

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
May 8, 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, Coleman, Hohnke and Mahoney. Staff present: Adams, Evans, Karesh, Knitter, Kyriakoulis, Pettit, Rhodes, Ritter. Absent: Chris Webber.

PUBLIC PARTICIPATION – Katie Reed, Camp Director.

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) to discuss 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 give power to appoint under law or ordinance.

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

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

The Board adjourned to Executive Session at 7:02 p.m.

RECONVENE OPEN SESSION

Motion by Cohen and seconded by Mahoney to reconvene the Regular Board Meeting of May 8, 2018 at 7:21 p.m.

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

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

FINAL ACTION

Motion by Cohen and seconded by Mahoney to appoint Sam Venouziou as Park Commissioner to fill the Board vacancy previously occupied by Commissioner Duffy.

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

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

PRESIDENT'S REPORT

President Hohnke began his report asking Commissioner Mahoney to present the Oath of Office to Sam Venouziou. Venouziou stated the following:

I, Sam Venouziou, having been appointed to the office of Commissioner of the Woodridge Park District in the Village of Woodridge, in the Counties of DuPage and Will and the State of Illinois, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of Commissioner of the Woodridge Park District according to the best of my ability.

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

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

3. President Hohnke stated that this is the Annual Meeting to elect new Board Officers, Committee Chairs, and ex-officio members.

MOTION by Cohen, and seconded by Mahoney to approve the above noted positions for the 2018-2019 Fiscal Year as follows:

- a. Board President – Fred Hohnke
- b. Board Vice-President – Brian Coleman
- c. Board Secretary – Jack Mahoney
- d. Board Secretary Pro Tem – Mike Adams
- e. Board Treasurer – Bill Cohen
- f. Plan Commission Ex-Officio – Jack Mahoney and Mike Adams
- g. Jubilee Committee Ex-Officio – Brian Coleman and Don Ritter (alternate)
- h. SEASPAR Representative – Mike Adams and Don Ritter (alternate)
- i. PDRMA representative and – Mike Adams and Chris Webber (alternate)

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

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

3.a. President Hohnke moved to reappoint Mike Adams as the Woodridge Park District's Executive Director; Klein, Thorpe & Jenkins as the Woodridge Park District's legal counsel; and the Illinois Institutional Trust (IIT) as the Woodridge Park District's Investment Advisor.

MOTION by Cohen and seconded by Mahoney to approve Mike Adams as the Woodridge Park District's Executive Director; Klein, Thorpe & Jenkins as the Woodridge Park District's legal counsel; and Illinois Institutional Trust (IIT) as the Woodridge Park District's Investment Advisor.

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

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou  
NAYS: None

Absent: None  
MOTION CARRIED.

President Hohnke's called for a Public Hearing for the FY2018-2019 Budget & Appropriations Ordinance to be held on June 12, 2018 at 7 p.m.

#### Recognition of Staff Milestone Anniversaries

President Hohnke continued his report offering congratulations to Katie Reed, Camp Director for 15 years, Chris Olsen, Village Greens Golf Course Beverage Server for 10 years, Steven Werschultz, Village Greens Golf Course Starter/Ranger for 5 years, and Don Koziol, Village Greens Cart Attendant for 5 years of service with the Woodridge Park District.

President Hohnke noted the Village of Woodridge/Prologis \$500 Grant will be presented to the (Golden Years Program) at the Village Board Meeting.

President Hohnke concluded his report stating the (Golden Years Program) received a \$1,000 donation from the Woodridge Rotary Club.

#### STAFF REPORTS

##### Finance

In Chris Webber's absence, Marie Kyriakoulis began the Finance Report stating included in the Board packet for Board review are the March financials which marks the 11<sup>th</sup> month of the District's Fiscal Year. A preliminary Fiscal Year end close will be provided at the June Board meeting.

Kyriakoulis noted the Special Budget Workshop was held on April 21<sup>st</sup>. Please see the Executive Director's report for action items requested for Board consideration.

Kyriakoulis mentioned the preliminary fieldwork for the 2017/2018 Audit is scheduled for May 15<sup>th</sup>. Auditors will be on site the week of July 4<sup>th</sup> to complete fieldwork.

Kyriakoulis stated staff is finalizing annual performance reviews for fiscal 2017/2018, updating job descriptions for changes noted during the budget process and working to get all summer employees on boarded. Additionally, staff training was held on April 30<sup>th</sup> with Michael Brandwein with a focus on Customer Service.

Kyriakoulis concluded her report stating staff completed the network display cabling at the Community Center to allow for the use of televisions for marketing purposes and District news. Cypress Cove auto attendant programing was completed near the end of April for the upcoming season.

##### Planning

2a. Jenny Knitter began her report requesting Board action regarding acceptance of a proposal for the Village Greens Maintenance Yard Fence Replacement Project, VGCRP#18-02pc. Knitter stated on May 2<sup>nd</sup>, staff received three (3) proposals for the fencing replacement at the maintenance yard. All fencing will be black PVC coated fencing. The District has satisfactorily worked with The Fence Store before on the installation of a security gate at Hawthorne Hill Woods. Additionally, they are associated with Peerless Fence and the work will be performed out of Peerless Fence's West Chicago office. The District has also satisfactorily worked with Peerless Fence on many projects through the years.

##### Contractor Proposals:

The Fence Store	\$ 24,565
Action Fence Contractors	\$ 25,925
Custom Built Commercial Fence	\$ 32,890

Adams noted the fence will be 8' foot high instead of 6' for better privacy and security.

MOTION by Mahoney and seconded by Cohen to accept The Fence Store's proposal dated 05/02/18 in the amount of \$24,565.00 for the Village Greens Maintenance Yard Fence Replacement Project, VGCRP#18-02pc.

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

2b. Knitter's final action item was a Change Order regarding the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03c. Knitter stated additional patching and asphalt material was needed for over-excavation and surface leveling necessary to meet ADA cross-slope requirements for Lake Harriet and Hawthorne Hill Woods Paths. The change order reflects these changes.

Please note, as a result of the variable nature of asphalt resurfacing and patching needs requiring in-field change directives resulting in unforeseen increased change order costs, the District annual budgets in the CRP fund for Miscellaneous Asphalt Patching in the amount of \$20,000.

Staff recommended the Board approve Change Order #1 to Advantage Paving Solutions contract for a net increase of \$6,800.00 for the 2018 Asphalt Resurfacing Project – CRP#18-03c to install additional asphalt associated with meeting ADA slope requirements at various paths.

MOTION by Mahoney and seconded by Cohen to approve Change Order #1 to Advantage Paving Solutions contract for a net increase of \$6,800.00 for the 2018 Asphalt Resurfacing Project – CRP#18-03c to install additional asphalt associated with meeting ADA slope requirements at various paths.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

Knitter continued her report reviewing the 2018 Asphalt Resealing Projects that are scheduled in the CRP 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.

Knitter added that staff plans to request proposals for the work this month and present it for Board consideration in June.

Knitter stated the 2018 Playground Surface Replacement Project, CRP#18-01c, will begin with the removal and replacement of the existing playground surface at Ide's Grove East, Mendingwall, and 63rd Street Parks. This is schedule to begin May 1<sup>st</sup> at Ide's Grove East Park. Then 63rd and Mendingwall Parks with expected completion in May or early June.

Knitter mentioned that work began April 19<sup>th</sup> on the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03c at the following sites: Janes Avenue Park – Parking Lot (include line striping and other painting), Cypress Cove Parking Lot (patch failing areas (4" deep patch), Lake Harriet path north to Woodridge Drive, and Hawthorne Hill Woods path parallel to Woodridge Drive.

Work yet to complete includes:

- Cypress Cove seal coat, line stripe, and crack repair is planned for this month after Motion Explosion and Recycling Event and before we open Cypress.

- 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 the soil borings reports were submitted to the District on May 1, 2018 for the Triangle Park Soil Borings, CA#18-04pc. These reports will be used by our engineer as he finalizes engineering plans for the construction of the proposed Town Centre sled hill.

Knitter added a partial survey was provided to the engineer to begin his design work associated with the sled hill for the Town Centre Sled Hill – Engineering Consultant Services, Design & Permit, CA #18-05pc.

Knitter noted the consultant, DLZ has not provided the Town Centre Property Topographic Survey, CA#18-03pc deliverables by the deadline defined in the proposal which was April 14<sup>th</sup>. As of May 1<sup>st</sup>, the consultant had promised the deliverables two times prior and still failed to provide the final survey. Most recently, the consultant has promised the deliverables in hand by May 5<sup>th</sup>. This lack of survey information has affected the Triangle Park Sled hill design timeline as well as the progress of concept planning at Jefferson Jr. High.

Knitter added the Town Centre Property – Tree Inventory /Survey, CA #18-06pc deliverables, were completed in mid-April, as planned.

Knitter stated on April 24<sup>th</sup>, staff meet with Woodridge School District #68 staff and their design consultants – V3 and Hitchcock Design Group, to kick off the proposed Jefferson Jr. High – Track & Athletic Field Complex Conceptual Design project. At this meeting, project components were defined with the purpose of providing a graphic representation of the track, future synthetic turf field, and relocation of baseball/softball fields. The graphics will be presented to the public at an open house at Jefferson Jr. High School on Monday, May 21<sup>st</sup> with School District, Park District and the Design team present to review the project and answer resident questions. [*The School District invited neighbors adjacent to the school grounds to the Open House.*]

Knitter mentioned delivery is expected in May with installation to follow for the Lake Harriet, Lake Carleton, and Hawthorne Hill Woods Bench Purchase/Replacement Project.

Knitter noted the ComEd service connection was completed on the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP #17-02pc-04. Utility Dynamics remaining work includes completing the connection of the electrical service with ComEd (this week). The aeration system will be installed once electrical is complete and will include coordinating connection of the electrical wiring to the new pond aeration/compressor system. Final aeration operation is expected to occur in May.

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. The Town Centre sled hill design will be incorporated into the final bid documents as an alternate bid price for the project in order to utilize the fill from the project at this local site.

Knitter added the Village provided comments back for the storm water review. Living Waters Consultants (LWC) will submit the response on May 1<sup>st</sup>. An open house inviting residents in the area to review the plans is tentatively scheduled for June 5, 2018.

Knitter concluded her report stating the Natural Resource Manager's focus this week has been the blanket installation over hydro-seeding that was completed at Lake Carleton. He has also begun coir log installation to minimize scoring and undercutting of the banks from erosive forces. He will also be planting plugs in several areas to help establish the shoreline restoration improvements. In the next month or so, staff plans to assess/study how park users are accessing to

the shoreline to determine the best locations for direct access to the water.

The Landscape Specialist has been focused on distribution of mulch throughout several park sites as well as preparations of replacement plants at Cypress Cove. Some seasonal staff have begun this month to assist in these efforts as well.

### Golf Course

3.a. Brandon Evans began his report with an action item regarding the Village Greens Bunker Renovation Project, VGCDP #18-01c. Evans stated as previously discussed, the majority of bunkers throughout the course have no or little drainage. As a result, the Course encounters a host of maintenance problems and poor play perceptions from our golfers. In-house crews have renovated a couple of bunkers the last couple of years, but through experience, delays resulting in the project due to other pressing needs. Therefore, staff recommends the hiring of a contractor with extensive experience in regrading sand bunkers. Evans continued that they located an experienced operator who can shape and prepare new bunkers in ¼ the time in-house crews would be able to do it. Evans stated the District received a proposal to renovate two (2) bunkers and add a third bunker for safety and playability purposes on Hole #10. We anticipate the project be completed by the end of June.

Staff recommended the Board accept Koelper Golf Course Construction Company's proposal dated 05/08/18 in the amount of \$11,450.00 for the Village Greens Bunker Renovation Project, VGCDP#18-01pc.

MOTION by Cohen and seconded by Mahoney to accept Koelper Golf Course Construction Company's proposal dated 05/08/18 in the amount of \$11,450.00 for the Village Greens Bunker Renovation Project, VGCDP#18-01pc.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

Evans continued his report stating the Illinois State Scramble was held on April 28<sup>th</sup> and 29<sup>th</sup>. The Course had seventy-eight (78) two-person teams compete this year, up from sixty-six (66) who were scheduled to play in last year's event (which was subsequently cancelled due to poor weather). This year's champions were Michael Natale and Steve Sawtell, who won their 2<sup>nd</sup> title in 4 years.

Evans noted on April 30<sup>th</sup>, some of the best golfers in the state competed in the CDGA's Mid-Am Qualifier at Village Greens. The Park District 'donates' the course for this event, but we do receive a large amount of free publicity and notoriety, as well as some revenue in the form of riding cart rentals, food and beverage revenue, and merchandise sales.

Evans mentioned as a feature of our new Point of Sale system agreement, GolfNow compiles the "Brand Performance Report" for us each month. This report provides a snapshot of key performance metrics and other useful data. Staff then use this data to tailor the website and social media campaigns, look for and take advantage of marketing opportunities, receive an overview of customer perceptions and reviews, and more. Highlights from this month include:

- The call center booked 567 rounds last month. Result: Having a call center under contract significantly reduces staff labor expense and allows golf shop employees to focus on the customers in the golf shop rather than answering phones. It also aides in data collection efforts.
- Reservations booked on our website were 4x's more than those booked through 3<sup>rd</sup> party vendors (including GolfNow). Result: While 3<sup>rd</sup> parties are important, we always want to retain control over our own branding and messaging.
- Of the 3<sup>rd</sup> party vendor bookings, 5 out of every 6 bookings were done on a mobile device. Result: We are optimizing our website to make online viewing of our website and tee time booking engine mobile friendly.

- Our overall rating score for the month was 3.9 (out of 5). This is the average score of all online reviews (golf advisor, yelp, google review, etc.) from our customers during the month. Our competitor's average score during the same period was 2.8.

Evans concluded his report reviewing the following golf course maintenance work that was performed during the last month:

- Moved larger stones to the dry creek bed project on hole #14, and used some stones to mask and prevent pond bank erosion.
- Moved materials to #14 to begin construction of a new forward tee. Attempted to shape materials, but they were still too wet.
- Slit seeded several areas of the course, including #2, #3, #6, #8, #10, #11, #15, #16, and #18 fairways.
- Re-sodded an extensive area of #2 fairway that was overrun with poa annua.
- Applied growth regulator to greens based on degree growing day formulas.
- Continued collecting data to aid in a research project with the University of Wisconsin which studies growth regulator and fertilizer usage and its effect on green speed and turf health. The ultimate goal is to find an optimum balance between chemical inputs and golf course greens playability. We are using an app which combines local weather data, degree growing days, grass clipping collection amounts, and soil testing results to complete (and fine tune) an algorithm that tells us exactly when inputs are needed. As a result, we have already 'skipped' one planned application this year.
- Repainted outdoor garbage cans from the original green to a black which better matches the décor of the exterior.
- Edged all bunkers.
- Sodded old tree stump removal areas.

Upcoming projects:

- Bunker renovation work – hole #10
- Drainage line scoping and survey work to determine if old lines are collapsing.

### Recreation

Don Ritter began his report stating that staff will be coordinating our annual Kids Dialogue program beginning May 11<sup>th</sup> at Edgewood School. Each year, staff visits with the 6<sup>th</sup> grade students at each of the six elementary schools to discuss the programs and services offered by the Park District. The Village also sends a representative to talk about Village services.

Ritter mentioned the 32<sup>nd</sup> annual Road Rally event was held on April 14<sup>th</sup> with a total of seventy-three (73) teams participating, the exact same amount from last year. Nine (9) teams from Woodridge were registered for the event.

Ritter stated opening day of the WSA soccer season was held on April 21<sup>st</sup>. Early Bird registration for fall will be held on May 5<sup>th</sup>, 9<sup>th</sup>, & 12<sup>th</sup> at the ARC.

Ritter noted our annual dance recital will be held on Sunday, May 6<sup>th</sup> at Lisle High School. This is always an exciting event for the kids in our dance program, as well as for the parents to watch.

Ritter added the Totschool graduation ceremonies will be held on May 25<sup>th</sup> at the Community Center.

Ritter stated our five (5) in-house Girls Softball teams started league play on April 21<sup>st</sup>. The Woodridge teams will play with Burr Ridge, Lisle, and Westmont. Burr Ridge has twelve (12) teams in the league, Woodridge and Darien each have 5 teams, and Lisle and Westmont each have 2 teams participating.

Ritter noted that the Motion Explosion event was a huge success, including great weather.

Ritter stated due to the cold, rain and snow, the ARC received a lot of requests to rent the Turf Field in April. In April 2017, the ARC generated \$4,602 compared to \$9,354 in April 2018 (103% increase).

Ritter noted with the addition of the MAC gymnasium and the additional renters that we gained over the past year, the ARC saw an increase in gym rentals of 160% from April 2017 compared to April 2018. Revenue generated in 2017 was \$2,480 and 2018 was a total of \$6,448.

Ritter mentioned the garden plots were opened on May 1<sup>st</sup> and will close in mid-October.

Ritter stated the Golden Years received program assistance funds in the amount of \$1,000 from the Woodridge Rotary Club.....a big thank you to the Rotary Club! The Golden Years will also once again be receiving a \$500 grant this year from the Prologis/Village of Woodridge grant program.

Ritter reviewed the revenue from ARC Fitness Daily Pass Sales to date (5/1/17-4/30/18) totals \$16,811. Revenue generated from the new Silver Sneakers and Prime memberships have totaled \$17,194.50. Fitness Center visits April 2017 = 7,552 April 2018 = 9,717. Ritter added the monthly Membership Sales Report (January 2018-April 2018) is included in the Board packet for review.

Ritter concluded his report offering congratulations to the following employees:

- On May 20th, Julie Rhodes will be celebrating her 27<sup>th</sup> year with the Woodridge Park District.
- On May 24th, Jamie McAleer will be celebrating her 8<sup>th</sup> anniversary as one of our front desk Customer Service Coordinators.

#### Aquatics

5.a. Jenny Knitter began the report with an action item regarding the Cypress Cove – Filter Building Pipe Lining Project, ACRP#18-05pc. Knitter stated staff worked closely with a pipe leak detection company to determine the size of the leak at the Main Pump House. The leak was first traced to underneath the stage area. Scoping the pipe was critical to locating the origin of the leak and to assess possible solutions. If the pipe was cracked, lining was an option. If the pipe was separated at a union and settled, then excavation of the pipe (underneath the concrete stage) would be required. With the help of the pipe video scope, we identified the leak to be a crack, not caused by settlement and confirmed that lining the pipe was an option.

Knitter noted staff requested proposals from several pipe lining companies to complete the repair. Only one responded with a quick timeline and actual quote: NuFlow Midwest for \$4,375.

Staff recommended the Board ratify the Executive Director's approval of NuFlow Midwest's proposal dated 05/01/18 in the amount of \$4,375.00 for the Cypress Cove – Filter Building Pipe Lining Project, ACRP#18-05pc.

Commissioner Venouziou asked if we received a warranty. Knitter replied yes, ten (10) years.

MOTION by Cohen and seconded by Mahoney to ratify the Executive Director's approval of NuFlow Midwest's proposal dated 05/01/18 in the amount of \$4,375.00 for the Cypress Cove – Filter Building Pipe Lining Project, ACRP#18-05pc.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

Knitter continued her report stating the pool liner installation project completion is expected the week of May 7<sup>th</sup> with training and punchlist walk-through to follow. Rhodes added PDRMA reps came out to view the new liner system to ensure overall safety compliance and reported no issues.



Knitter stated water heaters have been tested with some adjustments left to complete. Final completion is expected the week of May 7<sup>th</sup>.

Knitter noted replacement of the main drain valves that separate the program pool from the plunge pool (allowing either pool to be isolated for maintenance concerns) was complete Friday, April 27<sup>th</sup>.

Knitter mentioned the light pole repainting project began Thursday, April 26<sup>th</sup>. Project completion is on target for May 18<sup>th</sup>.

Knitter concluded her portion of the aquatic report stating the splash pad pump house and auxiliary concessions building repainting project began Thursday, April 26<sup>th</sup>. Project completion is on target for of May 18<sup>th</sup>.

Rhodes began her report reviewing the following information:

- Cypress Cove Aquatic Park opens Saturday, May 26<sup>th</sup>.
- Lifeguard training began on Wednesday, April 25<sup>th</sup>.
- General staff training begins the week of May 13<sup>th</sup>.
- Preseason cleaning with staff begins Tuesday, May 8<sup>th</sup>.

Rhodes updated the Board on the Aquatic financials as of April 30<sup>th</sup>.

### Parks

6.a. John Karesh began his report with an action item regarding the Concrete Unit Brick Paver Sand & Seal Repair Project, MSP #18-03pc.

Karesh stated staff has reached out to three (3) companies for the purpose of obtaining quotes for the service of power washing select brick paved areas, removing dirt and plant material, applying sand & sealing pavers. Broken pavers will be replaced and uneven pavers at Ides East will be reset. The areas to be addressed are Seven Bridges Park, Caddie Corner Park, Sunnysdale Park and Ides East. Substantial project completion is June 22<sup>nd</sup>. Proposal results are as follows:

- Sybert Landscape Service - \$16,110.80
- Patriot Landscaping - \$19,585.13
- Hacienda Landscaping - \$51,097.00

Staff recommended the Board approve Sybert Landscape Service's proposal.

MOTION by Cohen and seconded by Mahoney to approve Sybert Landscape Service's proposal to complete cleaning, adding sand, and replacement & leveling of brick pavers at Seven Bridges, Caddie Corner, Sunnysdale and Ide's Grove East parks for the amount of \$16,119.80.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

6.b. Karesh continued with his next action item regarding the Multi-purpose Tractor/Mower/Sweeper Purchase, CRP #18-04c. Karesh stated the District's 1990 turf sweeper has been up for replacement for the last few years. Staff has researched different options and found the Ventrac 4500 tractor with multipurpose functions to include a vacuum collection system and finish & rough cut mower options to be a suitable replacement. The Vacuum collection system is very similar to the sweeper as it picks up material from the turf and deposits it in a rear hopper that can be dumped at heights consistent with the existing sweeper.

Karesh noted due to the design of this unit, the finish mower is capable of mowing grades up to 30 degrees which will be very beneficial to improve mowing safety and meet the current PDRMA recommendations to minimize tipping/rollover accidents. The rough cut mower would replace the use of the flail mower and save approximately \$2,000.00 on that replacement. Staff as demo'd this unit and feel it is an ideal replacement for the existing sweeper to perform different tasks as there are many types of implements that are available. Staff has also reached out to other districts that have this unit and have received positive feedback.

Staff recommended the Board accept the low qualified bid submitted by Burriss Equipment Co. obtained through the National Joint Purchasing Alliance (NJPA) for the purchase of a 2018 Ventrac 4500 tractor, CRP #18- with approved options in the amount of \$36,984.00.

MOTION by Cohen and seconded by Mahoney to accept the low qualified bid submitted by Burriss Equipment Co. obtained through the National Joint Purchasing Alliance (NJPA) for the purchase of a 2018 Ventrac 4500 tractor, CRP #18- with approved options in the amount of \$36,984.00.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

6.c. Karesh's final action item was regarding the Community Center Domestic Water Heater Replacement, CRP #18-03pc. Karesh stated the Community Centers 50 gallon commercial water heater that serves the administration office has failed. The unit is fourteen years old and in need of replacement due to multiple failures. Staff reached out to two plumbing company's for quotes.

- DuPage County Plumbers - \$2,725.00
- Jensen Plumbing \$1,975.00 - \$2,075.00

Staff recommended the Board ratify the Executive Director's decision to approve a proposal from work Jensen Plumbing for the replacement of the Community Centers 50 gallon commercial water heater for a total cost of \$2,075.00.

MOTION by Cohen and seconded by Mahoney to ratify the Executive Director's decision to work with Jensen Plumbing for the replacement of the Community Centers 50 gallon commercial water heater for a total cost of \$2,075.00.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

Karesh continued his report stating the ball fields are open for the 2018 spring season. Currently, maintenance crews are dragging all fields three (3) times a week as weather permits and working on some in-house renovations to various fields such as adding ball mix & turface to our infields. Once again one person will maintain Janes Park and Orchard ball fields. This has proven to be the most efficient maintenance practice.

Karesh added staff is regularly lining soccer fields & foul lines once a week. This process takes approximately a day and a half to complete.

Karesh mentioned the mowing crews are out in full force. Crews are maintaining about 550 acres a week of fine cut park mowing and open space.

Karesh stated the garden plots have been roto tilled, staked and numbered for the 2018 season. There are 72 plots measuring 20 x 30 feet. All gardeners will be issued a key to enter the garden plot area. Keeping the gate locked will minimize the amount of debris being dumped at this site. We will once again be collecting rain water in a 250 gallon tank on site so the gardeners have access to water. If not enough rain is collected the staff will fill the tank.

Karesh noted the Forest Glenn Park water feature is being worked on for the 2018 season. Crews hope to have the water feature up and running by the end of the week.

Karesh mentioned work has begun on Hobson Splash Pad. Work includes the reassembly of the plumbing that was removed and or winterized, & installation of the backflow preventer.

Karesh added staff continues preseason work that is needed for the opening of Cypress Cove. The Aquatic Maintenance Supervisor is working with the Aquatics & Planning Departments to coordinate when the pools can be filled. Staff is also working on cleaning up landscape beds and adding new mulch.

Karesh stated the District thanks all the volunteer groups that participated in the Annual Park Cleanup day. This year there were approximately 200 participants. In the continuing spirit of "going green" our volunteers collected four 35 gallon bags of recycling and picked up two 1-ton dump trucks of garbage.

Karesh noted staff worked with McGinty to complete prescribed burns at Duke St, Heritage Parkway, Vincente Outlots A, D & E and Orchard.

Karesh concluded his report offering congratulations to Robert Harry who celebrated his 28<sup>th</sup> anniversary of service to the Woodridge Park District on May 1<sup>st</sup>.

#### Marketing

Megan Pettit began her report reviewing information posted on Facebook, Media and Web Promotions: WSA Fall Soccer Early Bird Registration, Cypress Cove Opening Day, Motion Explosion, Pitch, Hit & Run Skills Competition, Summer Camp and Native Seed Planting Project.

Pettit stated the bike map is updated and the Marketing Department created a bike map graphic for the Hobson Corner Park bulletin board.

Pettit concluded her report stating the Marketing Department is working with the Fitness Manager to create marketing materials for the Summer Fitness Membership, Summer Personal Training and May Member Guest Days promotions, as well as the new Group X punch pass pricing for ARC members. The department continues to create videos of ARC personal trainers talking about exercise moves and tips in an effort to increase awareness of the trainers and services.

#### Safety Committee

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

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

#### CONSENT AGENDA

MOTION by Mahoney and seconded by Cohen to approve Consent Agenda items 1-4 for approval of minutes and Agenda Items 5 through 19 for Vendor Payment and Payroll Ratification for a total amount of \$1,092,446.78.

1. Regular Board Meeting Minutes.....April 10, 2018
2. Executive Session Meeting Minutes .....April 10, 2018
3. Special Meeting Minutes.....April 21, 2018
4. Executive Session Meeting Minutes .....April 21, 2018
5. Vendor Payment & Payroll Ratification Report (4/6/18-5/3/18)..... \$1,092,446.78

6. Advantage Paving Solutions – 2018 Asphalt Resurfacing & Resealing, CRP #18-03c, Payout #1.....	\$110,741.92
7. Aquatic Renovation Systems – Cypress Liner Purchase & Installation, ACDP#17-01c,Payout #3 .....	\$185,878.34
8. Corporate Construction Services, Athletic Recreation Center, Construction Management Services, CA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #13 (Final) .....	\$14,700.00
9. Hargrave Builders, ARC Carpentry/Gen Trades, CDP#17-01c-05, Payout #9 (Final) .....	\$34,136.00
10. Jensen’s Plumbing & Heating, Cypress Bathhouse Water Heater Replacement Project, ARCP#18-01c, Payout #1 (Final).....	\$40,157.00
11. Living Waters Consultants – Triangle Park, Engineering Consultant Services, CA #17-04pc, Payout #8.....	\$2,500.00
12. Living Waters Consultants – Town Centre Sled Hill – Consultant Services, CA #18-05pc, Payout #2.....	\$8,000.00
13. LPS Pavement, ARC/MAC Paver Cleaning & Repair, FFE Payout #1 (Final) .....	\$12,362.00
14. McGinty Bros. INC.-Prescribed Burns 5 sites, Payout #1 (Final).....	\$20,875.00
15. National Seed – Shoreline Restoration Project, Payout #1 (Final).....	\$8,609.75
16. Rubino Engineering, Inc.- Triangle Park, Soil Boring Consultant Services, CA #18-04pc, Payout #1 (Final).....	\$4,000.00
17. Takeform – ARC Expansion – Interior Signage Purchase and Installation, Payout #1 .....	\$4,150.97
18. Williams Architects, Cypress Filtration System Renovation-Eng. Services, CA#18-01pc, Payout #1.....	\$4,766.72
19. Woodland Commercial Landscape – ARC Shelter Landscape Improvements, CDP#17-01pc-22, Payout #1 (Final).....	\$22,202.76

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

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

EXECUTIVE DIRECTOR’S REPORT

1a. Mike Adams began his report with an action item recommending the Board re-approve the Mission Statement and Strategic Goals for 2018. At the Board Workshop, on April 21, 2018, staff presented for review and discussion the mission statement and strategic goals previously revised in 2010. The Board did not recommend any changes.

MOTION by Cohen, and seconded by Mahoney to reapprove the Mission Statement and Strategic Goals as presented.

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

1b. Adams continued his report seeking Board approval of the Annual Subgoals and Objectives for FYE2019. At the Board Workshop, on April 21, 2018, staff presented the preliminary FYE2019 Annual Subgoals and Objectives proposed by staff. Annually, staff completes a comprehensive assessment process of all District services in order to identify issues, enhance service and determine unmet needs. The assessment process entails the review of all resources used throughout the year. The information reviewed is then evaluated and created into subgoals and prioritized within the framework of the strategic goals.

Adams noted since the Budget Workshop meeting, staff recommends adding a subgoal & corresponding objectives under Goal #6 to reevaluate the District’s employee performance evaluation system and salary matrix structure.

Staff recommended the Board approve the FYE2019 Annual Subgoals and Objectives as presented.

MOTION by Cohen and seconded by Mahoney to approve the FYE2019 Annual Subgoals and Objectives as presented.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1c. Adams next item seeking Board approval was the Organizational Chart for FYE2019. Adams noted that staff discussed in detail the proposed revisions to the Organizational Chart for FYE2019 at the budget workshop on April 21, 2018. Staff recommended adding the following changes:

- Natural Resource Manager & Landscape Specialist to report to the Superintendent of Planning & Development
- Recreation Supervisor (Before & After School / Camps) to report to the ARC Facility Manager
- Retitle Human Resources Generalist to Human Resources Manager
- ARC Concessionaires report to the Youth Athletic Supervisor
- Ropes Course Attendants report to the Adult Athletic Supervisor

Staff recommended the Board approve the Organizational Chart for FYE2019 dated 5/8/18.

MOTION by Cohen and seconded by Mahoney to approve the Organizational Chart for FYE2019 dated 5/8/18.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1d. Adams next item seeking Board approval was changes to the annual salary and wage scale for FY2019.

Adams stated it is the District's practice to re-assesses all salary ranges based on market data of agencies comparable to the Woodridge Park District every two years or when a position is added or if a noted fluctuation in market warrants. Adams noted revisions to the salary and wage scale for FYE2019 were previously discussed.

Staff recommended the Board approve the Salary and Wage Range as presented for Fiscal Year End 2019.

MOTION by Cohen and seconded by Mahoney to approve the Salary and Wage Range as presented for Fiscal Year End 2019.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1e. Adams next item seeking Board approval was the Capital Development & Replacement Funding Program as presented.

The Board reviewed and discussed in detail at the April 21, 2018 Board Workshop the proposed funding plan to fund the following FYE2019 capital development priorities:

#### Capital Development Projects

- 83rd Street Park Development
- ARC Soccer Field Fence
- Crabtree Creek Erosion Control
- Cypress Cove Filter Replacement
- Hobson Corner Pickleball Courts
- Ide's East NICOR Path
- Ide's West Phase 2
- Jefferson JH Track & Field Project
- Orchard Hill Baseball Netting
- Maintenance Office Renovation
- Town Centre Park Engineering
- Timbers Edge Park
- Triangle Park Study
- Miscellaneous

#### ARC Capital Development Projects

- Furnishings/Fixtures/Equipment
- Carpentry
- HVAC Mechanical Contractor

The Board reviewed and discussed in detail the proposed funding plan to fund the following FYE2019 capital replacement priorities:

#### Capital Replacement Projects

- *Computer Network & PC Hardware / Copiers / Printers*
- *Club Car #158 Replacement*
- *Maintenance Miscellaneous Equipment*
- *Echo Point Park Shelter Roof Replacement*
- *Falconridge Park Custom Split Rail Fence*
- *Hawthorne Hill Path Removal/Resurfacing*
- *Ides Grove West Play Equipment*
- *Janes Avenue Park Parking Lot Resurface*
- *Orchard Hill Park Parking Lot Resurface*
- *Miscellaneous*

The proposed funding plan will utilize a combination of corporate & CDP fund balance, grant proceeds, and limited general obligation bonds from the District's non-referendum bonding authority.

Staff recommended the Board approve the Capital Development and Capital Replacement Funding Plan for FYE2019 as presented.

MOTION by Cohen and seconded by Mahoney to approve the Capital Development and Capital Replacement Funding Plan for FYE2019 as presented.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1.f. Adams next item seeking Board approval was the FYE2019 Budget. Adams noted that at the Special Board Workshop held on April 21, 2018, the Board reviewed issues, goals and objectives; Capital Development & Replacement Programs, levy extension, Capital Development Program funding scenario, and budget line item changes.

Adams stated that the final property tax levy extension figures were presented for Board review at the April 10, 2018 Regular Board Meeting and were incorporated in the Budget accordingly.

Adams added that an itemized list of budget revisions since the April 21<sup>st</sup> Budget Workshop is as follows:

11-401-808 Future Capital Replacement (Decreased \$2,000) \$509,314

11-419-109 CC Water Heater (Increased \$2,000) \$ 2,000

Staff recommended Board approval of the Fiscal Year 2018-2019 Budget net of inter-fund transfers in the amount of \$17,600,497 as presented.

MOTION by Cohen and seconded by Mahoney to approve the Fiscal Year 2018-2019 Budget net of inter-fund transfers in the amount of \$17,600,497 as presented.

President Hohnke requested a roll call.

Upon a roll being called

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1g. Adams next item seeking Board approval was the Tentative Budget & Appropriations Ordinance for Fiscal Year FYE2019. Per State statues the District is required to approve a budget and appropriations ordinance within the first quarter of the fiscal year. Subsequent to that approval, a tentative draft of the budget and appropriation ordinance for fiscal year beginning May 1, 2018 and ending April 30, 2019 must be available for public inspection for at least 30 days prior to final action. The tentative Ordinance will be made available beginning May 9, 2018 subsequent to Board consideration. Prior to approval, the Board must also hold a public hearing. Staff recommends holding the public hearing on June 12, 2018 @ 7 p.m.

Adams stated the combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the District may incur in its next budget year. The appropriations serve 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 budgeted amount by 15% to ensure staff has some leeway in spending based on unforeseen expenses and/or expenditure fluctuations. Some items may exceed the 15% based on unknown volatility of the certain budget items (e.g. legal services).

Adams added the notice for the public hearing is scheduled to be published May 16, 2018 publication as required per state statue.

Staff recommended the Board approve the availability of the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning May 1, 2018 and Ending April 30, 2019 for public inspection for 30 days beginning May 9, 2018.

MOTION by Cohen and seconded by Mahoney to approve the availability of the Tentative Ordinance Providing for Budget & Appropriations of the Woodridge Park District, Will and DuPage Counties, Illinois for the Fiscal Year Beginning May 1, 2018 and Ending April 30, 2019 for public inspection for 30 days beginning May 9, 2018.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1.h. Adams next action item seeking Board approval was a Resolution Designating Depository of Funds and Custody of WPD & Authorizing Certain Investments.

Adams stated due to recent officer changes to the Board of Park Commissioners it is necessary for the Board to adopt a resolution to reauthorize certain officials to manage certain investments of the District.

Staff recommended the Board approve Resolution No. 18-9, a Resolution Designating a Depository for Funds in Custody of the Woodridge Park District and Authorizing Certain Investments from Time and Time.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-9, a Resolution Designating a Depository for Funds in Custody of the Woodridge Park District and Authorizing Certain Investments from Time and Time.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1.i. Adams next item seeking Board approval was Resolution No. 18-10, a Resolution Approving and Authorizing the Execution of Addendum to the Employment Contract of the Executive Director of Parks & Recreation.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-10, a Resolution Approving and Authorizing the Execution of Addendum to the Employment Contract of the Executive Director of Parks & Recreation.

President Hohnke requested a roll call.

Upon a roll being called

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1.j. Adams final action item seeking Board approval was Ordinance 18-3 to adopt revisions to the following job descriptions: 8.3.5: Superintendent of Planning & Development, 8.3.40.4.8: Natural Resources Manager, 8.3.17: Maintenance Landscape Specialist, 8.3.38: Human Resources Manager, and 8.3.40.3.12: Administrative Coordinator

Adams stated with the re-structuring of the Planning Department to move the Maintenance Landscape Specialist and the Natural Resources Manager from the Maintenance Department to the Planning Department, the following job descriptions were revised: 8.3.5 Superintendent of Planning & Development, 8.3.40.4.8 Natural Resources Manager, and 8.3.17 Maintenance Landscape Specialist.

Additional revised job descriptions were reviewed:

- 8.3.38 Human Resources Manager: Position revised to include a title change from Human Resources Generalist as well as additional responsibilities
- 8.3.40.3.12 Administrative Coordinator (Village Greens): Position revised to reflect change to an IMRF eligible position.

Staff recommended the Board approve Ordinance No. 18-3, An Ordinance Adopting Revisions to the Woodridge Park District Job Description, Personnel and Comprehensive Policies and Procedures Manual (8.3.5: Superintendent of



Planning & Development, 8.3.40.4.8: Natural Resources Manager, 8.3.17: Maintenance Landscape Specialist, 8.3.38: Human Resources Manager, 8.3.40.3.12: Administrative Coordinator).

MOTION by Mahoney and seconded by Cohen to approve Ordinance No. 18-3, An Ordinance Adopting Revisions to the Woodridge Park District Job Description, Personnel and Comprehensive Policies and Procedures Manual (8.3.5: Superintendent of Planning & Development, 8.3.40.4.8: Natural Resources Manager, 8.3.17: Maintenance Landscape Specialist, 8.3.38: Human Resources Manager, 8.3.40.3.12: Administrative Coordinator).

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

F.2.a. Mike Adams continued his report seeking approval of a proposal for the ARC Expansion–Shelter Naming Signage – “Duffy’s Pavilion.”

Adams stated staff requested a proposal from Poligon to fabricate a custom straight letter text at the end of each bay for the existing park shelter at the ARC.

Adams note, at this time, the cost is for the purchase and shipping price only. Staff will seek additional quotes for the installation of these signage additions for Board Action at a future date.

Staff recommended the Board accept Poligon’s proposal dated 04/23/18 in the amount of \$5,950.00 for the ARC Expansion–Shelter Naming Signage.

MOTION by Coleman and seconded by Cohen to accept Poligon’s proposal dated 04/23/18 in the amount of \$5,950.00 for the ARC Expansion–Shelter Naming Signage.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

## ARC

F.2.b. Staff recommended the Board approve Resolution No. 18-11, A Resolution Authorizing a Change order or Series of Change Orders for the Athletic Recreation Center Expansion – Carpentry & General Trades, Project CDP #17-01c-05 (Hargrave Builders, Inc. – Change Orders #1-2 / ARC Change Orders #4 & 13), 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. 18-11, A Resolution Authorizing a Change order or Series of Change Orders for the Athletic Recreation Center Expansion – Carpentry & General Trades, Project CDP #17-01c-05 (Hargrave Builders, Inc. – Change Orders #1-2 / ARC Change Orders #4 & 13), Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.00.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

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

### 63<sup>rd</sup> Street Park Proposed Drainage Easement

3.a. Adams re-presented the Village's request for a drainage easement at 63<sup>rd</sup> Street Park exclusive of the storm water sewer pipe. Adams sought Board feedback with regards to whether or not the storm sewer pipe located within the proposed easement should be the responsibility of the Village as part of the easement agreement. Following Board discussion that included but was not limited to: clarification of Village's responsibility of the same pipe upstream of subject section of pipe, Village's overall management responsibility of the Winston Hills subdivision's storm water system, the sole purpose of the pipe to drain subdivision streets and not park property, overall condition of the pipe, and reciprocal value in turn for land being repurposed from parkland into a drainage easement (floodway); the consensus of the Park Board is that the subject section of pipe should be included in the easement agreement. Adams added his request for Village's preliminary engineering of the easement has not been received to date, which is necessary to further determine the impacts of the proposed easement and surrounding park areas.

### Town Centre Property Land Use/Community Park Planning

3.b. Adams stated the Village is still evaluating various terms for the Town Centre Property Land Use/Community Park Planning matter to include an investment value towards a potential Phase 1 development of the park site. Discussion ensued regarding the current investment value presented by the Village, conceptual costs for the identified Phase 1 improvements as provided by the original master plan consultant, and consideration to hire a landscape architect consultant to complete a design development phase to identify more accurate Phase 1 improvement costs for the purpose of honing in on an initial investment value.

### COMMITTEE REPORTS

SEASPAR – Adams noted the FY2018-2019 Budget is included in the Board packet for review. No action was required.

JUBILEE – Rhodes stated plans are in order.

PDRMA – Adams stated the Membership Assembly Meeting is May 24<sup>th</sup>.

### EX-OFFICIO REPORT

1. Plan Commission– Adams noted the report is included in Board packet for review.
2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations – No Report.

### OLD BUSINESS

None.

### NEW BUSINESS

None.

### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney and seconded by Venouziou to adjourn the meeting at 9:28 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary