

WOODRIDGE PARK DISTRICT
Regular Board Meeting
June 12, 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: Coleman, Hohnke and Venouziou. Absent: Commissioner Cohen and Commissioner Mahoney. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Rhodes, Ritter, Webber.

OTHERS PRESENT: None.

PUBLIC HEARING

A Public Hearing concerning the approval of the Budget & Appropriations Ordinance for the Fiscal Year beginning May 1, 2018 and ending April 30, 2019 was called to order at 7:00 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 Coleman and seconded by Venouziou to adjourn the Public Hearing.

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

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

PRESIDENT'S REPORT

President Hohnke reminded everyone that the Jubilee begins Wednesday, June 13th and goes through Sunday, June 17th.

STAFF REPORTS

Finance

1.a. Chris Weber began his report with an action item seeking Board approval of a Revenue Facilities Internal Financial/Cash Control Analysis Services Consultant Engagement Letter. Webber stated the Finance staff feels that from time to time the use of a consultant to test controls that are in place in regards to cash procedures as well as to ensure financial procedures are being adhered to can be an enormous benefit in mitigating risk and to ensure proper financial protocols are in place. Sikich, LLP has provided an engagement letter to test such controls at the Village Green Golf Course, the Athletic Recreation Center (ARC) and Cypress Cove. Upon performing the procedures, Sikich will provide a report with findings and recommendations for improvement to management, if warranted, which will then have the discretion to change or implement suggestions as provided. The estimated cost of the procedures is \$3,000 - \$5,000 per location. Please note, the 2018/2019 Budget does include a line item at each location for \$5,000 as approved by the Board.

Staff recommended the Agreed-Upon Procedures Engagement Letter dated February 21, 2018 be accepted as presented.

MOTION by Coleman and seconded by Venouziou to accept the Sikich Revenue Facilities Internal Financial/Cash Control Analysis Services Consultant Engagement Letter dated February 21, 2018.

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

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

Webber continued his stating the Tax Collections for the 2017 Tax Levy have begun with the 1st Distribution from DuPage County and Will County being received. The District has collected approximately 28% of the levy distribution.

Webber noted the April financials marks the final month of the District's Fiscal Year. The reports provided are unaudited and subject to change as staff works through the year-end financial audit.

Webber noted staff is currently working in earnest on the financial audit requested materials list. The District's auditors will be on site the week of July 4th to complete fieldwork.

Webber stated staff has filled two (2) Assistant Facility Manager Positions at the ARC – twelve (12) applicants in total. The majority of seasonal positions have been filled to date with the exception of the cook position at Village Greens, Village Greens seasonal maintenance positions and a Zumba Fitness Instructor.

Webber added hiring paperwork has been completed for most seasonal staff – currently employed are 364 seasonal staff comprised of 188 employees at Cypress Cove, 70 at the ARC, 68 at Village Greens, 20 in the Parks Department and 18 miscellaneous (tot school substitute teachers).

Webber concluded his report stating the majority of the past month has been spent preparing Cypress Cove for its opening which occurred over Memorial Day weekend. Additionally, a WIFI system was installed for the swim team at Cypress by Scott Ellison, IT Coordinator. After receiving multiple quotes that staff felt were excessive in price, staff decided to complete the project by the District's IT Coordinator, which ended up saving the District a few thousand dollars.

Planning

2a. Jenny Knitter began her report with an action item regarding the 2018 Asphalt Resealing Project, CRP#18-06pc. Knitter stated staff requested proposals for various resealing work throughout the District. Included in the base bid was resealing for the following sites: Community Center Parking Lot, Forest Glen Parking Lot, Hobson Corner Parking Lot, Mendingwall Park Path, Summerhill Park Path, Janeswood – small bridge path and Woodridge Drive – Meadowview.

An alternate was requested for 3 asphalt patches in the Community Center Parking Lot.

<u>Contractor</u>	<u>Base</u>	<u>Alternate</u>	<u>Base + Alternate</u>
Pavement Systems, Inc.	\$17,033.25	\$6,650.00	\$23,683.25
Behm Pavement Maintenance, Inc.	\$19,737.38	\$4,788.00	\$24,525.38
Chicagoland Paving Contractors	\$25,164.35	\$6,650.00	\$31,814.35
Perm-A-Seal, Inc.	\$27,412.00	\$7,021.00	\$34,433.00
SKC Construction, Inc.	\$23,186.85	\$29,649.69	\$52,836.54

Knitter noted Pavement Systems, Inc. did satisfactorily work the District approximately twenty years ago and have provided proposals the past several years, but just were not the low bidder. Staff checked the references which were positive.

Staff recommended the Board accept Pavement Systems, Inc.'s proposal dated 06/01/18 in the amount of \$23,683.25, which includes accepting Alternate #1 for patching at the Community Center, for the 2018 Asphalt Resealing Project, CRP#18-06pc.

MOTION by Coleman and seconded by Venouziou to accept Pavement Systems, Inc.'s proposal dated 06/01/18 in the amount of \$23,683.25, which includes accepting Alternate #1 for patching at the Community Center, for the 2018 Asphalt Resealing Project, CRP#18-06pc.

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

2b. Knitter requested Board consideration to approve Resolution No. 18-12, A Resolution Authorizing a Change order or Series of Change Orders for the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03c (Advantage Paving Solutions – Change Orders #1-2), Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.00.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 18-12, A Resolution Authorizing a Change order or Series of Change Orders for the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03c (Advantage Paving Solutions – Change Orders #1-2), Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.00.

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

2c. Knitter's final action item was regarding the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP#17-02pc-04, Change Order. Knitter stated the additional time and materials were needed to extend the existing service cables from ComEd from the pedestal to the front of the ComEd Transformer. This was required from ComEd after they had already requested the cables to be run to the pedestal.

Staff recommended the Board approve Change Order #1 to Utility Dynamics Corporation's contract for a net increase of \$1,084.21 for the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP#17-02pc-04 to adjust the cable runs as required by ComEd a second time in order to get power to the aerator.

President Hohnke asked why the box for the electrical service is on the corner. Knitter replied proximity to the ComEd power supply reduced overall project costs.

MOTION by Coleman and seconded by Venouziou to approve Change Order #1 to Utility Dynamics Corporation's contract for a net increase of \$1,084.21 for the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP#17-02pc-04 to adjust the cable runs as required by ComEd a second time in order to get power to the aerator.

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

Knitter continued her report with the following information regarding the 2018 Playground Surface Replacement Project, CRP#18-01c. Knitter stated the removal and replacement of the existing playground surface at Ide's Grove East, Mending Wall, and 63rd Street Parks was completed in May.

Knitter reviewed the following work that was completed in May as part of the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03:

- Cypress Cove seal coat, line stripe, and crack repair
- Punchlist items related to all sites.
- 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 stated a meeting was held with District staff, project engineer and Village staff to discuss permitting requirements and timeline for proposed Town Centre sled hill. The Village indicated the permit process could possibly be processed in a month, if an IGA was not required.

Knitter noted staff is still waiting to coordinate a wetland boundary confirmation with the Village of Woodridge for the Town Centre Property Topographic Survey, CA#18-03pc.

Knitter added the Department of Commerce and Economic Opportunity has granted the District another project extension until June 30, 2019 for the remaining \$142,370 grant funds related to improvements at Lake Harriet. Currently, the funds are frozen and unable to be utilized. Staff has sent an inquiry if funds will be released now that the governor signed the state budget, but we have yet to hear back.

Knitter stated still no grant updates at this time regarding DuPage County Fee-In Lieu Grant Funding for Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc. Staff will also begin assembling bid documents soon in preparation for future bidding. Sled hill design will be incorporated into the final bid documents for the project in order to utilize the fill from the project at this local site. The Village provided comments back for the storm water review. The District is still waiting for a response back from the Village regarding the permit responses.

Knitter mentioned a meeting was held on Tuesday, June 5th at 7:00 p.m. in which twenty (20) neighboring households were invited to attend and learn more about the Triangle Park project. Eight (8) residents attended the meeting. Many of the topics that came up were focused on flooding that the neighborhood encounters. Staff, along with the District's Engineer, explained the existing conditions at the site, the need for a solution, and the long-term solution proposed with this project with respects to the District responsibilities. A representative from The Conservation Foundation was also in attendance who spoke about the environmental benefits of the project and the Foundation's support of the project. Following the presentation, many of the questions/comments were related to reducing the flood frequency of the neighborhood and their hope that this solution would do that. The engineer noted that though there will be some improvements with regards to relief from more frequent flood events depending on the size of the event (e.g. 100 year flood events or less), the project will not resolve larger flood events. There were also questions related to the residential property that was purchased by the Village, but staff noted that the District has not reviewed any plans related to that project as of yet and any inquiries related to that project should be directed to the Village.

Natural Resource Manager's Report

Knitter continued her report reviewing the Natural Resource Manager's project updates. The focus this week was installing native plant plugs into the blanket and shoreline at Lake Carleton. Many of the native plant seeds are beginning to germinate.

Knitter added over 1,500 plugs were installed on site this week (a total of 2,800 are planned for install when completed). Over 30 different varieties of natives plugs most notably Mountain Mint, Little blue stem, Bergamot, Blue Vervain, and Purple Coneflower to name a few. Crews will evaluate watering needs from the lake depending on the amount of rain we get this month.

Knitter mentioned this month, in an effort to get a lot done in preparation for the Memorial Day weekend, the Planning/NRM/LS department team installed a dry creek bed (16 tons of boulders) at Cypress Cove next to the orange

slide by the splash pad. The team also installed mulch, shrubs, perennials, grasses and annuals as well as pruning and removals where needed.

Knitter noted herbicide treatment of weeds throughout our parks has been a challenge this season with the good amount of rain and limitation of having only have one staff person licensed to spray at this time. The Landscape Specialist has passed the pesticide applicator's exam, but has been waiting for over a month for the State to send the actual license. In the meantime, a lot of weeds have been appearing requiring hand pulling to clean up a bit. Unfortunately, this technique usually means the weeds will come back. We also have another seasonal employee that sat for the exam and passed this week so it will help us address the weed control better this month.

Knitter added the Landscape Specialist has been focused on landscape renovations at Cypress Cove including removals, installations, and weeding throughout the facility. Mulching was also a high priority last month with focus at Cypress, Memorial, Orchard Hill, Janes Avenue, Lake Harriet and Windy Point Parks.

Knitter noted our next focused renovation is scheduled for Mendingwall Park. There are many suffering trees and shrubs that are in need of removal and some replacements. Crews need to spend some time pruning, planting, mulching and weeding the site. Since many of the trees needing removal are large, staff is seeking quotes for contractual removal. Staff is currently seeking pricing for this work but Contractors were unable to provide us costs at the time of this report.

Knitter concluded her report reviewing the 2018 Spring Plant Purchase Project. Knitter stated staff requested proposals for the purchase of:

- 10 Deciduous – 1.75" – 2.5"
- 8 Pines – 5-7'
- 1 Ornamental – 6'

12 trees will be installed at Mendingwall Park, 5 at Castaldo, and 1 at Lake Harriet. Approximately half of this order is for memorial trees purchased by residents.

<u>Contractor</u>	<u>Base</u>
• Site One Landscape Supply (Addison, IL)	\$3,110.94
• Fiore Nursery and Landscape Supply (Bolingbrook, IL)	\$5,149.75
• Hinsdale Nursery (Hinsdale, IL)	Unable to Supply full order

We have ordered many trees from Site One Landscape Supply in the past with great quality of material and it is only a 20 minute drive to their yard from Woodridge. Funding for this expense has been budgeted in the 2018/19 Trees and Shrubs line item. All of these trees will be installed by in-house crews in June.

Golf Course

3a. Brandon Evans began his report with an action item regarding the Village Greens Storm Sewer Cleaning and CCTV Inspection Project, VGMSPP #18-01pc. Evans stated for several years, staff has noticed that the shoreline around #14 pond has been eroding/encroaching onto the #14 fairway. We have also noticed additional saturation in the soils on that hole and the addition of a 'channel' cutting through the fairway from the Nicor easement towards #14 pond.

Evans noted staff consulted with Village of Woodridge officials, who have stated that they will inspect storm sewers and pipes in the near future to ensure blockages 'upstream' from an adjacent subdivision isn't contributing to the problem.

Evans added staff also met with Keith Gray, ILM Environments, to discuss potential causes (soils, hydrology) and potential shoreline stabilization methods. Staff is considering requesting a proposal for their services, which is unavailable at the time of this writing.

Evans stated staff also met with Visu-Sewer. Visu-Sewer is a preferred vendor for the Village of Woodridge for storm sewer inspection and repair services. During the initial consultation, it was evident that there was an issue with the main

drainage line exiting from #14 pond (which subsequently flows to #5 pond before exiting the course to Woodward Avenue). In addition to inconsistent water flows between storm drains, sink holes are apparent in fairways on holes #3 and #5 where the storm drain transects those holes.

Evans noted as a result, staff feel it is necessary to have that main storm sewer line cleaned and inspected. Hopefully, the cleaning of the line will provide some relief in getting water off the course. We do suspect that there is damage to the line, and additional repairs may be necessary once the line is inspected.

Adams noted this was not a budgeted item, but recommending dedicated miscellaneous Capital Development funds to fund the work.

Staff recommended the Board accept Visu-Sewer's proposal dated 05/24/18 in the amount of \$17,680.00 for the Village Greens Storm Sewer Cleaning and CCTV Inspection Project, VGMSF #18- 01pc.

MOTION by Coleman and seconded by Venouziou to accept Visu-Sewer's proposal dated 05/24/18 in the amount of \$17,680.00 for the Village Greens Storm Sewer Cleaning and CCTV Inspection Project, VGMSF #18- 01pc.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

Evans continued his report stating Village Greens hosted 5,059 rounds in May, which is up from our total of 4,481 last year, although down from historical average. Chicago experienced one of the wettest May's in history, although we were spared a little compared to a few locations just north of Woodridge. Staff does feel fortunate to have recorded as many rounds as we did despite the inclement weather.

Evans noted a combination of contractor and in-house crews have begun bunker reconstruction on hole #10. Excavation of bunker #1 took 1 day (as planned). Crews will install drainage tile, sand, and sod early next week as the contractor moves on to excavate bunker #2 (greenside bunker). The crew will add a third bunker on hole #10 before completing the project.

Evans added the replacement of the maintenance yard fence will begin this week. Materials are being delivered, and a slight delay by the contractor in determining which union (territory) to use has been resolved.

Evans mentioned the cart path paving/resurfacing improvements were completed on hole #1, #6, and #7.

Evans stated staff received several compliments and complaints about course conditions throughout the month. The complaints were associated with the height of the grass after rain events when our staff couldn't mow certain areas of the course as planned. Additionally, when the grass was finally cut, the clippings would clump and remain until the next few mowing cycles. Compliments were generally associated with the conditions of the greens, and the overall course conditions when properly mown.

Evans concluded his report reviewing the Course Maintenance Highlights/Projects:

- Cleared blockage in drainage pipe leading from #18 pond
- Responded to resident concerns and weeded/trimmed along property fence line
- Preventative measures taken to reduce grub damage. This year we included one pass into the rough areas where most damage was done last season.
- Completed stone work on hole #14. Ordered and will soon install a foot bridge so walking golfers can pass through the dry creek bed safely.

- Using spoils from bunker reconstruction to complete #14 forward tee installation. New tee is necessary to allow shorter hitters an opportunity to clear new dry creek bed.
- Monitored degree growing days, moisture, and clipping yield to more accurately determine dollar spot threat and suppression measures.
- Slit-seeded (again) areas of rough damaged by grubs/skunks last season.
- Note: due to weather events, labor had to be directed to extra mowing cycles, bunker pumping and restoration efforts, and weed control throughout the month, which deterred us from completing other planned tasks.

Recreation

4.a. Don Ritter began his report with an action item regarding the Athletic Recreation Center (ARC) Fee Schedule Revision Approval. Ritter stated the Board previously approved an updated fee schedule for the ARC at the December 12, 2017 board meeting. Ritter noted that included in the Board report is a revised fee schedule to include new rates in order to cover the transaction costs for facility rentals associated with ActiveNet and for the Open Play fees during the summer months.

Staff recommended the Board approve the revised ARC Fee Schedule dated 6/12/18.

MOTION by Coleman and seconded by Venouziou to approve the revised ARC Fee Schedule dated 6/12/18.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

Ritter continued his report stating the Concert-In-The-Park series will begin on June 20th at Lake Harriet, followed by Westminster Park on June 27th. We also have a Movie-Under-The-Moon event scheduled for June 29th at Westminster. Approximately 200 people attended the first Movie-Under-The-Moon event on June 1st at Windy Point Park.

Ritter added our first Kids "Thrill at the Hill" event was held on May 20th at Hawthorne Hill Woods with 56 kids participating (along with a few parents running beside them). Great comments so far from a few participants. Staff is waiting for additional program evaluations to be returned.

Ritter mentioned our 7th annual Skate Park Contest was held on June 1st with 19 participants showing off their skateboarding skills.

Ritter noted registration deadline for the fall soccer season is June 19th. Currently, we have 156 participants which is 10 less kids than last year at this time. Traveling Soccer tryouts have concluded and the Storm anticipates having either 6 or 7 traveling teams for next fall.

Ritter stated staff and several Golden Years Advisory Board members will be attended the June 7th Village Board meeting to receive a \$500 Prologis grant check from the Village. The Fishing Club will be assisting us again this year running the Jubilee Fishing Derby on June 16th.

Ritter mentioned Adventure Camp (72 kids), Trek and Travel Camp (39 kids), Sunshine Safari (12 kids) and Camp Sports and Sorts (15 kids), all started their programs the week of June 4th.

Ritter noted the 16U Woodridge Lightning team participated in a round robin tournament on June 3rd in Lisle. The team's first South Suburban League games will begin on June 5th.

Ritter stated included in the Board packet is the 2018 Kids' Dialogue Report, which includes questions and answers from the children from our six local elementary schools. Ritter thanked Nina DeAngelis, our Summer Intern for putting this report together.

Ritter added staff is busy gearing up for the Jubilee! Roads will be closed beginning June 11th as tents, carnival rides, food vendors, etc. begin to set-up the grounds. Let's hope for great weather!

Ritter stated with the addition of the MAC gymnasium, the ARC saw an increase in gym rentals of 140% from May 2017 compared to May 2018. Total facility rental revenue generated in May 2017 was \$7,083 and May 2018 was a total of \$12,281 (73% increase).

Ritter added Fitness Center visits increased May 2017 = 7,530 to May 2018 = 8,258
The monthly Membership Sales Report (January 2018– May 2018) included for review.

Ritter concluded his report offering congratulations to Megan Pettit, Public Relations and Marketing Manager, who will be celebrating her 11th anniversary on June 18th, and Barb Larocco who will be celebrating her 2nd anniversary on June 13th. Ritter added Nina DeAngelis started her summer internship with us on May 21st.

Aquatics

Julie Rhodes began her report with the following information:

- Cypress Cove Aquatic Park opened Saturday, May 26th.
- Swim lessons will begin the week of June 11th.
- The first Teen Splash Bash was held on Saturday, June 2nd.
- Swim Team Practice began Tuesday, May 29th; the first home meet was June 6th.
- Family Fun day is scheduled for Friday, August 10th.
- Staff received numerous compliments on the new pool liner.

Rhodes reviewed memberships sold and overall financials to date.

Parks

6.a. John Karesh began his report with an action item regarding Hydro seeder Purchase, MSP #18-05c. Karesh stated the New Finn T60T hydro seeder will be used to seed in natural areas, turf areas and for fire management during prescribed burns. This unit will also act as a water cannon for other various park needed applications like watering ballfields and newly installed plugs. The addition of this unit to the fleet will result in improved efficiency when performing various maintenance applications. Staff demoed this unit and feels this will significantly improve maintenance operational efficiencies. Additional equipment options recommended include: 150 feet of 1-1/4 hose, electric hose reel, trailer with electric brakes, 2-1/2 inch lunette eye pintle hitch.

Staff recommended the Board accept the low qualified bid from Martin Implement obtained through Sourcewell (previously National Joint Purchasing Alliance (NJPA)) for \$28,831.50 for the purchase of a 2018 New Finn T60T Hydro seeder with recommended options.

MOTION by Coleman and seconded by Venouziou to accept the low qualified bid from Martin Implement obtained through Sourcewell (previously National Joint Purchasing Alliance (NJPA)) for \$28,831.50 for the purchase of a 2018 New Finn T60T Hydro seeder with recommended options.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

6.b. Karesh's next action item seeking approval was the purchase of a Skid Steer Compact Truck Loader MSP #18-06c. Karesh stated the T595 T4 Bobcat Compact Truck Loader with Tracks will replace the District's Bobcat S650 with wheels. Tracks distribute the weight of the machine over a larger area minimizing turf damage or sinking in softer soils. This feature will help in mowing buffers around natural areas and for landscape projects such as tree installations. This unit will

perform all functions of the previous skid steer while providing protection to turf/natural vegetated areas. Staff recommended trading in the current skid steer as part of this purchase. Recommended added options include: advanced control system, 68" low profile bucket, bolt on cutting edge and the A91 Option package which includes cab enclosure, high flow hydraulics, two speed travel, sound reduction, hydraulic bucket positioning, power bob tach, deluxe instrument panel, keyless start, attachment control kit, cab accessories package & 3-point seat belt.

2018 T595 T4 Bobcat Compact Loader	\$48,692.00
2011 S650 Bobcat (trade-in value)	<u>-\$22,000.00</u>
Total	\$26,692.00

Staff recommended the Board accept the low qualified bid from Atlas Bobcat obtained through the Sourcewell (previously National Joint Purchasing Alliance (NJPA)) for \$26,692.00 for the purchase of a 2018 T595 T4 Bobcat Compact Truck Loader with approved options which includes the trade-in amount of \$22,000 for the District's 2011 Bobcat S650 Skid Steer.

MOTION by Coleman and seconded by Venouziou to accept the low qualified bid from Atlas Bobcat obtained through the Sourcewell (previously National Joint Purchasing Alliance (NJPA)) for \$26,692.00 for the purchase of a 2018 T595 T4 Bobcat Compact Truck Loader with approved options which includes the trade-in amount of \$22,000 for the District's 2011 Bobcat S650 Skid Steer.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

Karesh continued his report stating all park drinking fountains are up and running for the 2018 season.

Karesh noted seasonal staff positions are fully hired, however 2 employees have yet to arrive for the summer season.

Karesh stated as a result of the April & May rains staff is working nonstop to keep up with the mowing. Crews hope to be caught up next week.

Karesh mentioned the Hobson Splash pad is open for the 2018 season. Hobson Splash Pad was opened on the Saturday of Memorial Day weekend. Everything is working at this time and staff is maintaining the system daily.

Karesh added an air quality testing company was hired to take air samples within the Hobson Corner Park splash pad filtration vault to identify potential air contaminants that may require a special respirator to be worn by staff when working in the vault. Final assessment and procedure revisions will be determined after submittal of the test results.

Karesh noted staff is working with Central States Sprinklers to complete the 5 year Fire Sprinkler Test of the Maintenance facility required per Village Code and enforced by the Fire District.

Karesh stated one of the two large bus AC compressors locked up causing the belt to break while on a trip in Indiana. Fortunately the trip was close to their destination and a service provider was within four miles. The compressors are going to be replaced and a leak in the line will be repaired.

Karesh continued his report reviewing the Current Work Projects:

- Staff has started assisting weeding & mulching tree rings and planting beds throughout the District's park sites.
- Crews have been working hard to complete preseason tasks prior to the opening of Cypress Cove. We completed all essential and required tasks and are continuing to finalize the completion of smaller items.

- Staff is working on the work schedule, site preparation and the logistics for the 2018 Jubilee. This year the fishing derby will take place from 8:00 a.m. – 12:00 p.m. on Saturday June 16th and will be managed by the Woodridge Active Adult Fishing Club, the Senior Rods and the Woodridge Park District staff.
- Ballfields continue to be maintained and fine-tuned for the summer season. Staff also provided tables, cans, equipment & special attention to the various baseball fields for the annual Woodridge Athletic Association (WAA) Memorial Day Baseball tournament.
- The Community Center hot water heater replacement project is in progress. Staff is working with Jensen Plumbing who has the parts ordered.

Karesh concluded his report stating staff will be working with the Woodridge Special Events Committee to begin the preliminary planning of the 4th of July party. In order to keep the set up for the event efficient as possible crews will assist with the pickup of all essential materials prior to July 4th. The District will also provide staff for event set up, garbage pickup and take down.

Mike Adams noted we are still in the process of finalizing the ComEd easement, including approval of temporary parking during special events use.

Marketing

Megan Pettit provided an overview of tasks completed. Pettit added two new digital signs for the main and lower levels of the Community Center will be installed and operational by the end of the month. The IT Coordinator was responsible for rewiring the two areas and ordering the screens. The PR/Marketing Manager is finalizing the screen template and will receive training on managing multiple screens in multiple buildings (ARC & CC).

Pettit stated the District received a total of \$9,250 in sponsorships for the Jubilee. Advanced Audiology Consults is a new sponsor this year (\$1,000). A sponsor banner, welcome banner and schedule of events will be ordered/printed and posted during the event. The schedule of events brochure will be delivered to residents beginning Thursday, June 7th. The Jubilee website is up-to-date with sponsor logos and the schedule of events. Separate posters and Facebook posts have been created to promote the Jubilee Fishing Derby.

Pettit noted Western Remac is currently printing new banners for park sites with poles. The current banners are about 5 years old and have been extremely faded for over a year. Western Remac is printing this batch on a different material with a UV coating that will hopefully prevent that from happening so quickly.

Pettit concluded her report stating the marketing department is currently applying a marketing plan to promote the Athletic Supervisor’s new adult drop-in open softball program including a paid Facebook ad, Facebook event posts, large banners posted on the Orchard Hill & Janes Avenue baseball field fences and facility flyers.

Safety Committee

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

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

CONSENT AGENDA

MOTION by Coleman and seconded by Venouziou to approve Consent Agenda items 1 & 2 for approval of minutes and Agenda Items 3 and 19 for Vendor Payment and Payroll Ratification for a total amount \$1,369,239.66.

1. Regular Board Meeting Minutes May 8, 2018
2. Executive Session Meeting Minutes May 8, 2018
3. Vendor Payment & Payroll Ratification Report (5/4/18-6/7/18)..... \$1,369,239.66
4. Advantage Paving Solutions – 2018 Asphalt Resurfacing & Resealing, CRP#18-03c, Payout #2 \$29,354.85
5. Advantage Paving Solutions – 2018 Asphalt Resurfacing & Resealing, CRP318-03c, Payout #3 \$17,913.96
6. Allied Painting Services – Cypress Cove Spray Play Pump House and Auxiliary Concession Building,

Repainting Project, ACRP #18-04pc, Payout #1 (100%).....	\$5,200.00
7. Aquatic Renovation Systems – Cypress Liner Purchase & Installation, ACDP #17-01c, Payout #4 (Final).....	\$41,213.95
8. Hacienda Landscaping, Inc., - 2018 Concrete Installation/Replacement, CRP#18-02pc, Payout #1 (Final).....	\$20,506.00
9. Innovation Landscape, Inc. – 2018 Playground Surface Replacement, CRP#18-01c, Payout #1 (Final).....	\$59,065.00
10. Living Waters Consultants – Town Centre Sled Hill – Consultant Services, CA#18-05pc,Payout #3.....	\$750.00
11. McCloud Aquatics – Lake Harriet Aeration Eqpt. Purchase & Install, CDP#17-02pc-05, Payout #1	\$7,408.60
12. JG Swimming Pools – Surge Tank Valves Replacement Project, ACRP #18-02, Payout #1 (Final).....	\$14,819.00
13. Mr. David’s Flooring Int’l – ARC Flooring Replacement, Payout #1 (100%)	\$7,626.00
14. Takeform – ARC Expansion – Interior Signage Purchase and Installation, Payout #1 (100%)	\$84.88
15. UMB Bank, Debt Certificate Series 2014, Principal & Interest.....	\$186,818.75
16. UMB Bank, General Obligation Limited Tax Refund Bond Series 2015B, Principal & Interest.....	\$31,231.25
17. UMB Bank, Debt Certificate Series 2015C, Principal & Interest	\$157,293.75
18. Victor Stanley – Lake Harriet, Carleton & Hawthorne Bench Purchase and Replacement, Payout #1...	\$19,523.00
19. Williams Architects – Conceptual Space Planning #1 (Final).....	\$1,298.57

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

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

DIRECTOR’S REPORT

1a. Mike Adams began his report with an action item regarding Approval of the Budget & Appropriations Ordinance for Fiscal Year FYE2019. 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, 2018 and ending April 30, 2019 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 16, 2018 publication as required per state statute.

Staff recommended approval of Ordinance #18-4, an Ordinance providing for budget and appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the fiscal year beginning May 1, 2018 and ending April 30, 2019.

MOTION by Coleman and seconded by Venouziou to approve Ordinance #18-4, an Ordinance providing for budget and appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the fiscal year beginning May 1, 2018 and ending April 30, 2019.

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

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

1b. Adams continued his report seeking Board Approval of Ordinance No. 18-5, 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.

Adams added pursuant to Public Act 100-0154, subsequent to approving the Ordinance, the public body may satisfy the newspaper publication requirement by posting on the public body's website a notice of its determination with a hyperlink to the prevailing wage schedule for that locality that is published on the official website of the Department of Labor.

Staff recommended the Board approve Ordinance No. 18-5, an Ordinance adopting the Prevailing Wage Rates for laborers, workers and mechanics employed by the Woodridge Park District.

MOTION by Coleman and seconded by Venouziou to approve Ordinance No. 18-5, an Ordinance adopting the Prevailing Wage Rates.

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

1c. Adams next item seeking Board approval was Resolution No. 18-13, 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. 18-13, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 18-13 as noted above.

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

1d. Adams next action item seeking Board approval was Resolution No. 18-14, 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 were previously approved per Resolution No. 18-13 and are not subject to any administrative or judicial proceeding.

Staff recommended the Board approve Resolution No. 18-14, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 18-14 as noted above.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

1e. Adams next action item seeking Board approval was Resolution 18-15, a Resolution Accepting the Donation of Certain Property (Timbers Edge Outlots 5 & 6).

Adams stated as part of the Village's annexation agreement with Pulte Home Corporation for Timbers Edge subdivision, the developer is required to donate certain property to the District in accordance with the Village's and District's parkland donation ordinance. Outlots 5 & 6 total 7.24 Acres. Outlot 4 (Detention Basin = .72 Acre) will be deeded after the Village Engineer determines the detention area is in conformance with the Stormwater Detention Plans. Outlots 5 & 6 (6.52 Acres) have been improved as required per the development agreement and all documentation to include the transfer of the Warranty Deed has been reviewed by legal counsel and deemed ready for acceptance by the District. Included in the Board packet for review is a copy of the Warranty Deed. Other records (title commitment, insurance policy, tax records, environmental assessment study, etc.) are not included due to the quantity, but are available for board review upon request.

Staff recommended the Board approve Resolution No. 18-15, a Resolution Accepting Donation of Certain Property (Timbers Edge Outlots 5 & 6).

MOTION by Coleman and seconded by Venouziou to approve Resolution No. 18-15, a Resolution Accepting Donation of Certain Property (Timbers Edge Outlots 5 & 6).

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

1.f. Adams continued with his next action item regarding approval of an ordinance declaring following equipment no longer useful and authorize the sale of subject property:(1990 Olathe Sweeper, 2011 Bobcat S650 Skid Steer, 2004 Hevco Flail Mott Mower 96", 1998 Toro GTS Super Recycler 21" Cut Push Mower and 2012 Toro 7210 Z Mower 72# Guardian w/recycler kit).

Adams stated the following equipment was recently replaced per the Capital Replacement Program and are used beyond their life expectancies.

Staff seeks Board authorization to dispose of the surplus property. Bid trade-in and/or electronic auction websites will be used to seek the best return for items 1, 3, 4 and 5. Item #2 was traded in towards the purchase of a new Skid Steer.

Staff recommended the Board approve Ordinance #18-6 Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (1990 Olathe Sweeper, 2011 Bobcat S650 Skid Steer, 2004 Hevco Flail Mott Mower 96", 1998 Toro GTS Super Recycler 21" Cut Push Mower and 2012 Toro 7210 Z Mower 72# Guardian w/recycler kit).

MOTION by Coleman and seconded by Venouziou to approve Ordinance #18-6 Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (1990 Olathe Sweeper, 2011 Bobcat S650 Skid Steer, 2004 Hevco Flail Mott Mower 96", 1998 Toro GTS Super Recycler 21" Cut Push Mower and 2012 Toro 7210 Z Mower 72# Guardian w/recycler kit).

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

1.g. Adams next action item seeking approval was an Ordinance revising fees and charges for District facilities, services, and programs.

Adams stated in an effort to systematically review and approve fees and charges on an annual basis for District facilities, services and programs, the Board approved Ordinance 17-14 for calendar year 2018.

Adams noted at the April 21st Budget Workshop and per the FYE2019 approved budget the Board authorized to increase fees and charges for programs and facility rentals in order to offset expense increases related to the new transaction fees associated with the new ActiveNet registration system.

Adams added a revision to the Community Center rental rates is in order and therefore staff recommends increasing the rates \$5 per rate structure. These rates have not increased since 2009. Included in the Board packet is Ordinance 18-7, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

Staff recommends the following revision in Section 5:

SECTION 5: Authority to Waive or Reduce Fees. The Executive Director or designate, may waive or reduce fees if such a waiver or reduction is deemed in the best interest of the District, for a specific public benefit or other governmental uses as may be available and within normal hours of operation. Use of District facilities for commercial, private, political or personal purposes, gain or benefit without an approved agreement with the District or paying established fees, is not permitted.

Adams stated this revision will streamline authority, permitting the Executive Director rather than having to wait and obtain Board approval at a board meeting each time a necessary fee revision is warranted.

Staff recommended the Board approve Ordinance #18-7, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Coleman and seconded by Venouziou to approve Ordinance #18-7, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

1.h. Adams next action seeking Board approval was Facilities Surveillance Camera Systems, MSP #18-07pc. Adams stated the District's surveillance camera vendor's proposal to install surveillance cameras and proprietary PC viewing software at the following locations: Village Greens Golf Course, Community Center, Cypress Cove Family Aquatic Center, Maintenance Facility and additional camera at the Athletic Recreation Center (ARC).

Adams noted in order to enhance surveillance for safety of patrons, staff and District assets, staff recommends the existing systems be replaced with the District's current vendor's high definition cameras and proprietary viewing software systems that can be viewed and administered via the internet through pass code protection.

Adams added, the District can provide the Woodridge Police Department rights to access the cameras, if needed, to inspect these facilities from the squad cars. Adams mentioned the project expense was approved in FYE2019 budget.

Staff recommended the Board approve Griffon Systems proposal in the amount of \$64,525.00 to purchase and install surveillance camera systems at Athletic Recreation Center (added cameras), Community Center, Cypress Cove Family Aquatic Park, Maintenance Facility, and Village Greens Golf Course.

MOTION by Coleman and seconded by Venouziou to approve Griffon Systems proposal in the amount of \$64,525.00 to purchase and install surveillance camera systems at Athletic Recreation Center (added cameras), Community Center, Cypress Cove Family Aquatic Park, Maintenance Facility, and Village Greens Golf Course.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

1.i. Adams final action item seeking Board approval was regarding the next phase of architectural services to complete drawings for bid to repurpose office spaces in the Maintenance Facility, the Maintenance Facility Office Space Basic Architectural Services, CA #18-02pc-2.

Adams stated as discussed in the budget workshop, due to the growth of employees in the department, need for access to additional computers, increased need for file/equipment storage and improve overall management efficiencies, staff recommends upgrading two of the existing offices and the lunch room.

Adams noted the District contracted with Williams Architects to complete an initial space study, provide design options and submit a cost estimate.

Adams mentioned the project team reviewed several design variations and recommend the included design floor plan. Note, no walls will be reconfigured. The plans specify new desk counters/cabinetry millwork, sealing off two existing doors to increase available wall space, adding a new 3-person pc station and microwave tower in the lunch room, add electrical/computer infrastructure, replace vinyl floor tile to a no-wax floor, repaint offices, and purchase necessary furnishings (e.g. lunch room tables and chairs, desk chairs, computers, etc.).

Staff recommended the Board approve Williams Architects proposal dated May 6, 2018 in the amount of \$10,500.00 plus reimbursable expenses for the Maintenance Facility Office Space Basic Architectural Services, CA #18-02pc-2.

MOTION by Coleman and seconded by Venouziou to approve Williams Architects proposal dated May 6, 2018 in the amount of \$10,500.00 plus reimbursable expenses for the Maintenance Facility Office Space Basic Architectural Services, CA #18-02pc-2.

AYES: Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Cohen, Mahoney

MOTION CARRIED.

2.a. Adams continued his report asking Jenny Knitter to review the Athletic Recreation Center (ARC) Expansion Contracts. Knitter noted the following:

- a. Flooring replacement completed under free weight area.
- b. Signage installation substantially complete.

Knitter reviewed the following schedule:

- a. Review of wall pad installation – not the same product as in main and turf. Working with manufacturer to determine next steps.
- b. Waiting on replacement of existing turf divider curtain and new ¼ curtain
- c. Team space carpentry work – proceeding this month
- d. ARC Expansion–Shelter Naming Signage – waiting for fabrication timeline
- e. Playground Equipment – Electronic controller broken – waiting for replacement timeline.

3.a. Adams continued his report with the following information regarding the Woodridge Anniversary Celebration. Adams stated Mayor Cunningham-Picek, President Hohnke and staff from both the Village and Park District met on June 4th to kick-off planning for the Village's 60th and Park District's 50th Anniversaries in 2019.

Adams noted the topics of discussion included but were not limited to: need for a Steering Committee, theme, parade, brainstorm events ideas and budget.

3.b. Adams reviewed the following information regarding the Jefferson Junior High (JJH) School Track & Athletic Field Planning.

Adams stated representatives from School District #68, Park District and V3 Engineering held an open house on May 21st before and after the JJH Awards ceremony to display the proposed project and answer any specific questions. SD #68 also directly invited neighbors adjacent to the school property to the Open House. A video display with birds-eye view animation was displayed, which is also available on the SD #68's website: <https://www.woodridge68.org/Page/1959>. Most of those that attended were positive and supportive of the project.

Adams noted School District #68 and Park District staff met on June 5th to discuss a variety of topics related to the track & field project to include but not limited to: timing, coordination, intergovernmental agreement, shared facility use, outside group facility use, maintenance and upkeep, and other pertinent topics.

Adams added SD #68 staff will present a recommendation to the School Board for V3 (engineering and architectural design, permitting and village/county approvals and permits, bid document development and bid letting, bid recommendations, contracting assistance with selected vendors, and general oversight of the project to completion and acceptance) and ICI (assistance with the above tasks and project management during the pre-construction, construction and post-construction phases to acceptance, as well as support with any warranty issues that may arise afterwards) to provide professional and construction management services for this project to the June 25th Board meeting. After that approval SD #68 will ask V3 to hit the ground running to get the necessary permitting and approvals from the Village/County, develop bid specs, etc.

The preliminary time frame would be as follows:

July – August	Bid Spec Development
September – October	Bid Letting and Permitting Approval
November 12, 2018	Board Approval of Recommended Contractors
November	Contracting with Recommended/Approved Contractors
December - February	Planning and preparation for construction (approve shop drawings, place material orders, etc.)

March 15 - August 15 Estimated Construction Phase (to be ready for 2019-2020 school year)

Adams concluded an IGA is being drafted to finalize details to be presented to both boards in August and approved in September.

3.c. Town Centre Property Land Use/Community Park Planning-

Adams recapped the current negotiation terms presented by the Village as discussed previously by the Board. He requested Board feedback on an alternate option to equally split the acreage. After additional discussion, the consensus of the Board was not in favor splitting the acreage based on the premise of preserving the property as originally intended for open space, park, and public grounds.

COMMITTEE REPORTS

SEASPAR – No Report.

JUBILEE – Will be held June 13th through June 17th.

PDRMA – Adams stated the 2017 Annual Report is included for Board review.

EX-OFFICIO REPORT

1. Plan Commission- Adams stated the report is included for Board review.
2. Chamber of Commerce – No report.
3. Affiliated Athletic Associations – No report.

OLD BUSINESS

Mike Adams asked for Board feedback regarding the “Digital Board Packets”. President Hohnke prefers the paper packet. Commissioner Coleman and Commissioner Venouziou like the digital report.

NEW BUSINESS

None

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Coleman and seconded by Venouziou to adjourn the meeting of June 12, 2018 at 8:36 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary