



President Hohnke called the Regular Meeting of the Board of Commissioners to order at 7:00 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Hohnke, Mahoney and Venouziou. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Ritter, Rhodes, Webber, Wencewicz.

Others Present: Tom Siwicki, Sikich, LLP.

PRESIDENT'S REPORT

President Hohnke began his report asking Julie Rhodes to begin. Julie introduced Kathi Wencewicz, Recreation Supervisor to the Board, and gave a brief description of Kathi's previous work history to include her previous internship with the District.

President Hohnke asked Mike Adams to review the Village of Woodridge Community-wide Ecumenical Event that was held on October 7, 2018 at St. Scholastica. Adams provided a brief overview.

President Hohnke stated the Haunted Forest Walk will be held October 19th & 20th, and volunteers are needed.

President Hohnke noted the Illinois Association of Park Districts Legal Symposium will be held November 8, 2018. Please let Adams know if you wish to attend.

President Hohnke concluded his report stating the Athletic Business Conference will be held November 6th -10th.

STAFF REPORTS

Finance

Chris Webber began his report introducing Mr. Tom Siwicki, from Sikich, LLP to present the Comprehensive Annual Financial Report (CAFR) for Year Ending April 30, 2018. Mr. Siwicki presented highlights and overall summary of the annual report. Further discussion entailed the level of IMRF funding. Webber noted a copy of the CAFR was included in the October Board report for Board review.

1.a. Staff recommended the Board accept the Comprehensive Annual Financial Report Year Ending April 30, 2018 as presented.

MOTION by Mahoney and seconded by Cohen to approve the Comprehensive Annual Financial Report Year Ending April 30, 2018.

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

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

1.b. Webber continued Finance/HR/IT report introducing Scott Ellison (IT Coordinator) to review the Information Technology Network System upgrade project. Ellison stated during the Fiscal 2018-2019 budgeting process staff presented to the Board various Information of Technology System items that are due for replacement and to also upgrade the system in order to perform at a more optimal level while providing more security to the District. These upgrades would give the District's aging infrastructure a much needed modernization. The storage capacity will be increased by 50% and

computer resources will be expanded to service today's needs plus any future expansion. Staff contacted Sterling Network Integration (District's IT Network System Administrator) and requested quotes for the following components previously approved by the Board in accordance with the Capital Replacement Program: 2 Host servers, Storage Area Network (SAN), and Aruba Chassis Switch/Power Supply. Webber and Ellison reviewed in detail Sterling's quote.

Webber mentioned, by consolidating the work into one larger project, the District is able to stay under budget by approximately \$10,818. The downtime for the District will be minimal and planned out in advance to minimize any issues.

Commissioner Mahoney asked how long this system will last. Scott responded each item has a different life span.

Commissioner Coleman asked what happens to the old equipment. Scott replied the District may be able to sell some components, and others will be recycled.

Staff recommended the Board accept the quotes dated September 12, 2018 and September 13, 2018 provided by Sterling Network Integration to upgrade the Information Technology System as specified.

MOTION by Cohen and seconded by Mahoney to accept the quotes dated September 12, 2018 and September 13, 2018 provided by Sterling Network Integration to upgrade the Information Technology System as specified.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

Webber continued his report stating staff has received the 2019 Health Insurance Information from PDRMA and attended a webinar to go over plans offered in 2019, discussed any potential insurance premium increases and to determine the medical plan or plans that will best meet the District's needs. PDRMA has done their best to control the cost of insurance annually. However, the market dictates that a slight increase in 2019 is necessary.

Webber noted for 2019, PDRMA has determined premium changes on average as follows: HMO – 6.5%, PPO– 1.4%, Dental – 0.0% and a decrease in Vision – 7.5%. Staff received a Medical Cost Modeling Tool from PDRMA which allows for an analysis of sixteen (16) different medical plans offered. In finalizing a plan recommendation, Staff was cognizant of previous Board feedback and discussion to strive for the District's goal of providing quality reasonable cost health care options for its employees while targeting a percentage of premium paid for by the District at 80-85% while controlling overall annual premium cost increases. After a thorough analysis and taking the different factors into account, staff is recommending maintaining the same coverage types as in the 2018 medical plans. In 2018, staff's share of insurance cost was approximately 14.37%. In order to achieve the aforementioned 15-20% employee cost share staff is providing the below rate changes for staff which will take the employee share to 15.07% and in line with the Board directive. Additionally, staff reached out to other Districts regarding a Buy-Out option which the District currently offers at \$2,500. Upon analysis and in noting that the buy-out has not changed since 2011 while insurance costs have increased by 50%, staff feels a change is reasonable. Staff is recommending a tiered system for 2019 - \$3,000 for 2 lives and \$4,500 for 3 lives or more. The budget impact is minimal and staff feels this change can help the District financially as some employees have indicated they are much less likely to take insurance from the District with these changes.

Webber stated the following plan options and costs are recommended with Aetna and Blue Cross/Blue Shield as the insurance providers:

A – Health Options:

a. PPO (Aetna) \$1,500 Deductible option with a \$1,000 HRA (District underwrites \$1,000)

– Employee Cost = \$1,846 per life per year (1.4% increase in employee share over prior year)

b. HMO (BCBS) coverage cost to employee – Employee Cost = \$910 per life per year

(12.9% increase in employee share over prior year).

- B – Dental coverage with orthodontia – Employee Cost = \$104.00 per life per year (33.3% increase in employee share over prior year)
- C – Buy-Out option - \$3,000 for 2 lives, \$4,500 for 3 or more lives annually paid to employees for opting out of health coverage over 26 pay periods.
- D – Vision Insurance – VSP retained as provider with 100% of cost covered by the District
- E – PDRMA Vision – additional vision coverage with cost assumed 100% by employee (\$200 annual benefit.)
- F – Life Insurance – PDRMA at \$50,000 per full time employee with no change from prior year cost

Webber added the increases in the employee share above will result in an aggregate share of the premium to be 15.07% for 2019. This is based on current information and some assumptions staff have made based on future staffing needs/changes. For a comparison, in 2018 staff assumed 14.54% of the total premium cost.

Staff recommended a final decision be made at the November Board Meeting in order to finalize the plan options for employees during the open enrollment period.

Webber continued his report stating on October 2, 2018 the General Obligation Limited Tax Park Bonds, Series 2018, closed in the amount of \$864,250.

Webber noted the September financials are included in the Board report for review. September marks the fifth month of the District's Fiscal Year. Budgeted expenses are still well below anticipated levels as we are only 42% through the year.

Webber added to date, the District has collected \$6,567,848 or 97% of the \$6,768,106 2017 Tax Levy.

Webber mentioned in addition to the benefit cost analysis previously mentioned, staff is working on recruiting for the following positions – Assistant Facility Manager, KIDZ Squad Site Director, Scorekeeper, Village Greens Cook, Seasonal Maintenance Staff, Personal Trainer and Fitness Instructor. Staff is also processing all terminations and performance reviews for past summer's seasonal staff.

Webber concluded his report stating in addition to the upgraded IT system as outlined previously in the report, staff has been preparing and replacing computers that need to be upgraded. Staff has received training on the new security video surveillance system software.

Planning

2a. Jenny Knitter began the Planning & Development report with an action item regarding Triangle Park – Fee in Lieu Grant IGA. Knitter stated DuPage County has adopted a Post Construction Best Management Practices Fee in Lieu Program which provides funding assistance to design, construct, and maintain water quality or runoff volume reduction improvements. Staff has requested for funding assistance from this DuPage County funding source in the amount of \$38,000. This IGA between the County and the Park District is regarding the commitment of these funds to this project.

Staff recommended Board approval of the Intergovernmental Agreement between the Woodridge Park District and the County of DuPage dated the 11th day of September 2018 authorizing funding assistance provided by the County in the amount of \$38,000, for the Triangle Park Restoration Project.

President Hohnke asked if we have heard about any other grants. Knitter stated she has a meeting on October 11th to review the Triangle Park Project.

MOTION by Cohen and seconded by Venouziou to approve the Intergovernmental Agreement between the Woodridge Park District and the County of DuPage dated the 11th day of September 2018 authorizing funding assistance provided by the County in the amount of \$38,000, for the Triangle Park Restoration Project.

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

Absent: None
MOTION CARRIED.

2b. Knitter's next action item seeking Board approval was the Triangle Park – Community Development Block Grant – Disaster Recovery-Extension. Knitter stated the Agreement currently in place was entered into as of September 27, 2016 between the County of DuPage and WPD has a 100% of fully expended date of October 31, 2018. Due to the need to re-apply for grants that the District was seeking over these past few years, the deadline was unable to be met. As a result, an extension will be required in order to meet the construction timeline for this project as well as utilize the CDBG-DR funding source allocated for this project.

Knitter noted a meeting is scheduled for October 11, 2018, for Staff and the District's engineer to meet with the Grant Administrator to discuss the funding of this grant in regards to the scope as bid. After this meeting, staff will report the findings to the Board.

Staff recommended Board approval of Modification One to the Community Development Commission Agreement CDBG-DR-13, which extends the completion date of the work related to reimbursement with the grant through April 30, 2019.

MOTION by Cohen and seconded by Mahoney to approve Modification One to the Community Development Commission Agreement CDBG-DR-13, which extends the completion date of the work related to reimbursement with the grant through April 30, 2019.

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

2.c. Knitter continued with her next action item seeking Board approval the Timbers Edge Park – Topographic Survey Project, CA #18-08pc. Knitter stated this month, staff has requested proposals for topographic surveys of both Ide's West and the new Timbers Edge site once tree clearing has occurred and it is easier to survey. The scope includes the as-built survey as well as a completed wetland flagging, delineation, field verification of the wetland boundaries, and a completed wetland delineation report for this site.

Proposals received are as follows:

- V3 Companies, LTD. \$10,500
- Lambert & Associates \$16,950

Staff recommended the Board accept V3 Companies, LTD.'s proposal dated 10/4/18 in the amount of \$10,500.00 for the Timbers Edge Park – Topographic Survey Project, CA #18-08pc.

MOTION by Cohen and seconded by Mahoney to accept V3 Companies, LTD.'s proposal dated 10/4/18 in the amount of \$10,500.00 for the Timbers Edge Park – Topographic Survey Project, CA #18-08pc.

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

2.d. Knitter's next action item seeking Board approval was the 2018/19 Prescribed Burns, MSP #18-11pc. Knitter stated this month, staff has requested proposals for contracted prescribed burns for various sites listed below. The District's burning is scheduled for approximately a 3 year interval, but completion of work is very much contingent on the right weather conditions to conduct these scheduled burns. Below is a list of the sites crews will attempt to burn by Contract this year.

Site Locations

Contractor's Pricing

	<u>ENCAP</u>	<u>Semper Fi</u>	<u>ILM</u>	<u>Tallgrass</u>
Westminster Park	\$4,300.00	\$6,500.00	\$5,290.00	\$3,800.00
Pond 54	\$2,800.00	\$5,180.00	\$3,650.00	\$4,450.00
Water Tower Reserve Outlot C	\$4,200.00	\$7,380.00	\$7,890.00	\$8,650.00
Duke Street Basin	\$3,200.00	\$4,740.00	\$3,740.00	\$3,500.00
Total	\$14,500.00	\$23,800.00	\$20,570.00	\$20,400.00

Staff recommended the Board accept ENCAP's proposal dated 10/3/18 in the amount of \$14,500.00 for the 2018/19 Prescribed Burns, MSP #18-11pc.

MOTION by Cohen and seconded by Mahoney to accept ENCAP's proposal dated 10/3/18 in the amount of \$14,500.00 for the 2018/19 Prescribed Burns, MSP #18-11pc.

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

2.e. Knitter's next action item seeking approval was Memorial Park – Landscape Improvement Project, Tree Removal, MSP #18-09pc-01. Knitter stated last month, the Board approved a contract with Expert Tree Service for removal, legal disposal and stumping of 19 Austrian Pines and 2 additional stumps at Memorial Park. The District contacted Expert tree to let them know of the approved contract and asked for certificates of insurance as defined in our contract. After several attempts to comply, the contractor was unable to meet the insurance requirements set by the District. The last attempt was on Friday, September 28th. We sent it to PDRMA for their interpretation. They concluded that it was not sufficient. On Monday, October 1st, staff contacted the contractor and gave until end of day on October 3rd to provide the required insurance. No additional submittals were received.

Staff recommended the Board terminate the acceptance of Expert Tree Service's proposal dated 08/30/18 in the amount of \$2,500 for the Memorial Park – Landscape Improvement Project, Tree Removal, MSP #18-09pc-01, due to nonconformance of insurance requirements.

MOTION by Cohen and seconded by Mahoney to terminate the acceptance of Expert Tree Service's proposal dated 08/30/18 in the amount of \$2,500 for the Memorial Park – Landscape Improvement Project, Tree Removal, MSP #18-09pc-01, due to nonconformance of insurance requirements.

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

2.f. Staff recommended the Board accept the second, low qualified proposal from Steve Piper & Sons, Inc. dated 08/30/18 in the amount of \$3,660 for the Memorial Park – Landscape Improvement Project, Tree Removal, MSP#18-09pc-01.

MOTION by Cohen and seconded by Mahoney to accept the second, low qualified proposal from Steve Piper & Sons, Inc. dated 08/30/18 in the amount of \$3,660 for the Memorial Park – Landscape Improvement Project, Tree Removal, MSP#18-09pc-01.

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

MOTION CARRIED.

2.g. Knitter's final action item seeking Board approval was the 83rd Street Park Development Project, CDP#18-03c-01. Knitter reviewed the following:

Knitter stated bids were opened on October 4th at 10:00 a.m. seven contractors' submitted bids. The various alternates are described below:

- Alternate Bid #1 Adding installation of owner provided benches
- Alternate Bid #2 * Deleting the North Soccer Netting
- Alternate Bid #3 Deleting the ornamental baseball bollards (same as 63rd Street Park)
- Alternate Bid #4 Deleting the Shelter Masonry Columns
- Alternate Bid #5 Deleting the baggo court – pavers with concrete banding
- Alternate Bid #6 * Deleting the backstop frame replacement -

* Recommended Accepting

Knitter noted by accepting alternates #2 and #6 a cost savings of \$10,255 will be realized.

Knitter mentioned staff has reviewed the bids and determined that many of the bid prices have come in higher than anticipated, specifically the site grading, drainage system, work related to BMP associated with the Village/DuPage County storm water management ordinance, and site utilities (drinking fountain and electrical). Knitter reviewed the low apparent bid compared to budget availability.

Budget for 83rd Street Park:	\$405,730
<u>Budget for Orchard Hill Netting:</u>	<u>\$100,000 (Postponed to FYE2020)</u>
Available funding in 2018/19	\$505,730

Bid Recommendation:	\$432,364.45 (includes accepting alternates #2 and #6)
Engineering:	\$ 20,500
Shelter and dugouts Purchases	\$ 65,668
<u>CRP Fencing</u>	<u>(\$ 2,600)</u>
Total Project Costs in 2018/19:	\$515,932.45

Proposed funding in 2019/20 \$ 34,200 (site furnishings as described below)

Knitter added staff recommends accepting the low qualified contract base bid based on the park design as planned which provides a superior picnicking facility for the central part of the District. In order to fund the over-budgeted amount, staff recommends postponing the Orchard Hill Park Netting Project until next fiscal year 2019/20, especially since more time and research is needed to provide an appropriate solution for that project. Additionally, with the notification that the Lake Harriet grant was reinstated in the amount of \$142,370 there will be no financial impact to the projects planned in the Capital Development Program as previously approved by the Board.

Knitter stated site furnishings for this project include benches, picnic tables, trash cans, recycling receptacles, grill, coal receptacle, and ping pong tables. The cost estimate for these site furnishings is \$34,200 and will be budgeted in next fiscal year 2019/20.

Knitter noted the Village has just provided staff with minor comments regarding the permit submittal and a resubmittal will be provided shortly. Upon release of the permit, the goal is to proceed with work beginning later in October.

Staff recommended the Board accept D&J Landscape, Inc., as the low responsive bidder based on the contract base bid and alternate bids #2 and #6, and approve a contract in the amount of \$432,364.45 for the 83rd Street Park Development Project, CDP#18-03c-01.

Commissioner Venouziou asked if the rental income will help supplement the cost. Adams responded rental fees are minimal to residents, so the anticipated income will also be minimal to offset the costs of construction.

MOTION by Cohen and seconded by Mahoney to accept D&J Landscape, Inc., as the low responsive bidder based on the contract base bid and alternate bids #2 and #6, and approve a contract in the amount of \$432,364.45 for the 83rd Street Park Development Project, CDP#18-03c-01.

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

Knitter continued her report with the following information regarding Lake Harriet Water Quality Improvements Project. Knitter stated since algae conditions have improved dramatically in the lake due to recent rains and temperature changes, staff has determined that action related to algae removal this fall is not necessary. Staff will evaluate and discuss options further with ILM to strategize an action plan for the lake for 2019. Staff is working with ILM to vet and finalize the most feasible best practices and sustainable solution(s) for this Lake. Capital improvements identified towards this project can be offset from the reinstated DCEO grant (see Old Business for Grant Update).

Knitter mentioned that shop drawings for two dugouts and shelter for the 83rd Street Park Development Project are expected soon.

Knitter stated the DuPage Forest Preserve has contacted the Park District to partner in a public education effort regarding Oak Recovery. A goal of the Chicago Wilderness Oak Recovery effort, in concert with the Chicago Region Tree Initiative, is to encourage public agencies working with private land owners to promote the growth of Oak trees on private land adjacent to public lands. The Forest Preserve has asked us to work with them and host an educational event in spring of 2019 called “Evening with the Oaks” to educate our residents on reasons to plant oaks. More information will be forthcoming.

Knitter noted staff is working with the Aquatics Supervisor to assemble bid documents and bid the purchase of tables and chair replacements at the concessions area of Cypress Cove.

Knitter concluded her report stating the planning staff is still awaiting a building permit from the Village and a construction easement from ComEd for the Triangle Park Restoration Project, CDP#18-01c.

Natural Resource Management & Landscape – Project Updates

Knitter stated in September the Natural Resource Manager assisted with removals and installations at Sunnydale Park. He also conducted various tree installations tree pruning and removals of dead trees continue to be a priority as well.

Knitter noted treatments for algae and aquatic weeds have continued for the pond at Ides Grove East.

Knitter mentioned staff requested proposals for Hazardous Tree Removals within Natural Areas throughout the District at various sites listed below:

	<u>Family Landscaping and Treewerks, Inc.</u>	<u>Homer Tree Care, Inc.</u>
Lake Carleton	\$16,000	\$28,000
63rd/ Summerhill	\$12,500	\$10,500
TOTAL BASE	\$28,500	\$38,500
Alt. #1 – Westminster	\$2,600	\$5,000
Alt. #2 – Seven Bridges	\$4,900	\$4,900

Knitter stated since the base bids came in over budget, staff determined that some of these removals can be done in-house this fall into early winter. The goal would be to put the project back out for Request for Proposal in January once Staff has removed some of the trees to see if we can stay within the budget of \$20,000. At that time, the District may get more interested contractors to quote.

Knitter mentioned the Timbers Edge Park - Invasive Removals Project, MSP#18-08pc, was completed in September managed by our Natural Resource Manager.

August - Landscape Progress

Knitter concluded the report stating during the month of August, our Landscape Specialist, Daniel Stadler, focused on keeping up with weeding and pruning at various park sites. He has also focused his efforts at Sunnysdale Park removals and installations.

Golf Course

3.a. Brandon Evans began the Golf Course report with an action item regarding the Village Greens Bunker Renovation Project, VGCDP #18-01pc. Evans stated additional costs were incurred as a result of longer than expected haul distances. The contractor has specified in the proposal that if the haul distance was longer than anticipated, additional charges would be incurred. Additionally, he assisted in helping to shape the new tee on hole #14 which was constructed using the spoils from the bunker renovation project.

Staff recommended the Board approve Change Order #1 to Koelper Golf Course Construction Co.'s contract for a net increase of \$3,125.00 for the Village Greens Bunker Renovation Project, VGCDP#18-01pc to cover additional costs resulting from longer than anticipated haul distances and the shaping of the new bunker on hole #14 which was constructed using the spoils generated by this project.

MOTION by Cohen and seconded by Mahoney to approve Change Order #1 to Koelper Golf Course Construction Co.'s contract for a net increase of \$3,125.00 for the Village Greens Bunker Renovation Project, VGCDP#18-01pc to cover additional costs resulting from longer than anticipated haul distances and the shaping of the new bunker on hole #14 which was constructed using the spoils generated by this project.

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

Evans continued his report stating Village Greens hosted 3,489 rounds in September, down significantly from the historical average. Course conditions and the preemptive warning about the course conditions led to the decline in play.

Evans noted renovations to the fairways afflicted with disease is progressing on schedule. Fairways have been seeded (2 or 3 times in some cases), starter fertilizer has been applied twice, and a growth stimulator is being applied now that germination has occurred. Germination of bluegrass is notoriously slow, but we saw seedlings 3 weeks after planting (normally 4-8 weeks) and the fairways have starting filling in.

Evans concluded his report stating staff is beginning to brainstorm about strategies to publicize our renovations (once complete) and begin to reintroduce golfers to our improved course conditions.

Recreation

Don Ritter began the Recreation report stating the 2nd annual Fall Festival Soccer Tournament was held on September 22nd-23rd with 45 teams participating (compared to last year's 26 teams). A total of 82 games were played on the three outdoor ARC fields, the indoor ARC field, and Janes North field. The Woodridge Storm U11 Boys team won the championship game over Bolingbrook in the Red Division.

Ritter noted this year, the Park District will have two travel basketball teams (4th grade & 5th grade) participating in the DuPage Youth Travel Basketball League (DYTBL).

Ritter mentioned the WSA season ending banquet will be held on October 27th at Jefferson Junior High. Nominations are currently being accepted for the positions of President, Secretary, and Director of Operations for the WSA Board. Elections will be held at the November 7th General Membership meeting.

Ritter added the Active Adult Crafting Club continues to acquire new members and staff has now moved the group into a larger space at the Community Center for their weekly meetings.

Ritter noted the Active Adult Gardening Club and staff are meeting with the West Suburban Food Pantry to discuss the possibility of collaborating with our garden club on harvesting produce for the pantry for next year's growing season.

Ritter mentioned Totschool is underway and enrollment figures are down 26% from last year. Staff feels the new School District #68 Preschool program has impacted the participation numbers. The First Steps program (ages 2 ½ - 4 years old) which gives toddlers an opportunity to have a successful "*first school away from parents*" experience and better prepare them for our Totschool program and/or Kindergarten, has 12 kids enrolled.

Ritter stated the annual Indian Summer Fest was held on September 30th and luckily the event dodged any inclement weather. Families were very appreciative of this free event. No parking issues or complaints occurred due to the removal of available parking on the ComEd property.

Ritter added the annual Mother/Son Date Night that was cancelled on September 7th due to weather, has been rescheduled to October 5th.

Ritter noted the Haunted Forest Walk will be held on October 19th – 20th.

Ritter mentioned the ARC Facility Rental income for the Turf Field is up over 300% (\$14,788) and for the Gymnasium up 105% (\$13,499) at the same time as last year.

Ritter concluded his report stating Kathi Wencewicz, the new Recreation Supervisor, started her first day on September 10th. Kathi has already planned some new special events and Early Childhood programs for the Winter/Spring season.

Aquatics

Julie Rhodes began the Aquatics report stating the Annual Aquatic Workshop will be held later this month. The outcome of the Aquatic Workshop will be included in the November Board Report.

Rhodes mentioned the Cypress Cove Season Pass Holder Survey and the Swim Lessons Survey will be closed at the end of the month. Results will be provided in the November Board Report.

Rhodes added Cypress Cove's winterizing process is currently being completed.

Rhodes noted the Aquatic Department will be attending World Waterpark Association's annual trade show from October 22nd – 26th.

Rhodes mentioned the 2018 Aquatic Report as well as budget projections will be included in the November Board Report.

Rhodes stated the Aquatic Department is reviewing financial statistics related to the Reciprocal Agreements with Downers Grove and Darien Park Districts. A recommendation for renewal or suspension of the agreements will be provided in the November Board Report.

Rhodes concluded her report by reviewing financial to date.

Parks

6a. John Karesh began the Maintenance Department report with an action item regarding a Single-man Aerial Lift Purchase, MSP #18-12pc. Staff received quotes for the purchase of a single man push aerial lift. The Genie AWP 25S can be loaded in the back of a pickup truck by one person unlike other heavier units. The Genie AWP 25S aerial work platform will be used in multiple locations to include, but not limited to: park shelter interior lighting work, park shelter lower end shingle & painting work, inside the Hickory & Oak room windows, divider windows and inside other Park District owned facilities for quick repairs with a 25 foot platform. Staff anticipate heavy use of this lift as crews currently are borrowing the School District's similar lift when it is available to us. The addition of this unit to the District's fleet will result in improved efficiency when performing tasks. Staff have used this unit and feel this is a great fit for the District.

Karesh reviewed the following bids:

Randall Industries Genie AWP25S	\$8,522.00
Northern Tool & Equipment Genie AWP25S	\$8,974.99
National Lift Truck JLG 25AM-DC	\$8,170.00

Staff recommended Board approval for the purchase of a 2018 Genie AWP 25S single man lift from Randall Industries in the amount of \$8,522.00.

MOTION by Mahoney and seconded by Cohen to approve the purchase of a 2018 Genie AWP 25S single man lift from Randall Industries in the amount of \$8,522.00.

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

Karesh continued his report stating winterization of the Forest Glen Park fountain will begin in mid-October as the weather cools off. This process should take 1-2 days to complete.

Karesh added Hobson Splash Pad was shut down October 1st for the 2018 season. Crews are now in the process of winterizing the equipment.

Karesh noted that staff continues to work on various tasks at all of our park sites. The tasks are taken from our comprehensive list that has been compiled as a result of thorough park inspections.

Karesh mentioned the 2018 Haunted Forest Walk will take place October 19th and 20th, currently staff are addressing staffing needs, hayracks, and set up plans. We are also working on chipping some of the walking trail, inspecting & repairing decorations and updating informational boards.

Karesh stated staff is working on aerating and over seeding our sports fields.

Karesh added the annual baseball field "field" maintenance will begin at various fields with Janes SW being the most extensive due to the sodding needs at this location. Annual maintenance includes turf edging, the introduction additional infield mix and infield lips being cut.

Karesh mentioned the large bus was recently picked up from the body shop and was repaired. Unfortunately after numerous tests drives it was found that one of the AC compressors was heating up severely resulting in the bus having to

be taken out of service and returned to Braggs Automotive who repaired the AC. Braggs is replacing a compressor again that is under warranty.

Karesh stated the full time staff is filling the need of mowing and assisting in regular garbage and litter pick up as the seasonal staff crew has been reduced to one employee.

Karesh added staff was busy laying out, lining and moving goals for the 45-team soccer tournament that was held on Saturday, September 22nd and Sunday, September 23rd.

Karesh concluded his report stating staff took delivery of our 2018 Hydroseeder that was recently purchased as part of the Capital Development Program.

Marketing

Megan Pettit began her report stating that the following information, was posted on the web, in the Newspapers and on Facebook; Indian Summer Festival, ARC October Promotion, October Open Ropes Night, Youth & Adult Fall Leagues, and Mother/Son Date Night Rescheduled.

Pettit noted the Marketing Department is assisting the fitness manager in promoting the October fitness specials for new and current members. Marketing includes: posters and flyers at the facility, Facebook graphics, web posts and marquee listings.

Pettit added the Marketing Department staff assisted the athletic supervisor with promoting a new series of free Pickleball clinics at the ARC in October. Marketing included a Facebook event and paid advertisement (\$20), Reach slide, marquee listing, flyers and sign up sheet and a Woodridge Patch article.

Pettit mentioned the Marketing Department staff assisted the athletic supervisor in branding the Woodridge Fall Festival. A festival logo was created which was used on the t-shirts and all signage including a picture backdrop, tournament banners, and directional signage and feather flags.

Pettit concluded her report stating the District's Graphic Designer created a 50 year anniversary logo to be used on all marketing materials in 2019, beginning with the 2019 Winter/Spring Activity Guide.

Safety Committee

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

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

CONSENT AGENDA

MOTION by Mahoney and seconded by Venouziou to approve Consent Agenda item 1 for approval of minutes and Agenda Items 2 through 14 for Vendor Payment and Payroll Ratification for a total amount of \$924,726.61.

1. Regular Board Meeting Minutes September 11, 2018
2. Vendor Payment & Payroll Ratification Report (9/7/18-10/4/18)..... \$924,726.61
3. Alliant Insurance Services, Inc., Supplemental Liability Insurance Policy (SLIP), Payout #1 (Final) \$7,364.34
4. Allied Painting Services – Cypress Cove Light Pole Re-Painting Project, ACRP 18-03pc, Payout #1 (Final)..... \$9,925.00
5. Allied Painting Services – Cypress Cove Spray Playground Pump House and Auxiliary Concessions Building Re-Painting Project, ACRP 1804-pc, Payout #1 (Final) \$5,200.00
6. Griffon Systems, Facilities Surveillance Camera Systems, MSP #18-07pc, Payout #3..... \$6,880.00
7. Griffon Systems, Facilities Surveillance Camera Systems, MSP #18-07pc, Payout #4..... \$17,125.00
8. Griffon Systems, Facilities Surveillance Camera Systems, MSP #18-07pc, Payout #5 (Final)..... \$6,780.00
9. Koelper Golf Course Construction & Remodel, Village Greens Bunker Renovation Project, VGCDP

#18-01c, Payout #1 (Final).....	\$14,575.00
10. Martin Implement Sales, Inc., Hydroseeder Purchase, MSP #18-05c, Payout #1 (Final).....	\$28,831.50
11. Semper Fi Land Inc., Timbers Edge Invasive Removals Project, MSP#18-08pc, Payout #1 (90%).....	\$10,170.00
12. V3 Companies, Ltd. – 83 rd Street Park – Eng. Services, CA#18-07pc, Payout #1 (60%).....	\$12,155.00
13. Williams Architects – Cypress Filtration System Renovation – Eng. Services, CA#18-01pc, Payout #3 (90%)	\$26,583.34
14. Williams Architects – Maintenance Renovation – Arch. Services, CA#18-02pc-2, Payout #4 (45%)	\$894.28

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

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

Director’s Report

1a. Mike Adams began the Executive Director report with an action item seeking approval of Resolution No. 18-17, a Resolution Approving an Intergovernmental Cooperation Agreement Regarding Recreational Use between the Woodridge School District 68 & Woodridge Park District (Jefferson Athletic Facility).

Adams stated in accordance with the approved Capital Development Plan, the School District and Park District have finalized details for the development and use of a Running Track with Lighted Synthetic Turf Multi-Purpose Athletic Field and redevelopment of the softball/baseball fields. The Parties, under the lead role of the School District, solicited public feedback to include an Open House held in May 21, 2018 during and following the Jefferson Jr. High School Annual Awards Recognition Ceremony. The School District invited the adjacent residents to the school property to notify them of the project and Open House. No resident objections were received or filed to either the School District or Park District.

Adams added an intergovernmental agreement was drafted and reviewed by legal counsel to finalize the commitments and responsibilities of each Party (IGA was included in Board Report for your review).

Adams reviewed the highlights of the IGA and noted the tentative project timeline is as follows:

- Final Design – August 1st-9, 2018
- Initial Village Reviews – September 1st-30, 2018
- Village Zoning Process – September 1st – December 18, 2018
- Bid Release – October 1, 2018
- Bid Opening – October 22, 2018
- SD #68 Bid Acceptance/Contracts – November 12th or December 17, 2018
- Construction Start – spring 2019

Staff recommended the Board approve Resolution No. 18-17, A Resolution Approving an Intergovernmental Cooperation Agreement Regarding Recreational Use between the Woodridge School District 68 & Woodridge Park District (Jefferson Athletic Facility).

MOTION by Cohen and seconded by Venouziou to approve Resolution No. 18-17, A Resolution Approving an Intergovernmental Cooperation Agreement Regarding Recreational Use between the Woodridge School District 68 & Woodridge Park District (Jefferson Athletic Facility).

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

Absent: None
MOTION CARRIED.

1b. Adams next action item seeking Board approval was a ComEd License Agreement – Temp Construction Access.

Adams stated pursuant to completing the Triangle Park Renovation Project, a temporary ingress and egress construction access easement was requested from ComEd to access the project site. ComEd requires a License agreement. The agreement grants the District an exclusive license, to traverse the ComEd property for the express purpose of ingress to and egress for pedestrians, vehicles and mobile equipment owned or leased and operated by Licensee (Park District) and their agents, representatives, contractors and guests for such purpose.

Adams noted the District's Legal Counsel has reviewed and approved the agreement. PDRMA's Legal Counsel is in the process of reviewing the indemnification terms and insurance requirements needed of the District's contractors.

Staff recommended the Board approve a License Agreement with Commonwealth Edison to permit ingress and egress on Commonwealth Edison property to Triangle Park pending final attorney review and approval.

MOTION by Cohen and seconded by Mahoney to approve a License Agreement with Commonwealth Edison to permit ingress and egress on Commonwealth Edison property to Triangle Park pending final attorney review and approval.

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

1.c. Adams final action item seeking Board approval was a Letter of Intent regarding the conditions & terms to enter into an IGA with the Village of Woodridge for the construction of the Town Centre sled hill and granting of a drainage easement at 63rd Street Park.

Adams stated at the September 11, 2018 Board Meeting, the Park Board discussed and reached a consensus on the conditions and terms to propose to the Village of Woodridge for the construction of a sled hill as approved per the Town Centre Master Plan and granting of a drainage easement at 63rd Street Park to the Village to complete stormwater improvements.

Executive Director Adams sent the Village Administrator Stonitsch a letter dated September 12th defining the conditions and terms of the Park District's proposal.

Adams noted after the meeting with Administrator Stonitsch on September 28, 2018 to further discuss the options presented, we collectively agreed to draft a 'Letter of Intent' to enter into an IGA that agrees to the conceptual terms and conditions of an agreement, so that the District could proceed and finalize activities related to the use of fill from the Triangle Park project for the sled hill.

Adams mentioned the Village Board further discussed the District's September 28th conditions and terms and responded back with a counter-proposal per letter received from AI Stonitsch dated October 5, 2018.

Adams added staff is receptive to the counter-proposal and seeks Park Board feedback prior to responding back. A 'Draft' Letter of Intent is included for Board consideration.

Adams stated per Administrator Stonitsch, the Village is also receptive to forming a subcommittee of elected officials and staff from both agencies to meet and finalize a long term solution to resolve the long-term development and responsibilities (e.g. park development, ownership, lease rights, etc.) related to the Town Centre property.

Staff recommended the Board approve a Letter of Intent to enter into an Intergovernmental Agreement or Agreements between the Woodridge Park District and Village of Woodridge for the Construction of a Sled Hill at the Town Centre property and Granting of a Drainage Easement at 63rd Street Park.

After some discussion, a MOTION by Cohen and seconded by Mahoney to approve a Letter of Intent to enter into an Intergovernmental Agreement or Agreements between the Woodridge Park District and Village of Woodridge for the Construction of a Sled Hill at the Town Centre property and Granting of a Drainage Easement at 63rd Street Park.

President Hohnke requested a roll call.

Upon a roll being called

AYES: Cohen, Coleman, Hohnke, Mahoney, Venouziou

NAYS: None

Absent: None

MOTION CARRIED.

COMMITTEE REPORTS

SEASPAR – No report.

JUBILEE – Rhodes stated the financials are being finalized and will be presented next month.

PDRMA – Adams mentioned the District received a total of (\$3,000) in reimbursements from the 2018 Starfish Aquatics Lifeguard audits. Adams offered congratulations to Julie Rhodes, Amanda Nicols, and their staff for a job well done!

EX-OFFICIO REPORT

1. Plan Commission – Adams noted the report is included in Board report for your review.
2. Chamber of Commerce – Adams stated a Public Forum will be held October 20th in Darien.
3. Affiliated Athletic Association –No report.

OLD BUSINESS-

Adams informed the Board that the Illinois Department of Commerce and Economic Opportunity notified the District that the previously approved grant for Lake Harriet improvements was appropriated for and released. The balance of grant funds is \$142,370. The improvements must be completed by June 2019.

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 regular Board Meeting of October 9, 2018 at 9:15 p.m.

Respectfully submitted,



Jack Mahoney, Secretary