

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
March 13, 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, Duffy, Hohnke, and Mahoney. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Ritter, Rhodes, Webber. Public: Jamison Cullen, 14140 Chestnut Lane, Orland Park, IL 60467

PUBLIC PARTICIPATION: None

### PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries - President Hohnke began his report recognizing Jamison Cullen, a public guest. He then offered congratulations to the following employees for their service anniversaries: Tom Redman (5 Years, Outdoor Services Supervisor, Village Greens); Jeff Hoste (5 Years, Golf Course Superintendent, Village Greens), Julio Zepeda (5 Years, Golf Maintenance Crew Leader, Village Greens), Thaddeus Staroscik (10 Years, Golf Shop Attendant, Village Greens), Danny Mejdrech (10 Years, Pool Manager, Cypress Cove) and Prince Winbush (15 Years, Assistant Golf Pro, Village Greens).

President Hohnke then offered congratulations to the Finance Department for receiving the 2017 GFOA Certificate of Excellence in Financial Reporting.

Next, President Hohnke asked if the Job Fair held on March 10<sup>th</sup> at the ARC was a success. Julie Rhodes reported that overall the event was beneficial to everyone. About 60 people attended and interviews were conducted on site. Cypress Cove hired 10 lifeguards at the event.

President Hohnke noted that the annual "Park Clean-up Day" will be held on April 7<sup>th</sup>, 2018 (9 a.m. - 11 a.m.). John Karesh noted that 10 park sites will be cleaned and about 225 people were registered, down from past years.

President Hohnke expressed the District's condolences of the recent passing of Lee Robertson, a part time Village Greens Employee and past Woodridge Rotary Club president.

### STAFF REPORTS

#### Finance

1.a Chris Webber began his report with an action item sharing that Sikich LLP, the District's auditors, has submitted their engagement letters for both the District and Village Greens Golf Course audits. The fees are consistent with the contract as signed prior to the April 30<sup>th</sup>, 2016 Audit. The agreed upon fee for the District is \$15,700 and for Village Greens is \$4,085.

Staff recommended the Board accept the Sikich Audit Engagement Letters dated February 21<sup>st</sup>, 2018 in accordance with the audit contract signed in 2016.

MOTION by Duffy and seconded by Mahoney to accept the Sikich Audit Engagement Letters dated February 21<sup>st</sup>, 2018 in accordance with the audit contract signed in 2016.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

1.b Webber continued, reporting that on February 23<sup>rd</sup>, 2018 the District was informed that S&P Global Ratings had reviewed the credit rating of the District and had decided to raise the District's credit rating from "AA-" to "AA" while affirming the stable outlook. This upgraded rating is the 2nd highest bond rating S&P assigns to debt which means the risk of default on the bonds by the District is highly unlikely. The increase in the bond rating above all affects the cost of borrowing. This increase would allow the District to obtain bonds at a lower interest rate in the future where any such transactions are necessary. Webber thanked the Board for continuing to be fiscally conservative while meeting the needs of the District.

Webber reported that the first round of interviews for the new accountant position has been completed and they have narrowed it down to three candidates. Staff is going to conduct second interviews with finalists and plan to make an employment offer within the next two weeks. Staff hopes to have the new employee in place by early April.

Webber closed his report noting that staff is working on the annual budget, and actively soliciting for the 2018 hiring season.

### Planning

2.a. Jenny Knitter began her report with an action item regarding 2018 Playground Surface Replacement Project, CRP#18-01c. Knitter stated as part of the Capital Replacement Plan and inspections, playground surface replacement is needed at Ide's East, 63rd Street, and Mending Wall Parks. The scope includes removal and legal disposal of all existing mulch and fabric, purchase and installation of new mulch and fabric to be installed in compacted lifts.

Staff requested Board authorization to bid the 2018 Playground Surface Replacement Project, CRP#18-01c.

MOTION by Cohen and seconded by Coleman to authorize staff to bid the 2018 Playground Surface Replacement Project, CRP#18-01c.

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

2.b Knitter's next action item was the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03pc. As part of the Capital Replacement Plan as well as through site inspections, staff has determined the following sites in need of asphalt resurfacing:

- Hawthorne Hill Woods (path along Woodridge Drive to 75th Street)
- Janes Avenue Park (parking lot)
- Lake Harriet Path (west path from duck house to Woodridge Drive)
- Cypress Cove - drive isle and various resurfacing/patching (various spots on north and east lots)

Also included in this scope of work will be the resealing, crack fill and line striping of the entire Cypress Cove Parking lot (north, east and newer west lot). It is critical that this is done under the same contractor's scope in order to meet the timeline of completion by the facility's opening.

Commissioner Cohen asked how often the Park District resurfaces. Knitter stated there is a 15 year cycle for re-surfacing, but staff always assesses before the 15 year benchmark, and noted that Cypress Cove is on a 20 year cycle.

Staff requested Board authorization to bid the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03pc.

MOTION by Mahoney and seconded by Cohen to authorize staff to bid the 2018 Asphalt Resurfacing and Resealing Project, CRP#18-03pc

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None  
 ABSENT: None  
 MOTION CARRIED.

2.c Knitter moved on to the next action item regarding Triangle Park Soil Borings, CA#18-04pc. As part of the Triangle Park project, staff plans to utilize the excavated fill for the implementation of the Town Centre Sled Hill. In order to ensure the soils are suitable for this use, soil samples are needed. Staff discussed these needs with the District's Eco-Hydrologist/Engineer to determine what the scope of the soil sample requirements would be. Staff then compiled an RFP for these 2 soil boring samples, lab testing, and reports and received the following proposals:

<u>Contractor</u>	<u>Amount</u>
Rubino Engineering, Inc.	\$4,000.00
Testing Services Corporation	\$5,730.00

Knitter stated that Staff has satisfactorily worked with the president of Rubino, Michelle Lipinski, who was a project manager with PSI on a past project for soil borings related to Orchard Hill Lighting project in 2011. Staff recommended the Board accept Rubino Engineering Inc.'s proposal.

MOTION by Cohen and seconded by Mahoney to authorize staff to accept Rubino Engineering Inc.'s proposal dated 03/07/18, in the amount of \$4,000.00, for the Triangle Park Soil Borings, CA#18-04pc to complete soil borings, testing, and reporting.

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

President Hohnke asked for updates on the Triangle Park Grants. Knitter shared that the Park District was not awarded the \$90,000 WQIP grant from DuPage County, but that we are still waiting to hear about the \$37,000 grant from DuPage County on the Cash-in-lieu of wetland fee program. She shared that the Park District still have HUD and IEPA grants for the project, but that the HUD grant is time sensitive and must be completed by May 2019.

2.d The next action item Knitter presented to the Board was Town Centre Property Topographic Survey, CA#18-03pc. As part of the Triangle Park project, staff plans to utilize the excavated fill for the implementation of the Town Centre Sled Hill at a significant savings to the District versus legally disposing at a landfill. In order to develop an engineering plan for these soils, surveying services are needed to obtain existing topographic grades. Also, to minimize the amount of repeat effort and maximize efficiencies by surveying consultants, staff requested a proposal to survey the entire Town Centre site as well as the Jefferson Jr. High Site in preparation of future planning and development . Also requested was wetland flagging, delineation, and reporting. Staff then compiled an RFP for these surveying services and received the following proposals:

<u>Contractor</u>	<u>Town Centre Site</u>	<u>Jefferson Jr. High Site</u>
DLZ	\$ 16,950.00	\$ 3,100.00
V3	\$ 27,700.00	\$ 7,600.00
Accurate Group, Inc.	\$157,721.47	\$47,636.93

Knitter stated that staff has not worked with DLZ in the past, but she called and spoke with references which all resulted in positive, on time experiences. Knitter noted that DLZ uses aerial based LiDar technology, a method that utilizes an unmanned aerial system (UAS) with laser measurement sensors mounted on the airframe. They employ FAA certified pilots to manage the airframe and have an on the ground team as well to assist. Prior to the one day fly over process, DLZ will coordinate with Jefferson Jr. High and send letters to the neighboring residents to ensure they are aware of the purpose of the work and that they will respect the limits of the property lines. This system is mainly utilized to shoot

grades of the ground profile. Knitter added that they will have a conventional survey crew to perform the boundary survey and the as-built conditions, as well as field check the LiDar results to ensure accuracy. School District 68 has agreed to pay the Jefferson Jr. High survey cost and the Village of Woodridge has agreed to split the costs associated with Town Centre's survey.

Staff recommended the Board accept DLZ's proposal dated 03/06/18 in the amount of \$20,050.00 for the Town Centre Topographic Survey, CA#18-03pc to complete surveying services of the Town Centre and Jefferson Jr. High properties.

MOTION by Duffy and seconded by Mahoney to authorize staff to accept DLZ's proposal dated 03/06/18 in the amount of \$20,050.00 for the Town Centre Topographic Survey, CA#18-03pc to complete surveying services of the Town Centre and Jefferson Jr. High properties.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

2.e Knitter then moved on to her next action item, Town Centre Sled Hill – Engineering Consultant Services, Design & Permit, CA #18-05pc. Knitter stated that as part of the Triangle Park project, staff plans to utilize the excavated fill for the implementation of the Town Centre Sled Hill as previously explained. In order to meet the expedited timeline for project engineering, compliance with Village permitting requirements, and tight schedule in order to include with the Triangle Park project, a civil engineer consultant is necessary. Staff requested a proposal for Living Waters Consultants (the engineer / eco-hydrologist working on Triangle Park) to conduct the scope of services listed below:

- Grading plan, erosion control plan, specifications, earthwork calculations, cost estimate, surveyor correspondence
- Soil boring review, compaction and slope recommendations and soil chemistry assessments
- Prepare and apply for Village permit, SWCD (Soil & Water Conservation District) permit, IEPA Permit and narrative document indicating avoidance of wetlands.
- Design revision and design review meeting and correspondence

Knitter added that the Village of Woodridge has agreed to split the costs associated with Town Centre's sled hill engineering services.

Commissioner Cohen asked how much soil would be needed for the sled hill. Mike Adams reported that 26,000 cubic yards of soil would be needed, and the Triangle Park project would provide about 12,000 cubic yards. Adams added that moving the soil to the sled hill site as opposed to a land fill saves about \$100,000.

Staff recommended the Board accept Living Waters Consultants Inc.'s proposal dated 03/05/18 in the amount not to exceed \$12,000.00, for the Town Centre Sled Hill – Engineering Consultant Services, Design & Permit, CA #18-05pc to complete final engineering and permitting services related to Town Centre.

MOTION by Mahoney and seconded by Cohen to authorize staff to accept Living Waters Consultants Inc.'s proposal dated 03/05/18 in the amount not to exceed \$12,000.00, for the Town Centre Sled Hill – Engineering Consultant Services, Design & Permit, CA #18-05pc to complete final engineering and permitting services related to Town Centre.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

2.f Knitter's final action item was Town Centre Property – Tree Inventory /Survey, CA #18-06pc. Knitter stated that in order to complete the next planning phase of the proposed Town Centre Community Park development, a tree inventory of the site is necessary to determine what trees to preserve. The work will include a CAD/GIS version of the survey identifying the following:

- Tree number
- Species
- Size
- Condition
- Maintenance recommendation
- Identification of woods and deadwood

Knitter said that Graf Tree Care, Inc. has estimated the Town Centre site to have approximately 2300 trees with DBH 6" or greater that will be a part of this survey. She added that staff has worked with Graf Tree Care, Inc. who conducted the Park District's tree inventory for Hawthorne Hill Woods and did the same assessment of trees at that site.

Knitter reported that the Village of Woodridge has agreed to split the costs associated with Town Centre's tree inventory/survey. President Hohnke asked if there was anything in writing from the Village confirming they would pay for half and Adams said there is an email on file confirming the sharing of costs.

Staff recommended the Board accept Graf Tree Care, Inc.'s proposal dated 03/09/18 in the amount of \$5,770.00, for the Town Centre – Tree Inventory /Survey, CA #18-06pc to complete a tree inventory survey and report.

MOTION by Duffy and seconded by Mahoney to authorize staff to accept Graf Tree Care, Inc.'s proposal dated 03/09/18 in the amount of \$5,770.00, for the Town Centre – Tree Inventory /Survey, CA #18-06pc to complete a tree inventory survey and report.

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

#### Lake Harriet, Lake Carleton, and Hawthorne Hill Woods Bench Purchase/Replacement Project

Knitter reported that the order has been placed and is currently being fabricated. One bench to be installed at Lake Harriet will be modified to include a memorial plaque to be donated by Woodridge resident Jim Harast. She added that this, in addition to fabrication issues of the backless benches being purchased for installation along the Hawthorne Hill bike path, will delay delivery by several weeks, likely into May.

#### Lake Harriet Pond Maint. Project – Electrical Service Addition, CDP #17-02pc-04

Knitter shared that the new electrical cabinet passed village inspection on February 28th, and staff met with the ComEd representative on March 6th to review the site. The service connection will be scheduled within the next 14 days per ComEd policy. Utility Dynamics remaining work includes completing the connection of the electrical service with ComEd (Date TBD) and coordinating connection of the electrical wiring to the new pond aeration/compressor system (Spring 2018, Date TBD).

#### 2018 Concrete Installation and Repair Project, CRP#18-02pc

Knitter stated that various concrete replacement and installation work is needed throughout the District including Cypress Cove flatwork, Portable toilet pads at schools, bollards at the ARC Playground area, Orchard Hill Park Concrete Repairs. Staff will seek proposals to complete this work and present them to the Board in April.

Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc

Knitter shared at this time there are no grant updates regarding DuPage County Fee-In Lieu Grant Funding. DuPage County did post the results of their Water Quality Improvement Program grant on their website this week and Triangle Park / Woodridge Park District was not indicated as an awardee.

Knitter reported that staff will also begin assembling bid documents soon in preparation for future bidding. This past month, we were working with the Village of Woodridge to determine a local site for excavated fill to be placed (future master planned community sled hill) and save some substantial costs (rather than taking the fill to a landfill). Staff was just notified on Wednesday, Feb. 21<sup>st</sup>, that this will be possible. Based on this process, our schedule is listed below:

Survey of Site March –April 2018  
Design of Sled Hill May, 2018  
Bid Triangle June – July 2018  
Finalize a Contract August, 2018  
Construction Late August, 2018 – March 1<sup>st</sup>, 2019  
Plantings May 15 – June 15, 2019

Knitter said bid documents will need to be submitted to both the IEPA and HUD for their approval prior to bidding the project since both entities have awarded grants for the project. Watershed Resource Consultants continue to work directly with Army Corp of Engineers related to the permitting aspect of the project as well as with Village of Woodridge. The goal is to have the permitting comments before the project goes out to bid (including those related to the sled hill), but this will depend on how long the permit review process takes on that site.

President Hohnke asked if Triangle Park will be a tough job to complete in the winter. Knitter responded that winter is actually a good time to move dirt and bids may come in cheaper.

Golf Course

3.a Brandon Evans began his report with his first action item, the 2018 Village Greens Golf Course Fee Schedule. Evans stated that rates are structured on market place, time of year/day and special “situations” to take advantage of lower rates. All fees remain unchanged from 2017 with the exception of the addition of a Non-Resident Senior Weekend rate that will be reduced by \$10. That rate is being included to meet a shift in demand as well as to match competitive offerings.

President Hohnke asked if rates change hourly and if people show up early and wait for the lower rates to go into effect. Evans responded that it does occur, and that they are currently reviewing “step-down” pricing. President Hohnke asked if the staff was trained on all the rates and if they ask customers for IDs to confirm residency. Evans reported that staff is familiar with the rates and that the new POS system makes it easier to select the rates, and that staff does ask for IDs. Commissioner Mahoney asked if the new POS system will allow for step-down pricing if they decide to do that, and Evans said it can easily accommodate it.

Staff recommended the Board approve the 2018 Golf Course Fee Schedule as presented.

MOTION by Duffy and seconded by Mahoney to approve the 2018 Golf Course Fee Schedule as presented.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

2.b Evans last action items was Village Greens Sand Trap Rake Replacement Project, VGCRP #18-01c. Evans stated that Village Greens is in need of two new Sand Trap Rakes to replace aging units. The current rakes were purchased in 2008, have over 3000 hours of use, and have been incurring large repairs the past few seasons.

Staff requested Board authorization to go to bid for two (2) Sand Trap Rakes for the Village Greens Sand Trap Replacement Project, VGCRP #18-01c.

MOTION by Duffy and seconded by Mahoney to authorize staff to go to bid for two (2) Sand Trap Rakes for the Village Greens Sand Trap Replacement Project, VGCRP #18-01c.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

Evans then shared that Staff is currently training on the new POS system, and the system should go live Thursday, March 15<sup>th</sup>, and weather permitting, the course will open Friday, March 16<sup>th</sup>.

President Hohnke asked how hiring was coming along for the season. Evans reported that the pro-shop and cart room hiring is going well, and that food & beverage and maintenance hiring has been tougher.

#### Recreation

4.a Don Ritter began his report with his only action item regarding the Recreation Supervisor position. Ritter explained that as the Recreation Department continues to evaluate program needs, staff feels the timing is right to restructure the program area responsibilities of staff. Currently, the part-time Recreation Coordinator (Sarah Porter) supervises the Kidz Squad (Before & After School), Kids Club (childcare), and Birthday Party programs. The responsibilities of this position have almost evolved into a full-time job. Staff feels by adding the summer camp programs to the position (currently supervised by Recreation Supervisor Kim Jay), as well as additional Family Special Events, the position would justify becoming full-time and would open opportunities for the District to redirect and focus on other program area needs.

Ritter reported that recent community survey results indicated a high interest in additional Early Childhood programming, including more weeknight and weekend options. To satisfy that need, staff recommends having the Totschool Coordinator now report to the supervisor in charge of Early Childhood programming. With these two positions now working closely together, it would help the District better coordinate and offer additional creative programming in the Early Childhood age group.

Ritter then presented a matrix specifying the reallocation of existing and assignment of new program responsibilities for each Recreation Supervisor impacted by the proposed change. He said the cost increase difference for salary and benefits (Health & IMRF) to the FYE2019 ARC budget is estimated to be approximately \$24,600.

President Hohnke asked if Staff was aware of the proposed changes. Ritter responded that Staff is aware and that he met with everyone individually and they agreed to their proposed new assignments. Commissioner Duffy asked which budget year this will go into effect, and Adams said it will be the FYE2019 budget and that the majority of Porter's increase will be funded from the ARC budget.

Staff recommended the board authorize the Executive Director to issue a letter of intent to hire Sarah Porter for the new Full Time Recreation Supervisor position effective May 1<sup>st</sup>, 2018.

MOTION by Cohen and seconded by Mahoney to authorize the Executive Director to issue a letter of intent to hire Sarah Porter for the new Full Time Recreation Supervisor position effective May 1<sup>st</sup>, 2018.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None  
MOTION CARRIED.

Ritter continued his report, saying that enrollment for the Woodridge Soccer Association spring season stands at 257 participants which is 27 less than last year. With 27 players enrolled in our Storm Academy team and the new U9 travel team, total enrollment in the house league is roughly the same as a year ago. The regular season will begin game play on April 21<sup>st</sup>.

Ritter reported that the ARC hosted a U11-U14 Boys Indoor Soccer Tournament on President's Day (February 19<sup>th</sup>) and 9 teams competed. The Woodridge Storm U12 team took first place. They also hosted a 6<sup>th</sup> & 7<sup>th</sup> Grade Boys Travel Basketball Tournament on President's Day and 12 teams participated. One of our in-house basketball coaches put together a team from in-house players and they made it to the championship game of their division before taking 2<sup>nd</sup> place.

Ritter shared that the ARC is offering a Winter Girls Softball Camp that started on February 25<sup>th</sup>. The camps are being taught by Denise McCance, a former high school varsity softball head coach. Staff is hoping this is another positive step towards increasing interest in our Girls Softball program.

Ritter said the Teen Job Fair was held at the Westmont Park District on February 23<sup>rd</sup> with eight Park District agencies participating. Approximately 30 teens participated.

Regarding the Golden Years, Ritter said Staff volunteered to serve lunch for the Golden Years group for their annual Chinese New Year's Party on February 15<sup>th</sup>. He reported February Senior Trips were popular with 17 enrolled for the Joseph & The Amazing Technicolor Dreamcoat production at Drury Lane Theatre, 19 attended the Chicago Auto Show, and a sold out group of 24 enjoyed a great lunch at Waterleaf at College of DuPage.

Ritter concluded his report reviewing the revenue from ARC Fitness Daily Pass Sales to date (5/1/17-2/28/18) totals \$13,747. Revenue generated from the Silver Sneakers and Prime memberships have totaled \$10,667. Total number of visits to the Fitness Center in February 2018 compared to February 2017 was up 11.3%.

President Hohnke asked Ritter if the ARC received any feedback on the new teen fitness training program. Ritter shared that there has not been any feedback and that to date only two teens have signed up.

### Aquatics

5.a Amanda Nichols began the Aquatics Report with the Aquatic first item, the FYE2019 Aquatic Budget. Nichols reviewed in detail the FY2018-2019 Preliminary Aquatic Fund Budget for Funds 06 & 07.

Staff proposed to review in detail at this meeting in order to expedite the Special Board Meeting Budget Workshop on April 21<sup>st</sup>.

President Hohnke asked if the Capital Replacement projects would be completed before the season. Nichols reported that it varies depending on the project and if it will be completed in-house by Staff or contractually. President Hohnke then asked why the Support Staff budget decreased by 50%. Nichols responded that they are restructuring from having four staff on duty, to two staff on duty. President Hohnke then asked if Cypress Cove has defibrillators on site. Nichols confirmed that Cypress has two defibrillators on site.

5.b. Jenny Knitter presented the next action item seeking Board approval for a change order for Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c. Knitter reported that Staff worked with the contractor to determine a solution to maintaining adequate padding beneath the exits of the three large body slides in the plunge pool. Historically, Staff had to remove the pads seasonally, reinstalling them each year with anchor screws. The seasonal removal, in combination with the freeze thaw cycle and the pad's buoyancy, caused the anchors and subsequently the concrete to fail. Knitter said Staff investigated non-buoyant options, but after discussions with the supplier it was determined that PVC

coated, foam pads (like the ones currently used) are the best solution. Staff assessed the condition of the current pads which were found to be in good condition. The supplier recommended using an adhesive to secure the pad in place and installing all new anchors into virgin concrete. Knitter reported that the change order is based on using this installation detail to re-install our current pads.

Staff recommended the Board approve Change Order #1 to Aquatic Renovation Systems, Inc.'s contract for an increase of \$1,500.00 for the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c to install three owner provided pads in the plunge pool.

MOTION by Mahoney and seconded by Coleman to approve Change Order #1 to Aquatic Renovation Systems, Inc.'s contract for an increase of \$1,500.00 for the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c to install three owner provided pads in the plunge pool.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter continued the Aquatics Report with an update to the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c. Knitter reported that work began on February 6<sup>th</sup> with a RenoSys welding crew performing a pressure test on the plunge pool gutter system. The test failed indicating a multitude of leaks in the existing gutter system. Knitter shared that prior to the installation of the liner system, all leaks in the gutter supply piping must be repaired or there is a risk of water being lost beneath the liner which can bubble, lift, and ultimately damage the liner system. The crew was able to isolate the gutter system for testing, and they located and repaired five leaks which were typically located at existing welded points and seams that had failed over time.

Knitter said that after completing the repairs, they installed the stainless steel gutter skirting per the contract, and repeated this process the program pool where three leaks were repaired before the skirting was installed. The gutter repairs and modifications were completed on both pools, reviewed, and approved by staff on February 28<sup>th</sup>. The welding crew then moved to the main pool where they detected and repaired two leaks and are currently installing the gutter skirting within the week.

Commissioner Mahoney asked that if moving forward does the Park District plan on conducting regular gutter inspections, and what would happen if a leak was discovered. Adams responded that the Park District will bring in the liner company every two years to check for leaks. Adams added that the liners include a 10 year warranty and that after installation RenoSys will be certifying that all gutters are good and not leaking.

Knitter reported that while the welding crew was working in the plunge and program pools, the pool liner crew began work on February 20<sup>th</sup> taking measurements and placing orders for materials. They began prep work and installation of liner materials the following week. She said that to date, they have completed the installation of the liner systems on the walls, steps, and ramps of the plunge and program pools. Weather permitting, they anticipate completion of both liners in mid-March. They will then prioritize the liner installation for the main pool after the welding crew has completed their work. We remain on track for completion to the project by the May 1st substantial completion date, weather permitting.

President Hohnke asked how the pool liner is installed. Adams explained that liner comes in rolls. It is felt-lined and is glued down then welded together so there are no seams.

Commissioner Cohen inquired about the status of the painting contractor. Knitter responded that the contractor recently reached out to the Park District asking when he should come out to complete the warranty work. She said if the District permitted the contractor to come out now it would significantly impact the work already in progress with the pool liner contractor. Staff is currently strategizing a response and options to include but not limited to reimbursing the District for uncompleted warrant work or request work for the estimated amount to another Park District project.

Julie Rhodes reported that the pre-construction meeting for the installation of the Cypress Cove Main Bathhouse Water Heater Replacement Project was held on Wednesday, March 7<sup>th</sup>, and the Aquatic Department is currently obtaining requests for proposals for the re-painting of the light poles and the splash pad filter building and auxiliary concessions building.

Rhodes added that Early Pass Sales for Cypress Cove will be held Monday, March 19<sup>th</sup> – Sunday, April 8<sup>th</sup>, 2018, and that the Aquatic Department has begun the hiring process for 2018 seasonal staff.

Rhodes concluded the report adding that Swim Team Registration is currently underway, and that the Aquatic Guide was distributed to residents March 2<sup>nd</sup>.

### Parks

6.a John Karesh began his report with an action item regarding Contract Fertilizing Proposals. Karesh said Staff requested proposals from turf care companies for the purpose of fertilization & weed control at select parks. He said parks included include Cypress Cove, Caddie Corner, Administration Office, Forest Glen, Forest View, International, Janes Park, Seven Bridges, Hobson Splash Pad, Westminster, Windy Point, Echo Park, Mending Wall Park, Summerset and the ARC. Karesh said the proposals also included the option of Grub control at Cypress Cove, Administration Center and the ARC. Select Park sites will be grub treated on an as-needed basis. Staff is still maintaining 20+ sites in house. Work includes three applications of weed & feed control at park sites.

<u>True Green</u>	<u>Spring Green</u>
\$9,267.00	\$9,262.00

Staff recommended the Board accept the low proposal from Spring Green in the amount of \$9,262.00 to complete weed & feed services as noted in their respective quotes.

MOTION by Mahoney and seconded by Duffy to accept the low proposal from Spring Green in the amount of \$9,262.00 to complete weed & feed services as noted in their respective quotes.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

Karesh continued his report with the following updates:

- All fire extinguishers in District buildings and vehicles have been certified for the 2018 season.
- Staff removed the ice rinks from Forest Glen Park tennis courts.
- Staff has completed touch-up painting throughout the Community Center interior spaces.
- Staff is working on streamlining the District's Waste Management contracts for garbage and recycling services of all facilities, so that, the contract expiration dates all coincide on the same date.
- Staff is rebuilding one of our three hayracks from the frame up.
- Planning and maintenance operations began March 1<sup>st</sup> at Cypress Cove and Staff is securing 2018 chlorine pricing.
- Select staff has recently completed Pesticide training and testing and has had the opportunity to attend education days in turf and fertilization.

Karesh then discussed current work projects. Regarding 2017-18 Woody Invasive Species Removal Project, Project MSP #17-06C, Karesh said Staff continues to work with ENCAP, Inc. on the woody invasive species project at Lake Carleton, Water tower reserve, Summerhill / 63rd St. Park and Seven Bridges Park. The project is approximately 90% complete and will require some clean up and treatment of re-sprouts.

Karesh shared that Staff has been working with SWAP to prepare the streambank at 63rd Street and Summerhill Parks for seeding in the spring. They worked February 26<sup>th</sup> and 28<sup>th</sup> providing an additional 85 hours of labor.

Karesh said Staff is working on thoroughly inspecting and repairing, as needed, all of the vehicles and equipment. The efforts that are put forth now go beyond typical preventive maintenance procedures and are an essential part of keeping future maintenance costs down and prolonging the life of the vehicles or equipment. Some of the practices that are being done include bearing replacement, hydraulic fluids and filter systems being drained and replaced, and an overall assessment to ensure the equipment or vehicle is ready for the spring.

Karesh ended his report sharing that the Community Center air handler #2 variable frequency drive has stopped working. Quotes are being obtained to complete this repair.

### Marketing

Megan Pettit began her report stating that the following information has been posted on the web, in the newspapers and on Facebook: Duck & Dodge Fest, Job Fair, Road Rally and Community Clean Up the Parks Day.

Pettit reported that Postcards were mailed on March 5<sup>th</sup> to last year's Cypress Cove season pass holders to thank them for their loyalty with free guest passes when they renew in 2018 and inform them of the new surface being installed.

Pettit shared that the Marketing Department is working on the final draft of the summer activity guide. Final files will be sent to the printer on March 14<sup>th</sup> and delivery begins on April 6<sup>th</sup>. She added that the Pathways newsletter was delivered along with the Aquatics Guide on Friday, March 2<sup>nd</sup>.

Pettit concluded her report saying that the Marketing Department worked with the ARC Fitness Manager to create marketing materials for the March Madness promotion including posters and flyers, paid Facebook ad, Facebook posts, marquee listing and an e-blast. She said that 100 people signed up for the promotion.

### Safety Committee

Rhodes stated the February Safety Briefs were emailed to the staff on March 1, 2018.

Rhodes concluded her report reviewing the Accident/Incident Report for February 2018.

### CONSENT AGENDA

MOTION by Duffy, and seconded by Mahoney to approve Consent Agenda item 1 for approval of minutes and Agenda Items 2 through 14 for Vendor Payment & Payroll Ratification for a total amount of \$794,195.43.

1. Regular Board Meeting Minutes .....	February 13, 2018
2. Vendor Payment & Payroll Ratification Report (2/9/18 – 3/8/18) .....	\$794,195.43
3. Anthony Roofing Tecta America, ARC Roofing, CDP#17-01c-06, Payout #5.....	\$15,171.62
4. Aquatic Renovation Systems –Cypress Cove Liner Purchase & Installation, ACDP #17-01c, Payout #1 .....	\$63,132.46
5. Corporate Construction Services, Athletic Recreation Center, Construction Management Services, CA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #11.....	\$21,400.00
6. Floors, Inc., ARC Expansion – Wood Flooring, CDP#17-01c-8, Payout #2.....	\$62,977.50
7. Living Waters Consultants – Triangle Park, Engineering Consultant Services, CA #17-04pc, Payout #6 .....	\$5,000.00
8. M/M Peters Construction, Inc., ARC Expansion - Concrete, CDP#17-01c-02, Payout #3.....	\$17,211.60
9. M/M Peters Construction, Inc., ARC Expansion – Shelter Concrete, CDP#17-01c-03, Payout #1 .....	\$31,379.40
10. Ron Vine & Associates, 2017 Community Survey & Program Surveys .....	\$8,723.12
11. Shambaugh & Son, L.P., ARC Expansion – Fire Protection, CDP#17-01c-10, Payout #4 .....	\$1,026.00
12. Utility Dynamics Corp., Lake Harriet Pond Maintenance Project, CDP#17-02pc-04, Payout #1 .....	\$13,528.00
13. Victor Stanley, ARC Expansion – Shelter, Site Furnishings, Trash/Recycling, Payout #1 (Final) .....	\$4,940.00
14. Williams Architects, Athletic Recreation Center - Architectural Consultant Services, CA#14-01pc-01 – Contract Amendment No.3 (ARC Phase 2 – Architectural Services), Payout #15.....	\$4,865.00

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

#### Executive Director's Report

1.a Mike Adams began his report with an action item regarding the License Agreement with the Woodridge Rotary, Inc. for Use of Park District Property. Adams stated that each year the Board approves a license agreement with the Woodridge Rotary to utilize Cypress Cove Family Aquatic Park facility & parking lot, other park parking lots, and grounds to host their Annual Recycling Extravaganza and Mini Triathlon. This year the Athletic Recreation Center (ARC) parking lot will be added to the license agreement. Rotary requests use of the Cypress Cove parking lot for the "Recycling Extravaganza" on Saturday, May 12, 2018 from 6AM – 1PM. For their "Mini Triathlon" they request use of Cypress Cove Family Aquatic Park & south parking lots from Friday, August 10, 2018 – 8PM to Sunday, August 12, 2018 – 1PM, and the parking lots at the Athletic Recreation Center (ARC), Orchard Hill Park, Falconridge Park, and Janes Avenue Park on Sunday, August 12, 2018 from 12AM to 1PM.

Staff recommended the Board approve a license agreement dated March 13, 2018 with Woodridge Rotary for use of park district property located at Cypress Cove and various park parking lots.

MOTION by Cohen and seconded by Mahoney to approve a license agreement dated March 13, 2018 with Woodridge Rotary for use of park district property located at Cypress Cove and various park parking lots.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

#### ARC

2.a Knitter began the ARC report with action item ARC Expansion–Interior Signage Purchase & Installation Project, CDP#17-01pc-21. Knitter reported that in order to comply with code and meet the consistencies with the rest of the building, additional signage and minor renovations to interior signs are needed. Staff has been working with the same signage company who provided interior signs for the ARC so that all matches size, font, style and color. Staff is seeking authorization to purchase 19 additional signs as provided by Takeform.

Staff recommended the Board accept Takeform's proposal dated 03/07/18, for the purchase and installation of various MAC signage in an amount not to exceed \$5,500.00, for the ARC Expansion – Interior Signage Purchase and Installation Project, CDP#17-01pc-21.

MOTION by Cohen and seconded by Mahoney to approve Takeform's proposal dated 03/07/18, for the purchase and installation of various MAC signage in an amount not to exceed \$5,500.00, for the ARC Expansion – Interior Signage Purchase and Installation Project, CDP#17-01pc-21.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter then updated the Board on the ARC Park Shelter Construction Project. She reported that shelter construction began on March 7<sup>th</sup> and final grading is scheduled to begin next week. Masonry and plant installations will occur in spring, as well.

Knitter next reviewed the ARC Expansion Contracts

Progress to date:

- a. Wood Floor Installation
- b. Audio/Visual Equipment System Tie-In
- c. Roof Copings (Weather Pending)
- d. Lightning Protection (Weather Pending)
- e. Wall Pad installation

Knitter concluded her report updating the Board on the following schedule:

- a. Lightning Protection (Weather Pending)
- b. Review of wall pad installation – not the same product as in main and turf. Working with manufacturer to determine next steps.
- c. Exterior Grading/Landscaping (Weather Pending)
- d. Waiting on replacement of existing turf divider curtain and new ¼ curtain
- e. Working with Signage Company to complete room signage and adjustments to emergency exit plans on the first floor.

3.a Adams continued his report discussing the Town Centre Land Use & Community Park Planning. Adams stated that Staff is requesting Board feedback and direction on a potential Intergovernmental Agreement (“IGA”) with the Village that would amend the 2014 Town Centre Master Plan in order to, among other things, allow the Village to build a potential new Police facility on a designated portion of the jointly-owned 44 acre property. Adams reviewed the Village’s response (from Village Manager) to the District’s proposed terms.

Adams reported that the Village was receptive to all the proposed terms with some caveats, which is all subject to the Village pursuing the Town Centre property. Additional discussion ensued regarding the estimated investment amount that would be necessary to complete the proposed Phase 1 development of the Town Centre community park. Adams also noted that the Village Board plans to discuss further at an upcoming Village board meeting or study session.

Adams stated if the Village intends to pursue the Town Centre property, the next step would be to complete the community park design development phase to accurately estimate costs, including the cost of the Park District to maintain the property, in order to negotiate an intergovernmental agreement.

COMMITTEE REPORTS

SEASPAR – No Report.

JUBILEE – Rhodes stated planning is moving along.

PDRMA – Adams stated that the District has been accredited through 2021.

EX-OFFICIO REPORT

1. Plan Commission – No report
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 Duffy and seconded by Mahoney to adjourn the meeting at 8:36 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in cursive script that reads "Jack C. Mahoney".

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Jack Mahoney, Secretary