The contractor also did not fully prep and prime each pole. Staff met with the contractor on site Friday, June 29th to review his work and the scope of work specified in each contract. The contractor will be applying a second coat of paint to both auxiliary buildings as well all light poles. The contractor will also correct sloppy workmanship on a number of poles. The Aquatic Department and the Planning Department are working together to determine a schedule for completion of the project.

Rhodes reviewed the Aquatic Season financial statistics to date.

Rhodes concluded her report reviewing the Upcoming Special Events:

- | | | |
|----------------------------|----------------------------------|-------------|
| • Flick & Float | Friday, July 27 th | 8:30 – 11pm |
| • Teen Splash Bash | Thursday, July 12 th | 8 – 10pm |
| • Teen Splash Bash | Thursday, August 9 th | 8 – 10pm |
| • Superhero Family Fun Day | Friday, August 10 th | 12 – 4pm |

Parks

In John Karesh's absence, Executive Director Adams presented the department's report which included but was not limited to the following:

Tennis windscreens have been installed for the summer season.

2018 Movie in the Park & Summer concert season has begun. Staff has experienced no problems with the setup of these events.

Summer crews have been assisting in the spring startup of weeding and mulching at several parks including Hobson Splash Pad and Forest Glen Park.

The District's large bus that had one of the AC compressors lock up and cause a belt to break while on a recent trip is completely repaired. While in for service, it was found that the second compressor was making noise, after their recommendation and further discussion with the District's mechanic it was decided to replace the second compressor also. They were also able to identify and repair a leak in the line leading to the rear AC unit and replace the dryers located under the bus. This was extensive work as the lines and dryers underneath the bus were severely corroded resulting in much labor to repair and replace parts of the lines.

Staff is getting ready to treat various athletic fields and park sites for grubs. Over the past couple of years we have experienced minimal damage due to our proactive approach.

Staff is working with the Village of Bolingbrook to figure out and repair drainage issues in the Falcon Ridge Park detention area that is holding water.

Crews added engineered safety mulch to playgrounds to ensure an adequate depth of safety surface in playgrounds. The first site is Echo Point Park, finishing up the removal of soccer goals, bleachers, and garbage cans from the 2018 spring Soccer season, over seeding and aerating of athletic fields, replacing irrigation heads and some leaking irrigation pipes throughout Cypress Cove, Janes Park & Orchard Hill Park, bulb and ballast changing at Orchard Hill parking lot & Cypress Cove parking lot, and power washing and painting as needed at park shelters.

Marketing

Megan Pettit began her report stating we have several summer events that are being sponsored by local businesses and organizations. The Yomechas are sponsoring (2) Movies-Under-the-Moon (\$250 each) and supplying a balloon artist for each. Dr. Girgis is sponsoring (1) Movie-Under-the-Moon (\$250) and supplying a face painter, and sponsoring Family Fun Days with a \$300 check to go towards prizes for the event.

Pettit noted the two new digital signs for the main and lower level of the Community Center are up and running. Reach is currently researching a couple of bugs (why the programs are showing up twice). The screens operate on the same platform as the ARC screens so we are able to maintain all 5 screens from one site.

Pettit stated that the Park District hired WebRocket to capture footage of Cypress Cove for updated videos of the facility and patrons. The videographer captured the action via a drone, a GoPro camera and regular video camera. The b-roll will be used to create a looped video for the home page of the Cypress Cove website, the Reach screens at the Community Center and ARC, Facebook and future Comcast and movie theatre advertisements. We hope to have the website video completed by mid-July.

Pettit concluded her report mentioning the fall activity guide is at the printer and will be delivered to residents beginning July 27th. Delivery will be a combination of Door to Door to single-family homes and Amzo to multi-family homes.

Safety Committee

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

Rhodes concluded by reviewing the Accident/Incident Report from June 2018.

CONSENT AGENDA

MOTION by Mahoney and seconded by Cohen to approve Consent Agenda item 1 for approval of minutes and Agenda Items 2 through 9 for Vendor Payment and Payroll Ratification for a total amount of \$1,318,400.21.

- 1. Regular Board Meeting Minutes June 12, 2018
- 2. Vendor Payment & Payroll Ratification Report (6/8/18-7/5/18)..... \$1,318,400.21
- 3. Advantage Paving Solutions – 2018 Asphalt Resurfacing & Resealing, CRP#18-03c, Payout #4 (Final)..... \$17,556.75
- 4. DLZ Industrial Surveying, Inc., - Town Centre Survey, CA#18-03pc (Final) 20,050.00
- 5. Jensen’s Plumbing & Heating – ARC Fire Damper Replacement (Final) \$1,099.40
- 6. Jensen Plumbing – Water heater replacement #1 (Final)..... \$1,940.00
- 7. Living Waters Consultants – Town Centre Sled Hill – Consultant Services, CA#18-05pc, Payout #4 \$1,000.00
- 8. Porter – ARC Expansion – Shelter Naming Signage (Final)..... \$5,950.00
- 9. Williams Architects – Maintenance Facility Office Space Basic Architectural Services, CA#18-02pc-1 (Final) \$754.65

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

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

DIRECTOR’S REPORT

F.1.a. Mike Adams began his report with an action item seeking Board approval of a revised license agreement permitting the use of Cypress Cove Family Aquatic Park facility, various parking lots and grounds for the Woodridge Rotary’s annual recycling collection, Mini Triathlon and new Rockin’ For the Cause events.

Adams stated each year the Board approves a license agreement with the Woodridge Rotary to utilize Cypress Cove Family Aquatic Park facility & parking lot, other park parking lots, and grounds to host their Annual Recycling Extravaganza and Mini Triathlon. The Board approved the annual license agreement at the March 2018 board meeting. Since that approval, Woodridge Rotary has requested the use of Cypress Cove parking lot for their “Rockin’ For the Cause” event on September 30th, which is an event to raise funds for local elementary school bands.

Adams noted Rotary requested use of the Cypress Cove parking lot for the “Recycling Extravaganza” on Saturday, May 12th, 2018 from 6AM – 1PM.

For their Mini Triathlon they request use of Cypress Cove Family Aquatic Park and south parking lots from Friday, August 10, 2018 – 8PM to Sunday, August 12, 2018 – 1PM, and the parking lots at the Athletic Recreation Center (ARC), Orchard Hill Park, Falconridge Park, and Janes Avenue Park on Sunday, August 12, 2018 from 12AM to 1PM. And for the “Rockin’ for the Kids” music event, they request use of Cypress Cove parking lots and bathhouse restrooms on Sunday, September 30th, 2018 from 6AM to 11PM. The event is open to the public from 1PM to 9PM.

Adams mentioned the insurance, indemnification and insurance terms were revised by the attorney due to the type of use to include the sale of alcohol on the premises which requires Dram Shop insurance.

Staff recommended the Board approve a revised license agreement dated July 10th, 2018 with Woodridge Rotary for use of park district property located at Cypress Cove and various park parking lots.

MOTION by Cohen and seconded by Mahoney to approve a revised license agreement dated July 10th, 2018 with Woodridge Rotary for use of park district property located at Cypress Cove and various park parking lots.

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

F.1.b. Adams next action item seeking Board approval was Ordinance 18-8, an Ordinance to adopt revisions to the following job descriptions: 8.3.16: Customer Service Coordinator and 8.3.16.1: Customer Service Staff.

Adams stated in order to improve efficiencies and better define responsibilities within the Customer Service department, staff recommends differentiating between a CS Coordinator and CS Staff.

MOTION by Cohen and seconded by Mahoney to approve Ordinance No. 18-8, An Ordinance Adopting Revisions to the Woodridge Park District Job Description, Personnel and Comprehensive Policies and Procedures Manual (8.3.16: Customer Service Coordinator and 8.3.16.1: Customer Service Staff Job Descriptions).

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

COMMITTEE REPORTS

SEASPAR – No report.

JUBILEE – Adams noted we are working on a draft agreement with PDRMA outlining event responsibilities of the Village/Park District.

PDRMA – Rhodes informed the Board that the District was appointed a new PDRMA risk manager inspector due to the promotion of the current inspector.

EX-OFFICIO REPORT

1. Plan Commission – Updates are included in the Board packet for review.
2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations – No Report.

OLD BUSINESS

Adams noted a verbal inquiry about pesticide usage in our parks was requested. Staff will respond accordingly.

NEW BUSINESS

None

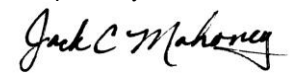
ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested.

MOTION by Mahoney and seconded by Cohen to adjourn the regular board meeting of July 10th, 2018 at 8:00pm.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

Jack Mahoney, Secretary