



President Hohnke called the Regular Meeting of the Board of Commissioners to order at 6:30 P.M. Upon a roll of Commissioners being called, the following were present: Cohen, Hohnke, Mahoney, Venouziou, Wuttke-Kranz (Commissioner-Elect). Absent: Commissioner Coleman. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Rhodes, Ritter, Webber.

PUBLIC PARTICIPATION: Elias Gonzalez, 3912 63rd Street, Woodridge. *See Public Comment at the end of the report*.

PRESIDENT'S REPORT

President Hohnke began his report stating the IAPD Legislative Reception will be held in Springfield, IL on April 30th-May 1st, Executive Director Adams and Commissioner Cohen will be attending.

President Hohnke noted the Motion Explosion Special Event will be held on May 3rd from 11am to 2pm at the Cypress Cove Family Aquatic Park.

President Hohnke concluded his report stating the Rotary Recycling Extravaganza will be held May 11th from 8 a.m. - 12:00 p.m. at Cypress Cove Family Aquatic Park.

Finance

Superintendent of Finance & Personnel Chris Webber began his report stating on a letter dated March 25, 2019, the District was informed that the District received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the fiscal year end 2018 Comprehensive Annual Financial Report (CAFR). This is the District's 9th consecutive CAFR to receive the award which is the highest financial award a municipality can receive and demonstrates the District's appropriate standard of excellence in financial reporting.

Webber noted the Fiscal Year end 2019/2020 Budget workshop was held on Saturday, April 6th where staff presented the budget to the Board. Staff presented a budget totaling \$17,395,890 which is 1.2% less than the 2019 Budget. Staff will await board direction on any possible revisions.

Webber stated included in the Board packet is the March, 2019 financial report which is the eleventh (11th) month of the District's Fiscal Year. The budgeted expenses are still within budgetary levels as the District is 92% through the Fiscal Year on a straight-line basis. Webber referenced the supplementary report attached for more analysis on the District's revenue facilities. A preliminary year-end report will be presented at the May meeting.

Webber mentioned staff held a 2nd job fair in March at Village Greens which resulted in forty (40) people attending and twenty (20) applications being received. Currently, the District is up to 206 new applicants for the open positions. Staff utilized Indeed.com for a few positions as a test run and that proved be very successful by generating 101 of those 206 new applicants.

Webber concluded his report stating staff will be preparing Cypress Cove for the upcoming season which generally takes a couple weeks to ensure all testing is performed and machines are running properly. Staff is looking to replace hard drive components on most PC's as the machines we are running have so many components and systems now that the older, traditional hard drives are not sufficient. Staff has ordered static hard drives at an expense of \$90 per and plan to install in PC's as needed. Staff that already had this task completed can attest to the difference in speed.

Planning

2a. Superintendent of Planning & Development Jenny Knitter began her report with an action item regarding Triangle Park – Community Development Block Grant – Disaster Recovery-Modification 3 – Amendment to Completion Date.

Knitter stated the Agreement that is currently in place was for the CDBG funding amount of \$286,563.83. This modification is for the amendment of the time of period covered from April 30, 2019 to October 31, 2019. Although the project is substantially complete, the plant installation process is not scheduled for completion until late May. As a result, this extension is needed to give time to submit grant paperwork as well.

Staff recommended Board approval of Modification #3 to the Community Development Commission Agreement CDBG-DR-13, which amends the grant completion timeline to October 31, 2019.

MOTION Cohen and seconded by Mahoney to approve Modification #3 to the Community Development Commission Agreement CDBG-DR-13, which amends the grant completion timeline to October 31, 2019.

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2b. Knitter's next action item seeking Board approval was the 83rd Street Park – Site Furnishings Purchase, CDP #19-05pc.

Knitter stated in order to get the site furnishings ordered in time for summer, staff is providing the Board with proposal costs for trash receptacles (7), recycling receptacles (3), hot coal container (1), and concrete ping pong tables (2), for 83rd Street Park. The proposal is provided by Doty & Sons Concrete Products, Inc., a supplier that the District regularly purchases trash and recycling containers from. Please note, benches and picnic tables will be purchased through different vendors and are under \$10,000 estimated costs.

Staff recommended the Board approval the proposal from Doty & Sons Concrete Products, Inc. dated April 11, 2019 in the amount of \$15,864.60, for the purchase of site furnishings for 83rd Street Park Development.

President Hohnke asked when this project will be complete. Knitter replied weather permitting we are hoping for the middle of May.

MOTION Cohen and seconded by Mahoney to approve the proposal from Doty & Sons Concrete Products, Inc. dated April 11, 2019 in the amount of \$15,864.60, for the purchase of site furnishings for 83rd Street Park Development.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2c. Knitter's next action item seeking approval was the Town Centre Sled Hill Development, CDP #19-01c, Donation Agreement.

Knitter stated as originally bid with the Triangle Park project as an alternate bid, the sled hill scope of work was valued at \$355,000 based on the low bid. Earthwerks Landscaping & Restoration, Inc. was a subcontractor of one of the bids from Triangle Park which is how they were became aware of the Sled Hill scope of work. After learning that the sled hill scope was not being implemented with the Triangle Park Project due to conflicts with the Grant requirements, Earthwerks Landscaping & Restoration, Inc. proposed completing the entire Sled Hill scope of work at no cost to the District (*including tree removals, grading, seeding, construction of haul road, and providing needed clean fill as a donation provided from other sites*).

Knitter noted additionally, Park District & School District staff inquired to see if there was an opportunity to coordinate with Earthwerks construction of the sled hill with the construction of the adjacent Jefferson Jr. High (JJH) Athletic Complex renovation project. The JJH Project was recently bid, but the bid results did not result in potential coordination, other than use of the sled hill access road (anticipated construction in May).

Executive Director Adams stated other sled hill development expenses anticipated is related to the forty-two (42) replacement trees required by the Village per the tree preservation code. After requesting a waiver of the tree code requirement, due to the amount of trees (woodlands) on site and conflict with a potential sled hill, Village staff indicated that the tree replacements may not have to be located within the Town Centre site but could potentially be located at other District properties. District staff proposed to the Village to credit the proposed 50 trees to be planted at the 83rd Street Park development towards the 42 trees required for the Town Centre site. Further review and discussion with the Village is required to resolve the matter.

Knitter stated the District's legal counsel drafted a Donation Agreement to define terms to complete the proposed sled hill construction at no cost to the District. (The agreement is included in the Board packet for your review.)

Staff recommended the Board approve a Donation agreement with Earthwerks Landscaping & Restoration, Inc. for the Town Centre Sled Hill Development, Project CDP #19-01c.

Commissioner Cohen asked if the District has worked with this contractor before. Knitter replied no, but the engineer speaks very highly of the contractor and their quality of work.

MOTION Cohen and seconded by Venouziou to approve a Donation agreement with Earthwerks Landscaping & Restoration, Inc. for the Town Centre Sled Hill Development, Project CDP #19-01c.

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

2.d. Knitter's final action item seeking approval was the Contractual Landscape Maintenance Services, MSP#19-03c.

Knitter stated staff requested proposals for annual invasive turf plant control contracted services throughout the park district, as done annually. This scope of services includes weed control of all landscape beds and tree mulch rings at twenty-nine (29) park sites twice a month from April 1 – September 30, 2019 (12 times a year).

Knitter noted this contract scope has changed from the previous year in several ways. Last year, services were only provided eight (8) times a year. Also, only sixteen (16) sites were identified for weed control, verses this year's twenty-nine (29) sites. Last year, the additional thirteen (13) sites were completed by our staff.

Knitter added crews had a difficult time controlling invasive turf plants in-house due to other landscape maintenance needs and priorities of plant care, mulching, edging, landscape task lists and resident calls, just to name a few. As identified in the Budget Review Meeting, the intent is to balance the utilization of Contractual Labor with Permanent Part Time and Seasonal Labor to handle the tasks to reduce the need to hire full time labor. This contract would assign a routine task to contractual labor, so staff can address more complex, skill driven, and time sensitive tasks in house.

We requested proposals from five (5) contractors and received the following:

<u>Contractor Name</u>	<u>2019 Season</u>	<u>2020 Season</u>	<u>2021 Season</u>
• Sybert Group, Inc.	\$18,500.52	\$19,425.48	\$20,396.76
• Patriot Landscape Group, Inc.	\$30,540.00	\$31,456.20	\$33,029.04

Knitter stated Sybert Group, Inc., has provided services for the Park District several years in the past meeting the scope and specifications defined.

Knitter noted the term of this contract shall be the 2019 season (April 1, 2019 through September 30, 2019) and the contract will then terminate. The parties, however, shall have the option, but are not required to renew this contract for two separate additional one year terms on the same terms, conditions and obligations as set forth herein, provided however if the contract is renewed for the term of April 1, 2020 through September 30, 2020, the total cost for all weed control in all the parks in Woodridge Park District shall not exceed \$19,425.48, and if the contract is renewed for the term of April 1, 2021 through September 30, 2021, the total cost for all weed control in all the parks in Woodridge Park District shall not exceed \$20,396.76.

Staff recommended the Board accept Sybert Group, Inc. as the low qualified proposal and approve a contract in the amount of \$18,500.52, for the 2019 season only for Contractual Landscape Maintenance Services, MSP#19-03c.

MOTION by Mahoney and seconded by Cohen to accept Sybert Group, Inc. as the low qualified proposal and approve a contract in the amount of \$18,500.52, for the 2019 season only for Contractual Landscape Maintenance Services, MSP#19-03c.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Knitter continued her report reviewing the following information:

Lake Harriet Improvement Project, Lighting Additions, CDP#19-02c

Knitter stated final revised documentation was submitted to the Village in order to obtain the building permit. Staff met with the contractor for project administration compliance (bonds, insurance, and contracts). The Contractor is intending to provide staff with all shop drawings for review this week. Lead time for the equipment is 8-10 weeks so the sooner the order is placed, the better. The intent is to do the underground and the pole foundations first, and place the fixtures as the last step with minimal disturbance to the site.

Pickleball Development Project, MSP #19-03pc

Knitter noted in fall of last year, staff bid the development of a Pickleball court at Hobson Corner Park. Unfortunately, due to the multiple trades (concrete, fencing, asphalt, and color coating), no contractors bid on the project because the project was not large enough for contractors to be interested to take it on as a general contractor to manage the other trades. Therefore, the District decided to request proposals for the scope of work to see if the District could get the work done under \$25,000.

Knitter mentioned staff requested proposals for fencing (Demo of existing tennis net posts and footings, relocation of practice hitting board, installation of 4' and 10' divider fences)

- Peerless Fence \$16,227.00
- Action Fence Contractors \$27,350.00

Knitter added staff requested proposals for court recoloring (Asphalt repairs to surface, new Pickleball net systems (4), court layout and recoloring

- US Tennis Court Construction Co. \$20,040.00
- Perm-A-Seal, Inc. \$25,965.00

Knitter stated as a result of the combination of scopes being over \$25,000, based on legal review, the District will need to formally bid the project in accordance with State Statutes. In an effort to get the best pricing with economy of scales, staff

recommends scheduling the Pickleball project in conjunction with the Hobson tennis fencing capital replacement project in spring of 2020. The CRP FYE2020 budget will be modified to reflect this change.

2018/19 Natural Areas High Risk Tree Removal Project, MSP #18-10c-02

Knitter mentioned work has been completed at Lake Carleton, Boundary Hill, Westminster, Water Tower Reserve Outlot A, Seven Bridges, 63rd and Summerhill parks.

Fitness Court – 2019 National Fitness Campaign / Site Location Commitment

Knitter stated in an effort to show potential sponsors a commitment from the Board and for the project, Executive Director Adams will be presenting a resolution of support for the project in his report.

Knitter added along with that commitment, it is important to identify and commit to a project location for the fitness court. After review with the Fitness Court staff as well as District staff, we feel that location 'A' is the best location for this proposed amenity. Site 'C' not only will appeal to sponsors, but it will provide great visibility and use by the public and provide great access along the bike path as well as the parking lot for easy accessibility by many. This also preserves the open space behind the center that is sometimes used by Tot School by spreading out some of the site amenities and preserving the lake views for the future masterplan development of more lake specific amenities such as boat launches and gazebo/shelter overlook areas.

Knitter noted the grant is secure for this project.

Jefferson Jr. High – Athletic Complex Updates and Sled Hill Updates

Knitter stated the project was bid in March and opened in April, 2019. School District staff will be presenting the bids for School Board consideration on Monday, April 15th. The District's goal is to proceed with a schedule that starts in May with completion around when school starts in August. This is a very tight construction timeline.

Knitter added assuming the School District approves the bids for the project, the IGA previously approved by the Park District will be considered for adoption by the School District board at their April or May meeting.

Cypress Cove Filter System Renovation Project–Ph. 1, ACRP#18-07c-02

Knitter mentioned staff is coordinating contract execution with awarded Contractor, Mechanical, Inc.

Maintenance Facility Interior Office Improvements Project, CDP #18-04c

Knitter noted staff is coordinating contract execution with awarded Contractor, Builder's Land, Inc.

2018/19 Woody Invasive Species Removal Project, MSP#18-13c

Knitter stated work has been completed at all sites: Duke Street Basin, Falconridge, Lake Harriet and Timber's Edge. Treatment of any resprouts will occur in May.

Timbers Edge – Ides Grove West – IPRA/GameTime Playground Funding Initiative

Knitter stated staff was informed by the local GameTime representative that a fall funding initiative will be issued in September 2019. This initiative will provide the same matching funds mechanism as the GameTime/IPRA initiative awarded to the district in January. The representative assured us that the Ides Grove West/Timbers Edge project would qualify for the program. The main difference in the two initiatives is that the fall initiative doesn't require that the project be listed as a national demonstration site and thus doesn't receive the press releases and will not be included in the presentation of case studies at the 2020 IPRA Conference. The IPRA/GameTime initiative required that District equipment be purchased by March 2019, and we had already requested a number of extensions due to our current planning process. Staff is planning to utilize the fall funding initiative in order to be able to provide the same equipment for the same price while affording more flexibility for the planning timeline.

Timbers Edge – Ides Grove West – Park Planning Committee

Knitter noted since the March board meeting staff has conducted two (2) planning Committee meetings and conducted a neighborhood wide survey of the planning Committee's selected concept plan.

Knitter stated as staff described last month the planning process for this project was expanded because neighborhood input is important to this process and will be considered. To this end, staff held a third meeting with members of the Committee on March 20th to discuss the feedback received from residents who'd seen the initial concept plan. After discussing the issues staff presented the Committee with four new or modified concept plans for additional consideration. Ultimately, a two-thirds (2/3rd) majority voted to present a modified version of the originally selected concept plan to the community for consideration and comment.

Knitter mentioned following the meeting, staff made some minor modifications to the concept plan and the marketing department constructed an online survey where neighborhood residents were able to assess the plan and provide their feedback. The survey consisted of the plan and an associated narrative and two (2) questions: 1) in which neighborhood do you reside (Pulte Home/Gallagher & Henry)? And 2) I recommend moving this concept plan to the next planning phase (Yes/No)? Also included in the survey was the opportunity for survey participants to provide their own feedback. Having this feedback provides staff with awareness of additional needs and allows staff to vet public concerns/ issues and to modify the plan to minimize concerns and provide a neighborhood park in which the majority of residents are satisfied with. The survey was distributed to the neighborhood residents via USPS delivered postcards listing a web address for the survey and via the Timbers Edge Neighborhood Group Facebook page. The survey received a total of 103 responses with 76.47% of respondents voting 'yes' to authorize moving the concept plan to the next planning phase (full report of survey results attached). Sixty-seven (67) comments were also submitted.

Knitter added these results and comments were shared with and discussed amongst the members of the planning advisory Committee at the 4th planning meeting on April 3rd. The Committee concurred with the survey results and staff then presented the Committee with a modified concept plan which incorporated a number of comment submitted by those surveyed. The Committee voted unanimously to develop this concept plan into a master plan to be presented to the community and to the park board in May. The Committee then selected playground equipment for both the tot and elementary playgrounds including selecting a recommended color scheme for the equipment.

Knitter noted staff is currently working to produce a master plan that will be posted on the District's website for community review and comment with the intention of presenting the master plan for Board approval at the May meeting. On this current trajectory staff anticipates a fall/winter construction timeline with a dedication in early summer 2020.

Triangle Park Restoration Project, CDP#18-01c

Knitter noted the project is substantially complete, excluding plugs and shrubs to be planted later this spring. Staff will begin submitting grant reimbursement documents later this month.

83rd Street Park Development Project, CDP#18-03c-01

Knitter stated construction activities continue at 83rd Street Park. The substantial completion date of March 29th was met for work related to the baseball field. The contractor anticipates final completion of all construction activities including landscaping and site restoration by mid-May. Since mid-March the contractor has completed all concrete work on the site excluding areas along the parking lot being utilized for construction access. Installation of the park shelter has been completed including the masonry column wraps and adjacent masonry seat wall. Throughout the month, the contractor began grading the soccer field working from the north walk toward the parking lot. Beginning the week of April 8th, the contractor began removing spoils and construction debris from the site. All electrical work is currently in place excluding the light fixtures. ComEd has been contacted to complete the electrical connection and set the meter. Installation of the water service for the new drinking fountain began on Friday, April 5th. The contractor was able to locate the existing curb stop from the original water service for the old park district maintenance facility. Utilizing this existing water line avoids having to directionally bore beneath 83rd Street and should result in a cost savings to the District. The week of April 1st maintenance crews completed the installation of new team benches in the dugouts.

Knitter added as mentioned earlier, site furnishings will be purchased this month to prepare for the project's completion this summer, in accordance with the project budget proposed in the FYE2020 budget.

- Benches(7) NuToys (Dumor) \$8,965
- Picnic tables(10) RJThomas (Pilot Rock) \$7,320

Natural Resource Management & Landscape – Project Updates

Knitter concluded her report reviewing the March – Natural Areas' and Landscape Progress.

Below is a list of completed work this month:

- Completed pruning of oaks in all parks.
- In-house prescribed burns have been completed at Echo Point Park, Ides Grove East and Hawthorne Hill Woods.
- Contracted prescribed burns were conducted at Westminster, Pond 54, Duke Street Basin, and Water Tower Reserve Outlot C.
- We are working with SWAP (Sherriff's Work Alternative Program) to mulch Cypress Cove.
- Mulching at Sunnydale Park has continued.
- Responded to numerous resident calls regarding prescribed burns, trees and natural areas
- Interviewing applicants for the seasonal landscape position.

Golf Course

3.a. Golf Manager Brandon Evans began his report with an action item regarding 2019 Village Greens Sand Trap Rake Purchase Project VGCRP #19-01c. Evans stated the golf course utilizes two (2) sand trap rakes to perform daily operations. The older of the two units, purchased in 2008, is in severe disrepair and warrants replacement. The preferred unit for replacement has been awarded through a cooperative bid contract from Sourcewell (previously NJPA), Contract #062117-TTC. The pricing, compared to suitable alternatives, is optimal.

Staff recommended Board approval of the purchase of a Sand Pro 3040 from Reinders, Inc. in the amount of \$18,724.00 secured through the Sourcewell Cooperative Purchase Bid Contract #062117-TTC for the 2019 Village Greens Sand Trap Rake Purchase Project, VGCRP #19-01c.

MOTION by Venouziou and seconded by Cohen to accept the low qualified bid from Reinders, Inc. in the amount of \$18,724.00 secured through the Sourcewell Cooperative Purchase Bid Contract #062117-TTC for the 2019 Village Greens Sand Trap Rake Purchase Project, VGCRP #19-01c.

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

Evans noted Village Greens opened for play on Friday, April 5th. However, rounds remain minimal due to soft, wet turf conditions. This was the latest opening day in over fifteen (15) years.

Evans concluded his report stating staff contracted Visu-Sewer to inspect/clean a clogged drainage line near the #18 tee box. This is a different storm sewer line from the main line detailed at last month's Board meeting. This line was blocked at the beginning of last season, was subsequently unplugged using in-house labor, and unfortunately clogged once again this winter. Upon inspection, it was noted that a fifty (50') foot section of the pipe was in severe disrepair and was mostly collapsed. Visu-Sewer was able to open up enough of the pipe to get water flowing again, but repairs on that pipe will need to be initiated during the season.

Recreation

Superintendent of Recreation Don Ritter began his report stating the WSA spring season will get underway with scrimmage games scheduled for April 13th and the regular season starting on April 20th. Enrollment for the spring is at 261, which is 24 less players than last season.

Ritter noted the Woodridge Park District hosted a U9 and U10 Indoor Soccer Tournament for 25 teams on April 5th-7th, with games taking place at the ARC, Ackerman Sports Center (Glen Ellyn) and Westmont Yard.

Ritter mentioned the District's Pee Wee Soccer League for ages 4-5 is returning again this spring. The league currently has 35 participants on 4 teams, up from last year's total of 23 players on 3 teams (52% increase).

Ritter stated 5th grade Woodridge Wolverines travel basketball team participated in the DYTBL end of the season tournament and took 2nd place out of 12 teams. Go Wolverines!

Ritter noted the Adult Co-Ed Soccer League, which cancelled last year due to low enrollment, has 9 teams registered this year.

Ritter mentioned the Adult Doubles Pickleball league has doubled in numbers from last year with 34 players enrolled.

Ritter stated staff along with Scholastic Books held a Book Fair for Totschool that generated 50% of the sales for new books for the Totschool program.

Ritter added Totschool students enjoyed a fun field trip to the ARC. For two (2) hours, students were able to rotate between four (4) stations and play different sports with the help of teachers and sports instructors.

Ritter stated Volunteers from the Active Adult Crafting Club assisted at a local church garage sale and raised \$112 from the sale to purchase supplies needed for the group.

Ritter mentioned three (3) Active Adult trips were offered during the month of March. Two (2) of them sold out and the third trip had 22 registered (25 is considered sold out).

Ritter concluded his report reviewing the ARC Turf and Gym Rental Revenue Comparison

	<u>FYE2019 FYE Budget</u>	<u>thru April 2018</u>	<u>thru March 2019</u>
Turf Field	\$97,000	\$92,992	\$131,951
Gymnasium	\$52,800	\$43,982	\$ 67,320

Ritter noted ARC Turf and Gym rentals are up 45%, comparing end of March/2019 vs. April/2018 and the facility still has one more month of revenue to account for.

Aquatics

5.a. Assistant Superintendent of Recreation Julie Rhodes began her report with an action item seeking Board approval of the Diving Board Replacement, ACRP #19-03pc. Rhodes stated due to wear patterns on the safety tread of the existing diving board that could lead to slips, falls and injuries it is recommended to replace the diving board prior to opening for the 2019 season. Staff recommended replacing the board with the same product, the 16' Duraflex Recreational Diving Board.

Pricing from the three lowest priced suppliers is listed below:

	<u>Recreation Supply Co.</u>	<u>Recreonics</u>	<u>Springboards & More</u>
16' Duraflex Recreation Diving Board	\$4,653.00	\$4,499.00	\$4,394.00

Staff recommended the Board accept the low qualified price from Springboards & More and approve a purchase order in the amount of \$4,394 for the purchase of a 16' Duraflex Recreational Diving Board, Purchase ACRP #19-03pc.

MOTION by Mahoney and seconded by Cohen to accept the low qualified price from Springboards & More and approve a purchase order in the amount of \$4,394 for the purchase of a 16' Duraflex Recreational Diving Board, Purchase ACRP #19-03pc.

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

Rhodes continued her report stating Early Bird Season Pass sales began Monday, March 18th, Preseason Season Pass sales will began on Friday, April 5th.

Rhodes added online, by fax, by mail, drop-off and drop-in membership renewal options are again available to renewing resident and nonresident season pass holders who are already verified in ActiveNetwork.

Rhodes mentioned Interviews for Cypress Cove employment will began Tuesday, March 19th and are ongoing. The District is still accepting applications for Lifeguards, Concessionaires, and Aquatic Seasonal Maintenance.

Rhodes concluded her report by reviewing sales revenue received to date as of March 31, 2019.

Parks

6.a. John Karesh began his report with an action item seeking Board approval for a Garbage Truck Replacement Purchase, CRP #19-03c.

Karesh noted staff recommended replacing the District's 2010 Ford F550 8-yard rear load garbage truck per the Capital Replacement Program (CRP) schedule. The current garbage truck is one the most frequently used trucks in the fleet based on daily use during the spring, summer and fall seasons and weekly use during the winter months. The current truck has served the District well, but is in need of replacement due to the extensive amount of wear & tear. The truck has 89,000 miles, experiences frequent hydraulic leaks, intermittent compactor issues and an overall condition that is close to reducing a higher trade in value.

Karesh added staff worked with R-Now, a municipal equipment sales company, to secure a bid price from National Auto Fleet Group secured through the Sourcewell Cooperative Purchase program, Contract No. 120716-NAF for the purchase of a new Ford F550 8-yard rear load compactor garbage truck.

Staff recommended Board acceptance of the low qualified bid submitted by National Auto Fleet Group secured through Sourcewell Cooperative Purchase program in the amount of \$89,109.38 for the purchase of a 2019 or newer Ford F550 truck chassis with an installed 8-yard rear load trash compactor.

President Hohnke asked what we will do with the old truck. Karesh replied we will sell it on E-Bay or at auction.

MOTION by Cohen and seconded by Venouziou to accept the low qualified bid submitted by National Auto Fleet Group secured through Sourcewell Cooperative Purchase program in the amount of \$89,109.38 for the purchase of a 2019 or newer Ford F550 truck chassis with an installed 8-yard rear load trash compactor.

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

6.b. Karesh continued with his next action item regarding the 2019-2021 Waste & Recycling Dumpster Rental & Disposal Services, MSP#19-02c. Karesh stated staff opened bids on Tuesday, April 9, 2019 for the District's waste & recycling

dumpster rental & disposal services. Two (2) bids were received, one from Advanced Disposal and the other from Waste Management. When the bids were opened it was found both bidders inadvertently made errors to bid line items 1.a. & 2.a. The bidders misread the "per dumpster" price and assumed the quantity was in total when the number of units was more than 1. Additionally, Waste Management failed to include the additional per dump & overage charges for years 2020-2021 & 2021-2022, but clarified that the pricing remained the same as bid for the 2019-2020 year. After discussion with legal counsel, the attorney determined that the clarifications were acceptable since a price was provided. Included in the Board packet are the bid results based on unit prices. The proposed three (3) year estimated costs for FY's 2019 – 2021 are included. Staff recommends negotiating the price for bid line items 3.b. through 4.c. to obtain a better price for temporary dumpster use.

Staff recommended the Board accept the low qualified bid based on bid line items 1.a through 3.a. submitted by Waste Management, authorize the Executive Director to negotiate a reduction in price for bid items 3.b through 4.c. and finalize and execute a contract agreement upon the review and approval of the Park District attorney for fiscal year 2019-2020 with optional fiscal years 2020-2021 and 2021-2022.

MOTION by Cohen and seconded by Mahoney to accept the low qualified bid based on bid line items 1.a through 3.a. submitted by Waste Management, authorize the Executive Director to negotiate a reduction in price for bid items 3.b through 4.c. and finalize and execute a contract agreement upon the review and approval of the Park District attorney for fiscal year 2019-2020 with optional fiscal years 2020-2021 and 2021-2022.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Karesh continued his report stating the 2019 spring soccer season is set to begin on April 13th. All soccer fields including Janes Avenue Park baseball fields are being lined and prepped as weather allows for the 2019 season. Bleacher and goal placement should be completed by April 10th.

Karesh mentioned the Chip Pile Program is set to begin May 11th. The Chip Pile program is held the second Saturday of every month May thru October.

Karesh stated staff reached out to three (3) concrete company's for pricing of concrete blocks. Seventy (70) 2'X2'X6' concrete blocks are being ordered from the low quote company A & L's Construction & Redi-Mix in the amount of \$4,900 to create additional storage yard bins behind the maintenance facility for storage of mulch, fibar play surface, ball field mix and ball field turf. The new bins will provide a much more efficient operation of material handling and storage. Crews will be utilizing the facilities side bins for storage of dirt, cans, landscape concrete blocks and miscellaneous outdoor equipment storage.

Karesh noted the Cabs, blowers, and brooms are being removed from our Toro 7200 series and mowing decks are being installed. This process takes approximately two (2) weeks to complete.

Karesh added the crews are fertilizing park sites and aerating sports fields.

Karesh stated the ballfields will open as soon as weather and site conditions permit. This includes raking the surface, leveling and providing a final drag with a drag mat. Crews will add ballfield mix and Turface products as needed and as time permits.

Karesh concluded his report stating Park Clean Up Day went very well. Approximately 220 people come out to help clean up the parks.

Marketing

Megan Pettit began her report stating the following information has been posted on the web, in the newspapers and on Facebook; Early Bird & Preseason Pass Sales, Summer Guide Delivery & Program Registration, Road Rally, Daddy/Daughter Dance, Kids Thrill at the Hill.

Pettit mentioned the Summer Activity Guide was delivered to residents beginning April 5th-April 8th. This guide was the first guide with the District's new printer, Paulson Press, and staff is very satisfied with the quality of the product and the delivery. The digital version of the guide was available a few days before delivery.

Pettit stated the Marketing staff has been capturing pictures and video over the last few months of different programs and activities to include in a new Park District video. Video footage from previous shoots at Cypress Cove and pictures from past special events were also used. Jaffe Films provided three (3) rounds of drafts and the final format to use on a digital screen and social media. They are a local video editing company who has created over 100 Gold Medal Videos for local park districts.

Pettit mentioned the Marketing staff designed a t-shirt design and is taking orders for a special WPD 50 Year Anniversary t-shirt for staff to wear this spring and summer. The "50" graphic is filled with names of District parks, events, facilities and programs.

Pettit concluded her report stating beginning May 6th, the District will begin running advertisements on the large digital marquee located on the intersection of Janes & Boughton Road in Bolingbrook. Because it is so close to the ARC and Cypress Cove, it is an effective and inexpensive way to reach new customers. Advertisements for Cypress Cove, the ARC and the Woodridge Mini Tri will run for three (3) months for \$450 each month. According to Chicago Billboards who manages the digital marquees, approximately 44,128 drivers will see our ad each week.

Safety Committee

Julie Rhodes stated that the April Safety Briefs were emailed to the staff on April 1, 2019.

Rhodes concluded her report reviewing the Accident/Incident report from March 2019.

CONSENT AGENDA

MOTION by Mahoney, and seconded by Cohen to approve Consent Agenda items 1 and 2 for approval of minutes and Agenda Items 3 through 17 for Vendor Payment & Payroll Ratification for a total amount of \$845,835.16.

1. Regular Board Meeting Minutes.....	March 19, 2019
2. Special Meeting Minutes	April 06, 2019
3. Vendor Payment & Payroll Ratification Report (3/15/19-4/11/19).....	\$845,835.16
4. Rondo Enterprises, 2019 – 14" Dove Tail Trailer Purchase, Payout #1 (Final)	\$2,089.00
5. AMSCO Engineering, Inc., Lake Harriet Site Electrical, Elect. Eng., #18-09pc, Payout#1	\$5,200.00
6. D & J Landscape, Inc.-83 rd Street Park Development Project, CDP#18-03c01, Payout #3	\$83,331.70
7. ENCAP, Inc., 2018/19 Woody Invasive Species Removal Project, MSP#18-13c, Payout#4	\$8,750.00
8. ENCAP, Inc., 2018/19 Woody Invasive Species Removal Project, MSP#18-13c, Payout #5.....	\$1,495.00
9. ENCAP, Inc., 2018/19 Prescribed Burns, MSP#18-11c, Payout #1.....	\$10,300.00
10. ENCAP, Inc., 2018/19 Prescribed Burns, MSP#18-11c, Payout #2.....	\$4,200.00
11. Family Landscaping & Tree Werks, Inc. – Fall 2018 Tree Work, MSP #18-14pc, Payout #3	\$3,115.00
12. Panther Rental Fence Co. – 83 rd Street Park – Const. Fence, CDP#18-03pc-03, Payout #2	\$3,251.00
13. Steve Piper & Sons, Inc., 2018/19 Natural Area High Risk Tree Removal, MSP #18-10pc02, Payout #3.....	\$1,470.00
14. Steve Piper & Sons, Inc., 2018/19 Natural Area High Risk Tree Removal, MSP#18-10pc-02, Payout #4.....	\$3,920.00
15. Steve Piper & Sons, Inc., 2018/19 Natural Area High Risk Tree Removal, MSP #18-10pc-02, Payout #5.....	\$2,940.00
16. Steve Piper & Sons, Inc., 2018/19 Natural Area High Risk Tree Removal, MSP #18-10pc-02, Payout #6.....	\$7,840.00

17. V3 Construction Group, Ltd. – Triangle Park Restoration Project, CDP#18-01c, Payout #3\$57,874.82

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Director's Report

F.1.a. Executive Director Mike Adams began his report with an action item seeking Board approval of An Ordinance Adopting Revisions to the WPD Policy & Procedural Manual (8.6.6 Vacation Policy, 8.6.8 Personal Day Policy, 8.7.1 Sick Leave, 8.7.2 Bereavement Leave, & 8.4.5 Work Day) and Job Descriptions Manual (8.3.20 Finance Assistant).

Adams stated the District participated in a 2019 wage and benefit survey sponsored by IPRA and completed by HR Source for both Park Districts and Non-Profit Organizations. Once the results were received a comparison of survey results to the District's benefit policies was conducted. While the District was competitive in many of the categories there were a few items where the District fell below industry standards.

Adams added the District has also conducted an employee satisfaction survey which in part sought feedback regarding the District's benefit policies. There was constructive feedback received on ways to improve some of benefit offerings with minimal impact to the Districts costs and great impact on making sure our employees feel valued. With unemployment numbers on the decline and the labor market tightening keeping turnover low and remaining competitive is highly important.

The proposed policy changes were presented to the Board at the March Regular Board meeting for review. Adams noted according to the Fair Labor Standards Act (FLSA) there are several administrative roles that qualify employees for exempt salary status. Specifically listed as job duties that qualify are payroll, finance, records maintenance and accounting. The aforementioned job duties are all performed by the District's two Finance Assistants on a daily or weekly basis. This fact coupled with the fact that these two (2) positions (*that are currently classified as nonexempt*) are the only positions outside of maintenance roles that are not classified as exempt is the reason staff seeks approval for a change in status. The change in status will bring the Finance Assistant role in line with all other administrative positions throughout the District, a couple of examples of which are the Office Manager and Accountant positions.

Staff recommended the Board approve Ordinance No. 19-6, An Ordinance Adopting Revisions to the WPD Policy & Procedural Manual (8.6.6 Vacation Policy, 8.6.8 Personal Day Policy, 8.7.1 Sick Leave, 8.7.2 Bereavement Leave, & 8.4.5 Work Day) and Job Descriptions Manual (8.3.20 Finance Assistant).

President Hohnke asked what prompted these changes. Adams replied this is due to the benchmark survey, and to stay competitive with other park districts.

MOTION by Cohen and seconded by Venouziou to approve Ordinance No. 19-6, An Ordinance Adopting Revisions to the WPD Policy & Procedural Manual (8.6.6 Vacation Policy, 8.6.8 Personal Day Policy, 8.7.1 Sick Leave, 8.7.2 Bereavement Leave, & 8.4.5 Work Day) and Job Descriptions Manual (8.3.20 Finance Assistant).

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

F.1.b. Adams next action item seeking Board approval was an Ordinance Granting an Easement.

Adams stated during the engineering for the Triangle Park Stormwater improvement project, the District became aware of a ComEd transformer on District property outside of the existing utility easement located within the residential properties on 63rd Street Court. Additionally, the contractor digging in the area damaged a Comcast cable that was unmarked by J.U.L.I.E. also located on District property. Rather than require the utilities to relocate their utilities on to the existing utility easement, thereby disrupting service to the residents and impacting mature trees on their properties, staff recommended just granting a 10' utility easement on District property. This proposed easement would have no impact on the District property based on the nature of the renovated park site for Stormwater control.

Staff recommended the Board approve Ordinance No. 19-7, An Ordinance Granting an Easement (Triangle Park).

MOTION by Cohen and seconded by Venouziou to approve Ordinance No. 19-7 as noted above.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

F.2.a. Adams final action seeking approval is Resolution No. 19-5, A Resolution to Implement an Outdoor Fitness Court at Lake Carleton Park, Woodridge Park District, DuPage and Will Counties, Illinois.

Adams stated staff presented for Board consideration at a previous board meeting a proposed project concept to construct a FitCourt at the Community Center / Lake Carleton Park site. The project entails a funding component to include a \$30,000 grant from the National Fitness Campaign, \$60,000 from local sponsors and the remainder from the local agency.

Adams noted the FitCourt will provide free fitness opportunities for users to exercise on permanent fitness equipment. With the proximity of the Community Center parking lot, bike path, Town Center, and Lake Carleton park backdrop, the proposed location is an ideal location and fit to for easy access and showcasing.

Adams added the project is proposed to be included in the 2019-2023 Capital Development Program and FYE2020 Budget.

Staff recommended the Board approve Resolution No. 19-5, A Resolution to Implement an Outdoor Fitness Court at Lake Carleton Park, Woodridge Park District, DuPage and Will Counties, Illinois.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 19-5, A Resolution to Implement an Outdoor Fitness Court at Lake Carleton Park, Woodridge Park District, DuPage and Will Counties, Illinois.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

INFORMATION & DISCUSSION ITEMS:

Adams continued his report reviewing the following items:

F.2.a. 'Draft' Intergovernmental Agreement (IGA) Between the Village of Woodridge, the Woodridge Public Library, the Woodridge Park District, and Woodridge School District 68 (Town Centre Parking Lot Addition).

Adams asked the Board to consider approval of a multi-agency intergovernmental agreement between the Village of

Woodridge, the Woodridge Public Library, the Woodridge Park District, and Woodridge School District 68 to expand the Town Centre Parking Lot.

Adams stated in order to develop the proposed Town Centre sled hill and the Woodridge School District #68's Jefferson Junior High Athletic Facility (Track & Synthetic Athletic Field), the Village required additional parking to offset potential increase in parking demand. To minimize costs, the Village, Library, SD#68 and WPD recommended partnering together to build and maintain the proposed parking lot addition. The Library will not share in the initial construction costs but is included since a portion of the project is located on library property.

Adams noted the Village will take the lead with engineering, design and construction. Expenses will be equally split between the responsible agencies ("Parties"). The Village accepted responsibility for routine maintenance (e.g. restriping, snow plowing, minor repairs, etc.), and future resurfacing and/or major repairs will be shared between the four Parties. The Village's preliminary estimated cost to complete the project is \$225,000 (\$75,000 / agency).

Adams added the Park District's share of the costs is budgeted in the FYE2020 Capital Development Program.

The Parties have reviewed the 'Draft' agreement to include the District's legal counsel and finalize the terms.

Staff recommended the Board review the agreement and consider approving at the May 21st Regular Board Meeting, pending the SD #68's approval of bids to construct the JJH Athletic Facility.

F.2.b. FYE2020 Preliminary Budget Review & Discussion

Adams stated staff presented the FYE2020 preliminary budget on April 6th. He reviewed the timeline to complete the budget process with the adoption of the Budget & Appropriation Ordinance.:

April 16, 2019 Follow up review and discussion, if any.

May 21, 2019 The 'Tentative' Budget & Appropriations Ordinance will be presented to begin the 30 day statutory requirement to make the ordinance conveniently available to the public (posting on the website)

Call for a public hearing to be held at the June 18th Regular Board Meeting.

June 18, 2019 Conduct public hearing and consider official adoption of the Budget & Appropriation Ordinance.

Adams informed the Board that due to difficulties in hiring seasonal maintenance labor due to competition within the market, staff recommended to the Board to increase the starting rate for seasonal help to \$12.00 per hour instead of \$10.00. He added, staff felt this increase will help keep the Woodridge Park District be competitive with other entities starting rates and increase the pool of qualified candidates.

ComEd Recreation Lease & Temp Use Agreements

Adams stated staff submitted proposed revisions to ComEd's representative on 3/26/19. The representative responded on 4/9/19 indicating he hopes to have a response from their legal department within a week.

Woodridge Athletic Association (WAA) 'Draft' Affiliate Agreement

Adams noted to date, WAA has not responded back with comments due to priority in coordinating the baseball season start.

Jubilee Special Event Operating Intergovernmental Agreement w/ Village of Woodridge

Adams stated staff created a 'Draft' IGA to memorialize in writing current operations and responsibilities of the Parties. The IGA is finalizing terms with the Village and an updated revised version was forwarded to legal counsel on 4/8/19 for

review and comment. The IGA is tentatively scheduled to be presented for Board consideration at the May 21, 2019 regular board meeting.

FYE2019 Annual Goals & Objectives, 4th Quarter Update

Adams concluded his report stating the 4th Quarter (Final) update will be completed following fiscal year end (4/30/19) and submitted at the May Regular Board Meeting.

COMMITTEE REPORTS

SEASPAR – Adams noted the SEASPAR budget was finalized today and their Annual Banquet will be held May 15th.

JUBILEE – Rhodes stated planning is in process.

PDRMA – No Report.

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

PUBLIC COMMENT

Resident Elias Gonzalez read a statement to the Board asking for seniors and Vets to be able to use the indoor walking track at the ARC for free. President Hohnke responded stating as discussed previously, the ARC is a self-revenue generated facility and staff and the Board would continue to discuss and review this request in conjunction with the budget process.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn to Executive Session under Section 2(c)(1) Discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District.

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

The Board adjourned to Executive Session at 8:10 p.m.

RECONVENE OPEN SESSION

The Regular Board Meeting of April 16, 2019 reconvened at 8:40 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Hohnke, Mahoney, Venouziou, Wuttke-Kranz (Commissioner-Elect). Staff present: Adams. Absent: Coleman

FINAL ACTION

MOTION by Cohen, seconded by Venouziou to approve staff recommendation to revise the employee performance evaluation merit pay increase guidelines as presented.

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

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

MOTION by Mahoney, seconded by Cohen to approve Resolution No. 19-6, A Resolution of the Board of Park Commissioners of the Woodridge Park District, DuPage & Will Counties, Illinois and Authorizing the Execution of an Addendum to Employment Contract of the Executive Director of Parks and Recreation.

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

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

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Venouziou to adjourn the meeting at 8:50 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted,



Jack Mahoney, Secretary